

TOWN OF DRAPER EMERGENCY OPERATIONS PLAN

APPROVED BY THE TOWN OF DRAPER BOARD OF SUPERVISORS

EMERGENCY TELEPHONE LISTINGS***PHONE NUMBER**

***When in doubt of which entity is the correct one for the situation, call Sawyer County Non-Emergency Dispatch 715-634-5213 first.**

Sawyer County Sheriff	911
Sawyer County – Non-Emergency Dispatch	715-634-5213
Town of Draper Fire Department	911
Sawyer County Ambulance	911
Ambulance Business Office	715-634-4788
Sawyer County Coroner – Emergency	911
Hayward Memorial Hospital	715-934-4321
Jason Gerwing, Chair, Town of Draper	407-488-0460
Sawyer County Emergency Management	715-634-4858
Nicole Ripczinski cell	715-934-9660
[	
Wisconsin Emergency Management Duty Officer	715-943-0003
Northern Central Power	715-945-2630
After Hours Call Sawyer County Non-Emergency Dispatch	715-634-5213
Century-link Telephone Company	
After Hours Call Sawyer County Non-Emergency Dispatch	715-634-5213
Wisconsin DNR (Hayward Office)	
Call Sawyer County Non-Emergency Dispatch	715-634-5213
Dam Failures	
Call Sawyer County Non-Emergency Dispatch	715-634-5213
XCEL Energy	800-895-2999
Dam Safety Engineer, Uriah Monday	608-225-6716
American Red Cross Dispatch Hotline	877-618-6628
Salvation Army	715-634-1050
Call Sawyer County Non-Emergency Dispatch	715-634-5213
Sawyer County Health and Human Services	715-634-4806

TOWN OF DRAPER EMERGENCY OPERATIONS CENTER – ALERTING LIST

1. Town Emergency/Management Director/Coordinator (Incident Command)
Chairman Jason Gerwing Cell Phone 407-488-0460
Email: chair@townofdraperwi.gov
2. Supervisor 1 Brad Momberg Cell Phone 715-533-9737
Email: sup1@townofdraperwi.gov
3. Supervisor 2 Jeff Heath Cell Phone 715-558-3199
Email: sup2@townofdraperwi.gov
4. Fire Chief Cell Phone
Work Number
5. Town Clerk Cathy Stefanski Town Hall Number 715-266-2110
Cell Phone 715-674-9851
Email: clerk@townofdraperwi.gov
6. Town Treasurer Maria Frederick Town Hall Number 715-266-2110
Cell Phone 414-334-9019
Email: treasurer@townofdraperwi.gov
7. Town of Draper /Road Crew/Maintenance
Shop 715-266-2110
Blake Marten Cell Phone 715-661-3309
Ethan Arntz Cell Phone 715-558-2483
8. Town of Draper Board Town Hall Number 715-266-2110
Email: board@townofdraperwi.gov

TOWN OF DRAPER EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This plan has been developed to provide procedures for the Town of Draper to respond to various types of emergencies or disasters that may affect the community.

Sawyercountygov.org provides quick links to procedures that will be used by county government as the Town of Draper is part of the county emergency management program. The Town of Draper Plan is to be used in conjunction with the Sawyer County Emergency Operations Plan. This Town of Draper plan will be maintained in accordance with current standards of the Sawyer County Emergency Operations Plan and in accordance with the Town of Draper government. Review of the Town of Draper shall be accomplished currently whenever the Sawyer County Emergency Operations Plan is updated.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property, or environment in the Town of Draper. These hazards are outlined in the Sawyer County Hazard Analysis. A copy of this is located at the Sawyer County Emergency Office: 10676 Nyman Ave., Hayward, WI.

C. CONCEPT OF OPERATIONS:

Town officials have primary responsibility for responding to disasters that take place in the Town of Draper. The Town Chair, Fire Dept. Chief (or designee) will serve as Incident Command and will be responsible for coordinating the response of municipal agencies with county officials or other responding entities as needed.

Actions that the Town and County should consider if this Town Plan is activated:

1. Town officials 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 Coordinator (Town Chair) and or the (Fire Chief) coordinates all emergency response actions.
 - b) If the emergency is assessed to be beyond the Town's capacity to address, the Town Chair/Officials declare a local State of Emergency and notify the County Emergency Management Director.
 - c) Forward the local State of Emergency Declaration to the County Emergency Management Director.
 - d) The Town Chair/Emergency Coordinator activated the Town Emergency Operating Center also referred to as the Incident Command Post. This facility is the Town Hall located at 6994 N. Main St. and the Fire Station located at 6970 N. Park Lane.

- e) Municipal emergency response officials/agencies respond according to checklist outlined in the Attachments A-K.
 - f) The County Emergency Management Coordinator directs departments/agencies to respond to the situation.
 - g) The Town Chair/Officials issue directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h) The County Emergency Management Coordinator notifies the public of the situation and appropriate actions to take.
 - i) The Town Chair shall keep officials informed of the situation and actions taken.
3. If assistance is requested, the County Emergency Management Office shall assess the situation and make recommendations.
 4. The County shall do the following (to the extent appropriate):
 - a) Activate the County Emergency Operating Center.
 - b) Implement the County Emergency Operations Plan.
 - c) Respond with county resources as requested.
 - d) Activate mutual aid agreements.
 - e) Coordinate county resources with Town resources.
 - f) Notify Wisconsin Emergency Management Regional Director.
 - g) Forward Uniform Damage Situation Reports form.
 - h) Assist Town with prioritizing and allocating resources.
 5. If Town and County resources are exhausted, or the emergency is assessed to be beyond their resources, the County Emergency Management Director may request state assistance through Wisconsin Emergency Management, or MABAS.
 6. If state assistance is requested, the Wisconsin Emergency Management Administrator in conjunction with the Regional Director, County Emergency Management Director and Town Emergency Management Coordinator assess the disaster or emergency and recommend the personnel, services and equipment be made available for response, mitigation, or recovery.
 7. After completing the assessment, the Wisconsin Emergency Management Regional Director immediately notifies the Wisconsin Emergency Management Administrator.
 8. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
 9. If state assistance is granted, procedures will be followed as stated in the Wisconsin Emergency Operations Plan and the County Emergency Operations Plan.

D. ORGANIZATION:

See the Emergency Operations Center Alerting List (page 2)

E. RESPONSIBILITIES AND TASKS:

See attachments A-K for emergency responsibilities for key officials.

F. RESOURCE MANAGEMENT:

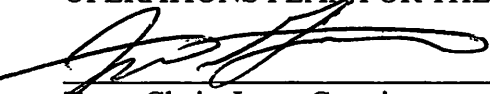
Additional support from Sawyer County Departments may include:

1. Mutual Aid Reciprocal Agreements. Fire Protection – All Sawyer County fire departments have a mutual aid agreement with all other fire departments in Sawyer County and MABAS.
2. Emergency response is coordinated with the Sawyer County Sheriff's Department.
3. 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 Wisconsin Emergency Management Regional Director to the Wisconsin Emergency Management Administrator.

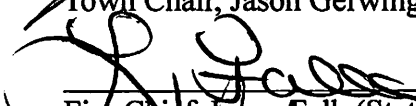
G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Draper Emergency Operations Plan Development Team is composed of representatives from the Town Board and Fire Department. The Town of Draper Board is responsible for developing and maintaining this plan. The team meets on an as needed basis or as determined by the Town Chair. The team reviews incidents, changes, and new information and revises this plan. The team also conducts after-action reviews of all exercises and major incidents.

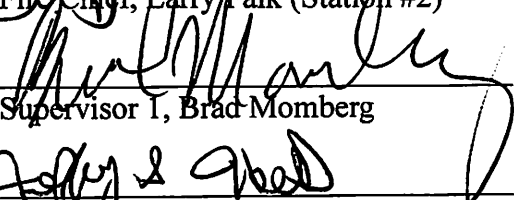
THE UNDERSIGNED HAVE REVIEWED AND HEREBY APPROVE THIS EMERGENCY OPERATIONS PLAN FOR THE TOWN OF DRAPER.


Town Chair, Jason Gerwing

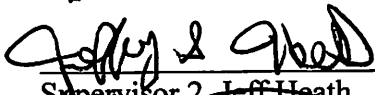
9/8/25
Date


Fire Chief, Larry Falk (Station #2)

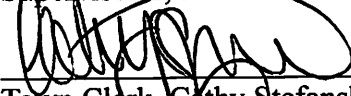
8-12-25
Date


Supervisor 1, Brad Momberg

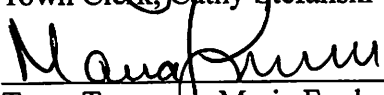

8-8-25
Date


Supervisor 2, Jeff Heath

8-25-25
Date


Town Clerk, Cathy Stefanski

9/8/25
Date


Town Treasurer, Maria Frederick

9.8.25
Date

ATTACHMENT A – TOWN CHAIR/OFFICIAL

The Town Chair/Official is responsible for the overall management of the Town of Draper.

The following task represents a checklist of actions that should be considered in an emergency of or disaster situation.

KEY ACTION CHECKLIST

TOWN CHAIR OR FIRE CHIEF SHOULD:

1. Ensure that the Town Chair/Emergency Management Coordinator or designated person has activated/is activating the Emergency Operations Center.
2. Report to the Emergency Operating Center or other Command Post.
3. Ensure that the Town Emergency Management Coordinator or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Town Emergency Management Coordinator and Town officials brief the Emergency Operating Center staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. In consultation with the County Emergency Management Director, determine whether county, state or federal assistance should be requested. Town and 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 – TOWN EMERGENCY MANAGEMENT COORDINATOR

The Town Emergency Management Coordinator coordinates all components of the emergency management program in the Town of Draper. This includes hazard analysis, preparedness, mitigation, response, and recovery activities for all natural and technological disaster/emergencies.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

KEY CHECKLIST

TOWN EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1. Report to the Town Emergency Operating Center or Command Post.
2. Ensure that Town Officials and County Emergency Management Director have been notified, key facilities warned, fire halls are ready for use as emergency shelters, etc.
3. Activate the Town Emergency Operating Center (see Emergency Operating Center Alerting List – page 3). Make sure that it is fully operational and the Emergency Operating Center staff have reported/are reporting to Sawyercountygov.org.
4. Obtain initial Uniform disaster Situation Reports and other relevant information. Relay this information to the Town Chair/Officials and to the County Emergency Management Director.
5. Conduct regular briefings of the Emergency Operating Center staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with Emergency Operating Center Staff. If deficiencies exist, take action to obtain the resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT C – TOWN CLERK AND TREASURER

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

KEY ACTION LIST

TOWN CLERK AND TREASURER SHOULD:

1. Report to the Town Emergency Operating Center or Command Post.
2. Assist in the damage assessment process by:
 - a) Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed because of the disaster.
3. Maintain records indicating town expenses incurred due to the disaster.
4. Fire Department Auxiliary President to coordinate volunteers.
 - a) Contact Fire Department Auxiliary for help.

ATTACHMENT D – WARNING/COMMUNICATIONS

The Warning and Communications function is responsible for warning and communications in the Town of Draper and is largely the responsibility of the Town of Draper Fire Department working in conjunction with the Sawyer County Sheriffs Department, located at Fifth Street, Hayward, WI.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

KEY ACTION CHECKLIST

WARN THE FOLLOWING:

1. Town Chair/Official
2. County Emergency Management Director
3. Special Facilities (nursing homes, schools, hospitals, etc.)
4. Ensure all agencies represented in the Town Emergency Operating Center have communications both to their staff at their department offices and their staff at the incident site. The equipment may consist of phone, cell phone, and/or two-way radio with Sawyer County.
5. Activate public warning system. Via telephone, door-to-door contact, Radio/TV, Town news alerts, active 911 by Fire Department.
6. Establish communications with the County Emergency Operating Center if activated or the county Emergency Management Office.
7. Establish communications with Town Emergency Operating Center and other Command Posts should they be needed.

ATTACHMENT E – LAW ENFORCEMENT

The Sawyer County Sheriffs Department is responsible for law enforcement activities in the Town of Draper.

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation, working with the Town officials and the Fire Department.

KEY ACTION CHECKLIST

1. Ensure that all Sheriff Department staff has been notified and the they report as situation directs.
2. Direct the designated law enforcement representative to contact the Town Emergency Operating Center/Command Post for current information.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants. Contact the (IC) Incident Command Person and “Refer to item #5 on page 10”.
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. An emergency pass system may be needed.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the Town; designate a Command Post; and establish initial command until relieved.

If appropriate and if available, dispatch a communications vehicle to the scene of the disaster and contact the persons in charge.

1. Other responsibilities may include:
 - a) Enforce curfew restrictions in the affected area
 - b) Coordinate the removal of vehicles blocking evacuation of other response vehicle.
 - c) Assist the medical examiner with mortuary services.
 - d) If the County Emergency Operating Center is activated, establish and maintain contact with the contact person representing law enforcement.
 - e) Try to anticipate the needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments, sheriff departments, state patrol, and other fire departments.

ATTACHMENT F – HUMAN SERVICES

The Sawyer County Human Services is the Human Service Coordinator in Sawyer County and is responsible for human service activities in the Town of Draper. They will be responsible for planning and coordinating all human service activities of the Town. They will be responsible for keeping the Town aware of all human service activities that are performed, are underway, or planned within the Town.

The following tasks represent a checklist of actions that this agency should consider in an emergency or disaster situation.

KEY ACTION CHECKLIST

1. Coordinate activities of municipal agencies/departments that provide human services type service, as identified in the County Resource Manual.
2. Report to the Emergency Operating Center/Command Post, Town Hall, and Fire Stations.
3. Coordinate with Red Cross in opening and managing shelters.
4. Ensure canteen is set up to feed emergency workers with the help of the Fire Department Auxiliary.
5. Work with the Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County Emergency Operating Center is activated, establish and maintain contact with the person representing Human Services. If the County Emergency Center is not activated, establish and maintain contact with the County Human Services Officer directly at the County Department of Social Services.

ATTACHMENT G – PUBLIC WORKS

The Town of Draper Road Crew is responsible for public works activities in the town of Draper, working in conjunction with the other town officials.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

KEY ACTION CHECKLIST

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the Town Shop, Emergency Operating Center or Command Post as directed.
3. Review the disaster situation with field personnel and report situation to the Town Emergency Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations. Contact the Fire Department for help.
6. Coordinate with Law Enforcement travel restrictions/road closures with the Town.
7. Assist with traffic control and access to the affected area (if requested).
8. Assist with search and rescue activities as may may be requested. Contacting the Sawyer County Search and Rescue.
9. Assist private utilities with shutdown of gas and electric services (if requests).
10. As necessary, establish a staging area for public works.
11. Report public facility damage information to the Damage Assessment team within the fir 24 hours of incident.
12. If the County Emergency Operating Center is activated, establish and maintain contact with the Sawyer County Highway Commissioner, John Pinnow 715-634-2691.

ATTACHEMTN H – PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

The Director of Public Health serves as the Public Health and Emergency Medical Services Liaison in Sawyer County and is responsible for public health and emergency medical activities in the Town of Draper. The director will coordinate health services activities with the Sawyer County Emergency Medical Services Officer.

The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

KEY ACTION CHECKLIST

1. Assist in evacuation of group homes nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contamination, diseases, and epidemics.
5. Establish a triage area for victims if one has not already been established.
6. Assist in coordinating medical transportation for victims.
7. Establish a staging area in the Town if needed and not already established.

ATTACHMENT I – PUBLIC INFORMATION

The Town Chair are responsible for public information activities in the Town of Draper.

The following tasks represent a checklist of actions the Chair's or designees should consider in an emergency or disaster situation.

KEY ACTION CHECKLIST

1. The Town Public Information Officer, Town Chair, will function as the sole point of contact for the news media and public officials. As the situation changes, the Public Information Officer may change also.
2. Maintain liaison with the Emergency Operating center/Command Post to stay abreast of the situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the County Emergency Operating Center is activated, coordinate with the County Public Information Officer to prepare news releases.
5. Conduct press tours of disaster areas within the Town as the situation stabilizes.
6. Assist the County with establishing a Rumor Control Center.
7. Assist the County with establishing a Joint Public Information Center.
8. Issue protective action recommendations or public service advisories as directed by agencies involved with the emergency or disaster situation.

ATTACHEMTN J – FIRE SERVICES

The Town of Draper Volunteer Fire Department is responsible for fire services activities in the Town of Draper.

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

KEY ACTION CHECKLIST

1. Establish and/or respond to designated staging area, activated by Town Chair or Fire Chief. Set up Command Posts or Town Emergency Operating Center as directed by on-scene personnel at the Fire Station.
2. Assist Law Enforcement in warning the affected population. Put the Fire Department contact plan in to action. “IE dam failure.”
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources as capable.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment. The Town Hall and Fire Station will become the Incident Command Centers. (Fire Department Auxiliary may be helpful with this).
6. Assist Law Enforcement with evacuation, if needed. Fire Station and Town Hall will become centers for towns people to go.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities include:

- a) Assist the traffic control.
- b) Assist with debris clearance.
- c) If the County Emergency Operating Center is activated, establish and maintain contact with the person representing the Fire Station.
- d) If the Sawyer County Level B Response Team is needed, request their assistance through the Sheriff’s Department
- e) If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the Wisconsin Emergency Management Duty Officer.

If additional assistance is necessary, contact neighboring Fire Departments and MABAS protocol.

ATTACHEMENT K – DAMAGE ASSESSMENT

The Town Board is responsible for damage assessment activities in the Town of Draper. The following tasks represent a checklist of actions the Town Board should consider in an emergency or disaster situation.

KEY ACTION CHECKLIST

1. Report to the Town Emergency Operating Center/ Command Post.
2. Record initial information from first responders such as fire services, law enforcement, and public works.
3. Activated the Damage Assessment Team, which consists of the Town Board, Road Crew and Fire Department.
4. Complete preliminary Uniform Damage Situation Reports:
Within first 2-3 hours:
 - a) Number of fatalities.
 - b) Number of critical/minor injuries.
 - c) Number of homes/businesses damaged/destroyed.
 - d) Number of power/telephone lines, poles damaged.
 - e) Number of public facilities such as highway, roads, bridges, etc., damaged.
 - f) Number of people who are homeless or in shelters.**Within 8 hours:**
 - a) Recount items 1-6.
 - b) Complete another Uniform Damage Situation Reports, estimating public and private damage.
 - c) Video tape and/of take photos of damage. Submit photos/video in a consistent manor. Turn on GPS on device, be specific about location of photo/video being taken.**Within 24 hours:**
 - a) Update items in #4 as listed above.
 - b) Complete updated Uniform Damage Situation Reports.
5. Provide damage assessment information to the appropriate Town officials and County Emergency Management Director.
6. If the situation warrants, prepare a local state of emergency declaration and forward to the County Emergency Management Director.
7. Plot damage assessment information on status boards in the Town emergency Operating Center and locate damaged sites on a map.

8. Record all expenditures for Town personnel, equipment, supplies, services, etc., and track resources being used.
 - a) Volunteer hours, reimbursed at hourly rate
 - b) Hour's equipment used
 - c) All supplies
 - d) All services

9. Prepare reports for the Town Public Information Officer.

ATTACHMENT L – EMERGENCY PROCLAMATION

WHEREAS, a disaster, namely _____ has struck the Town of Draper.

And

WHEREAS, the Town of Draper is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency conditions.

NOW THEREFORE, pursuant to *Section 323.14 Wis. Stat.*, Chief Executive Officer of the Town of Draper, I am exercising the powers conferred upon the governing body of our town that appear necessary or expedient in declaring a State of Emergency and exercising the power granted pursuant to

Section 323.11 and 323.14 Wis. Stat.

Dated this _____ day of _____, 20____.

Jason
Chairman, Town of Draper