

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: _____

Updated: _____

Table of Contents

	<u>Page</u>
Distribution List	3
Emergency Telephone Listing	4
Emergency Operations Center Alerting List	5
Village Staff	6
Legal Basis	7
Acronyms	8
Municipal Emergency Operations Plan	
Situations and Assumptions	9
Concept of Operations	9
Organization	11
Responsibilities and Tasks	11
Resource Management	12
Plan Development and Maintenance	12
Checklists	
Village President	13
Emergency Management Director	14
Administrator.	15
Warning/Communications.	16
Law Enforcements	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 – Village	28
Equipment Resource List - Fire Department	30
Equipment Resource List – Emergency Medical Team	33
Community Map	34
Forms	
Disaster Declaration	35
Evacuation Resolution	36
SOP Request from National Guard	37
Lists	
Personnel Roster – Village.	39
Personnel Roster – Fire Department	40
Fiscal and Administrative Procedures	41
Clean-Up Contractors	42
Disposal Site	43
Radio Frequencies	44
Village of West Salem Hazard Analysis	46

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 608-784-5942
Village Administrator	608-786-3121
Village President	608-786-0971
Wisconsin Emergency Management Duty Officer	800-943-0003
Village Office of Emergency Management	608-786-1858
County Office of Emergency Management	911 or 608-789-4811 Cell: 386-5911
Electric Company – Xcel Energy	800-895-1999
Telephone Company – Century Tel	608-796-5000
Gas Company – WE Energies	800-672-6757
American Red Cross	608-788-1000
Salvation Army	608-782-6126
Gundersen/Lutheran Medical Center	608-782-7300
Franciscan Skemp Medical Center	608-785-0940
County Human Services	608-785-6054
County Medical Examiners Office (Coroner)	608-785-9638
Chemtrec	800-424-9300
Wisconsin DNR (Local Warden)	608-785-9972
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: Dennis Abbott**
Work Phone: 608-786-0407
Home Phone: 608-786-0884
Cell Phone: 608-792-1274
- 2. Village President: Dennis Manthei**
Work Phone: 608-786-1858
Home Phone: 608-786-0971
Cell Phone: 608-792-4145
- 3. Police Chief/Deputy: Dennis Abbott**
Work Phone: 608-786-0407
Home Phone: 608-786-0884
Cell Phone: 608-792-1274
- 4. Fire Chief: Dave Munson**
Work Phone: 608-786-0111
Home Phone: 608-786-0511
Pager: 911
- 5. Public Works Director: Wade Peterson**
Work Phone: 608-786-2850
Home Phone: 608-786-3329
Cell Phone: 608-792-3395
- 6. Village Administrator/Clerk/Treasurer: Teresa L. Schnitzler**
Work Phone: 608-786-1858
Home Phone: 608-786-3121
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:	Dennis Abbott
Patrol Officers:	Lance Loeffelholz Robert Schuppel Christopher Carley Trevor Swart Mark Bellacero
Public Works Director:	Wade Peterson
Assistant Public Works Director:	Tom DeLong
Senior Staff Water Department:	Jack Twining
Senior Staff Sewer Department:	Greg Imgrund
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 Joe Sagler

LEGAL BASIS

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

Public Law 103-337

<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.

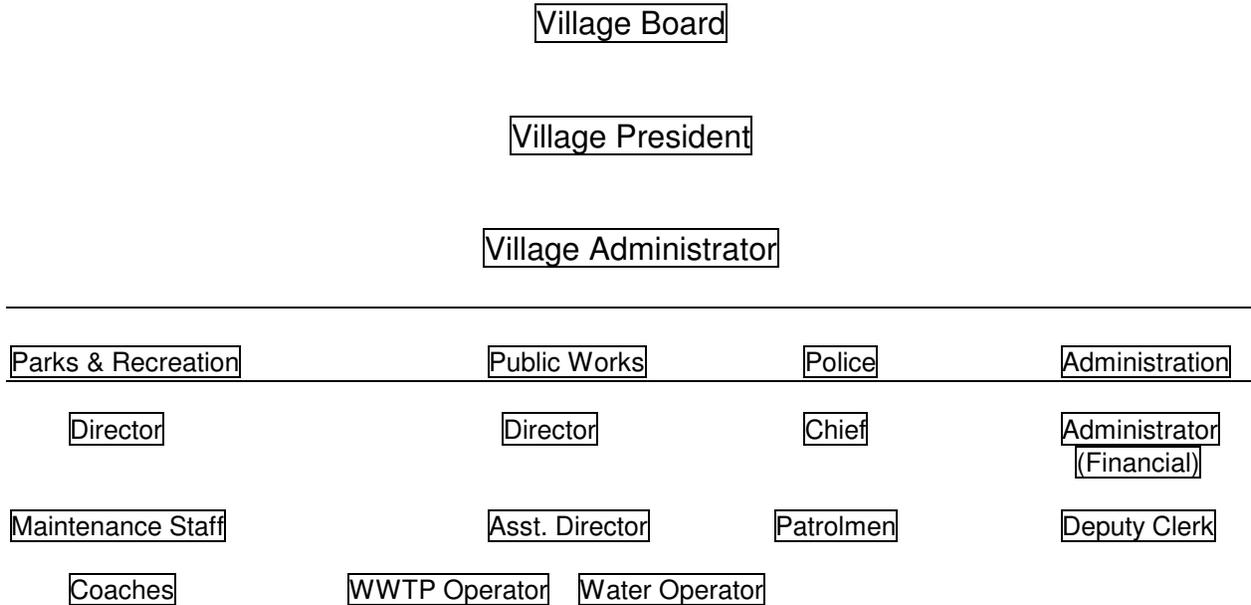
Actions that the municipality and County should consider if this municipal plan is activated.

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.

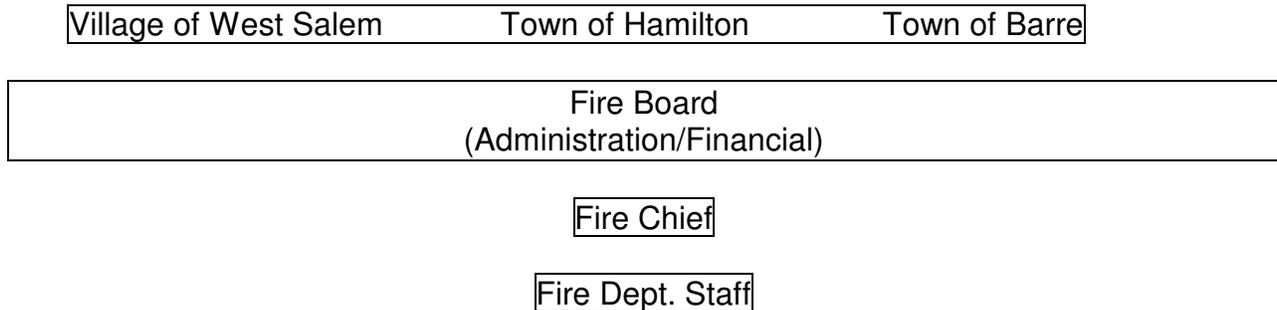
- d. The Emergency Management Director activates the municipal EOC. This facility is located at 175 South Leonard Street.
 - e. Municipal emergency response officials/agencies respond according to the checklists as listed.
 - f. The Village President directs departments/agencies to respond to the situation.
 - 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 13-26 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 Clerks Office
- h. County Treasurers Office
- i. County Clerk of Courts Office

Mutual Aid Reciprocal Agreements:

- a. None

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 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
Dennis Abbott -	Village Emergency Management Director/Police Chief
Teresa L. Schnitzler-	Village Administrator/Clerk/Treasurer
Dave Munson -	Fire Chief
Wade Peterson -	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.

This 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, 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 their 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 (15 lines)
- 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 (2)
- 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

The 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 given 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 and 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	Jamie Skjeveland/Mark Ledman	608-786-1220 608-790-0700 608-786-4338	450
West Salem Middle School	Jamie Skjeveland/Mark Ledman	608-786-2090 608-790-0700 608-786-4338	450
West Salem Elementary School	Jamie Skjeveland/Mark Ledman	608-786-1662 608-790-0700 608-786-4338	750

EQUIPMENT RESOURCE LIST

Village of West Salem List of Emergency Equipment Updated 09/01/2004

<u>Description</u>	<u>Department</u>	<u>Location Stored</u>
225 AMP Arc Welder	Public Works	Village Shop
H & E Diaphragm Pump	Public Works	Village Shop
Paving Braker Jack Hammer	Public Works	Village Shop
1984 Ford Dump Truck	Public Works	Village Shop
Cut-off Saw	Public Works	Village Shop
5 Mobile Radio Units	Public Works	Village Shop
2 Motorola 2-way Radios	Public Works	Village Shop
Weed Whip & Saw	Public Works	Village Shop
Hots Power Washer	Public Works	Village Shop
Brush Hog	Public Works	Village Shop
B.S. 600 Waker	Public Works	Village Shop
John Deere Box Scraper	Public Works	Village Shop
1990 Vermeer Brush Chipper	Public Works	Village Shop
Truck w/1/2 cab	Public Works	Village Shop
1995 Ford 150 w/plow	Public Works	Village Shop
Tailgate Spreader-Swanson	Public Works	Village Shop
1985 Elgin Pelican Street Sweeper	Public Works	Village Shop
1994 Chevrolet S10	Public Works	Village Hall
Loadmaster 12' Trailer	Public Works	Village Shop
Laser w/detector/tripod	Public Works	Village Shop
1999 Freightliner Dump Truck w/plow	Public Works	Village Shop
2000 Freightliner Radio	Public Works	Village Shop
2002 Chevrolet Silverado Truck	Public Works	Village Shop
2002 Case 6210 Wheel Loader	Public Works	Village Shop
1996 Ford Dump Truck	Public Works	Village Shop
Line Lazer Paint Striper w/2 guns	Public Works	Village Shop
1988 Ingersol Rand 175 Air Comp.	Public Works	Village Shop
2003 New Holland MC20 Mower	Public Works	Village Shop
Motorola Radio Equipment	Police	Police Department
Brother Typewriter	Police	Police Department
Falcon Handheld Radar	Police	Police Department
Motorola Radio Equipment	Police	Police Department
2 Police Radio Walk Units	Police	Police Department
Handheld Radar Unit	Police	Police Department
Computer, Monitor & Printer	Police	Police Department

<u>Description</u>	<u>Department</u>	<u>Location Stored</u>
2 Motorola MT 1000 Portable Radios	Police	Police Department
2 Motorola Spectra Mobile Camcorder	Police	Police Department
Desk and Chair	Police	Police Department
Docking Station	Police	Police Department
CD Rom Computer	Police	Police Department
2 16-channel, 5w, Port. Scanner	Police	Police Department
Light Bar System for Squad Car	Police	Police Department
32-Channel, 25w. Base Radio	Police	Police Department
VHF Channel Radio w/accessories	Police	Police Department
Dell Pentium II XPS Computer	Police	Police Department
Digital Camera	Police	Police Department
2000 Ford Crown Victoria	Police	Police Department
Enhanced Dock	Police	Police Department
2002 Ford Crown Victoria	Police	Police Department
2-Way Radio	Police	Police Department
Police Mobile Data System	Police	Police Department
2 Dell Pentium Computers	Police	Police Department
Securetech Systems Mobile Alarm	Police	Police Department
Dell Pentium Computer	Police	Police Department
Rebuilt Siren Head	Public Safety	100 North Mill St.
Emergency Siren and Controls	Public Safety	Griswold Avenue

**Village of West Salem Fire Department
Equipment Inventory
Updated 09/01/2004**

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' extention, 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 500 GPM**

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

Inventory 674

**1967 CHEVY
I.D. CE637J137890
TANKER CAPACITY 1500 Gallons**

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

Inventory 675

**1973 IHC 1800
I.D. 10682CHA16842**

CAPACITY 2000 Gallons

Equipped to include flashlights, wrenches, hoses, chains

Inventory 676

**1983 CUSTOM DELUXE CHEVY 4X4
MODEL K10
I.D. 1GCGK24T40J125981**

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 07/01/2005**

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>Address</u>	<u>Home Phone Number</u>	<u>Department</u>
Teresa L. Schnitzler	210 North Rose Street West Salem, WI 54669	608-786-3121	Administrator
Carrie A. Cooper	N6793 CTH C, West Salem, WI 54669	608-786-2170	Deputy Clerk
Wade D. Peterson	W3514 McClintock Road Mindoro, WI 54644	608-786-0174	Director of Public Works
Jack W. Twining	330 West Garland Street West Salem, WI 54669	608-786-1479	Public Works
Raymond M. Tollefson	122 West Hamlin Street West Salem, WI 54669	608-786-0267	Public Works
Thomas J. DeLong	W2820 Shorewood Court West Salem, WI 54669	608-786-0043	Public Works
Gregory C. Imgrund	846 West Elm Street West Salem, WI 54669	608-786-2513	Public Works
Loren L. Schwier	W3157 CTH M West Salem, WI 54669	608-786-2403	Public Works
Merle C. Noren	N5521 Grayhorse Road West Salem, WI 54669	608-786-2451	Public Works
Dennis Abbott	W3281 Old Highway 16 West Salem, WI 54669	608-786-0884	Chief of Police
Lance B. Loeffelholz	116 West Avenue South West Salem, WI 54669	608-786-0407	Police Officer
Robert W. Schuppel	W4473 Gills Coulee Road West Salem, WI 54669	608-786-0604	Police Officer
Christopher H. Carley	800 West Avenue North, #43 West Salem, WI 54669	608-786-4982	Police Officer
Trevor W. Swart	480 East Hamlin Street West Salem, WI 54669	608-786-4274	Police Officer
Mark Bellacero	1420 East Avenue North Onalaska, WI 54650	608-786-0407	Police Officer
Julie M. Erickson	800 West Avenue North, #176 West Salem, WI 54669	608-786-3549	Police Secretary
Mary S. Freybler	129 North Vera Lane West Salem, WI 54669	608-786-0358	Park and Rec. Director

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
Joe Sagler	645 West Elm Street West Salem, WI 54669	608-786-0092
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
Jim Gilbertson	West Salem, WI 54669	608-786-1641
Kurt Weber	415 East Garland Street West Salem, WI 54669	608-786-2609
Steve Kastenschmidt	737 East Avenue West Salem, WI 54669	608-786-1219
Dave Hemker	465 North Tilson Street West Salem, WI 54669	608-786-1019
Mike Jandt	727 North Mark Street West Salem, WI 54669	608-786-2682

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 back up of the Village computer system shall be stored off site at the Administrator/Clerk's home.

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 Department	608-786-3810
5. Harry Viner, Inc.	608-784-7980
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. Unser Wide Track	608-786-0288

DEBRIS DISPOSAL SITE LOCATIONS

1. La Crosse County Landfill
6500 State Road 16
La Crosse, WI 54601
(608) 785-9572
(608) 785-6160 - Fax

LIST OF RADIO FREQUENCIES LOCAL AND COUNTY

- | | |
|-------------------------------|---------|
| 1. Public Works Department | 154.055 |
| 2. Fire Department Dispatch | 154.130 |
| 3. 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
West Salem EMS	WSFR	155.265	155.265
EMS Ground	WSFR	155.940	155.940

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

CenturyTel - West Salem (151 Mill Street)
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
various fuels
La Crosse County Highway Shop, N4922 Carlson Road
diesel fuel
Northern Natural Gas
underground pipeline just north of the Village
Northern Engraving, Brickl Road
propane, fuel oil and sulfuric acid
Farmer's CO-OP
terbufos, phorate, atrazine, alachlor, fuel oil, propane, oxygen, ammonia solution,
gasoline

SPECIAL FACILITIES

Four day care centers are reported in the Village limits, and there are several private and public schools. There are two health care facilities and one clinic. 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:

August, 1998	Fuel Oil spill
May, 1999	unknown pesticide spill