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MUNICIPAL
EMERGENCY OPERATIONS PLAN
FOR
TOWN OF HOLLAND
LA CROSSE COUNTY, WISCONSIN

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EMERGENCY TELEPHONE LISTINGS

	<u>If appropriate</u>	<u>Telephone</u>	<u>Cell Phone</u>
Fire Department	911	608-526-9363	
EMS First Responders	911	608-526-9363	
Tri-State Ambulance Service, Inc.	911	608-784-4997	
La Crosse County Sheriff's Department	911	608-785-5942	
Wisconsin Emergency Management Duty Officer		800-943-0003	
<hr/>			
Town			
Chairman, David Carlson		608-526-9311	***
Vice Chairman, Scott Lien		608-526-4748	***
La Crosse County			
Office of Emergency Management		608-789-4811	
OEM – Keith Butler			608-386-5911
Highway Department		608-786-3810	***
Human Services Department		608-785-5875	
XCEL Energy Power Company		800-895-1999	
Dairyland Power		608-788-4000	
Riverland Energy Electric Cooperative		608-783-2238	
American Red Cross		608-788-1000	
Salvation Army		608-782-6126	
Gundersen Lutheran Medical Center		608-782-7300	
Franciscan Skemp Healthcare		608-785-0940	
County Medical Examiner's Office		608-785-9638	
ChemTrec (HazMat information)		800-262-8200 or 800-424-9300	
Wisconsin DNR (Local Warden Henry Bauman)		608-789-5652	***
(Warden Supervisor Steve Dewald)		608-785-9970	***
WI DOT District 5	608-785-9022		888-386-5463
National Response Center (Federal oil and chemical spill notification)			800-424-8802
Trempealeau County Main Office		715-538-2311	
Sheriff's Dept.		715-538-4509	

**EMERGENCY OPERATIONS CENTER
ALERTING LIST**

1. CHAIRMAN: David Carlson
Work Phone: 608-526-4030
Home Phone: 608-526-9311
Cell Phone: ***

2. VICE CHAIRMAN: Scott Lien
Home Phone: 608-526-4748
Cell Phone: ***

3. FIRE CHIEF: Doug Schober
911
Work Phone: 608-526-9363
Home Phone: 608-526-4514
Cell Phone: ***

4. CLERK: Marilyn Pedretti
Work Phone: 608-526-3354
Cell Phone: 608-317-9698

5. ASSESSOR: Bowmar Appraisals
Work Phone: 715-834-5801
Toll-free: 888-647-1983

6. TREASURER: Marie Dummer
Work Phone: 608-526-3354
Home Phone: 608-526-4107
Cell Phone: ***

7. DAMAGE ASSESSMENT: La Crosse Emergency Management Coordinator
Work Phone: 608-789-4811
Home Phone:
Cell Phone: ***

TOWN OF HOLLAND
ELECED OFFICIALS & STAFF PERSONNEL
townofholland@msn.com

	<u>Home phone</u>	<u>Cell Phone</u>	<u>E-mail</u>
Town Chairman David Carlson	608-526-9311	***	caeinc77@centurytel.net
Supervisors:			
David Bentzen	608-780-7454	***	dnsbentzen@msn.com
Scott Lien	608-526-4748	***	slien4748@charter.net
Kathy Stoen	608-526-3063		ckstoen@peoplepc.com
Robert Stupi	608-526-4694		boband@centurytel.net
Plan Commission:			
Mitch Cholewa	608-526-9607	***	
Jay Fernholz	608-526-3683		fernholzd@aol.com
Dick Jakes	608-526-2419		rjjakes@charter.net
Doug Klenke	608-526-3544	***	dwklenke@gmail.com
Paula Przywojski	608-526-5906		mpajj@aol.com
Robert Stupi	608-526-4694		boband@centurytel.net
Kathy Warzynski	608-526-6474		lkwarzynski@centurytel.net
Town Clerk Marilyn Pedretti		608-317-9698	townofholland@msn.com
Town Treasurer Marie Dummer	608-526-4107	***	imdummer@charter.net
Road Crew:			
James Peterson	608-526-3864	***	
Verdayne Stone		***	
Jerome Pedretti	608-526-9312	***	
Building Inspector: Gordon Van Dunk	608-526-3127	***	

LEGAL BASIS

LEGAL BASIS

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

FEDERAL

PL 106-390 Robert T. Stafford Disaster Relief and Emergency Assistance Act

WISCONSIN STATUTES

21.11 Call to Active Service [for National Guard]
26.97 Law Enforcement and Policy Power (Town Chair)
59.025 Administrative Home Rule
59.026 Construction of Powers
59.033 County Administrator (2) Duties and Powers
59.05 Chairperson; Vice Chairperson; Powers and Duties
59.07 General Powers of County Board (146) Local Emergency Planning Committees

59.08 Public Work, How Done; Public Emergencies
59.083 Consolidation of Municipal Services, Home Rule, Metropolitan District
59.24 Peace Maintenance
61.34 Powers of Village Board
83.09 Emergency Repairs of County Trunk Highways
166.03 (1) Powers and Duties of the Governor
 (4) Powers and Duties of Counties & Municipalities
 (5) Powers and Duties of Heads of Emergency Government Services
323 Emergency Powers of Cities, Villages and Towns
213.095 Police Power of Fire Chief, Rescue Squads
895.483 Civil Liability Exemption, County Emergency Response Team

COUNTY ORDINANCES

Chapter 24 Emergency Management

MUTUAL AID AGREEMENTS

See attachment S.

ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
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 Town of Holland government officials 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 Town of Holland 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 that are unique to the Town of Holland include a section of the Burlington Northern Railroad in a remote area (southwest corner), the confluence of the Black River into the Mississippi River in a limited access region (McGillvary Trail in the Van Loon Wildlife Area) and the Gateway Area Council of Boy Scouts (northeast section).

C. CONCEPT OF OPERATIONS:

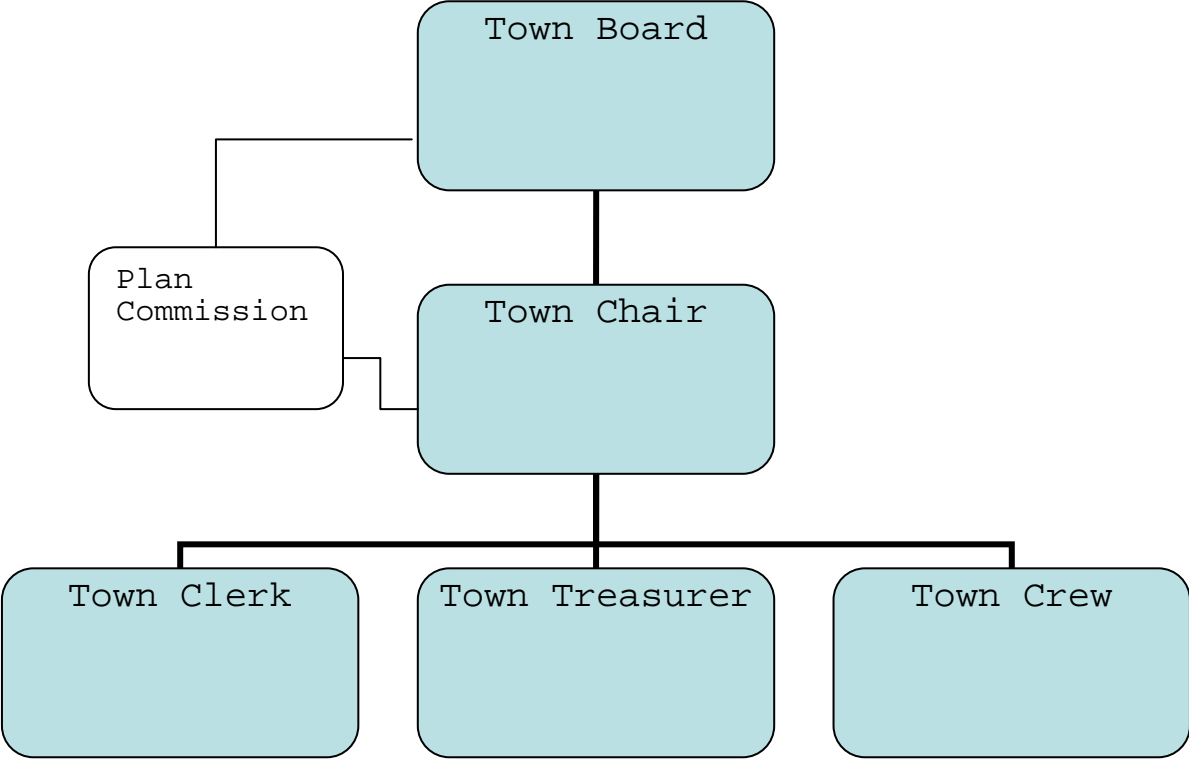
Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate the appropriate municipal personnel to deal with the disaster. The chief elected municipal official or the municipality emergency director is responsible for coordinating the response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

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

- 1) Municipal agencies assess the nature and scope of the emergency or disaster.
- 2) If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a) The Emergency Management Director advises the Town Chairman and coordinates all emergency response actions.
 - b) The Town Chairman 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 document to the county emergency management office.
 - d) The Emergency Management Director activates the municipal EOC. This facility is located at the (1) Holland Town Hall, W7937 County Road MH, Holmen, WI 54636; (2) Holmen Area Fire Department, Main Street, Holmen; and/or (3) Holmen High School, 1001 McHugh Road.
 - e) Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A - V.
 - f) The Town Chairman directs departments/agencies to respond to the situation.

- g) The Town Chairman 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 County 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 EOP.
 - c) Respond with county resources as requested.
 - d) Activate mutual aid agreements.
 - e) Coordinate county resources with municipal resources.
 - f) Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g) Forward Uniform Damage Situation Report (UDSR) form.
 - h) Assist municipality with prioritizing and allocating resources.
 - 6) If municipal and county resources are exhausted, the County Emergency Management 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:



E. RESPONSIBILITIES AND TASKS:

See Attachments A - V for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Additional support from La Crosse County Government Departments may include:

- a) La Crosse County Sheriff's Office
- b) County Emergency Management Office
- c) Emergency Operations Center
- 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
- j) County Medical Examiner's Office

Support from Private Agencies/Volunteer Groups:

- a) American Red Cross
- b) Salvation Army
- c) Gateway Area Council of Boy Scouts
- d) Holmen Area Foundation
- e) Snowmobile Club
- f) Civil Air Patrol
- g) Air Boat Association
- h)

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Holland EOP Development Team is composed of members of the Plan Commission. The Plan Commission is responsible for developing and maintaining this plan.

This Team meets yearly and will review incidents, change/add new information and makes revisions in this plan.

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

**The undersigned have reviewed and hereby approve this emergency operation plan for the
Town of Holland.**

Town Chairman

Vice Chairman

Town Clerk

Town Treasurer

Fire Chief

Town Crew Supervisor

**ATTACHMENT "A" (CHECKLISTS)
TOWN OF HOLLAND EOP.**

**CHAIRMAN
&
TOWN EMERGENCY MANAGEMENT DIRECTOR**

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE CHAIRMAN WHO WILL ALSO ACT AS THE TOWN EMERGENCY MANAGEMENT DIRECTOR. BELOW IS A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Chairman is responsible for the overall management of the Town of Holland and, as the Town Emergency Management Director, the Chairman coordinates all components of the emergency management program in the Town of Holland. 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 that should be considered in an emergency or disaster situation.

THE CHAIRMAN/TOWN EMERGENCY MANAGEMENT DIRECTOR SHOULD:

1. Report to the EOC/CP.
2. Ensure that the Town Emergency Management Director or designated person provide an initial damage assessment and casualty report.
3. Ensure that town officials and county emergency management coordinator have been notified, essential facilities warned, sirens activated, etc. and that town officials brief the EOC staff as to the status of the disaster.
4. Be ready to issue a declaration of emergency.
5. Activate the Town EOC (see EOC Alerting List). Make sure that it is fully operational and that the EOC staff has reported/are reporting to it.
6. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Chairman and to the La Crosse County Emergency Management Coordinator.
7. Conduct regular briefings of EOC staff as to the status of the situation.
8. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, act to obtain the needed resources.
9. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures
10. Ensure the Town Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
11. Determine whether county, state or federal assistance should be requested. (Town/County resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

**ATTACHMENT B (CHECKLISTS)
TOWN OF HOLLAND EOP**

TOWN CLERK/TREASURER

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE TOWN CLERK/ASSESSOR/TREASURER AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Clerk and Treasurer are responsible for their assigned activities in the Town of Holland. The following tasks represent a checklist of actions these persons should consider in an emergency or disaster situation.

THE TOWN CLERK/ASSESSOR/TREASURER SHOULD:

1. Report to the Town EOC/CP.
2. Maintain records indicating town expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - a. Provide information regarding the dollar value of property damaged as a result of the disaster.
 - b. Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed because of the disaster.
4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.

**ATTACHMENT C (WARNING/COMMUNICATIONS)
TOWN OF HOLLAND EOP**

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

THIS ATTACHMENT 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 La Crosse County Public Safety Communications Department (9-1-1 Dispatch) is responsible for warning and communications in The Town of Holland. The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

1. Warn the following:
 - a. Municipal Elected Officials.
 - b. Municipal Emergency Management Director.
 - c. County Emergency Management Coordinator.
 - d. Municipal Emergency Operations Center representatives.
 - e. Special facilities.
 1. Boy Scout Camp, if appropriate
 2. Day Care facilities, if appropriate (none registered in the Township as of this printing)
 3. Whispering Pine Campground, if appropriate
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.

List communications equipment:

 1. UHF municipal radio system
 2. cell phones
 3. land lines
 4. fax machine
 5. internet/email access
3. Activate public warning system. This may consist of Emergency Alert System messages, door-to-door notification, or the use of public safety vehicles' public address system.
4. Establish communications with the county EOC if activated or the La Crosse County Emergency Management Office. The communications equipment available is:
 1. UHF municipal radio system
 2. cell phones
 3. land lines
 4. fax machine
 5. internet/email access
5. Establish communications with Command Post if established.

**ATTACHMENT D (LAW ENFORCEMENT)
TOWN OF HOLLAND EOP**

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE LAW ENFORCEMENT AGENCY SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The La Crosse County Sheriff's Dept. Department is responsible for law enforcement activities in the Town of Holland. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Sheriff Department staff has been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to report to the Town EOC/CP.
3. Secure the affected area, perform traffic, and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine 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.
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 to the scene of the disaster.

Other responsibilities may include:

1. Enforce curfew restrictions in the affected area.
2. Coordinate the removal of vehicles blocking evacuation or other response activities.
3. Assist the medical examiner with mortuary services.
4. Assist with search and rescue activities.
5. If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
6. Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.
7. Provide security for the town EOC.

ATTACHMENT E (HUMAN SERVICES) TOWN OF HOLLAND EOP

THIS ATTACHMENT IS DESIGNED TO PROVIDE THE COUNTY DEPARTMENT OF HUMAN SERVICES WITH THE RESPONSIBILITY FOR PROVIDING HUMAN SERVICES WITHIN THE TOWN OF HOLLAND. HOWEVER, A LIAISON FROM THE MUNICIPALITY SHOULD BE APPOINTED TO ASSIST THE COUNTY HUMAN SERVICES REPRESENTATIVE WITH IMPLEMENTING TASKS ASSIGNED IN THE COUNTY EOP. IT IS RECOMMENDED THAT THE PERSON SELECTED BE FROM A DEPARTMENT OR AGENCY WITHIN THE MUNICIPALITY WITH HUMAN SERVICES TYPE RESPONSIBILITIES (I.E., HUMAN SERVICES DEPARTMENT, DEPARTMENT ON AGING). THE PERSON SELECTED SHOULD BE FAMILIAR WITH THE HUMAN SERVICES ANNEX 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 REPRESENTATIVE 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 Vice Chair will serve as the Human Services Coordinator in the Town of Holland and is responsible for human service activities in The Town of Holland. The Coordinator will organize human services activities with a representative from the La Crosse County Department of Human Services. This person will keep the County Human Services Department informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Report to the emergency operations center.
2. Coordinate with Red Cross in opening and managing shelters in the municipality.
3. Ensure canteen is set up to feed emergency workers in the municipality.
4. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
5. Provide necessary outreach services to citizens affected by emergency or disaster.
6. Distribute literature to disaster victims given instructions and assistance pertaining to their immediate needs.
7. Provide psychological counseling and crisis intervention to disaster victims.
8. 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 Department.

**ATTACHMENT F (PUBLIC WORKS)
TOWN OF HOLLAND EOP**

PUBLIC WORKS

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT, AGENCY OR PERSON IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC WORKS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THIS DEPARTMENT UPON NOTIFICATION MAY RESPOND DIRECTLY TO THE EOC/CP.

The Town Crew Supervisor is responsible for public works activities on the Town of Holland property, public right-of-ways, public parks and municipal buildings. The following tasks represent a checklist of actions this department 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 Town EOC/Command Post.
3. Review the disaster situation with field personnel and report situation to the Town Emergency Management Director.
4. Maintain transportation routes.
5. Coordinate with Law Enforcement travels restrictions/road closures within the municipality.
6. As necessary, establish a staging area for public works.
7. Report public facility damage information to the Damage Assessment Team.
8. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

**ATTACHMENT G (PUBLIC HEALTH SERVICES/EMS)
TOWN OF HOLLAND EOP**

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC HEALTH SERVICES AND EMERGENCY MEDICAL SERVICES (EMS) ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. PUBLIC HEALTH 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 DEPARTMENT AND THE MUNICIPAL EMS AGENCY SO THAT MUNICIPAL/COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. THE PUBLIC HEALTH LIAISON NEEDS TO BE AWARE OF THE NECESSITY OF COORDINATING AMBULANCE ACTIVITIES.

The Town Chairman will serve as the Public Health and Emergency Medical Services Liaison in the Town of Holland and is responsible for public health and emergency medical services activities for residents in the Town of Holland. This person will coordinate health services activities with a representative from the La Crosse County Public Health Department and all appropriate Emergency Medical Services providers. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Coordinate emergency medical services.
2. Assure that public health needs of disaster victims are met.
3. Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.
4. Establish a triage area for victims.
5. Establish a staging area in the municipality.

**ATTACHMENT H (PUBLIC INFORMATION)
TOWN OF HOLLAND EOP**

PUBLIC INFORMATION OFFICER

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC INFORMATION ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town Clerk, or designee, is responsible for public information activities in The Town of Holland. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. The Town Clerk, or designee, 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 as the situation stabilizes.
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.

**ATTACHMENT I (FIRE SERVICES)
TOWN OF HOLLAND EOP**

FIRE SERVICE

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE MUNICIPAL FIRE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Holmen Fire Department is responsible for fire services activities in The Town of Holland. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or Town EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured/trapped persons or perform search & rescue, if needed.
4. Responsible for fire services.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment (Staging Officer).
6. Assist Law Enforcement with evacuation, if needed.
7. Assist utilities companies with shutting down gas and electric services, if necessary.

Other responsibilities may include:

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

**ATTACHMENT J (DAMAGE ASSESSMENT)
TOWN OF HOLLAND EOP**

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE AGENCY IN THE MUNICIPALITY RESPONSIBLE FOR COLLECTING DAMAGE ASSESSMENT INFORMATION AND PROVIDES A LIST OF ACTIONS THIS AGENCY SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

A designated board member is responsible for damage assessment activities in The Town of Holland. The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

1. Report to the Town EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire service.
3. Activate the damage assessment team, which consists of the following municipal departments/agencies: Bowmar Appraisals. Members of the town board are responsible for public damage assessment and those responsible for individual damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 - i. Number of fatalities.
 - ii. Number of critical/minor injuries.
 - iii. Number of home/businesses damaged/destroyed.
 - iv. Number of power/telephone lines, poles damaged.
 - v. Number of public facilities such as highways, roads, bridges, etc damaged.
 - vi. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 - i. Recount items 1-6 above.
 - ii. Complete another UDSR, estimating public and private damage.
 - iii. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 - i. Update items 1-6 above.
 - ii. Complete updated UDSR.
4. Provide damage assessment information to the appropriate town officials and La Crosse County Emergency Management Coordinator to assist in the preparation of the county UDSR.
5. If the situation warrants, assist the Chairman with the preparation of a local state of emergency declaration and forward to the La Crosse County Emergency Management Coordinator.
6. Plots damage assessment information on status boards in the municipal EOC and locate damage sites on a map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the Town Public Information Officer.

**ATTACHMENT K - (SHELTER LIST)
TOWN OF HOLLAND EOP**

<u>Location</u>	<u>Contact</u>	<u>Address</u>	<u>Phone</u>	<u>Capacity</u>
1. Holland Town Hall	Town Chair	W7937 County Road MH	526-3354	200
2. Holmen High School	John Daily	1001 McHugh Road	526-9669	300
3. Prairie View Elementary	John Daily	1201 Newport Lane	526-9669	250
4. American Legion	Derrick Olson	419 1 st Street	526-4160	450

**ATTACHMENT K-2 (Congregate Shelters)
to ANNEX K (Evacuation and Shelter)**

Congregate Shelters

ONALASKA

Northern Hills Elem. 511 Spruce St. Onalaska, WI 54650	783-4542
Onalaska Middle School 711 Quincy St. Onalaska, WI 54650	783-5644
Irving Pertzch Elem. 524 Main St. Onalaska, WI 54650	783-5644
Onalaska High School 700 Wilson St. Onalaska, WI 54650	783-4561

HOLMEN

Oak Grove Family Learning Center W7908 CTH Z Onalaska, WI 54650	608-783-9393 (Brice Prairie area)
Holmen High School 1001 McHugh Rd. Holmen, WI 54636	608-526-3372
Holmen Middle School 502 N. Main St. Holmen, WI 54636	608-526-3391
Evergreen Elementary 510 Long Coulee Rd. Holmen, WI 54636	608-526-9080
Sand Lake Elementary 3600 Sand Lake Road Holmen, WI 54636	608-781-0974
Viking Elementary 500 East Wall Street Holmen, WI 54636	608-526-3316
Prairie View Elementary 1201 Newport Lane Holmen, WI 54636	608-526-9669

**ATTACHMENT L - (EPCRA FACILITIES/CHEMICALS)
TOWN OF HOLLAND EOP**

<u>Business</u>	<u>Chemical</u>	<u>Placard#</u>	<u>DOT Guide #</u>
River City Landscape	Chlorothalonil & fenarimol	2904	154
	Lesco twosome flowable fungicide		
River City Landscape	Trilualin	2941	153
River City Landscape	Potassium nitrate mixture	1486	140
River City Landscape	Diazinon	2783	152
River City Landscape	Dicamba 2-4-D, MCP, LESCO	3003	131
River City Landscape	3-way herbicide		
River City Landscape	Granular fertilizer	1350	133
	Sulfur coated fertilizer		

**ATTACHMENT M - (EQUIPMENT/PERSONNEL RESOURCE LIST)
TOWN OF HOLLAND EOP**

Town Equipment (located at the Town Shop)

1995 Ford F250 pickup
1996 Ford L800 truck w/plow, sander, box
2004 International 4300 dump truck w/plow, sander, box
2007 Chevy Silverado 2500 crew cab
2009 Sterling single-axle truck w/plow, sander, box

1995 Vermeer brush chipper
1965 John Deere 30/A tractor & loader
 John Deere front end loader
2007 Boss V plow
1999 Road Clipper trailer
1988 John Deere F932 mower
1990 John Deere 2155 tractor
1998 John Deere wheel loader w/bucket
1993 Toro mower

Other Equipment or Personnel Resource

DNR: air boat, ATV, 4-wheeler
Civil Air Patrol: Carrell Moe, Bill Sorenson
Holland Air Park: small air craft
Ham radio operators: Rod Olson or Mark Schnicht
 Tom Skemp (La Crosse Area Ham Radio Operators) 385-7466
Rescue dogs: Dick Hellerude
Area farmers: tractors & chain saws

**ATTACHMENT O - (DAMAGE ASSESSMENT TEAM CALL LIST)
TOWN OF HOLLAND EOP**

Town Chair & Board

Town Crew

Rural Mutual Insurance (Lon Truax 608-525-3311)

Civil Air Patrol (Darrell Moe & Bill Sorenson)

American Red Cross – major damage assistance

**ATTACHMENT P - (DISASTER DECLARATION)
TOWN OF HOLLAND EOP**

(See the following page for a suggested Disaster Declaration form)

DISASTER DECLARATION

Resolution _____
Request to La Crosse County for Disaster Declaration

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

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

WHEREAS, the disaster has caused the Town of Holland to commit all of its available resources; and

WHEREAS, the Town of Holland is asking for county assistance and requests the county advise the State of Wisconsin of our emergency conditions;

NOW THEREFORE, pursuant to State Statue 166.23, as Chief Elected Official of the Town of Holland in testimony whereof, I have hereunto set my hand and have caused the great seal of the Town of Ho9lland to be affixed, I hereby declare a State of Emergency in the Town of Holland;

CHAIRMAN OF THE TOWN OF HOLLAND

DONE AT THE TOWN HALL THIS _____ DAY OF _____ 20_____.

=====

NOW, FURTHER THEREFORE, pursuant to state statute 166, I as chairman of the La Crosse County Board of Supervisors, do hereby concur that a state of emergency exists in the

Town of Holland.

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND.

DONE AT _____ THIS ____ DAY OF _____, 20__.

COUNTY BOARD CHAIRMAN, LA CROSSE COUNTY, WISCONSIN

TOWN OF HOLLAND
RESOLUTION # _____
DECLARATION OF STATE OF EMERGENCY

Due to the severe damage caused by _____ and acting as Chairman of the Town of Holland, I hereby declare that the Town of Holland is under a State of Emergency. By the statutory power provided to this office by the State of Wisconsin, I hereby also declare that the Town of Holland is under dusk to dawn curfew. This curfew shall last only as long as absolutely necessary to resolve the problem caused by this disaster.

BY ORDER OF _____
CHAIRMAN OF THE TOWN OF HOLLAND.

DATE: _____

TOWN OF HOLLAND
RESOLUTION # _____
TOWN OF HOLLAND EVACUATION PROCLAMATION

WHEREAS, A DISASTER PROCLAMATION HAS BEEN ISSUED; AND

WHEREAS, THE DISASTER RESULTED IN A STATE OF EMERGENCY EXISTING IN OUR COMMUNITY; AND

WHEREAS, IT IS REASONABLE TO BELIEVE THAT A THREAT TO THE LIVES AND HEALTH OF OUR CITIZENS EXISTS:

NOW THEREFORE, I, _____ DO HEREBY PROCLAIM THAT THE AREA BORDERED BY

_____ ON THE NORTH,
_____ ON THE SOUTH,
_____ ON THE EAST, AND
_____ ON THE WEST,

BE IMMEDIATELY EVACUATED.

THIS PROCLAMATION IS IN EFFECT UNTIL FURTHER NOTICE.

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND.

DONE AT _____

THIS ____ DAY OF _____ 20__.

TOWN BOARD CHAIRMAN

WITNESS ON THIS _____ DAY OF _____, 20__

TOWN CLERK

**ATTACHMENT Q - (SOP REQUEST NATIONAL GUARD)
TOWN OF HOLLAND EOP**

The Town will call 911 or the La Crosse County Emergency Management Department.

See "Standing Operating Procedure" on the pages following:

**STANDING OPERATING PROCEDURE
FOR LOCAL OFFICIALS TO REQUEST
WISCONSIN NATIONAL GUARD ASSISTANCE***

When a request is made for Wisconsin National Guard assistance, certain essential information about the emergency and the desired form of Guard assistance is needed by the Governor to assist in determining whether to authorize a mission. The situation must be extremely serious and clearly beyond the capability of the requesting agency and/or local government in order for the Guard to be committed.

To expedite requests for use of the Wisconsin National Guard, the following procedure will be used:

When you wish to request the assistance of the National Guard contact the Wisconsin Emergency Management Duty Officer at 1-800-943-0003 and press option 2. Do not contact the Wisconsin National Guard directly. Provide the following information to the Duty Officer:

1. Your name, title, and telephone number or other appropriate contact information.
2. Name, title, agency and telephone number of the person whose authority is being used to request Wisconsin National Guard help. By statute, only the following may request the Wisconsin National Guard: any mayor of a city, president of a village, chair of a town, county sheriff or a U.S. Marshal.
3. Description of the situation/event: Where is it occurring, when did it begin, what has been impacted in terms of public health and safety, is critical infrastructure impacted, etc.
4. What is the Wisconsin National Guard needed for: describe the task or proposed assignment as specifically as possible. What will they be asked to do? When will they be needed?
5. What local and county resources are already committed? Have mutual aid resources been committed, what are they doing, are these resources fully exhausted? Is the county emergency management director on the scene?
6. If the Wisconsin National Guard is assigned to assist with this problem:
 - a. Where should the Liaison Officer report?
 - b. Who is the Incident Commander or local person in charge? What is the telephone number for the contact person?
7. If use of the Wisconsin National Guard is approved, are local authorities prepared to provide food and lodging, gasoline, oil, and lubricants for the Wisconsin National Guard personnel and their equipment?

The WEM Administrator or the Response & Recovery Bureau Director will discuss the request with appropriate personnel from the Wisconsin National Guard and a recommendation will be made to the Governor. If the request is approved, the WEM duty officer will advise the requesting local official and the Wisconsin National Guard will initiate contact with the designated local official or incident commander. Your full cooperation in utilizing this procedure for obtaining the assistance of the Wisconsin National Guard is important and will greatly expedite requests.

* From Information and Guidance Memo 06-01-10

**ATTACHMENT R - FISCAL AND ADMINISTRATIVE PROCEDURES & RECORDS
TOWN OF HOLLAND EOP**

In a declared disaster, the Town Chair, or designee, has the authority to rent or purchase equipment and/or supplies as needed.

The Town Clerk shall be responsible for maintaining all financial records and information. Information shall be stored at the Town Hall. All back-up of the Town computer shall be stored off-site.

FEDERAL DISASTER AID PROGRAMS

Following is a summary of key federal disaster aid programs that can be made available for people and communities under a presidential major disaster declaration.

Assistance for Affected Individuals and Families Can Include as Required:

- ◆ Rental payments for temporary housing for those whose homes are unlivable. Assistance is available up to 18 months depending on need. (Source: FEMA funded and administrated.)
- ◆ Grants for minimal repairs to make damaged homes habitable. (Source: FEMA funded and administrated.)
- ◆ Grants ranging from several thousand dollars to a maximum \$12,900 to help meet serious disaster-related needs not covered by insurance or other federal, state and charitable aid programs. (Source: FEMA funded at 75% of total eligible costs; state administered.)
- ◆ Unemployment payments up to 26 weeks for workers who temporarily lost jobs because of the disaster and who do not qualify for state benefits, such as self-employed individuals. (Source: U.S. Small Business Administration.)
- ◆ Low-interest loans at 4 or 8 percent to cover uninsured private and business property losses are available. Loans are available up to \$200,000 for primary residence; \$40,000 for personal property, including renter losses; and \$1.5 million for businesses. (Source: U.S. Small Business Administration.)
- ◆ Loans up to \$1.5 million for small businesses that have suffered disaster-related cash flow problems and need funds for working capital to recover from the disaster's adverse economic impact. This loan in combination with a property loss loan cannot exceed a total of \$1.5 million. (Source: U.S. Small Business Administration.)
- ◆ Loans up to \$500,000 for farmers, ranchers and aquaculture operators to cover production and property losses, excluding primary residence. (Source: Rural Economic and Community Development Services, formerly the Farmers Home Administration, U.S. Department of Agriculture.)
- ◆ Other relief programs: Crisis counseling for those traumatized by the disaster; income tax assistance for filing casualty losses; advisory assistance for legal, veterans benefits and social security matters.

Assistance for Affected Local Governments Can Include as Required:

- ◆ Payment of 75 percent of the approved costs for repairing or replacing damaged public facilities, such as roads, bridges, utilities, buildings, schools, recreational areas and similar publicly-owned property, as well as certain private non-profit organizations engaged in public service activities. (Source: FEMA funded, state administrated.)
- ◆ Payments of 75 percent of the eligible costs for removing debris from public areas and for emergency measures taken to save lives and protect property and public health. (Source: FEMA funded, state administrated.)
- ◆ Payments of 75 percent of the approved costs for hazard mitigation projects undertaken by the state and local governments to prevent or reduce long-term risk to life and property from natural or technological disasters. (Source: FEMA funded, state administrated.)
- ◆ Funding to restore damaged highways on the Federal Aid Systems. (Source: Federal Highway

Administration, U.S. Department of Transportation.)

How to Apply for Assistance:

- ◆ Individuals, families and business owners in counties designated for federal assistance can normally apply for aid immediately by calling 1-800-462-9092, or 1-800-462-7858 (TDD) for the hearing and speech impaired during announced calling hours. Those making application should be prepared to provide basic information about themselves (name, permanent address, phone number), insurance coverage and any other information to help substantiate losses.

- ◆ Application procedures for local governments are explained at a series of federal/state applicant briefings at location announced in the affected area by recovery officials. Approved public repair projects are paid through the state from funding provided by FEMA and other participating federal agencies.

**ATTACHMENT - S (MUTUAL AID AGREEMENTS)
TOWN OF HOLLAND EOP**

MUTUAL AID AGREEMENT

In consideration of the mutual commitments given herein, each of the Signatories to this Mutual Aid Agreement agrees to render aid to any of the other Signatories as follows:

1. Request for aid: The Requesting Signatory agrees to make its request in writing to the Aiding Signatory within a reasonable item after aid is needed and with reasonable specificity. The Requesting Signatory agrees to compensate the Aiding Signatory as specified in this Agreement and in other agreements that may be in effect between the Requesting and Aiding Signatories.
2. Discretionary rendering of aid. Rendering of aid is entirely at the discretion of the Aiding Signatory. The agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.
3. Invoice to the Requesting Signatory. Within 90 days of the return to the home work station of all labor and equipment of the Aiding Signatory, the Aiding Signatory shall submit to the Requesting Signatory an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice shall contain only charges related to the aid provided pursuant to this Agreement.
4. Charges to the Requesting Signatory. Charges to the Requesting Signatory from the Aiding Signatory shall be as follows:
 - A. Labor force. Charges for labor force shall be in accordance with the Aiding Signatory's standard practices.
 - B. Equipment. Charges for equipment, such as bucket trucks, backhoes, wood chippers and other special equipment used by the Aiding Signatory, shall be at the reasonable and customary rates for such equipment in the Aiding Signatory's location
 - C. Transportation. The Aiding Signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.
 - D. Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be the reasonable and actual costs incurred by the Aiding Signatory.
5. Execution. Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the dated indicated.

Mutual aid agreements have been received from the following:

**City of Galesville (3/16/10)
Village of Holmen (3/4/10)
Village of Trempealeau (2/4/10)**

**Town of Caledonia (4/10/10)
Town of Farmington (2/16/10)
Town of Gale (2/13/10)
Town of Onalaska (3/3/10)
Town of Trempealeau (2/4/10)**

**Holmen Area Fire Department (1/27/10)
Trempealeau Area Fire Department (5/10/10)**

ATTACHMENT - T (LIST OF CLEAN-UP CONTRACTORS)
TOWN OF HOLLAND EOP

- | | | |
|-----|--------------------------------|--------------|
| 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. | Harry Viner, Inc. | 608-784-7980 |
| 6. | St. Joseph Construction | 608-788-7712 |
| 7. | Waste Management | 608-784-1095 |
| 8. | Hilltopper Refuse & Recycling | 608-783-6727 |
| 9. | Harter Quik Clean Up | 608-782-2082 |
| 10. | E-Z Rental | 608-783-7368 |
| 11. | ISS Sanitors Service Inc. | 608-782-3535 |

Outside the La Crosse Area:

- | | | |
|----|--|--------------|
| 1. | Watson Roll-off Service, Rochester MN | 507-280-0447 |
| 2. | R&R Excavators, Chippewa Falls, WI | 715-723-7447 |
| 3. | Waste Transport LLC, Buffalo City, WI | 608-248-3322 |
| 4. | Stuart Ekblad Excavators, Red Wing, MN | 651-388-4623 |
| 5. | John Miller Excavating, Rochester, MN | 507-285-1877 |
| 6. | Bassuener Excavators, Wis. Rapids, WI | 715-423-4660 |

**ATTACHMENT - U - DEBRIS DISPOSAL SITE LOCATIONS
TOWN OF HOLLAND EOP**

Cold storage property on County Road XX
La Crosse County Landfill

**ATTACHMENT – V (LIST OF LOCAL MEDIA)
TOWN OF HOLLAND EOP**

BROADCAST STATIONS

STATION	PHONE NUMBER	E-Mail	
CC106	782-1063 or 782-8335		
KQEG FM 102.7	782-8335		
Minnesota Public Radio KLSE 88.1/91.7 FM	507-282-0910		
Z-93	785-7993		
WCOW	372-6555		
WIZM WKTY KQ98.3	782-1230		
WKBH 100.1 FM	782-8335		
WKBT News 8	784-7897	new8@wkbt.com	
WKBH 1570 AM	779-4418		
WKTY AM 580	796-2558		
WLFN 1490 AM	782-2554		
WLXR 104.9 FM	782-8335		
WTRV 95.7 The Rock	784-0957		
WHLA 90.3 FM WLSU 88.9 FM	785-8380 or 888-520-2078		
WLAX	781-0025		
WXOW	507-895-9969	wxowae@wxow.com	

NEWSPAPERS

NEWSPAPER	PHONE NUMBER	E-Mail
La Crosse Tribune	782-9710	news@lacrossetribune.com
Coulee Life News	786-1950	news@rivervalleynewspaper.com