

**MUNICIPAL EMERGENCY OPERATIONS PLAN**

**FOR**

**TOWN OF STANFOLD**

**Barron County, Wisconsin**

**June 2023-2024**

**Supplement to the Barron County Emergency Operations Plan**

## Emergency Telephone Listings

<u>Type of Service</u>	<u>Name</u>	<u>Phone</u>
Police	County Sheriff	911
Fire	Fire Department	911
Town Chairperson	Charles Nelson	715-671-3912
Wisconsin Emergency Management	Duty Officer	1-800-943-0003
County Emergency Management	Mike Judy	715-637-6732 715-296-1820 cell
Electric Utility	Barron Electric Coop	715-537-3171
Telephone Utility	Centurytel	800-261-1691
American Red Cross		877-618-6628
Salvation Army		800-260-1301

**Line of Succession  
Alerting List**

- |  |                       |
|--|-----------------------|
| 1. Township Board Chairperson          | Charles Nelson        |
| Home Telephone:                        | 715-671-3912          |
| 2. Township Road Supervisor            | Brent Knutson         |
| Home Telephone:                        | 715-205-8008          |
| 3. Township 2 <sup>nd</sup> Supervisor | John Nelsen           |
| Home Telephone:                        | 715-651-6043          |
| 4. Clerk                               | Kristen Foust         |
| Home Telephone:                        | 715-475-9363          |
| 5. Treasurer                           | Lana Peterson         |
| Home Telephone                         | 715-651-1871          |
| 6. Assessor                            | Kelly Owen            |
| Home Telephone:                        | 715-308-2870          |
| 7. Patrolman                           | (No one at this time) |
| Home Telephone:                        |                       |
| 8. Part-time Patrolman                 | Vince Weinberger      |
| Home Telephone:                        | 715-931-9127          |

## **A. PURPOSE:**

This municipal plan has been developed to provide procedures for the Town of Stanfold to respond to various types of large scale emergencies or disasters that affect the community. This plan supplements the Barron County Emergency Operations Plan.

## **B. SITUATION AND ASSUMPTIONS:**

Several types of hazards pose a threat to the lives, property or environment in Barron County. These hazards are outlined in the County Hazard Mitigation Plan. A copy of this is located in the County Emergency Management Office.

## **C. CONCEPT OF OPERATIONS:**

Town officials have primary responsibility for disasters that take place in the town. Emergency service agencies respond and establish incident command according to standard procedures. Municipal officers act in support of the response coordinating resources as needed.

It is important that local government administration be represented at a location where they are accessible for information and decisions that relate to the overall response.

The town chairperson (or board member if the town chairperson is not available) will be advised of the event and arrangements will be made to establish an Incident Command Post for the event. Staff will be contacted by the board chairperson, as appropriate.

### **INCIDENT COMMANDER (IC)**

The Chief Elected Official (or designee) will serve as Incident Commander.

### **OPERATIONS SECTION**

- Emergency protective actions: road closures, road clearing, perimeter security, temporary road repairs etc.
- Debris: Record type and quantity of debris moved, if any.
- Volunteers: Sign each volunteer in at the beginning of the work shift and sign out at the end of the period. Record type of equipment used, if any.
- Health and welfare checks
- Damage assessment: Initial information on the size and impact of the event will be assessed and given to the Barron County Emergency Services Director.

### **PLANNING SECTION**

- Maintain Incident Action Plan
- Maintain log of personnel

## **LOGISTICS SECTION**

- Communications
- Track resources
- Make resource requests

## **FINANCE/ADMINISTRATION SECTION**

- Track personnel and equipment hours
- Declare a State of Emergency
- Expense records need to be tracked. Information on which expenses are eligible for reimbursement under the Wisconsin Disaster Fund is in Appendix A.

If necessary, the Chairperson declares a local state of emergency and notifies the County Emergency Management Director of this action. Appendix B contains a template for an emergency declaration.

The Chairperson will forward the local state of emergency declaration to the County Emergency Management office.

A command post will be established at the Town Hall.  
Phone: 715-234-1127

Notify the public of the situation and appropriate actions to be taken.

Keep county officials informed of the situation and actions taken.

If municipal resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Director.

### **The County will do the following:**

- a. Activate the Barron County Emergency Operation Center.
- b. Implement the Barron County Emergency Operations Plan.
- c. Assist to locate resources.
- d. Coordinate county resources with municipal resources.
- e. Notify Wisconsin Emergency Management Regional Director.
- f. Forward Uniform Damage Situation Report (UDSR) form (Appendix C).
- g. Assist municipality with prioritizing and allocating resources.
- h. Assist in obtaining resources from the State.

Activation of the County EOC will be in support of the Town of Stanfold. The presence of the Chief elected official (or designee) in the EOC may periodically be required to review/approve the Incident Action Plan for each operational period.



If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through Wisconsin Emergency Management.

If state assistance is requested, the WEM Administrator in conjunction with the Regional Director and county Emergency Services Director, 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 WEM Regional Director immediately notifies the WEM Administrator.

The WEM Administrator notifies the Governor and makes recommendations.

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

**D. ORGANIZATION:**

See line of succession alerting list.

**E. RESOURCE MANAGEMENT:**

See Appendix D.

**Support From Private Agencies/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 Services Director. Requests for National Guard assistance should be channeled through the County Emergency Services Director to the WEM Regional Director to the WEM Administrator.

**F. Plan Development and Maintenance:**

The plan is maintained by the town Chairperson or designee.

## Municipal Emergency Operations Plan for Town of Stanford

*Charles D. Nelson*

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Town Board Chairperson

*Kristen K. Faust*

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Town Clerk

## APPENDIX A

### DAMAGE EXPENSE CRITERIA, ELIGIBILITY, and ACCEPTABLE DOCUMENTATION

#### Wisconsin Disaster Fund

##### CRITERIA

Only damages directly caused by the declared disaster, during the incident period, in the declared area are eligible.

Damaged Facilities must be in use at the time of the disaster.

Damages cannot be covered by insurance.

No Mitigation Projects

##### ELIGIBLE EXPENSES

Eligible expenses include – labor, materials, equipment, rental equipment, contractor costs and the cost to replace stockpiled materials for each of the following categories.

- A. Debris Removal - from public roads and streets including the right-of-way, public property and the demolition of damaged structures presenting a safety hazard.
  - i. Regular Employees – Only overtime labor costs
  - ii. Temporary Hires - Regular and overtime costs
  - iii. Reasonable contractor costs
- B. Protective Services include actions to protect lives and property during the event. Police, Fire, EMS, sandbagging, temporary repairs, safety barricades, signs, security and feeding of emergency workers.
  - i. Regular Employees – Only overtime labor costs
  - ii. Temporary Hires - Regular and overtime costs
  - iii. Reasonable contractor costs
- C. Road Systems include work and costs required to repair, restore, reconstruct or replace eligible facilities to pre-disaster condition.
  - i. Regular Employees – Regular and overtime labor costs
  - ii. Temporary Hires - Regular and overtime costs
  - iii. Reasonable contractor costs

##### ACCEPTABLE DOCUMENTATION

1. Is obtained from Time Cards, Payroll Records, Invoices, or other documents that are available for audit.
2. Identifies the type of work done, overtime or regular time hours, temporary employee or regular employee, machinery used, for how long and the dates the work was done.
3. Must provide proof of how fringe benefits are derived. (if claiming)
4. Must identify equipment by type, horsepower, capacity to verify the eligible reimbursement rate.
5. Photos and maps of road damage.



## APPENDIX B

### REQUEST TO COUNTY FOR DISASTER DECLARATION

WHEREAS, a disaster, namely \_\_\_\_\_ has struck the Town of Stanford; 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 Stanford to expand or commit all of its available resources; and

WHEREAS, the Town) of Stanford is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency conditions:

NOW THEREFORE, pursuant to State Statute 323, as Chief Elected Official of the Town of Stanford in testimony whereof I have hereunto set my hand and have caused the great seal of the Town of Stanford to be affixed.

Done at the Town Hall this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Town Chairman

NOW, THEREFORE, pursuant to State Statute 323, as Chairman of the Barron County Board of Supervisors, do hereby concur that a state of emergency exists in Town of Stanford.

In testimony whereof I have hereunto set my hand. Done at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Board Chair

## APPENDIX C

2400 Wright Street PO Box 7885 Madison, WI 53707-7885		Telephone: (608) 243-3232 (800) 943-0033 FAX: (608) 243-9248		<b>WEM ONLY</b>  DATE & TIME REPORT RECEIVED  RECEIVED BY		
<b>DEPARTMENT OF MILITARY AFFAIRS WISCONSIN EMERGENCY MANAGEMENT</b>						
<b>UNIFORM DISASTER SITUATION REPORT</b>						
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 <input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
5. LOCATION OF INCIDENT:		WEM AREA		COUNTY		
CITY		VILLAGE		TOWNSHIP		
SECTION		OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS)				
5. ESTIMATED NO. OF CASUALTIES:						
SHELTERED		DEATHS		INJURIES		
				HOMELESS		
				EVACUATED		
7. PRIVATE SECTOR DAMAGE ESTIMATES:						
RESIDENTIAL		ESTIMATED NO. OF HOMES			ESTIMATE DOLLAR AMOUNT	ESTIMATED PERCENT COVERED BY INSURANCE
		AFFECTED	MINOR	MAJOR	DESTROYED	\$ -
BUSINESS		ESTIMATED NO. OF BUSINESSES			ESTIMATE DOLLAR AMOUNT	ESTIMATED PERCENT COVERED BY INSURANCE
		MINOR	MAJOR	DESTROYED		\$ -
AGRICULTURAL		FARM BUILDINGS DAMAGED?			CROPS AFFECTED?	LIVESTOCK LOST?
		YES	NO	YES	NO	YES
		<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <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 SYSTEM		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)						

## APPENDIX D

Name of Municipality: Town of Stanford, Barron County

List Municipal Supervisors in a line of succession for the purpose of overseeing equipment for use during an emergency:

Name: Charles Nelson  
Phone: 715-671-3912  
Phone: 715-822-2871

Name: Brent Knutson  
Phone: 715-205-8008

Name: John Nelsen  
Phone 715-651-6043

List operators of equipment who can be contacted. (Operators of equipment can be contacted and will notify the appropriate municipal supervisor of the request for equipment.):

Name: No employee at this time  
Phone:


Name: Vince Weinberger (part-time)  
Phone: 715-931-9127


List equipment that is available from the municipality:

Dump/plow truck  
Grader  
Backhoe  
Tractor/brush-cutter  
Pickup truck

## H. SIGNATURES

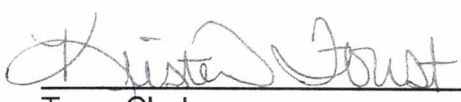
The undersigned have reviewed and hereby approve this Emergency Operations Plan for the **Town of Stanfold**.

 6/20/23  
\_\_\_\_\_  
Town Chair date

 6/20/23  
\_\_\_\_\_  
Town Supervisor date

 6-20-2023  
\_\_\_\_\_  
Town Supervisor date

 6/20/23  
\_\_\_\_\_  
Town Treasurer date

 6/20/23  
\_\_\_\_\_  
Town Clerk date