

*Village of Cottage Grove*

# **POLICE DEPARTMENT**

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**Daniel L. Layber**  
*Chief of Police*

**29 May 2020**

## **Memorandum for the Emergency Government Plan for the Village of Cottage Grove**

The Village of Cottage Grove Emergency Government Director has been tasked with creating and implementing an emergency preparedness plan for the Village. The Cottage Grove Emergency Preparedness Plan contains information related to how the Village will react to an emergency, what functions each agency must perform, who has authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. The plan will never be complete. Agencies will always be redefining their roles and rewrite emergency response policy specific for the agency. The first edition simply provides the key elements and an overall structure from which to build an ever more useful plan.

The planning and purpose of this plan is mandated by Wisconsin Statute 166.03(4). All local government units shall adopt an “effective” program of emergency management consistent with the state plan of emergency management and appoint a head of emergency management services. While mandated, an emergency plan ultimately seeks to minimize loss of life and property damage to residents of the Village and to determine how the locale can quickly restore operations to minimize economic loss to persons and businesses.

It is the recommendation of Village staff, after legal review and Village Board review, the emergency preparedness plan, as drafted, be approved by the Village Board.

Matthew Wagner, Lieutenant  
Emergency Government Director  
Village of Cottage Grove Police Department