

**TOWN OF HUDSON**

**MUNICIPAL EMERGENCY OPERATIONS PLAN**

## **Town of Hudson Municipal Emergency Operations Plan (EOP)**

### **A. PURPOSE:**

This municipal plan has been developed to provide procedures for the Town of Hudson (referred to as Town) government to respond to various types of emergencies or disasters that could affect the community. In accordance with Wisconsin State Statute Chapter 323 Emergency Management, Section 323.14 (1) (b) Local Government Duties and Powers: the Town shall designate a head of emergency management services and develop and adopt an emergency management plan and program that is compatible with the state plan of emergency management. Review of this municipal plan shall be accomplished annually or as local changes dictate.

### **B. SITUATION AND ASSUMPTIONS:**

#### **1. Situation**

- a. **Geography:** The Town is located in the central part of St. Croix County. The Town land area covers approximately 25.1 square miles.
- b. **Population:** As of the census of 2010, there were 8,461 people.
- c. **Hazards:** The Town is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and pose a threat to life, property or environment in St. Croix County. These hazards are outlined in the St. Croix County All-Hazard Mitigation Plan which is incorporated in this document by reference. Potential hazards which may occur in or around the Town include, but are not limited to floods, high wind, severe storms, winter storms, civil disorder, dam emergencies, HAZMAT incident from fixed facilities, HAZMAT incident from highway accidents, long term power failure, ice storms, subsidence, mass casualty bus accidents, natural gas lines, railroad derailment, LP gas facilities, fires, disease outbreak and pandemic, critical infrastructure disruption and acts of terrorism.

#### **2. Assumptions**

- a. The Town will continue to be exposed to the hazards identified above. Others may develop in the future as well.
- b. Town officials will continue to recognize our responsibilities with regard to the public's safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
- c. When properly implemented, actions relayed in this plan may reduce or prevent disaster related losses.
- d. It is impossible for the government to do everything to protect the lives and property of our residents. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in a way that will aid the government in management of an emergency. The Town will assist our citizens in carrying out those responsibilities by providing appropriate and timely information prior to or during emergency situations.

- e. Effective emergency operations require that all potentially involved personnel and agencies thoroughly familiarize themselves with this plan, including the need for regular training and exercising.
- f. Outside assistance or help to a Town-wide disaster may not be readily available and as a result the Town and local emergency service providers should continue to work towards self-reliance to respond to Town-wide emergencies.
- g. In the event of a disaster and an emergency declaration has been declared the following Town Officials/Employees are paid hourly at their current rate and take on disaster responsibilities. These are the titles listed:
  - Town Chairman – Incident Commander
  - Town Clerk - Documentation Specialist
  - Town Treasurer – Finance Officer

C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility to undertake comprehensive management of emergencies in order to protect life and property from the effects of emergency events. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day activities. To the extent possible, the same personnel and material resources will be employed in both cases.

Town officials, because of the proximity to emergency events, have the primary responsibility for emergency management activities. Other levels of government provide resources not available at the town level. When the emergency exceeds the town’s capability to respond, assistance from the county or adjacent municipal departments will be requested. For emergencies taking place in our municipality Town officials will activate the appropriate municipal agencies to respond and recover from the event. The chief elected town official in charge per the line of succession (see Attachment 1) is responsible for assisting with coordinating the response and recovery of municipal agencies and coordinating the response with county officials if county assistance is necessary.

1. The Town elected official in charge shall assess the nature and scope of the emergency or disaster and identify and initiate any proclamation deemed necessary (see Attachments 2 for sample emergency declaration).
2. Day-to-day functions, which do not contribute directly to response actions to an emergency, may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.
3. When the situation can be handled locally, use the procedures in this plan as appropriate.
  - a. The Town elected official in charge declares a local state of emergency, if needed.

- b. The Town elected official activates the Emergency Operations Center (EOC) if necessary. This facility is located at the Hudson Town Hall, 980 County Road A, Hudson, WI 54016.
  - c. If the Town EOC is compromised or is not adequate to handle the emergency at the request of the Town, the County Emergency Management Manager may activate the back-up municipal EOC if necessary. This facility is located at 1101 Carmichael Road, Hudson, in the lower level (EOC/Training Room) of the St. Croix County Government Center and secondary EOC located at the Highway Department at 300 Oak Ridge Pkwy, Baldwin WI.
  - d. The Town Elected Official contact will assist the Town in coordinating departments/agencies that respond to the situation.
  - e. The public will be notified of the situation by the manner most appropriate and advised of the actions to take.
  - f. County officials will be informed of the situation and the actions taken.
  - g. The Town Elected Official will assist the Town in coordinating departments/agencies with recovery issues to the emergency.
  - h. The Town will use its road crew (St. Croix County Highway Department) and building inspector, in a coordinated effort to gather and provide damage assessment information to the County Emergency Management Manager to forward to Wisconsin Emergency Management (WEM).
4. If municipal resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Manager.
  5. If assistance is requested, the County Emergency Management Manager assesses the situation and makes recommendations to the Director of Emergency Support Services Department and the County Administrator.
  6. 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 WEM Regional Director.
    - g. Submit a Uniform Disaster Situation Report (UDSR) report to the State via WebEOC identifying preliminary damages.
    - h. Assist the town with prioritizing and allocating resources.
  7. If municipal and county resources are exhausted, the County Emergency Management Manager can request state assistance through WEM.
  8. When state assistance is requested, the WEM Administrator will assess the disaster and, if needed, recommend personnel, services and equipment be made

available for response, mitigation or recovery. This is performed in conjunction with the Regional Director, County and the Town elected official in charge.

9. The WEM Administrator notifies the Governor and makes recommendations.
10. If state assistance is granted, procedures will be followed as stated in the Wisconsin Emergency Response Plan (WERP) and the County EOP.

C. ORGANIZATION:

Local Emergency Personnel Alerting List – See Attachment 3.  
Emergency Telephone List – See Attachment 4.

D. RESOURCE MANAGEMENT:

Additional support from St. Croix County departments may be requested through the St. Croix County Emergency Management Manager.

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

E. RECOVERY:

The aim of recovery is to restore the affected area to its previous state. Recovery efforts are concerned with issues and decisions that must be made after an emergency. There are short term needs to be addressed such as life safety, electricity, food, and water for residents and animals. Then long-term recovery efforts that are primarily concerned with actions involving rebuilding destroyed property, and the repair of other essential infrastructure.

The Town will do the following (to the extent appropriate):

- a. Ensure life safety issues are addressed and emergency food and shelter are made available.
- b. Ensure essential services are restored such as electricity, water and sanitary systems.
- c. Ensure all town roads are closed and barricaded for safety if damaged.
- d. Ensure emergency repairs or debris clearance is completed to town roads to make passable as soon as possible after the emergency.
- e. Identify if any elderly, disabled, or other functional needs victims in need of assistance.
- f. Hold town meeting(s) to notify residents of recovery issues after the emergency.
- g. Implement procedures for debris removal and clean up such as use of the town recycling center.
- h. Implement procedures for building permits to be issued and inspections for code compliance.
- i. Implement a volunteer sign-up and assignment program for clean-up.

F. **PLAN DEVELOPMENT AND MAINTENANCE:**

The Town EOP Development Team is composed of representatives from the Town Board and the County Emergency Management Manager. They are responsible for developing and maintaining this plan.

This Team meets on an as-needed basis or as determined by the Town Chairperson. The Team reviews incidents, changes and new information and makes revisions in this plan. This Team also conducts after-action reviews of all exercises and major incidents.

## **Attachment 1 – LINE OF SUCCESSION**

The Town of Hudson line of succession with authority to act on behalf of the Town in the event of natural or man-made disasters or emergencies.

The order is as follows:

1. Chairperson
2. Supervisor 1
3. Supervisor 4
4. Supervisor 3
5. Supervisor 2
6. Town Clerk

See Attachment 3, LOCAL EMERGENCY PERSONNEL ALERTING LIST, for the names of the elected officials currently holding these offices.

**Attachment 2 – MUNICIPAL EMERGENCY/ DISASTER PROCLAMATION**

WHEREAS, an emergency/disaster, namely \_\_\_\_\_ has struck the Town of \_\_\_\_\_; and

WHEREAS, because of such emergency conditions, the Town of \_\_\_\_\_ Board is unable to meet with promptness:

WHEREAS, the emergency/disaster has caused the Town of \_\_\_\_\_ to expend or commit all of its available resources; and

WHEREAS, the Town of \_\_\_\_\_ is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency/disaster conditions; and

NOW THEREFORE, pursuant to State Statute 66.314 (1)(a) and State Statute 323.11, as Chief Elected Official of the Town of \_\_\_\_\_, I do hereby declare a condition of disaster and proclaim a state of emergency is in effect until \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m. or such earlier time as a quorum of the board convenes:

- Emergency Declaration, as follows:
- Curfew, as follows:
- Evacuation, as follows:
- Travel/entry restrictions, as follows:
- Securing of resources, as follows:
- Seizure of equipment, as follows:
- Request Wisconsin National Guard, as follows:
- Request Wisconsin state resources, as follows:
- Suspend permits, as follows:
- Establish price controls, as follows:
- Authorize emergency purchases of goods and materials, as follows:
- Authorize emergency purchases of services, as follows:
- Authorize hiring, as follows:
- Authorize public works contracting in excess of \$25,000 without advertising or bid, as follows:

IN TESTIMONY WHEREOF: I have hereunto set my hand.

Done at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairperson



**Attachment 3 – LOCAL EMERGENCY PERSONNEL ALERTING LIST**

Town of Hudson Office  
980 County Road A, Hudson, WI Zip  
Telephone: 715-386-4263

**TOWN BOARD ELECTED OFFICIALS**

**TOWN CHAIRPERSON:**

Tim Foster, 993 Scott Road, Hudson, WI, 54016, 715-220-2984 (town cell);  
715-386-5967 (home); 715-381-8643 (cell), [Chairman@hudsonwi.town](mailto:Chairman@hudsonwi.town)

**SUPERVISOR 1:**

Ken Thill, 1080 Tanney Lane, Hudson, WI, 54016, 715-760-1967,  
[Supervisor1@hudsonwi.town](mailto:Supervisor1@hudsonwi.town)

**SUPERVISOR 4:**

Dan Fosterling, 832 Dorwin Road, Hudson, WI, 54016, 612-961-4507,  
[Supervisor4@hudsonwi.town](mailto:Supervisor4@hudsonwi.town)

**SUPERVISOR 3:**

Susan Blank, 888 Chippewa Path, Hudson, WI, 54016, 715-386-6539,  
[Supervisor3@hudsonwi.town](mailto:Supervisor3@hudsonwi.town)

**SUPERVISOR 2:**

Rachel Lang, 982 Sherman Lane, Hudson, WI 54015, 715-410-0014,  
[supervisor2@hudsonwi.town](mailto:supervisor2@hudsonwi.town)

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**OTHER ELECTED PERSONNEL AND STAFF**

**TOWN CLERK/EMERGENCY MANAGEMENT CONTACT:**

Vickie Shaw, 980 County Road A, Hudson, WI, 54016, 715-386-4263,  
[clerk@hudsonwi.town](mailto:clerk@hudsonwi.town)

**TOWN BUILDING INSPECTOR:**

Brian Wert Inspection Agency, 726 E Hwy 12, Hudson, WI, 54016, 715-386-  
5410, [bagency@sbcglobal.net](mailto:bagency@sbcglobal.net)

**TOWN ROAD CREW:**

St. Croix County Highway Department, 300 Oak Ridge Parkway, Baldwin, WI,  
54002, 715-245-4200

## Attachment 4 – EMERGENCY TELEPHONE LIST

St. Croix County Emergency/Dispatch (Police, Fire, Medical)	911
St. Croix County Sheriff's Department Non-Emergency	911 715-381-4320
St. Croix County Emergency Communication Center Non-Emergency FAX:	911 715-386-4701 or 4711 715-386-9329
St. Croix County Emergency Support Services Emergency Management Direct Office	715-386-4751 715-381-4911
Wisconsin Emergency Management Duty Officer Non-emergency Fax	1-800-943-0003 1-608-242-3000 608-242-3247
<u>Wisconsin Department of Natural Resources:</u> Emergency Discharges/Spills 24-Hour Hotline DNR West-Central Spills Coordinator DNR Baldwin Office WI DNR Call Center National Spill Response Center	1-800-943-0003  715-410-8841 715-684-2914 888-936-7463 1-800-424-8802
American Red Cross-Northwest Chapter 24/7 Disaster Services <b>Contacted through Emergency Management</b>	911 1-800-236-8680 *9
<u>Hospitals:</u> Lakeview Hospital & Stillwater Medical Group Western Wisconsin Health Baldwin Westfield's Hospital New Richmond Amery Regional Medical Center Hudson Medical Center River Falls Area Hospital	651-439-5330 715-684-3311 715-243-2600 715-268-8000 715-531-6000 715-307-6000
St. Croix County Health & Human Services Center	715-246-6991
<u>Utility Companies:</u> WE Energies Public Safety Agency Only Natural Gas Company General Public – Natural Gas Leak Northern States Power Company Wisconsin Viking Gas Transmission Company Midwest Natural Gas Company St. Croix Gas	1-800-292-7098 1-800-261-5325 715-839-2625 888-417-6275 715-426-5302 715-425-6177

Wisconsin Gas	414-221-2345
Northern Natural Gas Company	1-888-367-6671
Magellan Pipeline Company, LP	1-800-720-2417
Xcel Energy	
Emergency Responder Natural Gas (not for public use)	800-541-8441
Emergency Responder Electric (not for public use)	800-641-4400
General Public Gas Emergency/Odor	800-895-2999
General Public Electric	800-895-1999
Hudson Office	715-386-4811
St. Croix Electric	1-800-924-3407
St. Croix Valley Natural Gas Company	715-425-6177
Ultra Energy (LP Gas)	1-866-885-9352
WE Energy (Natural Gas)	1-800-242-9137
Polk Burnett Electric Coop	1-800-421-0283
	715-646-2191
Radio/Television Stations Broadcasting Companies:	
WEVR Radio AM 1550, FM 106	
Hudson	715-381-1111
River Falls	715-425-1111
WIXK Radio AM 1590, FM 107.1	715-864-3334
WCCO Radio AM 830	1-612-370-0611
WHWC Radio 88.3 FM Eau Claire	715-839-3868
WXCE AM-1260 Radio Amery	715-268-7185
WLXK FM-104.9 Radio Amery	715-268-7185
Amery Cable TV Channel 3 & 6	(715) 268-7486
Hudson Community Access TV Channel 10	715-386-0115
River Falls Public Access – RFCC-TV, Channel 12	715-425-5400
Baldwin Telecom Cable TV, Channel 16	715-684-3346
Eau Claire Public Access – WEAU TV Channel 13	(715) 835-1313; and (715) 832-3474
Telephone Companies:	
AT & T	651-455-1093
Lightstream (Baldwin Telecom)	715-684-3346
Century Link	651-707-2843
Somerset Telephone	715-247-5545
Clear Lake Telephone	715-263-2755
Spring Valley Telephone	715-778-4433
Northwest Communications	715-268-7101
Frontier Communication’s	1-800-921-8101
Reneau V (Houlton)	715-549-5509
Nextgen Communication’s (Glenwood)	715-565-7742
West Wisconsin Telecom (Menomonie)	715-231-2000

## Attachment 5 - UNIFORM DISASTER SITUATION REPORT

The UDSR is used to assess preliminary damage and is to be filled out within 24-72 hours of an event and sent to the St. Croix County Emergency Management Manager. The form is filed electronically through the State WebEOC. Form can be found at:

<https://dma.wi.gov/DMA/wem/recovery/damage-assessment>

Please work with Emergency Management to assess and complete preliminary damage assessment for private and public infrastructure.

Emergency Management: Office: 715-386-4751  
 Direct Line: 715-381-4911  
 Fax: 715-386-4720

2400 Wright Street PO Box 7865 Madison, WI 53707-7865		<b>WISCONSIN EMERGENCY MANAGEMENT DEPARTMENT OF MILITARY AFFAIRS UNIFORM DISASTER SITUATION REPORT</b>			Telephone: (608) 242-3232 (800) 943-0003 FAX (608) 223-6525	
NAME OF PERSON SUBMITTING REPORT	STREET ADDRESS	CITY	STATE	ZIP	PHONE NO.	
			WI			
EMAIL	TYPE OF INCIDENT/EMERGENCY	DATE & TIME OF INCIDENT	DATE REPORTED	VERSION Select Version		
<b>LOCATION OF INCIDENT</b>						
WEM REGION	COUNTY	OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS)				
Select Region						
CITY	TOWNSHIP	VILLAGE				
<b>ESTIMATED NUMBER OF INDIVIDUALS IMPACTED</b>						
SHELTERED	DEATHS	INJURES	HOMELESS	EVACUATED		
0	0	0	0	0		
<b>PRIVATE SECTOR DAMAGE ESTIMATES</b>						
ESTIMATED NO. OF RESIDENTIAL HOMES					ESTIMATED DOLLAR AMOUNT	PERCENT COVERED BY INSURANCE
AFFECTED	MINOR	MAJOR	DESTROYED	TOTAL RESIDENTIAL		
0	0	0	0	0	\$0.00	0%
ESTIMATED NO. OF BUSINESSES					ESTIMATED DOLLAR AMOUNT	PERCENT COVERED BY INSURANCE
AFFECTED	MINOR	MAJOR	DESTROYED	TOTAL BUSINESS		
0	0	0	0	0	\$0.00	0%
FARM BUILDINGS DAMAGED?	CROPS AFFECTED?	LIVESTOCK LOST?		TOTAL AGRICULTURAL COSTS	TOTAL PRIVATE SECTOR DAMAGE	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$0.00	\$0.00	
<b>PUBLIC SECTOR DAMAGE ESTIMATES</b>						
A) DEBRIS CLEARANCE		B) PROTECTIVE MEASURES		C) ROAD SYSTEMS		D) WATER CONTROL FACILITIES
\$0.00		\$0.00		\$0.00		\$0.00
E) PUBLIC BLDGS & RELATED EQUIPMENT		F) PUBLIC UTILITY SYSTEMS		G) OTHER		TOTAL PUBLIC SECTOR DAMAGE
\$0.00		\$0.00		\$0.00		\$0.00
DESCRIBE LOCAL ACTIONS TAKEN OR TO BE TAKEN. INCLUDE NAMES AND PUBLIC OFFICIALS INVOLVED IN THE RESPONSE EFFORTS.						
DESCRIBE OUTSIDE ASSISTANCE NEEDED OR BEING REQUESTED.						
ADDITIONAL COMMENTS (INCLUDE ECONOMIC OR OTHER IMPACTS ON AFFECTED COMMUNITIES).						
DOES THE COUNTY INTEND TO APPLY FOR ASSISTANCE FROM THE WISCONSIN DISASTER FUND? <input type="checkbox"/> Yes <input type="checkbox"/> No						

Form WEM-0002

Effective August 2016  
 This form supersedes all previous editions.

The Town of Hudson Board does hereby approve the Town Municipal Emergency Operations Plan as amended.

\_\_\_\_\_  
Town Chairperson Date

\_\_\_\_\_  
Town Supervisor Date

\_\_\_\_\_  
Town Supervisor Date

\_\_\_\_\_  
Town Supervisor Date

\_\_\_\_\_  
Town Supervisor Date

\_\_\_\_\_  
Town Clerk Date

\_\_\_\_\_  
County Emergency Management Manager Date

## **TOWN CHAIRPERSON OR DESIGNATE ALTERNATE**

### **KEY ACTION CHECKLIST**

This attachment is designed to identify the responsibilities and tasks of the Town Chairperson or alternate a checklist of actions to consider when the Emergency Operations Plan (EOP) is activated. The Town Chairperson or Alternate is responsible for the overall management of the Town. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Chairperson or designated Alternate should:

- Assess the nature and scope of the emergency or disaster.
- If the situation can be handled locally, do so using available resources.
- Ensure the Town Emergency Management head has been notified.
- If the Town needs additional resources to handle the emergency or disaster contact the St. Croix County Emergency Management Manager for assistance.
- Report to and activate the primary Emergency Operations Center (EOC). The Town Hall if useable or designate an alternate site.
- Assure appropriate staff or supervisors are reporting or have reported (See attachment 2 for listing).
- Receive assessment reports from other board members or staff as to the nature and scope of the emergency or disaster and declare a level of said emergency or disaster.
- Implement plan as described in Emergency Operations Plan. Decide if a local state of emergency is needed and notify St. Croix County Emergency Management of this action.
- Serve as Public Information Officer (PIO) or designate a member of the board or town staff when needed.
- Make sure all staff or supervisors are keeping accurate and complete records of all actions being taken, all expenditures, and resources requested or used.
- Ensure life safety issues are addressed and emergency food and shelter are made available.
- Ensure essential services are restored such as electricity, water and sanitary systems.
- Ensure all town roads are closed and barricaded for safety if damaged.
- Ensure emergency repairs or debris clearance is completed to town roads to make passable as soon as possible after the emergency.
- Identify if any elderly, disabled, or other functional needs victims are in need of assistance.
- Hold town meeting(s) to notify residents of recovery issues after the emergency.
- Implement procedures for debris removal and clean up such as use of the town recycling center.
- Implement procedures for building permits to be issued and inspections for code compliance.
- Implement a volunteer sign-up and assignment program for clean-up.

## **TOWN CLERK/TREASURER**

### **KEY ACTION CHECKLIST**

This attachment is designed to identify the responsibilities and tasks of the Town Clerk/Treasurer and provide a checklist of actions to consider when the Emergency Operations Plan is activated.

The Town Clerk is responsible for their assigned activities in the Town. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Clerk should:

- Report to the Primary designated Emergency Operations Center.
- Maintain records indicating town expenses incurred due to the disaster.
- Assist in the damage assessment process by:
  - Provide information regarding the dollar value of property damage as a result of the disaster.
  - Provide information (name, address, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
  - Try to obtain or take pictures of the general damage being observed.
  - Set up procedures to permit acquisition of equipment and supplies needed to recover from the emergency or disaster.

## **Recovery Operations (Priorities)**

- 1. People**
- 2. Livestock**
- 3. Property/Crops**

### **Debris Clearance**

### **Reconstruction**

### **Bookkeeping**

- Damage Assessment Report
- Public Information
- Financial Aid from the State or Federal programs

### **Public Works & Infrastructure**

- Ensure that all department personnel have been alerted to the disaster and that they report as the situation directs.
- Report to the EOC.
- Ensure all damaged infrastructure are identified and barricaded for safety if not passable or usable.
- Coordinate recovery activities with other services.
- Direct debris removal to permit passage of emergency vehicles.
- Assist rescue personnel as needed.
- Coordinate/direct/assist the restoration of utilities.

### **Water & Sewer**

- Get information out to residents about testing their wells for contamination.
- Ensure their septic systems are functioning properly.

### **Gas**

- Determine if evacuation measures need to be taken.

### **Electric**

- Contact Xcel Energy or St. Croix Electric to restore power or remove downed power lines.
- Safeguard area/set up safe perimeter with the help of emergency services.

### **Telephone**

- Contact local telephone company to restore service.
- Set up emergency communications if necessary



## **Locomotive Emergency Response Operations**

### ***Railroad Emergency Contact Numbers***

Union Pacific (Emergency Response)	1-888-877-7267
(Train Dispatcher)	1-800-877-0295
South St. Paul Yard Master (Union Pacific)	1-651-552-3907
Canadian National (CN) East	1-800-465-9239

The local FRA Regional Office can help you obtain emergency contact information for other railroads in your area.

Chicago, IL	1-800-724-5994
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## **Locomotive Emergency Response Operations**

### ***Approaching the Site***

- Moving trains have the right of way under all circumstances. Even when responding to an emergency, you should never try to beat a train at a grade crossing.
- Upon arrival to an incident involving a train emergency, the fire department should establish command.
- Move all non-essential personnel away from the perimeter of the train wreck and ensure that bystanders do not approach.
- Notify railroads to stop all approaching trains and then send out flaggers. Always look out for trains at all times, from both directions, until flaggers have had time to set up at appropriate distances from wreck.
- Before entering the site, use air monitoring equipment to determine air purity.
- Look out for hazardous conditions such as slippery surfaces, sharp edges on damaged equipment, and downed power lines.
- Determine if any electrical, mechanical, and/or chemical hazards exist.
- In case of an electric locomotive wreck, consider all wires “live” unless confirmed “dead” by a qualified expert. If the department has testing equipment, use that to test the catenary.
- Locomotives carry thousands of gallons of diesel fuel that may have leaked during the wreck. Suppress diesel vapors by spreading a blanket of foam. Reapply foam if the blanket is compromised.
- Contact the railroad dispatcher for information on how many crew members is on board and if hazardous cargo exists on train.
- Ensure ambulance and public safety vehicles have access to site.

## **Dam Emergency Checklist**

### **STEP 1: Assess the Situation**

**Level 3** - Urgent; Dam Failure Appears to be Imminent or in Progress

**Level 2** - Potential Dam Failure Situation Rapidly Developing

**Level 1** - Unusual Event; Slowly Developing; High Water

**STEP 2:** Emergency Level Determination made by the Power Company and emergency information is released from them

**STEP 3:** Notification and Communication – Xcel Energy notifies the Town, Village and St. Croix County. St. Croix County notifies residents downstream of the dam of situation.

**STEP 4:** Expected Actions by Town, Village and County - Save People, Evacuate, Save Dam, Protective Actions (may include potential evacuation warning and messages), Monitor situation, Termination and Follow-up with residents

### **STEP 5: Reentry and Recovery**

The emergency at the Willow River Lower Power Dam will not be considered over until inspected by Xcel Energy (dam owner's engineer) and the Village/ St. Croix County Emergency Management Manager and the Village/ St. Croix County law enforcement have been consulted. The DNR Regional Water Management Engineer will be contacted for technical assistance if needed. Evacuated residents will be allowed to return based on the plan developed by the Town/Village/ St. Croix County Emergency Management Official and the Village police department and St. Croix County Sheriff's Office.

Once the emergency is declared over, Xcel (dam owner's engineer) will inspect the dam for any damage. A post-disaster review of the inspection will be held with the DNR Regional Water Management Engineer to determine what actions may be needed to ensure that the dam is in compliance with state standards. The review may result in formal orders issued to the dam owner and may require the submittal of plans and specifications for repair.