

TOWN OF ROCK CREEK

**MUNICIPAL EMERGENCY
OPERATIONS PLAN**

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 323.14 Local Government; duties and powers

COUNTY ORDINANCE 315(93) *Emergency Government Program Ordinance*

ACRONYMS

CP	Command Post
DNR	Department of Natural Resources
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
IC	Incident Command
PIO	Public Information Officer
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management
NIMS	National Incident Management System

TOWN OF ROCK CREEK

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Rock Creek, Dunn County, Wisconsin 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 Rock Creek is part of the county emergency management program. This municipal plan is to be used in conjunction with the Dunn County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Dunn 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 Dunn County.

These hazards are outlined in the Dunn 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 official 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 Rock Creek 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 Rock Creek Chairperson of the nature and extent of the emergency or disaster, if known.
 - b. Town of Rock Creek 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. Town of Rock Creek requests county assistance through the County/Municipal Emergency Management Director.
4. If assistance is requested, the County/Municipal Emergency Management Director

assess the situation and makes recommendations to the Town of Rock Creek Chairperson.

5. The County/Municipal Emergency Management Director will do the following:
 - a. Activate the County EOC, which is located at 615 Stokke Parkway, Menomonie, WI in the lower level of the Dunn County Judicial enter
 - 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 Disaster Situation Report (USDR) form 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 assesses the disaster or emergency situation and recommends 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 Emergency Response Plan 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 for Dunn 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 Dunn 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:

1. Town of Rock Creek EOP Development Team is composed of representatives from the Town Board. They are responsible for developing and maintaining this plan.
2. This Team meets on an as-needed basis or as determined by the Town of Rock Creek Chairperson. The Team reviews incidents, changes new information, and makes revisions in this plan.
3. This Team also conducts after-action reviews of all exercises and major incidents.

ATTACHMENT 1

Local Emergency Personnel Alerting List Town of Rock Creek

Town Chairperson: Harry Warden

Phone: 715-495-6316 715-875-4745

1st Supervisor: Dan Whitehead

Phone: 715-497-4364 715-875-4524

2nd Supervisor: Rachel Kummer

Phone: 715-279-1180

Clerk: Susan Huftel

Phone: 715-456-1848 715-875-4945

Treasurer: Jon Sylte

Phone: 715-563-4711

Fire Chief: Jason Wiley

Phone: 715-828-0297

Fire Emergency:

Phone: 715-834-7733 or 911

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

Harry Warden

6-21-2018

Town of Rock Creek Chairperson

Date

Rachel Kummer

6-21-2018

Town Supervisor

Date

Dan Whitehead

6-21-2018

Town Supervisor

Date

Susan Huftel

6-21-2018

Town Clerk

Date

County Municipal Emergency Management Director

Date

RESOLUTION # 2018-06-01

EMERGENCY OPERATION PLAN

WHEREAS, the Town of Rock Creek is required to provide an Emergency Plan to the Dunn County Emergency Government Director;

NOW, THEREFORE the Town of Rock Creek adopts the Emergency Operations Plan as presented by the Planning Committee.

This Resolution was passed on _6-21-2018_ by the Town Board of the Town of Rock Creek and will be effective the day after publication.

Harry Warden
, Chairperson

Dan Whitehead
, 1st Supervisor

Rachel Kummer
, 2nd Supervisor

Attest:

Susdan Huftel
, Town Clerk

Date Published 6-25-2018 – www.townofrockcreek.org

Date posted 6-25-2018 – town hall, Luer's, countryside coop