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VILLAGE OF COLFAX

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MUNICIPAL

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EMERGENCY

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OPERATIONS PLAN

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**EMERGENCY TELEPHONE LISTING**

65	<b><u>AGENCY</u></b>	<b><u>EMERGENCY</u></b>	<b><u>NON EMERGENCY</u></b>
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. (Steven Findlay)	9-1-1	715*231*2981
80	(Gilgenbach)	9-1-1	715*231*2982
81			(c)715*505*1178
82	(Marie Marty)	9-1-1	715*232*2333
83	Wisconsin Emergency Management		1*800*943*0003
84	Dunn Cty. Sheriff	9-1-1	715*232*1348
85	Dunn Cty. Medical Examiner		715*232*1348
86	Dunn Cty. Human Services		715*232*1116
87	After hours		715*232*1348

88	CHEMTREC	1*800*424*9300
89	Canadian National Railway	1*800*465*9239
90	Hospitals	
91	Mayo Clinic Health System Eau Claire (level 2)	715*838*3242
92	HSHS Sacred Heart (level 3)	715*717*4222
93	Mayo Clinic Health System Menomonie (level 4)	715*233*7891
94	HSHS St Joseph (level 3)	715*717*7220
95	Mayo Clinic Health System Bloomer (level 4)	715*568*6159
96	Oakleaf Surgical Hospital	715*895*9555
97	Marshfield Hospital Eau Claire (level 3)	715*883*3262
98	Mayo Clinic Health Sysems Barron (level 4)	715*537*3186
99	Urgent Care	
100	Mayo Clairemont (m-f 8-8sat 9-5sun 10-5)	715*838*5340
101	Marshfield Craig Rd (M-F 8-8 Sat & Sun 8:30-3)	715*858*4500
102	Marshfield Lake Hallie (M-F 8-8, Sat & Sun 8:30-3)	715*738*3700
103	Colfax School District Bill Yingst Superintendent	715*962*3155 C 715*828*8482
104	John Dachel Principal	C 715*619*0106
105	Trevor Hovde Principal	C 608*381*2788
106	Polly Rudi Director of Pupil Services	
107	Chad Johnson Bus Mechanic	C 715*828*8760
108	Elk Mound School	715*879*5521
109	Eric Wright Superintendent	715*579*9937
110	Paul Weber	715*828*3354
111	Chris Hahn	715*829*0992
112	Eric Hanson	715*874*5146

113	XCEL electric emergency	1*800*895*2999	
114	Dunn Energy emergency	715*232*6240	
115	After hours	1*800*813*2842	
116	We Energy gas emergency	1*800*261*5325	
117	American Red Cross	715*235*3700	
118	Salvation Army	715*834*1224	
119	News		
120	WEAU	715*835*1313	
121	WQOW	715*835*1881	
122	WAXX	715*835*9299	
123	MOOSE	715*830*4000	
124	EC Leader	715*839*0438	
125	Colfax Messenger	715*962*3535	
126	Dunn County News	715*235*3511	
127	Employees		
128	Lynn Niggemann(Administrator-Clerk -Treasurer)	715*308*9986(c)	
129	Donald Logslett (public works)	715*308*6774(C)	715*962*3306(H)
130		Personal cell	715*505*2224
131	Tim Rundle	715*308*7782(c)	
132	Rand Bates (Director of Public Works)	715*308*0861(C)	
133		Personal cell	715*308*3571
134	Bill Anderson (Police Chief)	715*556*0370(C)	715*568*2408(H)
135	Don Knutson (Ambulance Director)	715*933*4586(WC)	715*962*3425(H)
136	(Health Officer),(Emergency Planning)	715*894*7807 (PC)	
137	Sheila Riemer (Deputy Clerk)	715*962*4100(H)	

138	Lisa Hurlburt (Library)	715*828*9329(c)	715*962*4334(h)
139	Village Board		
140	Gary Stene(President)	715*704*9101 ( c)	715*962*3512(H)
141	Mark Halpin		715*962*4478(H)
142	Annie Jenson	715*962*4444 (w)	715*556-4110(c)
143	Margaret Burcham		715*505*1435(c)
144	David Wolff		715*308*4400(c)
145	Carey Davis		715*505*5336 (c)
146	Keith Burcham		715*505*1540(c)
147	Building Inspector Weber Inspections Fred Weber		715*556*0066
148	Neighboring Public Works Resources		
149	Mark Levra (Elk Mound)	715*556*4566	715*879*5508
150	Todd Steinhorst(Elk Mound)		715*456*6273
151	Kevin Garrett(Elk Mound)		715*829*5044
152	Chris Goodell (Wheeler)		715*632*2512(W)
153	715*505*8008(C)		
154	Myers Septic		715*874*5237
155	Sundstrom Pumping		715*962*4061
156	H&H Plumbing		715*962*4155
157	Bear Valley Electric		715*231*3880
158	LBR Electric		715*933*0787
159	Excavators		
160	Diggers Hotline	8-1-1	1*800*242*8511
161	Dean Rubenzer		715*879*5808
162	Bergs Bobcat		715*962*4406
163	Bobcat Pro Todd Higbie		715*556*3336

164	Grant Paulus Excavating	715*505*0790
165	Haas	715*669*5469
166	Verizon Response Team	1*800*981*9558
167	DISASTER CLEAN UP SERVICES	
168	Heavy Duty Dean Rubenzer	715*879*5808
169	A-1 Excavating	715*568*4141
170	Haas	715*829*8920
171	Lorenz	715*643*3223
172	Medium Duty Bergs Bobcat	715*962*4406
173	Todd Higbie	715*556*3336
174	Generator Village of Wheeler	715*632*2449
175	Fabick Rents	715*874*6440
176	Pump Express Rental Center	715*834*2727
177	Tree Service Shackelton Tree Service	715*505*0123
178	ACA Tree Service	715*205*1000
179		
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184	<b><i>Emergency Operations Center Alerting List</i></b>	
185	Lynn Niggemann (Village Administrator/Clerk/Treasurer)	
186	Gary Stene Village President	Rand Bates Public Works
187	Bill Anderson Police Chief	Don Knutson EMS
188	Don Logslett Fire Chief	



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190 ***Legal Basis***

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

192 **FEDERAL**

193 PL 100-707 ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY  
 194 ASSISTANCE ACT.

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

197 **STATE STATUTES**

198 26.97 LAW ENFORCEMENT AND POLICE POWERS OF TOWN  
 199 CHAIRPERSONS

200 59.03(1) HOME RULE (COUNTIES)

201 59.04 CONSTRUCTION OF POWERS (COUNTIES)

202 59.12 CHAIRPERSON, VICE CHAIRPERSON POWERS AND DUTIES  
 203 (COUNTY BOARD)

204 59.17(2) DUTIES AND POWERS OF COUNTY EXECUTIVE

205 59.18(2) DUTIES AND POWER OF COUNTY ADMINISTRATOR

206 59.54 POWERS AND DUTIES OF COUNTIES: PUBLIC PROTECTION AND  
 207 SAFETY

208 59.54(8) LOCAL EMERGENCY PLANNING COMMITTEES

209 61.34 POWERS OF VILLAGE BOARD

210 83.09 EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS

211 166.23 EMERGENCY POWERS OF COUNTIES, CITIES, VILLAGES, AND  
 212 TOWNS

213 213.095 POLICE POWERS OF FIRE CHIEFS AND RESCUE SQUADS

214 321.39 CALLS TO STATE ACTIVE DUTY (WISCONSIN NATIONAL GUARD)

215 895.483 CIVIL LIABILITY EXEMPTION, REGIONAL AND LOCAL RESPONSE TEAMS  
 216 AND THEIR SPONSORING AGENCIES

217		
218	PUBLIC LAW §166-323	
219	WISCONSIN STATUTES SHAPTER 166 CITATION CHAPTER 323 CITATION	
220	§116.01, §323.01	DECLARATION OF POLICY
221	§166.02, §323.02	DEFINITIONS
222	§166.03(1)(b)1, §323.10	DECLARATION BY GOVERNOR
223	§166.03(1), §323.12	POWERS & DUTIES OF GOVERNOR
224	§166.03(2), §323.13	POWERS & DUTIES OF ADJUNCT-GENERAL
225	§166.03(3)	POWER AND DUTIES OF AREA HEADS
226	§166.03(4), §323.14	POWER AND DUTIES OF LOCAL GOVERNMENT
227	§166.03(5), §323.15	POWER AND DUTIES OF HEAD OF EMERGENCY MANAGEMENT
228	§166.03(5a), §323.01(1)	ROLE OF STATE IN EMERGENCY
229	§166.03(6), §323.14(2)	EMERGENCY USE OF VEHICLES
230	§166.03(7), §323.14(2)	COOPERATION
231	§166.03*8)(a)(c), §323.25	PERSONNEL RESTRICTIONS
232	§166.03(8)(d)(g), §323.40	RESPONSIBILITYFOR WORKERS COMPENSATION AND LIABILITY OF
233		STATE AND LOCAL UNIT OF GOVERNMENT
234	§166.03(9), §323.43	BEARING OF LOSES
235	§166.03(10), §323.45	PROVIDERS OF EQUIPMENT AND OTHER ITEMS
236	§166.03(11), §323.16	LAW ENFORCEMENT AND POLICE POWER
237	§166.03(12), §323.01(3)	RED CROSS NOT AFFECTED
238	§166.03(13), §323.13(1)(dm)	AUTHORITY TO WITHHOLD GRANTS
239	§166.03(14), §323.28	PENALTIES
240	§166.04, §323.18	STATE TRAFFIC PATROL AND CONSERVATION WARDENS
241	§323.18	STATE AGENCY VOLUNTEERS
242	§166.05, §323.51	EMERGENCY SEAT OF STATE GOVERNMENT

243	§166.06, §323.52	EMERGENCY TEMPORARY LOCATIONS OF LOCAL UNITS OF
244	GOVERNMENT	
245	§166.07, §323.54	SUCCESSION TO OFFICE: LOCAL OFFICERS
246	§166.08, §323.54	SUCCESSION TO OFFICE: STATE OFFICERS
247	§166.08, §323.55	INTERIM SUCCESSORS
248	§166.09, §323.44	PUBLIC SHELTERS
249	§166.10, §16.61(3)(d)1,5	PRESERVATION OF ESSENTIAL PUBLIC RECORDS
250	§166.15, §895.065	RADIOACTIVE WASTE EMERGENCIES
251	§166.20, §323.60	HAZARDOUS SUBSTANCE INFORMATION AND EMERGENCY
252	PLANNING	
253	§166.21, §323.61	EMERGENCY PLANNING GRANTS
254	§166.215, §323.70	HAZARDOUS SUBSTANCE EMERGENCY RESPONSE
255	§166.22, §323.72	LOCAL AGENCY RESPONSE, AND REIMBURSEMENT
256	§323.72	STRUCTURAL COLLAPSE EMERGENCY RESPONSE
257	§166.23, §323.14(3)(4)	EMERGENCY POWERS OF CITIES, VILLAGES, AND TOWNS
258	§166.30, §323.80	EMERGENCY MANAGEMENT ASSISTANCE COMPACT
259	§323.24	STATE AGENCY VOLUNTEERS
260	§166.25, §323.24	PROHIBITION AGAINST RESTRICTING FIREARMS OR AMMUNITION
261		DURING EMERGENCY
262	§166.03(2)(b)8, §323.30	FEDERAL DISASTER ASSISTANCE
263	§166.03(2)(b)9, §323.31	STATE DISASTER ASSISTANCE (WI DISASTER FUND)
264		
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270 **MUTUAL AID AGREEMENTS**

271 SCHOOLS ON (school eop on file at CRS)

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273 NEIGHBORING GOVERNMENTAL UNITS Pending

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275 PRIVATE PERSONS OR ENTITIES

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277 RED CROSS/SALVATION ARMY

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279 CHURCHES

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

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**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**

UNIFIED COMMAND – FIRE, EMS, POLICE, VILLAGE  
PRESIDENT OR DESIGNEE (AS NEEDED)

COLFAX PUBLIC INFORMATION OFFICER

COLFAX SAFETY OFFICER

COLFAX LIAISON OFFICER

OPERATIONS

LOGISTICS

PLANNING

FINANCE

POLICE

FIRE

EMS

PUBLIC  
WORKS

VILLAGE  
TREASURER

**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.

**PLAN DEVELOPMENT AND MAINTENANCE:**

The Village of Colfax EOP Development will be updated yearly by May 1<sup>st</sup> 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.

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Gary Stene, Village President

Date

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Public Safety Chair (Emergency Management Director), Keith Burcham

Date

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Lynn Niggemann, Administrator/Village Clerk/Treasurer

Date

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William Anderson, Police Chief

Date

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Rand Bates, Public Works

Date

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Donald Logslett, Fire Chief

Date

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Donald Knutson, Ambulance Director, Emergency Planning Coordinator

Date

**NOTIFICATIONS:****Outdoor Warning Siren:**

1. The Siren is activated remotely from Dunn County Dispatch.
2. If siren fails to be activated it can be manually activated from Colfax Rescue ambulance bay, Direction are posted on the siren box.
3. The Siren is powered by 4-12 volt batteries with a trickle charger.
4. The siren is activated for Severe Thunderstorm Warnings (Severe Thundersorms are occurring -hail wind etc.) and Tornado Warnings Only! (Tornado has been spotted or Radar indicated tornado is present.)
5. Siren activation is meant to notify people to check the radio, tv stations, or phone app to monitor the weather. It does not mean evacuation it is purely a notification device.
6. The Siren is maintained by ECS Emergency communication System 1\*920\*585\*4000 out of Freedom WI 54130

**Code Red;**

1. Village Residents can also sign up for phone (cell and landline) notifications through the Dunn County Emergency Government Website.
2. This system will be used for non weather related Village notifications, such as water emergency shut off road detours, evacuations, etc.
3. Village of Colfax will Notify the Emergency Management office and they will put the notification out.
4. This is an efficient system of notification but it only will go to those who preregister!

**Media:**

The Village will also issue a press release to the Media listed in this plan for other non weather related emergencies.

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**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.

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**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.

653 10.Enforce curfew restrictions in the affected area.

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

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

658 13.Assist the medical examiner with mortuary services

659 14.Assist with search and rescue activities

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

662 16.Try to anticipate your departments' needs for manpower and equipment  
663 24 hours in advance. If additional assistance is needed, utilize mutual aid  
664 agreements with other police departments.

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**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 PE 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.

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## **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.

793 6. Establish a staging area in the municipality.

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## 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.

**9. All staff must refer the media to the public information officer or designee who will assume responsibility for issuing public statements during an emergency.**

**10. Designated P.I.O.= Shall be the Chief of Police**

**Alternate P.I.O. Village Administrator/Clerk/Treasurer**

**Ambulance Director**

**Fire Chief**

**Director of Public Works**

**Village President**

During an emergency:

- Work closely with other agencies, such as law enforcement, police, fire ems public works in determining what information to release.
- Establish a media information center away from the affected area.
- Update the media regularly.
- Maintain a log of media inquiries.

Media Statement:

- Create a general statement about what happened.
- Emphasise Safety of residents.
- Briefly describe agency responses
- Issue a brief statement consisting of only facts.
- Do not release names or conditions to media until families have been notified.
- Inform the people where they should go or who to contact for further help.

**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.

877 12.If additional assistance is necessary, utilize mutual aid agreements and  
878 contracts with other fire departments.

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## **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
2. Complete another UDSR, estimating public and private damage.
3. Video tape/and or take photos of the major damage.

c. Within 24 hours:

1. Update items 1-6
2. Complete updated UDSR.

4. Provide damage assessment information to the appropriate Village Officials and County Emergency Management.

5. If the situation warrants, assist the Village Board President with the preparation of a local state of emergency declaration and forward to the Director of Dunn County Emergency Management.

6. Plot Damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.

7. Record all expenditures for municipal personnel, equipment, supplies, services, etc. and track resources being used.

8. Prepare reports for the Municipal Public Information Officer.



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4/11/2006

## Radio Programming Guide

West Central Interoperability Alliance

Mobile Receive	Mobile TX Tone	Mobile Transmitter	Mobile TX Tone	Bandwidth	Agency	8 Char Display	12 Char Display	Name	Notes
<b>REGIONAL REPEATERS</b>									
155.5200	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	in coordination
155.8050	77.0	159.0000	77.0	Wide	All	PCEM	PCEM	Pierce County	need Washington Co MN LOC
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
<b>STATEWIDE MUTUAL AID/INTEROPERABILITY</b>									
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	69.3	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	
153.8375	91.5	153.8375	91.5	Narrow	Fire	FG GOLD	FG GOLD	Fireground Gold	formerly FIRECOM
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	VIAW31	VIAW31	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	WNPG812	All Public Safety
151.2800	136.5	151.2800	136.5	MARC2	None	WNPG812	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	NATTSAR	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	154.190000	<	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	<	ELKMOUND 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	162.400000	<	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	Inh	TX	W/N	SQL Tight	RX	TX					Scan List	Inc
1-1	AB	158.775000	153.800000			W		91.5	<	DUEN		H			Inc
1-2		154.055000	<			W		71.9	<	WILL CLFX		H			Inc
1-3		158.775000	<			W		91.5	<	DUEN		H			Inc
1-4		158.775000	153.800000			W		91.5	127.3	DUEN		H			Inc
1-5		155.340000	<			W			100.0	RCMC		H			Inc
1-6		155.340000	<			W			110.9	S/H LUTHER		H			Inc
1-7		155.370000	<			W			146.2	POINT		H			Inc
1-8		155.475000	<			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	<	DUEN		H			Inc
1-14		154.255000	<			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	<	ECEN		H			Inc
1-20						W		74.4	<	JAEM		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.

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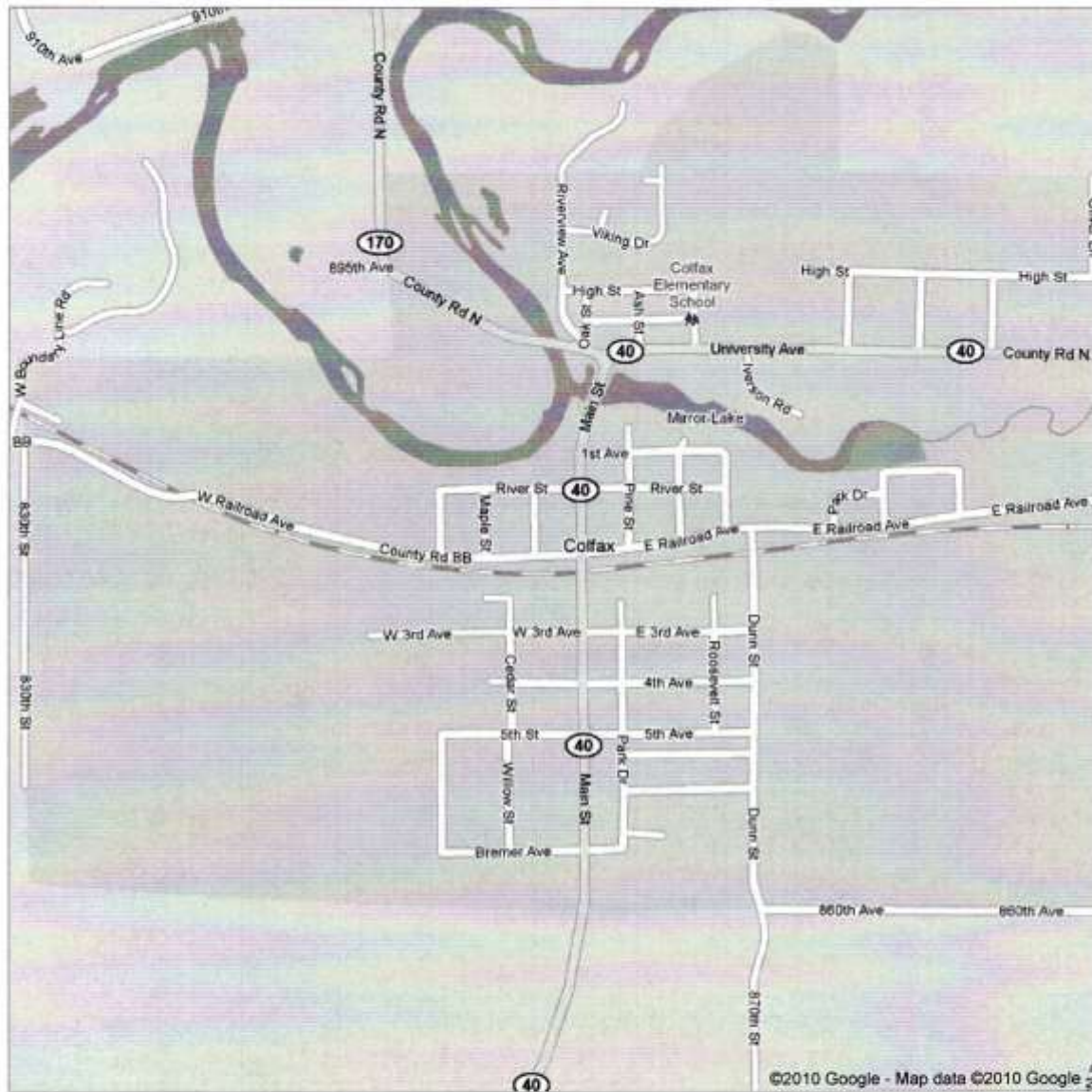
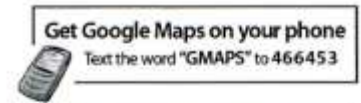


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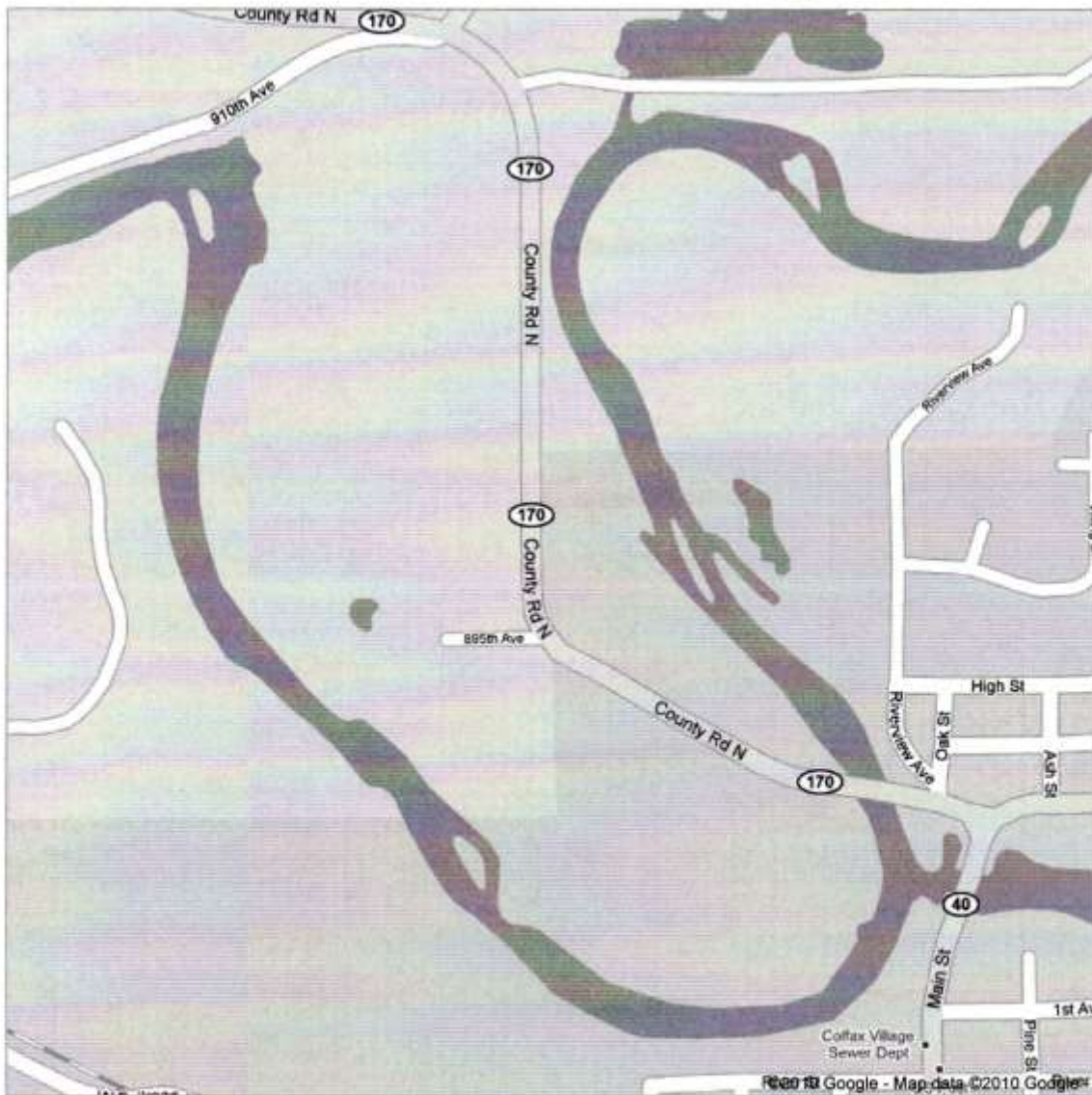
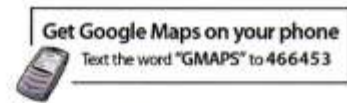
972     **Maps:**

973

Google maps

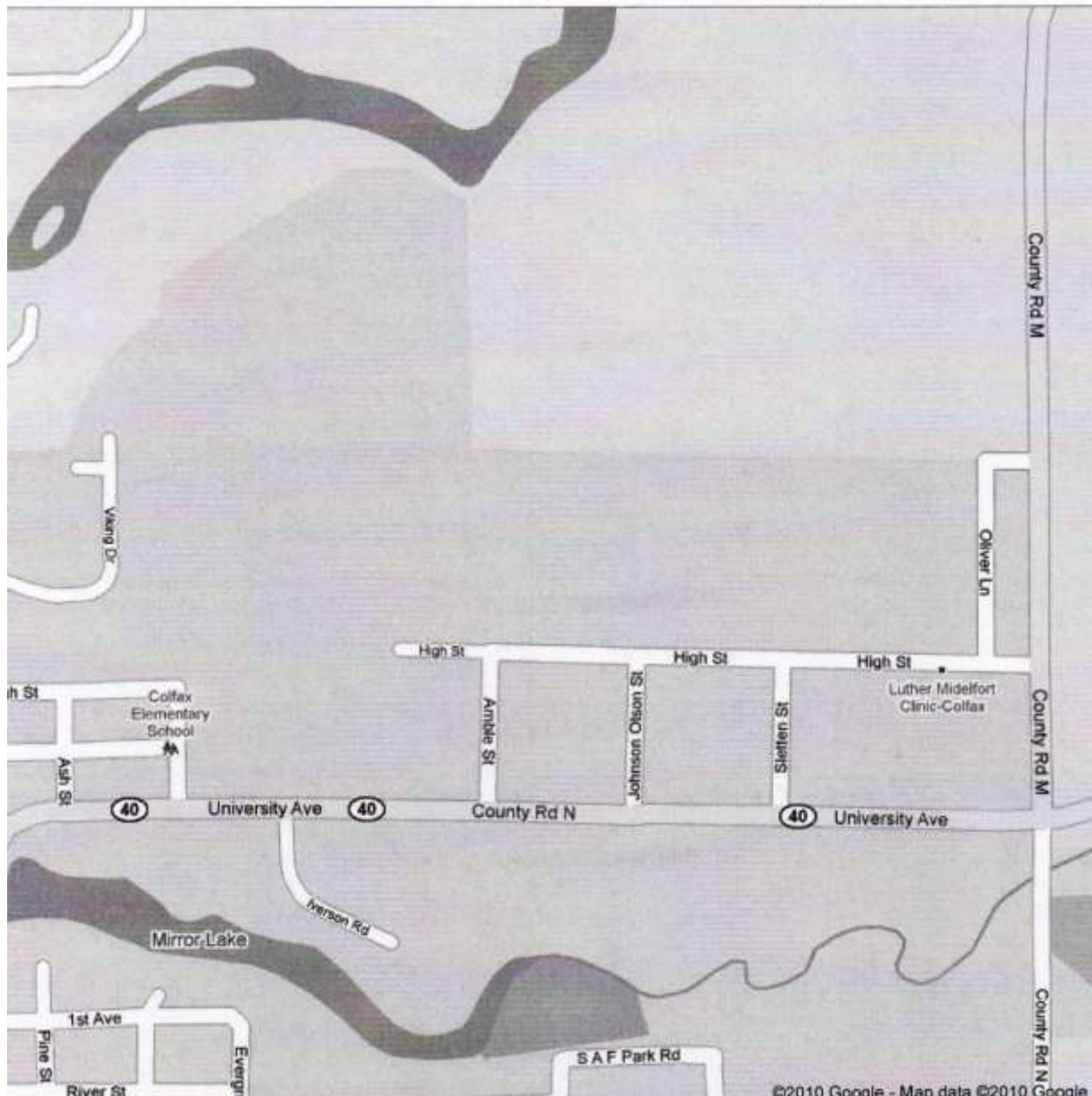


Google maps



Google maps

Get Google Maps on your phone  
Text the word "GMAPS" to 466453



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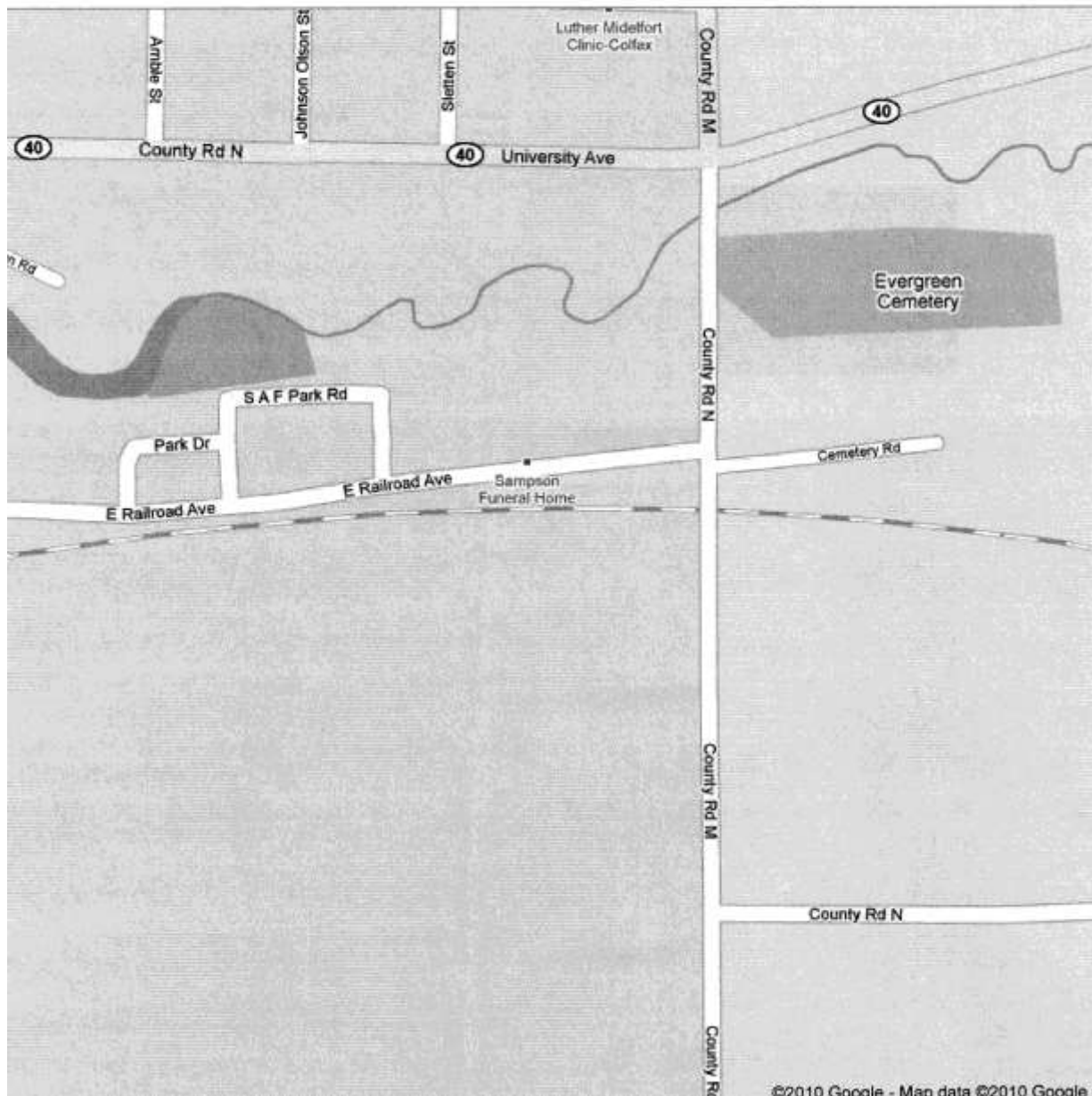
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Google maps

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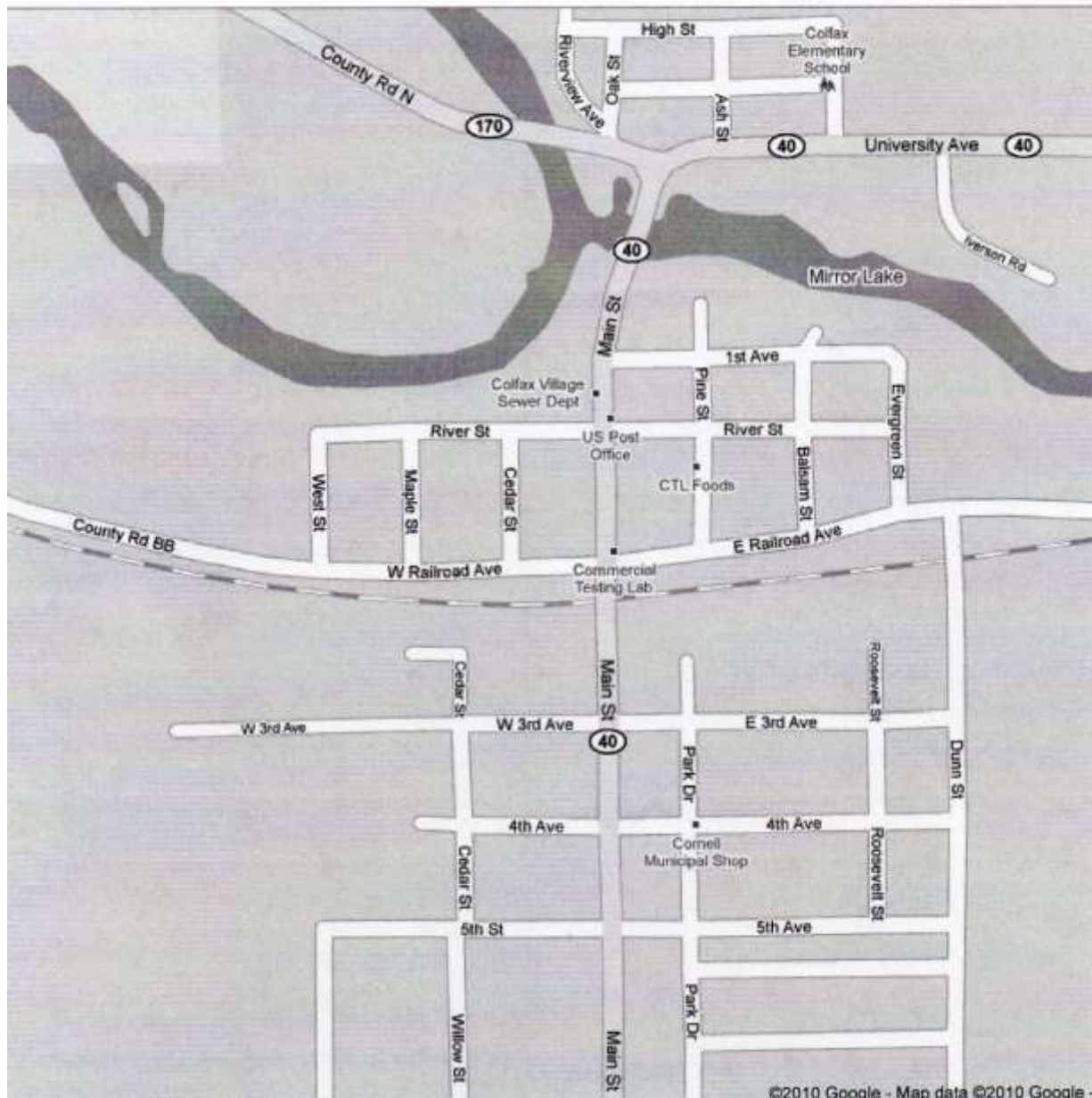
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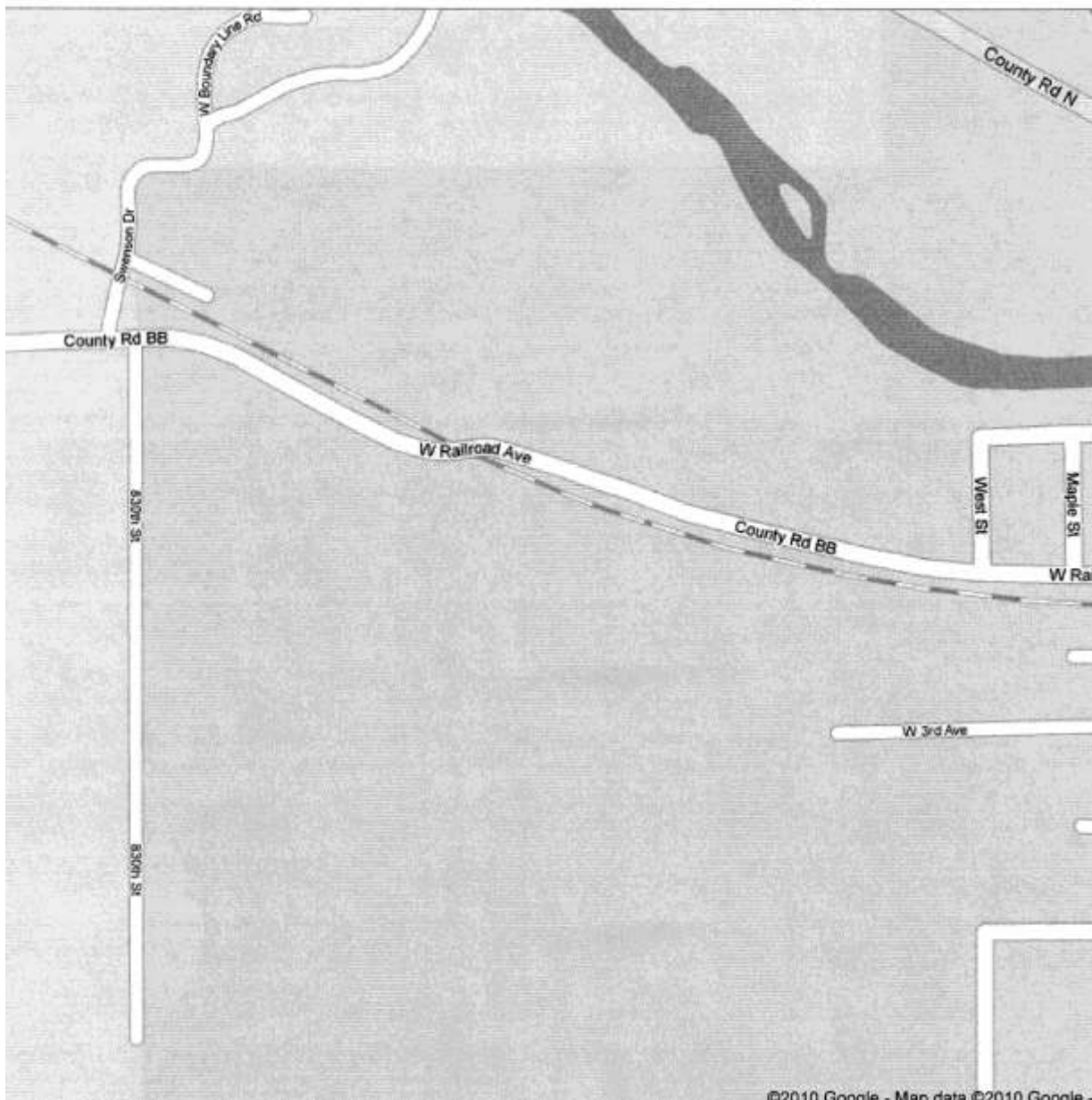
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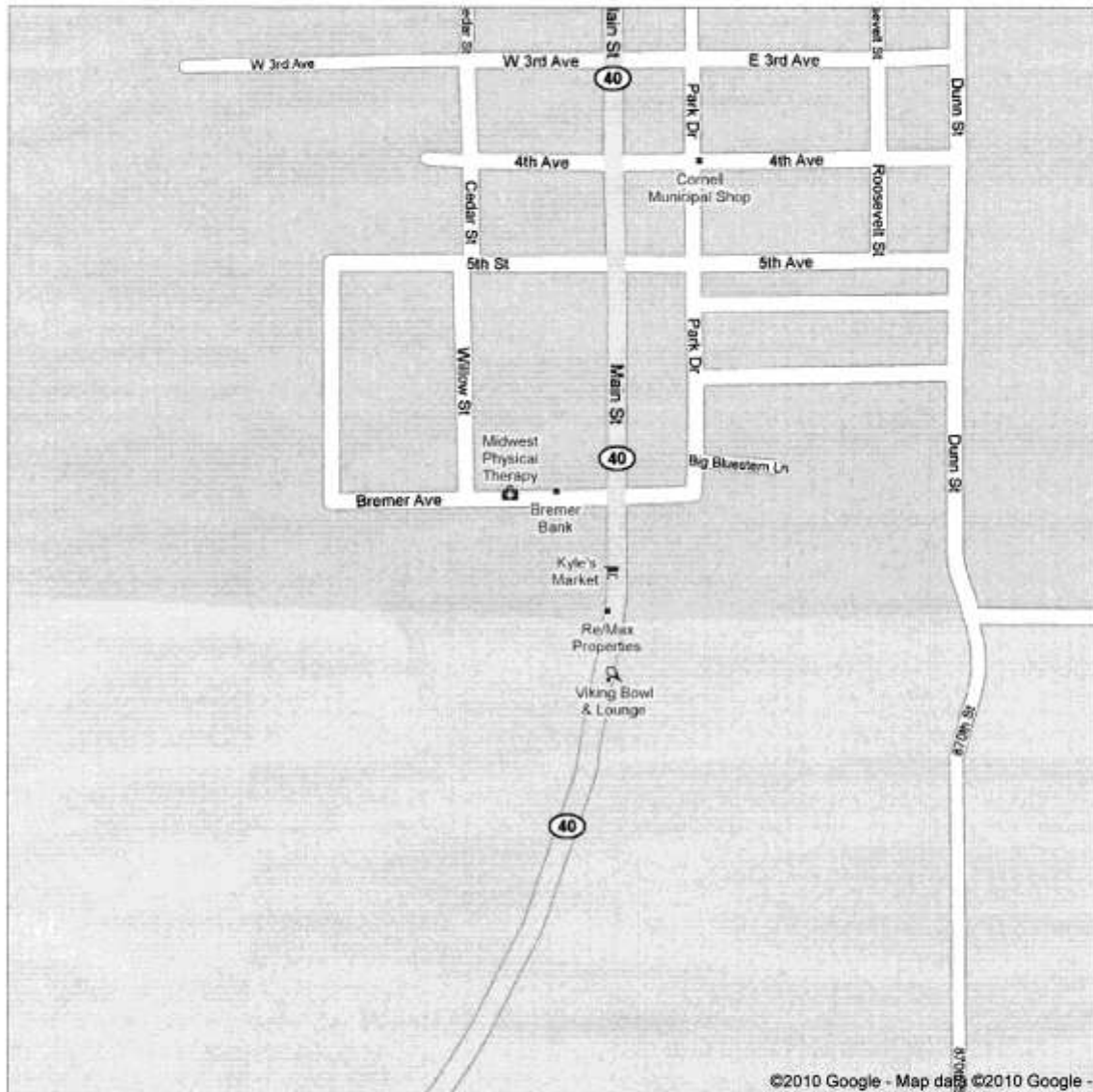
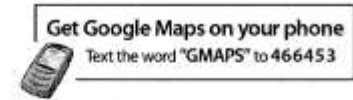
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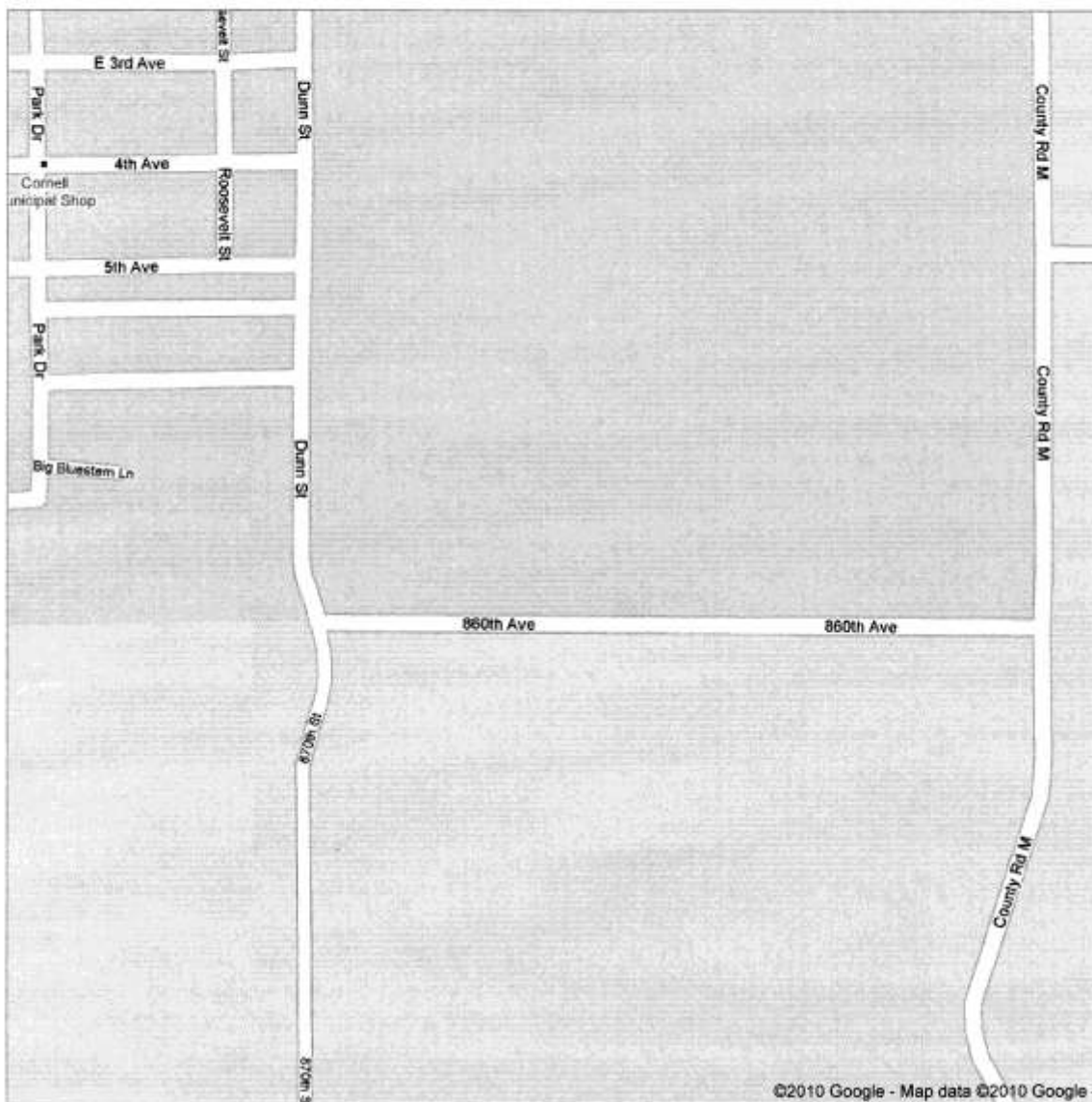
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998 **Evacuation or Emergency Declaration**

999 **Purpose:**

1000 This document can serve as a template for local units of government and their  
1001 first response organizations to legally authorize an evacuation. Additionally, it  
1002 contains guidance to support the issuance of public information.

1003 An evacuation order is a public document; this template is intended to assist local  
1004 units of government by providing an outline for an emergency evacuation  
1005 ordinance, resolution, or proclamation. The ordinance/resolution/proclamation is  
1006 to serve as documentation for those ordering the evacuation. The evacuation  
1007 order is not intended to take the place of the appropriate messages that should  
1008 accompany and facilitate an evacuation.

1009 **Authority:**

1010 Order to evacuate incorporated areas may be issued through local ordinance,  
1011 resolution, or proclamation by local officials and local governing bodies of any  
1012 Wisconsin city, village or town. Dunn County has the authority to order an  
1013 evacuation in unincorporated areas of Dunn County. Additionally, during a state  
1014 of emergency, the Governor can issue such orders as he or she deems necessary,  
1015 for the security of persons or property.

1016 **Assumptions:**

1017 Local units of government, including units of law enforcement and fire protection,  
1018 will make the determination on whether to evacuate communities before, during,  
1019 or following an emergency on a case by case basis.

1020 The decision to evacuate will depend on the nature, scope, and severity of the  
1021 emergency; the number of people affected; and what actions are necessary to  
1022 protect the public.

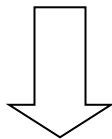
In certain circumstances, Dunn County may make recommendations as to whether a jurisdiction should evacuate and will assist in evacuation coordination efforts.

An evacuation is “necessary and expedient for the health, safety, welfare, and good order... for the good of the community.”

### **Operation:**

The following process outlines the legal procedure for ordering/supporting an order to evacuate.

**Step 1. Local Government declares an emergency.**



Can the elected body  
meet promptly?

NO

**Step 2. Local official  
issues a proclamation  
ordering an  
evacuation.**

Yes

As soon  
as  
possible

**Step 3. Elected governing body ratifies BOTH the emergency declaration and evacuation proclamation,**  
Or  
Elected governing body adopts resolutions/ordinances both declaring the emergency and ordering an evacuation.

1045

1046 This legal process is outlined in WI. Stat. 323.14:

1047 323.14 (3)&(4)-“the governing body of any county, city, village, or town is  
1048 empowered to declare, by ordinance or resolution, an emergency...”

1049 323.14(4)(a)-“The emergency power of the governing body...includes the general  
1050 authority to order, by ordinance or resolution, whatever is necessary and  
1051 expedient for the health, safety, welfare, and good order of the county, city,  
1052 village, or town in the emergency...”

1053 323.14(4)(b) “If, because of emergency conditions, the governing body of the  
1054 county, city, village, or town is unable to meet with promptness, the chief  
1055 executive officer or acting chief executive officer ... shall exercise by or (2) which  
1056 within the discretion of the officer appear necessary and expedient ... The  
1057 proclamation shall be subject to ratification, alteration, modification, or  
1058 subsequent action was taken by the governing body shall not affect the prior  
1059 validity of the proclamation.”

1060 There is no statutory law in Wisconsin to order persons forcibly to leave their  
1061 residences. But once evacuated, authorities may restrict re-entry to specific  
1062 hazardous areas. Persons, although legally not required to comply with an  
1063 evacuation order, should be informed that:

- 1064 1. The evacuation is the best option for their protection,  
1065 2. Failure to evacuate (non-compliance) could result in serious injury or death,  
1066 and  
1067 3. Future opportunities to evacuate may not exist.

1068 **Step 1 – Declare an Emergency**

1069 Note – An emergency needs to be declared to allow local officials the ability to “...  
1070 order, by ordinance or resolution, whatever is necessary and expedient for the  
1071 health, safety, welfare and good order of the county, city, village, or town in the  
1072 emergency...”(WI SS 323.01.323.11

1073

1074

1075

1076

1077

1078 **Sample Text:**

1079

***Declaration of a State of Emergency***

1080 *Whereas, a severe \_\_\_\_\_ event has occurred in the Village of Colfax*  
1081 *effecting \_\_\_\_\_ (i.e.-several neighborhoods, blocks, municipal systems*  
1082 *etc.); and*

1083 *Whereas, emergency conditions exist that require a multi-agency, multi-*  
1084 *jurisdictional response; and*

1085 *Whereas some injuries have occurred, and \_\_\_\_ death(s) has been contributed to*  
1086 *the incident; and*

1087 *Whereas, the disaster has caused the commitment of all available resources to the*  
1088 *affected areas; and*

1089 *Whereas, the Village of Colfax is asking for Dunn County assistance and request*  
1090 *the county seek state and federal disaster assistance on its behalf; and*

1091 *Whereas, the state of emergency shall expire \_\_\_\_\_ hours after issuance; and*

1092 *Be it resolved to protect the public peace, health, and safety, preserve lives and*  
1093 *property, economic stability and ensure cooperation and coordination, a*  
1094 *declaration of a local state of emergency are imposed; and*

1095 *Be it further resolved that the Village of Colfax Board of Trustees be notified by the*  
1096 *filing of written declaration with the Village Clerk on the first regular business day*  
1097 *following the declaration and the Village Clerk shall present the written*  
1098 *declaration to the Village Board for ratification at its first regular meeting*  
1099 *following such a declaration.*

1100 *Set forth this day, the \_\_\_\_\_ of \_\_\_\_\_ 20xx*

1101

1102 Village Administrator/Clerk/Treasurer

Village President

1103

1104 ***Step 2 – Issue a Proclamation ordering an Evacuation***

1105 Note-The presumption that a written proclamation is needed to expedite legal  
1106 support for an evacuation is based on the idea that the local governing body  
1107 cannot meet the promptness to pass a resolution/ordinance ordering an  
1108 evacuation.

1109

1110 Sample Text:

1111 ***Proclamation of Order to Evacuate***

1112 *Recent events including \_\_\_\_\_ have resulted in \_\_\_\_\_ affecting the*  
1113 *following areas\_\_\_\_\_. The effects of \_\_\_\_\_ are*  
1114 *\_\_\_\_\_.(Further situational descriptive information goes here i.e. concerns for*  
1115 *dam failures are being monitored.)*

1116 *Under Wisconsin State Statute 323, elected officials of counties, cities, villages, and*  
1117 *towns are granted “the general authority to order, whatever is necessary and*  
1118 *expedient for the health safety, welfare and good order of the county, city, village,*  
1119 *or town in emergency...”*

1120 *It is at this moment proclaimed that EVACUATION of all/part of the Village of*  
1121 *Colfax is necessary and expedient for the health, safety, welfare, and good order*  
1122 *to protect the public peace, preserve lives and property, and economic stability.*

1123 *Now, therefore, the Village of Colfax issues this Order to Evacuate for the*  
1124 *following area(s): (i.e. N, E,S,W, boundaries/areas directly abutting xxx / physical*  
1125 *boundary description/areas apparent to be impacted by the hazard; and*

1126 *Be it further ordered that the Village of Colfax board of trustees be notified by the*  
1127 *filing of the written declaration with the Village of Colfax Clerk on the first regular*

1128 *business day following the declaration. The Village of Colfax Clerk shall present the*  
 1129 *written proclamation to the Village Board of Trustees for ratification at its first*  
 1130 *meeting following such a declaration.*

1131 *Set forth this day, the \_\_\_\_ of \_\_\_\_\_, 20xx*

1132 \_\_\_\_\_

1133 *Village Administrator/Clerk/Treasure*

*Village President*

1134

1135 ***Step 3-Adopt Resolutions/Ordinances supporting the declaration of emergency***  
 1136 ***and evacuation proclamation:***

1137 Note-These sample resolutions are written under the premise that an emergency  
 1138 has been declared, and proclamation ordering and evacuation has been issued. If  
 1139 the local governing body is available to meet with promptness, these sample  
 1140 resolutions may need minor wording adjustments.

1141 Sample text:

1142 ***Resolution/Ordinance adopting Declaration of Emergency***

1143 *Whereas the declaration of an emergency is the best option and is necessary and*  
 1144 *expedient for the health, safety welfare and good order to protect the public*  
 1145 *peace, preserve lives and property, economic stability and ensure cooperation and*  
 1146 *coordination, the Village of Colfax ratify this proclamation declaration of*  
 1147 *emergency.*

1148 *Set forth this day\_\_\_\_\_ of \_\_\_\_\_ 20xx*

1149 \_\_\_\_\_

1150 *Village Administrator/Clerk/Treasurer*

*Village President*

1151 **Evacuation Proclamations/Resolutions vs. Messages**



1152 One Function of the Proclamation and/or Resolution is to act as documentation  
 1153 for the organization issuing the evacuation order (because it is assumed  
 1154 evacuation measures will be ordered before the legal procedure can be acted  
 1155 upon). The document should clarify the intentions of the issuing agency and  
 1156 signify that the appropriate procedures are followed.

1157 An evacuation Proclamation/Resolution clearly delineates:

- 1158           ➤ Who is ordering the evacuation?
- 1159           ➤ The hazard itself.
- 1160           ➤ The area to evacuate.

1161 Evacuation is the best option for protection.

1162 The function of evacuation messages is to encourage prescribed and appropriate  
 1163 action in a timely fashion. Information supporting evacuation procedures should  
 1164 be both simple and repetitive. Situations will arise during the evacuation that will  
 1165 need to be anticipated and addressed through the immediacy of the broadcast  
 1166 media.

1167 Evacuation messages clearly delineate:

- 1168           ➤ Specific information pertinent to the purpose of the evacuation:
  - 1169               ○ Who is ordering the evacuation?
  - 1170               ○ The hazard itself.
  - 1171               ○ The area to evacuate.
  - 1172               ○ Evacuation routes/collection points
  - 1173               ○ Where to evacuate to (registration point).
  - 1174               ○ The window of time to accomplish the evacuation urgency.
- 1175           ➤ Evacuation is the best option for protection include potential dangers  
 1176               of non-compliance (the immediate threat posed to the population).
- 1177           ➤ Information to remind / assist /inform evacuees:
  - 1178               ○ Materials to bring.
  - 1179               ○ Estimated length of time the evacuation will take.
  - 1180               ○ Where to get more information.

1181

1182

1183

1184

**Dane CO Evacuation Plan – Appendix K**  
April 2009

**Sample Evacuation Message Content:**

This is an Order to Evacuate from (Dept / Organization Name).

A (hazard description) is threatening the following area(s):

- Area A (define area with clear, well know boundaries)
- Area B (define area with clear, well know boundaries)

Please use the following evacuation routes:

- From Area A – xxx.
- From Area B – yyy.

Persons should evacuate to:

- Specific locations including XXX (see Appendix F of this plan), or
- Locations derived by the specific conditions of the situation (i.e. locations at least xx miles away).

The evacuation will take place over the next XX hour(s) and should be completed by HHMM hrs. Once evacuees leave the area, they will not be allowed to re-enter.

Evacuation is the best option for persons to protect themselves. The immediate threat(s) of the hazard include:

- Describe serious bodily harm, and / or
- Describe expected impact on population.

Evacuees should bring:

- Wallet / Purse (including personal identification),
- House and car keys,
- Eyeglasses,
- Medications,
- Proper / Warm Clothing,
- Family pet(s), and
- Cash.

These supplies may need to last for an indefinite period of time. It is suggested that persons bring three days worth of personal supplies to meet their individual needs.

Persons who need additional assistance with special need should contact XXX at XXX.

More information will be released when known. Official information may be found at:

- Local television and radio stations,
- The Dane County Web-page ([www.countyofdane.com](http://www.countyofdane.com)),
- Other...

## ACRONYMS AND DEFINITIONS

### ACRONYMS AND DEFINITIONS USED IN EMERGENCY MANAGEMENT

- 1**     **406 HAZARD MITIGATION PLAN** - A plan developed by the local unit of government to receive federal disaster assistance under Public Law 93-288. It outlines measures to be undertaken by the local unit of government to reduce the degree of long-term risk to human life and property from natural and man-made disasters
- 9-1-1**     An emergency telephone number which puts the caller in touch with an emergency dispatch center.
- A**     **AFTER ACTION REPORT** – A written summary of what went well in an incident and what needs improvement.
- ALERTING LIST** - A list with names and contact numbers used to advise key officials and emergency operating staff of the possibility of an emergency situation.
- ALS**     Advanced Life Support
- ARC**     American Red Cross
- ARES**     Amateur Radio Emergency Services
- B**     **BIODOOPHTE** – Bioterrorism, Other Infectious Disease Outbreaks and Other Public Health Threats and Emergencies
- BLS**     Basic Life Support
- BNEM**     Barron County Emergency Management Public Safety Radio Repeater
- BNICE**     Biological, Nuclear, Incendiary, Chemical, Explosive (A term used in anti-terrorism planning)
- BOMB SQUAD** – A special tactical team trained to defuse explosive devices.
- C**     **CAMEO**     Computer Aided Management of Emergency Operations; a software program for hazardous materials planning.
- CAP**     Civil Air Patrol
- CAS**     Chemical Abstract Number
- CB**     Citizens Band radio
- CBRNE**     Chemical, Biological, Radiological, Nuclear and Explosive. Acronym used in anti-terrorism planning.
- CDC**     Centers for Disease Control and Prevention in Atlanta, Georgia
- CEB (COUNTY EMERGENCY BOARD)** - County agricultural committee which meets to determine crop damage and production losses.
- CERCLA**     Comprehensive Environmental Response Compensation and Liability Act
- CERT**     Community Emergency Response Team
- CFR**     Code of Federal Regulations
- CHEMTREC**     Chemical Transportation Emergency Center (800-424-9300)

## ACRONYMS AND DEFINITIONS

- CISD** Critical Incident Stress Debriefing
- CLEAN SWEEP PROGRAM** – An organized campaign to collect and properly dispose of toxic or hazardous household chemicals (pesticides, solvents, paints, etc.).
- CLEM** Clark County Emergency Management Public Safety Radio Repeater
- CODE RED** Mass Notification System for wireline and wireless telephones.
- CONGREGATE CARE** - Same as Shelter or Mass Care.
- CONPLAN** – The federal government's Concept of Operations Plan for response to a terrorist event.
- CONSEQUENCE MANAGEMENT** – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.
- COUNTYWIDE HAZMAT / STRATEGIC PLAN** – Also known as the County Hazmat Plan, Countywide Hazardous Materials Plan, Countywide Hazmat/Capability Assessment and Strategic Plan.
- CRISIS COUNSELING** - Professional psychiatric or psychological services provided to victims and responders of a major disaster in order to relieve mental health problems caused by or aggravated by such disaster or its aftermath.
- CRISIS MANAGEMENT** – Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

- D** **DAC (DISASTER APPLICATION CENTER)** - A facility established after a Federal Disaster Declaration, located near the disaster area, to provide victims with a "one stop" means to learn what emergency assistance they are eligible for. It will usually be open for a limited time and is staffed by representatives of local, state, and federal governmental agencies, private sector organizations and certain representatives of the private sector. Now called Disaster Recovery Center (DRC).
- DAMAGE ASSESSMENT** – A process of describing in general terms the location, nature, and severity of damage sustained by the public and/or private sectors in an emergency or disaster and estimating the cost of repair and restoration/replacement.
- DAMAGE ASSESSMENT TEAM** - A group of qualified and trained individuals who conduct an assessment to determine the extent of damage and the estimated cost of repairs or restoration/replacement.
- DATCP** Department of Agriculture, Trade & Consumer Protection (state agency)
- DFO (DISASTER FIELD OFFICE)** - A facility normally near the disaster location established by the Federal Coordinating Officer and utilized to coordinate federal and state efforts in support of the disaster relief and recovery operations.

## ACRONYMS AND DEFINITIONS

<b>DHS</b>	Department of Homeland Security (federal agency)
<b>DHS</b>	Department of Health Services (state agency)
<b>DIRECTION AND CONTROL</b>	- Overall operational control and/or coordination of emergency operations, whether it be the direction of field resources or the coordination of joint efforts of governmental and private agencies in the support of field operations.
<b>DISPATCH CENTER</b>	- The location where radio communication coordination and direction takes place. May also be referred to as Communications Center, 911 Center, Com Center.
<b>DMA</b>	Department of Military Affairs (state agency)
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DMORT</b>	Disaster Mortuary Team
<b>DNR</b>	Department of Natural Resources (state agency)
<b>DO</b>	Duty Officer
<b>DOA</b>	Department of Administration (state agency)
<b>DOJ</b>	Department of Justice (federal agency)
<b>DOT</b>	Department of Transportation (state agency)
<b>DPI</b>	Department of Public Instruction (state agency)
<b>DRC</b>	Disaster Recovery Center. See DAC.
<b>DUEM</b>	Dunn County Emergency Management Public Safety Radio Repeater
<b>DWD</b>	Department of Work Force Development (state agency)

<b>E</b>	<b>E 9-1-1</b>	Enhanced 9-1-1 System. Address location of the caller automatically comes up on screen upon receiving a 9-1-1 call in the Dispatch Center.
	<b>EAS (EMERGENCY ALERT SYSTEM)</b>	- A network means to communicate to the populace through the local broadcast stations in the event of an emergency or disaster.
	<b>EBS</b>	Emergency Broadcast System. See EAS.
	<b>ECB</b>	Educational Communications Board
	<b>ECM</b>	Eau Claire County Emergency Management Public Safety Radio Repeater
	<b>EHS</b>	Extremely Hazardous Substance
	<b>EMAC (EMERGENCY MANAGEMENT ASSISTANCE COMPACT)</b>	-A state-to-state mutual aid agreement.
	<b>EMI</b>	Emergency Management Institute at Emmitsburg, Maryland (a FEMA national training facility).
	<b>EMPG</b>	Emergency Management Performance Grant
	<b>EMS</b>	Emergency Medical Service
	<b>EMT</b>	Emergency Medical Technician
	<b>EOC (EMERGENCY OPERATING CENTER)</b>	- A designated room or area where governmental officials can gather to conduct operations during an emergency
	<b>EOC</b>	<u>Executive On Call</u>



## ACRONYMS AND DEFINITIONS

EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (federal agency)
EPCRA	<b>(EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT)</b> – Federal legislation which requires local communities to prepare for emergencies related to hazardous materials releases through development of off-site emergency response plans for fixed facilities that meet threshold levels of certain extremely hazardous substances (also known as Title III of the Superfund Amendments and Reauthorization Act, or SARA).
EPI	<b>(EMERGENCY PUBLIC INFORMATION)</b> - Information disseminated to the public by official sources during an emergency, utilizing broadcast and print media.
EPNFS	Emergency Planning Notification Fee Statement. Facility using or storing certain extremely hazardous substances at Threshold Planning Quantities or above must file this form and pay a one-time fee to Wisconsin Emergency Management under EPCRA.
EMERGENCY SHELTER	- A facility provided to persons who have been evacuated from their homes because of an impending disaster or whose homes have been severely damaged due to a disaster. Often a school or community building.
EPA	Environmental Protection Agency (federal agency)
EPCRA	Emergency Planning and Community Right-to-Know Act, sometimes also referred to as SARA.
EPS	Emergency Police Services
ERT	Emergency Response Team. Sometimes referred to as a SWAT team.
ESF	Emergency Support Function
E-SPONDER	– Wisconsin Emergency Management website provided for the <u>exclusive use of Government and private agencies and their employees with a mission directly related to the safety and security of the State of Wisconsin and its constituent jurisdictions.</u>
ESSENTIAL FACILITIES	- Facilities that are essential for the maintaining the health, safety, and overall well-being of the public following a disaster (e.g. hospitals, police and fire stations, utility buildings, etc. May also include buildings that have been designated for use as mass care facilities (e.g. churches, schools, etc.).
EVACUEE	An individual who moves or is moved from a hazardous area to a less hazardous area with anticipation of return when the hazard abates.
<b>F</b>	<b>FAA</b> Federal Aviation Administration (federal agency)
	<b>FBI</b> Federal Bureau of Investigation (federal agency)
	<b>FCC</b> Federal Communications Commission (federal agency); handles radio frequency license applications/renewals.
	<b>FCO (FEDERAL COORDINATING OFFICER)</b> - The individual representing the federal government at the Disaster Field Office (DFO).

## ACRONYMS AND DEFINITIONS

Responsible for coordinating all federal disaster assistance programs to sure their maximum effectiveness and take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.

**FEMA** Federal Emergency Management Agency (federal agency)

**FIRM** Flood Insurance Rate Map

**FRP** Federal Response Plan

**FSA** Farm Service Agency (federal agency with local offices at the county level)

**FTE (FULL-TIME EQUIVALENT EMPLOYEE)** – a unit of measure to identify an individual employed who received wages for 2000 hours per calendar year.

**G** **GIS (GEOGRAPHIC INFORMATION SYSTEM)** – a system for collecting, storing, analyzing and disseminating information using base maps and thematic layers which are linked together by spatial reference points.

**GMT** Greenwich Mean Time

**GPS** Global Positioning System. A means of determining location on the earth's surface through triangulation of three orbiting satellites. Usually given in degrees longitude and latitude.

**H** **HAZARD** - Any source of danger or element of risk.

**HAZMAT** Hazardous materials.

**HAZMAT TEAM** – Hazardous Materials Response Team established to respond to hazardous materials releases.

**HRSA** Health Resources and Services Administration (federal agency)

**HF** High Frequency

**I** **I&G MEMO** Information and Guidance Memo. A series of memos issued by Wisconsin Emergency Management providing administrative, operational and programmatic information.

**IAP** Individual Agency Plans

**ICP** Incident Command Post

**ICS (INCIDENT COMMAND SYSTEM)** – A management system consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.

**INCIDENT COMMAND POST** – The individual responsible for management of all incident operations.

**IDRG** Interagency Disaster Recovery Group

**IFGP (INDIVIDUAL AND FAMILY GRANT PROGRAM)** - A federal disaster program that addresses a disaster victim's immediate needs



## ACRONYMS AND DEFINITIONS

following a disaster; now combined with the Housing Program and called IHP.

**IHP (INDIVIDUAL HOUSING PROGRAM)** - A federal disaster program that addresses a disaster victim's immediate needs, including housing, following a disaster; formerly called IFGP.

**J** **JAEM** Jackson County Emergency Management Public Safety Radio Repeater

**JOC (JOINT OPERATIONS CENTER)** - Operations center set up by the FBI to coordinate the response to a terrorist event.

**JIC (JOINT INFORMATION CENTER)** - A location set up during emergency where emergency information is gathered and released to the media under the auspices of the Public Information Officer (PIO). The JIC is usually located in proximity to the disaster area but outside the immediate danger zone and provides consistent information about the incident and the response actions provided. Media briefings may also be conducted from the JIC.

**L** **LCEM** La Crosse County Emergency Management Public Safety Radio Repeater

**LEPC** Local Emergency Planning Committee

**LOS** Line of Succession

**M** **MARC** Mutual Aid Radio Channel

**MASS CARE FACILITY** - A location such as a school at which temporary lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims.

**MCC (MOBILE COMMAND CENTER)** - A vehicle that is equipped with communications equipment and space for the command group to operate. The vehicle can be maneuvered near an incident scene.

**MITIGATION** - Efforts undertaken to reduce or lessen the effect of a particular hazard.

**MMRS (METROPOLITAN MEDICAL RESPONSE SYSTEM)** - Special medical response team set up in the 120 Nunn-Lugar Program cities. These include Milwaukee and Madison in Wisconsin.

**MOU** Memorandum of Understanding

**MSAG** Master Street Address Guide

**MSDS** Material Safety Data Sheet

**MUTUAL AID AGREEMENT** - An agreement that calls for reciprocal aid during time of need given by and to those who have entered into the agreement. Can be either written or oral.

**N** **NAWAS** National Warning System

## ACRONYMS AND DEFINITIONS

**NDMS (NATIONAL DISASTER MEDICAL SYSTEM)** – a nationwide mutual aid network between the federal and non-federal sectors that includes medical response, patient evacuation, and definitive medical care.

**NFIP** National Flood Insurance Program

**NGO** Non-Government Organization

**NIMS** National Incident Management System

**NOAA** National Oceanic and Atmospheric Administration (federal agency)

**NPS** National Pharmaceutical Stockpile; now known as the National Strategic Stockpile.

**NRC** National Response Center

**NSS** National Strategic Stockpile

**NWS** National Weather Service (federal agency)

### O

**OJA** Office of Justice Assistance (state agency)

**OJP** Office of Justice Programs within the US Dept. of Justice (federal agency)

**OPA-90** Oil Pollution Act of 1990

**OSHA** Occupational Safety and Health Administration (federal agency)

### P

**PAC** Public Assistance Coordinator

**PCEM** Pierce County Emergency Management Public Safety Radio Repeater

**PDA** Preliminary Damage Assessment

**PEEM** Pepin County Emergency Management Public Safety Radio Repeater

**PIO (PUBLIC INFORMATION OFFICER)** - The person who coordinates the gathering and release of information pertaining to an emergency or disaster.

**PL** Public Law

**POPULATION PROTECTION** - Protection that is provided for which may be either in place, or by evacuation to those confronted by a life-threatening hazard.

**POW** Plan of Work

**PREPAREDNESS** - Planning that prepares a jurisdiction for response to and emergency or disaster.

**PRESIDENTIAL DISASTER DECLARATION** - A declaration that provides certain federal financial assistance to individuals and/or state and local units of government as a result of damage sustained. The declaration is requested by the Governor of the state on behalf of the local unit of government where the disaster occurred.

**PSA (PUBLIC SERVICE ANNOUNCEMENT)** - Media announcements usually of ten, twenty, or thirty second duration that provide timely

## ACRONYMS AND DEFINITIONS

information to the public. Normally provided by the media as a public service (without charge).

**PSC** Public Service Commission (state agency)

**PSAP (PUBLIC SERVICE ANSWERING POINT)** – Central dispatch location for 9-1-1 radio communications.

## R

**RACES** Radio Amateur Civil Emergency Services

**RECOVERY** - Post-response operations that continue until all systems return to normal or near normal.

**RE-ENTRY** - The return to an area after an evacuation.

**REGIONAL OFFICE** – One of Wisconsin Emergency Management's six field offices located throughout the state. Usually co-located with Wisconsin State Patrol, with the exception of the SW Regional Office, which is co-located with the Department of Military Affairs.

**REP** Radiological Emergency Planning

**RESOURCE MANAGEMENT** – The act of managing resources in order to gain the greatest sustained yield without overuse or abuse of the resource.

**RESPONSE** - The action that occurs during and immediately following an emergency or disaster to provide assistance to the victims and reduce likelihood of secondary damage to property.

**RQ** Reportable Quantity

**RTAC** Regional Trauma Advisory Council

**RUMOR CONTROL** – A method of authenticating and coordinating all media releases.

**RURAL ADDRESSING** - The four or five digit number address number system used with road names in rural areas of a county to facilitate the locating of residents for emergency response purposes.

## S

**SAME** Specific Area Message Encoder

**SAR** Search and Rescue

**SARA** Superfund Amendments and Reauthorization Act, sometimes also called EPCRA.

**SBA** Small Business Administration (federal agency)

**SCEM** St. Croix County Emergency Management Public Safety Radio Repeater

**SCM (SURVIVAL CRISIS MANAGEMENT)** – The ability of local, state, and federal governments to survive and continue to direct and control emergency operations and continue to govern in the event of a disaster.

**SCO (STATE COORDINATING OFFICER)** - The individual representing state government at the Disaster Field Office (DFO). Responsible for coordinating with the Federal Coordinating Officer all disaster assistance programs to sure their maximum effectiveness and

## ACRONYMS AND DEFINITIONS

		take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.
	<b>SDS</b>	<u>Safety Data Sheet</u>
	<b>SEOC</b>	State Emergency Operations Center
	<b>SEOP</b>	State Emergency Operations Plan
	<b>SIC CODE</b>	<b>(STANDARD INDUSTRIAL CLASSIFICATION CODE)</b> – a numerical code that defines the activity that a facility, type of business, or industry is categorized under.
	<b>SITREP</b>	Situation Report
	<b>SOG (STANDING OPERATING GUIDANCE)</b>	– Same as SOP.
	<b>SOP (STANDING OPERATING PROCEDURE)</b>	– A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without the loss of effectiveness. Sometimes also referred to as SOG.
	<b>SPECIAL NEEDS GROUP</b>	– People who require special consideration or attention because of their age, language, physical handicaps or other limiting conditions who are unable to properly care for themselves during times of emergency.
	<b>STAFFORD ACT</b>	– The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
	<b>STAGING AREA</b>	– An assembly area for manpower and equipment before dispatching to the actual emergency or disaster scene.
	<b>SWAT</b>	Special Weapons and Tactics.
	<b>SWAT TEAM</b>	– A law enforcement special operations team of people and equipment.
<b>T</b>	<b>TCMPA</b>	Terrorism Consequence Management Preparedness Assistance, also known as Terrorism Assessment.
	<b>TIME</b>	Transaction Information for Management of Enforcement (Law Enforcement Teletype System)
	<b>THIRA</b>	Threat Hazard Identification and Risk Assessment
	<b>TPQ</b>	Threshold Planning Quantity
	<b>TREM</b>	Trempealeau County Emergency Management Public Safety Radio Repeater
<b>U</b>	<b>UDSR (UNIFORM DISASTER SITUATION REPORT)</b>	– A Wisconsin Emergency Management standard report that summarizes disaster damages and status at the local and county level.
	<b>US&amp;R</b>	Urban Search and Rescue
	<b>USDA</b>	United States Department of Agriculture (federal agency)
	<b>USGS</b>	United States Geological Survey (federal agency)
	<b>UW</b>	University of Wisconsin

## ACRONYMS AND DEFINITIONS

<b>V</b>	<b>VA</b>	Veterans Administration (federal agency)
	<b>VHF</b>	Very High Frequency
	<b>VOAD</b>	Volunteer Organizations Active in Disasters
	<b>VMAT</b>	Veterinary Medical Assistance Team
<b>W</b>	<b>WCIA</b>	West Central Interoperability Alliance
	<b>WEM</b>	Wisconsin Emergency Management (state agency)
	<b>WEMA</b>	Wisconsin Emergency Management Association
	<b>WHOPRS</b>	Wisconsin Hazmat Online Planning & Reporting System
	<b>WICORTS</b>	Wisconsin Committee on Radio Tower Sites
	<b>WIICS</b>	Wisconsin Interagency Incident Command System
	<b>WISCOM</b>	Wisconsin state-wide, VHF, P25, digital radio network
	<b>WISCONSIN DISASTER FUND</b>	<u>This funding is made available when the state or counties are denied Federal disaster assistance or do not meet the Federal eligibility criteria. Communities that meet an established per capita threshold in damages can request assistance through the County Emergency Management Director, who applies to the Administrator of Wisconsin Emergency Management. Funding is intended to help local government units recover from disasters.</u>
	<b>WISPERN</b>	Wisconsin Police Emergency Radio Network (called MNSEF in Minnesota)
<b>X</b>	<b>WMD</b>	Weapons of Mass Destruction
	<b>WSP</b>	Wisconsin State Patrol (state agency)
	<b>WWTP</b>	Wastewater Treatment Plant
<b>Y</b>		
<b>Z</b>	<b>ZULU</b>	Military term for GMT (Greenwich Mean Time)

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