

ORDINANCE 13-03
Revised from Ordinance dated May 16, 2018

EMERGENCY OPERATIONS PLAN

FOR

TOWN OF BAYVIEW

Bayfield County, Wisconsin

Supplement to the Bayfield County Emergency Operations Plan
(Template made available through Wisconsin Emergency Management)

Emergency Telephone Listings

<u>Type of Service</u>	<u>Name</u>	<u>Phone</u>
Police	Bayfield County Sheriff	9-1-1
	Non-emergency	715-373-6133
	Communications Center	715-373-6120
Fire	City of Washburn Fire Department - Fire Hall	9-1-1
EMS	City of Washburn <i>Ambulance Service</i>	9-1-1
Town Chairperson	Charly Ray	1-715-813.0218
Town Supervisor	Larry Nelson	715-779-3639
Town Supervisor	Donald Jenicek Work	Cell 715-813-0201
		715-779-5737
		715-373-5377
Town Garage	Mike Yonan	715-373-2813
		Cell 715-292-0108
Town Clerk	Wanda Hyde	715-373-2088
Wisconsin Emergency Management	Duty Officer	1-800-943-0003
County Emergency Management	Jan Victorson, Coordinator	715-373-6113
		Home 715-372-4620
		Cell 715-292-4651
		Request Page thru 715-373-6120
		Communications Center
Electric Utility	Xcel Energy Bayfield Electric	1-800-895-1999
		1-715-274-5281
Gas Line	Northern Natural Gas #WIB22401	1-888-367-6671
Telephone Utility	Chequamegon CenturyTel	1-715-798-3000
		Technicians check periodically after hours and weekends
		1-800-824-2877
		Automated choices – answered 24 hours/7 days week
American Red Cross	Western Wisconsin Chapter	1-800-261-4182 Answering service 24/7

WHO CAN DECLARE AN EMERGENCY?

COUNTY

- ✓ Majority vote of County Board constituting a quorum [WI Stats. 59.02, 59.03, 59.04, 323.11 and 323.14(4)(a)]
- ✓ County Board Chair, if empowered by ordinance [WI Stats. 59.12 and 323.14(4)(b)]
- ✓ County Executive, if empowered by ordinance or law is subject to enforcement by county executive or any person supervised by the county executive [WI Stats. 59.17(2) and 323.14(4)(a)]
- ✓ County Administrator, if empowered by ordinance or law is subject to enforcement by county administrator or any person supervised by the county administrator [WI Stats. 59.18(2) and 323.14(4)(a)]
- ✓ County Sheriff [WI Stats. 59.38]
- ✓ Any person/employee/position empowered and designated by ordinance or resolution.

CITY

- ✓ Governing body of any city [WI Stats. 323.11 & 323.14(4)(a)]
- ✓ Mayor, subject to later ratification, alteration, modification or repeal by governing body [WI Stats. 62.09(8), 62.11, 64.29 & 323.14(4)(b)] (Includes City Commission Plan)
- ✓ City Manager, subject to later ratification, alteration, modification or repeal by governing body [WI Stats. 62.11 & 323.14(4)(b)]
- ✓ Any person/employee/position empowered and designated by ordinance or resolution.

VILLAGE

- ✓ Governing body of any Village [WI Stats. 323.11 & 323.14(4)(b)]
- ✓ Village President, subject to later ratification by village board (WI Stats. 61.24, 61.34 & 323.14(4)(b))
- ✓ Chief executive officer or acting chief executive officer, subject to later ratification, alteration, modification or repeal by governing body [61.32 & 323.14(4)(b)]
- ✓ Any person/employee/position empowered and designated by ordinance or resolution.

TOWN

- ✓ Governing body of any town [WI Stats. 323.11 & 323.14(4)(a)]
- ✓ Town chairperson, subject to later ratification by town board [WI Stats. 60.24(1) , 60.22 & 323.15(4)(b)]
- ✓ Any person/employee/position empowered and designated by ordinance or resolution.

**Emergency Operations Center
Alerting List**

1. Town Board Chairperson: Charly Ray
Location address: 32020 Friendly Valley Road Washburn WI 54891
Home Telephone: _____
Office Telephone: _____
Cell Telephone: 1-718-813-0218
Other: _____

2. Town 1st Supervisor: Larry Nelson
Location address: 33385 Whiting Road, Bayfield
Home Telephone: 715-779-3639
Office Telephone: _____
Cell Telephone: 715-813-0201
Other: _____

3. Town 2nd Supervisor: Donald Jenicek
Location address: 33485 Whiting Road Bayfield
Home Telephone: 715-779-5737
Office Telephone: 715-373-5377
Cell Telephone: _____
Other: _____

4. Clerk: Wanda Hyde
Location address: 32800 Burlager Road, Washburn
Home Telephone: 715-373-2088
Office Telephone: _____
Cell Telephone: 715-209-2306
Other: _____

5. Treasurer: Kelly Warren
Location address: P O Box 67 Washburn
Home Telephone: 715-373-5567
Office Telephone: _____
Cell Telephone: 715-209-0047
Other: _____

6. Assessor: Douglas Kurtzweil
Home Telephone: 1-715-462-9679
Office Telephone: _____
Cell Telephone: _____
Other: _____

7. Constable: None – Bayfield County Sheriff's Department

Location address: _____
Home Telephone: _____
Office Telephone: _____
Cell Telephone: _____
Other: _____

8. Maintenance Supervisor: Mike Yonan

Location address: 78105 Komborski Road, Washburn
Home Telephone: 715-373-2715
Office Telephone: 715-373-2813
Cell Telephone: 715-292-0108
Other: _____

9. Maintenance: Same as above

Location address: _____
Home Telephone: _____
Office Telephone: _____
Cell Telephone: _____
Other: _____

I. PURPOSE

- A. This municipal plan has been developed to provide procedures for the Town of Bayview to respond to various types of large scale emergencies or disasters that affect the community.
- B. This plan is being developed to assure NIMS integration into local prevention, planning, response and recovery efforts.
- C. This plan supplements the Bayfield County Emergency Operations Plan.

II. SITUATION AND ASSUMPTIONS

Several types of hazards pose a threat to the lives, property or environment in Bayfield County. A copy of the Hazard Analysis is located in the County Emergency Management Office.

III. ACRONYMS

EOC – Emergency Operations Center
EOP – Emergency Operations Plan
ICS – Incident Command System
NIMS – National Incident Management System
UDSR – Uniform Disaster Situation Report
WEM – Wisconsin Emergency Management

IV. CONCEPT OF OPERATIONS

A. TOWN OFFICIALS

1. Town officials have primary responsibility for disasters that take place in their town. Suggested actions include:
 - a. Notify town chairperson (or board member if the town chairperson is not available) and advise of the event/situation.
 - b. Establish contact with other town officials as appropriate.
 - c. Establish a location (emergency operations center) where local government administration will be represented and accessible for information and decisions that relate to the overall response.
 - d. Assure that the Incident Command System (ICS) is in use in order to provide a flexible but consistent structure to organize response.
 - e. Develop documentation and expense records tracking for quick damage assessment if a federal disaster assessment is requested and/or state disaster assistance is requested.
 - f. Establish communications by telephone in order to respond to requests for information from county or state officials as well as the media.
 - g. Compile information on the size and impact of the event.
 - h. Chairperson, or designee, declare a state of emergency as necessary, and notify county emergency management of this action, forwarding a copy as requested.

- i. Notify the public of the situation and appropriate actions to be taken.
 - j. Keep county officials informed of the situation and actions taken and/or assistance requested.
2. Emergency service agencies respond and establish incident command according to standard procedures.
 3. Municipal officials provide support to the response coordinating resources as needed.
 4. If municipal resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Coordinator.
 5. A command post or emergency operations center will be established.
Location:

Telephone number: 715-292-0108
 Telephone number: 715-292-5117
 Fax number: 715-373-2813

B. COUNTY EMERGENCY MANAGEMENT

1. County emergency management works to support local government efforts to respond to the incident. Actions may include, but are not limited to:
 - a. Activate the county EOC as appropriate.
 - b. Implement the County Emergency Operations Plan.
 - c. Assist local governments in locating resources.
 - d. Coordinate county resources with other jurisdictional resources.
 - e. Notify WEM Regional Director of the situation.
 - f. Develop Uniform Disaster Situation Report (UDSR) based on information available through local officials and forward to WEM.
 - g. Assist local governments with prioritizing and allocating resources.
 - h. Assist local governments in procuring resources from the state.
2. If municipal and county resources are exhausted, county emergency management may request state assistance through Wisconsin Emergency Management.

C. WISCONSIN EMERGENCY MANAGEMENT

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

3. The WEM Administrator notifies the Governor and makes recommendations.
4. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

V. ORGANIZATION:

See Emergency Operations Center Alerting List.
This list also serves as line of succession.

VI. RESOURCE MANAGEMENT:

VII. Plan Development and Maintenance:

The plan is maintained by the town Chairperson or designee.

Municipal Emergency Operations Plan for Town of Bayview

Town Board Chairperson

Town Clerk

Date Approved

Other issues that may need to be addressed:

Mutual Aid Reciprocal Agreements:

- Fire Mutual Aid Agreement
- Ambulance Mutual Aid Agreement
- County Mutual Aid Agreement

Support From Private Agencies/Volunteer Groups:

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

APPENDIX A

Name of Municipality: Town of Bayview, Bayfield County

List Municipal Supervisors in a line of succession for the purpose of overseeing equipment for use during an emergency in a neighboring municipality:

Name: Charly Ray, Chairman
Phone: 1-715-813-0218
Phone:

Name: Larry Nelson,
Phone: 715-779-3639
Phone: 715-813-0201

Name: Donald Jenicek
Phone 715-779-5737
Phone: 715-373-5377 w

List operators of equipment who can be contacted. (Operators of equipment can be contacted and will notify the appropriate municipal supervisor of the request for equipment.):

Name: Mike Yonan, Road Supervisor
Phone: 715-373-2813
Phone: 715-292-0108

Name: David Warren
Phone: 715-373-5567

Sample list of equipment that may be available from the municipality: (This inventory will need to incorporate NIMS resource management descriptions to include category, kind, components, metrics, and type.)

Dump Truck - plow wing and sander
Grader - plow and wing
Tractor - loader and bushhog mower
Chainsaws