

**TOWN OF WALWORTH**

**COUNTY OF WALWORTH**

**STATE OF WISCONSIN**

**EMERGENCY MANAGEMENT PLAN 2017**

**UPDATED: JUNE 2022**

**UPDATED: JUNE 2023**

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**I. PURPOSE**

This plan has been developed to provide for procedures for the Town Board of the Town of Walworth (hereinafter referred to as Town) to respond to various types of emergencies for disasters that affect the community. It provides a link to procedures that will be used by the Walworth County government (hereinafter referred to as County) since the Town of Walworth is part of the County emergency management program. This ordinance refers to a joint action between the Town and the County on coping with emergencies resulting from enemy action and natural disasters. This plan is to be used in conjunction with the Walworth County Emergency Operations Plan (EOP) and will be maintained in accordance with current standards of the County EOP and in accordance with the local government.

**II. SITUATIONS AND ASSUMPTIONS**

Several types of hazards pose a threat to the lives, property or environment in the Town. These hazards are outlined in the Walworth County Hazard Analysis Plan. A copy of this is located in the County Emergency Operations Center (EOC).

**III. CONCEPT OF OPERATIONS**

The Town officials have primary responsibility for disasters which take place in the Town. They will activate the appropriate procedures to deal with the disaster. The Town Chair or the Town Emergency Management Coordinator (EMC) is responsible for coordinating this response with the County officials if County assistance is necessary.

Actions that the Town should consider if this plan is activated:

- (1) Town Chair or Town EMC assesses the nature and scope of the emergency or disaster.
- (2) If the situation can be handled locally, do so using the following procedures, as appropriate.
  - a) The Town EMC advises the Town Chair and coordinates emergency response action, i.e.: call 911, remove fallen tree(s), etc, in accordance with Attachment B Checklist.
  - b) Town Chair declares a local ***"State of Emergency"*** and notifies the County Emergency Management Director (EMD) of this action; forwards *"State of Emergency Declaration"* (sample attached) to the County EMD.
  - c) The Town EMC activates the Town Emergency Operations Center (EOC). This facility is located at the Town Hall or other nearby facility, as deemed appropriate.
  - d) Town emergency response officials respond according to the checklists outlined in attachments.
  - e) Town Chair directs appropriate response to the situation.
  - f) Town Chair issues directives as to travel restrictions on local roads and recommends protective actions, if necessary.
  - g) Town Chair notifies the public of situation and appropriate actions to take and keeps the County officials informed of the situation and actions taken.

- (3) If Town resources become exhausted or if special resources are required, request County assistance through the County EMD.
- (4) If assistance is requested, the County EMD assess the situation and makes recommendations.
- (5) The County will do the following, to the extent appropriate:
  - (a) Activate the County EOP
  - (b) Implement the County EOP
  - (c) Respond with County resources as requested
  - (d) Activate mutual aid agreements
  - (e) Coordinate County resources with Town resources
  - (f) Notify Wisconsin Emergency Management (WiEM) Southeast Region Director (SERD)
  - (g) Forward Uniform Damage Situation Report (UDSR) form
  - (h) Assist Town with prioritizing and allocating resources
- (6) If Town and County resources are exhausted, the County EMD can request State assistance through the WiEM.

If State assistance is requested, the WiEM Administrator in conjunction with the SERD, County EMD and Town EMC assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

After completing the assessment, the WiEM SERD immediately notifies the WiEM Administrator.

If State assistance is granted, procedures will be followed as stated in the Wisconsin and County EOPs.

#### **IV. ORGANIZATION**

- (1) Town Chair
- (2) Emergency Management Coordinator – Town Road Supervisor
- (3) Town Clerk-Treasurer
- (4) Supervisor I
- (5) Supervisor II
- (6) Town Road Maintenance Personnel

#### **V. RESPONSIBILITIES AND TASKS**

Additional support may be forthcoming from Walworth County Departments through Mutual Aid Reciprocal Agreement as well as from private agencies/volunteer groups accessed through the County (such as Red Cross, Salvation Army, clergy associations, etc)

Support from State and Federal Agencies may also be used and information and assistance in securing State and/or Federal support may be obtained by contacting the County EMD. Requests for National Guard assistance should be channeled through the County EMD to the WiEM SERD to the WiEM Administrator.

**VI. PLAN DEVELOPMENT AND MAINTENANCE**

The Town of Walworth EOP Development Team is composed of the Town Chair, Town EMC and Town Board. The team is responsible for developing and maintaining this plan.

This Team meets on an “as needed” basis or as determined by the Town Chair. The Team reviews incidents, changes and new information and makes revisions in this plan as needed.

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

**VII. PASSAGE OF THIS PLAN**

This plan is hereby created and adopted by the Town Board of Supervisors of the Town of Walworth, County of Walworth, State of Wisconsin by a majority of the members and shall take effect and be in force from and after its passage. This Emergency Management Plan of the Town of Walworth is hereby adopted on this 12<sup>th</sup> day of December 2017; updated on 6/23/2022; updated 6/12/2023

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David J. Rowbotham, Chair

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Marie Baker, Clerk-Treasurer  
Filed this day: 12/13/2017  
Updated: 6/23/2022  
Updated: 6/12/2023

**ATTACHMENT A**  
**KEY ACTION CHECKLIST**  
**TOWN CHAIR**

THIS ATTACHMENT is designed to identify the responsibilities and tasks of the Town Chair and provide a checklist of actions to consider when this Emergency Management Plan is activated.

The Town Chair is responsible for the overall management of the Town of Walworth. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

The Town Chair should:

- (1) Ensure that the Town EMC or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP)
- (2) Ensure that the Town EMC or designated person provides an initial damage assessment and casualty report, using Damage Assessment Guidelines where applicable (attached)
- (3) Ensure that the Town EMC and Town officials brief the EOC staff as to the status of the disaster
- (4) Be ready to issue a *"Declaration of Emergency"*
- (5) Establish communications with County EOC or EMD
- (6) Activate public warning system (door-to-door, telephone fan out, local radio system, TV stations, etc)
- (7) In consultation with the Town EMC, determine whether or not County, State or Federal assistance should be requested. \*

\*Note: 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

### KEY ACTION CHECKLIST TOWN EMERGENCY MANAGEMENT COORDINATOR (EMC)

THIS ATTACHMENT is designed to identify the responsibilities and tasks of the Town Emergency Management Coordinator and provide a checklist of actions to consider when this plan is activated.

The Town EMC coordinates all components of the emergency management program in the Town of Walworth. 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 this individual should consider.

Town EMC should:

- (1) Report to the Town EOC/CP
- (2) Ensure that Town officials and County EMD have been notified, key facilities warned, etc.
- (3) Activate the Town EOC (See EOC Alerting List). Make sure it is fully operational and that EOC staff have reported/are reporting to it
- (4) Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Chair and to the County EMD
- (5) Conduct regular briefings of EOC staff as to the status of the situation
- (6) Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, take action to obtain the needed resources
- (7) Ensure that all officials/department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

## ATTACHMENT C

### KEY ACTION CHECKLIST TOWN CLERK-TREASURER

THIS ATTACHMENT is designed to identify the responsibilities and tasks of the Town Clerk-Treasurer and provide a checklist of actions to consider when this plan is activated.

The Town Clerk-Treasurer is responsible for the assigned activities in the Town of Walworth. The following tasks represent a checklist of actions these individuals should consider in an emergency or disaster situation.

The Town Clerk-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) Providing information regarding the dollar value of property damaged as a result of the disaster
  - (b) Providing information (name, telephone number, etc) regarding the owners of property which has been damaged/destroyed as a result of the disaster
- (4) Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster
- (5) Assign account numbers to which emergency expenditures may be charged by department directors



## DAMAGE ASSESSMENT

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

- (1) Report to the Town EOC or CP
- (2) Record initial information from first responders such as law enforcement, public works and/or fire departments
- (3) Activate the damage assessment team
  - (a) WITHIN THE FIRST 2-3 HOURS COMPLETE PRELIMINARY UDSR:
    1. Number of fatalities
    2. Number of critical/minor injuries
    3. Number of homes/businesses damaged/destroyed
    4. Number of power/telephone lines, poles damaged
    5. Number of public facilities such as highways, roads, bridges, etc damaged
    6. Number of people who are homeless or in shelters
  - (b) WITHIN 8 HOURS:
    1. Recount items (a) 1-6 above
    2. Complete another UDSR, estimating public and private damage
    3. Video tape and/or take photos of major damage
  - (c) WITHIN 24 HOURS:
    1. Recount items (a) 1-6 above
    2. Complete updated UDSR
- (4) Provide damage assessment information to the appropriate Town EMC and County EMD to assist in the preparation of the UDSR
- (5) If the situation warrants, assist the Town Chair with the preparation of a local Declaration of Emergency and forward to the County EMD
- (6) Plot damage assessment information on status boards in the Town EOC and locate damaged sites on a map
- (7) Record all expenditures for Town personnel, equipment, supplies, services, etc and track resources being used
- (8) Prepare reports for the Town Chair

**EMERGENCY OPERATIONS CENTER (EOC)  
ALERTING LIST**

Town of Walworth Contacts:

1. David Rowbotham, Chairperson                      (262)949-6917 cell                      [klsr@hotmail.com](mailto:klsr@hotmail.com)
  
2. Eric Sterken    (262)206-1101 cell                      [roadsuper@townofwalworth.com](mailto:roadsuper@townofwalworth.com)  
    Road Superintendent
  
3. Steve Santeler                      (815) 405-8805 cell (262)736-1080 Home                      [santeler@charter.net](mailto:santeler@charter.net)  
    Supervisor #1
  
4. William Pearce                      (262)374-0420 cell    [wrpearce1@yahoo.com](mailto:wrpearce1@yahoo.com)  
    Supervisor #2
  
- 5 Marie Baker                      (262)374-2246 cell    [clerk@townofwalworthwi.gov](mailto:clerk@townofwalworthwi.gov)  
    Clerk-Treasurer                      (262)275-9800 office

## EMERGENCY TELEPHONE LISTINGS

Fire/EMS:		
Village of Walworth	911	Non-emergency: 262-275-3838
Walworth County Sheriff's Department	911	Non-emergency: 262-741-4400
Walworth County Public Works Department		262-741-3114
Walworth County Emergency Management Director		262-741-4616 (W) 262-749-4766 (C)
WE Energies:		
Natural gas and emergency leaks		800-261-5325
Electric emergencies & power outages		800-662-4797
Hospitals:		
Aurora Lakeland Medical Center		262-741-2000
Walworth Mercy Hospital & Medical Center		262-245-2230 (emergency)
Walworth County Health & Human Services		262-741-3200
Wisconsin DNR (local warden) Hotline number		800-847-9367 Or Walworth County Sheriff's Dept
Media:		
Radio:		
WLKG - Lake Geneva		262-249-9600
WSLD - Whitewater		608-883-6677
Newspaper:		
Janesville Gazette		608-754-3311
Walworth Times		

**SAMPLE**  
**RESOLUTION**  
**DECLARATION OF DISASTER**

**WHEREAS**, a disaster, namely \_\_\_\_\_  
has struck the Town of Walworth, County of Walworth, State of Wisconsin; 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 Walworth to expand or commit all of its available  
resources; and

**WHEREAS**, the Town of Walworth is asking for County assistance (Walworth County) and requests the  
County to advise the State of Wisconsin of our emergency conditions.

**NOW, THEREFORE**, pursuant to WI State Statutes, §§ 66.325 and 166, as Chief Elected Official the Town  
of Walworth in testimony whereof I have hereunto set my hand and have caused to great seal of the  
Town of Walworth to be affixed.

This Resolution of Declaration of Disaster has been signed on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Town Chair

**NOW, THEREFORE**, pursuant to WI State Statute, § 166, as Chair of the Walworth County Board of  
Supervisors, in the State of Wisconsin, I do hereby concur that a State of Emergency exists in the Town  
of Walworth, County of Walworth, State of Wisconsin.

**IN TESTIMONY WHEREOF** I have hereunto set my hand. Done on \_\_\_\_\_  
this day of: \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
County Board Chair

## Local Resource Directory

### Airport

Rock County FFA Control Tower (608) 754-2611

### Assessor

Accurate Appraisal LLC, PO Box 415, Menasha, WI 54952 (800) 770-3927  
Fax (920) 749-8099

### Attorney

Steve Koch 23 N. Wisconsin St., Elkhorn (262) 723-5003

### CHEMTREC

(800) 424-9300

### Churches

Brick Baptist Church N1509 Brick School Rd (262) 275-2383  
St. Benedicts Catholic Church Hwy. 67, Fontana (262) 275-2480  
Grace Evangelical Free Church 215 N. Main St. (262) 275-6020  
Faith Lutheran Church 420 Read St. (262) 275-3445  
Immanuel United Church of Christ 111 Fremont St. (262) 275-3252

### Communications

Bandt Communications 630 Stafford Rd., Janesville (608) 757-1770  
Radicom 2604 N. Chapel Rd, Johnsburg, IL (815) 385-4224

### Contractors – Electrical

Power Tech 333 N. Main St. (262) 275-3808  
Watts Electric Highway 67, Fontana (262) 275-5505  
Adams Electric N3699 Petrie Rd., Lake Geneva (262) 248-6995  
Geneva Lakes Electric 32 S. Washington St, Elkhorn (262) 723-7315  
After Hours (262) 248-1366

### Contractors – Excavating

Robert Stewart Excavating 202 W. Main St., Fontana (262) 275-3538  
DK Services Lyons, WI (262) 767-0825  
Cell (262) 903-3801  
Powel Excavating 11109 Hwy. 14, Harvard (815) 943-3110

### Contractors – General

Home Design Manufacturing N2002 Hwy 67, Fontana (262) 275-2200  
Schilthelm Construction Cobblestone Rd. (262) 275-9644 (

### Crane Service

Harvard Crane Service Harvard, IL (815) 943-7034  
McCutchin Crane Service 1501 Shannon Dr., Janesville (608) 752-0800

### Mobile Decontamination

Sharon Fire & Rescue (Single Person Unit) Via Radio  
Walworth County HAZMAT (Three-Line Unit) County Dispatch

DNR		
	Water & Sewer	(414) 229-0823
Emergency Government		
	EMERGENCY HOTLINE (24 Hour Duty Officer)	(800) 943-0003
	Walworth County DEG (John Ennis )	(262) 741-4160
	Wisconsin DEG (Southeast Region – Waukesha)	To be contacted
	Wisconsin DEG (South Area Field Office – Madison)	by Wal. Co. DEG
Emergency Shelters		
	Golden Years	270 Ridge Rd. (262) 275-6103
	Village Square Apartments	204 Madison St. (262) 275-6725
	Walworth Elementary School	121 Beloit St. (262) 275-6896
	Big Foot High School	401 Devils Lane (262) 275-2116
	Grace Evangelical Free Church	215 N. Main St. (262) 275-6020
	Faith Lutheran Church	420 Read St. (262) 275-3445
	Immanuel United Church of Christ	111 Fremont St. (262) 275-3252
	Brick Baptist Church	N1509 Brick School Rd. (262) 275-2383
	St. Benedicts Catholic Church	Hwy. 67, Fontana (262) 275-2480
Engineer		
	RH Batterman & Co Inc	(608) 365-4464
Fuel Service		
	Frawley Oil Co.	600 E. Milwaukee St., Whitewater (262) 473-8605
	Rote Oil	N1887 County Rd. H, Lake Geneva (262) 248-2733
Generators – Electric		
	Arthur G. Dietrich Co., Inc.	1930 E. Norse, Cudahy (608) 747-0200
News Media		
	Walworth Times	202 N. Main St. (262) 275-2166
	Geneva Lakes Regional News	315 Broad St., Lake Geneva (262) 248-8096
	Walworth County Week	1436 Mound Rd., Delavan (262) 728-5505
	Janesville Gazette	1 S. Parker Dr., Janesville (608) 754-3311
	Beloit Daily News	149 State St., Beloit (608) 365-8811
	WMIR	Hwy. 50 E., Lake Geneva (262) 248-1550
	WJVL/WCLO	1 S. Parker Dr , Janesville (608) 752-7895
	WMCW	Harvard, IL (815) 943-7426
	WLKG	500 N. Interchange, Lake Geneva (262) 249-9610
	WSLD	Hwy. 89, Whitewater (608) 883-6677
	WTMJ (Channel 4)	Milwaukee (414) 332-9611
	FOX 6 News	Milwaukee (414) 355-2166
	Channel 12 News	Milwaukee (414) 342-8812
	Channel 58 News	Milwaukee (414) 777-5800
American Red Cross		(262) 553-4060
Schools		
	Walworth Elementary School	121 Beloit St. (262) 275-6896
	Big Foot High School	401 Devils Lane (262) 275-2116
	Faith Christian School	Highway 67, Williams Bay (262) 245-9404

State Highway Department Waukesha Office		(262) 521-5348
Towing Service		
Purcell's Towing	Delavan	(262) 728-9522
Kunes Towing	Delavan	(262) 728-4455
Tree Removal Service		
B&J Tree Service	Hwy. NN, Lake Geneva	(262) 248-3653
Gifford Tree Service	Borg Rd., Delavan	(262) 728-5881
Allen Tree Service	3096 Theater Rd., Delavan	(262) 728-5806 or 728-2307
John's Tree Service	Lakeview Rd.	(262) 275-3995
Drabek & Son, Inc.	4932 Bailey Rd., Delavan	(262) 245-0452
Utilities		
Alliant Energy		(800) 862-6222
	Dispatch (911) only	(800) 758-1576
WE Energies		248-6251 or (800) 242-2416
Frontier		(800) 921.8101
	Walworth Office	(262) 275-1111
Weather Service		
Sullivan Weather Service		(262) 965-2906
National Weather Service	N3533 Hardscrabble Rd. Dousman	(262) 297-3243

WISCONSIN  
**TOLL-FREE EMERGENCY HOTLINE**  
**1-800-943-0003**

Non-Emergency 608-242-3232

DIVISION OF EMERGENCY GOVERNMENT  
24 Hour Duty Officer Service  
One call for coordinated state support

CALL THIS NUMBER WHENEVER STATE ASSISTANCE MAY BE NEEDED:  
LIVESTOCK POISONINGS – TORNADOES, FLOODS, SEVERT WINTER STORMS –  
MAJOR FIRES – MAJOR TRANSPORTATION ACCIDENTS – CIVIL DISTURBANCES –  
ALL OTHER MAJOR EMERGENCIES

**REPORT IMMEDIATELY EVERY**

OIL SPILL – RADIATION ACCIDENT  
HAZARDOUS SUBSTANCE DISCHARGE OR ACCIDENT

GIVE INFORMATION AS TO:

SUBSTANCE SPILLED

LOCATION

SURFACE WATER AFFECTED & NAME OF BODY OF WATER

PERSON OR FIRM RESPONSIBLE AND TELEPHONE NUMBER

ACTION BEING TAKEN AT SCENE

AMOUNT

CAUSE OF INCIDENT

STATE LAW REQUIRED THAT THE DEPARTMENT OF NATURAL RESOURCES BE NOTIFIED OF SPILLS:  
*CALLING 1-800-943-0003 FULFILLS THIS REQUIREMENT.*



If the spill is coming from one of the pipelines shown on the map, in addition to calling the Division of Emergency Government, please notify the pipeline company by calling their listed number collect.

**THESE ARE ALSO 24-HOUR NUMBERS**

Wisconsin Oil Pipelines

- |   |              |
|---|--------------|
| 1. Badger Pipeline Company                        | 312-625-7310 |
| 2. Minnesota-Wood River and Koch Pipeline Company | 800-688-7594 |
| 3. Lakehead Pipeline Company                      | 715-398-6547 |
| 4. West Shore Pipeline Company                    | 312-978-1550 |
| 5. Williams Pipeline Company                      | 918-588-3200 |
| 6. Mid-America Pipeline Company                   | 918-584-4471 |

State of Wisconsin  
Department of Military Affairs  
Division of Emergency Government  
2400 Wright Street, P.O. Box 7865,

Madison, WI 53707  
608-242-3232

Your County/Municipal Emergency Government Phone \_\_\_\_\_



Golden Years

Village Squares Apartments

Walworth Elementary School

Big Foot High School

Emergency Services Building

Full Gospel Church



Golden Years

Cemetery

Big Foot High School

Devils Lane Park

Village Hall

Walworth Grade School

Full Gospel Church

Hoyer Park

14

Brown St

Hamlin Ave

Fremont

Main St

Main St

Corporate

Knoll Rd

Plafeld Ct

Fairview Dr

Randolph St

Dr

Maple St

St

Wood St

St

High St

St

Ave

Fifth

Devils Lane Park

Read Ave

Bonito Ave

St

Grace St

Glenn St

Mill St

Oak Hill Rd

Howard Ave

St

Howard St

St

Lakeview Dr

Franklin St

St

Corporate

Kenosha

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Ridge Rd

Casey Ln

Gregory Ct

Gregory St

William Ct

Wylan St

Casey Ln

Casey Ln

Summer Dr

Winter Dr

Autumn Dr

Brennan Dr

Corporate

Corporate

Limits

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