

1

2

3

4

5

VILLAGE OF COLFAX

6

7

MUNICIPAL

8

EMERGENCY

9

OPERATIONS PLAN

10

11

12

13

14	<u>TABLE OF CONTENTS</u>	
15	EMERGENCY TELEPHONE LISTINGS	3
16	EMERGENCY OPERATIONS CENTER ALTERNATE LIST	4
17	LEGAL BASIS	9
18	DISASTER CLEANUP RESOURCES	7
19	ACRONYMS	13
20	PURPOSE	14
21	SITUATION AND ASSUMPTIONS	14
22	CONCEPT OF OPERATIONS	14
23	ORGANIZATION	16
24	RESPONSIBILITIES AND TASKS	16
25	RESOURCE MANAGEMENT	16
26	PLAN DEVELOPMENT AND MAINTENANCE	18
27	VILLAGE BOARD PRESIDENT	20
28	VILLAGE EMERGENCY MANAGEMENT DIRECTOR	21
29	VILLAGE CLERK/TREASURER/ADMINISTRATOR	22
30	WARNING/COMMUNICATION	23
31	LAW ENFORCEMENT	23
32	HUMAN SERVICES	26
33	PUBLIC WORKS	28
34	PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES	29
35	PUBLIC INFORMATION	30
36	FIRE SERVICES	31
37	DAMAGE ASSESSMENT	32
38	ALL HAZARD RESPONSE AND RECOVERY CHECK LIST	33

39 OTHER ATTATCHMENTS

31

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64	<u>EMERGENCY TELEPHONE LISTING</u>		
65	<u>AGENCY</u>	<u>EMERGENCY</u>	<u>NON EMERGENCY</u>
66	Village of Colfax Police Dept.	9-1-1	715*962*3136
67	Squad cell		715*308*2463
68	Colfax Community Fire Dept.	9-1-1	715*962*9184
69	Don Logslett Chief	715*505*2224(C)	715*962*3306(H)
70	Dean Logslett Asst. chief		715*962*3616
71	Joe Solberg Inspector		715**559*1801
72	Colfax Rescue Squad	9-1-1	715*962*3049
73	Fax		715*962*2032
74	Medic 7 cell		715*308*4363
75	Medic 8 cell		715*308*4364
76	Village Hall		715*962*3311
77	Fax		715*962*2221
78	Village of Colfax Public Works	715*308*0861	715*962*4441
79	Dunn Cty. Emergency Mgmt. (vacant)	9-1-1	715*231*2981
80	(Gilgenbach)	9-1-1	715*231*2982
81	(Bechel)	9-1-1	715*232*2333
82	Wisconsin Emergency Management		1*800*943*0003
83	Dunn Cty. Sheriff	9-1-1	715*232*1348
84	Dunn Cty. Medical Examiner		715*232*1348
85	Dunn Cty. Human Services		715*232*1116
86	After hours		715*232*1348
87	CHEMTREC		1*800*424*9300
88	Canadian National Railway		1*800*465*9239

89	Hospitals		
90	Luther (level 2)		715*838*3242
91	Sacred Heart (level 3)		715*717*4222
92	RCMC (level 4)		715*233*7891
93	St Joseph (level 3)		715*717*7220
94	Mayo Bloomer (level 4)		715*568*6159
95	XCEL electric emergency		1*800*895*2999
96	Dunn Energy emergency		715*232*6240
97	After hours		1*800*813*2842
98	We Energy gas emergency		1*800*261*5325
99	American Red Cross		715*235*3700
100	Salvation Army		715*834*1224
101	News		
102	WEAU		715*835*1313
103	WQOW		715*835*1881
104	WAXX		715*835*9299
105	MOOSE		715*830*4000
106	EC Leader		715*839*0438
107	Colfax Messenger		715*962*3535
108	Dunn County News		715*235*3511
109	Employees		
110	Lynn Niggemann(Administrator-Clerk -Treasurer)		715*308*9986(c)
111	Donald Logslett (public works)	715*308*6774(C)	715*962*3306(H)
112		Personal cell	715*505*2224
113	Tim Rundle		715*308*7782(c)

114	Rand Bates (Director of Public Works)	715*308*0861(C)	
115		Personal cell 715*308*3571	
116	Bill Anderson (Police Chief)	715*556*0370(C)	715*568*2408(H)
117	Don Knutson (Ambulance Director)	715*933*4586(WC)	715*962*3425(H)
118	(Health Officer),(Emergency Planning)		715*894*7807 (PC)
119	Sheila Riemer (Deputy Clerk)		715*962*4100(H)
120	Lisa Hurlburt (Library)	715*828*9329(c)	715*962*4334(h)
121	Village Board		
122	Gary Stene(President)	715*704*9101 (c)	715*962*3512(H)
123	Mark Halpin		715*962*4478(H)
124	Annie Schieber	715*962*4444 (w)	715*556-4110(c)
125	Casey Rihn		715*497*4088(c)
126	David Wolff		715*308*4400(c)
127	Carey Davis		715*505*5336 (c)
128	Keith Burcham		715*505*1540(c)
129	Building Inspector Weber Inspections Fred Weber		715*556*0066
130	Neighboring Public Works Resources		
131	Mark Levra (Elk Mound)	715*556*4566	715*879*5508
132	Todd Steinhorst(Elk Mound)		715*456*6273
133	Kevin Garrett(Elk Mound)		715*829*5044
134	Chris Goodell (Wheeler)		715*632*2512(W)
135	715*505*8008(C)		
136	Myers Septic		715*874*5237
137	Sundstrom Pumping		715*962*4061
138	H&H Plumbing		715*962*4155
139	Bear Valley Electric		715*231*3880

140	LBR Electric		715*933*0787
141	Excavators		
142	Diggers Hotline	8-1-1	1*800*242*8511
143	Dean Rubenzer		715*879*5808
144	Bergs Bobcat		715*962*4406
145	Bobcat Pro Todd Higbie		715*556*3336
146	Grant Paulus Excavating		715*505*0790
147	Haas		715*669*5469
148	Verizon Response Team		1*800*981*9558
149	DISASTER CLEAN UP SERVICES		
150	Heavy Duty Dean Rubenzer		715*879*5808
151	A-1 Excavating		715*568*4141
152	Haas		715*829*8920
153	Lorenz		715*643*3223
154	Medium Duty Bergs Bobcat		715*962*4406
155	Todd Higbie		715*556*3336
156	Generator Village of Wheeler		715*632*2449
157	Fabick Rents		715*874*6440
158	Pump Express Rental Center		715*834*2727
159	Tree Service Shackelton Tree Service		715*505*0123
160	ACA Tree Service		715*205*1000
161			
162			
163			
164			

Lynn Niggemann (Village Administrator/Clerk/Treasurer)

Gary Stene Village President	Rand Bates Public Works
Bill Anderson Police Chief	Don Knutson EMS
Don Logslett Fire Chief	

190

191

192

193

194

195

Legal Basis

196 The legal basis for the development of this plan is stated in the following documents:

FEDERAL

198 PL 100-707 ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY
199 ASSISTANCE ACT.

200 TITLE 40. CHAPTER 116, US CODE EMERGENCY PLANNING AND COMMUNITY RIGHT TO
201 KNOW ACT OF 1986

STATE STATUTES

203 26.97 LAW ENFORCEMENT AND POLICE POWERS OF TOWN
204 CHAIRPERSONS

205 59.03(1) HOME RULE (COUNTIES)

206 59.04 CONSTRUCTION OF POWERS (COUNTIES)

207 59.12 CHAIRPERSON, VICE CHAIRPERSON POWERS AND DUTIES
208 (COUNTY BOARD)

209 59.17(2) DUTIES AND POWERS OF COUNTY EXECUTIVE

210 59.18(2) DUTIES AND POWER OF COUNTY ADMINISTRATOR

211 59.54 POWERS AND DUTIES OF COUNTIES: PUBLIC PROTECTION AND
212 SAFETY

213 59.54(8) LOCAL EMERGENCY PLANNING COMMITTEES

214 61.34 POWERS OF VILLAGE BOARD

215 83.09 EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS

216 166.23 EMERGENCY POWERS OF COUNTIES, CITIES, VILLAGES, AND
217 TOWNS

218	213.095	POLICE POWERS OF FIRE CHIEFS AND RESCUE SQUADS
219	321.39	CALLS TO STATE ACTIVE DUTY (WISCONSIN NATIONAL GUARD)
220	895.483	CIVIL LIABILITY EXEMPTION, REGIONAL AND LOCAL RESPONSE TEAMS
221		AND THEIR SPONSORING AGENCIES
222		
223	PUBLIC LAW §166-323	
224	WISCONSIN STATUTES SHAPTER 166 CITATION CHAPTER 323 CITATION	
225	§116.01, §323.01	DECLARATION OF POLICY
226	§166.02, §323.02	DEFINITIONS
227	§166.03(1)(b)1, §323.10	DECLARATION BY GOVERNOR
228	§166.03(1), §323.12	POWERS & DUTIES OF GOVERNOR
229	§166.03(2), §323.13	POWERS & DUTIES OF ADJUNCT-GENERAL
230	§166.03(3)	POWER AND DUTIES OF AREA HEADS
231	§166.03(4), §323.14	POWER AND DUTIES OF LOCAL GOVERNMENT
232	§166.03(5), §323.15	POWER AND DUTIES OF HEAD OF EMERGENCY MANAGEMENT
233	§166.03(5a), §323.01(1)	ROLE OF STATE IN EMERGENCY
234	§166.03(6), §323.14(2)	EMERGENCY USE OF VEHICLES
235	§166.03(7), §323.14(2)	COOPERATION
236	§166.03*8)(a)(c), §323.25	PERSONNEL RESTRICTIONS
237	§166.03(8)(d)(g), §323.40	RESPONSIBILITYFOR WORKERS COMPENSATION AND LIABILITY OF
238		STATE AND LOCAL UNIT OF GOVERNMENT
239	§166.03(9), §323.43	BEARING OF LOSES
240	§166.03(10), §323.45	PROVIDERS OF EQUIPMENT AND OTHER ITEMS
241	§166.03(11), §323.16	LAW ENFORCEMENT AND POLICE POWER
242	§166.03(12), §323.01(3)	RED CROSS NOT AFFECTED
243	§166.03(13), §323.13(1)(dm)	AUTHORITY TO WITHHOLD GRANTS

244	§166.03(14), §323.28	PENALTIES
245	§166.04, §323.18	STATE TRAFFIC PATROL AND CONSERVATION WARDENS
246	§323.18	STATE AGENCY VOLUNTEERS
247	§166.05, §323.51	EMERGENCY SEAT OF STATE GOVERNMENT
248	§166.06, §323.52	EMERGENCY TEMPORARY LOCATIONS OF LOCAL UNITS OF
249	GOVERNMENT	
250	§166.07, §323.54	SUCCESSION TO OFFICE: LOCAL OFFICERS
251	§166.08, §323.54	SUCCESSION TO OFFICE: STATE OFFICERS
252	§166.08, §323.55	INTERIM SUCCESSORS
253	§166.09, §323.44	PUBLIC SHELTERS
254	§166.10, §16.61(3)(d)1,5	PRESERVATION OF ESSENTIAL PUBLIC RECORDS
255	§166.15, §895.065	RADIOACTIVE WASTE EMERGENCIES
256	§166.20, §323.60	HAZARDOUS SUBSTANCE INFORMATION AND EMERGENCY
257	PLANNING	
258	§166.21, §323.61	EMERGENCY PLANNING GRANTS
259	§166.215, §323.70	HAZARDOUS SUBSTANCE EMERGENCY RESPONSE
260	§166.22, §323.72	LOCAL AGENCY RESPONSE, AND REIMBURSEMENT
261	§323.72	STRUCTURAL COLLAPSE EMERGENCY RESPONSE
262	§166.23, §323.14(3)(4)	EMERGENCY POWERS OF CITIES, VILLAGES, AND TOWNS
263	§166.30, §323.80	EMERGENCY MANAGEMENT ASSISTANCE COMPACT
264	§323.24	STATE AGENCY VOLUNTEERS
265	§166.25, §323.24	PROHIBITION AGAINST RESTRICTING FIREARMS OR AMMUNITION
266		DURING EMERGENCY
267	§166.03(2)(b)8, §323.30	FEDERAL DISASTER ASSISTANCE
268	§166.03(2)(b)9, §323.31	STATE DISASTER ASSISTANCE (WI DISASTER FUND)
269		
270		

271

272

273

274

MUTUAL AID AGREEMENTS

276 SCHOOLS ON (school eop on file at CRS)

277

278 NEIGHBORING GOVERNMENTAL UNITS Pending

279

280 PRIVATE PERSONS OR ENTITIES

281

282 RED CROSS/SALVATION ARMY pending

283

284 CHURCHES

285

286 MABAS DIVISION 117 (Mutual Aid Box Alarm System Dunn Pepin County) OnFile at Colfax Fire
287 and CRS

288

289

290

291

292

293

294

295

296

297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321

ACRONYMS

CP	INCIDENT COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
DUSO	DUNN COUNTY SHERIFFS OFFICE
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATION PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT
WEM	WISCONSIN EMERGENCY MANAGEMENT

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for Colfax government agencies 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 Colfax is part of the county emergency management program. This municipal plan is to be used in conjunction with the Dunn County Emergency Operation Plan (EOP). This municipal plan will be maintained by current standards of the Dunn County EOP and accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types and hazards pose a threat to the lives, property, or environment in Dunn County. These hazards are outlined in Dunn County Natural Hazards/Mitigation Plan. A copy of this will be located in the County Emergency Operation Center (EOC).

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibilities 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 Chair of Public Safety is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated.

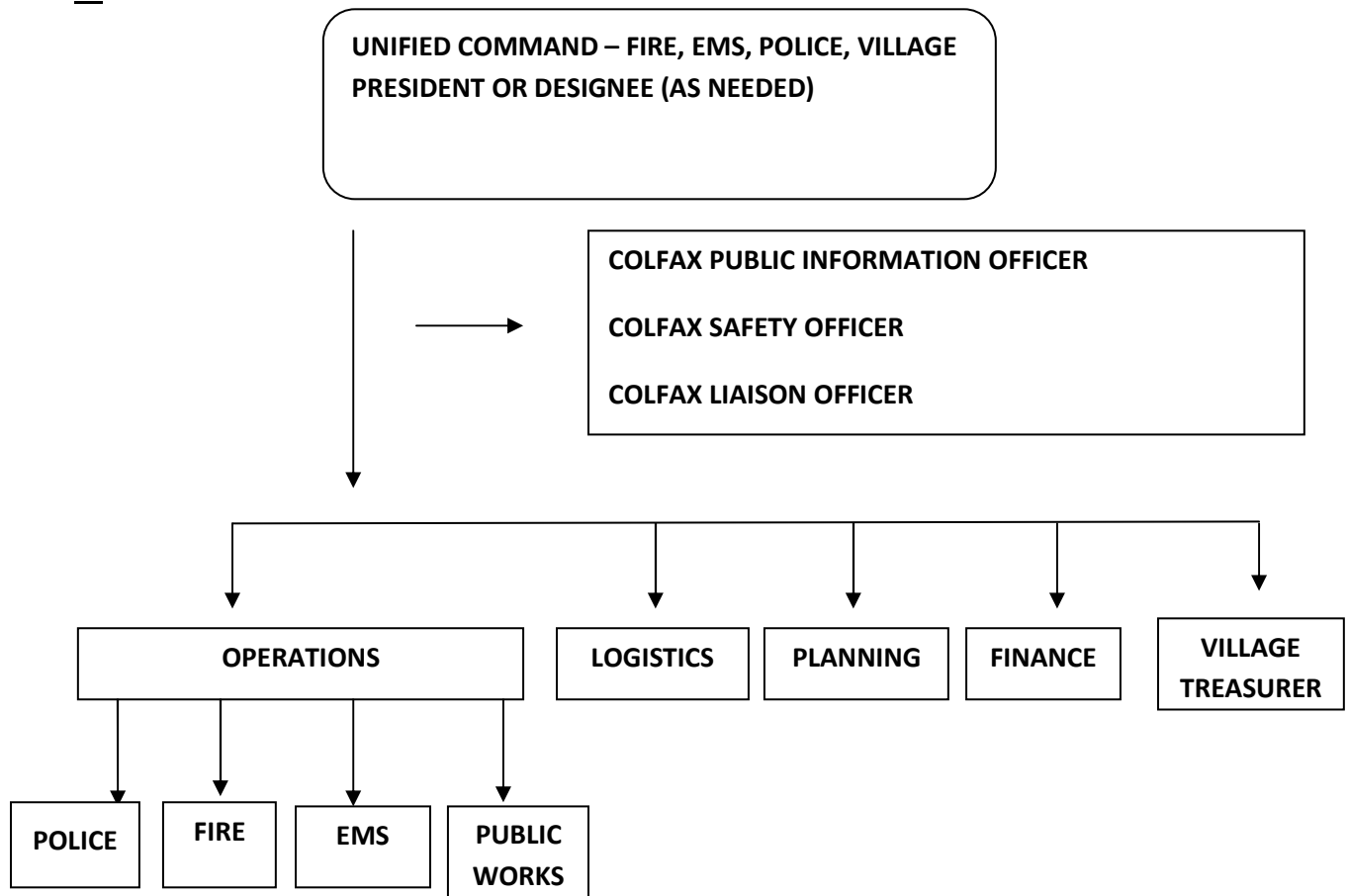
1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation is handled locally, do so using procedures in this plan, as appropriate.
 - a. The Emergency Management Director advises the Village President or alternate authority that coordinates all emergency response actions.

- b. The Village Board President or alternate authority declares a local state of emergency and notifies the Director of Dunn County Emergency Management and Communication of his/her action.
 - c. Forward the local state of emergency declaration to the County Emergency Management office.
 - d. The Emergency Management Director activates the County EOC. This facility is located at the Dunn County Judicial Center.
 - e. Municipal emergency response officials/ agencies respond according to the checklist outlined in Attachments A-K.
 - f. The Village Board President directs department/agencies to respond to the situation.
 - g. The Village Board President issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
 - j. List any other procedures as may be appropriate for your municipality.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the County: Dunn County Director of Emergency Management and Communications.
 4. If assistance is requested, the county Director of Emergency Management and Communication assesses the situation and makes recommendations.
 5. 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 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 Management Coordinator assesses 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 Emergency Response Plan (WERP) and the County EOP.

D. EMERGENCY OPERATION PLANNING SPAN AND CONTROL CHART



E. RESPONSIBILITIES AND TASKS:

See attachments A-K for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT

Additional support from Dunn County Departments may include:

1. DUSO

2. Dunn Highway Department
3. Dunn Human Services
4. Dunn Public Health
5. Dunn Emergency Management
6. Dunn District Attorney

Support from private agencies volunteer groups:

1. American Red Cross
2. Salvation Army
3. Sand Creek Fire Air Boat
4. Don Arvold Helicopter 715*977*0022
5. Civil Air Patrol

Support from State and Federal Agencies/Volunteer Groups:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Request 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 Village of Colfax EOP Development will be updated yearly by May 1st with input from each department head and the Village Board and will be evaluated after each incident.

After all, revisions are made a revised copy will be sent to Dunn County Emergency Management.

Gary Stene , Village President	Date
---------------------------------------	------

Keith Burcham , Public Safety Chair (Emergency Management Director)	Date
--	------

Lynn Niggemann , Administrator/Village Clerk/Treasurer	Date
---	------

William Anderson , Police Chief	Date
--	------

Rand Bates , Public Works	Date
----------------------------------	------

Donald Logslett , Fire Chief	Date
-------------------------------------	------

Donald Knutson , Ambulance Director, Emergency Planning Coordinator	Date
--	------

478 This page intentionally left blank

ATTACHMENT A

Village Board President

Key action checklists

This attachment is designed to identify the responsibilities and tasks of the village board president and provide a checklist of actions to consider when this municipal plan is activated.

The Village Board President or designated alternate is responsible for the overall management of the Village of Colfax. The following tasks represent a checklist of actions that will be considered in an emergency or disaster situation.

The Village President should:

1. Ensure that the Village Emergency Management Director has activated / or is activating the Emergency Operation Center(EOC)/Command Post (CP)
2. Report to the EOC/CP
3. Ensure that the Village Emergency Management Director provide an initial damage assessment and casualty report.
4. Ensure that the Village Emergency Management Director and the Village officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Ensure the Village Public Information Officer (PIO) is notified (Police Chief, Village President or Public Safety Chair) and reports to the EOC.
7. In consultation with the Village, Emergency Management Director determine whether or not the county, state, or federal assistance should be requested. (Village/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.

ATTACHMENT B

VILLAGE EMERGENCY MANAGEMENT DIRECTOR

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE VILLAGE EMERGENCY MANAGEMENT DIRECTOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Village Emergency Management Director coordinates all components of the emergency management program in the Village of Colfax. Including hazard analysis, preparedness, mitigation response, and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions departments should consider.

VILLAGE EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR SHOULD:

1. Report to the Village EOC
2. Ensure that Village officials and County Emergency Management Director are being notified, key facilities warned, siren activated, etc.
3. Activate the Village EOC (See EOC alerting list). Make sure that it is fully operational and the EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village Board President and the County Emergency Management Director.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster related expenditures.

ATTACHMENT C

VILLAGE ADMINISTRATOR/CLERK/TREASURER

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE VILLAGE ADMINISTRATOR/CLERK/TREASURER AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN A MUNICIPAL PLAN IS BEING ACTIVATED.

The Village Administrator/Clerk/Treasurer is responsible for their assigned activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Village Administrator/Clerk/Treasurer should:

1. Report to the Village EOC/CP if requested.
2. Notify board members of incident and response requested.
3. Maintain records indicating Village expenses incurred due to the disaster.
4. 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, telephone number, etc.) regarding the owners of property which have been damaged/destroyed as a result of the disaster.
5. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
6. Assign department directors account numbers to which emergency expenditures may be charged.

ATTACHMENT D**POLICE DEPARTMENT****WARNING / COMMUNICATIONS****KEY ACTION CHECKLISTS**

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE VILLAGE RESPONSIBLE FOR WARNING AND COMMUNICATIONS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Police Department, located at 613 Main St, is responsible for warning and communication activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Notify the following:

- a. Municipal Emergency Management Director.
- b. County Emergency Management Director.
- c. Municipal EOC representatives.
- d. Special facilities.

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.

3. Verify the Outdoor Warning SIREN has sounded.

4. Establish communication with the county EOC via phone, fax, email, etc.

5. Establish communications with the command post (CP).

ATTACHMENT E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE MUNICIPAL POLICE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THE MUNICIPAL POLICE DEPARTMENT HAS MUTUAL AID AGREEMENTS COVERED BY WISCONSIN STATUTES INVOLVING ALL WISCONSIN LAW ENFORCEMENT AGENCIES:

The Village of Colfax Police Department is responsible for law enforcement activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff have been notified and that they report as situation directs.
2. Directs the designated law enforcement representative to report to the Village EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants see Attachment D.
5. Determine scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area to stop all inbound traffic. Set up an emergency pass system.
7. To report the above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality; designate a CP and establish initial command until relieved.
9. If appropriate and if available, dispatch a communication vehicle (MOBILE COMMAND TRUCK) to the scene of the disaster.
10. Enforce curfew restrictions in the affected area.

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

12.As necessary shelter in place or evacuate prisoners as soon as appropriate from the affected area.

13.Assist the medical examiner with mortuary services

14.Assist with search and rescue activities

15.If the County EOC is activated, establish and maintain contact with the person representing law enforcement.

16.Try to anticipate your departments' needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

ATTACHMENT F

HUMAN SERVICES

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO PROVIDE THE COUNTY DEPARTMENT OF HUMAN SERVICES WITH THE RESPONSIBILITY FOR PROVIDING HUMAN SERVICES WITHIN THE VILLAGE OF COLFAX. HOWEVER, A LIASON FROM THE MUNICIPALITY SHOULD BE APPOINTED TO ASSIST THE COUNTY HUMAN SERVICES DIRECTOR WITH IMPLEMENTING TASKS ASSIGNED IN THE COUNTY EOP. IT IS RECOMMENDED THAT THE PERSON SELECTED BE FROM A DEPARTMENT OR AGENCY WITHIN THE MUNICIPALITY WITH HUMAN SERVICES TYPE RESPONSIBILITIES. THE PERSON SELECTED SHOULD BE FAMILIAR WITH THE HUMAN SERVICES ANNEX OF THE COUNTY EOP SO THAT HUMAN SERVICES TASKS IN THE MUNICIPAL PLAN ARE CARRIED OUT. THIS PERSON WILL WORK CLOSELY WITH COUNTY HUMAN SERVICES DIRECTOR SO THAT MUNICIPAL COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR HUMAN SERVICES ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON WILL CONSIDER WHEN THE MUNICIPAL PLAN IS ACTIVATED.

The Village Clerk or Clerk designate will serve as human services coordinator in the Village of Colfax and is responsible for human services activities in the Village of Colfax. The Coordinator will organize human services activities with a representative from the Dunn County Department of Human Services. This person will keep the County Human Services Director informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies which provide human services type services (identified in County resource manual).

2. Report to the EOC.
3. Coordinate with Red Cross in the opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by the emergency/disaster.
7. Distribute emergency literature to disaster victims given instruction and assistance to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If 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 Human services Officer directly at the Dunn County Department of Human Services.

ATTACHMENT G

PUBLIC WORKS

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC WORKS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THIS DEPARTMENT UPON NOTIFICATION MAY RESPOND DIRECTLY TO THE EOC/CP

The Public Works Department is responsible for public works activities in the Village of Colfax. The following tasks represent a checklist of actions this Department should consider in an emergency or disaster situation.

1. Ensure that all department personnel has been alerted and that they report as the situation directs.
2. Report to the Village EOC/CP
3. Review the disaster situation with field personnel and report the situation to the Village Emergency Management Director.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with law enforcement travel restrictions/road closures within the Village.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to the affected area.
9. Assist with search and rescue activities as requested.
10. Assist private utilities with the shutdown of gas and electric services.
11. As necessary 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 H

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC HEALTH SERVICES AND EMERGENCY MEDICAL SERVICES (EMS) ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. PUBLIC HEALTH AT THE COUNTY LEVEL WILL WORK WITH THE EMS LEVEL SO THAT MUNICIPAL RESOURCES CAN BE PRIORITIZED AND COORDINATED. AMBULANCE DISTRICTS ARE TRAINED IN TRIAGE AND ARE INVOLVED IN PATIENT TRANSPORTATION. THE PUBLIC HEALTH LIAISON NEEDS TO BE AWARE OF THE NECESSITY OF COORDINATING AMBULANCE ACTIVITIES.

The Ambulance Director will serve as the Public Health and EMS liaison in the Village of Colfax and is responsible for public health and EMS activities in the Village of Colfax. He/she will coordinate health services activities with a representative from Dunn County 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. Coordinate emergency medical care to victims (hospitals and ambulance)
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases, and epidemics.
5. Establish a triage area for victims.
6. Establish a staging area in the municipality.

ATTACHMENT I**PUBLIC INFORMATION****KEY ACTION CHECKLISTS**

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC INFORMATION ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The PIO is responsible for public information activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. The public information officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP to stay abreast of the 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 news releases.
5. Conduct press tours of disaster areas within the Village as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center (JIC).
7. Assist the County with establishing rumor control.
8. Issue protective action recommendations or public service advisories as directed by the Village President.

ATTACHMENT J**FIRE SERVICES****KEY ACTION CHECKLISTS**

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE MUNICIPAL FIRE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Colfax Community Fire Department is responsible for all fire services activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and respond to designated staging area, CP or Village EOC as directed by on scene personnel.
2. Assist law enforcement in warning the affected population.
3. Rescue injured trapped persons
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist law enforcement with evacuation if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
8. Assist with traffic control.
9. Assist with debris clearance.
- 10.If the County EOC is activated, establish and maintain contact with the person representing fire services.
- 11.If the Regional Hazardous Materials Team is needed for a type 1 response; obtaining assistance through WEM duty officer.
- 12.If additional assistance is necessary, utilize mutual aid agreements and contracts with other fire departments.

ATTACHMENT K

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR COLLECTING DAMAGE ASSESSMENT INFORMATION AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Director of Public Works is responsible for damage assessment activities in the Village of Colfax. Public Works Director will also implement the water/waste water disaster plan. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Village EOC or CP
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 departments: Public Works, Police, are responsible for public damage assessment and the Village Building Inspector is responsible for private damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR form:
 1. The number of fatalities
 2. The number of Critical/minor injuries.
 3. The number of home/businesses damaged/destroyed.
 4. The number of power telephone lines, poles are damaged.
 5. The number of public facilities such as highways, roads, bridges, etc. is damaged.
 6. The number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6

- 839 2. Complete another UDSR, estimating public and private damage.
- 840 3. Video tape/and or take photos of the major damage.
- 841 c. Within 24 hours:
- 842 1. Update items 1-6
- 843 2. Complete updated UDSR.
- 844 4. Provide damage assessment information to the appropriate Village Officials and County Emergency Management.
- 845 5. If the situation warrants, assist the Village Board President with the preparation
- 846 of a local state of emergency declaration and forward to the Director of Dunn
- 847 County Emergency Management.
- 848 6. Plot Damage assessment information on status boards in the municipal EOC
- 849 and locate damaged sites on a map.
- 850 7. Record all expenditures for municipal personnel, equipment, supplies, services,
- 851 etc. and track resources being used.
- 852 8. Prepare reports for the Municipal Public Information Officer.
- 853
- 854
- 855
- 856
- 857
- 858
- 859
- 860
- 861
- 862

863 Frequencies

West Central Interoperability Alliance

Radio Programming Guide

4/11/2006

Mobile Receive	Mobile TX Tone	Mobile Transmitt	Mobile	Bandwidth	Agency	8 Char Display	12 Char Display	Name	Notes	
RESIDUAL REPEATERS										
155.6200	77.0	156.1500	77.0	Wide	All	BNEM	BNEM	Barron County	coordinated	
155.1300	77.0	156.0750	77.0	Wide	All	CLEM	CLEM	Clark County	coordinated	
155.6700	77.0	154.7700	77.0	Wide	All	DUEM	DUEM	Dunn County	coordinated	
151.1000	77.0	159.1050	77.0	Wide	All	ECEM	ECEM	Eau Claire County	in coordination	
154.7400	74.4	155.9700	74.4	Wide	All	JAEM	JAEM	Jackson County	in coordination	
155.5800	77.0	154.8300	77.0	Wide	All	LCEM	LCEM	La Crosse County	in coordination	
155.7300	77.0	159.0450	77.0	Wide	All	PEEM	PEEM	Pepin County	need Washington Co MW LOC	
155.8050	77.0	159.0000	77.0	Wide	All	PCEM	PCEM	Pierce County	in coordination	
151.2500	77.0	154.9500	77.0	Wide	All	SCEM	SCEM	St. Croix County	in coordination	
155.8350	74.4	154.9500	74.4	Wide	All	TREM	TREM	Trempealeau County	in coordination	
STATEWIDE MUTUAL AID INTEROPERABILITY										
155.4750	CS	155.4750	156.7	Wide	Law	WISPERN	WISPERN	Wisconsin Police Emergency Radio Network		
155.3700	CS	155.3700	146.2	Wide	Law	POINT	POINT	Point to Point / Police Interoperability		
151.2800	136.5	153.8450	136.5	Wide	All	MARC1	MARC1	Mutual Aid Radio Channel Repeater		
151.2800	136.5	151.2800	136.5	Wide	All	MARC2	MARC2	Mutual Aid Radio Channel Car to Car		
154.0100	71.9	154.0100	71.9	Wide	All	MARC3	MARC3	Mutual Aid Radio Channel Tactical	formerly WISTAC 2	
154.1300	82.5	154.1300	82.5	Wide	All	MARC4	MARC4	Mutual Aid Radio Channel Tactical	formerly WISTAC 3	
154.2650	CS	154.2650	210.7	Wide	Fire	IFERN	IFERN	Interagency Fire Emergency Radio Network		
153.8300	CS	153.8300	89.3	Wide	Fire	FG RED	FG RED	Fireground Red		
154.2800	CS	154.2800	74.4	Wide	Fire	FG WHITE	FG WHITE	Fireground White		
154.2950	CS	154.2950	85.4	Wide	Fire	FG BLUE	FG BLUE	Fireground Blue	formerly FIRECOM	
153.8375	91.5	153.8375	91.5	Narrow	Fire	FG GOLD	FG GOLD	Fireground Gold		
154.2725	94.8	154.2725	94.8	Narrow	Fire	FG BLACK	FG BLACK	Fireground Black		
154.2875	136.5	154.2875	136.5	Narrow	Fire	FG GRAY	FG GRAY	Fireground Gray		
154.3025	67.0	154.3025	67.0	Narrow	Fire	IFERN2	IFERN2	Interagency Fire Emergency Radio Network 2		
156.0000	136.5	156.0000	136.5	Wide	All	WEM CAR	WEM CAR	WEM Car to Car		
155.3400	CS	155.3400	D156	Wide	EMS	EMS B	EMS B	State EMS Basic	each hospital has a tone	
155.2800	D156	155.2800	D156	Wide	EMS	EMS C	EMS C	State EMS Coordination	each hospital has a tone	
155.4000	CS	155.4000	D156	Wide	EMS	EMS A	EMS A	State EMS Advanced	each hospital has a tone	
155.1600	127.3	155.1600	127.3	Wide	All	NATSAR	NATSAR	Search & Rescue		
155.7525	156.7	155.7525	156.7	Narrow	All	VCALL	VCALL	VHF Calling		
151.1375	156.7	151.1375	156.7	Narrow	All	VTAC1	VTAC1	VHF Tactical 1		
154.4525	156.7	154.4525	156.7	Narrow	All	VTAC2	VTAC2	VHF Tactical 2		
158.7375	156.7	158.7375	156.7	Narrow	All	VTAC3	VTAC3	VHF Tactical 3		
159.4725	156.7	159.4725	156.7	Narrow	All	VTAC4	VTAC4	VHF Tactical 4		
V3 04/06/06										
Wisconsin State Patrol					Bureau of Communications					Frequency Specialist Carl Guse

Table 4
WISCONSIN STATEWIDE PUBLIC SAFETY COMMON FREQUENCY CHART
VHF Band

Mobile Receive Frequency	RX Tone	Mobile Transmit Frequency	TX Tone	State Name	National Name	State Callsign	Primary Use
155.4750	CS	155.4750	156.7	VLA31	VLA31	KA6570	Law Enforcement
155.3700	CS	155.3700	146.2	POINT	None	KA6570	Law Enforcement
151.2800	136.5	153.8450	136.5	MARC1	None	WNP6812	All Public Safety
151.2800	136.5	151.2800	136.5	MARC2	None	WNP6812	All Public Safety
154.0100	71.9	154.0100	71.9	MARC3	None	KO2099	All Public Safety
154.1300	82.5	154.1300	82.5	MARC4	None	KO2099	All Public Safety
156.0000	136.5	156.0000	136.5	WEM CAR	None	KGT483	Emergency Mgt.
155.3400	CS	155.3400	D156	EMS B	None	KH4762	EMS
155.2800	D156	155.2800	D156	EMS C	None	KH4762	EMS
155.4000	CS	155.4000	D156	EMS A	None	KH4762	EMS
154.2650	210.7	154.2650	210.7	IFERN	None	KO2099	Fire
153.8300	69.3	153.8300	69.3	FG RED	None	KO2099	Fire
154.2800	74.4	154.2800	74.4	FG WHITE	None	KO2099	Fire
154.2950	85.4	154.2950	85.4	FG BLUE	None	KO2099	Fire
153.8375	91.5	153.8375	91.5	FG GOLD	None	KO2099	Fire
154.2725	94.8	154.2725	94.8	FG BLACK	None	KO2099	Fire
154.2875	136.5	154.2875	136.5	FG GRAY	None	KO2099	Fire
154.3025	67.0	154.3025	67.0	IFERN2	None	KO2099	Fire
155.1600	127.3	155.1600	127.3	NATSAR	SAR	KO2099	Search & Rescue
155.7525	156.7	155.7525	156.7	VCALL10	VCALL10	KO2099	All Public Safety
151.1375	156.7	151.1375	156.7	VTAC11	VTAC11	KO2099	All Public Safety
154.4525	156.7	154.4525	156.7	VTAC12	VTAC12	KO2099	All Public Safety
158.7375	156.7	158.7375	156.7	VTAC13	VTAC13	KO2099	All Public Safety
159.4725	156.7	159.4725	156.7	VTAC14	VTAC14	KO2099	All Public Safety
151.1375**	N293*	151.1375	N293	VTAC11DG	None	KO2099	All Public Safety
154.4525**	N293*	154.4525	N293	VTAC12DG	None	KO2099	All Public Safety
158.7375**	N293*	158.7375	N293	VTAC13DG	None	KO2099	All Public Safety
159.4725**	N293*	159.4725	N293	VTAC14DG	None	KO2099	All Public Safety
151.1375**	156.7	159.4725	136.5	VTAC36	None	KO2099	All Public Safety
151.1375**	N293*	159.4725	N293	VTAC36DG	None	KO2099	All Public Safety

All channels are narrowband. * = Mixed Mode Receive N= P25 NA

1-21	155.580000, 154.830000	W	77.0, <	LCEM			H	1	Inc
1-22	155.730000, 159.045000	W	77.0, <	PEEM			H	1	Inc
1-23	155.805000, 159.000000	W	77.0, <	PCEM			H	1	Inc
1-24	151.250000, 154.950000	W	77.0, <	SECM			H	1	Inc
1-25	155.835000, 154.950000	W	74.4, <	TREM			H	1	Inc
1-26	155.520000, 156.150000	W	77.0, <	BNEM			H	1	Inc
1-27	155.130000, 156.075000	W	77.0, <	CLEM			H	1	Inc
1-28	155.595000, 159.150000	W	77.0, <	DUNN SO WHLR			H	1	Inc
1-29	155.340000, <	W	136.5	BLOMMER HOSP			H	1	Inc
1-30	155.340000, <	W	114.8, <	ST JOSEPHS			H	1	Inc
1-31	155.340000, <	W		STATEWIDE EM			H	1	Inc
1-32	154.430000, 153.770000	W	103.5, 167.9	CFPD W TWR			H	1	Inc
1-33	154.120000, <	W	136.5, <	COLFAX FIRE			H	1	Inc
1-34	155.340000, <	W	82.5, <	BARRON HOSP			H	1	Inc
1-35	154.145000, <	W	77.0, <	ELK MOUND FD			H	1	Inc
1-36	155.595000, 154.650000	W	77.0, <	DUNN SO MEN			H	1	Inc
1-37	154.190000, <	W	100.0, <	SAND CREEK			H	1	Inc
1-38	151.235000, 153.890000	W	141.3, 82.5	BARRON CO F			H	1	Inc
1-39	152.400000, <	W		WEATHER			H	1	Inc

Icom Inc.

CH	Atr	Frequency (MHz)				C.Tone			Text	Com- pander	TOT	RF pwr	Lock -out	Scan List	
		RX	TX	TX Inh	W/N	SQL Tight	RX	TX						Scan List	Inc
1-1	AB	158.775000	153.800000		W		91.5	<	DUEFN			H			Inc
1-2		154.055000	<		W		71.9	<	VILL CLFX			H			Inc
1-3		158.775000	<		W		91.5	<	DUEFC			H			Inc
1-4		158.775000	153.800000		W		91.5	127.3	DUEFS			H			Inc
1-5		155.340000	<		W			100.0	RCMC			H			Inc
1-6		155.340000	<		W			110.9	5/H LUTHER			H			Inc
1-7		155.370000	<		W			146.2	POINT			H			Inc
1-8		156.475000	<		W			156.7	WISPERN			H			Inc
1-9		151.280000	153.845000		W		136.5	<	MARC 1			H			Inc
1-10		151.280000	<		W		136.5	<	MARC 2			H			Inc
1-11		154.010000	<		W		71.9	<	MARC 3			H			Inc
1-12		154.130000	<		W		82.5	<	MARC 4			H			Inc
1-13		155.670000	154.770000		W		77.0	<	DUEM			H			Inc
1-14		154.265000	<		W			210.7	IFERN			H			Inc
1-15		153.830000	<		W			69.3	FG RED			H			Inc
1-16		154.280000	<		W			74.4	FG WHITE			H			Inc
1-17		154.295000	<		W			85.4	FG BLUE			H			Inc
1-18		155.160000	<		W		127.3	<	NATSAR			H			Inc
1-19		151.100000	159.105000		W		77.0	<	ECEM			H			Inc
1-20					W				IAEM			H			Inc

Possible Shelter Locations (Coordinate with American Red Cross)

1. Colfax Public Schools.
2. Colfax Health and Rehab.
3. Colfax Lutheran Church.
4. Colfax Methodist Church.
5. Colfax Municipal Building(s).
6. Elk Mound Public Schools.
7. Dunn County Government Building(s).
8. Wheeler storm shelter.
9. Bloomer Public Schools.

List of facilities and chemicals present:

1. Cedar Country Co-op (Propane Storage Tanks, gas, diesel, ethanol).
2. Woods Run Forest Products (Wolmanac, Protectol, Mold inhibitor, SBX,).
3. Big Timber Saw Mill (Antiblu brighter).
4. We Energy (natural gas pipeline,).
5. Express Mart (diesel, gasoline).
6. Colfax Agrow (pesticides, fertilizers).
7. Colfax Public Schools (gasoline, Propane).
8. Commercial Testing Lab (various chemicals/acids).
9. Timber Technologies (laminating adhesives).
10. Ferrell Gas (propane)** outside village may affect village during a disaster.
11. Crossroad Ag (fertilizers, pesticides, propane, gasoline, diesel, anhydrous ammonia) ** outside Village may affect Village during Transport.
12. Canadian National Railroad may contain hazardous materials as they pass through the Village affecting the Village in a disaster.
13. Highways 40 and 170 may allow vehicles carrying hazardous materials through town.