

Town of Frankfort

Pepin County, WI

Emergency Operations Plan (EOP)

December 1, 2014

Town of Frankfort Emergency Operations Plan

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**TOWN OF FRANKFORT
EMERGENCY OPERATIONS CENTER ALERTING LIST**

- | | | |
|--|-------------------------|--|
| 1. Chairperson: | Bryce Black | H 715-647-3033
C 608-397-0237 |
| 2. 1st Supervisor | Denny Richardson | C 715-495-1890 |
| 3. 2nd Supervisor | Curt Stine | H 715-285-5161
C 715-495-5595 |
| 4. 3rd Supervisor | Donna Juleff | C 715-495-8396 |
| 5. 4th Supervisor | Kay Hamilton | C 612-756-2176 |
| 6. Clerk | Maureen Manore | H 715-442-2685 |
| 7. Treasurer | Tina Bee | H 715-285-5809 |
| 8. Plan Commission
Chair | Dwight Jelle | C 612-723-8409 |
| 9. Assessor | Mark Garlick | H 715-287-3376 |
| 10. Pepin County Emergency
Management | | W 715-672-8897 |

OTHER EMERGENCY TELEPHONE LISTINGS

Pepin County Sheriff's Department	(911)	715-672-5944
Durand Rural Fire Department	(911)	715-672-8770
Rescue Squad or Lund/Pepin	(911)	715-442-2461
Wisconsin Emergency Management Duty Officer	800-943-0003	

Pepin County

Office of Emergency Management	715-672-8897
OEM – Maria Holl	
Highway Department	715-672-8171
Human Services	715-672-8941
Health Department	715-672-5961
Pierce Pepin Cooperative Services	715-927-5705
Electric	
Chippewa Valley Hospital	715-672-4211
Wisconsin DNR (Local Warden)	715-672-8476
West Central Region-N	715-839-3717
Wisconsin DOT District #6	715-836-2065
National Response Center	800-424-8802
(Chemical Spill)	

LEGAL BASIS

The Legal Basis for the development of this municipal 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
166.23	EMERGENCY POWERS
83.09	EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
166.03	(5) POWERS AND DUTIES OF HEADS OF EMERGENCY GOVERNMENT SERVICES
323	EMERGENCY POWERS OF CITIES, VILLAGES AND TOWNS
213.095	POLICE POWER OF FIRE CHIEF, RESCUE SQUADS
895.483	(2) CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

PEPIN COUNTY

CODE OF ORDINANCES:
CHAPTER 6 EMERGENCY GOVERNMENT

ACRONYMS

DNR DEPARTMENT OF NATURAL RESOURCES

WEM WISCONSIN EMERGENCY MANAGEMENT

EMS EMERGENCY MEDICAL SERVICES

EOC EMERGENCY OPERATIONS CENTER

EOP EMERGENCY OPERATIONS PLAN

PIO PUBLIC INFORMATION OFFICER

UDSR UNIFORM DISASTER SITUATION REPORT

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for Town of Frankfort to respond to various types of emergencies or disasters that may affect the community. It also provides a link to procedures that will be used by Pepin County government, since the Town of Frankfort is part of the county emergency management program. This municipal plan is to be used in conjunction with the Pepin County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Pepin County EOP and Frankfort town 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 Pepin County. These hazards are outlined in the Pepin County Hazard Analysis and the federally-approved Pre-Disaster Mitigation Plan. A copy of each is located in the County Emergency Management office.

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters which take place in the town. They will activate the appropriate municipal agencies to deal with the disaster. The Chair 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 Town of Frankfort and Pepin County should consider if this plan is activated:

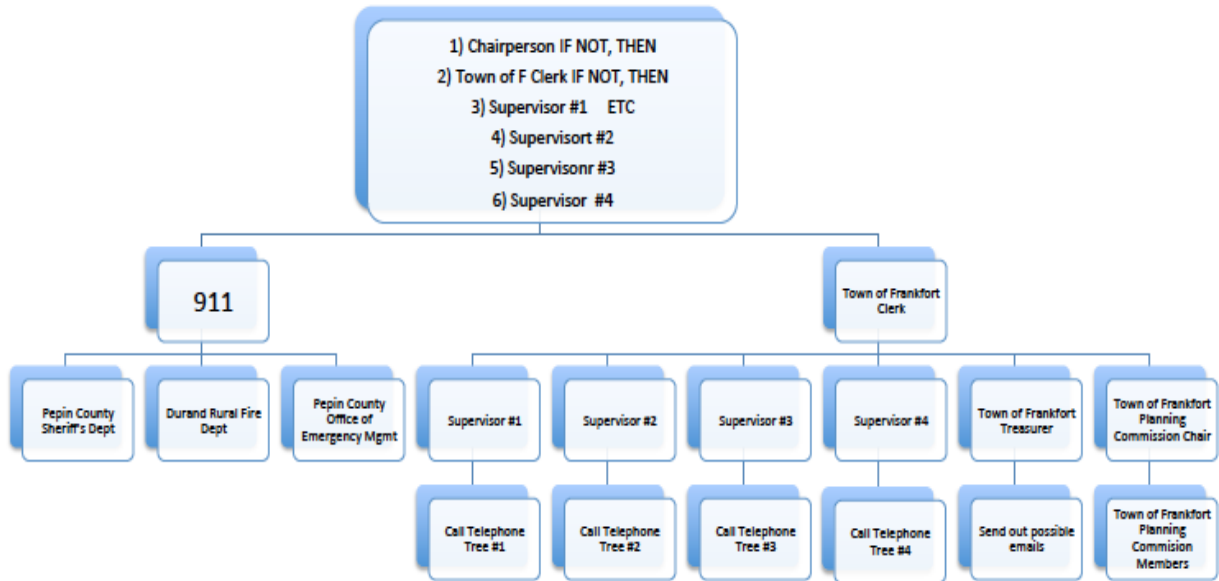
1. Municipal agencies initially assess the nature and scope of the emergency or disaster.

2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Town Chair coordinates emergency response actions.
 - b. The Town Chair declares a local state of emergency and notifies the Pepin County Emergency Management Director of this action.
 - c. Forward the local state of emergency declaration to the county emergency management office or the county board chairperson for concurrence.
 - d. The Town Chair activates the municipal emergency operations center (EOC). This facility will be located at Frankfort Town Hall or other designated area.
 - e. Municipal emergency response officials / agencies respond according to the checklists outlined in the Attachments A-J.
 - f. Town Chair directs departments/agencies to respond to the situation.
 - g. Town Chair issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and recommend 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 the Pepin County Emergency Management Director.
4. If assistance is requested, the Pepin County Emergency Management Director assesses the situation and makes recommendations.
5. The county will do the following (to the extent appropriate):
 - a. Activate the County Emergency Operating Center.
 - b. Implement the County Emergency Operations Plan.
 - c. Respond with county resources as requested.

- d. Activate mutual aid agreements.
 - e. Coordinate county resources with municipal resources.
 - f. Notify the Wisconsin Emergency Management (WEM) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) form.
 - h. Assist municipality with prioritizing and allocating resources.
6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through Wisconsin Emergency Management (WEM).
7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency 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 State WEM Administrator.
9. The State Administrator of Wisconsin Emergency Management 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. TOWN ORGANIZATION FOR EOP

TOWN OF FRANKFORT EMERGENCY CONTACT HIERARCHY



E. RESPONSIBILITIES AND TASKS:

See Attachments A-I for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Additional support from Pepin County Departments may include:

- Pepin County Sheriff's Office
- County Emergency Management Office
- County Highway Department
- County Human Services Department
- County Health Department

Support from Private Agencies/Volunteer Groups:

Pepin County Emergency Management will contact American Red Cross to serve as the lead agency for volunteer groups.

Support from State and Federal Agencies:

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

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Frankfort EOP Development Team consists of the Town Chairperson and/or appointed Supervisor and members of the Planning Commission.

This Team shall meet annually and review incidents, change/add new information and make revisions to the plan

This Team also will conduct after-action reviews of all exercises and major incidents.

PLAN APPROVAL:

**This Town of Frankfort Emergency Operations
Plan is adopted this 11th day of November, 2014.**

/s/ Bryce Black
Town Board Chair

/s/ Maureen Manore
Town Clerk/Treasurer

/s/ John Andrews
Sheriff

/s/ Lawrence Plummer
Fire Chief

/s/ Maria Holl
County Emergency Management Coordinator

ATTACHMENT A

CHAIR BOARD CHAIRPERSON

KEY ACTION CHECKLISTS

The Chair is responsible for the overall management of the Town of Frankfort. The following tasks represent a checklist of actions which should be considered in emergency or disaster situations:

1. Call 911. Contact Town Clerk to alert Town Supervisors.
2. Activate the Emergency Operations Center (EOC). Make sure that it is fully operational and that EOC staff have reported/are reporting to it
3. Obtain initial damage report and other relevant information from the Incident Commander. Relay this information to the First Responders and to the County Emergency Management Director.
4. Ensure that Town officials and EOC staff are briefed as to the status of the disaster.
5. Write an Incident Action Plan to address needs for the next 24 to 48 hours.
6. Ensure the Town Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. Be prepared to issue a declaration of emergency if needed.
8. Delegate authority to department heads to permit acquisition of equipment and supplies needed following a disaster.
9. Evaluate available resources, including personnel, equipment and available emergency funds by checking with the EOC staff. If deficiencies exist, take action to obtain the needed resources.
10. 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.)
11. Ensure that all EOC staff have begun to keep separate and accurate records of disaster related expenditures.

ATTACHMENT B

TOWN CLERK/TREASURER/ASSESSOR

KEY ACTION CHECKLISTS

The Town Clerk, Treasurer and Assessor are responsible for their assigned activities in Town of Frankfort. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

TOWN CLERK SHOULD:

1. Report to the Town Emergency Operating Center or Command Post.
2. Maintain records indicating town expenses incurred due to the disaster.
3. Assign account numbers to which department heads can charge emergency expenditures.

TOWN TREASURER SHOULD:

1. Be prepared to transfer funds if needed for expenses.

TOWN ASSESSOR SHOULD:

1. Assist in the damage assessment process by providing property information, the dollar value of property damages as a result of the disaster, as well as owner name and contact information.

ATTACHMENT C

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

The Town Chairperson should activate the Town warning system.

1. Warn the following:
 - a. Town Elected Officials
 - b. County Emergency Management Director/Coordinator
 - c. Municipal Emergency Operations Center representatives
2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of telephones, cell phones, Internet (wifi) connections, and fax.
3. Activate public warning system. This consists of door-to-door notifications, telephone trees, emails. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.
4. Establish communications with the county EOC if activated or the county emergency management office. The communications equipment available is via telephones, cell phones, internet and fax.
5. Establish communications with the Command Post.

ATTACHMENT D

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The Town Chairperson is responsible for law enforcement activities in the Town of Frankfort. The following tasks represent a checklist of actions which this department should consider in an emergency or disaster situation:

1. Size up the situation; establish a staging area; designate a Command Post; call for additional resources as needed and assume initial command until relieved.
2. Ensure that all Law Enforcement staff have been notified and that they report as situation directs.
3. Direct the designated law enforcement representatives to report to the Incident Command Post and the Town Emergency Operations Center (if established).
4. Secure the affected area and perform traffic and crowd control.
5. Participate in warning the public as situation warrants.
6. Provide ongoing information regarding the scope of incident as to casualties/destruction and whether the incident has the potential to expand and escalate.
7. Direct officer(s) to close off the damage site area and to stop all unauthorized in-bound traffic.
8. Report closures and detours to the appropriate law enforcement agencies.
9. Set up an emergency pass system if needed.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

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, utilize Emergency Police Services and mutual aid agreements with other police departments.

ATTACHMENT E

HUMAN SUPPORT SERVICES

KEY ACTION CHECKLIST

The Town Chairperson shall designate a Human Services Coordinator as the situation warrants. If possible the selection should be a Town Official. The Coordinator is responsible for resident service activities in the town. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions which the Coordinator may consider in an emergency or disaster situation:

1. Report to the emergency operations center.
2. Coordinate activities of municipal agencies/departments which provide human-services type services.
3. Provide emergency assistance to persons with special needs and assure that the public health needs of disaster victims are met.
4. Coordinate with American Red Cross in opening and managing shelters in the municipality.
5. Work with Red Cross in providing food and water to disaster victims and ensure that canteen services are available to feed emergency workers.
6. Provide necessary outreach services to citizens affected by the emergency or disaster.
7. Distribute information to disaster victims regarding assistance for their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If the County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the county Department of Human Services.

ATTACHMENT F

PUBLIC WORKS

KEY ACTION CHECKLISTS

The Town Chairperson shall designate a Public Works Coordinator as the situation warrants. If possible the selection should be a Town Official. This Coordinator upon notification may respond directly to the Command Post or Emergency Operations Center (EOC).

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the Town EOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the Town Chair.
4. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
5. Coordinate with Law Enforcement regarding travel restrictions/road closures within the municipality.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to the affected area.
9. Assist with urban search and rescue activities as may be requested.
10. Assist private utilities with the shutdown of gas and electric services.
11. As necessary, request mutual aid and establish a staging area for public works.
12. Report public facility damage information to the Damage Assessment Team.
13. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

ATTACHMENT G

PUBLIC HEALTH SERVICES

(See Pepin County Plans)

EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

Pepin County First Responders will serve as the Emergency Medical Services Liaison in the Town of Frankfort and is responsible for public health and emergency medical services activities in the Town. The EMS Liaison will coordinate health services activities with a representative from the county Public Health Department. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation:

1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Assist EMS Transport Officer by identifying trauma-level hospitals in the region.
3. Assure that the public health needs of disaster victims are met.

ATTACHMENT H

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The Town Clerk is responsible for public information activities in the Town of Frankfort. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as the sole municipal point of contact for the news media.
2. Maintain liaison with the emergency operations center (EOC) and Chairperson in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare joint news releases.
5. Conduct press tours of disaster areas within the municipality as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

ATTACHMENT I

FIRE SERVICES

KEY ACTION CHECKLISTS

The Durand Rural Fire Department is responsible for fire protection services in the Town of Frankfort. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

1. Establish and/or respond to designated Command Post and staging area.
2. Designate a Staging assistant to record the arrival and deployment of emergency personnel and equipment.
3. Assist Law Enforcement in warning the affected population.
4. Perform Search and Rescue.
5. Protect critical facilities and resources.
6. Assist Law Enforcement with evacuation, if needed.
7. Assist the public works department and utilities with shutting down gas and electric services, if necessary.
8. Send a representative to the Town Emergency Operations Center.

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 additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

ATTACHMENT J

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

The Town Chairperson will assign a Town Official to work with the County or State representative performing the damage assessment and information-gathering activities in the Town of Frankfort.

1. Report to the Incident Command Post and establish a liaison with the Emergency Operations Center.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the damage assessment team which consists of the following municipal department/agencies: Durand Rural Fire Department, Pepin County Highway Department, Pepin County Land Management Department, Pepin County Health Department, Pepin County Sheriff's Department.
 - a. Within first 2-3 hours: Complete preliminary Damage Report:
 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. Damage to public facilities such as highways, roads, bridges.
 - b. Within 8 hours:
 1. Recount items 1-5 above.
 2. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items 1-5 above.
 2. Assist Pepin County Emergency Management in completing the Uniform Disaster Situation Report (UDSR) for submission to the state.
5. If the situation warrants, assist the Chair with the preparation of a local state of emergency declaration and forward to the Pepin County Emergency Management Director.
6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Prepare reports for the municipal Public Information Officer.

ATTACHMENT K

DISASTER DECLARATION

WHEREAS, a disaster, namely

_____ has struck the Town of Frankfort, Pepin County, WI; 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 Frankfort to expend or commit all of its available resources, including personnel, equipment and available emergency funds; and

WHEREAS, the Town has requested county support and requests the county to advise the State of Wisconsin of our emergency conditions;

NOW THEREFORE, pursuant to State Statute 166, as Chair of the Town Frankfort; I formally declare a disaster which requires state and/or federal assistance to resolve. In testimony whereof I have hereunto set my hand.

Done at _____ this _____ day of _____, 20____

Chairperson

NOW, THEREFORE, pursuant to State Statute 166, as Chairperson of the Pepin County Board of Supervisors, I hereby concur that a state of emergency exists in the Town of Frankfort.

In testimony whereof I have hereunto set my hand.

Done at _____ this _____ day of _____, 20____

County Board Chairperson

**RESOLUTION DECLARING AN EMERGENCY
-Evacuation Order-**

WHEREAS, a disaster, namely _____

_____ has struck the Town of Frankfort located in Pepin County; Wisconsin; 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 Frankfort to expend or commit all of its available resources, including personnel, equipment and available emergency funds; and

WHEREAS, the Town has requested assistance from Pepin County and requests the County to advise the State of Wisconsin of our emergency conditions.

NOW THEREFORE, pursuant to Chapter 166 of Wisconsin State Statutes, as Chief Elected Official of the Town of Frankfort, I do hereby declare that a state of emergency exists, and declare that it necessary to **immediately and completely evacuate the following area(s)**:

BE IT FURTHER RESOLVED, pursuant to State Statute 166.23 but notwithstanding any other provisions of law to the contrary, emergency response personnel are authorized to do whatever is necessary and expedient for the health, safety, welfare and good order of the Town of Frankfort during the emergency.

BE IT FURTHER RESOLVED, pursuant to State Statute 166.23(2), the penalty for violation of the evacuation order or other actions which impede emergency response shall not exceed \$100 forfeiture or, in default of payment of the forfeiture, six months imprisonment for each separate offense. Each day that the violation exists during the declared state of emergency shall constitute a separate offense.

In testimony whereof I have hereunto set my hand.

Done this _____ day of _____, 20____.

Chairperson

Town of Frankfort, Pepin County, WI.

Pursuant to Chapter 166 of the Wisconsin State Statutes and Resolution 02-99 of the Pepin County Board of Supervisors, I do hereby declare, as Chairperson of the Pepin County Board, that a state of emergency exists in the aforementioned Town, Village or Town, Pepin County, Wisconsin. In testimony whereof I have hereunto set my hand.

Done this _____ day of _____, 20____.

Chairperson, Pepin County Board of Supervisors

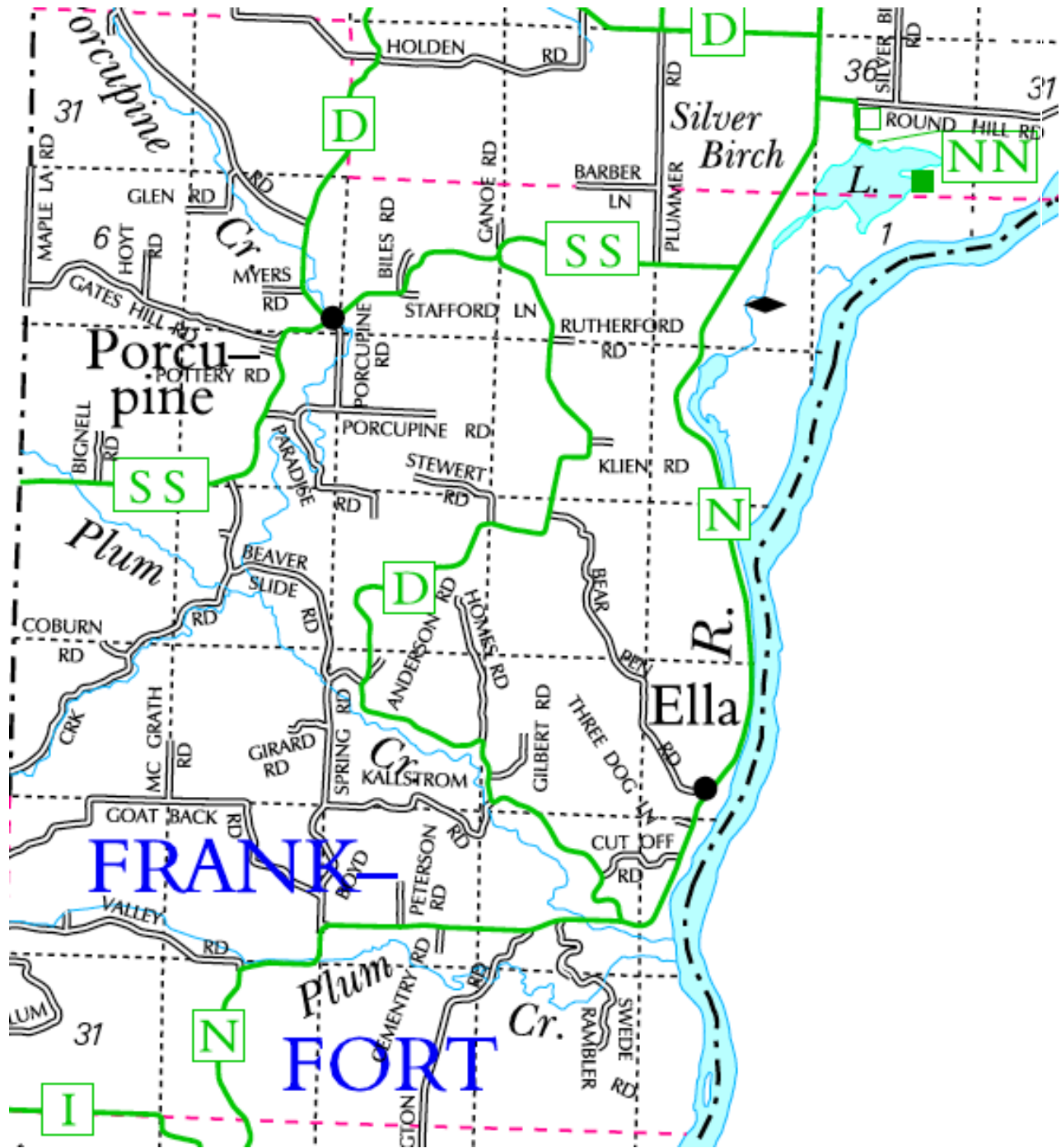
**ADDITIONAL RESOURCE INFORMATION LOCATED AT THE PEPIN
COUNTY EMERGENCY MANAGEMENT OFFICE**
(740 7th Ave West, Durand, WI):

1. Shelter Lists and Maps
2. Information regarding Facilities with Hazardous Materials
3. List of Local Media Contacts
4. Procedures for Requesting Emergency Police Service or Wisconsin National Guard
5. Numerous Other Contacts for Services

ADDITIONAL TOWN OF FRANKFORT INFORMATION

1. Map of Town
2. Telephone trees
3. Citizen email list (potential)

1) Town of Frankfort Map



2) Telephone Tree of Frankfort Citizens

To be Developed by March 31, 2015

3) Email List of Frankfort Citizens (Potential)

To be Developed by March 28, 2015

