

TOWN OF SOMERSET

MUNICIPAL EMERGENCY OPERATIONS PLAN

Town of Somerset Municipal Emergency Operations Plan (EOP)

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Somerset (referred to as Town) government to respond to various types of emergencies or disasters that could affect the community. In accordance with Wisconsin State Statute Chapter 323 Emergency Management, Section 323.14 (1) (b) Local Government Duties and Powers: the Town shall designate a head of emergency management services and develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management. Review of this municipal plan shall be accomplished annually or as local changes dictate.

B. SITUATION AND ASSUMPTIONS:

1. Situation

- a. Geography: The Town is located in the central part of St. Croix County Town of Somerset. The Town land area covers approximately 48 square miles.
- b. Population: As of the census of 2010, there were 4,036 people, 1,479 households residing in the town. The population density was 84 people per square mile.
- c. Hazards: The Town is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and pose a threat to life, property or environment in St. Croix County. These hazards are outlined in the St. Croix County All-Hazard Mitigation Plan which is incorporated in this document by reference. Potential hazards which may occur in or around the Town include, but are not limited to floods, high wind, severe storms, winter storms, civil disorder, dam emergencies, HAZMAT incident from fixed facilities, HAZMAT incident from highway accidents, long term power failure, ice storms, subsidence, mass casualty bus accidents, natural gas lines, railroad derailment, LP gas facilities, fires, disease outbreak and pandemic, critical infrastructure disruption and acts of terrorism.

2. Assumptions

- a. The Town will continue to be exposed to the hazards identified above. Others may develop in the future as well.
- b. Town officials will continue to recognize our responsibilities with regard to the public's safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
- c. When properly implemented, actions relayed in this plan may reduce or prevent disaster related losses.
- d. It is impossible for the government to do everything to protect the lives and property of our residents. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in a way that will aid the government in management of an emergency. The Town will assist our

- citizens in carrying out those responsibilities by providing appropriate and timely information prior to or during emergency situations.
- e. Effective emergency operations require that all potentially involved personnel and agencies thoroughly familiarize themselves with this plan, including the need for regular training and exercising.
 - f. Outside assistance or help to a Town-wide disaster may not be readily available and as a result the Town and local emergency service providers should continue to work towards self-reliance to respond to Town-wide emergencies.

C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility to undertake comprehensive management of emergencies in order to protect life and property from the effects of emergency events. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day activities. To the extent possible, the same personnel and material resources will be employed in both cases.

Town officials, because of the proximity to emergency events, have the primary responsibility for emergency management activities. Other levels of government provide resources not available at the town level. When the emergency exceeds the town's capability to respond, assistance from the county or adjacent municipal departments will be requested. For emergencies taking place in our municipality Town officials will activate the appropriate municipal agencies to respond and recover from the event. The chief elected town official in charge per the line of succession (see Attachment 1) or the designated Town Emergency Management Coordinator (contact) is responsible for assisting with coordinating the response and recovery of municipal agencies and coordinating the response with county officials if county assistance is necessary.

1. The Town elected official in charge shall assess the nature and scope of the emergency or disaster and identify and initiate any proclamation deemed necessary (see Attachments 2 for sample emergency declaration).
2. Day-to-day functions, which do not contribute directly to response actions to an emergency, may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.
3. When the situation can be handled locally, use the procedures in this plan as appropriate.
 - a. The Town elected official in charge declares a local state of emergency, if needed, and notifies the Town Emergency Management contact of this action.
 - b. The Town elected official activates the Emergency Operations Center (EOC) if necessary. This facility is located at (Town Hall) 748 Highway 35, Somerset, WI 54025.

- c. If the Town EOC is compromised or is not adequate to handle the emergency at the request of the Town the County Emergency Management Coordinator may activate the back-up municipal EOC if necessary. This facility is located at 1101 Carmichael Road, Hudson, in the lower level (EOC/Training Room) of the St. Croix County Government Center.
 - d. The Town Emergency Management contact will assist the Town in coordinating departments/agencies that respond to the situation.
 - e. The public will be notified of the situation by the manner most appropriate and advised of the actions to take.
 - f. County officials will be informed of the situation and the actions taken.
 - g. The Town Emergency Management contact will assist the Town in coordinating departments/agencies with recovery issues to the emergency.
 - h. The Town will use its road crew, building inspector, and contract engineering services in a coordinated effort to gather and provide damage assessment information to the County Emergency Management Coordinator to forward to Wisconsin Emergency Management (WEM).
4. If municipal resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Coordinator.
 5. If assistance is requested, the County Emergency Management Coordinator assesses the situation and makes recommendations to the Director of Emergency Support Services Department and the County Administrator.
 6. 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 municipal resources.
 - f. Notify WEM Regional Director.
 - g. Forward a Uniform Disaster Situation Report (UDSR) form to the State identifying preliminary damages.
 - h. Assist the town with prioritizing and allocating resources.
 7. If municipal and county resources are exhausted, the County Emergency Management Coordinator can request state assistance through WEM.
 8. When state assistance is requested, the WEM Administrator will assess the disaster or emergency situation and, if needed, recommend personnel, services and equipment be made available for response, mitigation or recovery. This is performed in conjunction with the Regional Director, County & Town Emergency Management contact and the Town elected official in charge.

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 Emergency Response Plan (WERP) and the County EOP.

C. ORGANIZATION:

Local Emergency Personnel Alerting List – See Attachment 3.
Emergency Telephone List – See Attachment 4.

D. RESOURCE MANAGEMENT:

Additional support from St. Croix County departments may be requested through the St. Croix County Emergency Management Coordinator.

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.

E. RECOVERY:

The aim of recovery is to restore the affected area to its previous state. Recovery efforts are concerned with issues and decisions that must be made after an emergency. There are short term needs to be addressed such as life safety, electricity, food, and water for residents and animals. Then long term recovery efforts that are primarily concerned with actions involving rebuilding destroyed property, and the repair of other essential infrastructure.

The Town will do the following (to the extent appropriate):

- a. Ensure life safety issues are addressed and emergency food and shelter are made available.
- b. Ensure essential services are restored such as electricity, water and sanitary systems.
- c. Ensure all town roads are closed and barricaded for safety if damaged.
- d. Ensure emergency repairs or debris clearance is completed to town roads to make passable as soon as possible after the emergency.
- e. Identify if any elderly, disabled, or other functional needs victims are in need of assistance.
- f. Hold town meeting(s) to notify residents of recovery issues after the emergency.
- g. Implement procedures for debris removal and clean up such as use of the town recycling center.
- h. Implement procedures for building permits to be issued and inspections for code compliance.
- i. Implement a volunteer sign-up and assignment program for clean-up.

F. PLAN DEVELOPMENT AND MAINTENANCE:

The Town EOP Development Team is composed of representatives from the Town Board, Town designated Emergency Management head and the County Emergency Management Coordinator. They are 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.

Attachment 1 – LINE OF SUCCESSION

The Town of Somerset line of succession with authority to act on behalf of the Town in the event of natural or man-made disasters or emergencies.

The order is as follows:

1. Chairperson
2. Supervisor
3. Supervisor
4. Supervisor
5. Supervisor
6. Town Clerk

See Attachment 6, LOCAL EMERGENCY PERSONNEL ALERTING LIST, for the names of the elected officials currently holding these offices.

Attachment 2 – MUNICIPAL EMERGENCY/ DISASTER PROCLAMATION

WHEREAS, an emergency/disaster, namely _____ has struck the Town of Somerset; and

WHEREAS, because of such emergency conditions, the Town of Somerset Board is unable to meet with promptness:

WHEREAS, the emergency/disaster has caused the Town of Somerset to expend or commit all of its available resources; and

WHEREAS, the Town of Somerset is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency/disaster conditions; and

NOW THEREFORE, pursuant to State Statute 66.314 (1)(a) and State Statute 323.11, as Chief Elected Official of the Town of Somerset, I do hereby declare a condition of disaster and proclaim a state of emergency is in effect until _____, 20__ at _____ a.m./p.m. or such earlier time as a quorum of the board convenes:

- ☐ Emergency Declaration, as follows:
- ☐ Curfew, as follows:
- ☐ Evacuation, as follows:
- ☐ Travel/entry restrictions, as follows:
- ☐ Securing of resources, as follows:
- ☐ Seizure of equipment, as follows:
- ☐ Request Wisconsin National Guard, as follows:
- ☐ Request Wisconsin state resources, as follows:
- ☐ Suspend permits, as follows:
- ☐ Establish price controls, as follows:
- ☐ Authorize emergency purchases of goods and materials, as follows:
- ☐ Authorize emergency purchases of services, as follows:
- ☐ Authorize hiring, as follows:
- ☐ Authorize public works contracting in excess of \$25,000 without advertising or bid, as follows:

IN TESTIMONY WHEREOF: I have hereunto set my hand.

Done at _____ this _____ day of _____, 20__.

Chairperson

Attachment 3 – LOCAL EMERGENCY PERSONNEL ALERTING LIST

Town of Somerset Office
748 Highway 35, Somerset, WI 54025
Telephone: 715-247-3470

TOWN BOARD ELECTED OFFICIALS

TOWN CHAIRPERSON:

Ed Schachtner, 2210 50th St., Somerset, WI 54025 Phone 715-247-5982,
Cell 715-781-3552

SUPERVISOR:

Douglas Plourde, 2300 Timber Road, Somerset, WI 54025 Phone 651-472-1289
E-mail: drplourde@gmail.com

SUPERVISOR:

730-180th Ave.
Lenny Germain, 2007 Hwy 35, Somerset, WI 54025 Phone 715-760-0129

SUPERVISOR:

Shane Demulling, PO Box 308, Somerset, WI 54025 Phone 651-208-0064
E-mail: shaneandwendy@frontier.com

SUPERVISOR:

Larry Rauch, 486 210th Ave., Somerset, WI 54025 Phone 715-247-5898
E-mail: lrauch60@gmail.com

OTHER ELECTED PERSONNEL AND STAFF

TOWN CLERK/TREASURER/EMERGENCY MANAGEMENT CONTACT:

Jeri Koester
PO Box 248, Somerset, WI 54025 Phone 715-247-3470, Cell 715-781-3554
E-mail townsom@somtel.net

TOWN BUILDING INSPECTOR:

ALL CROIX INSPECTIONS, LLC Todd Dolan, Cell 612-819-9707
E-mail tdolan@allcroix.com

TOWN PUBLIC WORKS:

Town Shop 748 Hwy 35, Somerset, WI 54025
Phone: 715-247-5094

David Steel Cell: 715-781-4774
Wally Neumann Cell: 715-781-3553

Attachment 4 – EMERGENCY TELEPHONE LIST

St. Croix County Emergency (Police, Fire, Medical)	911
St. Croix County Sheriff's Department Non-Emergency	911 715-381-4320
St. Croix County Emergency Communication Center Emergency Non-Emergency	911 715-386-4711 715-386-4701 715-246-6131 715-684-2112 1-800-281-3478 FAX: 715-386-9329
St. Croix County Emergency Management Coordinator Non-Emergency Cell	911 715-381-4911/715-386-4751 715-410-7733
Wisconsin Emergency Management Duty Officer Non-emergency	1-800-943-0003 1-608-242-3232
Wisconsin Department of Natural Resources Non-Emergency	1-800-943-0003 715-684-2914
American Red Cross, St. Croix Valley Chapter Contacted through Emergency Management Coordinator	911 / 715-381-4911 1-651-439-0031
National Spill Response Center	1-800-424-8802
Hospitals:	
Lakeview Hospital & Stillwater Medical Group	651-439-1234
Baldwin Area Medical Center	715-684-3311
Westfield's Hospital New Richmond	715-246-2101
Amery Regional Medical Center	715-268-8000
Hudson Medical Center	715-531-6000
River Falls Area Hospital	715-307-6000
Utility Companies:	
Energy Plus (LP Gas)	715-796-7024
Excel Energy Electric	1-800-895-1999
Country Comfort Electric	1-866-268-8050
Midwest Natural Gas	1-877-817-3119 715-247-5279

St. Croix Electric	1-800-924-3407
St. Croix Valley Natural Gas Company	715-425-6177
Ultra Energy (LP Gas)	1-866-885-9352
WE Energy (Natural Gas)	1-800-242-9137
Polk Burnett Electric Coop	1-800-421-0283
	715-646-2191

Radio/Television Stations Broadcasting Companies:

WEVR Radio AM 1550, FM 106	
Hudson	715-381-1111
River Falls	715-425-1111
WIXK Radio AM 1590, FM 107.1	715-864-3334
WCCO Radio AM 830	1-612-370-0611
WHWC Radio 88.3 FM Eau Claire	715-839-3868
WXCE AM-1260 Radio Amery	715-268-7185
WLXK FM-104.9 Radio Amery	715-268-7185
Amery Cable TV Channel 3 & 6	(715) 268-7486
Hudson Community Access TV Channel 10	715-386-0115
River Falls Public Access – RFCC-TV, Channel 12	715-425-5400
Baldwin Telecom Cable TV, Channel 16	715-684-3346
Eau Claire Public Access – WEAU TV Channel 13	(715) 835-1313; and
	(715) 832-3474

Telephone Companies:

AT & T	651-455-1093
Baldwin Telecom	715-684-3346
Century Link	651-707-2843
Somerset Telephone	715-247-5545
Clear Lake Telephone	715-263-2755
Spring Valley Telephone	715-778-4433
Northwest Communications	715-268-7101
Frontier Communication's	1-800-921-8101
Reneau V (Houlton)	715-549-5509
Nextgen Communication's (Glenwood)	715-565-7742
West Wisconsin Telecom (Menomonie)	715-231-2000

Attachment 5 - UNIFORM DISASTER SITUATION REPORT

This attachment that follows is the form report that is to be filled out within 24 hours of event and sent to the St. Croix County Emergency Management Coordinator.

Phone: 715-381-4911 (Kristen Sailer)
Cell: 715-410-7733 (Kristen Sailer)

Original forms to be filled out on file at the Town Hall Office

2400 Wright Street P.O. Box 7865 Madison, WI 53707-7865 Telephone: (608) 242-3232 (800) 943-0003 FAX: (608) 242-3248				WEM ONLY DATE & TIME REPORT RECEIVED RECEIVED BY	
DEPARTMENT OF MILITARY AFFAIRS WISCONSIN EMERGENCY MANAGEMENT UNIFORM DISASTER SITUATION REPORT					
1. NAME OF PERSON SUBMITTING REPORT		ADDRESS, CITY, STATE, ZIP			PHONE NO.
2. DATE & TIME OF INCIDENT		3. TYPE OF INCIDENT/EMERGENCY			4. DATE REPORTED ORIGINAL <input type="checkbox"/> Yes <input type="checkbox"/> No REVISION NO.
5. LOCATION OF INCIDENT:		WEM AREA COUNTY CITY TOWNSHIP SECTION OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS)			
6. ESTIMATED NO. OF CASUALTIES:					
SHELTERED		DEATHS	INJURIES		HOMELESS EVACUATED
7. PRIVATE SECTOR DAMAGE ESTIMATES:					
RESIDENTIAL		ESTIMATED NO. OF HOMES		ESTIMATE DOLLAR AMOUNT	
AFFECTED		MINOR	MAJOR	DESTROYED	
BUSINESS		ESTIMATED NO. OF BUSINESSES		ESTIMATE DOLLAR AMOUNT	
MINOR		MAJOR	DESTROYED		
				ESTIMATED PERCENT COVERED BY INSURANCE	
				ESTIMATED PERCENT COVERED BY INSURANCE	

AGRICULTURAL	FARM BUILDINGS DAMAGED?		CROPS AFFECTED?		LIVESTOCK LOST?	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. TOTAL ESTIMATED PRIVATE SECTOR DAMAGE						
\$ -						
9. PUBLIC SECTOR DAMAGE ESTIMATES:						
A) DEBRIS CLEARANCE	B) PROTECTIVE MEASURES	C) ROAD SYSTEMS	D) WATER CONTROL FACILITIES			
\$	\$	\$	\$			
E) PUBLIC BLDGS & RELATED EQUIPMENT	F) PUBLIC UTILITY SYSTEMS	G) OTHER (NOT IN PRECEDING CATEGORIES)				
\$	\$	\$				
10. TOTAL ESTIMATED PUBLIC SECTOR DAMAGE						
\$						
11. DESCRIBE LOCAL ACTIONS TAKEN OR TO BE TAKEN. INCLUDE NAMES AND PUBLIC OFFICIALS INVOLVED IN THE RESPONSE EFFORTS.						
12. DESCRIBE OUTSIDE ASSISTANCE NEEDED OR BEING REQUESTED						
13. <input type="checkbox"/> CHECK BOX IF COUNTY INTENDS TO APPLY FOR ASSISTANCE FROM THE WISCONSIN DISASTER FUND.						
14. ADDITIONAL COMMENTS (INCLUDING ECONOMIC OR OTHER IMPACTS ON AFFECTED COMMUNITIES)						

The Town of Somerset Board does hereby approve the Town Municipal Emergency Operations Plan as amended.

Ed Schachtner
Town Chairperson

5-7-14
Date

Douglas R. Ploury
Town Supervisor

5-7-14
Date

Shane M. Demulling
Town Supervisor

5/7/14
Date

Laurence K. Rauch
Town Supervisor

5/7/14
Date

Kevin J. Smith
Town Supervisor

5/7/14
Date

Jeri Koester
Town Clerk

5/07/14
Date

County Emergency Management Coordinator

Date

TOWN CHAIRPERSON OR DESIGNATE ALTERNATE

KEY ACTION CHECKLIST

This attachment is designed to identify the responsibilities and tasks of the Town Chairperson or alternate a checklist of actions to consider when the Emergency Operations Plan (EOP) is activated.

The Town Chairperson or Alternate 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.

The Town Chairperson or designated Alternate should:

- Assess the nature and scope of the emergency or disaster.
- If the situation can be handled locally, do so using available resources.
- Ensure the Town Emergency Management head has been notified.
- If the Town needs additional resources to handle the emergency or disaster contact the St. Croix County Emergency Management Coordinator for assistance.
- Report to and activate the primary Emergency Operations Center (EOC). The Town Hall if useable or designate an alternate site.
- Assure appropriate staff or supervisors are reporting or have reported (See attachment 2 for listing).
- Receive assessment reports from other board members or staff as to the nature and scope of the emergency or disaster and declare a level of said emergency or disaster.
- Implement plan as described in Emergency Operations Plan. Decide if a local state of emergency is needed and notify St. Croix County Emergency Management of this action.
- Serve as Public Information Officer (PIO) or designate a member of the board or town staff when needed.
- Make sure all staff or supervisors are keeping accurate and complete records of all actions being taken, all expenditures, and resources requested or used.
- Ensure life safety issues are addressed and emergency food and shelter are made available.
- Ensure essential services are restored such as electricity, water and sanitary systems.
- Ensure all town roads are closed and barricaded for safety if damaged.
- Ensure emergency repairs or debris clearance is completed to town roads to make passable as soon as possible after the emergency.
- Identify if any elderly, disabled, or other functional needs victims are in need of assistance.
- Hold town meeting(s) to notify residents of recovery issues after the emergency.
- Implement procedures for debris removal and clean up such as use of the town recycling center.
- Implement procedures for building permits to be issued and inspections for code compliance.
- Implement a volunteer sign-up and assignment program for clean-up.

TOWN CLERK/TREASURER/ASSESSOR

KEY ACTION CHECKLIST

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

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

The Town Clerk/Treasurer/Assessor should:

- Report to the Primary designated Emergency Operations Center.
- Maintain records indicating town expenses incurred due to the disaster.
- Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damage as a result of the disaster.
 - Provide information (name, address, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
 - Try to obtain or take pictures of the general damage being observed.
 - Set up procedures to permit acquisition of equipment and supplies needed to recover from the emergency or disaster.

Recovery Operations (Priorities)

- 1. People**
- 2. Livestock**
- 3. Property/Crops**

Debris Clearance

Reconstruction

Bookkeeping

- Damage Assessment Report
- Public Information
- Financial Aid from the State or Federal programs

Public Works & Infrastructure

- Ensure that all department personnel have been alerted to the disaster and that they report as the situation directs.
- Report to the EOC.
- Ensure all damaged infrastructure are identified and barricaded for safety if not passable or usable.
- Coordinate recovery activities with other services.
- Direct debris removal to permit passage of emergency vehicles.
- Assist rescue personnel as needed.
- Coordinate/direct/assist the restoration of utilities.

Water & Sewer

- Get information out to residents about testing their wells for contamination.
- Ensure their septic systems are functioning properly.

Gas

- Contact Midwest Natural Gas at 1-877-817-3119, 715-247-5279
- Determine if evacuation measures need to be taken.

Electric

- Contact Xcel Energy, St. Croix Electric or Polk-Burnett Electric to restore power or remove downed power lines.
- Safeguard area/set up safe perimeter with the help of emergency services.

Telephone

- Contact Northwest Communications or Frontier Communications to restore service.
- Set up emergency communications if necessary

Locomotive Emergency Response Operations

Railroad Emergency Contact Numbers

Union Pacific (Emergency Response)	1-888-877-7267
(Train Dispatcher)	1-800-877-0295
South St. Paul Yard Master (Union Pacific)	1-651-552-3907
Canadian National (CN) East	1-800-465-9239

The local FRA Regional Office can help you obtain emergency contact information for other railroads in your area.

Chicago, IL	1-800-724-5994
-------------	----------------

Locomotive Emergency Response Operations

Approaching the Site

- ☐ Moving trains have the right of way under all circumstances. Even when responding to an emergency, you should never try to beat a train at a grade crossing.
- ☐ Upon arrival to an incident involving a train emergency, the fire department should establish command.
- ☐ Move all non-essential personnel away from the perimeter of the train wreck and ensure that bystanders do not approach.
- ☐ Notify railroads to stop all approaching trains and then send out flaggers. Always look out for trains at all times, from both directions, until flaggers have had time to set up at appropriate distances from wreck.
- ☐ Before entering the site, use air monitoring equipment to determine air purity.
- ☐ Look out for hazardous conditions such as slippery surfaces, sharp edges on damaged equipment, and downed power lines.
- ☐ Determine if any electrical, mechanical, and/or chemical hazards exist.
- ☐ In case of an electric locomotive wreck, consider all wires “live” unless confirmed “dead” by a qualified expert. If the department has testing equipment, use that to test the catenary.
- ☐ Locomotives carry thousands of gallons of diesel fuel that may have leaked during the wreck. Suppress diesel vapors by spreading a blanket of foam. Reapply foam if the blanket is compromised.
- ☐ Contact the railroad dispatcher for information on how many crew members is on board and if hazardous cargo exists on train.
- ☐ Ensure ambulance and public safety vehicles have access to site.

Locomotive Emergency Response Operations

Entering the Locomotive

- ☐ Keep spectators, unnecessary personnel, and unnecessary apparatus and equipment away from the train wreck.
- ☐ Shut off power to the locomotives using the emergency shut-off valves located on the exterior near the fuel tanks and also inside the cabs.
- ☐ Before entering, ensure stability of locomotive and stability of surrounding train cars that have the potential to slide onto the locomotive.
- ☐ Never climb on the roof of an electric locomotive and do not let personnel or ladders come within 8 feet of any segment of the catenary system.
- ☐ Look for crew members in the nose of the locomotive, near the collision posts. If crew members are unaccounted for, check beside the tracks in the event that they jumped from the train.
- ☐ Side windows are wider than the doors and easier to remove than the windshield. These windows might be the best option for victim removal.
- ☐ If you cannot access any door or window, the roof is the best choice for cutting as it is made with a thinner skin of steel than the sides or the nose.
- ☐ Be sure to spray a continual foam blanket (or water spray if foam is not available) while cutting, to suppress any diesel vapors.
- ☐ If at night, ensure adequate exterior lighting.
- ☐ In cases where the locomotive is toppled, a 4:1 mechanical advantage pulley might be the best method for lifting heavier people trapped inside the cab.

Locomotive Emergency Response Operations

Flagging Oncoming Trains

- ☐ Make sure both flaggers are wearing reflective clothing and are equipped with three, 30-minute flares.
- ☐ Send out a qualified flagger in both directions from the wreck site. Law enforcement personnel may be available to assist with flagging.
- ☐ Flaggers may need to go as far as 2 miles in either direction of the wreck in order to stop approaching trains in time. Check with the railroad dispatcher to determine the appropriate locations for flaggers.
- ☐ Each flagger should wave a lit flare back and forth in front of him/her at a right angle to the track as soon as oncoming train is heard or seen.

Dam Emergency Checklist

STEP 1: Assess the Situation

Level 3 - Urgent; Dam Failure Appears to be Imminent or in Progress

Level 2 - Potential Dam Failure Situation Rapidly Developing

Level 1 - Unusual Event; Slowly Developing; High Water

STEP 2: Emergency Level Determination made by the Power Company and emergency information is released from them

STEP 3: Notification and Communication – Xcel Energy notifies the Town, Village and St. Croix County. St. Croix County notifies residents downstream of the dam of situation.

STEP 4: Expected Actions by Town, Village and County - Save People, Evacuate, Save Dam, Protective Actions (may include potential evacuation warning and messages), Monitor situation, Termination and Follow-up with residents

STEP 5: Reentry and Recovery

The emergency at the _____ Dam will not be considered over until inspected by Xcel Energy (dam owner's engineer) and the Village/ St. Croix County Emergency Management Coordinator and the Village/ St. Croix County law enforcement have been consulted. The DNR Regional Water Management Engineer will be contacted for technical assistance if needed. Evacuated residents will be allowed to return based on the plan developed by the Town/Village/ St. Croix County Emergency Management Official and the Village police department and St. Croix County Sheriff's Office.

Once the emergency is declared over, Xcel (dam owner's engineer) will inspect the dam for any damage. A post-disaster review of the inspection will be held with the DNR Regional Water Management Engineer to determine what actions may be needed to ensure that the dam is in compliance with state standards. The review may result in formal orders issued to the dam owner and may require the submittal of plans and specifications for repair.