

VILLAGE OF WEST SALEM LA CROSSE COUNTY, WISCONSIN

EMERGENCY OPERATIONS PLAN



Planning for the Safety of the Village of West Salem
Residents in the Event of an Emergency

Approved: October 4, 2005
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Table of Contents

	<u>Page</u>
Distribution List	3
Emergency Telephone Listings	4
Emergency Operations Center Alerting List	5
Village Staff	6
Legal Basis	7
Acronyms	8
Municipal Emergency Operations Plan	
Purpose, Situations and Concept of Operations	9
Organization and Responsibilities	11
Resource Management	12
Plan Development and Maintenance	12
Checklists	
Village President	13
Emergency Management Director	14
Administrator	15
Warning/Communications	16
Law Enforcement	18
Human Services	19
Public Works	21
Public Health Services/Emergency Medical Services	22
Public Information	23
Fire Services	24
Damage Assessment	25
Shelter List	27
Equipment Resource Lists	
Equipment Resource List – Police	28
Equipment Resource List – Public Works and Fire Department	29
Equipment Resource List – Emergency Medical Team	31
Community Map	32
Forms	
Disaster Declaration	33
Evacuation Resolution	34
SOP Request from National Guard	35
Lists	
Personnel Roster – Village	37
Personnel Roster – Fire Department	38
Fiscal and Administrative Procedures	39
Clean-Up Contractors	40
Disposal Site	41
Radio Frequencies	42
Village of West Salem Hazard Analysis	43

DISTRIBUTION LIST

The Village of West Salem Emergency Operations Plan is posted in full on the Village website of www.westsalemwi.com. Copies of the Village of West Salem Emergency Operations Plan have also been distributed to the following individuals and/or agencies:

Village Board of Trustees

West Salem School District

West Salem Police Department

West Salem Public Works Department

West Salem Volunteer Fire Department

West Salem Emergency Medical Team

La Crosse County Sheriff's Department

Village Administration Office

Wisconsin Emergency Management

American Red Cross

Salvation Army

La Crosse County Human Services

EMERGENCY TELEPHONE LISTINGS

Police Department	911
Fire Department	911
Area EMS	911
County Sheriff's Office	911 or 608-785-9629
Village Administrator	608-792-5186
Village President	608-792-4145
Wisconsin Emergency Management Duty Officer	800-943-0003
Village Office of Emergency Management	608-786-0407
County Office of Emergency Services	911 or 608-789-4811 Cell: 386-5911
Electric Company – Xcel Energy	800-895-1999
Telephone Company – CenturyLink	608-796-5000
Gas Company – WE Energies	800-261-5325
American Red Cross	877-618-6628
Salvation Army	608-782-6126
Gundersen Health System	608-782-7300
Franciscan Skemp/Mayo Health System	608-785-0940
County Human Services	608-784-4357 (HELP)
County Medical Examiner's Office (Coroner)	608-785-9638
Chemtrec	800-424-9300
Wisconsin DNR (Local Warden)	608-785-9942
National Response Center	608-424-8802
Canadian-Pacific Railroad	608-796-2917
Amtrak	800-331-0008

EMERGENCY OPERATIONS CENTER ALERTING LIST

- 1. Emergency Management Director: Charles Ashbeck**
Work Phone: 608-786-0407
Home Phone: 608-612-0133
Cell Phone: 608-792-5980
- 2. Village President: Dennis Manthei**
Work Phone: 608-786-1858
Home Phone: 608-786-1700
Cell Phone: 608-792-4145
- 3. Police Chief/Deputy: Charles Ashbeck**
Work Phone: 608-786-0407
Home Phone: 608-612-0133
Cell Phone: 608-792-5980
- 4. Fire Chief: Dave Munson**
Work Phone: 608-786-0111
Home Phone: 608-786-0511
Pager: 911
- 5. Public Works Director: Scott Halbrucker**
Work Phone: 608-786-2850
Home Phone: 608-612-0051
Cell Phone: 608-792-3395
- 6. Village Administrator/Clerk/Treasurer: Teresa L. Schnitzler**
Work Phone: 608-786-1858
Cell Phone: 608-792-5186
- 7. Village Assessor: David Huebsch**
Work Phone: 608-582-1147
Cell Phone: 608-769-3163
- 8. Deputy Clerk: Carrie Cooper**
Work Phone: 608-786-1858
Home Phone: 608-786-2170
- 9. Emergency Medical Services: Duane Kneifl**
Work Phone: 608-269-3135
Home Phone: 608-786-2436

VILLAGE OF WEST SALEM STAFF PERSONNEL

Police Chief:	Charles Ashbeck
Patrol Officers:	Lance Loeffelholz Brett Myers Jeremy Randall Hoss Roemer Kyle Holzhausen Matt Lewis (P/T) Brett Cavadini (P/T)
Public Works Director:	Scott Halbrucker
Senior Staff Streets Department:	Tom DeLong
Senior Staff Water Department:	Loren Schwier
Senior Staff Sewer Department:	Merle Noren
Village President:	Dennis Manthei
Administrator:	Teresa L. Schnitzler
Deputy Clerk:	Carrie Cooper
Fire Chief:	Dave Munson
Assistant Fire Chief:	Greg Hutson David McClintock
Captain:	Gregg Weber Dale Young Jeff Hanson Glen Bass

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

Public Law 106-390

<u>Wisconsin Statutes</u>	<u>Description</u>
21.11	Call to Active Duty
26.97	Law Enforcement and Police Power
59.025	Administrative Home Rule
59.026	Construction of Powers
59.031	County Executive – Duties and Powers
59.033	County Administrator – Duties and Powers
59.05	Chairperson, Vice Chairperson – Duties and Powers
59.07	General Powers of County Board General Powers of Local Emergency Planning Committees
49.08	Public Work, How Done: Public Emergencies
59.083	Consolidation of Municipal Services, Home Rule, Metropolitan District
59.24	Peace Maintenance
61.43	Powers of Village Board
66.325	Emergency Power
83.09	Emergency Repairs of County Trunk Highways
166.03	(1) Powers and Duties of the Governor (4) Powers and Duties of Counties and Municipalities (5) Powers and Duties of Heads of Emergency Government Services
213.95	Police Power of Fire Chief, Rescue Squads
895.483	(2) Civil Liability Exemption; County Emergency Response Team
	County Ordinances
	Mutual Aid Agreements

ACRONYMS

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

MUNICIPAL EMERGENCY OPERATIONS PLAN (EOP)

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Village of West Salem 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 the Village of West Salem is part of the County emergency management program. This municipal plan will be used in conjunction with the La Crosse County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the La Crosse County EOP and in 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 of hazards pose a threat to the lives, property or environment in La Crosse County. These hazards are outlined in the La Crosse County Hazards Analysis. A copy of this is located in the County Emergency Operations Center (EOC). Hazards specific to West Salem are outlined in the Village of West Salem Hazard Analysis section of this Plan.

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency director is responsible for coordinating the response of municipal agencies and coordination the response with County officials, if County assistance is necessary.

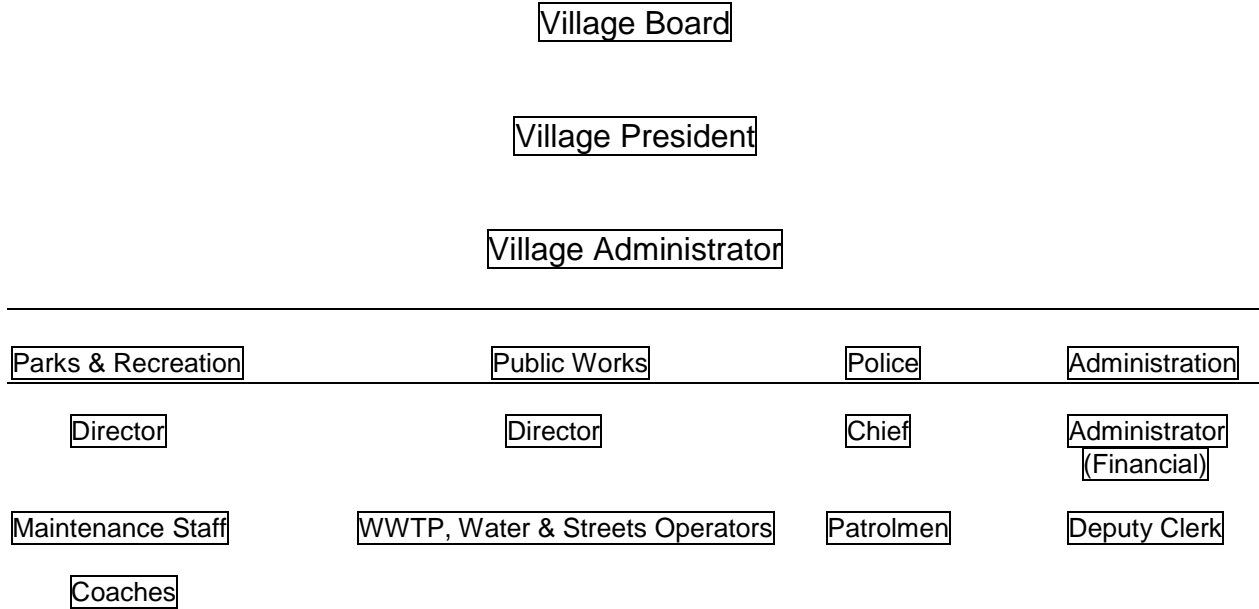
Actions that the municipality and County should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Emergency Management Director advises the Village President and coordinates all emergency response actions.
 - b. The Village President declares a local state of emergency and notifies the La Crosse County Emergency Management Coordinator of this action.

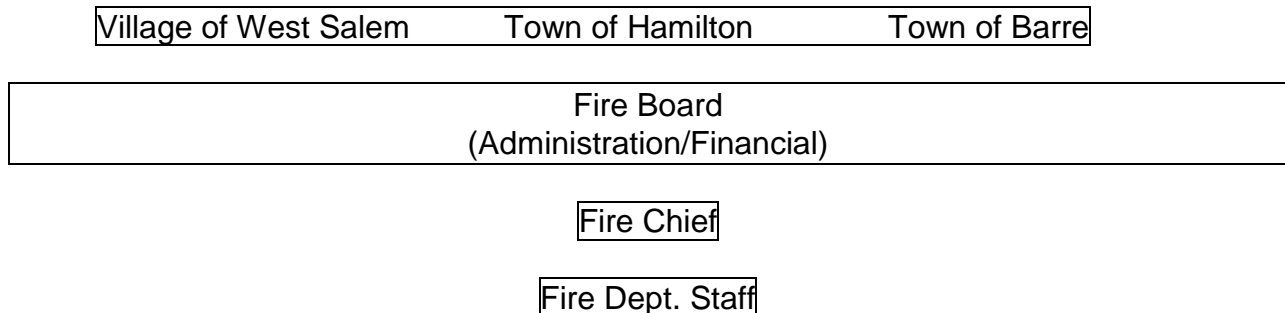
- c. Forward the local state of emergency declaration to the County's Emergency Management office.
 - d. The Emergency Management Director activates the municipal EOC. This facility is located at 175 South Leonard Street.
 - e. Municipal emergency response officials/agencies respond according to the checklists as listed.
 - f. The Village President directs departments/agencies to respond.
 - g. The Village 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.
3. If municipal resources become exhausted or if special resources are required, request County assistance through the La Crosse Emergency Management Coordinator.
 4. If assistance is requested, the La Crosse County Emergency Management Coordinator 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 EOC.
 - 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 Coordinator 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 Coordinator 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 WEM Regional Director immediately notifies the State WEM Administrator.
 9. The State Administrator of Emergency Management 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. ORGANIZATION:

**VILLAGE OF WEST SALEM
ORGANIZATIONAL CHART**



**WEST SALEM AREA FIRE DEPARTMENT
ORGANIZATIONAL CHART**



E. RESPONSIBILITIES AND TASKS:

See Pages 13-27 for emergency responsibilities of key officials in the Village.

F. RESOURCE MANAGEMENT:

Additional support from La Crosse Departments may include:

- a. La Crosse County Sheriff's Office
- b. County Emergency Management Office
- c. Emergency Operations Center Staff
- d. County Highway Department
- e. County Human Services Department
- f. County Health Department
- g. County Clerk's Office
- h. County Treasurers Office
- i. County Clerk of Courts Office

Mutual Aid Reciprocal Agreements:

- a. Joint Powers Agreement renewed annually with La Crosse County Emergency Services

Support from Private Agencies/Volunteer Groups:

- a. American Red Cross – Disaster Victims Support
- b. Salvation Army – Emergency Responders Support

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Village of West Salem Emergency Operations Plan Committee is composed of representatives from the Village of West Salem and West Salem Fire Department. The Committee recommends changes in the Plan to the Village Board of the Village of West Salem and is ultimately responsible for developing and maintaining this plan.

The EOP Committee meets on an as needed basis or as determined by the Village President. The Committee reviews incidents, changes and adds new information and makes revisions in this plan.

This Committee also conducts after-action reviews of all exercises and major incidents.

Operations Plan Committee Members

Dennis Manthei	Village President
Charles Ashbeck	Village Emergency Management Director/Police Chief
Teresa L. Schnitzler	Village Administrator/Clerk/Treasurer
Dave Munson	Fire Chief
Scott Halbrucker	Public Works Director
Duane Kneifl	West Salem Emergency Medical Team

VILLAGE PRESIDENT KEY ACTION CHECKLIST

This page is designed to identify the responsibilities and tasks of the Village President and provide a checklist of actions to consider when this municipal plan is activated.

The Village President is responsible for the overall management of the Village of West Salem. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

THE VILLAGE PRESIDENT SHOULD:

1. Ensure that the Village Emergency Management director or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post.
2. Report to the EOP/CP.
3. Ensure that the Village Emergency Management Director and Village officials brief the EOC staff as to the status of the disaster.
4. Ensure that the Village Emergency Management Director and Village officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Ensure that the Village Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
7. In consultation with the Village Emergency Management Director, determine whether or not County, state or federal assistance should be requested. (Village/County resources must be fully committed before state or federal assistance is available. If assistance is requested, specify the type and amount of assistance needed).

VILLAGE EMERGENCY MANAGEMENT DIRECTOR KEY ACTION CHECKLISTS

This page 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 West Salem. This includes hazard analysis, preparedness, and mitigation, response and recovery activities for all natural and technological disasters/emergencies. The following tasks represent a checklist of actions this person should consider.

VILLAGE EMERGENCY MANAGEMENT DIRECTOR SHOULD:

1. Report to the Village EOC/CP.
2. Ensure the Village officials and County emergency management coordinator have been notified, key facilities warned, sirens activated, etc.
3. Activate the Village EOC (see EOC Alerting List). Make sure that it is fully operational and that the EOC staff has reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village President and to the La Crosse County Emergency Management Coordinator.
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.

VILLAGE ADMINISTRATOR KEY ACTION CHECKLISTS

This page is designed to identify the responsibilities and tasks of the Village Administrator and provide a checklist of actions to consider when this municipal plan is activated.

The Village Administrator is responsible for the assigned activities in the Village of West Salem. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

THE VILLAGE ADMINISTRATOR SHOULD:

1. Report to the Village EOP/CP.
2. Maintain records indicating Village expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - a. Provide information regarding the dollar value of property damages as a result of the disaster.
 - b. Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
5. Assign department directors account numbers to which emergency expenditures may be charged.

WARNING/COMMUNICATIONS KEY ACTION CHECKLISTS

This page is designed to identify the department or agency in the municipality responsible for warning and communications activities and provides a list of actions this department/agency should consider when this municipal plan is activated.

The West Salem Emergency Management Director is responsible for warning and communicating in the Village of West Salem. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

The La Crosse County Public Safety Communications (9-1-1 Dispatch Center), located in the La Crosse County Law Enforcement Building is responsible for warning and communications activities in La Crosse County. The County Public Safety Communications Department shares some of the Warning and Communications responsibilities with the Village Emergency Management Director. These are indicated as PSC for Public Safety Communications or WSEM for West Salem Emergency Management. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Municipal Elected Officials - WSEM
 - b. Municipal Emergency Management Director - PSC
 - c. County Emergency Management Coordinator - PSC
 - d. Municipal Emergency Operations Center Representatives - WSEM
 - e. Special Facilities - PSC
 1. Schools if appropriate
 2. Elder care 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. - WSEM

List communications equipment:

- a. Telephones
- b. Cell Phones
- c. Public Safety two-way radios
- d. Public Works two-way radios
- e. Base for Public Works two-way radios
- f. Facsimile machines
- g. Cable TV available
- h. AM/FM radios
- i. Weather alert radios

3. Activate public warning system. This may consist of the Village of West Salem outdoor emergency siren warning system. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.

4. Establish communications with the County EOC, if activated, or the La Crosse County Emergency Management Office. The communications equipment available is:
 - a. Telephones
 - b. Cell Phones
 - c. County Public Safety two-way radio system

5. Establish communications with Command Post, if established. The communications equipment available is:
 - a. County Communications Vehicle
 - b. Amateur Radio ARES/RACES
 - c. Telephones
 - b. Cell Phones
 - c. County Public Safety two-way radio system

LAW ENFORCEMENT KEY ACTION CHECKLISTS

This page 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 a mutual aid agreement with the La Crosse County Sheriff's Department.

The West Salem Police Chief is responsible for law enforcement activities in the Village of West Salem. The following tasks represent a checklist of actions this person 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. Direct the designated law enforcement representative to report to the Village EOC, as situation directs.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine the scope of 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 and to stop all in-bound traffic. Set up an emergency pass system for residents and emergency responders.
7. Report 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 communications vehicle and/or other law enforcement resources to the scene of the disaster.

Other responsibilities may include:

- a. Enforce curfew restrictions in the affected area.
- b. Coordinate the removal of vehicles blocking evacuation or other response activities.
- c. Assist the medical examiner with the security of mortuary services.
- d. Assist with search and rescue activities.
- e. If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- f. Try to anticipate your department's needs for personnel and equipment 24-hours in advance. If no additional assistance is needed, utilize mutual aid agreements with other police departments.

HUMAN SERVICES KEY ACTION CHECKLIST

This page is designed to provide the La Crosse County Department of Human Services with the responsibility for providing human services within the Village of West Salem. However, a liaison from the municipality should be appointed to assist the County human services officer 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 service-type responsibilities (i.e. Human Services Department, Department on Aging). The person selected should be familiar with the human services annexes of the County EOP so that human services tasks in this municipal plan are consistent with those assigned in the County plan. This person will work closely with the County human services officer so that municipal/County resources can be prioritized and coordinated. This attachment is designed to identify the person in the municipality responsible for human services activities and provides a list of actions this person will consider when this municipal plan is activated.

The Village Administrator from the Village of West Salem will serve as the Human Services Coordinator in the Village of West Salem and is responsible for human service activities in the Village of West Salem. The Coordinator will organize human service activities with a representative from the La Crosse County Department of Human Services. This person will keep the County Human Services Officer 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 situation.

1. Coordinate activities of municipal agencies/departments which provide human services type services (Identified in County Resource Manual).
2. Report to the emergency operations center.
3. Coordinate with American Red Cross in opening and managing shelters in the municipality.
4. Coordinate with Salvation Army to ensure canteen is set up to feed emergency workers in the municipality.
5. Work with American Red Cross/Salvation Army in providing food and clothing to disaster victims and emergency response personnel. Provide emergency assistance to persons with special needs.
6. Coordinate with American Red Cross to provide necessary outreach services to citizens affected by emergency or disaster.
7. Coordinate with American Red Cross to distribute literature to disaster victims giving instructions and assistance pertaining to their immediate needs.

8. Coordination with American Red Cross for psychological counseling and/or 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 County Department of Human Services.

PUBLIC WORKS KEY ACTION CHECKLIST

This page is designed to identify the department or agency in the municipality responsible for public works activities and provides a list of actions this person should consider when this municipal plan is activated. This department upon notification may respond directly to the EOC/CP.

The Public Works Director is responsible for public works activities and assisting in damage assessment activities in the Village of West Salem. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the Village EOC/Command Post.
3. Review the disaster situation with field personnel and report 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 municipality.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to the affected area.
9. Assist with urban search and rescue activities as may be 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, see page 36.
13. If the County EOC is activated, establish and maintain contact with the County Highway Department Representative.
14. If required, perform an emergency test of the Village's water supply.

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES KEY ACTION CHECKLISTS

This page is designed to identify the person in the municipality responsible for public health services and emergency medical services (EMS) activities and provide a list of actions this person should consider when this municipal plan is activated. Public health and emergency medical are usually coordinated at the County level through the County EOP. However a liaison from the municipality should be appointed to assist with implementing tasks assigned in the County EOP. This person will work closely with the County public health officer and the County EMS officer so that municipal/County resources can be prioritized and coordinated. Ambulance EMS personnel are trained in triage and are involved in patient transportation. Emergency Medical Services personnel need to be aware of the necessity of coordinating ambulance activities.

The West Salem Emergency Medical Team will serve as Public Health and Emergency Medical Services Liaison in the Village of West Salem and is responsible for public health and emergency medical services activities with a representative from the La Crosse County Public Health Department and the La Crosse County Emergency Medical Services EOC Representative. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating nursing homes, day care centers, and medical facilities as needed.
2. Coordinate emergency medical care to victims.
3. Assure that public health needs of disaster victims are met.
4. Assure primary operational control for health-related emergencies such as pollution, contamination, diseases, and epidemics.
5. Establish a triage area for victims.
6. Coordinate medical transportation for victims.
7. Establish a staging area in the municipality.
8. Coordinate air-medical landing zone operations with law enforcement and the Fire Department.

PUBLIC INFORMATION KEY ACTION CHECKLIST

This page is designed to identify the agency in the municipality responsible for public information activities and provides a list of actions this agency should consider when this municipal plan is activated.

The Village Administrator is responsible for public information activities in the Village of West Salem. The following tasks represent a checklist of actions this agency 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 in order to stay abreast of 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 municipality when the situation is stabilized.
6. Assist the County in establishing a Joint Public Information Center.
7. Assist the County with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

FIRE SERVICE KEY ACTION CHECKLIST

This attachment is designed to provide a list of actions the municipal fire department should consider when this municipal plan is activated. The West Salem Area Volunteer Fire Department has mutual aid agreements with:

1. La Crosse County Emergency Dispatch
2. Onalaska Fire Department
3. Holmen Fire Department
4. Bangor Fire Department
5. Shelby Fire Department
6. Campbell Fire Department
7. Farmington Fire Department

The West Salem Area Fire Chief is responsible for fire services activities in the Village of West Salem. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Establish and/or 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. Life safety protection, fire suppression, post-fire investigation, and post-incident clean-up.
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.

Other responsibilities may include:

- a. Assist with traffic control
- b. Assist with debris clearance.
- c. If the County EOC is activated, establish and maintain contact with the person representing fire services.
- d. If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the WEM Duty Officer.
- e. If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

DAMAGE ASSESSMENT KEY ACTION CHECKLIST

This page is designed to identify the agency or person in the municipality responsible for collecting damage assessment information and provides a list of actions this agency or person should consider when this municipal plan is activated.

The Village Administrator is responsible for assisting the Public Works Director and American Red Cross with damage assessment activities in the Village of West Salem. The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

1. Report to the Village EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works, fire service, or American Red Cross.
3. **DAMAGE ASSESSMENT TEAM CALL LIST**
 1. Public Works Director 608-786-2850
608-792-3395
 2. Sewer Plant Operator 608-786-2850
 3. Water Superintendent 608-786-2850
 4. Police Chief 608-786-0407
 5. Fire Chief 608-786-0111
 6. Building Inspector 608-269-5858
 7. Assessor 608-582-1147
 8. Administrator 608-786-1858
 9. Deputy Clerk 608-786-1858
4. Activate the damage assessment team, which consists of the following municipal departments/agencies: Police, Fire, Water, Sewer, Public Works, and American Red Cross representative. This Team is responsible for public property damage assessment and the coordination of household or private sector damage assessments.

- a. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of home/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damaged.
 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. Videotape and/or take photos of major damage.

- c. Within 24 hours:
 1. Update items 1 – 6 above.
 2. Complete updated UDSR.

5. Provide damage assessment information to the appropriate Village officials and La Crosse Emergency Management Coordinator to assist in the preparation of the County UDSR.

6. If the situation warrants, assist the Village President with the preparation of a local state of emergency declaration and forward to the La Crosse County Emergency Management Coordinator.

7. Plot damage assessment information on status boards in the municipal EOC and locate damage sites on a map.

8. Record all expenditures for municipal damage assessment team personnel, equipment, supplies, services, etc., and track resources being used.

9. Prepare reports for the Village Public Information Officer.

**SHELTER LIST AND/OR MAPS
KEY ACTION CHECKLIST**

<u>Location</u>	<u>Contact</u>	<u>Phone</u>	<u>Capacity</u>
Village Hall	Teresa L. Schnitzler	608-786-1858	150
American Legion	James Jenks	608-786-2079	86
West Salem High School	Troy Gundersen/Scott Johnson	608-786-1220 608-786-0700 608-769-4515	550
West Salem Middle School	Troy Gundersen/Scott Johnson	608-786-2090 608-786-0700 608-769-4515	450
West Salem Elementary School	Troy Gundersen/Scott Johnson	608-786-1662 608-786-0700 608-769-4515	750

EQUIPMENT RESOURCE LIST

Village of West Salem
List of Emergency Equipment
Updated 08/2014 – Police Dept.
Updated 08/2014 - Public Works Dept.

<u>Description</u>	<u>Department</u>	<u>Location Stored</u>
Kenwood Portable Radios	Police	Police Department
VHF Portable Radio with shoulder mics	Police	Police Department
HP Laptop model dv6700	Police	Police Department
Glock Handguns Model 22	Police	Police Department
3 Light Bar System for Squad Car	Police	Police Department
Colt M16 rifle	Police	Police Department
Bushmaster Ar-15's	Police	Police Department
2012 Chevy Tahoe	Police	Police Department
2012 Dodge charger	Police	Police Department
2011 Ford Crown Victoria	Police	Police Department
2009 Chevrolet Impala	Police	Police Department
2009 AED	Police	Police Department
Traffic cones	Police	Police Department
4 cellular phones	Police	Police Department
Stalker Dual Radar Units	Police	Police Department
Digital Ally Squad Video Sys.	Police	Police Department
Federal Signal Box	Police	Police Department
2000 Pro Laser III handheld	Police	Police Department
Stinger Spike Strips	Police	Police Department
In-Street Pedestrian signs	Police	Police Department
Police bicycles w/ racks etc.	Police	Police Department
Olympus Digital voice recorders	Police	Police Department
Sony Handicam	Police	Police Department
Canon Rebel Digital Camera	Police	Police Department
Canon EOS Rebel film camera	Police	Police Department
Canon Powershot digital camera	Police	Police Department
13" Symphonic television	Police	Police Department
Toshiba DVD Player/Recorder	Police	Police Department
LTO 7 Channel Mixing Console	Police	Police Department
Portable Battery Jump Starter	Police	Police Department
AC Battery Charger	Police	Police Department
Panasonic Tough Book Comp.	Police	Police Department
Speed Trailer	Police	Police Department
Speed Signs	Police	Police Department
Mobile Command Trailer	Police	Police Department
Dell Server	Police	Police Department
Solar Radar Speed Limit Signs	Police	Police Department
Range Trailer – 6x12	Police	Police Department
Safe Routes Trailer – 5x8	Police	Police Department

<u>Description</u>	<u>Department</u>	<u>Location Stored</u>
Lincoln 225 AMP Arc Welder	Public Works	Village Shop
Miller 185 AMP WireFeed Welder	Public Works	Village Shop
Electric Jack Hammer	Public Works	Village Shop
Cut-off Saw – 1 Metal	Public Works	Village Shop
Cut-off Saw – 1 Concrete/Asphalt	Public Works	Village Shop
100 kW Seneratoon Trailer	Public Works	Village Shop
Vermeer Brush Chipper	Public Works	Village Shop
2008 Pelican Street Sweeper	Public Works	Village Shop
Loadmaster 20' 14,000 lb. Trlr.	Public Works	Village Shop
Loadmaster 12' Trailer	Public Works	Village Shop
Laser w/detector/tripod	Public Works	Village Shop
1999 Single-axle Freightliner Dump Truck w/plow, wing and sander	Public Works	Village Shop
2000 Single-axle Freightliner Dump Truck w/plow, wing and sander	Public Works	Village Shop
2002 Chevrolet Silverado Truck	Public Works	Village Shop
2002 Case 6210 Wheel Loader	Public Works	Village Shop
Two Ford Tandem Dump Trucks	Public Works	Village Shop
2" Pump	Public Works	Village Shop
3" Pump	Public Works	Village Shop
2015 Chevy Silverado (Red)	Public Works	Village Shop
2015 Chevy (Brown)	Public Works	Village Shop

**Village of West Salem Fire Department
Equipment Inventory
Updated 06/2014**

Inventory 661

2004 INT.

I.D. 1HTWEADR14JO88716

PUMP 1250 GPM

CAP. 750 Gal.

- Flashlights, fire axes, 4 SCBA w/tanks & masks, shovel
- 8 nozzles: 4 1.5" taskforce 1720, 2.5" akron 1725, 2.5" to 1.5" task force tip autos, 1 2.5" elkhart nozzle
- 4 adaptors: 3 2.5" male, 2 2.5" female
- 2 fire extinguishers
- Tool kit
- 1.5" x 50' rope
- 1 fireplace kit
- 35 gal. 6% foam
- 2 pike poles
- 3 ladders: 1 35' extension, 1 14' roof & 1 10' attic
- 1 1.5" piercing nozzle
- 1 soft faced mallet

- 1 skull protector for 35' ladder
- 1 suction screens: 1 6
- 1 reducers: 1 1" stortz to 2.5"
- 1 hose & reg. For air chisel & chisel
- 2 spare MSA air tanks (airchisel)
- 4 spare Scott air tanks
- 1 portable deck gun & 1 akron turbo master 17557 nozzle

Inventory 662
1989 PIERCE
1250 GPM
CAP. 750. Gals.
I.D. 1P96AQ1DOKA040562

Fully equipped with tools, radios, lights, flares, SCBA & mask, shovels, fire extinguishers, first aid kits, chains, ladders, safety vests

Inventory 671
1995 FREIGHTLINER FL80
I.D. 1FV6JLCB9SL714527

Fully equipped with Jaws unit and all attachments and accessories, J.D. generators, saws, jacks, air bottles, traffic safety equipment, chains, ropes, and tool boxes, air masks, gloves, torches, fire extinguishers, lights, chimney packs, maps, heat sensors, batteries, and flashlights.

Inventory 672
2001 FORD F 550
1FDAW57F21EA92495
HALE PUMP

Equipped to include tool kits, flashlights, vests, saws, extinguishers, brooms, pack blower, traffic safety equipment

Inventory 673
1997 FREIGHTLINER
I.D. 1FVXJLCB5WH936091
CAPACITY 3000 Gallons
PUMP 350 GPM

Equipped to include 1 Folding tank 3,000 gallons, tools, flashlights, log chains, fire extinguishers

Inventory 674
2014 IH DURASTAR 4400
I.D. 3HAMKAZR7EL034963
TANKER CAPACITY 2200 Gallons
500 GPM PUMP

Includes tools, portable tanks, ladders, chemical extinguishers, flashlights, ice spud, chain, attack lines, 1 tool kit

Inventory 675
2010 IH DURASTAR 4400
I.D. 1HTMKAZR7BH318305
CAPACITY 2350 Gallons
500 GPM PUMP

Equipped to include flashlights, wrenches, hoses, chains

Inventory 676
2009 CHEVY SILVERADO 4X4
I.D. 3GCEK23379G157681

Includes flashlights, tool kits, spotlight, cutters, pole, mounted lights, tarp, first aid kit, chimney mirror, fire extinguishers, hydrant valves

Village of West Salem Emergency Medical Team
Equipment Inventory
Updated 08/2014

Eighteen (18) emergency medical team members

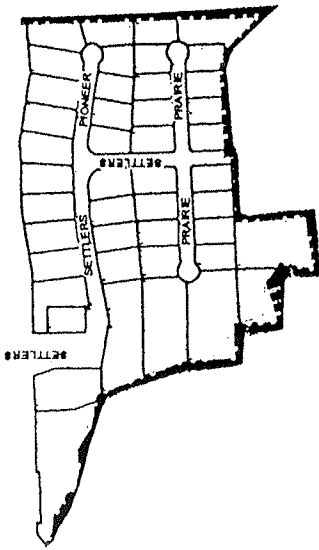
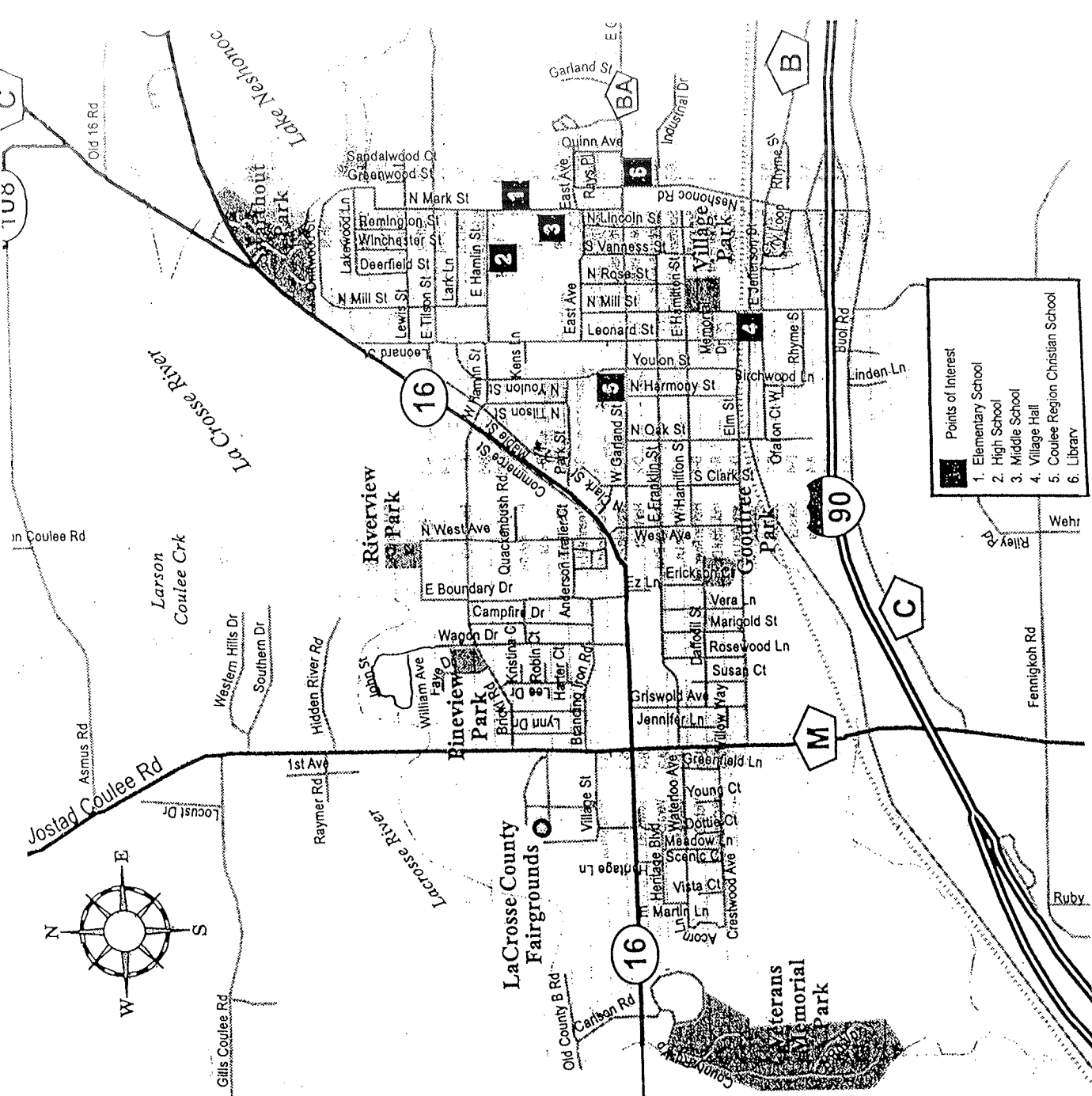
1995 Ford Type II Ambulance

2004 Ford Excursion 4-wheel drive

Medical supplies and equipment to care for 8 to 10 seriously injured patients

Medical supplies and equipment to care for 10 to 15 patients with minor injuries

Village of West Salem



DISASTER DECLARATION

RESOLUTION _____

Request to La Crosse County for Disaster Declaration

WHEREAS, a disaster, namely _____ has struck the Village of West Salem; and

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

WHEREAS, the Village of West Salem is asking for County assistance and requests the County advise the State of Wisconsin of our emergency,

NOW, THEREFORE, pursuant to State Statute 166.23, as Chief Elected Official of the Village of West Salem in testimony whereof I have hereunto set my hand and have caused the great seal of the Village of West Salem to be affixed, I hereby declare a State of Emergency in the Village of West Salem.

BE IT ALSO RESOLVED THAT, I hereby declare the Village of West Salem shall be under a dusk to dawn curfew. This curfew shall last until the Village Board declares the problems caused by the disaster resolved. Violators of the curfew shall forfeit \$100.00 per violation.

Done at the Village Hall this _____ day of _____, 20__.

Village President

Ratified by the Village Board on the _____ day of _____, 20__.

Village Administrator

NOW THEREFORE, pursuant to State Statute 166, as Chairman of the La Crosse County Board of Supervisors, do hereby concur that a state of emergency exists in the Village of West Salem.

In testimony whereof I have set my hand. Done at _____, this _____ day of _____, 20__.

La Crosse County Board Chairman

Village of West Salem
Resolution # _____
Evacuation Resolution

WHEREAS, a disaster resolution 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, The Village Board of the Village of West Salem does hereby resolve that the area bordered by:

_____, on the North,
_____, on the South,
_____, on the East, and
_____, on the West,

be immediately evacuated.

This Resolution is in effect until the Village Board rescinds it.

In testimony whereof I have hereunto set my hand:

Done at the Village Hall this _____ day of _____, 20__.

Village President

Ratified by the Village Board on the _____ day of _____, 20__.

Village Administrator

SOP REQUEST FOR NATIONAL GUARD

Whenever an emergency exists and a request for National Guard assistance is made, certain essential information, about the emergency and the desire for Guard assistance, is required by the Governor to assist him/her in making a decision. The situation must be ***extremely*** serious and clearly ***beyond*** the capability of the requesting agency and/or local government to cope with it, before the Guard can and will be committed.

To expedite requests for use of the Guard, the following procedure will be used. When you wish to request the assistance of the National Guard, telephone Wisconsin Emergency Management on a 24-hour phone line (608) 242-3232 or 1-800-943-003. Advise who you are and give the information to the official who answers the call.

1. What is the situation? Give all the facts available.
 - a. If it is a flood – How serious? Which river and/or stream? What are the casualties? What is the level of the river now? Is the water level rising or falling? How many homes, businesses, etc., are flooded? Give any other information you have about the situation.
 - b. If it is civil disturbance – Whom are the persons or groups causing the disturbance? How many people are involved among the people causing the disturbance, among the bystanders, among the police and so forth? Has anyone been killed or injured, and in what way (guns, firebombs, other weapons, etc.)? How much violence has occurred and of what sort (buildings burned, looting, etc.). How many weapons and what type, have been used and/or are at the disposal of the person causing the disturbance? What is the stated or apparent purpose, if any, of the persons causing the disturbance? What specific incident(s) precipitated the disturbance?
 - c. On all other emergencies – complete information, comparable to that indicated above, will be required.
2. Exactly what is being asked of the National Guard? That is, what task(s) is the National Guard being asked to perform? For how long? How many Guard troops and what support equipment do you believe would be necessary.
3. On whose authority is the request being made (name, title and telephone)? How and when can this individual be reached?
4. Have local and/or county resources been committed or expended? Explain local action taken or contemplated?
5. Could the resources necessary to handle the problems be supplied through mutual aid or other regional cooperative arrangements? If the problem cannot be fully handled through mutual aid, to what extent can it be partially handled?
6. How long can an acceptable level of order be maintained without the assistance of the National Guard?

7. If the decision is made to send assistance from the National Guard:
 - a. Where does the National Guard liaison officer go?
 - b. To whom does the liaison officer report?

8. The person communicating the request should provide the following information:
his or her name, title, telephone number and when he or she can be reached.

Your full cooperation in utilizing this procedure for obtaining the assistance of the National Guard is important and will greatly expedite the request.

Village of West Salem

Full Time Employee Master List

The information listed below is business Confidential and may be legally privileged. It is intended solely for use and information regarding the Village of West Salem Emergency Operations Plan. Access to this confidential list by anyone else is unauthorized. Any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on this list is prohibited and may be unlawful.

<u>Name</u>	<u>Department</u>
Teresa L. Schnitzler	Administrator
Carrie A. Cooper	Deputy Clerk
Judy Merfeld	Office Assistant (P/T)
Scott Halbrucker	Director of Public Works
Thomas J. DeLong	Public Works
Merle C. Noren	Public Works
Loren L. Schwier	Public Works
Matt J. Mingus	Public Works
Karl Fennigkoh	Public Works
Darren Endres	Public Works
Charles Ashbeck	Chief of Police
Lance B. Loeffelholz	Police Officer
Brett Myers	Police Officer
Jeremy Randall	Police Officer
Hoss Roemer	Police Officer
Kyle Holzhausen	Police Officer
Matt Lewis	Police Officer (P/T)
Brett Cavadini	Police Officer (P/T)
Julie M. Erickson	Police Dept. Secretary
Michelle Czerwan	Park and Rec. Director
Anthony J. Degaetano	Park and Rec.
Cierra Forsberg	Parks and Rec. (P/T)

WEST SALEM FIRE DEPARTMENT OFFICERS

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<u>Name</u>	<u>Address</u>	<u>Home Phone Number</u>
Dave Munson	252 East Tilson Street West Salem, WI 54669	608-786-0511
Greg Hutson	304 North Leonard Street West Salem, WI 54669	608-786-2945
Dave McClintock	415 North Tilson Street West Salem, WI 54669	608-786-0350
Gregg Weber	322 West Franklin Street West Salem, WI 54669	608-786-1701
Glen Bass	619 Linden Lane West Salem, WI 54669	608-739-6957 (cell)
Jeff Hanson	118 South Marigold Lane West Salem, WI 54669	608-786-2385
Dale Young	129 North Erickson Court West Salem, WI 54669	608-786-0753
Kurt Weber	415 East Garland Street West Salem, WI 54669	608-786-2609
Dave Hemker	465 North Tilson Street West Salem, WI 54669	608-786-1019
Dave Rudesill	626 Linden Lane West Salem, WI 54669	608-786-2443
Paul Jeranek	129 Griswold Avenue West Salem, WI 54669	608-317-0580 (cell)

FISCAL AND ADMINISTRATIVE PROCEDURES & RECORDS

The Village Administrator/Clerk or his or her delegate shall be responsible for maintaining all financial records and information. Information shall be stored at the Village Hall.

A weekly backup of the Village's computer system is stored in the safe at the Village Administrator's office.

LIST OF CLEAN-UP CONTRACTORS

1. McHugh Excavating	608-783-1404
2. La Crosse Backhoe	608-785-0076
3. Mathy Construction	608-783-6411
4. La Crosse County Highway Dept.	608-786-3810
5. Gerke Excavating	608-372-4203
6. St. Joseph Construction	608-788-7712
7. Waste Management	608-784-1095
8. Hilltopper Refuse	608-783-6727
9. Harter Quik Clean Up	608-782-2082
10. Heider Excavating, LLC	608-786-0288
11. Two Guys and a Dumpster	608-790-5865
12. Niebuhr Construction, Inc.	608-786-3399
13. Badger Environmental	608-634-3711

DEBRIS DISPOSAL SITE LOCATIONS

1. La Crosse County Landfill
6500 State Road 16
La Crosse, WI 54601
(608) 785-9572
(608) 785-6160 – Fax
2. La Crosse County Hazardous Materials Facility
6502 State Road 16
La Crosse, WI 54601
(608)785-9999

LIST OF RADIO FREQUENCIES LOCAL AND COUNTY

- | | | |
|----|----------------------------|---------|
| 1. | Public Works Department | 154.055 |
| 3. | Fire Department Dispatch | 154.130 |
| 4. | Police Department Dispatch | 155.430 |

West Salem Public Safety Radio Channels

Common Channel Name	Agency *	Transmit	Receive
County Fire	WSPD, WSFD, WSFR	155.130	154.130
County Fire Ground	WSFD, WSFR	154.205	154.205
Coordination	WSPD, WSFD, WSFR, WSPW	153.995	158.760
SHF 1	WSPD	155.430	155.850
SHF 2	WSPD	154.710	155.610
Car-to-Car	WSPD	155.520	155.520
MARC 1 (repeater)	WSPD, WSFD, WSFR	151.280	153.845
MARC 2	WSPD, WSFD, WSFR	151.280	151.280
Tri-State Ground	WSFR	155.235	155.235
Point-to-Point	WSPD	155.370	155.370
WISPERN	WSPD	155.475	155.475
EMS	WSFR	155.340	155.340
EMS ICS Command	WSFR	155.145	155.145
State FIRECOM	WSFD, WSFR	154.295	154.295
WISTAC 1	WSPD, WSFD, WSFR	154.265	154.265
WISTAC 2	WSPD, WSFD, WSFR	154.010	154.010
West Salem Schools		461.250	466.250
West Salem Public Works	WSPW	154.055	154.055

- WSPD = West Salem Police Department
- WSFD = West Salem Fire Department
- WSFR = West Emergency Medical Services First Responders
- WSPW = West Salem Public Works

Village of West Salem Hazard Analysis

TRANSPORTATION

Interstate I-90 (hazmat cargo)
Canadian Pacific Rail Way (hazmat cargo)
Amtrak Passenger Service

HAZARDOUS MATERIALS

CenturyLink – 151 Mill Street, West Salem
sulfuric acid in storage batteries
Schwan's Sales, W3213 County Road B (just slightly out of the Village limits)
propane tanks
La Crosse Fairgrounds Speedway, N4985 County Road M, West Salem
various fuels
La Crosse County Highway Shop, N4922 Carlson Road, West Salem
diesel fuel
Northern Natural Gas
underground pipeline just north of the Village
Northern Engraving, 600 Brickl Road, West Salem
propane, fuel oil and sulfuric acid
Allied CO-OP, 570 Commerce Street and 165 S. Mill Street, West Salem
terbufos, phorate, atrazine, alachlor, fuel oil, propane, oxygen, ammonia solution,
gasoline
Kwik Trip, 985 Hwy 16 W., West Salem
gasoline
BP Service Station, Buol Road
gasoline
I-90 Cenex, 341 Jefferson Street E., West Salem
gasoline

SPECIAL FACILITIES

Five day care centers are reported in the Village limits, as well as several private and public schools. There are several health care type facilities (nursing home, assisted living and elderly housing) and a Boys' & Girls' Club. There is one Fire Department, one Police Department, one EMS/1st Responder building, one Village Hall (used as the E.O.C.) and various public works facilities.

OTHER

- Neshonoc Dam (threat to County Highway Department facility and Veterans Memorial Park, which are immediately downstream, and the shoreline including the campgrounds along Lake Neshonoc)
- Village Parks (where moderate sized crowds could gather)
- La Crosse Fairgrounds Speedway (where large crowds gather weekly)

The hazardous materials incident history during the last ten years for the Village of West Salem includes:

No incidents to report