

Emergency Operations Plan

for the

Town of New Glarus

Green County, Wisconsin

A. PURPOSE:

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

B. SITUATION AND ASSUMPTIONS:

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

C. CONCEPT OF OPERATIONS:

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

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

Actions that the municipality should consider if this municipal is activated:

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Town Chairperson advises the Town Board and coordinates all emergency response actions.
 - b. The Town Chairperson declares a local state of emergency and notifies Green County Emergency Management of this action.
 - c. Forward the local state of emergency declaration to the county Emergency Management office.
 - d. The Town Chairperson activates the municipal EOC. This facility is located at New Glarus Town Hall or designated location.
 - e. Town emergency response officials/agencies respond according to the checklists outlined in pages 12 through 18.
 - f. The Town Board Chairperson directs departments/agencies to respond to the situation.
 - g. The Town Board Chairperson 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.
3. If Town resources become exhausted or if special resources are required, request county assistance through Green County Emergency Management.
4. If assistance is requested, the Green County Emergency Management Director 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 Division of Emergency Government (DEG) 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 the State DEG.
 7. If state assistance is requested, the DEG Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management director assess 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 DEG Regional Director immediately notifies the State DEG Administrator.
 9. The State Administrator of Emergency Government notifies the Governor and makes recommendations.
 10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. WARNING AND NOTIFICATION:

The town chairman (or board member if the town chairperson is not available) will be advised of the event and arrangements will be made to establish an emergency operations center for the event using a pre-designated location. Staff will be contacted by the board chairperson, as appropriate. The Clerk-Treasurer and/or Deputy Clerk may be called in to coordinate phone calls and issue and track expenses for quick damage assessment if a federal disaster declaration is declared. The town chairman will work with Green County Emergency Management to address press issues and statements.

The town chair will work with Patrolman and County to assess the size and impact of the event. If necessary, the chairman declares a local state of emergency and notifies the County Emergency Management coordinator, Keith Ingwell.

A command post or emergency operations center will be established at the Town Office located in the Swiss Miss Center – 1101 Hwy 69.

GREEN COUNTY WILL DO THE FOLLOWING:

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

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

If state assistance is requested, the WEM Administrator in conjunction with the Regional Director and county Emergency Management Coordinator, assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

After completing the assessment, the WEM Regional Director immediately notifies the WEM Administrator.

The WEM Administrator notifies the Governor and makes recommendations.

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

E. ORGANIZATION

Questions regarding this document may be directed to the New Glarus Town Board through the Town office at 608-527-2390.

The following pages in this document represent a contact reference list and subject checklist of key areas to consider in the event an actual emergency occurs in the Town of New Glarus. This is not a “line-by-line” procedural standard. It is a guideline for responders to consider when an emergency response begins. This checklist can be used by any individuals directly or indirectly involved.

The Town of New Glarus is no more or no less likely to experience a natural or man-made disaster than any other town in Wisconsin. It has no remarkable natural features that make it prone to disasters. The transportation system does not make it any more likely to experience accidents than similarly situated towns. Its economic activities do not introduce any particular dangerous situations.

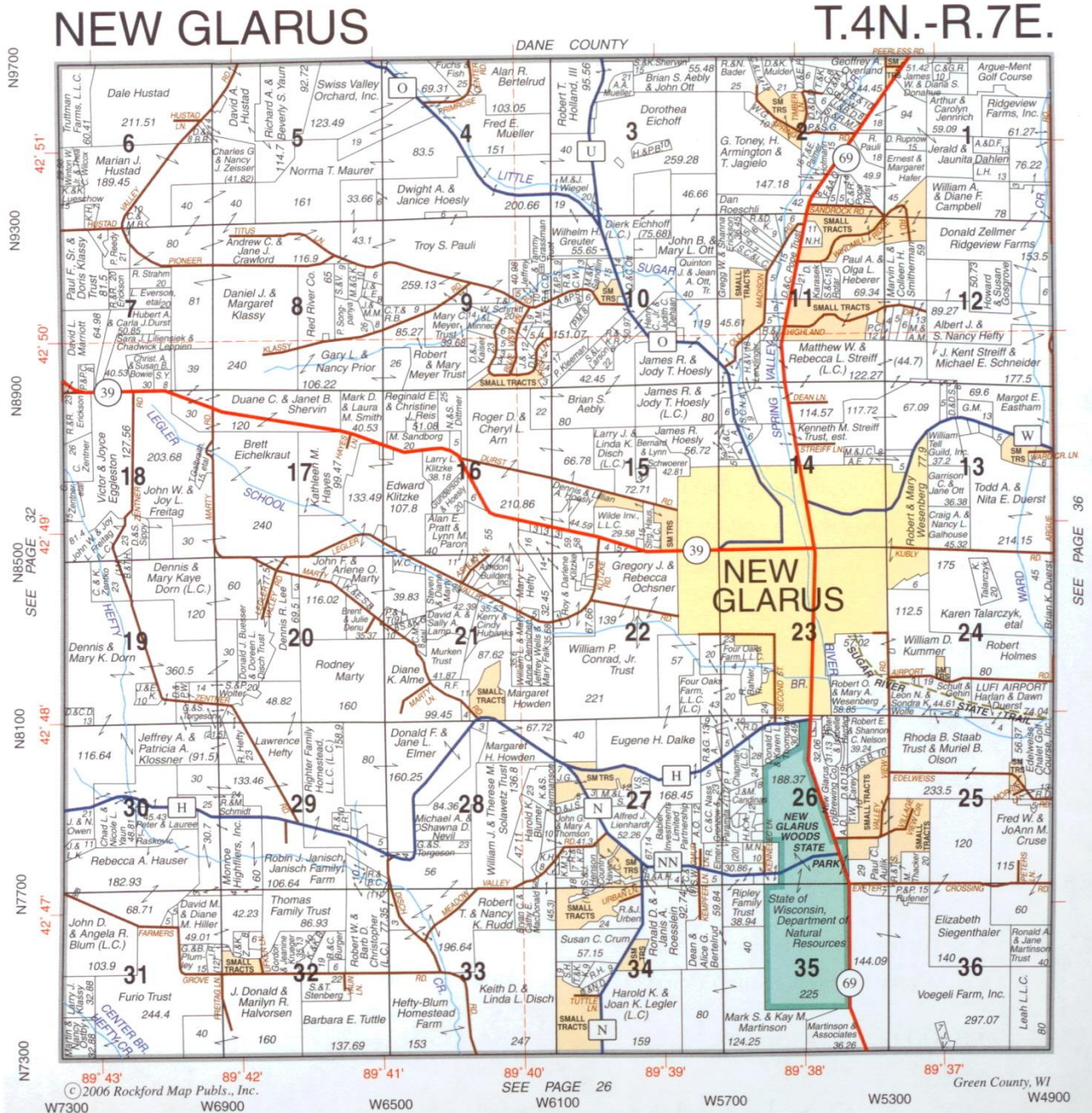
The types of “natural” emergencies, which are likely in the Town of New Glarus, include, but not limited to:

- | | |
|--------------------------------|--------------------------------|
| • Drought | • Extreme Heat |
| • Floods and Flash Flooding | • Snow and Ice Storms |
| • Hail Storms | • Thunder and Lightning Storms |
| • Hazardous Material Incidents | • Windstorms |
| | • Tornadoes |

The ability to predict the occurrence of such situations is limited by the technology and expertise of meteorologists. At best, the town may have a few days to prepare for certain conditions. More often than not, conditions will change rapidly, and if they are more severe than anticipated, an emergency will present itself.

- Other disasters, which may or may not be the result of natural phenomena, may include:
- Nuclear Hazards
- Large fires involving multiple structures or large wooded areas.
- Natural gas line release or explosion.
- LP gas release or explosion.
- Loss of utility service to residents – particularly electricity or telephone communications.
- Acts of vandalism or terrorist aggression, which may endanger residents. These types of emergencies may be preventable through careful attention to details and preventative interventions, i.e., preventative maintenance, closure of highways during dangerous travel conditions, etc. However, these incidents are less predictable than natural; disasters.

Map of Town of New Glarus



Town Personnel

- | | |
|-------------------------------|---|
| 1. Chairman | Keith Seward
N8428 Marty Road-New Glarus, WI 53574
Home: (608) 527-5765
Mobile:
tgdl@tds.net |
| 2. 1 st Supervisor | Dean Streiff
P.O. Box 718 - New Glarus, WI 53574
Home: (608) 527-2262
Mobile:
dstreiff@tds.net |
| 3. 2 nd Supervisor | Chris Narveson
W5943 Duerst Road - New Glarus, WI 5357
Home: (608) 527-5677
Mobile: (608) 225-9500
badgerlandun@tds.net |
| 4. 3 rd Supervisor | Jim Hoesly
N8982 Old Madison Road -New Glarus, WI 53574
Home: (608) 527-4113
Mobile:
jhoesly@tds.net |
| 5. 4 th Supervisor | Robert Elkins
P.O. Box 247 - New Glarus, WI 53574
Home: (608) 527-2803
Mobile:
robertwelekins@yahoo.com |
| 6. Clerk-Treasurer | Pattie Salter
1000 8 th Street, #1 – New Glarus, WI 53574
Home: (608) 527-3277
Mobile: (608) 444-1380 |
| 7. Deputy Clerk | John Wright
418 6 th Avenue
New Glarus, WI 53574
Home: (608) 527-4917
Jwright.townofnewglarus@tds.net |
| 8. Public Works | Dennis Nielson
PO Box 356
New Glarus, WI 53574
Home: 608-558-4055
Mobile: 608-214-6115
dennisjn@tds.net |

APPENDIX A

LOCAL GOVERNMENT EMERGENCY CONTACTS:

New Glarus Fire District	9-1-1
Fire Chief, Dave Anderson.....	527-2690
EMS	9-1-1
Non-Emergency.....	
Green County Sheriff Dispatch	9-1-1
Non-Emergency.....	328-9400
Green County Coroner	324-1414
Jan Perry Pager.....	328-9400
Monroe Morgue.....	324-1434
Green County Highway Department (Main Office).....	328-9411
Green County Emergency Government	328-9416
Keith Ingwell – Director Cell	558-2671
Town Assessor (Craig Galhouse).....	527-2609
Town Building Inspector (Mike Fenley).....	963-0652
Town Insurance Agent (Roger Mahlkuch).....	558-6096
Village of New Glarus Police Chief.....	527-2145

Utilities

Utilities – Electric

Alliant Energy	(800) 255-4268
American Transmission Company	(262) 506-6199
Blanchardville Co-op,	523-4294
Hollandale Office	553-3467
New Glarus Light and Water.....	527-2913

Utilities – Gas

Alliant Energy 24 Hr. Emergency Line.....	758-1576
WE Energies.....	(800) 662-4797
Blanchardville Coop Propane.....	523-4294
Amerigas Propane	(866) 767-1100
Ferrellgas	(800) 924-3427
Northern Natural Gas (Platteville).....	(608) 348-2738
Emergency Operations Center.....	(888) 367-6671

Utilities – Telephone

TDS Verona.....	(888) 837-3050
US Cellular (Five Star).....	527-4495
Cable Locations (Digger’s Hotline)	(800) 888-8511

DISASTER RESPONDER - ORGANIZATIONS:

American Red Cross South Central WI.....	(888) 285-5876
Monroe Office 24 Hr.	329-5900
Salvation Army (Ask for Disaster Services.....	(800) 949-3387
Salvation Army (Janesville)	757-8300
Local National Guard (Monroe).....	325-4322

Emergency Shelter

New Glarus School District 527-2810

Hospitals with Emergency Capabilities

Meriter Hospital 267-6206

Monroe Hospital.....(800) 338-0568

St. Mary's Hospital..... 258-6800

UW Hospital..... 262-2398

VA Hospital..... 255-2345

Area Clinics

Belleville Family Medical Clinic 424-3384

Monroe Clinic (New Glarus)..... 527-5296

Poison Control.....(800) 222-1222

Pharmacies

Belleville Family Health Pharmacy..... 424-3364

New Glarus Pharmacy..... 527-2517

Funeral Homes

Zentner-Beal (New Glarus) 527-2211

Voegeli-Newcomer (Monticello)(608) 325-4634

Newcomer Funeral Home (Monroe)(608) 325-4634

Pets/Animals

New Glarus Veterinary..... 527-2212

Green County Humane Society 325-2077

Belleville Veterinary Service 424-6364

Animal Hospital of Verona 205-4675

Emergency Clinic for Animals..... 274-7772

FOOD AND WATER RESOURCES:

Roy's Market 527-2914

Hoesly's Meats..... 527-2513

Culver's (Mgr. Nancy Schmott 328-4519)..... 527-5690

Subway 527-4355

New Glarus Bakery 527-2916

CONSTRUCTION:

Buesser Construction..... 527-2370

Robert Pernot..... 527-5028

Dave Anderson..... 527-2690

Tom Boelter..... 527-3519

Carpenter Craftsmen..... 527-3264

Clark Electric..... 527-2437

Energy Wise Construction..... 527-4900

Larry Jelle..... 527-2680

New Glarus Roofing..... 527-4470

Tom Jones..... 527-5167

Roger Nodorf.....	527-5111
Sun Carpentry & Homes	527-3320
The Woodtick	527-5025
Zim's Carpentry	527-2455

CONSTRUCTION MATERIALS:

New Glarus Lumber	527-2110
True Value	527-8717

EXCAVATION & CLEAN UP

Excavation

Buesser Construction.....	527-2370
New Glarus Concrete (Bobby Pernot).....	527-5028
Carrousel Farms	325-3722
Nine Mound Excavating.....	424-1511
Harold's Excavating	424-3481
S&E Enterprises of Verona	845-8909

Tree Removal

Wolfe Tree Service.....	424-3113
Whitney Tree Service	(608) 329-5381

Tow Truck / Wrecker

Accurate Tire & Auto.....	527-2558
Stampfli Auto & Wrecker	527-2005
Don's Towing.....	325-5824

Welding

New Glarus Welding	527-2521
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Waste Disposal Services

Waste Management (Mike Fuerbringer, Rt. Mgr.).....	(608) 751-4814
Green Valley Disposal.....	583-2510

Hazard Material Companies

Wisconsin Spill Reporting Hotline.....	(800) 943-0003
Green County Emergency Management	(608) 328-9416

Media – Radio, Television & Newspapers

WEKZ	(888) 325-0937
Monroe Times	328-4202
Post Messenger.....	767-4029
Madison Newspaper	(608) 252-6200

Volunteer List

Name _____

Address _____

Telephone # (home) _____

Telephone # (work) _____

Telephone # (cell/pager) _____

ATTACHMENT 1

DAMAGE ASSESSMENT

KEY ACTION CHECKLIST

The Town Board is responsible for damage assessment activities in the Town of New Glarus. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Town of New Glarus Command Post
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 Sheriffs Department and Town of New Glarus Patrolman and when needed, Town Board Members.
 - a. Within first 2-3 hours: Complete preliminary Uniform Disaster Situation Report:
 1. Number of fatalities:
 2. Number of critical/minor injuries:
 3. Number of home/businesses damaged/destroyed:
 4. Number of power/telephone lines, poles damage:
 5. Number of public facilities such as highways, roads, bridges, etc. damaged:
 6. Number of people who are homeless or in shelters:
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items a and b above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate County Emergency Management Director to assist in the preparation of the UDSR.
5. If the situation warrants, prepare a local state of emergency declaration and forward to the County Emergency Management Director.
6. Plot damage assessment information on status boards in the Town EOC and locate damaged sites on a map.
7. Record all expenditures for Town personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the County Public Information Officer.

ATTACHMENT 2

Response Checklist and Time Line

1. **Direction and Control - Incident Command**
Set up incident command/unified command, span of control and unity of command.
2. **Size up the Incident**
Determine the size of the area affected, population characteristics and economic profile of the area.
3. **Search and Rescue**
Search the damaged area, rescue the injured and recover bodies.
4. **Damage Assessment**
Activate a damage assessment team composed of people familiar with property values.
This process is important to secure state and federal assistance!!
5. **Public Information**
Designate people to provide information to the media and establish a location to meet with media away from the EOC. Be sure to provide citizens of the status of the response and recovery.
6. **Track Citizen's Needs**
Designate someone to keep track of requests for assistance and the delivery of that assistance.
7. **Track Offers of Assistance**
Be prepared to deal with voluntary help and designate someone to keep track of offers of assistance. Discourage shipment of donated goods, however you need to identify a location to store any donated goods.
8. **Debris Clean Up and Disposal**
Work with the DNR on the proper disposal of debris and then inform the public of proper separation and disposal of debris.
9. **Obtain Outside Assistance (Mutual Aid)**
Activate your mutual aid agreements as necessary.
10. **Determine Public Health Issues**
Address health issues, such as safe water and food, disease, and mental health, as they relate to both victims and responders.
11. **Site Security – Pass System**
Establish a pass system to access the area.
(This relates to the orderly clean up and repair of the affected area)

Response Timeline

0 – 2 Hours

- ✓ Establish Incident Command
- ✓ Notify all agencies with a role in your plan
- ✓ Determine the size and nature of the area affected by the disaster
- ✓ Determine the number of people, buildings, and businesses affected by the disaster
- ✓ Conduct search and rescue operations as needed
- ✓ Open shelters as needed
- ✓ Determine if the area needs access control and set up road blocks
- ✓ Begin clearing roads and streets
- ✓ Begin to determine the types and amount of outside assistance you may need
- ✓ Notify the Green County Emergency Management Director at (608) 558-2671
- ✓ Notify Wisconsin Emergency Management at (800) 943-0003
- ✓ Begin public information activities and issue protective actions for the public, if necessary
- ✓ Hold one or more command staff briefings
- ✓ Consult your agency's response checklist
- ✓ Activate mutual aid agreements
- ✓ Consider the need to declare a state of emergency

2 – 4 Hours

- ✓ Continue search and rescue operations, if necessary
- ✓ Continue public information activities
- ✓ Consider the need for 24-hour operations and the establishment of 12 hour shifts
- ✓ Continue shelter operations as needed
- ✓ Inform hospitals of potential casualties
- ✓ Begin preparations for establishing a pass system
- ✓ Activate damage assessment team
- ✓ Assign people to handle requests for assistance and to track the needs of special populations
- ✓ Assign people to track requests for information on disaster victims
- ✓ Assign people to track offers of assistance and donations
- ✓ Continue clearing roads and streets
- ✓ Determine how debris will be disposed of
- ✓ Begin to determine the public health effects of the disaster
- ✓ Begin to consider the needs of special populations
- ✓ Begin to take care of the needs of responders
- ✓ Consult your agency's response checklist
- ✓ Hold one or more command staff briefings

4 – 12 Hours

- ✓ Continue search and rescue operations, if necessary
- ✓ Continue public information activities
- ✓ Prepare for the next shift to take over
- ✓ Consider the need for ongoing mutual aid
- ✓ If necessary, activate the pass system
- ✓ Continue to inform the hospital of potential casualties
- ✓ Continue damage assessment activities, compile the information collected by the damage assessment teams and report to the state
- ✓ Continue clearing roads and streets
- ✓ Take debris to an appropriate land fill
- ✓ Prepare a prioritized list of repairs to critical facilities and transportation routes
- ✓ Begin clean up activities on public and private property
- ✓ Continue to track the request for assistance and the needs of special populations
- ✓ Continue to track requests for information on disaster victims
- ✓ Continue to track offers of assistance and donation
- ✓ Continue shelter operations, as needed
- ✓ Address the public health needs of the disaster victims and responders
- ✓ Take care of the personal needs of the responders
- ✓ Conduct several command staff briefings
- ✓ Consult your agency's response checklist
- ✓ Brief with the next shift
- ✓ Coordinate with utilities in the restoration of service
- ✓ Anticipate and address public health issues

12 – 24 Hours

- ✓ Continue search and rescue operations, if necessary
- ✓ Continue public information activities
- ✓ Continue operation of the pass system, if necessary
- ✓ Continue damage assessment activities and submit UDSR
- ✓ Continue repairs to critical facilities
- ✓ Consider the need for ongoing mutual aid
- ✓ Inform the hospitals of casualties, as necessary
- ✓ Continue clean up activities on public and private property
- ✓ Take debris to an appropriate land fill
- ✓ Coordinate with utilities in the restoration of service
- ✓ Continue shelter operations, as needed
- ✓ Keep records of agency expenses
- ✓ Anticipate and address public health needs
- ✓ Track the requests for assistance and the needs of special populations
- ✓ Continue to track requests for information on disaster victims
- ✓ Conduct several command staff briefings during each shift
- ✓ Brief the next shift

24 – 48 Hours

- ✓ Continue search and rescue operations, if necessary
- ✓ Continue public information activities
- ✓ Continue operation of the pass system, if necessary
- ✓ Continue damage assessment activities and submit UDSR
- ✓ Continue repairs to critical facilities
- ✓ Consider the need for ongoing mutual aid
- ✓ Continue clean up activities on public and private property
- ✓ Take debris to an appropriate land fill
- ✓ Coordinate with utilities in the restoration of service
- ✓ Continue shelter operations, as needed
- ✓ Keep records of agency expenses
- ✓ Anticipate and address public health needs
- ✓ Track the requests for assistance and the needs of special populations
- ✓ Continue to track requests for information on disaster victims
- ✓ Coordinate activities of volunteers assisting with clean up efforts
- ✓ Conduct several command staff briefings during each shift
- ✓ Brief the next shift

48 - ? Hours

- ✓ Continue public information activities
- ✓ Continue operation of the pass system, if necessary
- ✓ Continue damage assessment activities and submit UDSR
- ✓ Provide updated damage estimates
- ✓ Consider the need for ongoing mutual aid
- ✓ Inform the hospitals of casualties, as necessary
- ✓ Continue clean up activities on public and private property
- ✓ Continue shelter operations, as needed
- ✓ Keep records of agency expenses
- ✓ Anticipate and address public health needs
- ✓ Track the requests for assistance and the needs of special populations
- ✓ Continue to track requests for information on disaster victims
- ✓ Plan for re-entry and long term recovery
- ✓ Provide people to participate in the preliminary damage assessment
- ✓ Conduct several command staff briefings during each shift
- ✓ Brief the next shift

ATTACHMENT 3

DISASTER DECLARATION

WHEREAS, a disaster, namely _____ has struck the Town of New Glarus; and

WHEREAS, because of such emergency conditions, the Town Board is unable to meet the promptness; and

WHEREAS, the disaster has caused the Town of New Glarus to expand or commit all of its available resources; and

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

NOW THEREFORE, pursuant to State Statute 166, as Chief Elected Official of the Town of New Glarus in testimony whereof I have hereunto set my hand and have caused the great seal of the Town of New Glarus to be affixed.

Done at the New Glarus Town Hall this _____ day of _____, 20_____.

NOW THEREFORE, pursuant to State Statute 166, as Town Chairman of the Town of New Glarus, do hereby concur that a state of emergency exists in the Town of New Glarus.

In testimony whereof I have hereunto set my hand. Done at _____

This _____ day of _____, 20_____.

Town Chairman, Town of New Glarus

ATTACHMENT 4

EVACUATION DECLARATION

WHEREAS, a disaster proclamation has been issued; and

WHEREAS, the disaster resulted in a state of emergency existing in our community; and

WHEREAS, it is reasonable to believe that a threat to the lives and health of our citizens exists:

NOW THEREFORE, I, _____ do hereby proclaim that the areas bordered by _____ on the north, _____ on the south, _____ on the east, and _____ on the west be immediately evacuated.

This proclamation in effect until further notice.

In testimony whereof I have hereunto set my hand.

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

Town Chairman, Town of New Glarus