



**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Village Board of Trustees
Tuesday, January 20, 2026
6:30 p.m.**

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E. Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/87090933988?pwd=U8GMvb4AZihJNHBTp9nd8KWZly58PX.1>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 870 9093 3988#](#) When asked for your Participant ID, just press #, when asked for the [Passcode enter 221](#). You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@villageofcottagesgrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak
5. Discuss And Consider The Minutes Of The Village Board Meeting On January 5, 2026.

Documents:

[1-5-26 VB MINUTES.PDF](#)

6. Unfinished Business
 - a. Discuss And Consider Village Emergency Preparedness Plan.

Documents:

[MEMO_EMERGENCY PREPAREDNESS PLAN AND COMMITTEE UPDATE_CKN 1-13-26.PDF](#)
[EMERGENCY PREPAREDNESS MEMO. TRUSTEE SEVERSON.PDF](#)
[EMERGENCY PREPAREDNESS PLAN \(06-20-2022\) WEBSITE.PDF](#)
[EMERGENCY PREPAREDNESS PLAN \(DRAFT\) \(2025\) CGPD.PDF](#)
[EMERGENCY PREPAREDNESS PLAN \(2025\) FIRE DEPARTMENT.PDF](#)
[EMERGENCY PREPAREDNESS PLAN \(2025\)_CKN 5-21-25.PDF](#)
[EMERGENCY PREPAREDNESS PLAN \(2026 REVISION DOCUMENT\).PDF](#)

- b. Discuss And Consider Service Agreement With Public Administration Associates, LLC

(PAA).

Documents:

[PUBLIC ADMINISTRATION ASSOCIATES - FIRE EMS ORGANIZATION REVIEW - FINAL.PDF](#)

7. New Business

- a. Discuss And Consider Special Event Permit From Hot2trot.

Documents:

[HOT2TROT SPECIAL EVENT PERMIT W-COMMENTS.PDF](#)

- b. Discuss And Consider Special Event Permit For Community Night Hike.

Documents:

[COMMUNITY NIGHT HIKE SPECIAL EVENT PERMIT W-COMMENTS.PDF](#)

- c. Discuss And Consider Discontinuing Newspaper Publication Of Meeting Minutes.

Documents:

[MEMO_MEETING MINUTE POSTING CHANGES-1.8.26.PDF](#)
[LEADER_010626.XLSX](#)

- d. Discuss And Consider Potential Purchase Of 107 E. Cottage Grove Rd In TID #9. The Village Board May Vote To Enter Closed Session Under Item 11 To Be Held At The End Of The Meeting.

- e. Discuss And Consider Potential Purchase Of Property On Bonnie Rd. The Village Board May Vote To Enter Closed Session Under Item 12 To Be Held At The End Of The Meeting.

Documents:

[MURPHY BONNIE RD PROPERTY MEMO.PDF](#)

8. Reports From Village Boards, Commissions & Committees

- a. Police Commission

Documents:

[1-8-25 POLICE COMMISSION AGENDA.PDF](#)

- b. Utility Commission

Documents:

[1-14-26 UTILITY AGENDA.PDF](#)

- c. Public Works, Properties And Sustainability Committee

Documents:

1-14-26 PW AGENDA.PDF

d. Plan Commission

Documents:

[01-14-2026 PLAN COMMISSION AGENDA.PDF](#)

- d.i. Discuss And Consider A Request From Stoddard's Meat Market & Catering For Approval Of A Site Plan Amendment To Construct An Approximately 930 Sq. Ft. Addition To The Existing Building Located At 205 E. Cottage Grove Road.

Documents:

[CG_VAR_PC_STODDARDS-SITE_2026-01-15.PDF](#)
[CG_STODDARDS-SITE_2026-01-05.PDF](#)
[25-04-002 STODDARDS PLAN SET \(11-20-25\).PDF](#)
[2025-12-25 STODDARDS - PROJECT NARRATIVE.PDF](#)
[SITE MAP.PDF](#)
[SITE PLAN AMEND APP-UPDATED 2024 \(SIGNED\).PDF](#)
[ZONING MAP.PDF](#)

e. Deer-Grove EMS Commission

Documents:

[01-15-2026 DGEMS COMMISSION PACKET.PDF](#)

9. Reports From Village Officers

a. Village Attorney

- i. Legal briefings/status update.

b. Village Administrator

Documents:

[VILLAGE ADMINISTRATOR REPORT - 1.20.26.PDF](#)
[PROJECTS, INITIATIVES, AND DEVELOPMENT TRACKER 1.16.26.PDF](#)

c. Police Chief

- i. Overview of 2026-2030 CGPD Strategic Plan.

Documents:

[CG STAFF MEMO STRATEGIC PLAN TIMELINE.PDF](#)
[2026-2030 CGPD STRATEGIC PLAN FINAL.PDF](#)

10. Communications And Miscellaneous Business

a. Consider Approval Of Vouchers

Documents:

PAY APPLICATION 1.PDF
BILLS LIST.PDF

- b. Correspondence
 - c. Upcoming Community Events
 - d. Future Agenda Items
11. Discuss And Consider Entering Into Closed Session To Discuss Potential Purchase Of 107 E. Cottage Grove Rd In TID #9 As Discussed In Item 7d.
The Village of Cottage Grove Village Board Will Enter into Closed Session Pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or Negotiating the Purchasing of Public Properties, The Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session.
12. Discuss And Consider Entering Into Closed Session To Discuss And Consider Potential Purchase Of Property On Bonnie Rd As Discussed In Item 7e.
The Village of Cottage Grove Village Board will enter Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
13. Reconvene Into Open Session And Possible Consideration Of Closed Session Items
14. Adjournment

Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call [608-839-4704](tel:608-839-4704) at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upcoming meetings:

1/21- Library Board

1/22- Parks & Recreation

1/26- Natvig Landfill

1/26- Jt. Fire Commission

1/27- LEC

1/28- Ad Hoc Housing Chapter Update

VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, January 5, 2026

MINUTES

1. Call to Order

President Kelm-Nelson called the Village Board of Trustees to order at 6:30 pm. This was a hybrid meeting.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present, and that the agenda was properly posted. The Village Board members present were Cindi Kelm-Nelson, Heidi Murphy, Chris Stoa, Paula Severson, Pete Doll and Dr. Rene Buenzow. Staff present were Village Administrator Matt Giese, Assistant Administrator/Finance Director Cameron Sawyer, Assistant Administrator/HR Manager Inga Cushman, Director of Planning & Development Erin Ruth, Director of Parks and Recreation Sean Brusegar, Public Works Director Kyela O'Loughlin, Police Chief Mark Garry, Clerk, Lisa Kalata, EMS Director Eric Lang, and Village Attorney Rick Manthe.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – Public's opportunity to speak- Charlie Rogers spoke.

5. Discuss and consider the minutes of the Village Board meeting on December 1, 2025, and Joint Village Board and Town Board of Supervisor meeting on December 8, 2025.

Motion by Murphy to approve December 1, 2025, and December 8, 2025, meeting minutes, seconded by Kelm-Nelson. **Motion** carried with a voice vote of 6-0-0.

6. New Business

a. Discuss and consider Ordinance 01-2026 Re: Amending Chapter 235-1.A.

Motion by Severson to approve Ordinance 01-2026, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider Ordinance 02-2026 Re: Creating Section 1-20 adoption of statutes and regulations by reference.

Motion by Murphy to approve Ordinance 02-2026, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

c. Discuss and consider Special Event Permit for Wisconsin Youth Company.

Motion by Kelm-Nelson to approve the special event permit for Wisconsin Youth Company with staff direction to create message boards, parking maps for events and provide tourism information to event organizers, seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

d. Discuss and consider Special Event Permit for Cottage Grove Fire Department.

Motion by Murphy to approve the special event permit for Cottage Grove Fire Department with the changes of overflow parking setup on Wednesday morning and Miracle League parking signage, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

e. Discuss and consider Resolution 2026-01 Re: National Law Enforcement Appreciation Day.

Motion by Severson to approve Resolution 2026-01, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

7. Reports from Village Boards, Commissions & Committees

a. Ad Hoc Housing Chapter Update Committee

Severson reported they are working on action items for the housing priorities and will have another meeting before the draft report will be completed.

b. Utility Commission

Stoa reported they discussed the sewer utility rates and had an update on a water issue in Westlawn. The Director gave her report.

c. Public Works, Properties and Sustainability Committee

Stoa reported that an update was given on the pacer ratings, vehicle traffic flows and they discussed the message board. The Director gave her report.

d. Library Board

Kelm-Nelson reported they discussed a mailer that will be going out later this month. They approve the MOU with McFarland for programming. They did the annual workshop for the upcoming library programming for the next quarter. The next meeting will be January 21st @ 6:30 pm

e. Deer-Grove EMS Commission

Doll reported they had two pinning ceremonies for new employees. There was an update on the response car, and it should be here in February. They approve an update to the vacation policy. They discussed replacement of the 2017 ambulance.

8. Reports From Village Officers

a. Village Attorney

- i. Legal briefings/status update-** None

b. Village Administrator

Giese reported that Larry Cooper is retiring with 20 years of service to the Village of Cottage Grove.

c. Assistant Administrator/Finance Director

- i. Discuss and consider Budget Amendment 2025-011.**

Motion by Severson to approve Budget Amendment 2025-011, seconded by Doll. **Motion** carried with a voice vote of 6-0-0.

- ii. Update on revaluation.**

9. Communications And Miscellaneous Business

a. Consider approval of vouchers

Motion by Severson to approve the vouchers as presented, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence- Kelm-Nelson reported that the school will be back in February/March with plans for school changes. Email received regarding flock cameras, and this will be added to the next LEC agenda.

c. Upcoming community events- None

d. Future agenda items- Development 101 for the board and residents in the future, Emergency Preparedness Plan and Committee, Posting of minutes in the paper.

10. Adjournment

Motion by Murphy to adjourn at 9:16 p.m., seconded by Severson. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove**

Approved:

These minutes represent the general subject discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.



Trustee Memo

Meeting Date: 1-20-2026

Memo Date: 1-13-2026

To: Village Board

From: Cindi Kelm-Nelson, Village President

Subject: Update on Emergency Preparedness Work

Background/Overview:

Per direction at the 1-5-2026 board meeting “bring an update about the Emergency Preparedness Plan and Committee”, the purpose of this memo is to provide an overview and update of this work. Too long/didn’t read, see key takeaways and suggested goals at the end.

As the Village continues to grow, so does the need for thoughtful planning for emergency situations. As a full time, 24/7 police department, the authorization, management, and coordination of emergencies fall under their responsibility per ordinance. We have a safe community, ranked second in Wisconsin, and much of that is due to ongoing organization, training, and preparation. **Even with the ongoing discussion and modifications to the planning documents as described below, emergency management authority and public safety operations remain uninterrupted.**

As a historical overview, Emergency Government Chapter 36 was adopted by the Village Board on 9-3-1985; amended in its entirety 11-17-2003 by Ord. No. 14-2003; and last updated in 2020. In 2020, the Village Board also appointed an Emergency Government Director. The Emergency Preparedness Committee (EPC) consists of the Village President, a Board member, and Village staff, including the Village Administrator, all department heads, Police Chief, Fire Chief, and EMS Chief. The current mission of the EPC is to advise the Village Board and Emergency Government Director on matters pertaining to emergency government.

In 2022, the Village Board approved a full scope Emergency Preparedness Plan (EPP); it has been reviewed each year since. In 2023, the EPC reviewed the plan and did not recommend any changes to the Village Board. The Village Board subsequently reviewed the EPP and concurred with the EPC. In 2025, all emergency government stakeholders, along with Dane County Emergency Management, provided feedback and edits to the plan. At present, the edited track changes version is now under Village legal review and then will be circulated to the full Emergency Preparedness Committee for further review, discussion, and recommendation. The plan will then come to the Village Board for approval.

Additionally, in the fall of 2024, the Village Board approved changes to the Police Department command structure, with the Emergency Government Director role to be absorbed by a newly created Deputy Chief position (contingent on approval by the Police Commission). With this structure, a standalone EPC may no longer be necessary. Emergency preparedness information would instead flow from the Deputy Chief to the Chief of Police, with quarterly updates/review at the Law Enforcement Committee, and biannual public safety meetings with joint emergency services



Trustee Memo

and staff. The intent of this change, as part of an effort to increase efficiency, is to streamline emergency preparedness and coordination across Village departments and public safety partners. In 2025, the LEC acted in this capacity by recommending additional tornado siren installation in the Village and reporting on emergency training/tabletop exercises.

To date, the Police Commission has not fully acted on the Deputy Chief position. As a result, the Village Board–approved reorganization from 2024 exists only on paper, and the Lieutenant position remains appointed and fully functioning as the Emergency Government Director. Thus, there are two potential changes that still need to be addressed or changed in the EPP: (1) updated Emergency Government Director title (i.e. continue with re-organization to Deputy Chief or return/stay with Lieutenant in the command staff structure); and (2) determination of whether the EPC should remain or be removed with the transfer of information flowing through LEC. As stated before, these items as well as full plan review will come before the Village Board later for discussion and subsequent approval, after the EPC has discussed the issues and provided their recommendations.

Key Takeaways:

- Public safety and emergency response remain fully in place; the proposed changes are administrative and limited to planning documents.
- The Deputy Chief position has not yet been implemented, and the Lieutenant continues to serve as the Emergency Government Director.
- The updated EPP is under legal review and will return to the Village Board for approval with the recommendations from the EPC on all of the next steps.

Trustee Recommendation/Request:

2026 Proposed Goals and Objectives for Emergency Preparedness
Legal team to coordinate edits of the Plan.
Schedule EPC meetings for 2026, as necessary, to review potential plan changes and recommend action to the Village Board.
VB action on updates to the ordinance and EPP.
Village Administrator to coordinate bi-annual public safety meetings with stakeholders.
Support the EPC and/or LEC efforts to complete a training exercise in Q3.
Quarterly updates to LEC committee from the Emergency Government Director.

Attachments:

1. **Ordinance:**
<https://ecode360.com/9760289#9760289>
2. **2023 Approved Plan:**
<https://www.vi.cottagegrove.wi.gov/DocumentCenter/View/4047/Emergency-Preparedness-Plan-06-20-2022>
3. **Committee:**
<https://www.vi.cottagegrove.wi.gov/951/Emergency-Preparedness-Committee>



Trustee Memo

Meeting Date: January 20, 2026

Memo Date: January 15, 2026

To: Cottage Grove Village Board

From: Paula Severson

Subject: Emergency Preparedness Plan Agenda Item

I requested this agenda item to bring focus back to the Emergency Preparedness Plan, as I have not observed meaningful progress since joining the Board in April 2025. I previously served as Chair of the Joint Emergency Operations Committee and hold FEMA Incident Command System certifications in ICS 700, ICS 100, and ICS 200, which informs my perspective on this issue.

As of today, the Emergency Preparedness Committee (EPC) has not met for 624 days, and there are no minutes from the last meeting posted on the Village website. During this same period, there have been conflicting interpretations of authority and increasing confusion among departments regarding roles and command during emergency incidents.

I have observed a growing perception that all emergencies fall under the authority of the Police Department. This interpretation is inconsistent with Village ordinance, Wisconsin State Statute, and the National Incident Management System (NIMS). While Lt. Wagner has been appointed the Emergency Government Director, that designation does not override local ordinances or state law, give blanket authority over all emergencies, or remove the statutory responsibilities of Fire and EMS.

The review of the Emergency Preparedness Plan has been ongoing for months, yet the full Board only received a draft this week following my request. We cannot delay resolving foundational questions of emergency authority and coordination due to possible leadership transitions. The longer these issues remain unresolved, the greater the risk to public safety.

My recommendation is straightforward:

- Immediately refer the draft Emergency Preparedness Plan and related issues to the Emergency Preparedness Committee
- Convene the EPC without delay to resolve command authority, statutory alignment, and interdepartmental coordination and approve an updated plan
- Return the Emergency Preparedness Plan to the Board in **February** for discussion, evaluation, and approval

This is a governance matter squarely within the Board's responsibility and is essential to restoring clarity, legal compliance, and confidence in our emergency response structure.



THE VILLAGE OF
COTTAGE GROVE

Emergency
Preparedness
Plan

Village Board Approved June 20, 2022

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PREFACE

Most people will experience an emergency during their lifetime, especially a flood, severe thunderstorm, and even tornadoes. Emergencies can usually be handled with resources that are routinely available within the community. Not everyone will experience a disaster. Disasters call for a response effort beyond local capabilities. Whether at the local, county, or state level, emergencies and disasters require their affected jurisdictions to manage the situation through an emergency management system that protects life and property.

The Emergency Management System consists of several federal, state, and local offices working together to provide relief in times of disaster. When responding to disaster, the municipality uses its own resources until the situation requires assistance from neighboring communities. Once the communities expend their resources, the county emergency government helps provide aid. If the situation expands beyond the county level, one of the six regional state emergency government offices will coordinate response efforts. When the emergency encompasses the entire state, the Wisconsin Emergency Management Office responds. In situations beyond state control, Wisconsin seeks aid from the Federal Emergency Management Office in Region 5, Chicago. While this manual focuses on Cottage Grove's Emergency Preparedness Plan, county and state information is also provided in additional binders.

The Cottage Grove Emergency Preparedness Plan contains information related to how the village could react to an emergency, what functions each agency can perform, who has the authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. This plan will never be complete. Agencies will always be redefining their roles and rewriting emergency response policy specific for their agency. This first edition simply provides the key elements and an overall structure from which to build.

Such planning and programming which is the purpose of this manual is mandated by Wisconsin law. All local government units must adopt a 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 a community and to determine how the locale can most quickly restore operations to minimize economic loss to persons and businesses.

EMERGENCY PREPAREDNESS AND MOBILIZATION COMMITTEE

Purpose of Committee

The Cottage Grove Village Board's goal is to prepare and mobilize its departments, personnel, and services to provide emergency functions, other than functions for which military forces are primarily responsible, to minimize and repair injury and damage caused by natural disasters, accidents, civil disturbances, and other hostile action. The possibility of disasters of unprecedented size and destructiveness requires preparations to cope with such disasters; common defense; the protection of public peace, health, safety, and general welfare; and preservation of the lives and property of the people. Necessity dictates establishing:

- A local Emergency Preparedness and Mobilization Committee for all disaster or emergency response planning and the instrument through which the Village President may exercise authority and discharge the responsibilities vested by local ordinances;
- All necessary powers and the coordination of all available Village Departments and private resources during emergencies; and
- Cooperation and mutual aid between the Village of Cottage Grove and other political subdivisions.

This committee assists the coordination of all emergency functions of the Village of Cottage Grove to the maximum extent practical with existing services and facilities of this Village and comparable functions of the federal, state, county governments, other political subdivisions, and various private agencies.

Membership

The Emergency Preparedness and Mobilization committee shall consist of the following members:

- | | |
|---------------------------------|--------------------------------|
| • Village President | • Public Works Department |
| • Emergency Government Director | • Village Board Representative |
| • Police Chief | • Fire Chief |
| • Village Administrator | • Parks and Rec. Department |
| • Emergency Medical Services | |

The Committee acts as a planning and advisory group to the Village Board on matters pertaining to emergency preparedness and provides for the establishment of operating procedures. The committee shall meet upon the call of the Chairman. The Emergency Government Director will serve as Chairman of the Committee subject to the direction and control of the Village Board. Each member may designate in their absence another staff person from their agency as a member of the Committee.

Emergency Preparedness Plan

Emergency Preparedness Plan is prepared by the Emergency Government Director, approved by the Village Board, and maintained by the committee. The Emergency Government Director should communicate with Village Departments regarding changes to the plan after approval by the Village Board.

Each department head or designee assigned responsibility in the Emergency Preparedness Plan may exercise any powers delegated to further the purpose of this plan. Responsibilities include the organization and training of village employees and volunteers within their departments. Upon the recommendation of the Emergency Government Director, the Village Board may amend the plan and its annexes.

When a required competency or skill for a disaster or emergency response function is unavailable within the village government, the Director may seek assistance from persons outside the Village. The assignment of any supervisory duties may include the authority to carry out such duties prior to, during, and after the occurrence of a disaster.

The Village may accept services on a volunteer basis. The heads of the affected Village Departments must approve the enrollment of citizen volunteers.

Emergency Government Director

The Emergency Government Director shall have the authority to:

- Coordinate all activities involved in emergency preparedness and mobilization within the Village;
- Cooperate with emergency and mobilization preparedness agencies and organizations of other local, state, and federal political subdivisions;
- Participate in county and state emergency preparedness activities upon request;

- Direct the preparation of a comprehensive general village plan for emergency preparedness and mobilization and present the plan to the Village Board for approval;
- Enter into a mutual agreement with other political subdivisions and file copies of any such agreements with the state director of emergency government subject to the Village Board approval; and
- Issue all necessary proclamations as to the existence of such state of emergency and such disaster warnings or alerts as required in the emergency government plan upon the declaration of an emergency.

In the absence of the Director, the Chief of Police shall, with the assistance of the Village Administrator, perform all the duties and responsibilities of the Director and act with the authority assigned to the Emergency Government Director.

Utilization of Existing Services and Facilities

In developing the comprehensive general plan, the Emergency Government Director is authorized to utilize the services, equipment, supplies and facilities of the existing village departments and agencies to the maximum extent practical. The officers and personnel of all such departments and agencies should cooperate with and extend such services and facilities for emergency preparedness and mobilization purposes.

Emergency Regulations

When an emergency occurs for which the Village Board has not adopted ordinances, the Village President, or in their absence, the Emergency Government Director, may proclaim, promulgate, and enforce orders, rules and regulations relating to the conduct of persons and the use of property which protects public peace, health, and safety; preserve lives and property; and ensure the cooperation necessary in emergency situations. The Village Board may rescind proclamations, orders, rules, and regulations by resolution at any time.

Declaration of Emergencies

The emergency government may act in accordance with the emergency plan only after the declaration of an emergency or issuance of the official disaster warning by the Governor or Village President. The Village President, or in their absence, the Emergency Government Director may declare a state of emergency when necessary. The state of emergency will continue until terminated by the issuing authority. The Village Board may terminate the state of emergency unless it was declared by the Governor.

Obstruction of Emergency Operations

Any person willfully obstructing, hindering, or delaying the enforcement of any order, rule, regulation or plan issued pursuant to Village Emergency Ordinances or committing any act forbidding any order, rule, regulation or plan as stated in the ordinances is subject to penalties and prosecution.

VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

OVERVIEW

Purpose

This plan describes how the Village of Cottage Grove Government may engage its collective resources to manage hazards and the effects of disaster. After describing the situations and assumptions essential to understanding and application, the plan identifies the agencies involved with this process and their responsibilities. Most importantly, the following identifies how local agencies work together to maximize their abilities throughout the emergency management process and especially during a severe crisis. The principal aims of this program include:

- Providing a coordinated governmental response and recovery effort that minimizes the adversity that a major emergency or disaster could inflict on citizens and property.
- Quickly restoring government services impaired from the effects of a major emergency or disaster.
- Developing an increased level of emergency preparedness among all segments of the population so individuals, families, communities, businesses, and public and private institutions may sustain themselves. Such preparedness helps to cope with a catastrophic disaster that inhibits or overwhelms governmental services, thus delaying the normal public safety response.
- Promoting mitigation strategies to improve critical infrastructure and land use and building code authority to reduce the public's exposure to recurrent hazards.
- Supporting regular training and exercise programs so public and outside organization officials maintain their readiness to perform emergency management duties.
- Integrating with other jurisdictions and the county effectively.

Legal Basis

FEDERAL LAW

THE STAFFORD ACT, Public Law 103-337

To provide a system of emergency preparedness for the protection of life and property and to vest responsibility for this preparedness jointly in the federal government, the states and their political subdivisions. A municipality is considered a political subdivision of the state. This law also emphasizes the development of emergency operational plans at a local level.

CERCLA; Comprehensive Environmental Response, Compensation and Liability Act

Protect the public health and environment by facilitating cleanup on the environmental contamination and imposing costs on parties responsible for the pollution.

EPCRA; Emergency Planning and Community Right-to-Know Act

Provide the public with important information on the hazardous and toxic chemicals in their communities and establish emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

WISCONSIN STATUTES

- 21.1 Call to active service
- 59.03 Administrative Home Rule, Consolidation of Municipal Services, Home Rule, Metropolitan District
- 59.031 County Executive/Administrator Powers – empowered to take care that state or federal law is observed, enforced, and administered
- 59.07 General Powers of County Board – cooperation, maintain public peace and good order within county
- 59.53 (2) Health and Human Services Emergency Energy Relief
- 59.54 (8) Local Emergency Planning Committees
- 61.34 Powers of Village Board
- 66.0314 Emergency Powers
- 83.09 Emergency Repairs of County Trunk Highways
- 323.14 Local Government; duties and powers
- 323.52 Emergency Temporary Locations of Government for Counties and Municipalities
- 323.54 Succession to Local Offices
- 323.55 Enabling Authority for Emergency Interim Successors for Local Offices
- 323.60 Hazardous Substances Information and Emergency Planning
- 323.71 Local Agency Response and Reimbursement
- 213.095 Police Power of Fire Chief/Rescue Squads
- 895.48 (1) Civil Liability Exemption, Emergency Care, etc.

LOCAL ORDINANCES

- 36-1 Emergency Government Operations
- 36-3 Emergency Government Director
- 36-4 Utilization of Existing Services and Facilities
- 36-7 Declaration of Emergencies and their termination
- 36-5 Emergency Regulations and public notice
- 36-8 Obstruction of Organization
- 94-1 Village President Duties

OTHER PROCEDURES

Relief Assistance. All individual relief assistance will be provided in accordance with the policies set forth in state and federal laws and programs.

Consumer Protection. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Department of Consumer Protection.

Nondiscrimination. There will be no discrimination on the grounds of race, color, religion, nationality, sex, sexual orientation, age, or economic status in the administration of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

Duplication of Benefits. No person, business concern, or other entity will receive assistance with respect to any loss for which they received financial assistance under any other program or for which they received insurance or other compensation.

Use of Local Firms. When using private organizations, firms, or individuals to assist with a major disaster, the Village Departments will grant preference to those organizations, firms, and individuals residing or doing business primarily in the distressed areas when possible.

Mutual Aid and Inter-Local Agreements. Each Village government department will determine and negotiate to obtain, review, and keep current all mutual aid and inter-local agreements necessary to perform the letter and spirit of official tasks assigned by law and this plan.

Standard Operating Guidelines. All village departments and supporting organizations will maintain policies, procedures, SOPs, or checklists to guide the actions of their personnel in performing all assigned emergency duties.

Resource Lists. All Village departments and supporting organizations will maintain an up-to-date automated resource list of all in-house and other arranged assets available for performing emergency duties. The departments will provide these lists to the Emergency Preparedness and Mobilization Committee.

Stocking of Emergency Supplies. Public Works will maintain limited stocks of basic emergency supplies in all village owned and leased facilities. Department heads should train employees in the use of these emergency supplies.

Emergency Workers. The Village Finance Director or their designee, in cooperation with all other village departments, shall register emergency service workers appropriately for compensation and reimbursement.

Commandeering of Services, Equipment, and Supplies. Once the governor proclaims a state of emergency, the Village President and Emergency Government Director may command the service and equipment of as many citizens as necessary. The Village must compensate these emergency workers.

Liability Protection. The Village liability insurance covers registered emergency workers.

Authority to Enter into Contracts and Incur Obligations. If time is vital to saving lives reducing property damage or hardship, the Village President is authorized to order departments to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except for those policies mandated by law. The Village Board will review such purchases and may enact. When necessary, any resolution or ordinance approving orders promptly presented to the Board such as:

- Findings by resolution with respect to actions taken;
- Authorization of payment for services, supplies, equipment loans, and commandeered property used during disaster response activities; or
- Approval of gifts, grants, or loans accepted by the Village President during the emergency

Upon ratification by the Village Board, the Clerk's office processes payment for those expenditures approved. When requesting state or federal assistance, the village will submit its accounting procedures for review by the Office of Management and Budget ("OMB"). OMB

will review all services received under mutual aid and certify their receipt and the amount of reimbursement due, if any, to the clerk's office.

Village Attributes

The Village of Cottage Grove lies 4.5 miles from Madison, Wisconsin, the state capital, and, as of 2020 provides residence for 7,303 persons. While many working residents travel to Madison daily, Cottage Grove provides a rich quality of life for all its residents.

Cottage Grove consists of a very homogenous white/Caucasian cohort of which English is the predominant language, thereby easing communication in cases of emergencies. Other factors contributing to the success of emergency preparedness include a young community with nearly 80% of the residents under the age of 45, one satellite clinic of a major hospital located in Madison, two major veterinary clinics, several nursing homes, numerous assisted living complexes, three public elementary schools (Cottage Grove Elementary, Taylor Prairie Elementary, and Granite Ridge Elementary), one middle school (Glacial Drumlin Middle School), several day care centers, several banks, and one village newspaper (located outside of the Village). The local mass media functions as potential outlets of Emergency Public Information. Five television stations, 21 radio stations, and four circulation newspapers service the Village of Cottage Grove. The village lacks high rise buildings but accounts for much new construction both residential and commercial. Most of the major private employers such as Johnson Health Tech, Midwest Stihl, Summit Credit Union, PFS TECO Corporation, Alcivia, Hydrite Chemical Company and Shared Medical Services are in the Industrial Park and the surrounding area.

While Cottage Grove lacks drastic geographical abnormalities, several areas experience frequent flooding. No major sewage or waste concerns plague Cottage Grove. The average climate in Cottage Grove ranges from 6.7 to 82.8 degrees with average precipitation at 34 inches and winter storms occurring from November to April.

Hazard Analysis/Assessment

Emergency management experts suggest municipalities conduct a hazard analysis to determine which hazards are most likely to occur in their locations.

Local officials should work towards identifying hazards and determine their vulnerability (the potential for causing harm to people and/or property). Vulnerability is determined by developing a community profile. This profile includes locating major structures and geographic features, essential facilities (shelters and hospitals), special-needs centers (schools, nursing homes, and hospitals), and other sites which could pose an imminent hazard (fuel storage facilities). For

each hazard, obtain all available information from the Emergency Operations Center (“EOC”) records, newspaper files, insurance companies, fire department records, accident records, weather records and projections. Possible questions to ask in this analysis include:

- What are the chances the hazard could occur (probability)?
- How open or susceptible is your community to damage (vulnerability)?
- Can you determine in advance if the hazard is likely to occur (predictability)?
- What is the frequency of the event occurring; annually, quarterly, etc.?
- How long does it last (duration)?
- Can you do anything to reduce vulnerability (controllability)?
- Does the event occur quickly and with little warning (speed of onset)?
- What other hazards will be triggered by this event (cascade effects)?

Assumptions

The following assumptions can be used as aids to develop emergency plans:

- A major emergency or disaster could happen at any time.
- The time of year, day of the week, time of day, and weather conditions are key variables that can impact the seriousness of an incident and the Village’s ability to respond.
- Individually and collectively, we manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response and recovery), depending on the level of perceived risk, resources the village possesses, and by what we know and its application.
- Individuals and groups will respond to all crises in ways that enhance survival by reducing harm, lessening property damage, and minimizing loss of life.
- The capacity to manage hazards and the effects of disaster varies among individuals and groups within the community. Some individuals and groups will need more help during crisis than others.
- Since a disaster usually delays the local government’s response, the general public should prepare to take care of their basic survival needs for at least 72 hours.

Often, disasters severely stress normal municipal systems and require outside assistance from county, state, and federal governments.

Role relationships affect the reactions to crisis - spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take in a major emergency.

Plan Development and Maintenance

All Village departments and local supporting organizations develop and maintain the Cottage Grove Emergency Preparedness Plan as a cooperative effort. The Emergency Preparedness and Mobilization Committee will administer the coordinating steps involved in the development, maintenance, promulgation, and publication of the entire plan. The Village Board will review and may approve or amend the plan. Other functional areas (such as fire, utilities, parks and streets, Frontier, Alliant Energy, EMS, and schools) with day-to-day expertise and experience will develop, write, and maintain specific areas of the plan/annexes. The plan will be reviewed by this Committee annually.

Review

The Village may, from time to time, re-evaluate and amend this plan. Each department is encouraged to annually review and update its portion of this plan. The department head will submit its portion of the plan upon completion to the Emergency Preparedness and Mobilization Committee for coordination, executive and legislative review, approval, printing, and distribution. Copies will be sent to the county and state departments of emergency management.

Exercises

Each year the village departments are encouraged to practice functional emergency exercises. A complete, joint exercise must be conducted every four years. The Emergency Preparedness and Mobilization Committee should consider taping these drills to play on the website to raise community awareness.

Plan for Designating a Disaster Assessment Team

When responding to a disaster, responders assessing the damage permeates all responders' actions. All levels of government participate in this assessment. Before the disaster occurs, planners should determine who has lead responsibility for assessing the damage and who makes up the team. The team members should receive training on how to assess the damage and even how to compile useful information in advance.

The initial assessment information comes from first responders and those on the scene. This information allows decision-makers to allocate resources, set priorities, and determine if outside resources are needed for the response.

When working with the county, the county emergency management director assesses the entire county and determines the locations suffering the most damage. The director estimates the amount of loss and the resulting impacts of those losses on individuals and governments.

Localities must submit a county-wide report (USDR) within 24 hours of the disaster to obtain federal disaster aid. Any local requests for assistance are made through the county emergency management director. To receive funding, localities must identify damage locations on a map, photograph damage sites, develop a list of all public facilities damaged, know the location of municipal records of disaster-related costs, and keep accurate records of all disaster-related expenditures.

Budget Planning for Necessary Equipment

Each agency should include emergency equipment in its budget each year. Necessary items such as generators, gas masks, and communication equipment aid the agencies in responding to a disaster. Agencies may also designate funding for storing back-up servers containing village records at a distant location.

Community Education

The Emergency Committee is encouraged to provide residents information through the newspaper, sending material home with school children, simulating disasters with volunteers, and broadcasting material on cable and radio.

CONCEPT OF OPERATIONS

The most important response to a disaster affecting the community will come from its agencies, its institutions, and its people. Primary responsibility for vital emergency functions rests with the following agencies, some of whose jurisdictions extend beyond community boundaries.

Local

The Village President maintains “the peace and order” in the Village of Cottage Grove and “if disturbance, riot or other apparent necessity occurs,” the President may appoint as many special marshals as deemed necessary who for the time being shall possess all the powers and rights of constables. The Village President and/or Village Board appoints and/or hires all service department heads and grants them the day-to-day authority to administer their respective department. Village ordinances legislate the breadth of authority and duties of these departments.

Emergencies, such as response to fires, violation of the law, and emergency medical calls occur every day and do not normally require the direct involvement of the Village President. On a less frequent basis operational departments confront larger scale events surpassing the conventional. These situations, major emergencies, or disasters require services that exceed the capacity of one department to handle alone. Occurrences that strain department capabilities to this extent could require a multi-agency response supplied from inside and outside the village government. Non-village resources include mutual aid with neighboring jurisdictions and other assistance available through inter-governmental agreements or through pre-existing contractual arrangements with private sources of specialized services.

During major disasters or emergencies, the Emergency Government Director advises the Village President and coordinates emergency response actions. If the situation can be handled locally, then responders should use the procedures and checklists in this plan if appropriate. Anytime a situation escalates beyond the level of local control, the Village President may declare a local state of emergency and notify the Dane County Emergency Management Director. The Village President or Emergency Government Director shall provide the Village’s state of emergency declaration to the Dane County Emergency Management Office. The Village Board must, within 30 days, ratify, and publicly notify the declaration of a “Village Emergency” and any executive order(s) invoking a specific emergency power. Failure by the Village Board to ratify the declaration will result in the declaration’s revocation.

County

Once the county becomes involved it will respond with county resources as requested and necessary, activate mutual aid agreements, coordinate county resources with municipal

resources, notify the Wisconsin Division of Emergency Government Regional Director, forward the uniform damage situation report form, and assist municipalities with prioritizing and allocating resources.

State

If the municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WI Division of Emergency Management (WDEM). If state assistance is requested, the WDEM Administrator in conjunction with the Regional Director, county emergency management director, and municipal emergency government director assess the disaster or emergency and recommend that personnel, services, and equipment be made available for response, mitigation or recovery. After completing the assessment, the WDEM Regional Director immediately notifies the State WDEM Administrator. The state administrator of Emergency Government notifies the Governor and makes recommendations. If state assistance is granted, procedures will be followed as stated in the Wisconsin emergency preparedness plan and the County emergency preparedness plan.

Federal

Even with the augmentation of state resources, including those available through interstate compacts, the Governor may seek federal government assistance depending on the severity of the situation. The Federal Emergency Management Agency (FEMA) regional director will add their recommendations to the request and forward it to the FEMA National Headquarters in Washington, DC. The national headquarters refers the request to the President, who can either deny the request, make an “Emergency Declaration” if limited federal involvement is warranted, or make a “Major Disaster Declaration” if more substantial federal financial, technical and/or operational support is needed.

Administrative Reporting to State

After a disaster municipalities must, prior to receiving federal or state emergency funds, report the estimated damage of the private sector (homes, businesses, and agriculture); the public sector (costs incurred by government in responding to the disaster, damage to publicly owned facilities, and damage to certain private non-profit facilities); fatalities and injuries; the homeless or those in shelters; and essential services. The locale must also assess the extent of how much insurance might cover. While only estimates, approximations are better than not reporting at all. The community can refine the reports as it proceeds through response and recovery. The report is due to the state within 24 hours after the hazard begins, but the local officials can submit updates if information changes significantly. After the locale completes the report, the county emergency management director compiles the information from all communities, submits a single report (UDSR) for the entire county to the Wisconsin Emergency Management, and consults with local and county officials on requesting outside assistance and coordinating with Wisconsin

Emergency Management. Reporting is the only way to obtain federal disaster assistance for both the public and private sectors and provides a basis for keeping permanent records of the disaster event and the associated response and recovery costs.

The following reports will be submitted to the State EOC:

- Situation and damage assessment reports.
- An executive order requesting state assistance stating 1) the specific type of resource required including those possessed by local, volunteer, commercial and mutual aid entities that are either exhausted, unavailable, or not available in time to save lives, prevent further damage, and/or to alleviate suffering; 2) how long the resource(s) will be needed; 3) where to deliver or report; and 4) the official to whom to report.
- A supplemental justification for a presidential declaration request. This is a narrative format available from the state guide and submitted at the same time the damage assessment reports are completed, i.e., after the state and federal preliminary damage assessment team has added their input to the earlier data supplied by local officials.

Village of Cottage Grove

A. Governance and Administration

Representing the Village of Cottage Grove, the Village President is the chief elected official of the Village Board which consists of six trustees and one Village President. The Board is elected at large with three trustees elected every spring for two-year terms. The Village President presides over Village Board meetings. In the president's absence the Village Clerk will call a meeting to order, and the trustees shall elect among themselves a President *pro tem*. As the director of village operations, the Village Administrator oversees the day-to-day village operations and serves as a staff liaison to the board without voting power.

B. Human Services

Dane County Human Services (DCHS) manages public health and welfare services through a variety of mechanisms for the county except in the City of Madison which maintains its own Public Health Department. DCHS is responsible for planning and coordinating all Emergency Human Service resources in Dane County and for Emergency Public/Environmental Health concerns outside of the City of Madison. The American Red Cross, Salvation Army and other local human service agencies, both public and private, are primary service providers. Services may include:

- Congregate care (temporary shelter, food, clothing, etc.);
- Food coupons and food commodities

- Crisis counseling

Emergency Public/Environmental Health services may include:

- Health and medical care at shelters;
- Inoculation of victims;
- Distribution of antidotes, drugs, etc. to shelters; and
- Support and medical care for those who cannot be evacuated

C. Law Enforcement

The Village of Cottage Grove Police Department provides law enforcement services for the Village. These services include reducing casualties, minimizing damage to property, receiving and disseminating warnings, and providing overall security at disaster scenes. The PD assists in organizing, coordinating, and directing plans of operation in the event such incidents occur. If the situation requires more than the PD can provide, the Dane County Sheriff's Department and other local departments will assist.

D. Warning and Communications

Dane County operates a consolidated dispatch center using computer aided dispatch (CAD) and enhanced 911. The center coordinates all police, fire, medical, and other emergency communications in the county. The center is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system. The National Weather Service (NWS) operates a nationwide weather broadcast service that provides severe weather information to the public through weather alert radios. Local radio and television can provide village residents with warning and other emergency information independent of EAS. Finally, Frontier provides telephone services within the community.

E. Fire Services/Hazardous Materials (HAZMAT) Releases

The Cottage Grove Fire District provides fire services and limited response to hazmat releases in the Village of Cottage Grove. Dane County contracts with the City of Madison Fire Department (MFD) for response to Level B hazmat releases in the County. Wisconsin contracts with MFD for response to Level A hazmat releases in Dane County and 10 other counties. Levels A and B hazmat releases are defined in section 166.20 (1), Wisconsin Statutes.

F. Emergency Medical Services (EMS)

Deer Grove Emergency Medical Service provides ambulance emergency services for residents of the Village of Cottage Grove.

G. Public Works and Parks and Rec.

The Cottage Grove Public Works and Parks and Recreation Departments maintain and plow streets; maintains Village parks and playgrounds; collects brush and provide leaves and yard waste drop-off. They provide municipal water and wastewater collection service. Madison Metropolitan Sewerage District provides wastewater treatment for the Village. Waste Management provides trash and recycling services for residents.

H. Utilities

Alliant Energy supplies electricity and natural gas to the community. The Village provides its own water utility. Madison Metropolitan Sewerage District provides wastewater treatment for the Village.

I. Emergency Management

Dane County Emergency Management maintains the County Emergency Operations Center (EOC) and guides and supports county, municipal, public, and private emergency management activities through an integrated emergency management system.

Comprehensive Emergency Management

The four phases of emergency management include mitigation, preparedness, response and recovery.

Mitigation: Mitigation activities help prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency. Ways to build a disaster-resistant community include building codes, zoning and land use management, building use regulation, preventative health care, public education, planning a community clean-up day to clean out stream debris, prohibit building in flood plain areas, etc.

Preparedness: Preparedness activities, programs, and systems exist prior to an emergency and support and enhance the response to an emergency or disaster. Such activities include emergency planning, training, and exercises; warning and communication systems; identifying potential shelters; establishing mutual aid agreements; obtaining essential resources; maintaining inventories; and educating the public.

Response: Response activities and programs address the immediate and short-term effects of an emergency or disaster by reducing casualties and damage and enhancing recovery time. Examples include warning/informing, mobilizing personnel and equipment, search and rescue, evacuation, shelter, damage assessment, record keeping, and emergency declaration.

Recovery: Short-term recovery actions assess damage and return vital life support systems to minimum operating standards, as long-term recovery actions may continue for many years. Short-term examples include temporary housing, restoration of essential services, and food vouchers. Long-term examples include insurance, reconstruction, and counseling programs.

This strategy presumes emergency response can be broken down into specific functions. For the most part Village departments and support organizations provide a number of these functions such as warning, evacuation, and shelter. Each incident by the nature of the conditions it produces dictates the functional choices necessary and feasible.

Relationship between Emergency and Normal Functions

While emergency operations often demand additional personnel and logistical resources and creates an array of urgent needs and actions, the Village's initial response depends on the use of existing departmental assets. Operational departments are accustomed to dealing with everyday emergencies and already systematically manage their first and second response obligations. Unlike everyday occurrences, a major emergency or disaster requires mobilization, direction, and control of a more substantial effort requiring the participation of multiple agencies.

This plan builds on the incident response management systems that are used by Cottage Grove's operational departments every day. Once a department (especially if the "lead agency") realizes that the emergency demands greater resources than those available to the department, the following steps occur:

- Depending on the specific type and mix of resource needs requested by the department's senior official on-scene, the department's control center summons assistance from the appropriate source(s).
- If the requirements of the situation or in combination with collateral requirements from other incidents that may be happening concurrently cause the department's control center to become overloaded, then a decision will be made:

1. To call the Emergency Government Director to the scene if the incident is confined to a small localized area and the coordination of multi-agency resources is manageable by one person; or
2. If the proportions of the incident originate at or escalate to a stage where resource needs are more complex or where wider areas are or will be exposed to a spreading danger, the lead agency department head or the Emergency Government Director may request the county EOC be made available to coordinate support.

The Village departments equipped to perform daily service include Police, Public Works, and Utilities. Additional services contracted by the Village are Deer Grove EMS and Cottage Grove Fire District. Each department head represents their village department on the Emergency Preparedness and Mobilization Committee while maintaining their department. Within each department the day-to-day hierarchy and reporting channels remain intact unless the department's internal emergency plan specifies otherwise. The same control over organizational assets applies to outside support agencies represented on the committee. The committee coordinates issues requiring cross-input, decisions from Village leadership, and use of all available resources to the highest priorities when necessary.

Continuity of Government

Public employees and their families, facilities, and equipment are vulnerable to the same hazards, and exposed to the same risks as are citizens and the municipal community at-large. Because of this and because local government is situated to respond to protect citizens and property from the damaging effects of any natural, technological, or national security threat, local government should take practical steps so that its essential resources are survivable and available to serve the public's emergency needs.

To continue government operations in the wake of any type of major emergency or disaster, Police, Public Works, and Utilities should maintain a department specific emergency preparedness plan. At a minimum the department plan should be consistent with this plan and include provisions regarding:

- Department lines of succession
- Essential records, files, and materials backed up and preserved in a safe alternate location
- The dispersal, sheltering precautions, and/or back-up sources that will be used to protect or replace vital equipment and supplies
- The means used to overcome or restore interrupted services and utilities
- Conducting a periodic "hazard hunt" to identify physical safety hazards that need to be eliminated or secured
- Encouraging employees to make a family preparedness plan, along with preparedness kits for their home and vehicle(s), and establishing an out-of-state contact

- Procedures for receiving, warning and/or alerting proper authorities, employees, and visitors of a life-threatening danger in all department facilities are as follows:
 1. Trying to minimize the spread of the hazard(s) if possible;
 2. Safeguarding property and equipment as needed;
 3. Moving trapped persons and casualties away from immediate peril;
 4. Administering first aid and CPR as necessary;
 5. Converting the facility into a temporary shelter;
 6. Having an evacuation plan which encompasses how and by whom casualties and persons with physical and mental disabilities will be aided;
 7. Accounting to first response authorities for the status of all persons evacuated; and
 8. Transporting facility occupants to an alternate site to re-establish operations – providing a temporary haven that could be used as a shelter.
- How the department will recall off-duty personnel and where and to whom these people are to report
- How, where, and on what priority department services will be reconstituted. (Alternate facilities should not be in or near an area that is a probable hazard zone, nor in or near an area that could become inaccessible.)
- How the department will manage emergency operations and responsibilities

DIRECTION AND CONTROL

Direction and Assignment of Responsibilities

- During routine activity, each agency will follow established procedures for managing incidents. Due to their duration or other factors, some events may require coordinated incident site management.
- During actual or imminent disaster events, all agencies, unless the facts and circumstances support a different course of action, will respond in accordance with their own standing operating procedures and the provisions contained herein. If a conflict arises between the two, the provisions in this emergency plan will govern.
- The Cottage Grove Emergency Operations Center (EOC) will be activated. The EOC is in the Cottage Grove Fire Department facility at 4030 County Hwy N. If the disaster debilitates this location, the Emergency Preparedness and Mobilization Committee will choose an alternate site. All local agencies with emergency responsibilities will have a representative at the EOC. Other local, mutual aid and support agencies may be asked to send a representative to the EOC.
- Command posts (“CP”) and staging areas may be established at or near emergency site(s) depending upon the nature of the event. All agencies responding to the site will be represented at the command post. There will be only one command post per site.
- When necessary, communications will be established between the EOC, command post(s), and 9-1-1.

Management of the incident will be achieved jointly by the EOC and CP personnel. The CP(s) will direct site operations with EOC support. Certain functions (coordination of multiple CPs, support of shelter operations, public information, etc.) will be managed by the EOC, including coordination with the County EOC.

Administration and Logistics

Officials of modular organizations, such as the EOC and command posts, should take command, initiate operations, plan strategies and logistics, and anticipate the financial implications of the disaster. The EOC is responsible for tracking expenditures, used resources, and other associated cost information. The Cottage Grove administrative staff will be responsible for overall record management. When considering finances, certain agencies should consider any mutual aid agreements and/or contracts for services.

Finally, a communications plan is crucial to command and EOC operations. The plan should specify a common communications plan, common terminology, and two-way dialogue capability.

Emergency Operations Center Capabilities

An Emergency Operation Center provides a location to conduct centralized, coordinated direction, control, and warning during emergency events beyond the scope of normal public safety responses. The EOC provides an environment where information is gathered and where key officials make critical policy decisions and disseminate decisions to appropriate agencies at the command posts for action. When involving many jurisdictions, the EOC coordinates and supports responses to disaster at all levels of government - local, state, and federal.

EOC Procedures

- Upon notice of an actual or imminent disaster, agency designees and EOC support staff will report to the EOC.
- Activate the EOC
 1. Activate support systems (lighting, communications, etc.)
 2. Set up information management systems (maps, message boards, resource inventories, status board, etc.)
- Establish communications with CP(s) in the affected area(s) and with 9-1-1.

Joint Incident Command

- Primary local emergency representatives will jointly assess disaster caused needs. To the extent possible response priority for decision-making will occur in the following order:
 1. Care for victims (mass casualty response, search and rescue, etc.);
 2. Prevent further injury to humans (fire suppression, hazardous materials response, etc.);
 3. Procure and distribute necessities for victims (food, shelter, clothing, etc.);
 4. Restore and maintain essential community services (utilities, transportation, communications, etc.);
 5. Protect dwellings (fire suppression, sandbagging, etc.);
 6. Maintain public order (patrol danger areas, guard property, direct traffic, etc.);
 7. Protect the environment; and

8. Maintain public morale.

- When able to effectively manage more than one need at the same time, workers should take such simultaneous actions. CP personnel should communicate their findings and requests for assistance to the EOC and/or 9-1-1 through appropriate pre-designated emergency radio channel(s).
- The EOC will support CP activities and manage certain functions such as supporting shelter operations, maintaining records, and coordinating with other municipal EOCs. In case of multiple CPs, the EOC may have to establish priority of need for resource management purposes.

Incident Command Centers

These areas should be isolated from noise and confusion; provide excellent communications capability, situation boards, or maps; and provide enough space to accommodate the workers if reasonable. The location should be announced as soon as possible. The location should be clearly identified by a flag, light, or other marking.

Each operational department's (utilities, public works, police, etc.) command center dispatches and supports field personnel and their equipment. In an emergency these centers are responsible for actions guided by emergency protocols such as the following (See Appendix E):

- Notification of key officials;
- The call-out of off-duty personnel and the adjustment of shift schedules to accommodate extended workforce requirements;
- Monitoring and keeping a record of field and departmental support activities and costs;
- Dispatching specialized teams or technicians that are part of an automatic response or as requested;
- Alerting other agencies of impending dangers that could affect their resources;
- Conveying requests for outside resources;
- Supporting all other requests made by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance; and
- Calling the Emergency Government Director for assistance.

Village Emergency Operations Center Readiness

The EOC should be immediately available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a "lead agency" department to effectively handle on its own. EOC readiness can occur in three phased stages of alertness:

1. Phase I Alert: The first phase pertains to the period before an emergency when various communication mediums forewarn of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow, or dissipate. Using various sources of information available, the Emergency Government Director would take preliminary steps to initiate the alert of other emergency staff and prepare the EOC for operational use. These efforts would also be coordinated with the Village President, appropriate departments, and support organizations whose mission makes them a part of any projected emergency response.
2. Phase II Alert: The second phase would make the EOC available for use as a unified coordination site for representatives from all actively involved departments where they would:
 - Monitor, exchange, and coordinate information about the effects and implications of imminent or pending events on their respective and combined services;
 - Jointly formulate and coordinate contingency priorities and options;
 - Identify and, as necessary, refer policy questions and executive decisions for resolution;
 - Identify and deal with resource and assistance needs; and
 - Pass appropriate advice and information to department and agency control centers.

Phase II is initiated by the Emergency Government Director, Village President, or Designee. EOC staffing levels would vary and could be adjusted at any time to match the demands of the current situation. In this phase, representatives in the EOC under the lead of the Emergency Government Director would have the authority to coordinate the use of all locally available resources needed, public and private. Advisory notification of the Phase II alert would include the Village President, the Village Administrator, and the Dane County Department of Emergency Preparedness.

3. Phase III Alert: The third phase would result in actual activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Village President's direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the Dane County Department of Emergency Management. Whenever the EOC is activated, it becomes the Village's central headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

EOC Line of Authority and Division of Labor

As the Village's Chief Elected Official, the Village President is the ultimate authority in the EOC, and the entire EOC organization is subordinate to them. In this capacity, the Village President may:

- Authorize the activation of the EOC;
- Proclaim a "Civil Emergency;"
- Exercise emergency powers vested by Wisconsin law, the Municipal Code, or this plan;
- Obtain Village Board ratification and confirmation for proclamations and executive orders;
- Refer emergency funding issues to the Village Board for resolution;
- Provide monthly emergency operations status updates to the Village Board;
- Direct the management of the EOC;
- Act as chief spokesperson for communicating with the public;
- Coordinate with elected officials of neighboring jurisdictions and higher levels of government and;
- Terminate the "Civil Emergency."

To support the Village President in fulfilling their leadership roles, there are three EOC staff functions at their disposal to aid with decision making and implementation:

1. A Village Board Member
2. Village Administrator
3. Public Works Director

Line authority or chain of command in the EOC extends from the Village President to the Emergency Government Director to the other department heads on the Emergency Preparedness and Mobilization Committee. The Emergency Government Director is the Village President's principal administrator for overseeing EOC management activities including:

- Directing the tactical size-ups to ascertain the situation's status and parameters.
- Making field decisions regarding what resources are needed, what their composition must be, when they are needed on scene, and when and how they will be employed. To stay ahead of evolving events, these on-scene evaluations should be repeated at regular intervals until containing or neutralizing danger to the public and safely beginning recovery operations.
- Providing the direction for establishing and maintaining staffing levels and shift schedules.
- The continual monitoring and assessment of crisis status and impact.
- Coordinating the resolution of difficulties that cannot be reconciled in the field.

- Directing the preparation of proclamations and executive orders for referral to the Village President.
- The supervision of the operational department heads to assure that emergency needs are accurately and rapidly identified, and that support provided by these departments is appropriate, efficient, coordinated, and recorded.
- Keeping operational department heads current on the overall scope of EOC involvement and working with them to develop short- and long-term plans of action to guide EOC oversight and support.
- Coordination with the village administrator for public information.
- The timely cross and up channeling of required reports and documents to the Dane County and Wisconsin Departments of Emergency Management.
- Coordination with the State EOC to transmit the essential data needed to minimize the time required to receive state and Federal assistance.
- Keeping the Village President briefed on the progress of EOC and field activities and on all pressing concerns that require their attention and/or action.

Village department heads and the Emergency Preparedness and Mobilization Committee aid the Emergency Government Director in fulfilling their responsibilities. Each department head is responsible for supervising and managing the activities of their respective service groups and coordinating with other department heads. They must also update the director on all significant actions contemplated and taken in a timely manner. These functional departments include:

- Fire services guided by the Fire Chief or designee:
 1. Monitor fire, rescue, provide emergency medical service (EMS), and assist county (HAZMAT) team activities in the field provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Make efforts to anticipate upcoming needs and potential problems;
 4. Devise solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Police services guided by the Police Chief or designee:
 1. Monitor law enforcement activities in the field, including those provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Look ahead to anticipate upcoming needs and potential problems;
 4. Work with the EOC to devise solutions for identified or projected problems, as considered practical, making calculated provision to control or moderate unwanted outcomes; and

5. Inform subordinate elements of executive decisions, actions, and instructions.
- Public Works Director (includes utilities, planning, building inspection, and engineering)
 - Logistic Administrative Planning - Emergency Preparedness and Mobilization Committee

EOC Lines of Succession and Span of Control

Each supervisor should limit their oversight to 3-7 people, anticipate span of control problems, and be prepared to correct them.

Action Steps and Lead Agencies

This section describes how the community and its agencies may act in all four phases of emergency management to manage hazards of concern.

1. Mitigation

- Civil Disorder
- Drought
- Earthquake
- Energy Emergency
- Fire
- Flood
 - a. IDENTIFY areas susceptible to flooding and level of risk. b. IDENTIFY mechanisms to protect susceptible areas.
 - b. INFORM residents of the flood hazard, the steps the community is taking to manage the hazard, and the steps they can take to manage the hazard including how to purchase flood insurance.
 - c. IMPLEMENT protective measures as applicable.
 - d. INSURE that potential home buyers are aware of the flood hazard.
 - e. IMPLEMENT sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).
- Hazardous Materials

- a. MAINTAIN information about facilities that use, store, or produce hazardous materials and about transported hazardous materials (see Hazardous Materials Facilities listing appended to this document).
 - b. INFORM citizens about the chemicals in the community, how the community manages the hazard, and how they can protect themselves
 - c. ENFORCE applicable manufacturing, storage, and handling codes and codes governing transportation of hazardous materials.
- Heat Wave
 - Major Transportation Incidents (“MTI”)
 - a. IDENTIFY major transportation routes
 - b. IMPLEMENT mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc.)
 - Nuclear Attack
 - Severe Thunderstorm/Tornado
 - a. IDENTIFY tornado shelter areas in all public buildings
 - b. INFORM citizens about thunderstorms and tornadoes and the steps they can take to protect themselves
 - Winter Storm
 - a. INFORM citizens about the winter storm hazard and the steps that they can take to protect themselves
 - b. DEVELOP winter storm emergency regulations (alternate side of street parking, snow removal policy, etc.)
 - Pandemic
2. Preparedness - ALL Hazards
- DEVELOP AND EXERCISE appropriate hazard-specific emergency response procedures
 - MAINTAIN an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Dane County
 - TRAIN personnel involved in emergency response including “nontraditional” volunteer groups if available.
3. Response to hazards and the lead agency
- Aircraft Down
 - a. Police Chief - Secure as crime scene, evacuation, traffic control, liaison with NTSB, the FBI, or other agencies for crash investigation.
 - b. Fire/ EMS Chief - fire suppression, rescue operations, and hazardous materials

- c. Public Works - heavy equipment use and debris removal
- Bomb Threat/Detonation - Police Chief
- Civil Disorder/Hostage/Terrorism/Active Shooter - Police Chief
- Construction Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation and traffic control
 - c. Public Works - use and control of heavy equipment, debris removal, liaison with utilities
- Evacuation - Police Chief
- Explosion (if known to be other than bomb detonation) - Fire Chief
- Fire and Rescue – Fire/ EMS Chief
- Flood - Public Works Director
- Food Poisoning – Dane County Health Department
- Hazardous Materials
 - a. Fire/EMS Chief - fire suppression, rescue, chemical, poison, disease, etiologic agent and radiological releases
 - b. Police Chief - evacuation, traffic control, shelter security
- Damage Assessment
 - a. Emergency Management Coordinator - compilation of Uniform Disaster Situation form
 - b. Building Inspector - coordination of field surveys done through assessment teams made up of fire, police, assessor, FEMA, building inspection, public works, and American Red Cross
- Land Contamination
 - a. Dane County Health Department
 - b. Department of Natural Resources
 - c. Department of Agriculture
- Railroad Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works - heavy equipment, debris removal, liaison with railroad company
- Oil Spill
 - a. Fire Chief

- b. Department of Natural Resources - clean up
- Pipeline Accident - Fire Chief
- Product Contamination - Dane County Health Department
- Public Information
 - a. President/Village Administrator
 - b. Police Chief/Emergency Government Director
 - c. Dane County Emergency Management Public Information Officer
- Snow Removal - Public Works Director
- Transportation Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works Director - heavy equipment, debris removal
- Tornado/Windstorm
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works Director - heavy equipment, debris removal

If the lead agency is not apparent as described above, the Village's Emergency Government Director, with the Village President's approval, will determine which agency is most capable of helping. Some incidents may involve more than one hazard, but the hazard with the potential for causing the greatest harm will be considered primary. Hence, the department responsible for the primary hazard will be the "lead agency." As an incident evolves and as the original primary hazard is downgraded and supplanted by a different hazard, a "lead agency" transfers between departments may occur. Such centralized functioning avoids delaying or jeopardizing any life-safety measures.

Whenever a hazard is discovered, the Emergency Government Director will assume initial command of the situation. The Director will immediately, through local channels or through the county's 9-1-1 line, report an initial assessment, request initial notifications for necessary aid, and take steps to isolate the area if necessary. As soon as the designated "lead agency" arrives on scene, the most senior official from this department will accept command. If the incident requires a multiple agency response, the senior on-scene official will decide what additional agencies are needed, their specific roles, the force levels and types of equipment each should respond with, the official to report to, the approach route needed to ingress the staging entry control, and any other information that might have a bearing on conditions or precautions. This information will be communicated to the local center or the Dane County Emergency Operations Center.

During a widespread incident, multiple sites could be affected at the same time. Under these circumstances, the Director should attempt to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

4. Recovery - ALL Hazards

- IMPLEMENT short- and long-term procedures as needed
- COMPILE records maintained during response for transmittal to Dane County
- INFORM victims about relief and recovery resources and agencies
- IDENTIFY future mitigation opportunities

RESPONSE CHECKLIST

Response Issues

- Direction and Control/Incident Command
 1. Set up incident and unified command
 2. Determine span of control and unity of command
- Size up the Incident
 1. Determine the size of the area affected
 2. Population characteristics
 3. Economic profile of the area
- Search and Rescue
 1. Search the damaged area
 2. Rescue the injured and recover bodies
- Damage Assessment
 1. Activate damage assessment team composed of people familiar with property value
 2. Damage assessment important to secure state and federal assistance
 3. State and Federal Assistance cannot be delivered unless they know of the village's needs
- Public Information
 1. Designate people to provide information to the media
 2. Establish a location to meet with the media away from the EOC
 3. Inform citizens of the status of the response and the recovery
- Track Citizen's Needs
 1. Designate someone to keep track of request for assistance and the delivery of that assistance
- Track Offers of Assistance
 1. Be prepared to deal with voluntary help
 2. Designate someone to keep track of offers of assistance
 3. Discourage shipments of donated goods
 4. Identify a location to store donated goods
- Debris clean up and disposal

1. Work with DNR on proper disposal of debris
2. Inform the public of proper separation and disposal of debris
- Obtain outside assistance (mutual aid)
 1. Activate your mutual aid agreements as necessary
- Determine public health issues
 1. Address health issues such as safe water and food, disease, and mental health as they relate to both victims and responders
- Site security/pass system
 1. Establish a pass system to access the area
 2. Relates to security, orderly clean up, and repair of the affected area

Suggested Response Timeline

The following are suggested timelines for an emergency response; however, the facts and circumstances could require an alternate response timeline:

- 0-2 Hours
 1. Establish Incident Command System
 2. Notify all the agencies with a role in your plan
 3. Determine the size and nature of the area affected by the disaster
 4. Determine the number of people, buildings, and businesses affected by the disaster
 5. Conduct search and rescue operations as needed
 6. Open shelters as needed
 7. Contact Salvation Army/American Red Cross
 8. Determine if the area needs access control and set up roadblocks
 9. Begin clearing roads and streets
 10. Begin to determine the types and amount of outside assistance you may need
 11. Notify the County Emergency Management Director
 12. Notify Wisconsin Emergency Management
 13. Begin public information activities and issue protective actions for the public if necessary
 14. Hold one or more Command Staff briefings
 15. Consult your agency's response checklist

16. Activate mutual aid agreements
17. Consider the need to declare a State of Emergency

- 2-4 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Consider the need for 24-hour operations and the establishment of 12-hour shifts
4. Continue shelter operations as needed
5. Inform the hospital(s) of potential casualties
6. Begin preparations for establishing a pass system
7. Activate damage assessment team
8. Assign people to handle request for assistance and to track the needs of special populations
9. Assign people to track request for information on disaster victims
10. Assign people to track offers of assistance and donations
11. Continue clearing roads and streets
12. Determine how debris will be disposed
13. Begin to determine the public health effects of the disaster
14. Begin to consider the needs of special populations
15. Begin to take care of the needs of the responders
16. Consult your agency's response checklist
17. Hold one or more command staff briefings

- 4-12 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Prepare for the next shift to take over
4. Consider the need for ongoing mutual aid
5. If necessary, activate the pass system
6. Continue to inform the hospital of potential casualties
7. Continue damage assessment activities, compile the information collected by the damage assessment teams, and report to the state
8. Continue clearing roads and streets

9. Take debris to an appropriate land fill
 10. Prepare a prioritized list of repairs to critical facilities and transportation routes
 11. Begin cleanup activities on public and private property
 12. Continue to track the request for assistance and the needs of special populations
 13. Continue to track request for information on disaster victims
 14. Contact area churches for services related to hospitality/food for workers and victims; work crews as needed; and housing
 15. Continue shelter operations as needed
 16. Address the public health needs of the disaster victims and responders
 17. Take care of the personal needs of the responders
 18. Conduct several command staff briefings
 19. Consult your agency's response checklist
 20. Brief the next shift
 21. Coordinate with utilities in the restoration of service
 22. Anticipate and address public health issues
- 12-24 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Inform the hospital(s) of casualties as necessary
 8. Continue cleanup activities on public and private property
 9. Take debris to an appropriate land fill
 10. Coordinate with utilities in the restoration of service
 11. Continue shelter operations as needed
 12. Keep records of agency expenses
 13. Anticipate and address public health needs
 14. Track the request for assistance and the needs of special populations
 15. Continue to track request for information on disaster victims
 16. Conduct several command staff briefings during each shift

17. Brief the next shift

- 24-48 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service
 10. Continue shelter operations as needed
 11. Keep records of agency expenses
 12. Anticipate and address public health needs
 13. Continue to track the request for assistance and the needs of special populations
 14. Continue to track request for information on disaster victims
 15. Coordinate activities of volunteers assisting with cleanup efforts
 16. Begin planning for reentry and long-term recovery
 17. Conduct several command staff briefings during each shift
 18. Brief the next shift

- 48-?
 1. Continue public information activities
 2. Continue operation of the pass system if necessary
 3. Continue damage assessment activities and submit UDSR
 4. Provide updated damage estimates to the state
 5. Consider the need for ongoing mutual aid
 6. Inform the hospital(s) of casualties as necessary
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service

10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate the activities of volunteers assisting with cleanup efforts
16. Continue planning for reentry and long-term recovery
17. Provide people to participate in the preliminary damage assessment
18. Conduct several command staff briefings during each shift
19. Brief the next shift
20. Continue public information
21. Debriefing for public safety personnel
22. Consulting services for all participants

ACTION CHECKLISTS

The following are recommended action checklists. However, the facts and circumstances could require an alternate response.

First Responder

- Advise 9-1-1 and provide as much of the following information as is available:
 1. Location including municipality, address/intersection, landmarks, etc.
 2. Type of incident or disaster
 3. Incident effects (e.g. approximate number of trapped, injured, or dead; destroyed or damaged homes; etc.)
 4. Site accessibility (effects of downed trees, power lines, etc.)
 5. Other pertinent information
- Request law enforcement, fire, EMS, etc. response as appropriate.
- If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles. Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.

Village President

- Assist the Emergency Government Director or designated person in activating the Command Post (CP) and Emergency Operations Center (EOC).
- Report to the EOC.
- Ensure that the Emergency Government Director or designated person provides an initial damage assessment and casualty report.
- When appropriate, ensure that the Emergency Government Director and community officials brief the EOC staff as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- When appropriate, ensure the Public Information Officer (POI) and/or designated person is notified and reports to the EOC.
- Activate damage assessment activities if needed.
- In consultation with the Emergency Government Director, determine whether county, state, or federal assistance should be requested. Local 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.

Emergency Government Director

- Report to the EOC.
- Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
- Activate the Municipal EOC (see Appendix E). Make sure that it is fully operational and that
- EOC staff have reported/are reporting to it.
- Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the Village President and to the County Emergency Management Director.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, act to obtain the needed resources.
- Ensure that all department/agencies heads have begun to keep separate and accurate records of disaster-related expenditures.

Village Administration

- Maintain communication with the EOC.
- Maintain records indicating Village expenses.
- Assist in the damage assessment process by:
 1. Providing information regarding the dollar value of property damaged as a result of the disaster.
 2. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed by the disaster.
- Delegate authority to department directors to permit acquisition of equipment and supplies if needed following a disaster.
- Assign department director account numbers to which emergency expenditures may be charged.

Cottage Grove Police Department

- Notify Police Department staff and that they report as the situation directs.
- Secure the affected area, perform traffic, and crowd control.
- Set up the emergency pass system.
- Participate in warning the public as the situation warrants.
- Determine the scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- Report the above information to the appropriate law enforcement agencies.
- Establish a staging area, designate a CP, and establish initial command until relieved.
- If appropriate and available, dispatch a communication's vehicle to the scene of the disaster.
- Other responsibilities may include:
 1. Enforcing 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 the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, implement mutual aid agreements with other law enforcement agencies.

Cottage Grove Fire

- Establish and/or respond to the designated EOC and/or CP.
- Assist in warning the affected population as the situation warrants.
- Rescue injured/trapped persons.
- Provide fire services including limited response to hazmat releases as needed.
- Designate a person to record the arrival and deployment of emergency personnel and equipment.
- Assist law enforcement with evacuation, if needed.
- Assist the municipal public works department and utilities with shutting down gas and electric service, 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 Madison Fire Department is needed for a hazmat response, obtain assistance through Dane County 9-1-1.
 5. If additional assistance is necessary, use mutual aid agreements and/or contracts with other fire departments.

Deer Grove EMS

- Assist in evacuating special needs facilities as needed.
- Coordinate emergency medical care to victims (hospitals and ambulances).
- Establish a triage area for victims.
- Coordinate medical transportation for victims.
- Establish a staging area in the community.

Cottage Grove Public Works Department

- When necessary, ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/CP as needed.
- Review the disaster situation with field personnel and report the situation to the Emergency Government Director.
- Maintain transportation routes.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with law enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators and lighting.
- Assist with traffic control and access to the affected area.
- Assist with search and rescue activities as may be requested. As necessary, assist utilities with the shutdown of gas and electric services.

- As necessary, establish a staging area for public works.
- Report public facility damage information to the damage assessment team.
- If the county EOC is activated, establish and maintain contact with the county highway commissioner.

Dane County Human Services

- Coordinate activities of agencies which provide human service-type activities.
- Report to the county emergency operations center, if activated.
- Coordinate with the Red Cross in opening and managing shelters in the municipality.
- Ensure canteen is set up to feed emergency workers in the municipality.
- Work with Red Cross/Salvation Army in providing food and clothing to disaster victims.
- Provide emergency assistance to person with special needs.
- Provide necessary outreach services to citizens affected by emergency or disaster.
- Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- Provide psychological counseling and crisis intervention to disaster victims.

Public Information Officer

- Function as the sole point of contact of the news media and public officials.
- Maintain liaison with the EOC and CP in order to stay abreast of the situation.
- Establish news media briefing room and brief the media at periodic intervals.
- If the situation escalates and the county EOC is activated, coordinate with the county PIO to prepare news releases.
- Conduct press tours of disaster areas within the municipality as the situation stabilizes.
- Assist the county in establishing a Joint Public Information Center. Assist the county with establishing a rumor control center.
- Issue protective action recommendations or public service advisories as directed by the chief elected official.

Damage Assessment Staff

- Record initial information from first responders such as law enforcement, public works, or fire services.
- Obtain the following *preliminary* information:
 1. Number of fatalities
 2. Number of critical/minor injuries
 3. Number of home/business damaged/destroyed
 4. Number of power/telephone lines damaged
 5. Number of public facilities such as highways, roads, bridges, etc. damaged
 6. Number of people who are homeless or in shelters
- Within 8 hours, if necessary:
 1. Recount items above
 2. Estimate public and private damage
 3. Videotape and/or take photos of major damage
- Within 24 hours, if necessary:
 1. Update items above
 2. Complete updated report
- Provide damage assessment information to the county emergency management director to assist in the preparation of the Uniform Disaster Survey Report (UDSR).
- If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the county emergency management director.
- Plot damage assessment information on status boards in the EOC and plot damaged sites on the map.
- Record all expenditures for personnel, equipment, supplies, etc., and track resources.
- Prepare reports for the municipal public information officer.

Warning/Communications

- Warn the following:
 1. Cottage Grove Village Board
 2. Municipal Emergency Government Director
 3. County Emergency Management Director/Coordinator

4. Municipal Emergency Operations Center representatives

5. Special facilities

- 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. This equipment consists of portable radios, pagers, telephones, and FAX machines.
- Activate public warning system. This may consist of the county's emergency sirens, door-to-door visits, phone calls, and loudspeakers. Develop assignment on how alert, watch, and warning would be handled prior to a disaster or emergency.
- Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available includes portable radios, pagers, telephones, and FAX machines.
- Establish communications with command post if established.

APPENDIX A

List of Possible Hazards

1. *Civil Disorder* – a breach of civil order or peace or a public disturbance
2. *Drought* – a period of abnormally dry weather sufficiently prolonged to cause a serious hydrologic imbalance. There are two types – agricultural and hydrologic.
3. *Earthquake* – a shaking or trembling, sometimes violent movement of the earth’s surface.
4. *Energy Emergency* – any major loss or shortage in electrical power, natural gas, fuel, or heating oil. Dane County experienced numerous short-term electrical outages mostly limited in scope and duration. Outages in 1976, 1991, and 1993 due to severe weather were prolonged. There has never been a major loss or shortage in natural gas, fuel, or heating oil.
5. *Epidemic* – a widespread occurrence of an infectious disease in a community at a particular time.
6. *Fire* – uncontrolled burning on grasslands, brush or woodlands (wildfire), or in residential, commercial, or industrial properties in developed areas (urban fire).
7. *Flood* – partial or complete inundation of normally dry land from overflow of inland waters or unusual or rapid accumulation or runoff of surface waters.
8. *Hazardous Materials Incidents* – involve the accidental release of hazardous substances from facilities that produce, use or store them in the area, or the accidental release of substances from vehicles transporting them through and/or close to the area. Incidents can include deliberate dumping of hazards substances by unknown individuals. Hazardous substances facilities required to report to area, county and state agencies are listed in an attachment to this plan.
9. *Heat Wave* – three consecutive days of 90 degrees or more Fahrenheit temperatures and elevated heat indices (HI).
10. *Major Transportation Incidents* – any incident that requires three or more mutual aid jurisdictions to respond (multiple vehicles, bus, train, aircraft crashed) or that disrupts community functions for a prolonged period.
11. *Nuclear Attack* – an attack upon the United States using nuclear weapons.
12. *Pandemic* – an epidemic which spread over multiple continents or countries.
13. *Severe Thunderstorms/Tornadoes* – a thunderstorm is an electrical storm accompanied by heavy rain and possibly high winds and hail. A tornado is a violently rotating column of air nearly always visible as a funnel shape. Dane County experiences 5 to 10 severe thunderstorms per year and has recorded more tornado touchdowns than any other Wisconsin County.
14. *Winter Storms* – a blizzard occurs when sustained wind speeds of >35 mph is accompanied by heavy snow or large amounts blowing or drifting snow. An ice storm occurs when rainfall meets cold and dry air near the ground, freezes, and accumulates on

exposed surfaces. The ice storm in 1976 caused power outages and prompted a Presidential Disaster Declaration for Dane County.

15. *Plane Crash* – a plane crash could occur in the area or at the Dane County Municipal Airport less than 10 miles away.
16. *Terrorism* – any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist activities often use nuclear devices or material and biological and chemical weapons (NBC). NBC weapons differ from other terrorist devices because they utilize military chemical and biological warfare agents or radioactive materials as a primary ingredient. Terrorists have the means, motive, and opportunity. NBC weapons are easy to make and have far-reaching effects.

Weapons of mass destruction differ from hazard materials in that WMD involve super toxic material often difficult to identify, mass casualties, many fatalities, mass decontamination, an unusual risk to emergency responders and the public, crime scene/evidence preservation, interaction of multi-agency response (federal/state/local), and scene communication overload. Additionally, WMD incidents create chaos and mass hysteria, overwhelm resources, kill responders, and are preceded by pre-incident indicators. Primary indicators of an NBC attack include the victim's symptoms, mass casualties, casualty patterns, dissemination devices, and warning given, or credit taken. Secondary indicators include dead animals or birds, statements of victims, things out of place, and unexplained liquids or smells.

Emergency preparedness and planning includes measures for prevention, immediate incident response, and post-incident recovery. Most jurisdictions have response elements in place with the ability to meet normal emergency response needs such as fire hazmat, law enforcement, and EMS. The command structure identifies, notifies, and isolates the area by establishing zones and site security, protecting through evacuation, providing shelter, and utilizing necessary resources.

To identify possible targets of terrorism, planners should consider those locations with a history, an increased potential given statistical research, and a community reputation. Also, targets may be influenced by the potential risk to the population, property, and infrastructure. Common sites include symbolic places, places that attract media attention and mass panic, government buildings, public/commercial facilities, recreational facilities, industry, transportation, utilities, hospitals/medical center, academic institutions, and special community events/festivals.

NBC outcomes include mass casualties, panic, confusion, overwhelm emergency response systems, disruption of normal city routine, closing and decontaminating facilities, and lacking faith in the government and its emergency response system.

Nuclear weapons are made of radioactive material. People acquire them by breathing in, swallowing food, and absorption through the skin. Biological weapons are living organisms in

the form of a bacteria, virus, or toxin. People acquire them by breathing in, breaks in the skin, injections, eating, or drinking. Symptoms include flu-like symptoms over a period of days. These weapons are often used in heavily populated enclosed areas such as airports. Chemical weapons are best used indoors and affect the nervous and respiratory systems. People acquire them by breathing in, direct contact, eating, and drinking. Symptoms include red eyes, choking, vomit, dizziness, convulsions, and vision. The affects can begin within minutes of exposure. Indicators include fogs, liquids, containers, and other dead animals. Often, NBC weapons are often invisible and hidden.

NBC weapons are often placed in fire extinguishers, bottles, and air conditioners. Those exposed to these weapons should cover their nose, take short breaths, move away from the scene, and decontaminate themselves by removing clothes, washing off, and notifying the authorities. When warning authorities, give the location, number of victims and symptoms.

APPENDIX B

SAMPLE MUNICIPAL DISASTER PROCLAMATION

WHEREAS, a disaster, namely _____ has struck the Village of Cottage Grove; and

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

NOW THEREFORE, pursuant to State Statutes 66.0314 and 323, as Chief Elected Official of the Village of Cottage Grove, I do hereby proclaim a state of emergency in effect until further notice.

Done at the Village Hall this _____ day of _____, 20_____.

Village President

Ratifies by Resolution No. _____ of the Village Board on the _____ day of _____, 20____ by a vote of ____ for, ____ against.

APPENDIX C

NOTIFICATION LIST

Cottage Grove Police Department	9-1-1
Cottage Grove Fire Department	9-1-1
Deer Grove EMS	9-1-1
Dane County Sheriff's Office	9-1-1
Dane County Emergency Management	9-1-1
Cottage Grove Public Works	608-839-5813
WI Division of Emergency Management	800-943-0003
American Red Cross, Badger Chapter	608-233-9300
Salvation Army	608-256-2321
Dane County Human Services	608-873-5636
Dane County Public Health	608-846-4509
Dane County Medical Examiner	608-284-6000
Chem Trek	800-424-9300
WI DNR (Local Warden)	800-943-0003
National Response Center	800-424-8802
WI Central Railroad	715-345-2462
University Hospital	608-263-6400
St. Mary's Hospital	608-251-6100
Meriter Hospital	608-267-6000
Stoughton Hospital	608-873-6611
WI State Patrol – Southwest Region Headquarters	608-846-8500 (General)
Wisconsin State Lab of Hygiene	800-442-4618 (Env Lab)

ANNEX 1

Public Information Officer

Responding to disasters cannot occur without the media being involved. While many consider the media intrusive, others find news representatives effective at communicating important information to the general public. The media receives information from the affected community's public information officer ("PIO"). The PIO functions as a spokesperson; a news coordinator; a liaison with county, state, federal, and other PIOs; answers phones; and monitors the media. The PIO gathers, verifies, and processes information; gets authorization to publicize certain information; makes multiple copies of relevant updates and/or posts them on the internet; and presents at news conferences or organizes for another spokesperson. The PIO will be assigned by the Chief Elected Official.

Setting Up Media Center or Briefing Area

Media briefing centers can be established in many places, but there are a few common criteria to consider:

- *Space* for many reporters and cameras,
- *Heat* if in the winter,
- *Electricity* for copy machines, phones, fax machines, and
- *Restrooms* for your staff and theirs.

Long-term incidents may require:

- *Staffing* the center with 24-hour assistance to answer questions on locations, hotels, restaurants, etc. The staff can also provide news releases while not required to answer media questions about current issues. Consider this staff team as "hosts."
- *Access and security* for the media center using a deputy or someone to keep watch over the equipment if you supply a room for the media to work in.
- *Media alert system* to use when events occur after the media left for the night.
- *Phone connections* adequate to the responders' and reporters' needs.
- *Messengers* to help deliver information to various sites.
- *Adequate space* for setting up cameras to get good angles, seating for an audience if needed in front of the cameras. A place to set the microphones without blocking the camera or audience views.
- Enough *amps* to cover broadcast equipment, lighting, computers, etc.

- *Parking space* for cars, sites for satellite trucks so they can get a clear shot to their satellite, an awning or covering if the news conferences need to be held outdoors.
- *Food and coffee* for your staff and the reporters.
- *Provision for posting* news releases and other information, such as bulletin boards.
- *Tape and video recorders* to monitor the media.
- *Back up communications* such as cell phone and ham radio operators.
- *Private meeting room* for one-on-one meetings without the media present, so as not to announce unconfirmed, inaccurate information.
- *Set up a safe haven* for participants who need to relax away from reporters and others such as victims' families.

Suggested Media Do's

- *Bridge the conversation* to move a conversation from where the interviewer wants it to be to where you want it.
- *Turn a negative question into a positive response.* While the negative should be acknowledged, it is possible to move right into the positive without pausing or to make the perceived negative a positive.
- *Project appropriate, positive, nonverbal language* such as a warm smile and firm handshake.
- *Do your homework* on the subject matter, interviewer, and audience. Practice the presentation if there is time.
- *Keep major point in mind when making statement,* particularly when responding to reporters' questions. Speak in 30-second quotes, since 30-second answers usually go on air as stated. Stay with the facts, particularly in spot news situations. Keep major points you want to make in mind when making any statement, and particularly when responding to reporters' questions. If you have a major theme that you hit over and over, you will probably get your message across in at least one "sound bit" or quote.
- *Emphasize sincere interest in the health and safety of the public.*
- *Be cooperative, courteous, and considerate,* even when questions become direct and/or uncomfortable. Avoid open animosity with the interviewer and any other members of the media staff. Always exhibit a cooperative attitude. An uncooperative attitude communicates deception to the public. Try to supply the media with adequate facilities, handouts, and advance speech manuscripts when possible.
- *Know the interviewer* by getting their full name, position, title, and the publisher's or station managers too. Get to know personally the editor or other reporters before an emergency. When an interview is anticipated, find out what the reporter hopes to communicate to avoid any hidden agendas.

- *Be prompt in releasing pertinent facts and figures.*
- *Appear honest and never lie* even when the interviewer is asking embarrassing questions. Someone in the audience will know the truth, even if the reporter does not. However, it is likely that the reporter knows the answer to a question before it is asked, and nothing can make you look worse than being caught in an untruth before an audience. This does not mean prejudicial or dangerous information should be released. There is much that should not be said and that does not affect public health or safety. If releasing certain information will do harm, or intensify a situation, let the interviewer know. They will often cooperate and seldom want to suffer the repercussions of releasing the information.

Qualities to Consider when Assigning Roles as PIO, Spokesperson, or Media Liaisons

- Personal Qualities
 1. Credibility, appearance, authoritative stance
 2. Sensitivity to the human element, empathy
 3. Emotional stability
 4. Logical thinker
 5. Ability to focus on key issues quickly
- PIO Skills
 1. Writing
 2. Public speaking
 3. Organizational skills
 4. People skills

Because not one person will meet all requirements, a team may be more effective. Ideally, the team should encompass people with as many skills as possible.

List of Local Media with Telephone Numbers

NEWSPAPERS

The Herald Independent	608-839-3261
Wisconsin State Journal	608-252-6100

RADIO STATIONS

AM		FM	
WHA (970)	608-263-3970	WERN (88.7)	608-263-3970
WTSO (1070)	608-274-5450	WORT (89.9)	608-256-2001
WMAD (1190)	608-271-1025	WMAD (92.1)	608-837-9262
WIBA (1310)	608-271-6397	WOLX (94.9)	608-281-1949
WTDY (1480)	608-273-1000	WMLI (96.3)	608-274-5450
		WMGN (98.1)	608-273-1000
		WIBA (101.5)	608-274-5450
		WNWC (102.5)	608-271-1025
		WZEE (104.1)	608-274-5450
		WYZM (105.1)	608-826-0077
		WMMM (105.5)	608-826-0077
		WWQM (106.3)	608-273-1000
		WSJY (107.3)	608-251-5656

TELEVISION STATIONS (Madison)

WISC-TV (CBS)	608-273-3333
WMTV (NBC)	608-274-1515
WHA-TV (PBS)	608-265-2302
WKOW-TV (ABC)	608-273-2727
WMSN-TV (FOX)	608-833-0047
Charter Communications	800-581-0081

ANNEX 2

Communications and Warning

- PURPOSE
 1. This document describes the communications and warning system used by the community and how those systems MAY be used for emergency management purposes.

- SITUATIONS
 1. Communications – Public safety communications (police, fire, EMS) in the community are provided and coordinated by the Dane County Public Safety Communications Center (9-1-1). This consolidated dispatch center uses computer-aided dispatch and enhanced 9-1-1. Community agencies use other communications systems, including:
 - a. Telephone
 - b. Fax machines
 - c. Cell Phones
 - d. E-mail
 - e. Local radio frequencies
 2. Warning – Community residents are or may be warned of actual or impending danger by any of several mechanisms including:
 - a. Commercial radio or television
 - b. Weather alert radios operated by the National Weather Service
 - c. Alert Monitor Receives, part of the Dane County Emergency Alert System (EAS) managed by Dane County Emergency Management
 - d. Outdoor Warning Sirens, managed by Dane County Emergency Management
 - e. Mobile public address (PA) systems and door-to-door operations
 - f. Reverse 911
 3. The 9-1-1 Center is the primary activation point for Outdoor Warning Sirens, with back up from Dane County Emergency Management. Local radio and television stations participate in the County EAS.

- ASSUMPTIONS
 1. Disaster warning and communications should be based on regularly used systems.
 2. Communications are frequently disrupted during disaster. Disruption may result from equipment breakdown or from poor coordination, system incompatibility, user error, and so forth.
 3. Communications systems should support agency disaster response activities and joint incident management activities.
 4. Some citizens will ignore, not hear or not understand warning of impending or actual disaster. For the most part the more people know about hazards and the effects of disaster, the more likely they will act appropriately when warned.

- CONCEPT OF OPERATIONS/COMPREHENSIVE EMERGENCY MANAGEMENT
 1. Cottage Grove and Dane County are jointly responsible for communications and warning. All agencies are responsible for understanding how to use communications systems daily and during disaster response, particularly when circumstances necessitate activation of the EOC. Dane County is responsible for operation and maintenance of the warning systems, and for coordinating warning messages through all parts of the population warning system (sirens, alert monitor receivers, commercial radio and television).
 2. Mitigation
 - a. Develop, protect, and maintain communications and warning systems.
 - b. Identify and address vulnerabilities in warning and communications systems.
 3. Preparedness
 - a. Analyze and address communications and warning resource requirements, including mechanisms for the hearing and/or visually impaired.
 - b. Coordinate communications and warning systems with the county and the state.
 - c. Integrate capabilities of amateur radio clubs and other groups.
 - d. Develop and implement appropriate emergency management educational programming via print and broadcast media including local cable access.
 - e. Emergency Preparedness planning.
 - f. Maintenance of equipment and supplies.
 - g. Personnel training.
 - h. Mutual aid agreements.
 - i. Emergency response exercises.
 - j. Contracts for services.
 4. Response

- a. Assess incident to determine needs and prioritize communications and warning response.
 - b. Joint incident management support [EOC/COP(s) as needed].
 - c. Call in additional staff and resources as needed including mutual aid.
 - d. Maintain records of expenditures, activities, etc.
 - e. Other duties as appropriate.
5. Recovery
- a. Maintain communications and warning systems if needed.
 - b. Phase down as appropriate.
 - c. Return to normal activities.
 - d. Compile records, forward copies to county EOC for possible state/federal reimbursement.
 - e. Address critical incident needs if indicated.
 - f. Review event at agency and community levels.
 - g. Update plans/procedures.
 - h. Identify mitigation opportunities.
- ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
 1. Dane County Emergency Management, 9-1-1, and all community agencies are responsible for activities described in this annex. Community agencies will also analyze and address their own communication needs. Dane County Emergency Management will support plan development.
 - DIRECTION AND CONTROL/INCIDENT MANAGEMENT
 1. During routine activity, established procedures for incident management will govern. Some events, due to their duration or other factors, may require coordinated site management. In these cases, all appropriate agencies will be represented at the CP and support will be provided through established structures. During major emergencies and disasters, the provisions set forth in the Emergency Plan will govern.
 - ADMINISTRATION AND LOGISTICS
 1. Each agency maintains a complete inventory of communications equipment. Dane County Emergency Management maintains a complete inventory of sirens and Alert Monitor Receivers.

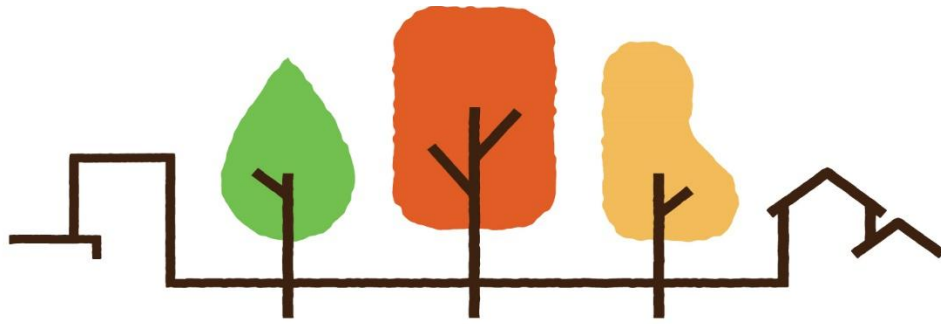
- **PLAN DEVELOPMENT AND MAINTENANCE**
 1. Community agencies and Dane County Emergency Management are jointly responsible for developing and maintaining this Annex.

LIST OF RADIO FREQUENCIES

Village of Cottage Grove Police Department	154.115
Sheriff's Department	155.655
Wisconsin State Patrol	154.935
Fire Department & First Responders	154.400
National Oceanic & Atmospheric Administration (NOAA)	162.400, 162.425, 162.475 162.500, 162.550 MHz

ESTABLISHED PASS SYSTEM

- Disasters may occur at any time, often with little or no warning, as a result of acts of nature or human activity. The Cottage Grove Police Department has a responsibility in the event of a disaster to protect human life and property.
- To achieve these goals, it may be necessary to limit or control access into areas of the village impacted by a disaster. As such, the CGPD has developed a “Pass System” for controlling who is allowed into a secured area.
- The “Pass System” consists of two forms: A Yellow Work Pass and a Red Temporary Pass.
- All persons entering and working in a secured area are always required to wear said pass in plain view, and persons shall check-in and check-out with the duty police officer or firefighter at the secured area’s designated entrance.
- Any person found in a secured area who does not possess a valid work or temporary pass shall be immediately taken from the secured area by a law enforcement officer and said person shall be subject to arrest. (This includes arresting media if in a prohibited area.)
- **WORK PASSES** are valid indefinitely when issued. Work passes shall be used by utility and construction personnel, law enforcement personnel, firefighters, medical personnel including first responders, emergency government and state officials, and other persons designated by the Emergency Government Director, the CGPD, and the Incident Commander, as having need for said pass.
- **TEMPORARY PASSES** are valid for up to eight hours when issued. The exact expiration time shall be recorded at the time of issuance. Persons issued temporary passes shall always wear and display them in plain sight while in the secured area. In addition, persons issued temporary passes are required to check-in and check-out with the duty police officer or firefighter at the designated area entrance.
- **WORK AND TEMPORARY PASSES** are to be issued by the CGPD to those persons and/or organizations cleared to receive said passes by the Emergency Government Director, Police Chief, and Incident Commander.



THE VILLAGE OF
COTTAGE GROVE

Emergency
Preparedness
Plan

Updated May 2025

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PREFACE

Most people will experience an *emergency* during their lifetime, especially floods, severe thunderstorms, and even tornadoes. Emergencies can usually be handled with resources that are routinely available within the community. However, not everyone will experience a *disaster*. Disasters call for a response effort beyond local community capabilities. Whether at the local, county, or state level, emergencies and disasters require their affected jurisdictions to manage the situation through an Emergency Management System that protects both life and property.

The Emergency Management System consists of federal, state, and local municipal offices working together to provide organization and relief in times of disaster. When responding to a disaster, the local municipality uses its resources until the situation requires assistance from neighboring communities. Once the communities expend their resources, the county emergency government helps provide aid. If the situation expands beyond the county level, one of the six regional state emergency government offices will coordinate response efforts. When the emergency encompasses the entire state, the Wisconsin Emergency Management Office responds. In situations beyond state control, Wisconsin seeks aid from the Federal Emergency Management Office in Region 5, Chicago. While this manual focuses on the Village of Cottage Grove's Emergency Preparedness Plan, county and state information is also provided in additional binders.

The village of Cottage Grove Emergency Preparedness Plan contains information related to how the village could react to an emergency, what functions each agency can perform, who has the authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. This plan will never be complete, instead, each agency will always be adapting and redefining its roles and revising emergency response policy. This edition simply provides the key elements and an overall structure from which to build.

Planning and programming are the purpose of this manual and are mandated by Wisconsin law (323.14(1)3(b)). All local government units must adopt a 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 a community and to determine how they can most quickly restore operations to minimize economic loss to people and businesses.

VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

Emergency Preparedness Plan

The Emergency Preparedness Plan is prepared by the Emergency Government Director, approved by the Village Board, and maintained by the Law Enforcement Committee. The Emergency Government Director communicates with each of the Village Departments and/or quasi-Village Departments regarding changes to the plan after final approval by the Village Board.

Each Village Department head or designee assigned responsibility in the Emergency Preparedness Plan may exercise any powers delegated to further the purpose of this plan. Responsibilities include the organization and training of village employees and volunteers within their departments. Upon the recommendation of the Emergency Government Director, the Village Board may amend the plan and its annexes.

When a required competency or skill for a disaster or emergency response function is unavailable within the village government, the Director may seek assistance from people outside the Village. The assignment of any supervisory duties may include the authority to carry out such duties prior to, during, and after the occurrence of a disaster.

The Village may accept other services on a volunteer basis. The heads of the affected Village Departments must approve the enrollment of citizen volunteers.

Emergency Government Director

The Emergency Government Director shall have the authority to:

- Coordinate all activities involved in emergency preparedness and mobilization within the Village;
- Cooperate with emergency and mobilization preparedness agencies and organizations of other local, state, and federal political subdivisions;
- Participate in county and state emergency preparedness activities upon request;
- Direct the preparation and subsequent amendments of a comprehensive general village plan for emergency preparedness and mobilization and present the plan to the Village Board for approval;

- Enter into a mutual agreement with other political subdivisions and file copies of any such agreements with the state director of emergency government, subject to the Village Board's approval; and
- Issue all necessary proclamations as to the existence of such a state of emergency and such disaster warnings or alerts as required in the emergency government plan upon the declaration of an emergency.

In the absence of the Director, the Chief of Police shall, with the assistance of the Village Administrator, perform all the duties and responsibilities of the Director and act with the authority assigned to the Emergency Government Director.

Utilization of Existing Services and Facilities

In developing the comprehensive general plan, the Emergency Government Director is authorized to utilize the services, equipment, supplies, and facilities of existing village departments and agencies to the maximum extent practical. The officers and personnel of all such departments and agencies should cooperate with and extend such services and facilities for emergency preparedness and mobilization purposes.

Emergency Regulations

When an emergency or disaster occurs for which the Village Board has not adopted ordinances, the Village President, or in their absence, the Emergency Government Director, may proclaim, promulgate, and enforce orders, rules and regulations relating to the conduct of persons and the use of property which protects public peace, health, and safety; preserve lives and property; and ensure the cooperation necessary in emergencies. The Village Board may rescind proclamations, orders, rules, and regulations by resolution at any time.

Declaration of Emergencies

The Emergency Government Director may act in accordance with the emergency plan only after the declaration of an emergency or issuance of the official disaster warning by the Governor or Village President. The Village President, or in their absence, the Emergency Government Director, may declare a state of emergency when necessary. The state of emergency will continue until terminated by the issuing authority. The Village Board may terminate the state of emergency unless it is declared by the Governor.

Obstruction of Emergency Operations

Any person willfully obstructing, hindering, or delaying the enforcement of any order, rule, regulation, or plan issued according to Village Emergency Ordinances or committing any act forbidding any order, rule, regulation, or plan as stated in the ordinances is subject to penalties and prosecution.

DRAFT

VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

OVERVIEW

Purpose

This Emergency Preparedness Plan describes how the Village of Cottage Grove Government will engage its collective resources to manage the effects of an emergency or a disaster. After describing the situations and assumptions essential to understanding and application, the plan identifies the agencies involved with this process and their responsibilities. Most importantly, the following identifies how local Village agencies work together to maximize their abilities throughout the emergency management process and especially during a severe crisis. The principal aims of this program include:

- Providing a coordinated Village governmental response and recovery effort that minimizes the adversity that a major emergency or disaster could inflict on citizens and property.
- Quickly restoring Village government services impaired from the effects of a major emergency or disaster.
- Developing an increased level of emergency preparedness among all segments of the Village population so individuals, families, communities, businesses, and public and private institutions may sustain themselves. Such preparedness helps to cope with a catastrophic disaster that inhibits or overwhelms governmental services, thus delaying the normal public safety response.
- Promoting mitigation strategies to improve critical infrastructure and land use, and building code authority to reduce the public's exposure to recurrent hazards.
- Supporting regular training and exercise programs so public and outside organization officials maintain their readiness to perform emergency management duties.
- Integrating with other jurisdictions and the county effectively.

Legal Basis

FEDERAL LAW

THE STAFFORD ACT, Public Law 103-337

To provide a system of emergency preparedness for the protection of life and property and to vest responsibility for this preparedness jointly in the federal government, the states and their political subdivisions. A municipality is considered a political

subdivision of the state. This law also emphasizes the development of emergency operational plans at a local level.

CERCLA; Comprehensive Environmental Response, Compensation and Liability Act

Protect the public health and environment by facilitating cleanup on the environmental contamination and imposing costs on parties responsible for the pollution.

EPCRA; Emergency Planning and Community Right-to-Know Act

Provide the public with important information on the hazardous and toxic chemicals in their communities and establish emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

WISCONSIN STATUTES

- 21.1 Call to active service
- 59.03 Administrative Home Rule, Consolidation of Municipal Services, Home Rule, Metropolitan District
- 59.031 County Executive/Administrator Powers – empowered to take care that state or federal law is observed, enforced, and administered
- 59.07 General Powers of County Board – cooperation, maintain public peace and good order within county
- 59.53 (2) Health and Human Services Emergency Energy Relief
- 59.54 (8) Local Emergency Planning Committees
- 61.34 Powers of Village Board
- 66.0314 Emergency Powers
- 83.09 Emergency Repairs of County Trunk Highways
- 323.14 Local Government; duties and powers
- 323.52 Emergency Temporary Locations of Government for Counties and Municipalities
- 323.54 Succession to Local Offices
- 323.55 Enabling Authority for Emergency Interim Successors for Local Offices
- 323.60 Hazardous Substances Information and Emergency Planning
- 323.71 Local Agency Response and Reimbursement
- 213.095 Police Power of Fire Chief/Rescue Squads
- 895.48 (1) Civil Liability Exemption, Emergency Care, etc.

LOCAL ORDINANCES

- 36-1 Emergency Government Operations
- 36-3 Emergency Government Director
- 36-4 Utilization of Existing Services and Facilities
- 36-7 Declaration of Emergencies and their termination
- 36-5 Emergency Regulations and public notice
- 36-8 Obstruction of Organization
- 94-1 Village President Duties

OTHER PROCEDURES

Relief Assistance. All individual relief assistance will be provided in accordance with the policies outlined in state and federal laws and programs.

Consumer Protection. Consumer complaints about alleged unfair or illegal business practices will be referred to the Department of Consumer Protection.

Nondiscrimination. There will be no discrimination on the grounds of race, color, religion, nationality, sex, sexual orientation, age, or economic status in the administration of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

Duplication of Benefits. No person, business concern, or other entity will receive assistance with respect to any loss for which they received financial assistance under any other program or for which they received insurance or other compensation.

Use of Local Firms. When using private organizations, firms, or individuals to assist with a major disaster, the Village Departments will grant preference to those organizations, firms, and individuals residing or doing business primarily in the distressed areas when possible.

Mutual Aid and Inter-Local Agreements. Each Village government department will determine and negotiate to obtain, review, and keep current all mutual aid and inter-local agreements necessary to perform the letter and spirit of official tasks assigned by law and this plan.

Standard Operating Guidelines. All Village departments and supporting organizations will maintain policies, procedures, SOPs, or checklists to guide the actions of their personnel in performing all assigned emergency duties.

Resource Lists. All Village departments and supporting organizations will maintain an up-to-date automated resource list of all in-house and other arranged assets available for performing emergency duties. The departments will provide these lists to the Law Enforcement Committee.

Stocking of Emergency Supplies. Public Works will maintain limited stocks of basic emergency supplies in all village-owned and leased facilities. Department heads should train employees in the use of these emergency supplies.

Emergency Workers. The Village Finance Director or their designee, in cooperation with all other village departments, shall register emergency service workers appropriately for compensation and reimbursement.

Commandeering of Services, Equipment, and Supplies. Once the governor proclaims a state of emergency, the Village President and Emergency Government Director may command the service and equipment of as many citizens as necessary. The Village must compensate these emergency workers.

Liability Protection. The Village liability insurance covers registered emergency workers.

Authority to Enter into Contracts and Incur Obligations. If time is vital to saving lives, reducing property damage, or hardship, the Village President is authorized to order departments to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except for those policies mandated by law. The Village Board will review such purchases and may enact. When necessary, any resolution or ordinance approving orders promptly presented to the Board, such as:

- Findings by resolution concerning actions taken.
- Authorization of payment for services, supplies, equipment loans, and commandeered property used during disaster response activities; or
- Approval of gifts, grants, or loans accepted by the Village President during the emergency

Upon ratification by the Village Board, the Clerk's office processes payment for those expenditures approved. When requesting state or federal assistance, the village will submit its accounting procedures for review by the Office of Management and Budget ("OMB"). OMB

will review all services received under mutual aid and certify their receipt and the amount of reimbursement due, if any, to the clerk's office.

Village Attributes

The Village of Cottage Grove lies 4.5 miles from Madison, Wisconsin, the state capital, and as of 2020, provides residence for 7,303 persons. While many working residents travel to Madison daily, Cottage Grove provides a rich quality of life for all its residents.

Cottage Grove consists of a very homogenous white/Caucasian cohort, of which English is the predominant language, thereby easing communication in cases of emergencies. Other factors contributing to the success of emergency preparedness include a young community with nearly 80% of the residents under the age of 45, two satellite clinic of a major hospital located in Madison, two major veterinary clinics, several nursing homes, numerous assisted living complexes, three public elementary schools (Cottage Grove Elementary, Taylor Prairie Elementary, and Granite Ridge Elementary), one middle school (Glacial Drumlin Middle School), several day care centers, several banks, and one local newspaper (located outside of the Village). The local mass media function as potential outlets of Emergency Public Information. Five television stations, 21 radio stations, and four circulation newspapers serve the Village of Cottage Grove. The village lacks high-rise buildings but accounts for much new construction, both residential and commercial. Most of the major private employers, such as Johnson Health Tech, Midwest Stihl, Summit Credit Union, PFS TECO Corporation, Alcivia, Hydrite Chemical Company, Amazon, and Shared Medical Services, are in the Industrial Park and the surrounding area.

While Cottage Grove lacks drastic geographical abnormalities, several areas experience frequent flooding. No major sewage or waste concerns plague Cottage Grove. The average climate in Cottage Grove ranges from 6.7 to 82.8 degrees with average precipitation at 34 inches and winter storms occurring from November to April.

Hazard Analysis/Assessment

Emergency management experts suggest municipalities conduct a hazard analysis to determine which hazards are most likely to occur in their locations.

Local officials should work towards identifying hazards and determine their vulnerability (the potential for causing harm to people and/or property). Vulnerability is determined by developing a community profile. This profile includes locating major structures and geographic features, essential facilities (shelters and hospitals), special-needs centers (schools, nursing homes, and hospitals), and other sites which could pose an imminent hazard (fuel storage facilities). For

each hazard, obtain all available information from the Emergency Operations Center (“EOC”) records, newspaper files, insurance companies, fire department records, accident records, weather records, and projections. Possible questions to ask in this analysis include:

- What are the chances the hazard could occur (probability)?
- How open or susceptible is your community to damage (vulnerability)?
- Can you determine in advance if the hazard is likely to occur (predictability)?
- What is the frequency of the event occurring: annually, quarterly, etc.?
- How long does it last (duration)?
- Can you do anything to reduce vulnerability (controllability)?
- Does the event occur quickly and with little warning (speed of onset)?
- What other hazards will be triggered by this event (cascade effects)?

Assumptions

The following assumptions can be used as aids to develop emergency plans:

- A major emergency or disaster could happen at any time.
- The time of year, day of the week, time of day, and weather conditions are key variables that can impact the seriousness of an incident and the Village’s ability to respond.
- Individually and collectively, we manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response, and recovery), depending on the level of perceived risk, the resources the village possesses, and what we know and its application.
- Individuals and groups will respond to all crises in ways that enhance survival by reducing harm, lessening property damage, and minimizing loss of life.
- The capacity to manage hazards and the effect of the disaster varies among individuals and groups within the community. Some individuals and groups will need more help during a crisis than others.
- Since disasters usually delay the local government’s response, the general public should prepare to take care of their basic survival needs for at least 72 hours.

Often, disasters severely stress normal municipal systems and require outside assistance from county, state, and federal governments.

Role relationships affect the reactions to crisis - spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take in a major emergency.

Plan Development and Maintenance

All Village departments and local supporting organizations develop and maintain the Cottage Grove Emergency Preparedness Plan as a cooperative effort. The Law Enforcement Committee will administer the coordinating steps involved in the development, maintenance, promulgation, and publication of the entire plan. The Village Board will review and may approve or amend the plan. Other functional areas (such as fire, utilities, parks and streets, Frontier, Alliant Energy, EMS, and schools) with day-to-day expertise and experience will develop, write, and maintain specific areas of the plan/annexes.

Review

The Village may, from time to time, re-evaluate and amend this plan. Each department is encouraged to annually review and update its portion of this plan. The department head will submit its portion of the plan upon completion to the Law Enforcement Committee for coordination, executive and legislative review, approval, printing, and distribution. Copies will be sent to the county and state departments of emergency management.

Exercises

Each year, the village departments are encouraged to practice functional emergency exercises. A complete, joint exercise must be conducted every four years. The Law Enforcement Committee may record these drills to play on the website to raise community awareness.

Plan for Designating a Disaster Assessment Team

When responding to a disaster, responders assessing the damage permeates all responders' actions. All levels of government participate in this assessment. Before the disaster occurs, planners should determine who has lead responsibility for assessing the damage and who makes up the response team. The team members should receive training on how to assess the damage and even how to compile useful information in advance.

The initial assessment information comes from first responders and those on the scene. This information allows decision-makers to allocate resources, set priorities, and determine if outside resources are needed for the response.

When working with the county, the county emergency management director assesses the entire county and determines the locations suffering the most damage. The director estimates the amount of loss and the resulting impacts of those losses on individuals and governments.

Localities must submit a county-wide report (USDR) within 24 hours of the disaster to obtain federal disaster aid. Any local requests for assistance are made through the county emergency management director. To receive funding, localities must identify damaged locations on a map, photograph damage sites, develop a list of all public facilities damaged, know the location of municipal records of disaster-related costs, and keep accurate records of all disaster-related expenditures.

Budget Planning for Necessary Equipment

Each agency should include emergency equipment in its budget each year. Necessary items such as generators, gas masks, and communication equipment aid the agencies in responding to a disaster. Agencies may also designate funding for storing backup servers containing village records at a distant location.

Community Education

The Law Enforcement Committee is encouraged to provide residents with information through the newspaper, sending material home with school children, simulating disasters with volunteers, and broadcasting material on cable and radio.

CONCEPT OF OPERATIONS

The most important response to a disaster affecting the community will come from its agencies, its institutions, and its people. Primary responsibility for vital emergency functions rests with the following agencies, some of whose jurisdictions extend beyond community boundaries.

Local

The Village President maintains “the peace and order” in the Village of Cottage Grove and “if disturbance, riot or other apparent necessity occurs,” the President may appoint as many special marshals as deemed necessary who, for the time being, shall possess all the powers and rights of constables. The Village President and/or Village Board appoints and/or hires all service department heads and grants them the day-to-day authority to administer their respective department. Village ordinances legislate the breadth of authority and duties of these departments.

Emergencies, such as response to fires, violation of the law, and emergency medical calls, occur every day and do not normally require the direct involvement of the Village President. On a less frequent basis, operational departments confront larger-scale events surpassing the conventional. These situations, major emergencies, or disasters require services that exceed the capacity of one department to handle alone. Occurrences that strain department capabilities to this extent could require a multi-agency response supplied from inside and outside the village government. Non-village resources include mutual aid with neighboring jurisdictions and other assistance available through intergovernmental agreements or through pre-existing contractual arrangements with private sources of specialized services.

During major disasters or emergencies, the Emergency Government Director advises the Village President and coordinates emergency response actions. If the situation can be handled locally, then responders should use the procedures and checklists in this plan if appropriate. Anytime a situation escalates beyond the level of local control, the Village President may declare a local state of emergency and notify the Dane County Emergency Management Director. The Village President or Emergency Government Director shall provide the Village’s state of emergency declaration to the Dane County Emergency Management Office. The Village Board must, within 30 days, ratify and publicly notify the declaration of a “Village Emergency” and any executive order(s) invoking a specific emergency power. Failure by the Village Board to ratify the declaration will result in the declaration’s revocation.

County

Once the county becomes involved it will respond with county resources as requested and necessary, activate mutual aid agreements, coordinate county resources with municipal

resources, notify the Wisconsin Division of Emergency Government Regional Director, forward the uniform damage situation report form, and assist municipalities with prioritizing and allocating resources.

State

If the municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WI Division of Emergency Management (WDEM). If state assistance is requested, the WDEM Administrator, in conjunction with the Regional Director, county emergency management director, and municipal emergency government director, assesses the disaster or emergency and recommends that personnel, services, and equipment be made available for response, mitigation, or recovery. After completing the assessment, the WDEM Regional Director immediately notifies the State WDEM Administrator. The state administrator of Emergency Government notifies the Governor and makes recommendations. If state assistance is granted, procedures will be followed as stated in the Wisconsin emergency preparedness plan and the County emergency preparedness plan.

Federal

Even with the augmentation of state resources, including those available through interstate compacts, the Governor may seek federal government assistance depending on the severity of the situation. The Federal Emergency Management Agency (FEMA) regional director will add their recommendations to the request and forward it to the FEMA National Headquarters in Washington, DC. The national headquarters refers the request to the President, who can either deny the request, make an “Emergency Declaration” if limited federal involvement is warranted, or make a “Major Disaster Declaration” if more substantial federal financial, technical, and/or operational support is needed.

Administrative Reporting to the State

After a disaster municipalities must, before receiving federal or state emergency funds, report the estimated damage of the private sector (homes, businesses, and agriculture); the public sector (costs incurred by government in responding to the disaster, damage to publicly owned facilities, and damage to certain private non-profit facilities); fatalities and injuries; the homeless or those in shelters; and essential services. The locale must also assess the extent of how much insurance might cover. While only estimates, approximations are better than not reporting at all. The community can refine the reports as it proceeds through response and recovery. The report is due to the state within 24 hours after the hazard begins, but the local officials can submit updates if information changes significantly. After the locale completes the report, the county emergency management director compiles the information from all communities, submits a single report (UDSR) for the entire county to the Wisconsin Emergency Management, and consults with local and county officials on requesting outside assistance and coordinating with Wisconsin

Emergency Management. Reporting is the only way to obtain federal disaster assistance for both the public and private sectors and provides a basis for keeping permanent records of the disaster event and the associated response and recovery costs.

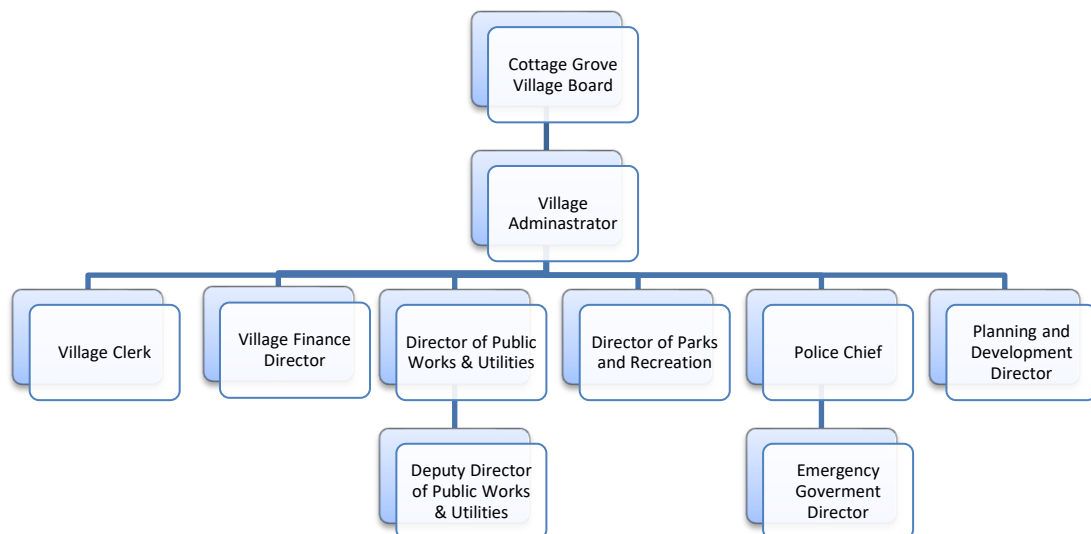
The following reports will be submitted to the State EOC:

- Situation and damage assessment reports.
- An executive order requesting state assistance stating 1) the specific type of resource required including those possessed by local, volunteer, commercial and mutual aid entities that are either exhausted, unavailable, or not available in time to save lives, prevent further damage, and/or to alleviate suffering; 2) how long the resource(s) will be needed; 3) where to deliver or report; and 4) the official to whom to report.
- A supplemental justification for a presidential declaration request. This is a narrative format available from the state guide and submitted at the same time the damage assessment reports are completed, i.e., after the state and federal preliminary damage assessment team has added their input to the earlier data supplied by local officials.

Village of Cottage Grove

A. Governance and Administration

Representing the Village of Cottage Grove, the Village President is the chief elected official of the Village Board which consists of six trustees and one Village President. The Board is elected at large with three trustees elected every spring for two-year terms. The Village President presides over Village Board meetings. In the president's absence the Village Clerk will call a meeting to order, and the trustees shall elect among themselves a President *pro tem*. As the director of village operations, the Village Administrator oversees the day-to-day village operations and serves as a staff liaison to the board without voting power.



B. Human Services

Dane County Human Services (DCHS) manages public health and welfare services through a variety of mechanisms for the county except in the City of Madison which maintains its own Public Health Department. DCHS is responsible for planning and coordinating all Emergency Human Service resources in Dane County and for Emergency Public/Environmental Health concerns outside of the City of Madison. The American Red Cross, Salvation Army and other local human service agencies, both public and private, are primary service providers. Services may include:

- Congregate care (temporary shelter, food, clothing, etc.).
- Food coupons, food commodities, and
- Crisis counseling

Emergency Public/Environmental Health services may include:

- Health and medical care at shelters.
- Inoculation of victims.
- Distribution of antidotes, drugs, etc. to shelters; and
- Support and medical care for those who cannot be evacuated

C. Law Enforcement

The Village of Cottage Grove Police Department (CGPD) provides law enforcement services for the Village. These services include reducing casualties, minimizing damage to property, receiving and disseminating warnings, and providing overall security at disaster scenes. The PD assists in organizing, coordinating, and directing plans of operation if such incidents occur. If the situation requires more than CGPD can provide, the Dane County Sheriff's Department and other local departments will assist.

D. Warning and Communications

Dane County operates a consolidated dispatch center using computer-aided dispatch (CAD) and enhanced 911. The center coordinates all police, fire, medical, and other emergency communications in the county. The center is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system. The National Weather Service (NWS) operates a nationwide weather broadcast service that provides severe weather information to the public through weather alert radios. Local radio and television can provide village residents with warnings and other emergency information

independent of EAS. Finally, Frontier provides telephone services within the community.

E. Fire Services/Hazardous Materials (HAZMAT) Releases

The Cottage Grove Fire District provides fire services and limited response to hazmat releases in the Village of Cottage Grove. Dane County contracts with the City of Madison Fire Department (MFD) for response to Level B hazmat releases in the County. Wisconsin contracts with MFD for response to Level A hazmat releases in Dane County and 10 other counties. Levels A and B hazmat releases are defined in section 166.20 (1), Wisconsin Statutes.

F. Emergency Medical Services (EMS)

Deer Grove Emergency Medical Service provides ambulance emergency services for the Village of Cottage Grove.

G. Public Works and Parks and Rec.

The Village of Cottage Grove Public Works and Parks and Recreation Departments maintain and plow streets; maintain Village parks and playgrounds; collect brush and provide leaves and yard waste drop-off. They provide municipal water and wastewater collection services. Madison Metropolitan Sewerage District provides wastewater treatment for the Village. Pelliteri provides trash and recycling services for residents.

H. Utilities

Alliant Energy supplies electricity and natural gas to the community. The Village provides its water utility. Madison Metropolitan Sewerage District provides wastewater treatment for the Village.

I. Emergency Management

Dane County Emergency Management maintains the County Emergency Operations Center (EOC) and guides and supports county, municipal, public, and private emergency management activities through an integrated emergency management system.

Comprehensive Emergency Management

The four phases of emergency management include mitigation, preparedness, response, and recovery.

Mitigation: Mitigation activities help prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergencies. Ways to build a disaster-resistant community include building codes, zoning and land use management, building use regulation, preventative health care, public education, planning a community clean-up day to clean out stream debris, prohibiting building in flood plain areas, etc.

Preparedness: Preparedness activities, programs, and systems exist before an emergency and support and enhance the response to an emergency or disaster. Such activities include emergency planning, training, and exercises; warning and communication systems; identifying potential shelters; establishing mutual aid agreements; obtaining essential resources; maintaining inventories; and educating the public.

Response: Response activities and programs address the immediate and short-term effects of an emergency or disaster by reducing casualties and damage and enhancing recovery time. Examples include warning/informing, mobilizing personnel and equipment, search and rescue, evacuation, shelter, damage assessment, record keeping, and emergency declaration.

Recovery: Short-term recovery actions assess damage and return vital life support systems to minimum operating standards, as long-term recovery actions may continue for many years. Short-term examples include temporary housing, restoration of essential services, and food vouchers. Long-term examples include insurance, reconstruction, and counseling programs.

This strategy presumes emergency response can be broken down into specific functions. For the most part Village departments and support organizations provide a number of these functions such as warning, evacuation, and shelter. Each incident by the nature of the conditions it produces dictates the functional choices necessary and feasible.

Relationship between Emergency and Normal Functions

While emergency operations often demand additional personnel and logistical resources and create an array of urgent needs and actions, the Village's initial response depends on the use of existing departmental assets. Operational departments are accustomed to dealing with everyday emergencies and already systematically manage their first and second response obligations.

Unlike everyday occurrences, a major emergency or disaster requires mobilization, direction, and control of a more substantial effort requiring the participation of multiple agencies.

This plan builds on the incident response management systems that are used by the Village of Cottage Grove's operational departments every day. Once a department (especially if the "lead agency") realizes that the emergency demands greater resources than those available to the department, the following steps occur:

- Depending on the specific type and mix of resource needs requested by the department's senior official on-scene, the department's control center summons assistance from the appropriate source(s).
- Summons assistance from the appropriate source(s).
- If the requirements of the situation or in combination with collateral requirements from other incidents that may be happening concurrently cause the department's control center to become overloaded, then a decision will be made:
 1. To call the Emergency Government Director to the scene if the incident is confined to a small, localized area and the coordination of multi-agency resources is manageable by one person: or
 2. If the proportions of the incident originate at or escalate to a stage where resource needs are more complex or where wider areas are or will be exposed to a spreading danger, the lead agency department head or the Emergency Government Director may request that the county EOC be made available to coordinate support.

The Village departments equipped to perform daily services include Police, Public Works, and Utilities. Additional services contracted by the Village are Deer Grove EMS and Cottage Grove Fire District. Within each department, the day-to-day hierarchy and reporting channels remain intact unless the department's internal emergency plan specifies otherwise. The Law Enforcement Committee coordinates issues requiring cross-input, decisions from Village leadership, and the use of all available resources to the highest priorities when necessary.

Continuity of Government

Public employees and their families, facilities, and equipment are vulnerable to the same hazards, and exposed to the same risks as are citizens and the municipal community at-large. Because of this and because local government is situated to respond to protect citizens and property from the damaging effects of any natural, technological, or national security threat, local government should take practical steps so that its essential resources are survivable and available to serve the public's emergency needs.

To continue government operations in the wake of any type of major emergency or disaster, Police, Public Works, and Utilities should maintain a department specific emergency

preparedness plan. At a minimum the department plan should be consistent with this plan and include provisions regarding:

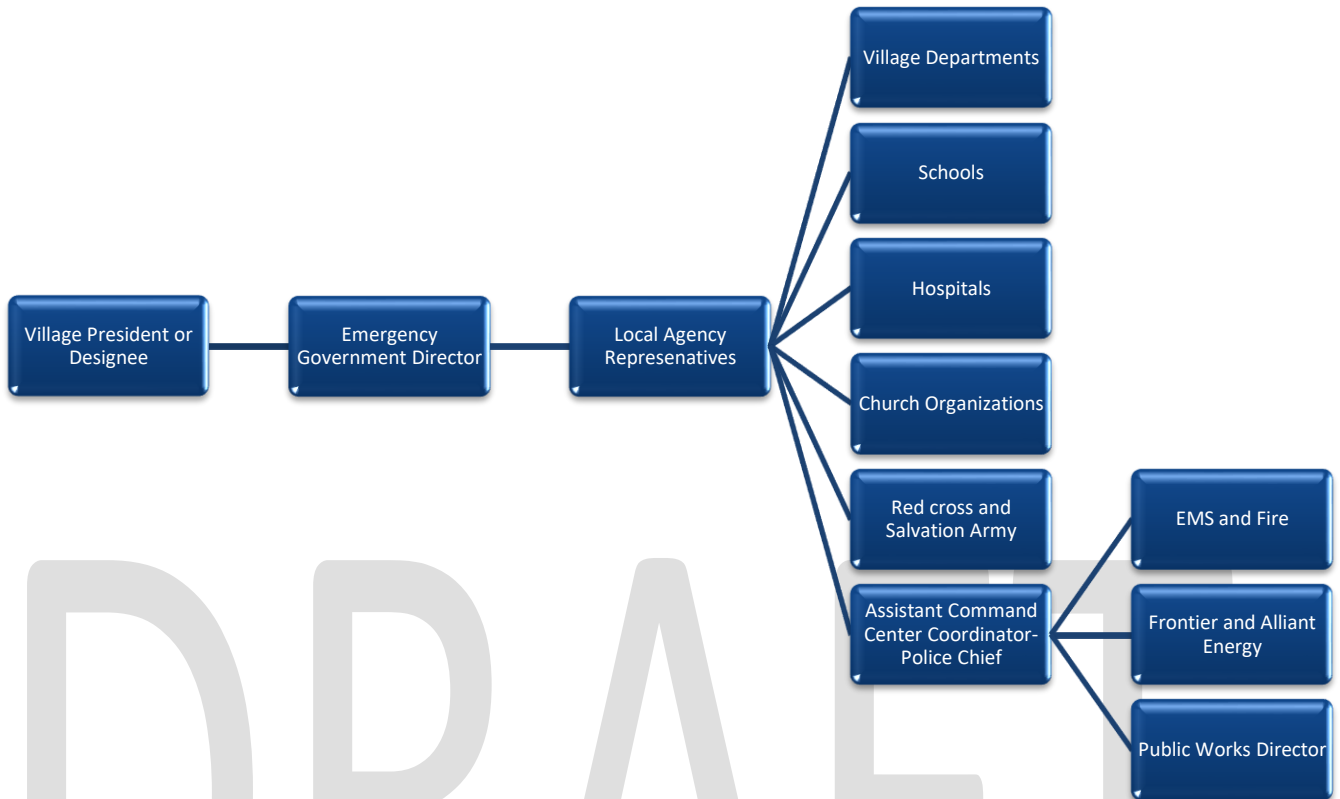
- Department lines of succession
- Essential records, files, and materials backed up and preserved in a safe alternate location
- The dispersal, sheltering precautions, and/or back-up sources that will be used to protect or replace vital equipment and supplies
- The means used to overcome or restore interrupted services and utilities
- Conducting a periodic “hazard hunt” to identify physical safety hazards that need to be eliminated or secured
- Encouraging employees to make a family preparedness plan, along with preparedness kits for their home and vehicle(s), and establishing an out-of-state contact
- Procedures for receiving, warning and/or alerting proper authorities, employees, and visitors of a life-threatening danger in all department facilities are as follows:
 1. Trying to minimize the spread of the hazard(s) if possible;
 2. Safeguarding property and equipment as needed;
 3. Moving trapped persons and casualties away from immediate peril;
 4. Administering first aid and CPR as necessary;
 5. Converting the facility into a temporary shelter;
 6. Having an evacuation plan which encompasses how and by whom casualties and persons with physical and mental disabilities will be aided;
 7. Accounting to first response authorities for the status of all persons evacuated; and
 8. Transporting facility occupants to an alternate site to re-establish operations – providing a temporary haven that could be used as a shelter.
- How the department will recall off-duty personnel and where and to whom these people are to report
- How, where, and on what priority department services will be reconstituted. (Alternate facilities should not be in or near an area that is a probable hazard zone, nor in or near an area that could become inaccessible.)
- How the department will manage emergency operations and responsibilities

DIRECTION AND CONTROL

Direction and Assignment of Responsibilities

- During routine activity, each agency will follow established procedures for managing incidents. Due to their duration or other factors, some events may require coordinated incident site management.
- During actual or imminent disaster events, all agencies, unless the facts and circumstances support a different course of action, will respond in accordance with their standing operating procedures and the provisions contained herein. If a conflict arises between the two, the provisions in this emergency plan will govern.
- The Cottage Grove Emergency Operations Center (EOC) will be activated. The EOC is in the Cottage Grove Fire Department facility at 4030 County Hwy N. If the disaster debilitates this location, the Emergency Government Director will choose an alternate site. All local agencies with emergency responsibilities will have a representative at the EOC. Other local, mutual aid, and support agencies may be asked to send a representative to the EOC.
- Command posts (“CP”) and staging areas may be established at or near emergency site(s), depending upon the nature of the event. All agencies responding to the site will be represented at the command post. There will be only one command post per site.
- When necessary, communications will be established between the EOC, command post(s), and 9-1-1.

Management of the incident will be achieved jointly by the EOC and CP personnel. The CP(s) will direct site operations with EOC support. Certain functions (coordination of multiple CPs, support of shelter operations, public information, etc.) will be managed by the EOC, including coordination with the County EOC.



Administration and Logistics

Officials of modular organizations, such as the EOC and command posts, should take command, initiate operations, plan strategies and logistics, and anticipate the financial implications of the disaster. The EOC is responsible for tracking expenditures, used resources, and other associated cost information. The village of Cottage Grove's administrative staff will be responsible for overall record management. When considering finances, certain agencies should consider any mutual aid agreements and/or contracts for services.

Finally, a communications plan is crucial to command and EOC operations. The plan should specify a common communications plan, common terminology, and two-way dialogue capability.

Emergency Operations Center Capabilities

An Emergency Operations Center provides a location to conduct centralized, coordinated direction, control, and warning during emergency events beyond the scope of normal public safety responses. The EOC provides an environment where information is gathered and where key officials make critical policy decisions and disseminate decisions to appropriate agencies at

the command posts for action. When involving many jurisdictions, the EOC coordinates and supports responses to disaster at all levels of government - local, state, and federal.

EOC Procedures

- Upon notice of an actual or imminent disaster, agency designees and EOC support staff will report to the EOC.
- Activate the EOC
 1. Activate support systems (lighting, communications, etc.)
 2. Set up information management systems (maps, message boards, resource inventories, status board, etc.)
- Establish communications with CP(s) in the affected area(s) and with 9-1-1.

Joint Incident Command

- Primary local emergency representatives will jointly assess disaster-caused needs. To the extent possible, response priority for decision-making will occur in the following order:
 1. Care for victims (mass casualty response, search and rescue, etc.);
 2. Prevent further injury to humans (fire suppression, hazardous materials response, etc.);
 3. Procure and distribute necessities for victims (food, shelter, clothing, etc.);
 4. Restore and maintain essential community services (utilities, transportation, communications, etc.);
 5. Protect dwellings (fire suppression, sandbagging, etc.);
 6. Maintain public order (patrol danger areas, guard property, direct traffic, etc.);
 7. Protect the environment, and
 8. Maintain public morale.
- When able to effectively manage more than one need at the same time, workers should take such simultaneous actions. CP personnel should communicate their findings and requests for assistance to the EOC and/or 9-1-1 through appropriate pre-designated emergency radio channel(s).
- The EOC will support CP activities and manage certain functions such as supporting shelter operations, maintaining records, and coordinating with other municipal EOCs. In case of multiple CPs, the EOC may have to establish priority of need for resource management purposes.

Incident Command Centers

These areas should be isolated from noise and confusion; provide excellent communications capability, situation boards, or maps; and provide enough space to accommodate the workers if reasonable. The location should be announced as soon as possible. The location should be clearly identified by a flag, light, or other marking.

Each operational department's (utilities, public works, police, etc.) command center dispatches and supports field personnel and their equipment. In an emergency these centers are responsible for actions guided by emergency protocols such as the following (See Appendix E):

- Notification of key officials;
- The call-out of off-duty personnel and the adjustment of shift schedules to accommodate extended workforce requirements;
- Monitoring and keeping a record of field and departmental support activities and costs;
- Dispatching specialized teams or technicians that are part of an automatic response or as requested;
- Alerting other agencies of impending dangers that could affect their resources;
- Conveying requests for outside resources;
- Supporting all other requests made by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance; and
- Calling the Emergency Government Director for assistance.

Village Emergency Operations Center Readiness

The EOC should be immediately available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a "lead agency" department to effectively handle on its own. EOC readiness can occur in three phased stages of alertness:

1. Phase I Alert: The first phase pertains to the period before an emergency when various communication mediums forewarn of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow, or dissipate. Using various sources of information available, the Emergency Government Director would take preliminary steps to initiate the alerts of other emergency staff and prepare the EOC for operational use. These efforts would also be coordinated with the Village President, appropriate departments, and support organizations whose mission makes them a part of any projected emergency response.

2. Phase II Alert: The second phase would make the EOC available for use as a unified coordination site for representatives from all actively involved departments where they would:
 - Monitor, exchange, and coordinate information about the effects and implications of imminent or pending events on their respective and combined services.
 - Jointly formulate and coordinate contingency priorities and options.
 - Identify and, as necessary, refer to policy questions and executive decisions for resolution.
 - Identify and deal with resource and assistance needs; and
 - Pass appropriate advice and information to department and agency control centers.

Phase II is initiated by the Emergency Government Director, Village President, or Designee. EOC staffing levels would vary and could be adjusted at any time to match the demands of the current situation. In this phase, representatives in the EOC under the lead of the Emergency Government Director would have the authority to coordinate the use of all locally available resources needed, public and private. Advisory notification of the Phase II alert would include the Village President, the Village Administrator, and the Dane County Department of Emergency Preparedness.

3. Phase III Alert: The third phase would result in actual activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Village President's direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the Dane County Department of Emergency Management. Whenever the EOC is activated, it becomes the Village's central headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

EOC Line of Authority and Division of Labor

As the Village's Chief Elected Official, the Village President is the ultimate authority in the EOC, and the entire EOC organization is subordinate to them. In this capacity, the Village President may:

- Authorize the activation of the EOC.
- Proclaim a "Civil Emergency."
- Exercise emergency powers vested by Wisconsin law, the Municipal Code, or this plan.
- Obtain Village Board ratification and confirmation for proclamations and executive orders.
- Refer emergency funding issues to the Village Board for resolution.

- Provide monthly emergency operations status updates to the Village Board.
- Direct the management of the EOC.
- Act as chief spokesperson for communicating with the public.
- Coordinate with elected officials of neighboring jurisdictions and higher levels of government, and;
- Terminate the “Civil Emergency.”

To support the Village President in fulfilling their leadership roles, there are three EOC staff functions at their disposal to aid with decision making and implementation:

1. A Village Board Member
2. Village Administrator
3. Public Works Director

Line authority or chain of command in the EOC extends from the Village President to the Emergency Government Director to the other department heads. The Emergency Government Director is the Village President’s principal administrator for overseeing EOC management activities, including:

- Directing the tactical size-ups to ascertain the situation’s status and parameters.
- Making field decisions regarding what resources are needed, what their composition must be, when they are needed on scene, and when and how they will be employed. To stay ahead of evolving events, these on-scene evaluations should be repeated at regular intervals until containing or neutralizing danger to the public and safely beginning recovery operations.
- Providing the direction for establishing and maintaining staffing levels and shift schedules.
- The continual monitoring and assessment of crisis status and impact.
- Coordinating the resolution of difficulties that cannot be reconciled in the field.
- Directing the preparation of proclamations and executive orders for referral to the Village President.
- The supervision of the operational department heads to assure that emergency needs are accurately and rapidly identified, and that support provided by these departments is appropriate, efficient, coordinated, and recorded.
- Keeping operational department heads current on the overall scope of EOC involvement and working with them to develop short- and long-term plans of action to guide EOC oversight and support.
- Coordination with the village administrator for public information.

- The timely cross and up channeling of required reports and documents to the Dane County and Wisconsin Departments of Emergency Management.
- Coordination with the State EOC to transmit the essential data needed to minimize the time required to receive state and Federal assistance.
- Keeping the Village President briefed on the progress of EOC and field activities and on all pressing concerns that require their attention and/or action.

Village department heads and the Law Enforcement Committee aid the Emergency Government Director in fulfilling their responsibilities. Each department head is responsible for supervising and managing the activities of their respective service groups and coordinating with other department heads. They must also update the director on all significant actions contemplated and taken in a timely manner. These functional departments include:

- Fire services guided by the Fire Chief or designee:
 1. Monitor fire, rescue, provide emergency medical service (EMS), and assist county (HAZMAT) team activities in the field provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Make efforts to anticipate upcoming needs and potential problems;
 4. Devise solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Police services guided by the Police Chief or designee:
 1. Monitor law enforcement activities in the field, including those provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Look ahead to anticipate upcoming needs and potential problems;
 4. Work with the EOC to devise solutions for identified or projected problems, as considered practical, making calculated provision to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Public Works Director (includes utilities, planning, building inspection, and engineering)
- Logistic Administrative Planning – Law Enforcement Committee

EOC Lines of Succession and Span of Control

Each supervisor should limit their oversight to 3-7 people, anticipate span of control problems, and be prepared to correct them.

Action Steps and Lead Agencies

This section describes how the community and its agencies may act in all four phases of emergency management to manage hazards of concern.

1. Mitigation

- Civil Disorder
- Drought
- Earthquake
- Energy Emergency
- Fire
- Flood
 - a. IDENTIFY areas susceptible to flooding and level of risk. b. IDENTIFY mechanisms to protect susceptible areas.
 - b. INFORM residents of the flood hazard, the steps the community is taking to manage the hazard, and the steps they can take to manage the hazard including how to purchase flood insurance.
 - c. IMPLEMENT protective measures as applicable.
 - d. INSURE that potential home buyers are aware of the flood hazard.
 - e. IMPLEMENT sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).
- Hazardous Materials
 - a. MAINTAIN information about facilities that use, store, or produce hazardous materials and about transported hazardous materials (see Hazardous Materials Facilities listing appended to this document).
 - b. INFORM citizens about the chemicals in the community, how the community manages the hazard, and how they can protect themselves
 - c. ENFORCE applicable manufacturing, storage, and handling codes and codes governing transportation of hazardous materials.
- Heat Wave

- Major Transportation Incidents (“MTI”)
 - a. IDENTIFY major transportation routes
 - b. IMPLEMENT mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc.)
 - Nuclear Attack
 - Severe Thunderstorm/Tornado
 - a. IDENTIFY tornado shelter areas in all public buildings
 - b. INFORM citizens about thunderstorms and tornadoes and the steps they can take to protect themselves
 - Winter Storm
 - a. INFORM citizens about the winter storm hazard and the steps that they can take to protect themselves
 - b. DEVELOP winter storm emergency regulations (alternate side of street parking, snow removal policy, etc.)
 - Pandemic
2. Preparedness - ALL Hazards
- DEVELOP AND EXERCISE appropriate hazard-specific emergency response procedures
 - MAINTAIN an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Dane County
 - TRAIN personnel involved in emergency response including “nontraditional” volunteer groups if available.
3. Response to hazards and the lead agency
- Aircraft Down
 - a. Police Chief - Secure as crime scene, evacuation, traffic control, liaison with NTSB, the FBI, or other agencies for crash investigation.
 - b. Fire/ EMS Chief - fire suppression, rescue operations, and hazardous materials
 - c. Public Works - heavy equipment use and debris removal
 - Bomb Threat/Detonation - Police Chief
 - Civil Disorder/Hostage/Terrorism/Active Shooter - Police Chief
 - Construction Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation and traffic control

- c. Public Works - use and control of heavy equipment, debris removal, liaison with utilities
- Evacuation - Police Chief
- Explosion (if known to be other than bomb detonation) - Fire Chief
- Fire and Rescue – Fire/ EMS Chief
- Flood - Public Works Director
- Food Poisoning – Dane County Health Department
- Hazardous Materials
 - a. Fire/EMS Chief - fire suppression, rescue, chemical, poison, disease, etiologic agent and radiological releases
 - b. Police Chief - evacuation, traffic control, shelter security
- Damage Assessment
 - a. Emergency Management Coordinator - compilation of Uniform Disaster Situation form
 - b. Building Inspector - coordination of field surveys done through assessment teams made up of fire, police, assessor, FEMA, building inspection, public works, and American Red Cross
- Land Contamination
 - a. Dane County Health Department
 - b. Department of Natural Resources
 - c. Department of Agriculture
- Railroad Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works - heavy equipment, debris removal, liaison with railroad company
- Oil Spill
 - a. Fire Chief
 - b. Department of Natural Resources - clean up
- Pipeline Accident - Fire Chief
- Product Contamination - Dane County Health Department
- Public Information
 - a. President/Village Administrator
 - b. Police Chief/Emergency Government Director

- c. Dane County Emergency Management Public Information Officer
- Snow Removal - Public Works Director
- Transportation Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works Director - heavy equipment, debris removal
- Tornado/Windstorm
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works Director - heavy equipment, debris removal

If the lead agency is not apparent as described above, the Village's Emergency Government Director, with the Village President's approval, will determine which agency is most capable of helping. Some incidents may involve more than one hazard, but the hazard with the potential for causing the greatest harm will be considered primary. Hence, the department responsible for the primary hazard will be the "lead agency." As an incident evolves and as the original primary hazard is downgraded and supplanted by a different hazard, a "lead agency" transfers between departments may occur. Such centralized functioning avoids delaying or jeopardizing any life-safety measures.

Whenever a hazard is discovered, the Emergency Government Director will assume initial command of the situation. The Director will immediately, through local channels or through the county's 9-1-1 line, report an initial assessment, request initial notifications for necessary aid, and take steps to isolate the area if necessary. As soon as the designated "lead agency" arrives on scene, the most senior official from this department will accept command. If the incident requires a multiple agency response, the senior on-scene official will decide what additional agencies are needed, their specific roles, the force levels and types of equipment each should respond with, the official to report to, the approach route needed to ingress the staging entry control, and any other information that might have a bearing on conditions or precautions. This information will be communicated to the local center or the Dane County Emergency Operations Center.

During a widespread incident, multiple sites could be affected at the same time. Under these circumstances, the Director should attempt to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

4. Recovery - ALL Hazards

- IMPLEMENT short- and long-term procedures as needed

- COMPILER records maintained during response for transmittal to Dane County
- INFORM victims about relief and recovery resources and agencies
- IDENTIFY future mitigation opportunities

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RESPONSE CHECKLIST

Response Issues

- Direction and Control/Incident Command
 1. Set up incident and unified command
 2. Determine span of control and unity of command
- Size up the Incident
 1. Determine the size of the area affected
 2. Population characteristics
 3. Economic profile of the area
- Search and Rescue
 1. Search the damaged area
 2. Rescue the injured and recover bodies
- Damage Assessment
 1. Activate damage assessment team composed of people familiar with property value
 2. Damage assessment important to secure state and federal assistance
 3. State and Federal Assistance cannot be delivered unless they know of the village's needs
- Public Information
 1. Designate people to provide information to the media
 2. Establish a location to meet with the media away from the EOC
 3. Inform citizens of the status of the response and the recovery
- Track Citizen's Needs
 1. Designate someone to keep track of request for assistance and the delivery of that assistance
- Track Offers of Assistance
 1. Be prepared to deal with voluntary help
 2. Designate someone to keep track of offers of assistance
 3. Discourage shipments of donated goods
 4. Identify a location to store donated goods
- Debris clean up and disposal

1. Work with DNR on proper disposal of debris
2. Inform the public of proper separation and disposal of debris
- Obtain outside assistance (mutual aid)
 1. Activate your mutual aid agreements as necessary
- Determine public health issues
 1. Address health issues such as safe water and food, disease, and mental health as they relate to both victims and responders
- Site security/pass system
 1. Establish a pass system to access the area
 2. Relates to security, orderly clean up, and repair of the affected area

Suggested Response Timeline

The following are suggested timelines for an emergency response; however, the facts and circumstances could require an alternate response timeline:

- 0-2 Hours
 1. Establish Incident Command System
 2. Notify all the agencies with a role in your plan
 3. Determine the size and nature of the area affected by the disaster
 4. Determine the number of people, buildings, and businesses affected by the disaster
 5. Conduct search and rescue operations as needed
 6. Open shelters as needed
 7. Contact Salvation Army/American Red Cross
 8. Determine if the area needs access control and set up roadblocks
 9. Begin clearing roads and streets
 10. Begin to determine the types and amount of outside assistance you may need
 11. Notify the County Emergency Management Director
 12. Notify Wisconsin Emergency Management
 13. Begin public information activities and issue protective actions for the public if necessary
 14. Hold one or more Command Staff briefings
 15. Consult your agency's response checklist

16. Activate mutual aid agreements
17. Consider the need to declare a State of Emergency

- 2-4 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Consider the need for 24-hour operations and the establishment of 12-hour shifts
4. Continue shelter operations as needed
5. Inform the hospital(s) of potential casualties
6. Begin preparations for establishing a pass system
7. Activate damage assessment team
8. Assign people to handle request for assistance and to track the needs of special populations
9. Assign people to track request for information on disaster victims
10. Assign people to track offers of assistance and donations
11. Continue clearing roads and streets
12. Determine how debris will be disposed
13. Begin to determine the public health effects of the disaster
14. Begin to consider the needs of special populations
15. Begin to take care of the needs of the responders
16. Consult your agency's response checklist
17. Hold one or more command staff briefings

- 4-12 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Prepare for the next shift to take over
4. Consider the need for ongoing mutual aid
5. If necessary, activate the pass system
6. Continue to inform the hospital of potential casualties
7. Continue damage assessment activities, compile the information collected by the damage assessment teams, and report to the state
8. Continue clearing roads and streets

9. Take debris to an appropriate land fill
 10. Prepare a prioritized list of repairs to critical facilities and transportation routes
 11. Begin cleanup activities on public and private property
 12. Continue to track the request for assistance and the needs of special populations
 13. Continue to track request for information on disaster victims
 14. Contact area churches for services related to hospitality/food for workers and victims; work crews as needed; and housing
 15. Continue shelter operations as needed
 16. Address the public health needs of the disaster victims and responders
 17. Take care of the personal needs of the responders
 18. Conduct several command staff briefings
 19. Consult your agency's response checklist
 20. Brief the next shift
 21. Coordinate with utilities in the restoration of service
 22. Anticipate and address public health issues
- 12-24 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Inform the hospital(s) of casualties as necessary
 8. Continue cleanup activities on public and private property
 9. Take debris to an appropriate land fill
 10. Coordinate with utilities in the restoration of service
 11. Continue shelter operations as needed
 12. Keep records of agency expenses
 13. Anticipate and address public health needs
 14. Track the request for assistance and the needs of special populations
 15. Continue to track request for information on disaster victims
 16. Conduct several command staff briefings during each shift

17. Brief the next shift

- 24-48 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service
 10. Continue shelter operations as needed
 11. Keep records of agency expenses
 12. Anticipate and address public health needs
 13. Continue to track the request for assistance and the needs of special populations
 14. Continue to track request for information on disaster victims
 15. Coordinate activities of volunteers assisting with cleanup efforts
 16. Begin planning for reentry and long-term recovery
 17. Conduct several command staff briefings during each shift
 18. Brief the next shift

- 48-?
 1. Continue public information activities
 2. Continue operation of the pass system if necessary
 3. Continue damage assessment activities and submit UDSR
 4. Provide updated damage estimates to the state
 5. Consider the need for ongoing mutual aid
 6. Inform the hospital(s) of casualties as necessary
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service

10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate the activities of volunteers assisting with cleanup efforts
16. Continue planning for reentry and long-term recovery
17. Provide people to participate in the preliminary damage assessment
18. Conduct several command staff briefings during each shift
19. Brief the next shift
20. Continue public information
21. Debriefing for public safety personnel
22. Consulting services for all participants

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ACTION CHECKLISTS

The following are recommended action checklists. However, the facts and circumstances could require an alternate response.

First Responder

- Advise 9-1-1 and provide as much of the following information as is available:
 1. Location including municipality, address/intersection, landmarks, etc.
 2. Type of incident or disaster
 3. Incident effects (e.g. approximate number of trapped, injured, or dead; destroyed or damaged homes; etc.)
 4. Site accessibility (effects of downed trees, power lines, etc.)
 5. Other pertinent information
- Request law enforcement, fire, EMS, etc. response as appropriate.
- If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles. Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.

Village President

- Assist the Emergency Government Director or designated person in activating the Command Post (CP) and Emergency Operations Center (EOC).
- Report to the EOC.
- Ensure that the Emergency Government Director or designated person provides an initial damage assessment and casualty report.
- When appropriate, ensure that the Emergency Government Director and community officials brief the EOC staff as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- When appropriate, ensure the Public Information Officer (POI) and/or designated person is notified and reports to the EOC.
- Activate damage assessment activities if needed.
- In consultation with the Emergency Government Director, determine whether county, state, or federal assistance should be requested. Local 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.

Emergency Government Director

- Report to the EOC.
- Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
- Activate the Municipal EOC (see Appendix E). Make sure that it is fully operational and that
- EOC staff have reported/are reporting to it.
- Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the Village President and to the County Emergency Management Director.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, act to obtain the needed resources.
- Ensure that all department/agencies heads have begun to keep separate and accurate records of disaster-related expenditures.

Village Administration

- Maintain communication with the EOC.
- Maintain records indicating Village expenses.
- Assist in the damage assessment process by:
 1. Providing information regarding the dollar value of property damaged as a result of the disaster.
 2. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed by the disaster.
- Delegate authority to department directors to permit acquisition of equipment and supplies if needed following a disaster.
- Assign department director account numbers to which emergency expenditures may be charged.

Cottage Grove Police Department

- Notify Police Department staff and that they report as the situation directs.
- Secure the affected area, perform traffic, and crowd control.
- Set up the emergency pass system.
- Participate in warning the public as the situation warrants.
- Determine the scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- Report the above information to the appropriate law enforcement agencies.
- Establish a staging area, designate a CP, and establish initial command until relieved.
- If appropriate and available, dispatch a communication's vehicle to the scene of the disaster.
- Other responsibilities may include:
 1. Enforcing 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 the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, implement mutual aid agreements with other law enforcement agencies.

Cottage Grove Fire

- Establish and/or respond to the designated EOC and/or CP.
- Assist in warning the affected population as the situation warrants.
- Rescue injured/trapped persons.
- Provide fire services including limited response to hazmat releases as needed.
- Designate a person to record the arrival and deployment of emergency personnel and equipment.
- Assist law enforcement with evacuation, if needed.
- Assist the municipal public works department and utilities with shutting down gas and electric service, 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 Madison Fire Department is needed for a hazmat response, obtain assistance through Dane County 9-1-1.
 5. If additional assistance is necessary, use mutual aid agreements and/or contracts with other fire departments.

Deer Grove EMS

- Assist in evacuating special needs facilities as needed.
- Coordinate emergency medical care to victims (hospitals and ambulances).
- Establish a triage area for victims.
- Coordinate medical transportation for victims.
- Establish a staging area in the community.

Cottage Grove Public Works Department

- When necessary, ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/CP as needed.
- Review the disaster situation with field personnel and report the situation to the Emergency Government Director.
- Maintain transportation routes.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with law enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators and lighting.
- Assist with traffic control and access to the affected area.
- Assist with search and rescue activities as may be requested. As necessary, assist utilities with the shutdown of gas and electric services.

- As necessary, establish a staging area for public works.
- Report public facility damage information to the damage assessment team.
- If the county EOC is activated, establish and maintain contact with the county highway commissioner.

Dane County Human Services

- Coordinate activities of agencies which provide human service-type activities.
- Report to the county emergency operations center, if activated.
- Coordinate with the Red Cross in opening and managing shelters in the municipality.
- Ensure canteen is set up to feed emergency workers in the municipality.
- Work with Red Cross/Salvation Army in providing food and clothing to disaster victims.
- Provide emergency assistance to person with special needs.
- Provide necessary outreach services to citizens affected by emergency or disaster.
- Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- Provide psychological counseling and crisis intervention to disaster victims.

Public Information Officer

- Function as the sole point of contact of the news media and public officials.
- Maintain liaison with the EOC and CP in order to stay abreast of the situation.
- Establish news media briefing room and brief the media at periodic intervals.
- If the situation escalates and the county EOC is activated, coordinate with the county PIO to prepare news releases.
- Conduct press tours of disaster areas within the municipality as the situation stabilizes.
- Assist the county in establishing a Joint Public Information Center. Assist the county with establishing a rumor control center.
- Issue protective action recommendations or public service advisories as directed by the chief elected official.

Damage Assessment Staff

- Record initial information from first responders such as law enforcement, public works, or fire services.
- Obtain the following *preliminary* information:
 1. Number of fatalities
 2. Number of critical/minor injuries
 3. Number of home/business damaged/destroyed
 4. Number of power/telephone lines damaged
 5. Number of public facilities such as highways, roads, bridges, etc. damaged
 6. Number of people who are homeless or in shelters
- Within 8 hours, if necessary:
 1. Recount items above
 2. Estimate public and private damage
 3. Videotape and/or take photos of major damage
- Within 24 hours, if necessary:
 1. Update items above
 2. Complete updated report
- Provide damage assessment information to the county emergency management director to assist in the preparation of the Uniform Disaster Survey Report (UDSR).
- If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the county emergency management director.
- Plot damage assessment information on status boards in the EOC and plot damaged sites on the map.
- Record all expenditures for personnel, equipment, supplies, etc., and track resources.
- Prepare reports for the municipal public information officer.

Warning/Communications

- Warn the following:
 1. Cottage Grove Village Board
 2. Municipal Emergency Government Director
 3. County Emergency Management Director/Coordinator

4. Municipal Emergency Operations Center representatives
 5. Special facilities
- 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. This equipment consists of portable radios, pagers, telephones, and FAX machines.
 - Activate public warning system. This may consist of the county's emergency sirens, door-to-door visits, phone calls, and loudspeakers. Develop assignment on how alert, watch, and warning would be handled prior to a disaster or emergency.
 - Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available includes portable radios, pagers, telephones, and FAX machines.
 - Establish communications with command post if established.

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APPENDIX A

List of Possible Hazards

1. *Civil Disorder* – a breach of civil order or peace or a public disturbance
2. *Drought* – a period of abnormally dry weather sufficiently prolonged to cause a serious hydrologic imbalance. There are two types – agricultural and hydrologic.
3. *Earthquake* – a shaking or trembling, sometimes violent movement of the earth’s surface.
4. *Energy Emergency* – any major loss or shortage in electrical power, natural gas, fuel, or heating oil. Dane County experienced numerous short-term electrical outages mostly limited in scope and duration. Outages in 1976, 1991, and 1993 due to severe weather were prolonged. There has never been a major loss or shortage in natural gas, fuel, or heating oil.
5. *Epidemic* – a widespread occurrence of an infectious disease in a community at a particular time.
6. *Fire* – uncontrolled burning on grasslands, brush or woodlands (wildfire), or in residential, commercial, or industrial properties in developed areas (urban fire).
7. *Flood* – partial or complete inundation of normally dry land from overflow of inland waters or unusual or rapid accumulation or runoff of surface waters.
8. *Hazardous Materials Incidents* – involve the accidental release of hazardous substances from facilities that produce, use or store them in the area, or the accidental release of substances from vehicles transporting them through and/or close to the area. Incidents can include deliberate dumping of hazards substances by unknown individuals. Hazardous substances facilities required to report to area, county and state agencies are listed in an attachment to this plan.
9. *Heat Wave* – three consecutive days of 90 degrees or more Fahrenheit temperatures and elevated heat indices (HI).
10. *Major Transportation Incidents* – any incident that requires three or more mutual aid jurisdictions to respond (multiple vehicles, bus, train, aircraft crashed) or that disrupts community functions for a prolonged period.
11. *Nuclear Attack* – an attack upon the United States using nuclear weapons.
12. *Pandemic* – an epidemic which spread over multiple continents or countries.
13. *Severe Thunderstorms/Tornadoes* – a thunderstorm is an electrical storm accompanied by heavy rain and possibly high winds and hail. A tornado is a violently rotating column of air nearly always visible as a funnel shape. Dane County experiences 5 to 10 severe thunderstorms per year and has recorded more tornado touchdowns than any other Wisconsin County.
14. *Winter Storms* – a blizzard occurs when sustained wind speeds of >35 mph is accompanied by heavy snow or large amounts blowing or drifting snow. An ice storm occurs when rainfall meets cold and dry air near the ground, freezes, and accumulates on

exposed surfaces. The ice storm in 1976 caused power outages and prompted a Presidential Disaster Declaration for Dane County.

15. *Plane Crash* – a plane crash could occur in the area or at the Dane County Municipal Airport less than 10 miles away.
16. *Terrorism* – any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist activities often use nuclear devices or material and biological and chemical weapons (NBC). NBC weapons differ from other terrorist devices because they utilize military chemical and biological warfare agents or radioactive materials as a primary ingredient. Terrorists have the means, motive, and opportunity. NBC weapons are easy to make and have far-reaching effects.

Weapons of mass destruction differ from hazard materials in that WMD involve super toxic material often difficult to identify, mass casualties, many fatalities, mass decontamination, an unusual risk to emergency responders and the public, crime scene/evidence preservation, interaction of multi-agency response (federal/state/local), and scene communication overload. Additionally, WMD incidents create chaos and mass hysteria, overwhelm resources, kill responders, and are preceded by pre-incident indicators. Primary indicators of an NBC attack include the victim's symptoms, mass casualties, casualty patterns, dissemination devices, and warning given, or credit taken. Secondary indicators include dead animals or birds, statements of victims, things out of place, and unexplained liquids or smells.

Emergency preparedness and planning includes measures for prevention, immediate incident response, and post-incident recovery. Most jurisdictions have response elements in place with the ability to meet normal emergency response needs such as fire hazmat, law enforcement, and EMS. The command structure identifies, notifies, and isolates the area by establishing zones and site security, protecting through evacuation, providing shelter, and utilizing necessary resources.

To identify possible targets of terrorism, planners should consider those locations with a history, an increased potential given statistical research, and a community reputation. Also, targets may be influenced by the potential risk to the population, property, and infrastructure. Common sites include symbolic places, places that attract media attention and mass panic, government buildings, public/commercial facilities, recreational facilities, industry, transportation, utilities, hospitals/medical center, academic institutions, and special community events/festivals.

NBC outcomes include mass casualties, panic, confusion, overwhelm emergency response systems, disruption of normal city routine, closing and decontaminating facilities, and lacking faith in the government and its emergency response system.

Nuclear weapons are made of radioactive material. People acquire them by breathing in, swallowing food, and absorption through the skin. Biological weapons are living organisms in

the form of a bacteria, virus, or toxin. People acquire them by breathing in, breaks in the skin, injections, eating, or drinking. Symptoms include flu-like symptoms over a period of days. These weapons are often used in heavily populated enclosed areas such as airports. Chemical weapons are best used indoors and affect the nervous and respiratory systems. People acquire them by breathing in, direct contact, eating, and drinking. Symptoms include red eyes, choking, vomit, dizziness, convulsions, and vision. The affects can begin within minutes of exposure. Indicators include fogs, liquids, containers, and other dead animals. Often, NBC weapons are often invisible and hidden.

NBC weapons are often placed in fire extinguishers, bottles, and air conditioners. Those exposed to these weapons should cover their nose, take short breaths, move away from the scene, and decontaminate themselves by removing clothes, washing off, and notifying the authorities. When warning authorities, give the location, number of victims and symptoms.

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APPENDIX B

SAMPLE MUNICIPAL DISASTER PROCLAMATION

WHEREAS, a disaster, namely _____ has struck the Village of Cottage Grove; and

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

NOW THEREFORE, pursuant to State Statutes 66.0314 and 323, as Chief Elected Official of the Village of Cottage Grove, I do hereby proclaim a state of emergency in effect until further notice.

Done at the Village Hall this _____ day of _____, 20_____.

Village President

Ratifies by Resolution No. _____ of the Village Board on the _____ day of _____, 20__ by a vote of ___ for, ___ against.

APPENDIX C

NOTIFICATION LIST

Cottage Grove Police Department	9-1-1
Cottage Grove Fire Department	9-1-1
Deer Grove EMS	9-1-1
Dane County Sheriff's Office	9-1-1
Dane County Emergency Management	9-1-1
Cottage Grove Public Works	608-839-5813
WI Division of Emergency Management	800-943-0003
American Red Cross, Badger Chapter	608-233-9300
Salvation Army	608-256-2321
Dane County Human Services	608-873-5636
Dane County Public Health	608-846-4509
Dane County Medical Examiner	608-284-6000
Chem Trek	800-424-9300
WI DNR (Local Warden)	800-943-0003
National Response Center	800-424-8802
WI Central Railroad	715-345-2462
University Hospital	608-263-6400
St. Mary's Hospital	608-251-6100
Meriter Hospital	608-267-6000
Stoughton Hospital	608-873-6611
WI State Patrol – Southwest Region Headquarters	608-846-8500 (General)
Wisconsin State Lab of Hygiene	800-442-4618 (Env Lab)

ANNEX 1

Public Information Officer

Responding to disasters cannot occur without the media being involved. While many consider the media intrusive, others find news representatives effective at communicating important information to the general public. The media receives information from the affected community's public information officer ("PIO"). The PIO functions as a spokesperson; a news coordinator; a liaison with county, state, federal, and other PIOs; answers phones; and monitors the media. The PIO gathers, verifies, and processes information; gets authorization to publicize certain information; makes multiple copies of relevant updates and/or posts them on the internet; and presents at news conferences or organizes for another spokesperson. The PIO will be assigned by the Chief Elected Official.

Setting Up Media Center or Briefing Area

Media briefing centers can be established in many places, but there are a few common criteria to consider:

- *Space* for many reporters and cameras,
- *Heat* if in the winter,
- *Electricity* for copy machines, phones, fax machines, and
- *Restrooms* for your staff and theirs.

Long-term incidents may require:

- *Staffing* the center with 24-hour assistance to answer questions on locations, hotels, restaurants, etc. The staff can also provide news releases while not required to answer media questions about current issues. Consider this staff team as "hosts."
- *Access and security* for the media center using a deputy or someone to keep watch over the equipment if you supply a room for the media to work in.
- *Media alert system* to use when events occur after the media left for the night.
- *Phone connections* adequate to the responders' and reporters' needs.
- *Messengers* to help deliver information to various sites.
- *Adequate space* for setting up cameras to get good angles, seating for an audience if needed in front of the cameras. A place to set the microphones without blocking the camera or audience views.
- Enough *amps* to cover broadcast equipment, lighting, computers, etc.

- *Parking space* for cars, sites for satellite trucks so they can get a clear shot to their satellite, an awning or covering if the news conferences need to be held outdoors.
- *Food and coffee* for your staff and the reporters.
- *Provision for posting* news releases and other information, such as bulletin boards.
- *Tape and video recorders* to monitor the media.
- *Back up communications* such as cell phone and ham radio operators.
- *Private meeting room* for one-on-one meetings without the media present, so as not to announce unconfirmed, inaccurate information.
- *Set up a safe haven* for participants who need to relax away from reporters and others such as victims' families.

Suggested Media Do's

- *Bridge the conversation* to move a conversation from where the interviewer wants it to be to where you want it.
- *Turn a negative question into a positive response.* While the negative should be acknowledged, it is possible to move right into the positive without pausing or to make the perceived negative a positive.
- *Project appropriate, positive, nonverbal language* such as a warm smile and firm handshake.
- *Do your homework* on the subject matter, interviewer, and audience. Practice the presentation if there is time.
- *Keep major point in mind when making statement,* particularly when responding to reporters' questions. Speak in 30-second quotes, since 30-second answers usually go on air as stated. Stay with the facts, particularly in spot news situations. Keep major points you want to make in mind when making any statement, and particularly when responding to reporters' questions. If you have a major theme that you hit over and over, you will probably get your message across in at least one "sound bit" or quote.
- *Emphasize sincere interest in the health and safety of the public.*
- *Be cooperative, courteous, and considerate,* even when questions become direct and/or uncomfortable. Avoid open animosity with the interviewer and any other members of the media staff. Always exhibit a cooperative attitude. An uncooperative attitude communicates deception to the public. Try to supply the media with adequate facilities, handouts, and advance speech manuscripts when possible.
- *Know the interviewer* by getting their full name, position, title, and the publisher's or station managers too. Get to know personally the editor or other reporters before an emergency. When an interview is anticipated, find out what the reporter hopes to communicate to avoid any hidden agendas.

- *Be prompt in releasing pertinent facts and figures.*
- *Appear honest and never lie* even when the interviewer is asking embarrassing questions. Someone in the audience will know the truth, even if the reporter does not. However, it is likely that the reporter knows the answer to a question before it is asked, and nothing can make you look worse than being caught in an untruth before an audience. This does not mean prejudicial or dangerous information should be released. There is much that should not be said and that does not affect public health or safety. If releasing certain information will do harm, or intensify a situation, let the interviewer know. They will often cooperate and seldom want to suffer the repercussions of releasing the information.

Qualities to Consider when Assigning Roles as PIO, Spokesperson, or Media Liaisons

- Personal Qualities
 1. Credibility, appearance, authoritative stance
 2. Sensitivity to the human element, empathy
 3. Emotional stability
 4. Logical thinker
 5. Ability to focus on key issues quickly
- PIO Skills
 1. Writing
 2. Public speaking
 3. Organizational skills
 4. People skills

Because not one person will meet all requirements, a team may be more effective. Ideally, the team should encompass people with as many skills as possible.

List of Local Media with Telephone Numbers

NEWSPAPERS

The Leader Independent	608-839-3261
Wisconsin State Journal	608-252-6100

RADIO STATIONS

AM		FM	
WHA (970)	608-263-3970	WERN (88.7)	608-263-3970
WTSO (1070)	608-274-5450	WORT (89.9)	608-256-2001
WMAD (1190)	608-271-1025	WMAD (92.1)	608-837-9262
WIBA (1310)	608-271-6397	WOLX (94.9)	608-281-1949
WTDY (1480)	608-273-1000	WMLI (96.3)	608-274-5450
		WMGN (98.1)	608-273-1000
		WIBA (101.5)	608-274-5450
		WNWC (102.5)	608-271-1025
		WZEE (104.1)	608-274-5450
		WYZM (105.1)	608-826-0077
		WMMM (105.5)	608-826-0077
		WWQM (106.3)	608-273-1000
		WSJY (107.3)	608-251-5656

TELEVISION STATIONS (Madison)

WISC-TV (CBS)	608-273-3333
WMTV (NBC)	608-274-1515
WHA-TV (PBS)	608-265-2302
WKOW-TV (ABC)	608-273-2727
WMSN-TV (FOX)	608-833-0047
Charter Communications	800-581-0081

ANNEX 2

Communications and Warning

- PURPOSE

1. This document describes the communications and warning system used by the community and how those systems MAY be used for emergency management purposes.

- SITUATIONS

1. Communications – Public safety communications (police, fire, EMS) in the community are provided and coordinated by the Dane County Public Safety Communications Center (9-1-1). This consolidated dispatch center uses computer-aided dispatch and enhanced 9-1-1. Community agencies use other communications systems, including:
 - a. Telephone
 - b. Fax machines
 - c. Cell Phones
 - d. E-mail
 - e. Local radio frequencies
2. Warning – Community residents are or may be warned of actual or impending danger by any of several mechanisms including:
 - a. Commercial radio or television
 - b. Weather alert radios operated by the National Weather Service
 - c. Alert Monitor Receives, part of the Dane County Emergency Alert System (EAS) managed by Dane County Emergency Management
 - d. Outdoor Warning Sirens, managed by Dane County Emergency Management
 - e. Mobile public address (PA) systems and door-to-door operations
 - f. Reverse 911
3. The 9-1-1 Center is the primary activation point for Outdoor Warning Sirens, with back up from Dane County Emergency Management. Local radio and television stations participate in the County EAS.

- ASSUMPTIONS

1. Disaster warning and communications should be based on regularly used systems.
2. Communications are frequently disrupted during disaster. Disruption may result from equipment breakdown or from poor coordination, system incompatibility, user error, and so forth.
3. Communications systems should support agency disaster response activities and joint incident management activities.
4. Some citizens will ignore, not hear or not understand warning of impending or actual disaster. For the most part the more people know about hazards and the effects of disaster, the more likely they will act appropriately when warned.

- CONCEPT OF OPERATIONS/COMPREHENSIVE EMERGENCY MANAGEMENT

1. Cottage Grove and Dane County are jointly responsible for communications and warning. All agencies are responsible for understanding how to use communications systems daily and during disaster response, particularly when circumstances necessitate activation of the EOC. Dane County is responsible for operation and maintenance of the warning systems, and for coordinating warning messages through all parts of the population warning system (sirens, alert monitor receivers, commercial radio and television).
2. Mitigation
 - a. Develop, protect, and maintain communications and warning systems.
 - b. Identify and address vulnerabilities in warning and communications systems.
3. Preparedness
 - a. Analyze and address communications and warning resource requirements, including mechanisms for the hearing and/or visually impaired.
 - b. Coordinate communications and warning systems with the county and the state.
 - c. Integrate capabilities of amateur radio clubs and other groups.
 - d. Develop and implement appropriate emergency management educational programming via print and broadcast media including local cable access.
 - e. Emergency Preparedness planning.
 - f. Maintenance of equipment and supplies.
 - g. Personnel training.
 - h. Mutual aid agreements.
 - i. Emergency response exercises.
 - j. Contracts for services.
4. Response

- a. Assess incident to determine needs and prioritize communications and warning response.
 - b. Joint incident management support [EOC/COP(s) as needed].
 - c. Call in additional staff and resources as needed including mutual aid.
 - d. Maintain records of expenditures, activities, etc.
 - e. Other duties as appropriate.
5. Recovery
- a. Maintain communications and warning systems if needed.
 - b. Phase down as appropriate.
 - c. Return to normal activities.
 - d. Compile records, forward copies to county EOC for possible state/federal reimbursement.
 - e. Address critical incident needs if indicated.
 - f. Review event at agency and community levels.
 - g. Update plans/procedures.
 - h. Identify mitigation opportunities.
- ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
 1. Dane County Emergency Management, 9-1-1, and all community agencies are responsible for activities described in this annex. Community agencies will also analyze and address their own communication needs. Dane County Emergency Management will support plan development.
 - DIRECTION AND CONTROL/INCIDENT MANAGEMENT
 1. During routine activity, established procedures for incident management will govern. Some events, due to their duration or other factors, may require coordinated site management. In these cases, all appropriate agencies will be represented at the CP and support will be provided through established structures. During major emergencies and disasters, the provisions set forth in the Emergency Plan will govern.
 - ADMINISTRATION AND LOGISTICS
 1. Each agency maintains a complete inventory of communications equipment. Dane County Emergency Management maintains a complete inventory of sirens and Alert Monitor Receivers.

- PLAN DEVELOPMENT AND MAINTENANCE
 1. Community agencies and Dane County Emergency Management are jointly responsible for developing and maintaining this Annex.

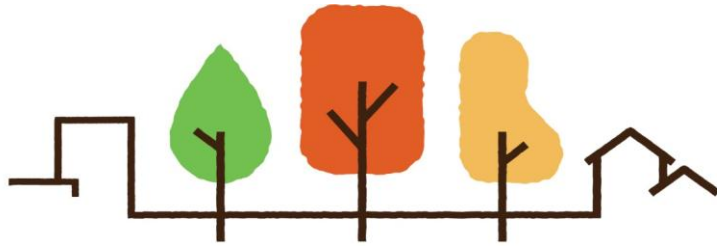
LIST OF RADIO FREQUENCIES

Village of Cottage Grove Police Department	154.115
Sheriff's Department	155.655
Wisconsin State Patrol	154.935
Fire Department & First Responders	154.400
National Oceanic & Atmospheric Administration (NOAA)	162.400, 162.425, 162.475 162.500, 162.550 MHz

DRAFT

ESTABLISHED PASS SYSTEM

- Disasters may occur at any time, often with little or no warning, as a result of acts of nature or human activity. The Cottage Grove Police Department has a responsibility in the event of a disaster to protect human life and property.
- To achieve these goals, it may be necessary to limit or control access into areas of the village impacted by a disaster. As such, the CGPD has developed a “Pass System” for controlling who is allowed into a secured area.
- The “Pass System” consists of two forms: A Yellow Work Pass and a Red Temporary Pass.
- All persons entering and working in a secured area are always required to wear said pass in plain view, and persons shall check-in and check-out with the duty police officer or firefighter at the secured area’s designated entrance.
- Any person found in a secured area who does not possess a valid work or temporary pass shall be immediately taken from the secured area by a law enforcement officer and said person shall be subject to arrest. (This includes arresting media if in a prohibited area.)
- WORK PASSES are valid indefinitely when issued. Work passes shall be used by utility and construction personnel, law enforcement personnel, firefighters, medical personnel including first responders, emergency government and state officials, and other persons designated by the Emergency Government Director, the CGPD, and the Incident Commander, as having need for said pass.
- TEMPORARY PASSES are valid for up to eight hours when issued. The exact expiration time shall be recorded at the time of issuance. Persons issued temporary passes shall always wear and display them in plain sight while in the secured area. In addition, persons issued temporary passes are required to check-in and check-out with the duty police officer or firefighter at the designated area entrance.
- WORK AND TEMPORARY PASSES are to be issued by the CGPD to those persons and/or organizations cleared to receive said passes by the Emergency Government Director, Police Chief, and Incident Commander.



THE VILLAGE OF
COTTAGE GROVE

**Emergency
Preparedness
Plan**

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PREFACE

Most people will experience an emergency during their lifetime, especially a flood, severe thunderstorms, ~~and/or~~ tornadoes. Emergencies can usually be handled with resources that are routinely available within the community. Not everyone will experience a disaster. Disasters call for a response effort beyond local capabilities. Whether at the local, county, or state level, emergencies and disasters require their affected jurisdictions to manage the situation through an emergency management system that protects life and property.

The Emergency Management System consists of several federal, state, and local offices working together to provide relief in times of disaster. When responding to disaster, the municipality uses its own resources until the situation requires assistance from neighboring communities. Once the communities expend their resources, the ~~county~~ county's emergency government helps provide aid. If the situation expands beyond the county level, one of the six regional state emergency government offices will coordinate response efforts. When the emergency encompasses the entire state, the Wisconsin Emergency Management Office responds. In situations beyond state control, Wisconsin seeks aid from the Federal Emergency Management Office in Region 5, Chicago. While this manual focuses on Cottage Grove's Emergency Preparedness Plan, county and state information is also provided in additional binders.

The Cottage Grove Emergency Preparedness Plan contains information related to how the village could react to an emergency, what functions each agency can perform, who has the authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. This plan will never be complete. Agencies will always be redefining their roles and rewriting emergency response policies specific ~~to~~ their ~~respective~~ agency. This first edition simply provides the key elements and an overall structure from which to build.

~~The purpose of this manual is...~~ Such planning and ~~programming~~ programming, which is the purpose of this manual is mandated by Wisconsin law. All local government units must adopt a 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 a community and to determine how the locale can most quickly restore operations to minimize economic loss to persons and businesses.

Commented [JR1]: This is important to keep in mind and why it is important to include ALL stakeholders.

Commented [JR2]: This is a rewrite so it isn't the first addition any longer. Update as necessary.

Commented [JR3]: This section should outline, and directly cite all sections of SPS 323.14 (1), (2) and WI 66.0301 so governing entities, citizens, etc. can easily access what is being referred to. Trust and verify.

EMERGENCY PREPAREDNESS PLAN

Emergency Preparedness Plan

The Emergency Preparedness Plan is prepared by the Emergency Government Director, approved by the Village Board, and maintained by the ~~Law Enforcement Committee~~ Emergency Preparedness and Mobilization Committee as outlined in Chapter 36 of the Village of Cottage Grove Ordinances. The Emergency Government Director ~~will should~~ communicate with ~~all the~~ Village Departments ~~and affiliated agencies~~ regarding changes to the plan ~~after prior to and after~~ approval by the Village Board. For the purpose of this document, Village Departments shall be defined as all Village of Cottage Grove municipal departments and those organizations, agencies, and districts that the Village of Cottage Grove is directly contracted with for services.

Commented [AH4]: Why did this move to under the "Law Enforcement Committee"? This has been under the Emergency Preparedness and Mobilization Committee (Since separating from the Town.) This is also in ordinance.

Commented [JR5]: Village of Cottage Grove Ordinances 36-2, and 36-3 would need to be changed for this to be true.

Commented [JR6R5]: I don't anticipate these ordinances being changed. Additionally, the Deputy Chief position description will most likely be updated to be in compliance with existing ordinances as discussed at the last Police Commission meeting.

Each department ~~or agency~~ head, ~~or their~~ ~~or~~ designee assigned responsibility, in the Emergency Preparedness Plan may exercise any powers delegated to further the purpose of this plan. Responsibilities include the organization and training of village employees, employees of entities which the Village is contracted with, and volunteers within their departments. ~~Upon the recommendation of the~~ The Emergency Preparedness and Mobilization Committee shall provide recommendations to the Emergency Government Director for submission to, the Village Board ~~for~~ may amendment to the plan and its annexes.

When a required competency or skill for a disaster or emergency response function is unavailable within the village government (which includes district and contracted agencies), the Director may seek assistance from persons outside the Village. The assignment of any supervisory duties may include the authority to carry out such duties prior to, during, and after the occurrence of a disaster.

Commented [JR7]: There is a consistent message throughout this document that suggests "village government" only includes entities that are Village of Cottage Grove only departments or personnel. The purpose of a Preparedness Plan to include ALL entities.

The Village may accept services on a volunteer basis. The heads of the affected ~~Village~~ dDepartments ~~or agencies~~ must approve the enrollment of citizen volunteers.

Commented [AH8R7]: Because Fire and EMS have operating budgets paid for by the districts/municipalities, they are considered quasi-governmental departments. Osha considers these departments public departments because of how they are organized. This should be reflected accordingly as a part of the municipal structure.

Emergency Government Director

The Emergency Government Director shall have the authority to:

- Assist in the Coordination ~~all of~~ activities involved in emergency preparedness and mobilization within the Village;
- Cooperate with emergency and mobilization preparedness agencies and those organizations directly contracted with the Village of Cottage Grove;

- Cooperate with emergency and mobilization preparedness agencies and organizations of other local, state, and federal political subdivisions;
- Participate in county and state emergency preparedness activities upon request;
- ~~In Coordination with the Emergency Preparedness and Mobilization Committee, D~~direct the preparation of a comprehensive general village plan for emergency preparedness and mobilization and present the plan to the Village Board for approval;
- ~~Subject to the approval of the Village Board, enter into mutual aid agreements with other political subdivisions. Copies of such agreements shall be filed with the County Director of Emergency Government. Enter into a mutual agreement with other political subdivisions and file copies of any such agreements with the state director of emergency government subject to the Village Board approval;~~ and
- Issue all necessary proclamations as to the existence of such state of emergency and such disaster warnings or alerts ~~in accordance with the Emergency Preparedness Plan, as required in the emergency government plan upon the declaration of an emergency.~~

Commented [JR9]: VCG Ordinance 36-6

In the absence of the Director, ~~the Chief of Police~~ ~~the Vice-Chairperson~~ shall, with the assistance of the Village Administrator, perform all the duties and responsibilities of the Director and act with the authority assigned to the Emergency Government Director.

Commented [AH10]: Is this appropriate or are there alternatives that are more "generalized" in the event of a change or modification?

Commented [JR11]: As previously mentioned, VCG Ordinance 36-2 accounts for who assumes the duties.

Utilization of Existing Services and Facilities

In developing the ~~comprehensive general plan~~ ~~Emergency Preparedness Plan~~, the Emergency Government Director is authorized to ~~coordinate, obtain, and~~ utilize the services, equipment, supplies and facilities ~~available~~ of the existing village departments ~~and agencies~~ to the maximum extent practical. The officers and personnel of all such departments and agencies should cooperate with and extend such services and facilities for emergency preparedness and mobilization purposes.

Commented [JR12]: What is the comprehensive general plan? Keep it simple and consistent throughout.

Commented [JR13]: This sentence is unnecessary. The main purpose of this document and Plan, at least a well written one, establishes that the cooperation will be there when something does happen.

Emergency Regulations

When an emergency occurs for which the Village Board has not adopted ordinances, the Village President, or in their absence, the Emergency Government Director, may proclaim, promulgate, and enforce orders, rules and regulations relating to the conduct of persons and the use of property which protects public peace, health, and safety; preserve lives and property; and ensure the cooperation necessary in emergency situations. The Village Board may rescind proclamations, orders, rules, and regulations by resolution at any time.

Declaration of Emergencies

The emergency government may act in accordance with the emergency plan only after the declaration of an emergency or issuance of the official disaster warning by the Governor or Village President. The Village President, or in their absence, the Emergency Government Director, may declare a state of emergency when necessary. The state of emergency will continue until terminated by the issuing authority. The Village Board may terminate the state of emergency unless it ~~was~~ declared by the Governor.

Obstruction of Emergency Operations

Any person willfully obstructing, hindering, or delaying the enforcement of any order, rule, regulation or plan issued pursuant to Village Emergency Ordinances or committing any act forbidding any order, rule, regulation or plan as stated in the ordinances is subject to penalties and prosecution.

VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

OVERVIEW

Purpose

This plan describes how the Village of Cottage Grove Government may engage its collective resources to manage hazards and the effects of disaster. After describing the situations and assumptions essential to understanding and application, the plan identifies the agencies involved with this process and their responsibilities. Most importantly, the following identifies how local agencies work together to maximize their abilities throughout the emergency management process and especially during a severe crisis. The principal aims of this program include:

- Providing a coordinated governmental response and recovery effort that minimizes the adversity that a major emergency or disaster could inflict on citizens and property.
- Quickly restoring government services impaired from the effects of a major emergency or disaster.
- Developing an increased level of emergency preparedness among all segments of the population so individuals, families, communities, businesses, and public and private institutions may sustain themselves. Such preparedness helps to cope with a catastrophic disaster that inhibits or overwhelms governmental services, thus delaying the normal public safety response.
- Promoting mitigation strategies to improve critical infrastructure and land use and building code authority to reduce the public's exposure to recurrent hazards.
- Supporting regular training and exercise programs so public and outside organization officials maintain their readiness to perform emergency management duties.
- Integrating with other jurisdictions and the county effectively.

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Legal Basis

FEDERAL LAW

THE STAFFORD ACT, Public Law 103-337

To provide a system of emergency preparedness for the protection of life and property and to vest responsibility for this preparedness jointly in the federal government, the states and their political subdivisions. A municipality is considered a political subdivision of the state. This law also emphasizes the development of emergency operational plans at a local level.

CERCLA; Comprehensive Environmental Response, Compensation and Liability Act

Protect the public health and environment by facilitating cleanup on the environmental contamination and imposing costs on parties responsible for the pollution.

EPCRA; Emergency Planning and Community Right-to-Know Act

Provide the public with important information on the hazardous and toxic chemicals in their communities and establish emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

WISCONSIN STATUTES

- 21.1 Call to active service
- 59.03 Administrative Home Rule, Consolidation of Municipal Services, Home Rule, Metropolitan District
- 59.031 County Executive/Administrator Powers – empowered to take care that state or federal law is observed, enforced, and administered
- 59.07 General Powers of County Board – cooperation, maintain public peace and good order within county
- 59.53 ~~(2)~~ Health and Human Services Emergency Energy Relief
- 59.54 (8) Local Emergency Planning Committees
- 61.34 Powers of Village Board
- 66.0314 Emergency Powers
- 83.09 Emergency Repairs of County Trunk Highways
- 323.14 Local Government; duties and powers
- 323.52 Emergency Temporary Locations of Government for Counties and Municipalities
- 323.54 Succession to Local Offices
- 323.55 Enabling Authority for Emergency Interim Successors for Local Offices
- 323.60 Hazardous Substances Information and Emergency Planning
- 323.71 Local Agency Response and Reimbursement
- 213.095 Police Power of Fire Chief, ~~Fire~~ Rescue Squads
- 895.48 (1) Civil Liability Exemption, Emergency Care, etc.

LOCAL ORDINANCES

- 36-1 Emergency Government Operations
- 36-2 Emergency Preparedness and Mobilization Committee
- 36-3 Emergency Government Director
- 36-4 Utilization of Existing Services and Facilities
- 36-5 Emergency Regulations
- 36-6 Mutual Aid Agreements
- 36-7 Declaration of Emergencies and their termination
- ~~36-5 Emergency Regulations and public notice~~
- 36-8 Obstruction of Organization
- 94-1 Village President Duties

OTHER PROCEDURES

Relief Assistance. All individual relief assistance will be provided in accordance with the policies set forth in state and federal laws and programs.

Consumer Protection. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Department of Consumer Protection.

Nondiscrimination. There will be no discrimination on the grounds of race, color, religion, nationality, sex, sexual orientation, age, or economic status in the administration of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

Duplication of Benefits. No person, business ~~concern~~, or other entity will receive financial assistance with respect to any loss for which they have received financial assistance ~~nee~~ under any other program ~~or for which they received insurance or other compensation.~~

Use of Local Firms. When using private organizations, firms, or individuals to assist with a major disaster, the ~~Village D~~ departments will grant preference to those organizations, firms, and individuals residing or doing business primarily in the distressed areas when possible.

Mutual Aid and Inter-~~L~~ocal Agreements. Each ~~Village government~~ department and agency will determine and negotiate to obtain, review, and keep current all mutual aid and ~~inter-~~

~~local~~ interlocal agreements necessary to perform the letter and spirit of official tasks assigned by law and this plan.

Standard Operating Guidelines. All ~~village~~ departments, ~~and supporting organizations~~ agency will maintain policies, procedures, SOPs, ~~or~~ and associated checklists to guide the actions of their personnel in performing all assigned emergency duties.

Resource Lists. All ~~Village~~ departments, ~~and supporting organizations and agencies~~ will maintain an up-to-~~date~~ date automated resource list of all in-house and other arranged assets available for performing emergency duties. The departments will provide these lists to the ~~Law Enforcement~~ Emergency Preparedness and Mobilization Committee.

Stocking of Emergency Supplies. Public Works will maintain limited stocks of basic emergency supplies in all village owned and leased facilities. Department heads should train employees in the use of these emergency supplies.

Emergency Workers. The Village Finance Director or their designee, in cooperation with all other village departments, organizations, and agencies, shall register emergency service workers appropriately for compensation and reimbursement.

~~*Commandeering of Services, Equipment, and Supplies.* Once the governor proclaims a state of emergency, the Village President and Emergency Government Director may command the service and equipment of as many citizens as necessary. The Village must compensate these emergency workers.~~

Liability Protection. The Village liability insurance covers registered emergency workers.

Authority to Enter into Contracts and Incur Obligations. If time is vital to saving lives reducing property damage, or hardship, the Village President is authorized to order departments to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except for those policies mandated by law. The Village Board will review such purchases and may ~~enact~~ enact them. When necessary, any resolution or ordinance approving orders promptly presented to the Board such as:

- Findings by resolution with respect to actions taken;
- Authorization of payment for services, supplies, and equipment loans, and commandeered property used during disaster response activities; or
- Approval of gifts, grants, or loans accepted by the Village President during the emergency

Commented [JR14]: What are the supplies? Who inventories? What about the supplies from other departments and agencies?

Commented [JR15]: What is an Emergency Worker? This section discusses high level compensation/reimbursement, but doesn't state who they are, what tasks they are performing, what tasks are allowable, etc.

Commented [JR16]: This sounds, and comes off as, Marshall law. The Village President and EGD are supposed to be the leaders of coordination and cooperation.

Commented [JR17]: Is there a WI Code that allows for this?

Commented [JR18]: again...need some code, law, declaration, etc. that allows for this. We're proposing that legal theft be allowed by the Village President or the EGD during a disaster.

Upon approval of those items listed above ratification by the Village Board, the Clerk's office processes payments for those expenditures approved. When requesting state or federal assistance, the Village will submit its accounting procedures for review by the Office of Management and Budget ("OMB"). OMB will review all services received under mutual aid and certify their receipt and the amount of reimbursement due, if any, to the clerk's office.

Commented [JR19]: This section needs consistency. It talks about reviewing purchases and resolutions..then the last paragraph talks about "ratification" and "expenditures".

Village Attributes

The Village of Cottage Grove lies 4.5 miles from Madison, Wisconsin, the state capital, and, as of ~~2020~~2020, provides residence for 7,303 persons. While many working residents travel to Madison daily, Cottage Grove provides a rich quality of life for all its residents.

Commented [JR20]: The year and population need to be updated. For accuracy purpose, it should cite where the data is from.

The Village Cottage Grove consists of a very homogenous white/Caucasian cohort of which English is the predominant language, thereby easing communication in cases of emergencies. Other factors contributing to the success of emergency preparedness include a young community with nearly 80% of the residents under the age of 45, two satellite hospital clinics of a major hospital located in Madison, two major-veterinary clinics, several nursing homes and numerous assisted living complexes, three public elementary schools (Cottage Grove Elementary, Taylor Prairie Elementary, and Granite Ridge Elementary), one middle school (Glacial Drumlin Middle School), several day care centers, several banks, and one village newspaper (located outside of the Village). The local mass media within and surrounding Dane County function as potential outlets of Emergency Public Information. Five television stations, 21 radio stations, and four circulation newspapers serve the Village of Cottage Grove. The village lacks high-rise buildings but accounts for much increased-new construction in both the residential and commercial sectors. Most of the major private employers within the Village includes such as Johnson Health Tech, Midwest Stihl, Summit Credit Union, PFS TECO Corporation, Alcivia, Hydrite Chemical Company, Amazon, and Shared Medical Services, are in the Industrial Park and the surrounding area.

Commented [JR21]: Is this true? That would mean only 2,000 people in VCG are over 45. Again, where is this data coming from? I'm not sure how a factor contributing to the success of emergency preparedness is 80% of the population under 45. Offers little value to the EPP.

Commented [JR22]: Check to see if there are any buildings over 75 feet in height (IBC definition of high rise building).

Commented [JR23]: Is it important to have Industrial Park here? They're in the Village. The surrounding area is the Village. If mentioning them by name is important, then do so.

While Cottage Grove lacks drastic geographical abnormalities, several areas experience frequent flooding. No major sewage or waste concerns plague Cottage Grove. The average climate in Cottage Grove ranges from 6.7 to 82.8 degrees with average precipitation at 34 inches and winter storms occurring from November to April.

Commented [JR24]: Where and why...if it isn't important to define or expound upon, take it out. Is it important to comment on no major sewage or waste that don't plague the Village?

Hazard Analysis/Assessment

Emergency management experts suggest municipalities conduct a hazard analysis to determine which hazards are most likely to occur in their locations.

Local officials should work towards identifying hazards and ~~determined~~determining their vulnerability (the potential for causing harm to people and/or property). Vulnerability is determined by developing a community profile. This profile includes locating major structures and geographic features, essential facilities (shelters and hospitals), special-needs centers (schools, nursing homes, and hospitals), and other sites which could pose an imminent hazard (fuel storage facilities). For each hazard, obtain all available information from the Emergency Operations Center (“EOC”) records, newspaper files, insurance companies, fire department records, accident records, weather records and projections. Possible questions to ask in this analysis include:

- What are the chances the hazard could occur (probability)?
- How open or susceptible is your community to damage (vulnerability)?
- Can you determine in advance if the hazard is likely to occur (predictability)?
- What is the frequency of the event occurring; annually, quarterly, etc.?
- How long does it last (duration)?
- Can you do anything to reduce vulnerability (controllability)?
- Does the event occur quickly and with little warning (speed of onset)?
- What other hazards will be triggered by this event (cascade effects)?

Assumptions

The following assumptions can be used as aids to develop emergency plans:

- A major emergency or disaster could happen at any time.
- The time of year, day of the week, time of day, and weather conditions are key variables that can impact the seriousness of an incident and the Village’s ability to respond.
- Individually and collectively, we manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response and recovery), depending on the level of perceived risk, resources the village possesses, and by what we know and its application.
- Individuals and groups will respond to all crises in ways that enhance survival by reducing harm, lessening property damage, and minimizing loss of life.
- The capacity to manage hazards and the effects of disaster varies among individuals and groups within the community. Some individuals and groups will need more help during ~~erisis~~crisis than others.
- Since a disaster usually delays the local government’s response, the ~~general public~~public should prepare to take care of their basic survival needs for at least 72 hours.

Often, disasters severely stress normal municipal systems and require outside assistance from county, state, and federal governments.

Role relationships affect the reactions to crisis - spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take in a major emergency.

Plan Development and Maintenance

All ~~Village~~ departments and ~~local supporting organizations~~ develop and maintain the Cottage Grove Emergency Preparedness Plan as a cooperative effort. The Emergency Preparedness and Mobilization Committee ~~Law Enforcement Committee~~ will administer the coordinating steps involved in the development, maintenance, promulgation, and publication of the entire plan. The Village Board will review, ~~and may approve, and/or~~ amend the plan as recommended by the Emergency Preparedness and Mobilization Committee. Other functional areas (such as ~~fire,~~ utilities, ~~parks and streets,~~ Frontier, Alliant Energy, ~~EMS,~~ and schools) with day-to-day expertise and experience will develop, write, and maintain specific areas of the plan/annexes. The plan will be reviewed by this Committee annually.

Commented [JR25]: Maybe this should change to Local Service Providers. The Village of Cottage Grove doesn't recognize the Cottage Grove Fire Department or Deer-Grove EMS as Village Departments.

Commented [JR26]: Fire, parks, streets, and EMS are departments within the Village's governmental structure.

Review

The Village may, from time to time, re-evaluate and amend this plan. Each department is encouraged to annually review and update its portion of this plan. The department head will submit its portion of the plan upon completion to the Law Enforcement Emergency Preparedness and Mobilization Committee for coordination, executive and legislative review, approval, printing, and distribution. Copies will be sent to the county and state departments of emergency management.

Exercises

Each year the ~~village~~ departments are encouraged to practice functional emergency exercises. A complete, joint exercise must be conducted every four years. The ~~Law Enforcement Emergency Preparedness and Mobilization~~ Committee should consider taping these drills to play on the website to raise community awareness.

Plan for Designating a Disaster Assessment Team

~~When responding to a disaster, responders assessing the damage permeates all responders' actions.~~ All levels of government participate in this assessment. Before the disaster occurs, planners should determine who has the lead responsibility for assessing the damage and who

makes up the team. The team members should receive training on how to assess the damage and ~~even~~ how to compile useful information in advance.

The initial assessment information comes from first responders and those on the scene. This information allows decision-makers to allocate resources, set priorities, and determine if outside resources are needed for the response.

When working with the county, the county emergency management director assesses the entire county and determines the locations suffering the most damage. The director estimates the amount of loss and the resulting impacts of those losses on individuals and governments.

Localities must submit a ~~county-wide report (USDR)~~ within 24 hours of the disaster to obtain federal disaster aid. Any local requests for assistance are made through the county emergency management director. To receive funding, localities must identify damage locations on a map, photograph damage sites, develop a list of all public facilities damaged, know the location of municipal records of disaster-related costs, and keep accurate records of all disaster-related expenditures.

Commented [JR27]: This is the first time its used in the document. Should be spelled out so the reader knows what it is.

Budget Planning for Necessary Equipment

Each ~~department-agency~~ should include emergency equipment in its budget each year. Necessary items such as generators, gas masks, and communication equipment aid the ~~departments~~~~agencies~~ in responding to a disaster. ~~Agencies~~~~Departments~~ may also designate funding for storing back-up servers containing village records at a distant location.

Community Education

The ~~Law Enforcement~~ Emergency Preparedness and Mobilization Committee is encouraged to provide residents information through the newspaper, sending material home with school children, simulating disasters with volunteers, and broadcasting material on cable and radio.

CONCEPT OF OPERATIONS

The most important response to a disaster affecting the community will come from its ~~departments-agencies~~, its institutions, and its people. Primary responsibility for vital emergency functions rests with the following agencies, some of whose jurisdictions extend beyond community boundaries.

Local

The Village President maintains “the peace and order” in the Village of Cottage Grove and “if disturbance, riot or other apparent necessity occurs,” the President may appoint as many special marshals as deemed necessary who for the time being shall possess all the powers and rights of constables. The Village President and/or Village Board appoints and/or hires all service department heads and grants them the day-to-day authority to administer their respective department. Village ordinances legislate the breadth of authority and duties of these departments.

Commented [JR28]: This ERP is not in line with current Village of Cottage Grove Ordinances.

Emergencies, such as response to fires, violation of the law, and emergency medical calls occur every day and do not normally require the direct involvement of the Village President. On a less frequent basis operational departments confront larger scale events surpassing the conventional. These situations, major emergencies, or disasters require services that exceed the capacity of one department ~~or agency to handle~~ handle them alone. Occurrences that strain department ~~or agency~~ capabilities to this extent could require a multi-agency response supplied from inside and outside the village government. Non-village resources include mutual aid with neighboring jurisdictions and other assistance available through inter-governmental agreements or through pre-existing contractual arrangements with private sources of specialized services.

During major disasters or emergencies, the Emergency Government Director advises the Village President and assists in the coordination ~~of~~ emergency response actions. ~~If the situation can be handled locally, then responders should use the procedures and checklists in this plan if appropriate.~~ Anytime a situation escalates beyond the level of local control, the Village President may declare a local state of emergency and notify the Dane County Emergency Management Director. The Village President or Emergency Government Director shall provide the Village’s state of emergency declaration to the Dane County Emergency Management Office. The Village Board must, within 30 days, ratify, and publicly notify the declaration of a “Village Emergency” and any executive order(s) invoking a specific emergency power. Failure by the Village Board to ratify the declaration will result in the ~~declaration’s revocation~~ revocation of the declaration.

County

Once the county becomes involved it will respond with county resources as requested and necessary, activate mutual aid agreements, coordinate county resources with municipal resources, notify the Wisconsin Division of Emergency Government Regional Director, forward the uniform damage situation report form, and assist municipalities with prioritizing and allocating resources.

State

If the municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WI Division of Emergency Management (WDEM). If state assistance is requested, the WDEM Administrator in conjunction with the Regional Director, county emergency management director, and municipal emergency government director assess the disaster or emergency and recommend that personnel, services, and equipment be made available for response, mitigation or recovery. After completing the assessment, the WDEM Regional Director immediately notifies the State WDEM Administrator. The state administrator of Emergency Government notifies the Governor and makes recommendations. If state assistance is granted, procedures will be followed as stated in the Wisconsin emergency preparedness plan and the County emergency preparedness plan.

Federal

Even with the augmentation of state resources, including those available through interstate compacts, the Governor may seek federal government assistance depending on the severity of the situation. The Federal Emergency Management Agency (FEMA) regional director will add their recommendations to the request and forward it to the FEMA National Headquarters in Washington, DC. The national headquarters refers the request to the President, who can either deny the request, make an “Emergency Declaration” if limited federal involvement is warranted, or make a “Major Disaster Declaration” if more substantial federal financial, technical and/or operational support is needed.

Administrative Reporting to State

After a disaster municipalities must, prior to receiving federal or state emergency funds, report the estimated damage of the private sector (homes, businesses, and agriculture); the public sector (costs incurred by government in responding to the disaster, damage to publicly owned facilities, and damage to certain private non-profit facilities); fatalities and injuries; the homeless or those in shelters; and essential services. The locale must also assess the extent of how much insurance might cover. While only estimates, approximations are better than not reporting at all. The community can refine the reports as it proceeds through response and recovery. The report is due to the state within 24 hours after the hazard begins, but the local officials can submit updates if information changes significantly. After the locale completes the report, the county emergency management director compiles the information from all communities, submits a single report

(UDSR) for the entire county to the Wisconsin Emergency Management, and consults with local and county officials on requesting outside assistance and coordinating with Wisconsin Emergency Management. Reporting is the only way to obtain federal disaster assistance for both the public and private sectors and provides a basis for keeping permanent records of the disaster event and the associated response and recovery costs.

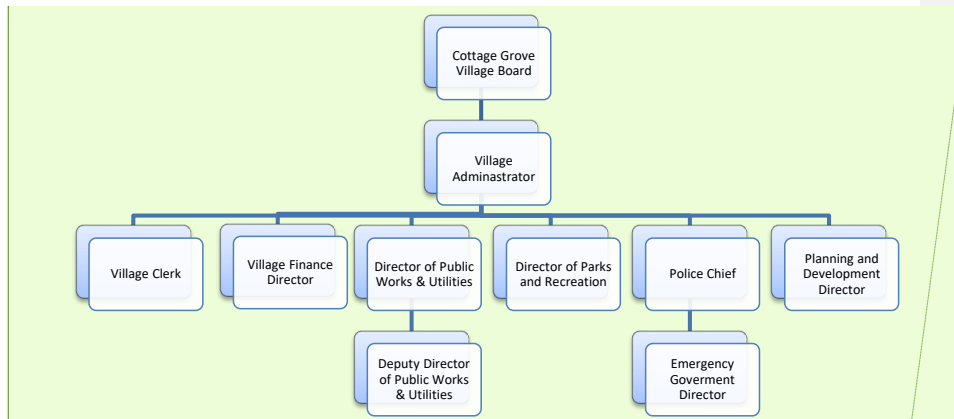
The following reports will be submitted to the State EOC:

- Situation and damage assessment reports.
- An executive order requesting state assistance stating 1) the specific type of resource required including those possessed by local, volunteer, commercial and mutual aid entities that are either exhausted, unavailable, or not available in time to save lives, prevent further damage, and/or to alleviate suffering; 2) how long the resource(s) will be needed; 3) where to deliver or report; and 4) the official to whom to report.
- A supplemental justification for a presidential declaration request. This is a narrative format available from the state guide and submitted at the same time the damage assessment reports are completed, i.e., after the state and federal preliminary damage assessment team has added their input to the earlier data supplied by local officials.

Village of Cottage Grove

A. Governance and Administration

Representing the Village of Cottage Grove, the Village President is the chief elected official of the Village Board which consists of **generally of** six trustees and one Village President. The Board is elected at large with three trustees elected every spring for two-year terms. The Village President presides over Village Board meetings. In the president's absence the Village Clerk will call a meeting to order, and the trustees shall elect among themselves a President *pro tem*. As the director of village operations, the Village Administrator oversees the day-to-day village operations and serves as a staff liaison to the board without voting power.



Commented [AH29]: Suggest removing any org chart graphic as org charts change regularly. This section should be generalized in a way that allows for clarity but also flexibility when changes occur in structure or organization. The Org chart doesn't include all departments/districts. (CGFD/DGEMS.)

B. Human Services

Dane County Human Services (DCHS) manages public health and welfare services through a variety of mechanisms for the county except in the City of Madison which maintains its own Public Health Department. DCHS is responsible for planning and coordinating all Emergency Human Service resources in Dane County and for Emergency Public/Environmental Health concerns outside of the City of Madison. The American Red Cross, Salvation Army and other local human service agencies, both public and private, are primary service providers. Services may include:

- Congregate care (temporary shelter, food, clothing, etc.);
- Food coupons and food commodities
- Crisis counseling

Emergency Public/Environmental Health services may include:

- Health and medical care at shelters;
- Inoculation of victims;
- Distribution of antidotes, drugs, etc. to shelters; and
- Support and medical care for those who cannot be evacuated

C. Law Enforcement

The Village of Cottage Grove Police Department (**PD**) provides law enforcement services ~~for~~to the Village. These services include reducing casualties, minimizing damage to property, receiving and disseminating warnings, and providing overall security at disaster

scenes. The PD assists in organizing, coordinating, and directing plans of operation in the event such incidents occur. If the situation requires more than the PD can provide, the Dane County Sheriff's Department and other local departments will assist.

D. Warning and Communications

Dane County operates a consolidated dispatch center using computer aided dispatch (CAD) and enhanced 911. The center coordinates all police, fire, medical, and other emergency communications in the county. The center is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system. The National Weather Service (NWS) operates a nationwide weather broadcast service that provides severe weather information to the public through weather alert radios. Local radio and television can provide village residents with ~~warning~~warnings and other emergency information independent of ~~EAS~~the EAS. Finally, Frontier provides telephone services within the community.

Commented [JR30]: Is this still true? Or, are there multiple providers (Spectrum, TDS, etc.) now? Revise as necessary.

E. Fire and Rescue Services/Hazardous Materials (HAZMAT) Releases

The Cottage Grove Fire District acts as an all-hazards emergency response department, providing a wide array of services to protect life, property, and the environment. The Fire Department provides incident management, pre-incident planning and preparedness, fire suppression and control, rescue operations, disaster response, EMS and Law Enforcement support, fire services and limited and response to hazmat releases in the Village of Cottage Grove. Dane County contracts with the City of Madison Fire Department (MFD) for response to Level B hazmat releases in the County. Wisconsin contracts with MFD for response to Level A hazmat releases in Dane County and 10 other counties. Levels A and B hazmat releases are defined in section 166.20 (1), Wisconsin Statutes.

F. Emergency Medical Services (EMS)

Deer Grove Emergency Medical Service provides ambulance emergency services for residents of the Village of Cottage Grove.

Commented [JR31]: Please reach out to Chief Lang for input in this section. DGEMS is a Paramedic level department with advanced skills, training, equipment, etc. As a major part of Emergency Preparedness, there should be more here.

G. Public Works and Parks and Rec.

The Cottage Grove Public Works and Parks and Recreation Departments maintain and plow streets; maintains Village parks and playgrounds; collects brush and provide leaves and yard waste drop-off. They provide municipal water and wastewater collection service.

Commented [JR32]: Recommend the addition of PW as the repository for heavy equipment, tools, etc.

Madison Metropolitan Sewerage District provides wastewater treatment for the Village. Waste Management provides trash and recycling services for residents.

H. Utilities

Alliant Energy supplies electricity and natural gas to the community. The Village provides its own water utility. Madison Metropolitan Sewerage District provides wastewater treatment for the Village.

I. Emergency Management

Dane County Emergency Management maintains the County Emergency Operations Center (EOC) and guides and supports county, municipal, public, and private emergency management activities through an integrated emergency management system.

Comprehensive Emergency Management

The four phases of emergency management include mitigation, preparedness, ~~response~~response, and recovery.

Mitigation: Mitigation activities help prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency. Ways to build a disaster-resistant community include building codes, zoning and land use management, building use regulation, preventative health care, public education, planning a community clean-up day to clean out stream debris, prohibit building in flood plain areas, etc.

Preparedness: Preparedness activities, programs, and systems exist prior to an emergency and support and enhance the response to an emergency or disaster. Such activities include emergency planning, training, and exercises; warning and communication systems; identifying potential shelters; establishing mutual aid agreements; obtaining essential resources; maintaining inventories; and educating the public.

Response: Response activities and programs address the immediate and short-term effects of an emergency or disaster by reducing casualties and damage and enhancing recovery time. Examples include warning/informing, mobilizing personnel and equipment, search and rescue, evacuation, shelter, damage assessment, record keeping, and emergency declaration.

Recovery: Short-term recovery actions assess damage and return vital life support systems to minimum operating standards, as long-term recovery actions may continue for many years. Short-term examples include temporary housing, restoration of essential services, and food vouchers. Long-term examples include insurance, reconstruction, and counseling programs.

This strategy presumes emergency response can be broken down into specific functions. ~~For the most part~~ Village ~~Each~~ departments and support organizations provides a number of these functions such as warning, evacuation, and shelter. Each incident by the nature of the conditions it produces dictates the functional choices necessary and feasible.

Relationship between Emergency and Normal Functions

~~While e~~Emergency operations ~~often~~ demand additional personnel, ~~and~~ logistical resources, ~~and~~ creates an array of urgent needs and actions, ~~the~~ The Village's initial response depends on the use of existing departmental assets. Operational departments ~~and agencies~~ are accustomed to dealing with everyday emergencies and already systematically manage their first and second response obligations. Unlike everyday occurrences, a major emergency or disaster requires mobilization, direction, and control of a more substantial effort requiring the participation of multiple agencies.

This plan builds on the incident response management systems that are used by the Village's Cottage Grove's operational departments ~~and agencies~~ every day. Once a department ~~or agency~~ (especially if the "lead agency") realizes that the emergency demands greater resources than those available to the department ~~or agency~~, the following steps occur:

- Depending on the specific type and mix of resource needs requested by the department's ~~or agency's~~ senior official on-scene, the department's ~~or agency's~~ control communications or dispatch center ~~summons~~ requests assistance from the appropriate source(s).
- If the requirements of the situation or in combination with collateral requirements from other incidents that may be happening concurrently cause the department's ~~or agency's~~ communications or dispatch ~~control~~ center to become overloaded, then a decision will be made:
 - ~~To call the Emergency Government Director to the scene if the incident is confined to a small localized area and the coordination of multi-agency resources is manageable by one person; or~~
 - ~~+~~ If the proportions of the incident originate at or escalate to a stage where resource needs are more complex or where wider areas are or will be exposed to a spreading danger, the lead agency or department head or the Emergency Government Director may request the county EOC be made available ~~to coordinate support.~~

Commented [JR33]: requests is a better word than summons; same thing with control center...no one calls it that

~~The Village departments equipped to perform daily service include Police, Public Works, and Utilities.~~ Additional services supporting agencies contracted by the Village are Deer Grove EMS

Commented [JR34]: This section is repetitive.

~~and Cottage Grove Fire District. Within each department and agency the day-to-day hierarchy and reporting channels remain intact unless the department's or agency's internal emergency plan specifies otherwise. The Law Enforcement Emergency Preparedness and Mobilization Committee coordinates issues requiring cross-input, decisions from Village leadership, and use of all available resources to the highest priorities when necessary.~~

Commented [JR35]: This doesn't even make sense to move from a collaborative committee to one with no representation by 2 of the 3 most important entities in Public Safety.

Continuity of Government

Public employees ~~and their families~~, facilities, and equipment are vulnerable to the same hazards, and exposed to the same risks as are citizens and the municipal community at-large. Because of this and because local government is situated to respond to protect citizens and property from the damaging effects of any natural, technological, or national security threat, local government should take practical steps so that its essential resources are survivable and available to serve the public's emergency needs.

To continue government operations in the wake of any type of major emergency or disaster, ~~EMS, Fire, Police, Public Works, and Utilities~~ should maintain a department specific emergency preparedness plan. ~~This emergency preparedness plan and those of the departments where the village is part of a district should be consistent with each other. At a minimum, those e departments soley governed by the village should develop department plans that are should be~~ consistent with this plan and include provisions regarding:

Commented [JR36]: The ERP for the Village needs to include both Fire and EMS Districts. The Village is a part of both Districts for the provision of essential services. This plan should include continuity of those departments as well.

- Department lines of succession
- Essential records, files, and materials backed up and preserved in a safe alternate location
- The dispersal, sheltering precautions, and/or back-up sources that will be used to protect or replace vital equipment and supplies
- The means used to overcome or restore interrupted services and utilities
- Conducting a periodic "hazard hunt" to identify physical safety hazards that need to be eliminated or secured
- ~~Encouraging employees to make a family preparedness plan, along with preparedness kits for their home and vehicle(s), and establishing an out-of-state contact~~
- Procedures for receiving, warning and/or alerting proper authorities, employees, and visitors of a life-threatening danger in all department ~~and agency~~ facilities are as follows:
 1. Trying to minimize the spread of the hazard(s) if possible;
 2. Safeguarding property and equipment as needed;
 3. Moving trapped persons and casualties away from immediate peril;
 4. Administering first aid and CPR as necessary;
 5. Converting the facility into a temporary shelter;
 6. Having an evacuation plan which encompasses how and by whom casualties and persons with physical and mental disabilities will be aided;

7. Accounting to first response authorities for the status of all persons evacuated; and
8. Transporting facility occupants to an alternate site to re-establish operations –
providing a temporary haven that could be used as a shelter.

- How the department or agency will recall off-duty personnel and where and to whom these people are to report
- How, where, and on what priority department or agency services will be reconstituted. (Alternate facilities should not be in or near an area that is a probable hazard zone, nor in or near an area that could become inaccessible.)
- How the department or agency will manage emergency operations and responsibilities

DIRECTION AND CONTROL

Use of the Incident Command System(ICS)

- The Village of Cottage Grove Departments and Agencies intend to comply with the National Incident Management System (NIMS) and employ ICS in managing emergency situations (<https://training.fema.gov/nims/>). ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- The Incident Commander(IC) is responsible for carrying out the ICS function of command—managing the incident including requesting assistance from the EOC. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
- In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.
- ICS promotes the use of documentation through forms. ICS forms can be found at <https://training.fema.gov/icsresource/icsforms.aspx> or in department specific operating procedures or plans as needed.
- For Incident Command to successfully manage the incident, the EOC and all Village Departments and Agencies must follow command and control of the Incident Commander. All activities must be coordinated with the IC(s).

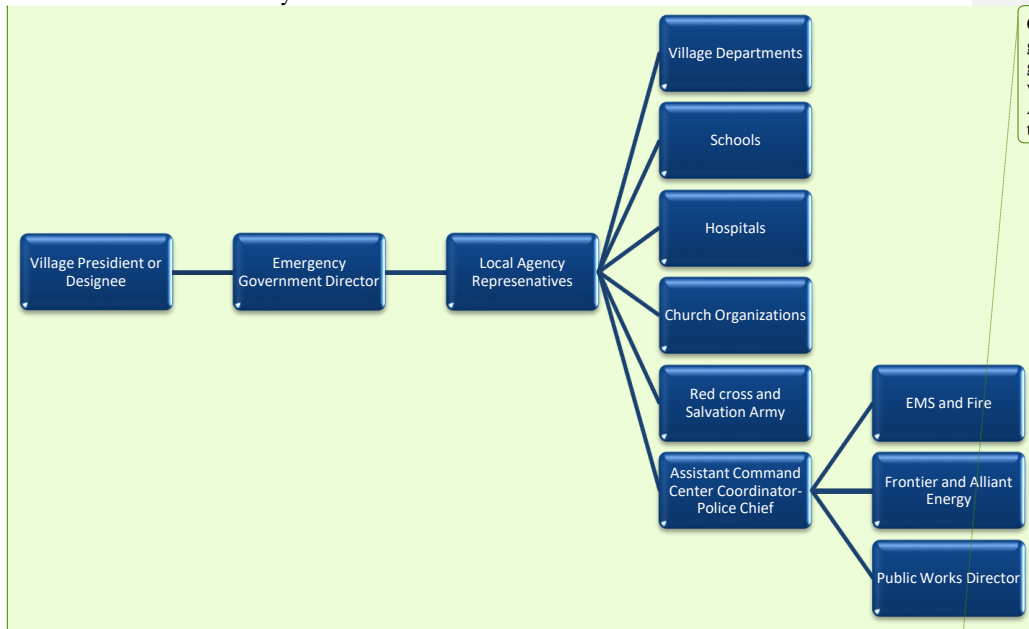
Direction and Assignment of Responsibilities

- During routine activity, each ~~department or agency~~ will follow established procedures for managing incidents. Due to their duration or other factors, some events may require coordinated incident site management.
- During actual or imminent disaster events, all ~~departments and agencies~~, unless the facts and circumstances support a different course of action, will respond in accordance with their own standing operating procedures and the provisions contained herein. If a conflict arises between the two, the provisions in this emergency plan will govern.
- The Cottage Grove Emergency Operations Center (EOC) will be activated. The EOC is in the Cottage Grove ~~Emergency Services Building Fire Department~~ facility located at 4030 County Hwy N, ~~Cottage Grove, WI, 53527~~. If the disaster debilitates this location, the Emergency Government Director will choose an alternate site. All local ~~departments~~

agencies with emergency responsibilities will have a representative at the EOC. Other local, mutual aid, and support agencies may be asked to send a representative to the EOC.

- Command posts (“CP”) and staging areas may be established at or near emergency site(s) depending upon the nature of the event. All departments and agencies responding to the site will be represented at the command post. There will be only one command post per site.
- When necessary, communications will be established between the EOC, command post(s), and 9-1-1.

Management of the incident will be achieved jointly by the EOC and CP personnel. The CP(s) will direct site operations with EOC support. Certain functions (coordination of multiple CPs, support of shelter operations, public information, etc.) will be managed by the EOC, including coordination with the County EOC.



Commented [AH37]: Suggest removing any org chart graphic as org charts change regularly. This section should be generalized in a way that allows for clarity but also flexibility when changes occur in structure or organization. Should Assist Command be Police Chief or a different Alternative that is more generalized?

Administration and Logistics

Officials of modular organizations, such as the EOC and command posts, should take command, initiate operations, plan strategies and logistics, and anticipate the financial implications of the disaster. The EOC is responsible for tracking expenditures, used resources, and other associated cost information. The Cottage Grove administrative staff will be responsible for overall record management. When considering finances, all departments certain agencies should consider any mutual aid agreements and/or contracts for services.

Finally, a communications plan is crucial to command and EOC operations. The plan should specify a common communications plan, common terminology, and two-way dialogue capability.

Emergency Operations Center Capabilities

An Emergency Operation Center provides a location to conduct centralized, coordinated direction, control, and warning during emergency events beyond the scope of normal public safety responses. The EOC provides an environment where information is gathered and where key officials make critical policy decisions and disseminate decisions to appropriate agencies at the command posts for action. When involving many jurisdictions, the EOC coordinates and supports responses to disaster at all levels of government - local, state, and federal.

EOC Procedures

- Upon notice of an actual or imminent disaster, agency designees and EOC support staff will report to the EOC.
- Activate the EOC
 1. Activate support systems (lighting, communications, etc.)
 2. Set up information management systems (maps, message boards, resource inventories, status board, etc.)
- Establish communications with CP(s) in the affected area(s) and with 9-1-1.

Joint Incident Command

- Primary local emergency representatives will jointly assess disaster caused needs. To the extent possible response priority for decision-making will occur in the following order:
 1. Care for victims (mass casualty response, search and rescue, etc.);
 2. Prevent further injury to humans (fire suppression, hazardous materials response, etc.);
 3. Procure and distribute necessities for victims (food, shelter, clothing, etc.);
 4. Restore and maintain essential community services (utilities, transportation, communications, etc.);
 5. Protect dwellings (fire suppression, sandbagging, etc.);
 6. Maintain public order (patrol danger areas, guard property, direct traffic, etc.);

7. Protect the environment; and
 8. Maintain public morale.
- When able to effectively manage more than one need at the same time, workers should take such simultaneous actions. CP personnel should communicate their findings and requests for assistance to the EOC and/or 9-1-1 through appropriate pre-designated emergency radio channel(s).
 - The EOC will support CP activities and manage certain functions such as supporting shelter operations, maintaining records, and coordinating with other municipal EOCs. In case of multiple CPs, the EOC may have to establish priority of need for resource management purposes.

Incident Command Centers

These areas should be isolated from noise and confusion; provide excellent communications capability, situation boards, or maps; and provide enough space to accommodate the workers if reasonable. The location should be announced as soon as possible. The location should be clearly identified by a flag, light, or other marking.

Each operational department's ~~or agency's~~ (utilities, public works, police, fire etc.) command center dispatches and supports field personnel and their equipment. In an emergency these centers are responsible for actions guided by emergency protocols such as the following (See Appendix E):

- Notification of key officials;
- The call-out of off-duty personnel and the adjustment of shift schedules to accommodate extended workforce requirements;
- Monitoring and keeping a record of field and departmental support activities and costs;
- Dispatching specialized teams or technicians that are part of an automatic response or as requested;
- Alerting other agencies of impending dangers that could affect their resources;
- Conveying requests for outside resources;
- Supporting all other requests made by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance; and
- Calling the Emergency Government Director for assistance.

Village Emergency Operations Center Readiness

The EOC should be immediately available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a “lead agency” department to effectively handle on its own. EOC readiness can occur in three phased stages of alertness:

1. Phase I Alert: The first phase pertains to the period before an emergency when various communication mediums forewarn of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow, or dissipate. Using various sources of information available, the Emergency Government Director would take preliminary steps to initiate the alert of other emergency staff and prepare the EOC for operational use. These efforts would also be coordinated with the Village President, appropriate departments and agencies, and support organizations whose mission makes them a part of any projected emergency response.
2. Phase II Alert: The second phase would make the EOC available for use as a unified coordination site for representatives from all actively involved departments and agencies where they would:
 - Monitor, exchange, and coordinate information about the effects and implications of imminent or pending events on their respective and combined services;
 - Jointly formulate and coordinate contingency priorities and options;
 - Identify and, as necessary, refer policy questions and executive decisions for resolution;
 - Identify and deal with resource and assistance needs; and
 - Pass appropriate advice and information to department and agency control centers.

Phase II is initiated by the Emergency Government Director, Village President, or Designee. EOC staffing levels would vary and could be adjusted at any time to match the demands of the current situation. In this phase, representatives in the EOC under the lead of the Emergency Government Director would have the authority to coordinate the use of all locally available resources needed, public and private. Advisory notification of the Phase II alert would include the Village President, the Village Administrator, and the Dane County Department of Emergency Preparedness.

3. Phase III Alert: The third phase would result in actual activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Village President’s direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the Dane County Department of Emergency Management. Whenever the EOC is activated, it becomes the Village’s central headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

EOC Line of Authority and Division of Labor

As the Village's Chief Elected Official, the Village President is the ultimate authority in the EOC, and the entire EOC organization is subordinate to them. In this capacity, the Village President may:

- Authorize the activation of the EOC;
- Proclaim a "Civil Emergency;"
- Exercise emergency powers vested by Wisconsin law, the Municipal Code, or this plan;
- Obtain Village Board ratification and confirmation for proclamations and executive orders;
- Refer emergency funding issues to the Village Board for resolution;
- Provide monthly emergency operations status updates to the Village Board;
- Direct the management of the EOC;
- Act as chief spokesperson for communicating with the public;
- Coordinate with elected officials of neighboring jurisdictions and higher levels of government and;
- Terminate the "Civil Emergency."

To support the Village President in fulfilling their leadership roles, there are three EOC staff functions at their disposal to aid with decision making and implementation:

1. A Village Board Member
2. Village Administrator
3. Public Works Director

Line authority or chain of command in the EOC extends from the Village President to the Emergency Government Director to the other department ~~or agency~~ heads. The Emergency Government Director is the Village President's principal administrator for overseeing EOC management activities including:

- Directing the tactical size-ups to ascertain the situation's status and parameters.
- Making field decisions regarding what resources are needed, what their composition must be, when they are needed on scene, and when and how they will be employed. To stay ahead of evolving events, these on-scene evaluations should be repeated at regular intervals until containing or neutralizing danger to the public and safely beginning recovery operations.
- Providing the direction for establishing and maintaining staffing levels and shift schedules.
- The continual monitoring and assessment of crisis status and impact.

- Coordinating the resolution of difficulties that cannot be reconciled in the field.
- Directing the preparation of proclamations and executive orders for referral to the Village President.
- The supervision of the operational department ~~or agency~~ heads to assure that emergency needs are accurately and rapidly identified, and that support provided by these departments ~~or agencies~~ is appropriate, efficient, coordinated, and recorded.
- Keeping operational department ~~or agency~~ heads current on the overall scope of EOC involvement and working with them to develop short- and long-term plans of action to guide EOC oversight and support.
- Coordination with the village administrator for public information.
- The timely cross and up channeling of required reports and documents to the Dane County and Wisconsin Departments of Emergency Management.
- Coordination with the State EOC to transmit the essential data needed to minimize the time required to receive state and Federal assistance.
- Keeping the Village President briefed on the progress of EOC and field activities and on all pressing concerns that require their attention and/or action.

Village department ~~and agency~~ heads and the ~~Law Enforcement~~ Emergency Preparedness and Mobilization Committee aid the Emergency Government Director in fulfilling their responsibilities. Each department ~~or agency~~ head is responsible for supervising and managing the activities of their respective service groups and coordinating with other department ~~and agency~~ heads. They must also update the ~~Emergency Government D~~irector on all significant actions contemplated and taken in a timely manner. These functional departments include:

- Emergency Medical Services guided by the EMS Chief or designee:
 - Monitor and provide for emergency medical service (EMS), and assist county team activities in the field provided through mutual aid and state and federal assistance;
 - Provide or coordinate for requested support;
 - Make efforts to anticipate upcoming needs and potential problems;
 - Devise solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes; and
 - Inform subordinate elements of executive decisions, actions, and instructions.
- Fire services guided by the Fire Chief or designee:
 1. Monitor fire, rescue, provide for emergency medical service (EMS), and assist county (HAZMAT) team activities in the field provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Make efforts to anticipate upcoming needs and potential problems;

4. Devise solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Police services guided by the Police Chief or designee:
 1. Monitor law enforcement activities in the field, including those provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Look ahead to anticipate upcoming needs and potential problems;
 4. Work with the EOC to devise solutions for identified or projected problems, as considered practical, making calculated provision to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
 - Public Works Director (includes utilities, planning, building inspection, and engineering)
 - Logistic Administrative Planning – ~~Law Enforcement~~ Emergency Preparedness and Mobilization Committee

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EOC Lines of Succession and Span of Control

Each supervisor should limit their oversight to 3-7 people, anticipate span of control problems, and be prepared to correct them.

Action Steps and Lead Agencies

This section describes how the community and its agencies may act in all four phases of emergency management to manage hazards of concern.

1. Mitigation
 - Civil Disorder
 - Drought
 - Earthquake
 - Energy Emergency

Commented [JR38]: The document refers to departments, then switches lead agencies. Recommend staying with department or opening this section with a definition for Lead Agency.

- Fire
 - Flood
 - a. IDENTIFY areas susceptible to flooding and level of risk. b. IDENTIFY mechanisms to protect susceptible areas.
 - b. INFORM residents of the flood hazard, the steps the community is taking to manage the hazard, and the steps they can take to manage the hazard including how to purchase flood insurance.
 - c. IMPLEMENT protective measures as applicable.
 - d. ~~IN~~ENSURE that potential home buyers are aware of the flood hazard.
 - e. IMPLEMENT sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).
 - Hazardous Materials
 - a. MAINTAIN information about facilities that use, store, or produce hazardous materials and about transported hazardous materials (see Hazardous Materials Facilities listing appended to this document).
 - b. INFORM citizens about the chemicals in the community, how the community manages the hazard, and how they can protect themselves
 - c. ENFORCE applicable manufacturing, storage, and handling codes and codes governing transportation of hazardous materials.
 - Heat Wave
 - Major Transportation Incidents (“MTI”)
 - a. IDENTIFY major transportation routes
 - b. IMPLEMENT mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc.)
 - Nuclear Attack
 - Severe Thunderstorm/Tornado
 - a. IDENTIFY tornado shelter areas in all public buildings
 - b. INFORM citizens about thunderstorms and tornadoes and the steps they can take to protect themselves
 - Winter Storm
 - a. INFORM citizens about the winter storm hazard and the steps that they can take to protect themselves
 - b. DEVELOP winter storm emergency regulations (alternate side of street parking, snow removal policy, etc.)
 - Pandemic
2. Preparedness - ALL Hazards

Commented [JR39]: Needs content

- DEVELOP AND EXERCISE appropriate hazard-specific emergency response procedures
 - MAINTAIN an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Dane County
 - TRAIN personnel involved in emergency response including “nontraditional” volunteer groups if available.
3. Response to hazards and the lead agency
- Aircraft Down – Fire Chief
 - a. Police Chief - Secure as crime scene, evacuation, traffic control, liaison with NTSB, the FBI, or other agencies for crash investigation.
 - b. Fire/EMS Chief - fire suppression, rescue operations, and hazardous materials
 - b.c. EMS Chief- Provide for base hospital/patient care & transport
 - e.d. Public Works - heavy equipment use and debris removal
 - Bomb Threat/Detonation - Police Chief
 - Bomb Detonation - Police Chief and Fire Chief
 - Police Chief - Secure as crime scene, evacuation, traffic control, liaison with the ATF, FBI, or other agencies for investigation.
 - Fire - fire suppression, rescue operations, and hazardous materials
 - EMS Chief- Provide for base hospital/patient care & transport
 -
 - Civil Disorder/Hostage/Terrorism/Active Shooter - Police Chief
 - Construction Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - a-b. EMS Chief- Provide for patient care & transport
 - b.c. Police Chief - law enforcement, evacuation and traffic control
 - e-d. Public Works - use and control of heavy equipment, debris removal, liaison with utilities
 - Evacuation - Police Chief & Fire Chief
 - Explosion (if known to be other than bomb detonation) - Fire Chief
 - Fire and Rescue – Fire/EMS Chief
 - Flood - Public Works Director
 - Food Poisoning – Dane County Health Department
 - Hazardous Materials
 - a. Fire/EMS Chief - fire suppression, rescue, chemical, poison, disease, etiologic agent and radiological releases
 - a-b. EMS Chief- Provide for patient care & transport
 - b.c. Police Chief - evacuation, traffic control, shelter security

- Damage Assessment
 - a. Emergency Management Coordinator - compilation of Uniform Disaster Situation form
 - b. Building Inspector - coordination of field surveys done through assessment teams made up of fire, police, assessor, FEMA, building inspection, public works, and American Red Cross
- Land Contamination
 - a. Dane County Health Department
 - b. Department of Natural Resources
 - c. Department of Agriculture
- Railroad Accident
 - a. ~~Fire/EMS Chief~~ - fire suppression, rescue, and hazardous materials
 - ~~a-b.~~ EMS Chief- patient care & transport
 - ~~b-c.~~ Police Chief - law enforcement, evacuation, and traffic control
 - ~~e-d.~~ Public Works - heavy equipment, debris removal, liaison with railroad company
- Oil Spill
 - a. Fire Chief- control and containment
 - b. Department of Natural Resources - clean up
- Pipeline Accident - Fire Chief
- Product Contamination - Dane County Health Department
- Public Information
 - a. President/Village Administrator
 - b. ~~Police Chief~~ Emergency Government Director
 - c. Dane County Emergency Management Public Information Officer
- Snow Removal - Public Works Director
- Transportation Accident
 - a. ~~Fire/EMS Chief~~ - fire suppression, rescue, and hazardous materials
 - ~~a-b.~~ EMS Chief- patient care & transport
 - ~~b-c.~~ Police Chief - law enforcement, evacuation, and traffic control
 - ~~e-d.~~ Public Works Director - heavy equipment, debris removal
- Tornado/Windstorm
 - a. ~~Fire/EMS Chief~~ - fire suppression, rescue, and hazardous materials
 - ~~a-b.~~ EMS Chief- patient care & transport
 - ~~b-c.~~ Police Chief - law enforcement, evacuation, and traffic control
 - ~~e-d.~~ Public Works Director - heavy equipment, debris removal

If the lead agency is not apparent as described above, Unified Command should be assumed until such time as sufficient information, understanding of immediate threats and hazards, and resource needs can be determined. As the incident progresses, it may be necessary to involve the Village President, or in their absence the Emergency Government Director, the Village's Emergency Government Director, with the Village President's approval, will determine which agency is most capable of helping, to assess the continued need for Unified Command, transition to Incident Command by a Lead Agency, or proceed with the activation of the EOC. Some incidents may involve more than one hazard, but the hazard with the potential for causing the greatest harm will be considered primary. Hence, the department ~~or agency~~ responsible for the primary hazard will be the "lead agency." As an incident evolves and as the original primary hazard is downgraded and supplanted by a different hazard, a "lead agency" transfers between departments ~~or agencies~~ may occur. Such centralized functioning avoids delaying or jeopardizing any life-safety measures.

~~Whenever a hazard is discovered, the Emergency Government Director will assume initial command of the situation. The Director will immediately, through local channels or through the county's 9-1-1 line, report an initial assessment, request initial notifications for necessary aid, and take steps to isolate the area if necessary.~~ As soon as the designated "lead agency" arrives on scene, the most senior official from ~~that~~ department ~~or agency~~ will ~~assume~~ accept command. If the incident requires a multiple agency response, the senior on-scene official will decide what additional agencies are needed, their specific roles, the force levels and types of equipment each should respond with, the official to report to, the approach route needed to ingress the staging entry control, and any other information that might have a bearing on conditions or precautions. This information will be communicated to the local center or the Dane County Emergency Operations Center.

Commented [AH40]: Is this realistic? Wouldn't this be an agency head or staff member?

During a widespread incident, multiple sites could be affected at the same time. Under these circumstances, the Director should attempt to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

4. Recovery - ALL Hazards

- IMPLEMENT short- and long-term procedures as needed
- COMPILE records maintained during response for transmittal to Dane County
- INFORM victims about relief and recovery resources and agencies
- IDENTIFY future mitigation opportunities

RESPONSE CHECKLIST

Response Issues

- Direction and Control/Incident Command
 1. Set up incident and unified command
 2. Determine span of control and unity of command
- Size up the Incident
 1. Determine the size of the area affected
 2. Population characteristics
 3. Economic profile of the area
- Search and Rescue
 1. Search the damaged area
 2. Rescue the injured and recover bodies
- Damage Assessment
 1. Activate damage assessment team composed of people familiar with property value
 2. Damage assessment important to secure state and federal assistance
 3. State and Federal Assistance cannot be delivered unless they know of the village's needs
- Public Information
 1. Designate people to provide information to the media
 2. Establish a location to meet with the media away from the EOC
 3. Inform citizens of the status of the response and the recovery
- Track Citizen's Needs
 1. Designate someone to keep track of request for assistance and the delivery of that assistance
- Track Offers of Assistance
 1. Be prepared to deal with voluntary help
 2. Designate someone to keep track of offers of assistance
 3. Discourage shipments of donated goods
 4. Identify a location to store donated goods
- Debris clean up and disposal

1. Work with DNR on proper disposal of debris
2. Inform the public of proper separation and disposal of debris
- Obtain outside assistance (mutual aid)
 1. Activate your mutual aid agreements as necessary
- Determine public health issues
 1. Address health issues such as safe water and food, disease, and mental health as they relate to both victims and responders
- Site security/pass system
 1. Establish a pass system to access the area
 2. Relates to security, orderly clean up, and repair of the affected area

Suggested Response Timeline

The following are suggested timelines for an emergency response; however, the facts and circumstances could require an alternate response timeline:

- 0-2 Hours
 1. Establish Incident Command System
 2. Notify all the agencies with a role in your plan
 3. Determine the size and nature of the area affected by the disaster
 4. Determine the number of people, buildings, and businesses affected by the disaster
 5. Conduct search and rescue operations as needed
 6. Open shelters as needed
 7. Contact Salvation Army/American Red Cross
 8. Determine if the area needs access control and set up roadblocks
 9. Begin clearing roads and streets
 10. Begin to determine the types and amount of outside assistance you may need
 11. Notify the County Emergency Management Director
 12. Notify Wisconsin Emergency Management
 13. Begin public information activities and issue protective actions for the public if necessary
 14. Hold one or more Command Staff briefings
 15. Consult your agency's response checklist

16. Activate mutual aid agreements
 17. Consider the need to declare a State of Emergency
- 2-4 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Consider the need for 24-hour operations and the establishment of 12-hour shifts
 4. Continue shelter operations as needed
 5. Inform the hospital(s) of potential casualties
 6. Begin preparations for establishing a pass system
 7. Activate damage assessment team
 8. Assign people to handle request for assistance and to track the needs of special populations
 9. Assign people to track request for information on disaster victims
 10. Assign people to track offers of assistance and donations
 11. Continue clearing roads and streets
 12. Determine how debris will be disposed
 13. Begin to determine the public health effects of the disaster
 14. Begin to consider the needs of special populations
 15. Begin to take care of the needs of the responders
 16. Consult your agency's response checklist
 17. Hold one or more command staff briefings
 - 4-12 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Prepare for the next shift to take over
 4. Consider the need for ongoing mutual aid
 5. If necessary, activate the pass system
 6. Continue to inform the hospital of potential casualties
 7. Continue damage assessment activities, compile the information collected by the damage assessment teams, and report to the state
 8. Continue clearing roads and streets

9. Take debris to an appropriate land fill
 10. Prepare a prioritized list of repairs to critical facilities and transportation routes
 11. Begin cleanup activities on public and private property
 12. Continue to track the request for assistance and the needs of special populations
 13. Continue to track request for information on disaster victims
 14. Contact area churches for services related to hospitality/food for workers and victims; work crews as needed; and housing
 15. Continue shelter operations as needed
 16. Address the public health needs of the disaster victims and responders
 17. Take care of the personal needs of the responders
 18. Conduct several command staff briefings
 19. Consult your agency's response checklist
 20. Brief the next shift
 21. Coordinate with utilities in the restoration of service
 22. Anticipate and address public health issues
- 12-24 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Inform the hospital(s) of casualties as necessary
 8. Continue cleanup activities on public and private property
 9. Take debris to an appropriate land fill
 10. Coordinate with utilities in the restoration of service
 11. Continue shelter operations as needed
 12. Keep records of agency expenses
 13. Anticipate and address public health needs
 14. Track the request for assistance and the needs of special populations
 15. Continue to track request for information on disaster victims
 16. Conduct several command staff briefings during each shift

17. Brief the next shift

- 24-48 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service
 10. Continue shelter operations as needed
 11. Keep records of agency expenses
 12. Anticipate and address public health needs
 13. Continue to track the request for assistance and the needs of special populations
 14. Continue to track request for information on disaster victims
 15. Coordinate activities of volunteers assisting with cleanup efforts
 16. Begin planning for reentry and long-term recovery
 17. Conduct several command staff briefings during each shift
 18. Brief the next shift

- 48-?
 1. Continue public information activities
 2. Continue operation of the pass system if necessary
 3. Continue damage assessment activities and submit UDSR
 4. Provide updated damage estimates to the state
 5. Consider the need for ongoing mutual aid
 6. Inform the hospital(s) of casualties as necessary
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service

10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate the activities of volunteers assisting with cleanup efforts
16. Continue planning for reentry and long-term recovery
17. Provide people to participate in the preliminary damage assessment
18. Conduct several command staff briefings during each shift
19. Brief the next shift
20. Continue public information
21. Debriefing for public safety personnel
22. Consulting services for all participants

ACTION CHECKLISTS

The following are recommended action checklists. However, the facts and circumstances could require an alternate response.

First Responder

- Advise 9-1-1 and provide as much of the following information as is available:
 1. Location including municipality, address/intersection, landmarks, etc.
 2. Type of incident or disaster
 3. Incident effects (e.g. approximate number of trapped, injured, or dead; destroyed or damaged homes; etc.)
 4. Site accessibility (effects of downed trees, power lines, etc.)
 5. Other pertinent information
- Request law enforcement, fire, EMS, etc. response as appropriate.
- If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles. Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.

Village President

- Assist the Emergency Government Director or designated person in activating the Command Post (CP) and Emergency Operations Center (EOC).
- Report to the EOC.
- Ensure that the Emergency Government Director or designated person provides an initial damage assessment and casualty report.
- When appropriate, ensure that the Emergency Government Director and community officials brief the EOC staff as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- When appropriate, ensure the Public Information Officer (POI) and/or designated person is notified and reports to the EOC.
- Activate damage assessment activities if needed.
- In consultation with the Emergency Government Director, determine whether county, state, or federal assistance should be requested. Local 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.

Emergency Government Director

- Report to the EOC.
- Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
- Activate the Municipal EOC (see Appendix E). Make sure that it is fully operational and that
- EOC staff have reported/are reporting to it.
- Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the Village President and to the County Emergency Management Director.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, act to obtain the needed resources.
- Ensure that all department/agencies heads have begun to keep separate and accurate records of disaster-related expenditures.

Village Administration

- Maintain communication with the EOC.
- Maintain records indicating Village expenses.
- Assist in the damage assessment process by:
 1. Providing information regarding the dollar value of property damaged as a result of the disaster.
 2. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed by the disaster.
- Delegate authority to department directors to permit acquisition of equipment and supplies if needed following a disaster.
- Assign department director account numbers to which emergency expenditures may be charged.

Cottage Grove Police Department

- Notify Police Department staff and that they report as the situation directs.
- Secure the affected area, perform traffic, and crowd control.
- Set up the emergency pass system.
- Participate in warning the public as the situation warrants.
- Determine the scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- Report the above information to the appropriate law enforcement agencies.
- Establish a staging area, designate a CP, and establish initial command if law enforcement related incident until relieved.
- If appropriate and available, dispatch a communication's vehicle to the scene of the disaster.
- Other responsibilities may include:
 1. Enforcing 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 Cottage Grove Fire Department with search and rescue activities, if needed.
 5. If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
 6. Try to anticipate the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, implement mutual aid agreements with other law enforcement agencies.

Cottage Grove Fire

- Establish and/or respond to the designated EOC and/or CP.
- Establish Incident command if Fire related incident.
- Assist in warning the affected population as the situation warrants.
- Perform Fire Suppression/Control. Rescue injured/trapped persons.
- Provide fire services including limited response to hazmat releases as needed.
- Designate a person to record the arrival and deployment of emergency personnel and equipment.
- Assist law enforcement with evacuation, if needed.

- Assist the municipal public works department and utilities with shutting down gas and electric service, 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 Madison Fire Department is needed for a hazmat response, obtain assistance through Dane County 9-1-1.
 5. If additional assistance is necessary, use mutual aid agreements and/or contracts with other fire departments.

Deer Grove EMS

- Assist in evacuating special needs facilities as needed.
- Coordinate emergency medical care to victims (hospitals and ambulances).
- Establish a triage area for victims.
- Coordinate medical transportation for victims.
- Establish a staging area in the community.

Cottage Grove Public Works Department

- When necessary, ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/CP as needed.
- Review the disaster situation with field personnel and report the situation to the Emergency Government Director.
- Maintain transportation routes.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with law enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators and lighting.
- Assist with traffic control and access to the affected area.

- Assist with search and rescue activities as may be requested. As necessary, assist utilities with the shutdown of gas and electric services.
- As necessary, establish a staging area for public works.
- Report public facility damage information to the damage assessment team.
- If the county EOC is activated, establish and maintain contact with the county highway commissioner.

Dane County Human Services

- Coordinate activities of agencies which provide human service-type activities.
- Report to the county emergency operations center, if activated.
- Coordinate with the Red Cross in opening and managing shelters in the municipality.
- Ensure canteen is set up to feed emergency workers in the municipality.
- Work with Red Cross/Salvation Army in providing food and clothing to disaster victims.
- Provide emergency assistance to person with special needs.
- Provide necessary outreach services to citizens affected by emergency or disaster.
- Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- Provide psychological counseling and crisis intervention to disaster victims.

Public Information Officer

- Function as the sole point of contact of the news media and public officials.
- Maintain liaison with the EOC and CP in order to stay abreast of the situation.
- Establish news media briefing room and brief the media at periodic intervals.
- If the situation escalates and the county EOC is activated, coordinate with the county PIO to prepare news releases.
- Conduct press tours of disaster areas within the municipality as the situation stabilizes.
- Assist the county in establishing a Joint Public Information Center. Assist the county with establishing a rumor control center.
- Issue protective action recommendations or public service advisories as directed by the chief elected official.

Damage Assessment Staff

- Record initial information from first responders such as [EMS](#), law enforcement, public works, or fire services.
- Obtain the following *preliminary* information:
 1. Number of fatalities
 2. Number of critical/minor injuries
 3. Number of home/business damaged/destroyed
 4. Number of power/telephone lines damaged
 5. Number of public facilities such as highways, roads, bridges, etc. damaged
 6. Number of people who are homeless or in shelters
- Within 8 hours, if necessary:
 1. Recount items above
 2. Estimate public and private damage
 3. Videotape and/or take photos of major damage
- Within 24 hours, if necessary:
 1. Update items above
 2. Complete updated report
- Provide damage assessment information to the county emergency management director to assist in the preparation of the Uniform Disaster Survey Report (UDSR).
- If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the county emergency management director.
- Plot damage assessment information on status boards in the EOC and plot damaged sites on the map.
- Record all expenditures for personnel, equipment, supplies, etc., and track resources.
- Prepare reports for the municipal public information officer.

Warning/Communications

- Warn the following:
 1. Cottage Grove Village Board

2. Municipal Emergency Government Director
 3. County Emergency Management Director/Coordinator
 4. Municipal Emergency Operations Center representatives
 5. Special facilities
- Ensure all agencies represented in the municipal EOC have communications both to their staff at their department ~~or agency~~ offices and their staff at the incident site. This equipment consists of portable radios, pagers, telephones, and FAX machines.
 - Activate public warning system. This may consist of the county's emergency sirens, door-to-door visits, phone calls, and loudspeakers. Develop assignment on how alert, watch, and warning would be handled prior to a disaster or emergency.
 - Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available includes portable radios, pagers, telephones, and FAX machines.
 - Establish communications with command post if established.

APPENDIX A

List of Possible Hazards

1. *Civil Disorder* – a breach of civil order or peace or a public disturbance
2. *Drought* – a period of abnormally dry weather sufficiently prolonged to cause a serious hydrologic imbalance. There are two types – agricultural and hydrologic.
3. *Earthquake* – a shaking or trembling, sometimes violent movement of the earth’s surface.
4. *Energy Emergency* – any major loss or shortage in electrical power, natural gas, fuel, or heating oil. Dane County experienced numerous short-term electrical outages mostly limited in scope and duration. Outages in 1976, 1991, and 1993 due to severe weather were prolonged. There has never been a major loss or shortage in natural gas, fuel, or heating oil.
5. *Epidemic* – a widespread occurrence of an infectious disease in a community at a particular time.
6. *Fire* – uncontrolled burning on grasslands, brush or woodlands (wildfire), or in residential, commercial, or industrial properties in developed areas (urban fire).
7. *Flood* – partial or complete inundation of normally dry land from overflow of inland waters or unusual or rapid accumulation or runoff of surface waters.
8. *Hazardous Materials Incidents* – involve the accidental release of hazardous substances from facilities that produce, use or store them in the area, or the accidental release of substances from vehicles transporting them through and/or close to the area. Incidents can include deliberate dumping of hazardous substances by unknown individuals. Hazardous substances facilities required to report to area, county and state agencies are listed in an attachment to this plan.
9. *Heat Wave* – three consecutive days of 90 degrees or more Fahrenheit temperatures and elevated heat indices (HI).
10. *Major Transportation Incidents* – any incident that requires three or more mutual aid jurisdictions to respond (multiple vehicles, bus, train, aircraft crashed) or that disrupts community functions for a prolonged period.
11. *Nuclear Attack* – an attack upon the United States using nuclear weapons.
12. *Pandemic* – an epidemic which spread over multiple continents or countries.
13. *Severe Thunderstorms/Tornadoes* – a thunderstorm is an electrical storm accompanied by heavy rain and possibly high winds and hail. A tornado is a violently rotating column of air nearly always visible as a funnel shape. Dane County experiences 5 to 10 severe thunderstorms per year and has recorded more tornado touchdowns than any other Wisconsin County.
14. *Winter Storms* – a blizzard occurs when sustained wind speeds of >35 mph is accompanied by heavy snow or large amounts blowing or drifting snow. An ice storm occurs when rainfall meets cold and dry air near the ground, freezes, and accumulates on

exposed surfaces. The ice storm in 1976 caused power outages and prompted a Presidential Disaster Declaration for Dane County.

15. *Plane Crash* – a plane crash could occur in the area or at the Dane County Municipal Airport less than 10 miles away.
16. *Terrorism* – any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist activities often use nuclear devices or material and biological and chemical weapons (NBC). NBC weapons differ from other terrorist devices because they utilize military chemical and biological warfare agents or radioactive materials as a primary ingredient. Terrorists have the means, motive, and opportunity. NBC weapons are easy to make and have far-reaching effects.

Weapons of mass destruction differ from hazard materials in that WMD involve super toxic material often difficult to identify, mass casualties, many fatalities, mass decontamination, an unusual risk to emergency responders and the public, crime scene/evidence preservation, interaction of multi-agency response (federal/state/local), and scene communication overload. Additionally, WMD incidents create chaos and mass hysteria, overwhelm resources, kill responders, and are preceded by pre-incident indicators. Primary indicators of an NBC attack include the victim's symptoms, mass casualties, casualty patterns, dissemination devices, and warning given, or credit taken. Secondary indicators include dead animals or birds, statements of victims, things out of place, and unexplained liquids or smells.

Emergency preparedness and planning includes measures for prevention, immediate incident response, and post-incident recovery. Most jurisdictions have response elements in place with the ability to meet normal emergency response needs such as fire hazmat, law enforcement, and EMS. The command structure identifies, notifies, and isolates the area by establishing zones and site security, protecting through evacuation, providing shelter, and utilizing necessary resources.

To identify possible targets of terrorism, planners should consider those locations with a history, an increased potential given statistical research, and a community reputation. Also, targets may be influenced by the potential risk to the population, property, and infrastructure. Common sites include symbolic places, places that attract media attention and mass panic, government buildings, public/commercial facilities, recreational facilities, industry, transportation, utilities, hospitals/medical center, academic institutions, and special community events/festivals.

NBC outcomes include mass casualties, panic, confusion, overwhelm emergency response systems, disruption of normal city routine, closing and decontaminating facilities, and lacking faith in the government and its emergency response system.

Nuclear weapons are made of radioactive material. People acquire them by breathing in, swallowing food, and absorption through the skin. Biological weapons are living organisms in

the form of a bacteria, virus, or toxin. People acquire them by breathing in, breaks in the skin, injections, eating, or drinking. Symptoms include flu-like symptoms over a period of days. These weapons are often used in heavily populated enclosed areas such as airports. Chemical weapons are best used indoors and affect the nervous and respiratory systems. People acquire them by breathing in, direct contact, eating, and drinking. Symptoms include red eyes, choking, vomit, dizziness, convulsions, and vision. The affects can begin within minutes of exposure. Indicators include fogs, liquids, containers, and other dead animals. Often, NBC weapons are often invisible and hidden.

NBC weapons are often placed in fire extinguishers, bottles, and air conditioners. Those exposed to these weapons should cover their nose, take short breaths, move away from the scene, and decontaminate themselves by removing clothes, washing off, and notifying the authorities. When warning authorities, give the location, number of victims and symptoms.

APPENDIX B

SAMPLE MUNICIPAL DISASTER PROCLAMATION

WHEREAS, a disaster, namely _____ has struck the Village of Cottage Grove; and

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

NOW THEREFORE, pursuant to State Statutes 66.0314 and 323, as Chief Elected Official of the Village of Cottage Grove, I do hereby proclaim a state of emergency in effect until further notice.

Done at the Village Hall this _____ day of _____, 20____.

Village President

Ratifies by Resolution No. _____ of the Village Board on the _____ day of _____, 20__ by a vote of ____ for, ____ against.

APPENDIX C

NOTIFICATION LIST

Cottage Grove Police Department	9-1-1
Cottage Grove Fire Department	9-1-1
Deer Grove EMS	9-1-1
Dane County Sheriff's Office	9-1-1
Dane County Emergency Management	9-1-1
Cottage Grove Public Works	608-839-5813
WI Division of Emergency Management	800-943-0003
American Red Cross, Badger Chapter	608-233-9300
Salvation Army	608-256-2321
Dane County Human Services	608-873-5636
Dane County Public Health	608-846-4509
Dane County Medical Examiner	608-284-6000
Chem Trek	800-424-9300
WI DNR (Local Warden)	800-943-0003
National Response Center	800-424-8802
WI Central Railroad	715-345-2462
University Hospital	608-263-6400
St. Mary's Hospital	608-251-6100
Meriter Hospital	608-267-6000
Stoughton Hospital	608-873-6611
WI State Patrol – Southwest Region Headquarters	608-846-8500 (General)
Wisconsin State Lab of Hygiene	800-442-4618 (Env Lab)

ANNEX 1

Public Information Officer

Responding to disasters cannot occur without the media being involved. While many consider the media intrusive, others find news representatives effective at communicating important information to the general public. The media receives information from the affected community's public information officer ("PIO"). The PIO functions as a spokesperson; a news coordinator; a liaison with county, state, federal, and other PIOs; answers phones; and monitors the media. The PIO gathers, verifies, and processes information; gets authorization to publicize certain information; makes multiple copies of relevant updates and/or posts them on the internet; and presents at news conferences or organizes for another spokesperson. The PIO will be assigned by the Chief Elected Official.

Setting Up Media Center or Briefing Area

Media briefing centers can be established in many places, but there are a few common criteria to consider:

- *Space* for many reporters and cameras,
- *Heat* if in the winter,
- *Electricity* for copy machines, phones, fax machines, and
- *Restrooms* for your staff and theirs.

Long-term incidents may require:

- *Staffing* the center with 24-hour assistance to answer questions on locations, hotels, restaurants, etc. The staff can also provide news releases while not required to answer media questions about current issues. Consider this staff team as "hosts."
- *Access and security* for the media center using a deputy or someone to keep watch over the equipment if you supply a room for the media to work in.
- *Media alert system* to use when events occur after the media left for the night.
- *Phone connections* adequate to the responders' and reporters' needs.
- *Messengers* to help deliver information to various sites.
- *Adequate space* for setting up cameras to get good angles, seating for an audience if needed in front of the cameras. A place to set the microphones without blocking the camera or audience views.
- Enough *amps* to cover broadcast equipment, lighting, computers, etc.

- *Parking space* for cars, sites for satellite trucks so they can get a clear shot to their satellite, an awning or covering if the news conferences need to be held outdoors.
- *Food and coffee* for your staff and the reporters.
- *Provision for posting* news releases and other information, such as bulletin boards.
- *Tape and video recorders* to monitor the media.
- *Back up communications* such as cell phone and ham radio operators.
- *Private meeting room* for one-on-one meetings without the media present, so as not to announce unconfirmed, inaccurate information.
- *Set up a safe haven* for participants who need to relax away from reporters and others such as victims' families.

Suggested Media Do's

- *Bridge the conversation* to move a conversation from where the interviewer wants it to be to where you want it.
- *Turn a negative question into a positive response.* While the negative should be acknowledged, it is possible to move right into the positive without pausing or to make the perceived negative a positive.
- *Project appropriate, positive, nonverbal language* such as a warm smile and firm handshake.
- *Do your homework* on the subject matter, interviewer, and audience. Practice the presentation if there is time.
- *Keep major point in mind when making statement,* particularly when responding to reporters' questions. Speak in 30-second quotes, since 30-second answers usually go on air as stated. Stay with the facts, particularly in spot news situations. Keep major points you want to make in mind when making any statement, and particularly when responding to reporters' questions. If you have a major theme that you hit over and over, you will probably get your message across in at least one "sound bit" or quote.
- *Emphasize sincere interest in the health and safety of the public.*
- *Be cooperative, courteous, and considerate,* even when questions become direct and/or uncomfortable. Avoid open animosity with the interviewer and any other members of the media staff. Always exhibit a cooperative attitude. An uncooperative attitude communicates deception to the public. Try to supply the media with adequate facilities, handouts, and advance speech manuscripts when possible.
- *Know the interviewer* by getting their full name, position, title, and the publisher's or station managers too. Get to know personally the editor or other reporters before an emergency. When an interview is anticipated, find out what the reporter hopes to communicate to avoid any hidden agendas.

- *Be prompt in releasing pertinent facts and figures.*
- *Appear honest and never lie* even when the interviewer is asking embarrassing questions. Someone in the audience will know the truth, even if the reporter does not. However, it is likely that the reporter knows the answer to a question before it is asked, and nothing can make you look worse than being caught in an untruth before an audience. This does not mean prejudicial or dangerous information should be released. There is much that should not be said and that does not affect public health or safety. If releasing certain information will do harm, or intensify a situation, let the interviewer know. They will often cooperate and seldom want to suffer the repercussions of releasing the information.

Qualities to Consider when Assigning Roles as PIO, Spokesperson, or Media Liaisons

- Personal Qualities
 1. Credibility, appearance, authoritative stance
 2. Sensitivity to the human element, empathy
 3. Emotional stability
 4. Logical thinker
 5. Ability to focus on key issues quickly
- PIO Skills
 1. Writing
 2. Public speaking
 3. Organizational skills
 4. People skills

Because not one person will meet all requirements, a team may be more effective. Ideally, the team should encompass people with as many skills as possible.

List of Local Media with Telephone Numbers

NEWSPAPERS

The Herald Independent	608-839-3261
Wisconsin State Journal	608-252-6100

RADIO STATIONS

AM		FM	
WHA (970)	608-263-3970	WERN (88.7)	608-263-3970
WTSO (1070)	608-274-5450	WORT (89.9)	608-256-2001
WMAD (1190)	608-271-1025	WMAD (92.1)	608-837-9262
WIBA (1310)	608-271-6397	WOLX (94.9)	608-281-1949
WTDY (1480)	608-273-1000	WMLI (96.3)	608-274-5450
		WMGN (98.1)	608-273-1000
		WIBA (101.5)	608-274-5450
		WNWC (102.5)	608-271-1025
		WZEE (104.1)	608-274-5450
		WYZM (105.1)	608-826-0077
		WMMM (105.5)	608-826-0077
		WWQM (106.3)	608-273-1000
		WSJY (107.3)	608-251-5656

TELEVISION STATIONS (Madison)

WISC-TV (CBS)	608-273-3333
WMTV (NBC)	608-274-1515
WHA-TV (PBS)	608-265-2302
WKOW-TV (ABC)	608-273-2727
WMSN-TV (FOX)	608-833-0047
Charter Communications	800-581-0081

ANNEX 2

Communications and Warning

- PURPOSE
 1. This document describes the communications and warning system used by the community and how those systems MAY be used for emergency management purposes.

- SITUATIONS
 1. Communications – Public safety communications (police, fire, EMS) in the community are provided and coordinated by the Dane County Public Safety Communications Center (9-1-1). This consolidated dispatch center uses computer-aided dispatch and enhanced 9-1-1. Community agencies use other communications systems, including:
 - a. Telephone
 - b. Fax machines
 - c. Cell Phones
 - d. E-mail
 - e. Local radio frequencies
 2. Warning – Community residents are or may be warned of actual or impending danger by any of several mechanisms including:
 - a. Commercial radio or television
 - b. Weather alert radios operated by the National Weather Service
 - c. Alert Monitor Receives, part of the Dane County Emergency Alert System (EAS) managed by Dane County Emergency Management
 - d. Outdoor Warning Sirens, managed by Dane County Emergency Management
 - e. Mobile public address (PA) systems and door-to-door operations
 - f. Reverse 911
 3. The 9-1-1 Center is the primary activation point for Outdoor Warning Sirens, with back up from Dane County Emergency Management. Local radio and television stations participate in the County EAS.

- ASSUMPTIONS
 1. Disaster warning and communications should be based on regularly used systems.
 2. Communications are frequently disrupted during disaster. Disruption may result from equipment breakdown or from poor coordination, system incompatibility, user error, and so forth.
 3. Communications systems should support agency disaster response activities and joint incident management activities.
 4. Some citizens will ignore, not hear or not understand warning of impending or actual disaster. For the most part the more people know about hazards and the effects of disaster, the more likely they will act appropriately when warned.

- CONCEPT OF OPERATIONS/COMPREHENSIVE EMERGENCY MANAGEMENT
 1. Cottage Grove and Dane County are jointly responsible for communications and warning. All agencies are responsible for understanding how to use communications systems daily and during disaster response, particularly when circumstances necessitate activation of the EOC. Dane County is responsible for operation and maintenance of the warning systems, and for coordinating warning messages through all parts of the population warning system (sirens, alert monitor receivers, commercial radio and television).
 2. Mitigation
 - a. Develop, protect, and maintain communications and warning systems.
 - b. Identify and address vulnerabilities in warning and communications systems.
 3. Preparedness
 - a. Analyze and address communications and warning resource requirements, including mechanisms for the hearing and/or visually impaired.
 - b. Coordinate communications and warning systems with the county and the state.
 - c. Integrate capabilities of amateur radio clubs and other groups.
 - d. Develop and implement appropriate emergency management educational programming via print and broadcast media including local cable access.
 - e. Emergency Preparedness planning.
 - f. Maintenance of equipment and supplies.
 - g. Personnel training.
 - h. Mutual aid agreements.
 - i. Emergency response exercises.
 - j. Contracts for services.
 4. Response

- a. Assess incident to determine needs and prioritize communications and warning response.
 - b. Joint incident management support [EOC/COP(s) as needed].
 - c. Call in additional staff and resources as needed including mutual aid.
 - d. Maintain records of expenditures, activities, etc.
 - e. Other duties as appropriate.
5. Recovery
- a. Maintain communications and warning systems if needed.
 - b. Phase down as appropriate.
 - c. Return to normal activities.
 - d. Compile records, forward copies to county EOC for possible state/federal reimbursement.
 - e. Address critical incident needs if indicated.
 - f. Review event at agency and community levels.
 - g. Update plans/procedures.
 - h. Identify mitigation opportunities.
- ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
 1. Dane County Emergency Management, 9-1-1, and all community agencies are responsible for activities described in this annex. Community agencies will also analyze and address their own communication needs. Dane County Emergency Management will support plan development.
 - DIRECTION AND CONTROL/INCIDENT MANAGEMENT
 1. During routine activity, established procedures for incident management will govern. Some events, due to their duration or other factors, may require coordinated site management. In these cases, all appropriate agencies will be represented at the CP and support will be provided through established structures. During major emergencies and disasters, the provisions set forth in the Emergency Plan will govern.
 - ADMINISTRATION AND LOGISTICS
 1. Each agency maintains a complete inventory of communications equipment. Dane County Emergency Management maintains a complete inventory of sirens and Alert Monitor Receivers.

- PLAN DEVELOPMENT AND MAINTENANCE

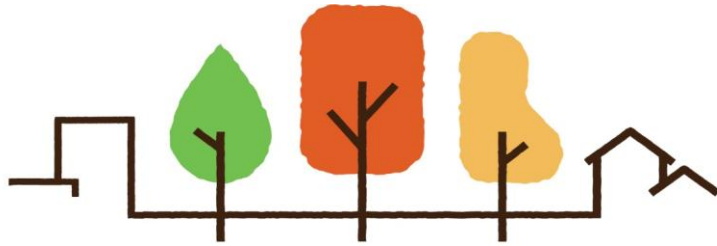
1. Community agencies and Dane County Emergency Management are jointly responsible for developing and maintaining this Annex.

LIST OF RADIO FREQUENCIES

Village of Cottage Grove Police Department	154.115
Sheriff's Department	155.655
Wisconsin State Patrol	154.935
Fire Department & First Responders	154.400
National Oceanic & Atmospheric Administration (NOAA)	162.400, 162.425, 162.475 162.500, 162.550 MHz

ESTABLISHED PASS SYSTEM

- Disasters may occur at any time, often with little or no warning, as a result of acts of nature or human activity. ~~The Cottage Grove Police Departments collectively have~~ a responsibility ~~in the event of a disaster~~ to protect human life, ~~and property, and the environment.~~
- To achieve these goals, it may be necessary to limit or control access into areas of the village impacted by a disaster. As such, the Cottage Grove Police Department (CGPD) has developed a “Pass System” for controlling who is allowed into a secured area.
- The “Pass System” consists of two forms: A Yellow Work Pass and a Red Temporary Pass.
- All persons entering and working in a secured area are always required to wear said pass in plain view, and persons shall check-in and check-out with the duty ~~police~~ officer (fire, law enforcement, or designee) ~~or firefighter~~ at the secured area’s designated entrance.
- Any person found in a secured area who does not possess a valid work or temporary pass shall be immediately ~~removed~~taken from the secured area by a law enforcement officer and said person shall be subject to arrest. (This includes arresting media if in a prohibited area.)
- WORK PASSES are valid indefinitely when issued. Work passes shall be used by utility and construction personnel, law enforcement personnel, firefighters, medical personnel including first responders, emergency government and state officials, and other persons designated by the Emergency Government Director, the CGPD, and or the Incident Commander, as having need for said pass.
- TEMPORARY PASSES are valid for up to eight hours when issued. The exact expiration time shall be recorded at the time of issuance. Persons issued temporary passes shall always wear and display them in plain sight while in the secured area. In addition, persons issued temporary passes are required to check-in and check-out with the duty police officer or firefighter at the designated area entrance.
- WORK AND TEMPORARY PASSES are to be issued by the CGPD to those persons and/or organizations cleared to receive said passes by the Emergency Government Director, Police Chief, and or Incident Commander.



THE VILLAGE OF
COTTAGE GROVE

Emergency
Preparedness
Plan

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PREFACE

Most people will experience an *emergency* during their lifetime, especially ~~a flood~~*floods*, severe thunderstorms, and even tornadoes. Emergencies can usually be handled with resources that are routinely available within the community. ~~However, n~~*Not* everyone will experience a *disaster*. ~~By definition d~~*Disasters* call for a response effort beyond local *community* capabilities. Whether at the local, county, or state level, emergencies and disasters require their affected jurisdictions to manage the situation through an *E*mergency *M*anagement *S*ystem that protects *both* life and property.

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The Emergency Management System consists of ~~several~~ federal, state, and local *municipal* offices working together to provide *organization and* relief in times of disaster. When responding to disaster, the *local* municipality uses its own *resources* until the situation requires assistance from neighboring communities. Once the communities expend their resources, the county emergency government helps provide aid. If the situation expands beyond the county level, one of the six regional state emergency government offices will coordinate response efforts. When the emergency encompasses the entire state, the Wisconsin Emergency Management Office responds. In situations beyond state control, Wisconsin seeks aid from the Federal Emergency Management Office in Region 5, Chicago. While this manual focuses on *the Village of* Cottage Grove's Emergency Preparedness Plan, county and state information is also provided in additional binders.

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The *Village of* Cottage Grove Emergency Preparedness Plan contains information related to how the village could react to an emergency, what functions each agency can perform, who has the authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. This plan will never be complete, ~~instead, Agencies~~*each agency* will always be *adapting and* redefining their roles and ~~revising~~*writing* emergency response policy ~~specific for their agency~~. This first edition *simply* provides the key elements and an overall structure from which to build.

~~Such~~ planning and programming ~~which~~ is the purpose of this manual *and* is mandated by Wisconsin law (*reference*). All local government units must adopt a 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 a community and to determine how the locale can most quickly restore operations to minimize economic loss to persons and businesses.

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**VILLAGE OF COTTAGE GROVE
EMERGENCY PREPAREDNESS PLAN**

Emergency Preparedness Plan

The Emergency Preparedness Plan is prepared by the Emergency Government Director, approved by the Village Board, and maintained by the Law Enforcement Committee. The Emergency Government Director ~~should~~ communicate with ~~the each of the~~ Village Departments ~~and/or quasi-Village Departments~~ regarding changes to the plan after final approval by the Village Board.

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Each ~~department~~ Village Department head or designee assigned responsibility in the Emergency Preparedness Plan may exercise any powers delegated to further the purpose of this plan. Responsibilities include the organization and training of village employees and volunteers within their departments. Upon the recommendation of the Emergency Government Director, the Village Board may amend the plan and its annexes.

When a required competency or skill for a disaster or emergency response function is unavailable within the village government, the Director may seek assistance from persons outside the Village. The assignment of any supervisory duties may include the authority to carry out such duties prior to, during, and after the occurrence of a disaster.

The Village may accept other services on a volunteer basis. The heads of the affected Village Departments must approve the enrollment of citizen volunteers.

Commented [CK5]: Whats this cover? Fire/ems volunteers or residents?

Emergency Government Director

The Emergency Government Director shall have the authority to:

- Coordinate all activities involved in emergency preparedness and mobilization within the Village;
- Cooperate with emergency and mobilization preparedness agencies and organizations of other local, state, and federal political subdivisions;
- Participate in county and state emergency preparedness activities upon request;
- Direct the preparation and subsequent amendments of a comprehensive general village plan for emergency preparedness and mobilization and present the plan to the Village Board for approval;

- Enter into a mutual agreement with other political subdivisions and file copies of any such agreements with the state director of emergency government subject to the Village Board approval; and
- Issue all necessary proclamations as to the existence of such a state of emergency and such disaster warnings or alerts as required in the emergency government plan upon the declaration of an emergency.

In the absence of the Director, the Chief of Police shall, with the assistance of the Village Administrator, perform all the duties and responsibilities of the Director and act with the authority assigned to the Emergency Government Director.

Commented [CK6]: Do we define who the Director is...is this in an ordinance. Can we add that up above?

Utilization of Existing Services and Facilities

In developing the comprehensive general plan, the Emergency Government Director is authorized to utilize the services, equipment, supplies, and facilities of ~~the~~ existing village departments and agencies to the maximum extent practical. The officers and personnel of all such departments and agencies should cooperate with and extend such services and facilities for emergency preparedness and mobilization purposes.

Emergency Regulations

When an emergency or disaster occurs for which the Village Board has not adopted ordinances, the Village President, or in their absence, the Emergency Government Director, may proclaim, promulgate, and enforce orders, rules and regulations relating to the conduct of persons and the use of property which protects public peace, health, and safety; preserve lives and property; and ensure the cooperation necessary in emergency situations. The Village Board may rescind proclamations, orders, rules, and regulations by resolution at any time.

Declaration of Emergencies

The emergency government may act in accordance with the emergency plan only after the declaration of an emergency or issuance of the official disaster warning by the Governor or Village President. The Village President, or in their absence, the Emergency Government Director, may declare a state of emergency when necessary. The state of emergency will continue until terminated by the issuing authority. The Village Board may terminate the state of emergency unless it ~~was~~ is declared by the Governor.

Commented [CK7]: Director?

Obstruction of Emergency Operations

Any person willfully obstructing, hindering, or delaying the enforcement of any order, rule, regulation or plan issued pursuant to Village Emergency Ordinances or committing any act forbidding any order, rule, regulation or plan as stated in the ordinances is subject to penalties and prosecution.

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VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

OVERVIEW

Purpose

This Emergency Preparedness Plan describes how the Village of Cottage Grove Government may will engage its collective resources to manage hazards and the effects of an emergency or a disaster. After describing the situations and assumptions essential to understanding and application, the plan identifies the agencies involved with this process and their responsibilities. Most importantly, the following identifies how local Village agencies work together to maximize their abilities throughout the emergency management process and especially during a severe crisis. The principal aims of this program include:

- Providing a coordinated Village governmental response and recovery effort that minimizes the adversity that a major emergency or disaster could inflict on citizens and property.
- Quickly restoring Village government services impaired from the effects of a major emergency or disaster.
- Developing an increased level of emergency preparedness among all segments of the Village population so individuals, families, communities, businesses, and public and private institutions may sustain themselves. Such preparedness helps to cope with a catastrophic disaster that inhibits or overwhelms governmental services, thus delaying the normal public safety response.
- Promoting mitigation strategies to improve critical infrastructure and land use and building code authority to reduce the public's exposure to recurrent hazards.
- Supporting regular training and exercise programs so public and outside organization officials maintain their readiness to perform emergency management duties.
- Integrating with other jurisdictions and the county effectively.

Legal Basis

FEDERAL LAW

THE STAFFORD ACT, Public Law 103-337

To provide a system of emergency preparedness for the protection of life and property and to vest responsibility for this preparedness jointly in the federal government, the states and their political subdivisions. A municipality is considered a political

subdivision of the state. This law also emphasizes the development of emergency operational plans at a local level.

CERCLA; Comprehensive Environmental Response, Compensation and Liability Act

Protect the public health and environment by facilitating cleanup on the environmental contamination and imposing costs on parties responsible for the pollution.

EPCRA; Emergency Planning and Community Right-to-Know Act

Provide the public with important information on the hazardous and toxic chemicals in their communities and establish emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

WISCONSIN STATUTES

- 21.1 Call to active service
- 59.03 Administrative Home Rule, Consolidation of Municipal Services, Home Rule, Metropolitan District
- 59.031 County Executive/Administrator Powers – empowered to take care that state or federal law is observed, enforced, and administered
- 59.07 General Powers of County Board – cooperation, maintain public peace and good order within county
- 59.53 (2) Health and Human Services Emergency Energy Relief
- 59.54 (8) Local Emergency Planning Committees
- 61.34 Powers of Village Board
- 66.0314 Emergency Powers
- 83.09 Emergency Repairs of County Trunk Highways
- 323.14 Local Government; duties and powers
- 323.52 Emergency Temporary Locations of Government for Counties and Municipalities
- 323.54 Succession to Local Offices
- 323.55 Enabling Authority for Emergency Interim Successors for Local Offices
- 323.60 Hazardous Substances Information and Emergency Planning
- 323.71 Local Agency Response and Reimbursement
- 213.095 Police Power of Fire Chief/Rescue Squads
- 895.48 (1) Civil Liability Exemption, Emergency Care, etc.

LOCAL ORDINANCES

- 36-1 Emergency Government Operations
- 36-3 Emergency Government Director
- 36-4 Utilization of Existing Services and Facilities
- 36-7 Declaration of Emergencies and their termination
- 36-5 Emergency Regulations and public notice
- 36-8 Obstruction of Organization
- 94-1 Village President Duties

OTHER PROCEDURES

Relief Assistance. All individual relief assistance will be provided in accordance with the policies set forth in state and federal laws and programs.

Consumer Protection. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Department of Consumer Protection.

Nondiscrimination. There will be no discrimination on the grounds of race, color, religion, nationality, sex, sexual orientation, age, or economic status in the administration of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

Duplication of Benefits. No person, business concern, or other entity will receive assistance with respect to any loss for which they received financial assistance under any other program or for which they received insurance or other compensation.

Use of Local Firms. When using private organizations, firms, or individuals to assist with a major disaster, the Village Departments will grant preference to those organizations, firms, and individuals residing or doing business primarily in the distressed areas when possible.

Mutual Aid and Inter-Local Agreements. Each Village government department will determine and negotiate to obtain, review, and keep current all mutual aid and inter-local

agreements necessary to perform the letter and spirit of official tasks assigned by law and this plan.

Standard Operating Guidelines. All ~~village-Village~~ departments and supporting organizations will maintain policies, procedures, SOPs, or checklists to guide the actions of their personnel in performing all assigned emergency duties.

Resource Lists. All Village departments and supporting organizations will maintain an up-to-date automated resource list of all in-house and other arranged assets available for performing emergency duties. The departments will provide these lists to the Law Enforcement Committee.

Stocking of Emergency Supplies. Public Works will maintain limited stocks of basic emergency supplies in all village owned and leased facilities. Department heads should train employees in the use of these emergency supplies.

Emergency Workers. The Village Finance Director or their designee, in cooperation with all other village departments, shall register emergency service workers appropriately for compensation and reimbursement.

Commandeering of Services, Equipment, and Supplies. Once the governor proclaims a state of emergency, the Village President and Emergency Government Director may command the service and equipment of as many citizens as necessary. The Village must compensate these emergency workers.

Liability Protection. The Village liability insurance covers registered emergency workers.

Authority to Enter into Contracts and Incur Obligations. If time is vital to saving lives reducing property damage or hardship, the Village President is authorized to order departments to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except for those policies mandated by law. The Village Board will review such purchases and may enact. When necessary, any resolution or ordinance approving orders promptly presented to the Board such as:

- Findings by resolution with respect to actions taken;
- Authorization of payment for services, supplies, equipment loans, and commandeered property used during disaster response activities; or
- Approval of gifts, grants, or loans accepted by the Village President during the emergency

Upon ratification by the Village Board, the Clerk's office processes payment for those expenditures approved. When requesting state or federal assistance, the village will submit its accounting procedures for review by the Office of Management and Budget ("OMB"). OMB will review all services received under mutual aid and certify their receipt and the amount of reimbursement due, if any, to the clerk's office.

Village Attributes

The Village of Cottage Grove lies 4.5 miles from Madison, Wisconsin, the state capital, and, as of 2020 provides residence for 7,303 persons. While many working residents travel to Madison daily, Cottage Grove provides a rich quality of life for all its residents.

Cottage Grove consists of a very homogenous white/Caucasian cohort of which English is the predominant language, thereby easing communication in cases of emergencies. Other factors contributing to the success of emergency preparedness include a young community with nearly 80% of the residents under the age of 45, two satellite clinic of a major hospital located in Madison, two major veterinary clinics, several nursing homes, numerous assisted living complexes, three public elementary schools (Cottage Grove Elementary, Taylor Prairie Elementary, and Granite Ridge Elementary), one middle school (Glacial Drumlin Middle School), several day care centers, several banks, and one village-local newspaper (located outside of the Village). The local mass media function as potential outlets of Emergency Public Information. Five television stations, 21 radio stations, and four circulation newspapers serve the Village of Cottage Grove. The village lacks high-rise buildings but accounts for much new construction both residential and commercial. Most of the major private employers such as Johnson Health Tech, Midwest Stihl, Summit Credit Union, PFS TECO Corporation, Alcivia, Hydrite Chemical Company, Amazon, and Shared Medical Services, are in the Industrial Park and the surrounding area.

Commented [CK9]: Urgent care-new?

While Cottage Grove lacks drastic geographical abnormalities, several areas experience frequent flooding. No major sewage or waste concerns plague Cottage Grove. The average climate in Cottage Grove ranges from 6.7 to 82.8 degrees with average precipitation at 34 inches and winter storms occurring from November to April.

Hazard Analysis/Assessment

Emergency management experts suggest municipalities conduct a hazard analysis to determine which hazards are most likely to occur in their locations.

Local officials should work towards identifying hazards and determine their vulnerability (the potential for causing harm to people and/or property). Vulnerability is determined by developing a community profile. This profile includes locating major structures and geographic features, essential facilities (shelters and hospitals), special-needs centers (schools, nursing homes, and hospitals), and other sites which could pose an imminent hazard (fuel storage facilities). For each hazard, obtain all available information from the Emergency Operations Center (“EOC”) records, newspaper files, insurance companies, fire department records, accident records, weather records and projections. Possible questions to ask in this analysis include:

- What are the chances the hazard could occur (probability)?
- How open or susceptible is your community to damage (vulnerability)?
- Can you determine in advance if the hazard is likely to occur (predictability)?
- What is the frequency of the event occurring; annually, quarterly, etc.?
- How long does it last (duration)?
- Can you do anything to reduce vulnerability (controllability)?
- Does the event occur quickly and with little warning (speed of onset)?
- What other hazards will be triggered by this event (cascade effects)?

Assumptions

The following assumptions can be used as aids to develop emergency plans:

- A major emergency or disaster could happen at any time.
- The time of year, day of the week, time of day, and weather conditions are key variables that can impact the seriousness of an incident and the Village’s ability to respond.
- Individually and collectively, we manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response and recovery), depending on the level of perceived risk, resources the village possesses, and by what we know and its application.
- Individuals and groups will respond to all crises in ways that enhance survival by reducing harm, lessening property damage, and minimizing loss of life.
- The capacity to manage hazards and the effects of disaster varies among individuals and groups within the community. Some individuals and groups will need more help during crisis than others.
- Since a disaster usually delays the local government’s response, the general public should prepare to take care of their basic survival needs for at least 72 hours.

Often, disasters severely stress normal municipal systems and require outside assistance from county, state, and federal governments.

Role relationships affect the reactions to crisis - spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take in a major emergency.

Plan Development and Maintenance

All Village departments and local supporting organizations develop and maintain the Cottage Grove Emergency Preparedness Plan as a cooperative effort. The Law Enforcement Committee will administer the coordinating steps involved in the development, maintenance, promulgation, and publication of the entire plan. The Village Board will review and may approve or amend the plan. Other functional areas (such as fire, utilities, parks and streets, Frontier, Alliant Energy, EMS, and schools) with day-to-day expertise and experience will develop, write, and maintain specific areas of the plan/annexes. The plan will be reviewed by this Committee at least annually.

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Review

The Village may, from time to time, re-evaluate and amend this plan. Each department is encouraged to annually review and update its portion of this plan. The department head will submit its portion of the plan upon completion to the Law Enforcement Committee for coordination, executive and legislative review, approval, printing, and distribution. Copies will be sent to the county and state departments of emergency management.

Exercises

Each year the village departments are encouraged to practice functional emergency exercises. A complete, joint exercise must be conducted every four years. The Law Enforcement Committee ~~should consider taping~~ may video record these drills to play on the website to raise community awareness.

Plan for Designating a Disaster Assessment Team

When responding to a disaster, responders assessing the damage permeates all responders' actions. All levels of government participate in this assessment. Before the disaster occurs, planners ~~should will~~ determine who has lead responsibility for assessing the damage and who makes up the response team. The team members ~~should~~ receive training on how to assess the damage and even how to compile useful information in advance.

Commented [CK11]: This is a hard sentence for me.

Commented [CK12]: Should = will?

The initial assessment information comes from first responders and those on the scene. This information allows decision-makers to allocate resources, set priorities, and determine if outside resources are needed for the response.

When working with the county, the county emergency management director assesses the entire county and determines the locations suffering the most damage. The director estimates the amount of loss and the resulting impacts of those losses on individuals and governments.

Localities must submit a county-wide report (USDR) within 24 hours of the disaster to obtain federal disaster aid. Any local requests for assistance are made through the county emergency management director. To receive funding, localities must identify damage locations on a map, photograph damage sites, develop a list of all public facilities damaged, know the location of municipal records of disaster-related costs, and keep accurate records of all disaster-related expenditures.

Budget Planning for Necessary Equipment

Each agency should-will include emergency equipment in its budget each year. Necessary items such as generators, gas masks, and communication equipment aid the agencies in responding to a disaster. Agencies may also designate funding for storing back-up servers containing village records at a distant location.

Community Education

The Law Enforcement Committee is encouraged to provide residents information through the newspaper, sending material home with school children, simulating disasters with volunteers, and broadcasting material on cable and radio.

CONCEPT OF OPERATIONS

The most important response to a disaster affecting the community will come from its agencies, its institutions, and its people. Primary responsibility for vital emergency functions rests with the following agencies, some of whose jurisdictions extend beyond community boundaries.

Local

The Village President maintains “the peace and order” in the Village of Cottage Grove and “if disturbance, riot or other apparent necessity occurs,” the President may appoint as many special marshals as deemed necessary who for the time being shall possess all the powers and rights of constables. The Village President and/or Village Board appoints and/or hires all service department heads and grants them the day-to-day authority to administer their respective department. Village ordinances legislate the breadth of authority and duties of these departments.

Emergencies, such as response to fires, violation of the law, and emergency medical calls occur every day and do not normally require the direct involvement of the Village President. On a less frequent basis operational departments confront larger scale events surpassing the conventional. These situations, major emergencies, or disasters require services that exceed the capacity of one department to handle alone. Occurrences that strain department capabilities to this extent could require a multi-agency response supplied from inside and outside the village government. Non-village resources include mutual aid with neighboring jurisdictions and other assistance available through inter-governmental agreements or through pre-existing contractual arrangements with private sources of specialized services.

During major disasters or emergencies, the Emergency Government Director advises the Village President and coordinates emergency response actions. If the situation can be handled locally, then responders should use the procedures and checklists in this plan if appropriate. Anytime a situation escalates beyond the level of local control, the Village President may declare a local state of emergency and notify the Dane County Emergency Management Director. The Village President or Emergency Government Director shall provide the Village’s state of emergency declaration to the Dane County Emergency Management Office. The Village Board must, within 30 days, ratify, and publicly notify the declaration of a “Village Emergency” and any executive order(s) invoking a specific emergency power. Failure by the Village Board to ratify the declaration will result in the declaration’s revocation.

County

Once the county becomes involved it will respond with county resources as requested and necessary, activate mutual aid agreements, coordinate county resources with municipal

resources, notify the Wisconsin Division of Emergency Government Regional Director, forward the uniform damage situation report form, and assist municipalities with prioritizing and allocating resources.

State

If the municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the WI Division of Emergency Management (WDEM). If state assistance is requested, the WDEM Administrator in conjunction with the Regional Director, county emergency management director, and municipal emergency government director assess the disaster or emergency and recommend that personnel, services, and equipment be made available for response, mitigation or recovery. After completing the assessment, the WDEM Regional Director immediately notifies the State WDEM Administrator. The state administrator of Emergency Government notifies the Governor and makes recommendations. If state assistance is granted, procedures will be followed as stated in the Wisconsin emergency preparedness plan and the County emergency preparedness plan.

Federal

Even with the augmentation of state resources, including those available through interstate compacts, the Governor may seek federal government assistance depending on the severity of the situation. The Federal Emergency Management Agency (FEMA) regional director will add their recommendations to the request and forward it to the FEMA National Headquarters in Washington, DC. The national headquarters refers the request to the President, who can either deny the request, make an “Emergency Declaration” if limited federal involvement is warranted, or make a “Major Disaster Declaration” if more substantial federal financial, technical and/or operational support is needed.

Administrative Reporting to State

After a disaster municipalities must, prior to receiving federal or state emergency funds, report the estimated damage of the private sector (homes, businesses, and agriculture); the public sector (costs incurred by government in responding to the disaster, damage to publicly owned facilities, and damage to certain private non-profit facilities); fatalities and injuries; the homeless or those in shelters; and essential services. The locale must also assess the extent of how much insurance might cover. While only estimates, approximations are better than not reporting at all. The community can refine the reports as it proceeds through response and recovery. The report is due to the state within 24 hours after the hazard begins, but the local officials can submit updates if information changes significantly. After the locale completes the report, the county emergency management director compiles the information from all communities, submits a single report (UDSR) for the entire county to the Wisconsin Emergency Management, and consults with local and county officials on requesting outside assistance and coordinating with Wisconsin

Emergency Management. Reporting is the only way to obtain federal disaster assistance for both the public and private sectors and provides a basis for keeping permanent records of the disaster event and the associated response and recovery costs.

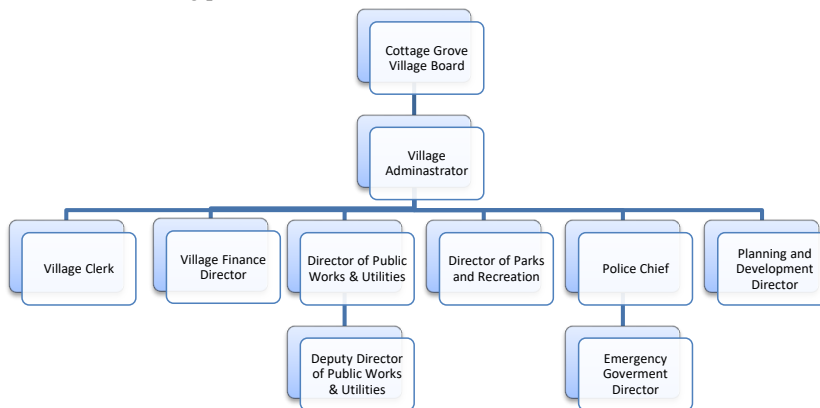
The following reports will be submitted to the State EOC:

- Situation and damage assessment reports.
- An executive order requesting state assistance stating 1) the specific type of resource required including those possessed by local, volunteer, commercial and mutual aid entities that are either exhausted, unavailable, or not available in time to save lives, prevent further damage, and/or to alleviate suffering; 2) how long the resource(s) will be needed; 3) where to deliver or report; and 4) the official to whom to report.
- A supplemental justification for a presidential declaration request. This is a narrative format available from the state guide and submitted at the same time the damage assessment reports are completed, i.e., after the state and federal preliminary damage assessment team has added their input to the earlier data supplied by local officials.

Village of Cottage Grove

A. Governance and Administration

Representing the Village of Cottage Grove, the Village President is the chief elected official of the Village Board which consists of six trustees and one Village President. The Board is elected at large with three trustees elected every spring for two-year terms. The Village President presides over Village Board meetings. In the president's absence the Village Clerk will call a meeting to order, and the trustees shall elect among themselves a President *pro tem*. As the director of village operations, the Village Administrator oversees the day-to-day village operations and serves as a staff liaison to the board without voting power.



B. Human Services

Dane County Human Services (DCHS) manages public health and welfare services through a variety of mechanisms for the county except in the City of Madison which maintains its own Public Health Department. DCHS is responsible for planning and coordinating all Emergency Human Service resources in Dane County and for Emergency Public/Environmental Health concerns outside of the City of Madison. The American Red Cross, Salvation Army and other local human service agencies, both public and private, are primary service providers. Services may include:

- Congregate care (temporary shelter, food, clothing, etc.);
- Food coupons and food commodities; and
- Crisis counseling

Emergency Public/Environmental Health services may include:

- Health and medical care at shelters;
- Inoculation of victims;
- Distribution of antidotes, drugs, etc. to shelters; and
- Support and medical care for those who cannot be evacuated

C. Law Enforcement

The Village of Cottage Grove Police Department (PD) provides law enforcement services for the Village. These services include reducing casualties, minimizing damage to property, receiving and disseminating warnings, and providing overall security at disaster scenes. The PD assists in organizing, coordinating, and directing plans of operation in the event such incidents occur. If the situation requires more than the PD can provide, the Dane County Sheriff's Department and other local departments will assist.

D. Warning and Communications

Dane County operates a consolidated dispatch center using computer aided dispatch (CAD) and enhanced 911. The center coordinates all police, fire, medical, and other emergency communications in the county. The center is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system. The National Weather Service (NWS) operates a nationwide weather broadcast service that provides severe weather information to the public through weather alert radios. Local radio and television can provide village residents with warning and other emergency information

independent of EAS. Finally, Frontier provides telephone services within the community.

E. Fire Services/Hazardous Materials (HAZMAT) Releases

The Cottage Grove Fire District provides fire services and limited response to hazmat releases in the Village of Cottage Grove. Dane County contracts with the City of Madison Fire Department (MFD) for response to Level B hazmat releases in the County. Wisconsin contracts with MFD for response to Level A hazmat releases in Dane County and 10 other counties. Levels A and B hazmat releases are defined in section 166.20 (1), Wisconsin Statutes.

F. Emergency Medical Services (EMS)

Deer Grove Emergency Medical Service provides ambulance emergency services for ~~residents of~~ the Village of Cottage Grove.

G. Public Works and Parks and Rec.

The Village of Cottage Grove Public Works and Parks and Recreation Departments maintain and plow streets; maintains Village parks and playgrounds; collects brush and provide leaves and yard waste drop-off. They provide municipal water and wastewater collection service. Madison Metropolitan Sewerage District provides wastewater treatment for the Village. ~~Waste Management~~Pelliteri provides trash and recycling services for residents.

H. Utilities

Alliant Energy supplies electricity and natural gas to the community. The Village provides its own water utility. Madison Metropolitan Sewerage District provides wastewater treatment for the Village.

I. Emergency Management

Dane County Emergency Management maintains the County Emergency Operations Center (EOC) and guides and supports county, municipal, public, and private emergency management activities through an integrated emergency management system.

Comprehensive Emergency Management

The four phases of emergency management include mitigation, preparedness, response and recovery.

Mitigation: Mitigation activities help prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency. Ways to build a disaster-resistant community include building codes, zoning and land use management, building use regulation, preventative health care, public education, planning a community clean-up day to clean out stream debris, prohibit building in flood plain areas, etc.

Preparedness: Preparedness activities, programs, and systems exist prior to an emergency and support and enhance the response to an emergency or disaster. Such activities include emergency planning, training, and exercises; warning and communication systems; identifying potential shelters; establishing mutual aid agreements; obtaining essential resources; maintaining inventories; and educating the public.

Response: Response activities and programs address the immediate and short-term effects of an emergency or disaster by reducing casualties and damage and enhancing recovery time. Examples include warning/informing, mobilizing personnel and equipment, search and rescue, evacuation, shelter, damage assessment, record keeping, and emergency declaration.

Recovery: Short-term recovery actions assess damage and return vital life support systems to minimum operating standards, as long-term recovery actions may continue for many years. Short-term examples include temporary housing, restoration of essential services, and food vouchers. Long-term examples include insurance, reconstruction, and counseling programs.

This strategy presumes emergency response can be broken down into specific functions. For the most part Village departments and support organizations provide a number of these functions such as warning, evacuation, and shelter. Each incident by the nature of the conditions it produces dictates the functional choices necessary and feasible.

Relationship between Emergency and Normal Functions

While emergency operations often demand additional personnel and logistical resources and creates an array of urgent needs and actions, the Village's initial response depends on the use of existing departmental assets. Operational departments are accustomed to dealing with everyday

emergencies and already systematically manage their first and second response obligations. Unlike everyday occurrences, a major emergency or disaster requires mobilization, direction, and control of a more substantial effort requiring the participation of multiple agencies.

This plan builds on the incident response management systems that are used by [the Village of Cottage Grove](#)'s operational departments every day. Once a department (especially if the "lead agency") realizes that the emergency demands greater resources than those available to the department, the following steps occur:

- Depending on the specific type and mix of resource needs requested by the department's senior official on-scene, the department's control center s
- **S**ummons assistance from the appropriate source(s).
- If the requirements of the situation or in combination with collateral requirements from other incidents that may be happening concurrently cause the department's control center to become overloaded, then a decision will be made:
 1. To call the Emergency Government Director to the scene if the incident is confined to a small localized area and the coordination of multi-agency resources is manageable by one person; or
 2. If the proportions of the incident originate at or escalate to a stage where resource needs are more complex or where wider areas are or will be exposed to a spreading danger, the lead agency department head or the Emergency Government Director may request the county EOC be made available to coordinate support.

The Village departments equipped to perform daily service include Police, Public Works, and Utilities. Additional services contracted by the Village are Deer Grove EMS and Cottage Grove Fire District. Within each department the day-to-day hierarchy and reporting channels remain intact unless the department's internal emergency plan specifies otherwise. The Law Enforcement Committee coordinates issues requiring cross-input, decisions from Village leadership, and use of all available resources to the highest priorities when necessary.

Continuity of Government

Public employees and their families, facilities, and equipment are vulnerable to the same hazards, and exposed to the same risks as are citizens and the municipal community at-large. Because of this and because local government is situated to respond to protect citizens and property from the damaging effects of any natural, technological, or national security threat, local government should take practical steps so that its essential resources are survivable and available to serve the public's emergency needs.

To continue government operations in the wake of any type of major emergency or disaster, Police, Public Works, and Utilities should maintain a department specific emergency

preparedness plan. At a minimum the department plan should be consistent with this plan and include provisions regarding:

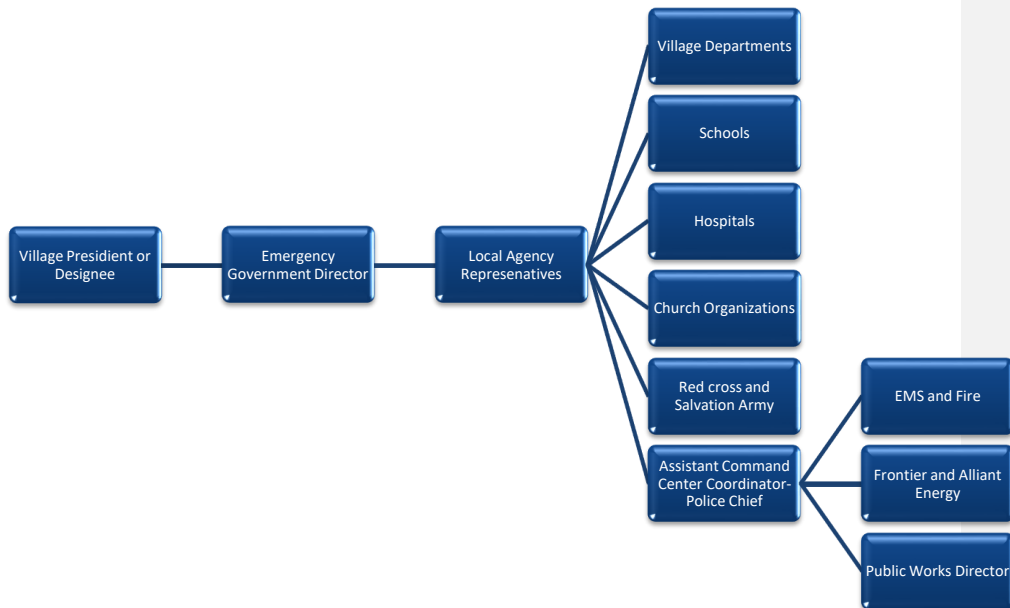
- Department lines of succession
- Essential records, files, and materials backed up and preserved in a safe alternate location
- The dispersal, sheltering precautions, and/or back-up sources that will be used to protect or replace vital equipment and supplies
- The means used to overcome or restore interrupted services and utilities
- Conducting a periodic “hazard hunt” to identify physical safety hazards that need to be eliminated or secured
- Encouraging employees to make a family preparedness plan, along with preparedness kits for their home and vehicle(s), and establishing an out-of-state contact
- Procedures for receiving, warning and/or alerting proper authorities, employees, and visitors of a life-threatening danger in all department facilities are as follows:
 1. Trying to minimize the spread of the hazard(s) if possible;
 2. Safeguarding property and equipment as needed;
 3. Moving trapped persons and casualties away from immediate peril;
 4. Administering first aid and CPR as necessary;
 5. Converting the facility into a temporary shelter;
 6. Having an evacuation plan which encompasses how and by whom casualties and persons with physical and mental disabilities will be aided;
 7. Accounting to first response authorities for the status of all persons evacuated; and
 8. Transporting facility occupants to an alternate site to re-establish operations – providing a temporary haven that could be used as a shelter.
- How the department will recall off-duty personnel and where and to whom these people are to report
- How, where, and on what priority department services will be reconstituted. (Alternate facilities should not be in or near an area that is a probable hazard zone, nor in or near an area that could become inaccessible.)
- How the department will manage emergency operations and responsibilities

DIRECTION AND CONTROL

Direction and Assignment of Responsibilities

- During routine activity, each agency will follow established procedures for managing incidents. Due to their duration or other factors, some events may require coordinated incident site management.
- During actual or imminent disaster events, all agencies, unless the facts and circumstances support a different course of action, will respond in accordance with their own standing operating procedures and the provisions contained herein. If a conflict arises between the two, the provisions in this emergency plan will govern.
- The Cottage Grove Emergency Operations Center (EOC) will be activated. The EOC is in the Cottage Grove Fire Department facility at 4030 County Hwy N. If the disaster debilities this location, the Emergency Government Director will choose an alternate site. All local agencies with emergency responsibilities will have a representative at the EOC. Other local, mutual aid, and support agencies may be asked to send a representative to the EOC.
- Command posts (“CP”) and staging areas may be established at or near emergency site(s) depending upon the nature of the event. All agencies responding to the site will be represented at the command post. There will be only one command post per site.
- When necessary, communications will be established between the EOC, command post(s), and 9-1-1.

Management of the incident will be achieved jointly by the EOC and CP personnel. The CP(s) will direct site operations with EOC support. Certain functions (coordination of multiple CPs, support of shelter operations, public information, etc.) will be managed by the EOC, including coordination with the County EOC.



Administration and Logistics

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Officials of modular organizations, such as the EOC and command posts, should take command, initiate operations, plan strategies and logistics, and anticipate the financial implications of the disaster. The EOC is responsible for tracking expenditures, used resources, and other associated cost information. The [Village of Cottage Grove](#) administrative staff will be responsible for overall record management. When considering finances, certain agencies should consider any mutual aid agreements and/or contracts for services.

Finally, a communications plan is crucial to command and EOC operations. The plan should specify a common communications plan, common terminology, and two-way dialogue capability.

Emergency Operations Center Capabilities

An Emergency Operation Center provides a location to conduct centralized, coordinated direction, control, and warning during emergency events beyond the scope of normal public safety responses. The EOC provides an environment where information is gathered and where key officials make critical policy decisions and disseminate decisions to appropriate agencies at

the command posts for action. When involving many jurisdictions, the EOC coordinates and supports responses to disaster at all levels of government - local, state, and federal.

EOC Procedures

- Upon notice of an actual or imminent disaster, agency designees, and EOC support staff will report to the EOC.
- Activate the EOC
 1. Activate support systems (lighting, communications, etc.)
 2. Set up information management systems (maps, message boards, resource inventories, status board, etc.)
- Establish communications with CP(s) in the affected area(s) and with 9-1-1.

Joint Incident Command

- Primary local emergency representatives will jointly assess disaster-caused needs. To the extent possible response priority for decision-making will occur in the following order:
 1. Care for victims (mass casualty response, search and rescue, etc.);
 2. Prevent further injury to humans (fire suppression, hazardous materials response, etc.);
 3. Procure and distribute necessities for victims (food, shelter, clothing, etc.);
 4. Restore and maintain essential community services (utilities, transportation, communications, etc.);
 5. Protect dwellings (fire suppression, sandbagging, etc.);
 6. Maintain public order (patrol danger areas, guard property, direct traffic, etc.);
 7. Protect the environment; and
 8. Maintain public morale.
- When able to effectively manage more than one need at the same time, workers should take such simultaneous actions. CP personnel should communicate their findings and requests for assistance to the EOC and/or 9-1-1 through appropriate pre-designated emergency radio channel(s).
- The EOC will support CP activities and manage certain functions such as supporting shelter operations, maintaining records, and coordinating with other municipal EOCs. In case of multiple CPs, the EOC may have to establish priority of need for resource management purposes.

Incident Command Centers

These areas should be isolated from noise and confusion; provide excellent communications capability, situation boards, or maps; and provide enough space to accommodate the workers if reasonable. The location should be announced as soon as possible. The location should be clearly identified by a flag, light, or other marking.

Each operational department's (utilities, public works, police, etc.) command center dispatches and supports field personnel and their equipment. In an emergency these centers are responsible for actions guided by emergency protocols such as the following (See Appendix E):

- Notification of key officials;
- The call-out of off-duty personnel and the adjustment of shift schedules to accommodate extended workforce requirements;
- Monitoring and keeping a record of field and departmental support activities and costs;
- Dispatching specialized teams or technicians that are part of an automatic response or as requested;
- Alerting other agencies of impending dangers that could affect their resources;
- Conveying requests for outside resources;
- Supporting all other requests made by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance; and
- Calling the Emergency Government Director for assistance.

Village Emergency Operations Center Readiness

The EOC should be immediately available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a "lead agency" department to effectively handle on its own. EOC readiness can occur in three phased stages of alertness:

1. **Phase I Alert:** The first phase pertains to the period before an emergency when various communication mediums forewarn of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow, or dissipate. Using various sources of information available, the Emergency Government Director would take preliminary steps to initiate the alert of other emergency staff and prepare the EOC for operational use. These efforts would also be coordinated with the Village President, appropriate departments, and support organizations whose mission makes them a part of any projected emergency response.

2. **Phase II Alert:** The second phase would make the EOC available for use as a unified coordination site for representatives from all actively involved departments where they would:
 - Monitor, exchange, and coordinate information about the effects and implications of imminent or pending events on their respective and combined services;
 - Jointly formulate and coordinate contingency priorities and options;
 - Identify and, as necessary, refer policy questions and executive decisions for resolution;
 - Identify and deal with resource and assistance needs; and
 - Pass appropriate advice and information to department and agency control centers.

Phase II is initiated by the Emergency Government Director, Village President, or Designee. EOC staffing levels would vary and could be adjusted at any time to match the demands of the current situation. In this phase, representatives in the EOC under the lead of the Emergency Government Director would have the authority to coordinate the use of all locally available resources needed, public and private. Advisory notification of the Phase II alert would include the Village President, the Village Administrator, and the Dane County Department of Emergency Preparedness.

3. **Phase III Alert:** The third phase would result in actual activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Village President's direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the Dane County Department of Emergency Management. Whenever the EOC is activated, it becomes the Village's central headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

EOC Line of Authority and Division of Labor

As the Village's Chief Elected Official, the Village President is the ultimate authority in the EOC, and the entire EOC organization is subordinate to them. In this capacity, the Village President may:

- Authorize the activation of the EOC;
- Proclaim a "Civil Emergency;"
- Exercise emergency powers vested by Wisconsin law, the Municipal Code, or this plan;
- Obtain Village Board ratification and confirmation for proclamations and executive orders;
- Refer emergency funding issues to the Village Board for resolution;

- Provide monthly emergency operations status updates to the Village Board;
- Direct the management of the EOC;
- Act as chief spokesperson for communicating with the public;
- Coordinate with elected officials of neighboring jurisdictions and higher levels of government and;
- Terminate the “Civil Emergency.”

To support the Village President in fulfilling their leadership roles, there are three EOC staff functions at their disposal to aid with decision making and implementation:

1. A Village Board Member
2. Village Administrator
3. Public Works Director

Line authority or chain of command in the EOC extends from the Village President to the Emergency Government Director to the other department heads. The Emergency Government Director is the Village President’s principal administrator for overseeing EOC management activities including:

- Directing the tactical size-ups to ascertain the situation’s status and parameters.
- Making field decisions regarding what resources are needed, what their composition must be, when they are needed on scene, and when and how they will be employed. To stay ahead of evolving events, these on-scene evaluations should be repeated at regular intervals until containing or neutralizing danger to the public and safely beginning recovery operations.
- Providing the direction for establishing and maintaining staffing levels and shift schedules.
- The continual monitoring and assessment of crisis status and impact.
- Coordinating the resolution of difficulties that cannot be reconciled in the field.
- Directing the preparation of proclamations and executive orders for referral to the Village President.
- The supervision of the operational department heads to assure that emergency needs are accurately and rapidly identified, and that support provided by these departments is appropriate, efficient, coordinated, and recorded.
- Keeping operational department heads current on the overall scope of EOC involvement and working with them to develop short- and long-term plans of action to guide EOC oversight and support.
- Coordination with the village administrator for public information.

- The timely cross and up channeling of required reports and documents to the Dane County and Wisconsin Departments of Emergency Management.
- Coordination with the State EOC to transmit the essential data needed to minimize the time required to receive state and Federal assistance.
- Keeping the Village President briefed on the progress of EOC and field activities and on all pressing concerns that require their attention and/or action.

Village department heads and the Law Enforcement Committee aid the Emergency Government Director in fulfilling their responsibilities. Each department head is responsible for supervising and managing the activities of their respective service groups and coordinating with other department heads. They must also update the director on all significant actions contemplated and taken in a timely manner. These functional departments include:

- Fire services guided by the Fire Chief or designee:
 1. Monitor fire, rescue, provide emergency medical service (EMS), and assist county (HAZMAT) team activities in the field provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Make efforts to anticipate upcoming needs and potential problems;
 4. Devise solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Police services guided by the Police Chief or designee:
 1. Monitor law enforcement activities in the field, including those provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Look ahead to anticipate upcoming needs and potential problems;
 4. Work with the EOC to devise solutions for identified or projected problems, as considered practical, making calculated provision to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Public Works Director (includes utilities, planning, building inspection, and engineering)
- Logistic Administrative Planning – Law Enforcement Committee

EOC Lines of Succession and Span of Control

Each supervisor should limit their oversight to 3-7 people, anticipate span of control problems, and be prepared to correct them.

Action Steps and Lead Agencies

This section describes how the community and its agencies may act in all four phases of emergency management to manage hazards of concern.

1. Mitigation

- Civil Disorder
- Drought
- Earthquake
- Energy Emergency
- Fire
- Flood
 - a. IDENTIFY areas susceptible to flooding and level of risk. b. IDENTIFY mechanisms to protect susceptible areas.
 - b. INFORM residents of the flood hazard, the steps the community is taking to manage the hazard, and the steps they can take to manage the hazard including how to purchase flood insurance.
 - c. IMPLEMENT protective measures as applicable.
 - d. INSURE that potential home buyers are aware of the flood hazard.
 - e. IMPLEMENT sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).
- Hazardous Materials
 - a. MAINTAIN information about facilities that use, store, or produce hazardous materials and about transported hazardous materials (see Hazardous Materials Facilities listing appended to this document).
 - b. INFORM citizens about the chemicals in the community, how the community manages the hazard, and how they can protect themselves
 - c. ENFORCE applicable manufacturing, storage, and handling codes and codes governing transportation of hazardous materials.
- Heat Wave

- Major Transportation Incidents (“MTI”)
 - a. IDENTIFY major transportation routes
 - b. IMPLEMENT mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc.)
 - Nuclear Attack
 - Severe Thunderstorm/Tornado
 - a. IDENTIFY tornado shelter areas in all public buildings
 - b. INFORM citizens about thunderstorms and tornadoes and the steps they can take to protect themselves
 - Winter Storm
 - a. INFORM citizens about the winter storm hazard and the steps that they can take to protect themselves
 - b. DEVELOP winter storm emergency regulations (alternate side of street parking, snow removal policy, etc.)
 - Pandemic
2. Preparedness - ALL Hazards
- DEVELOP AND EXERCISE appropriate hazard-specific emergency response procedures
 - MAINTAIN an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Dane County
 - TRAIN personnel involved in emergency response including “nontraditional” volunteer groups if available.
3. Response to hazards and the lead agency
- Aircraft Down
 - a. Police Chief - Secure as crime scene, evacuation, traffic control, liaison with NTSB, the FBI, or other agencies for crash investigation.
 - b. Fire/ EMS Chief - fire suppression, rescue operations, and hazardous materials
 - c. Public Works - heavy equipment use and debris removal
 - Bomb Threat/Detonation - Police Chief
 - Civil Disorder/Hostage/Terrorism/Active Shooter - Police Chief
 - Construction Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation and traffic control

- c. Public Works - use and control of heavy equipment, debris removal, liaison with utilities
- Evacuation - Police Chief
- Explosion (if known to be other than bomb detonation) - Fire Chief
- Fire and Rescue – Fire/ EMS Chief
- Flood - Public Works Director
- Food Poisoning – Dane County Health Department
- Hazardous Materials
 - a. Fire/EMS Chief - fire suppression, rescue, chemical, poison, disease, etiologic agent and radiological releases
 - b. Police Chief - evacuation, traffic control, shelter security
- Damage Assessment
 - a. Emergency Management Coordinator - compilation of Uniform Disaster Situation form
 - b. Building Inspector - coordination of field surveys done through assessment teams made up of fire, police, assessor, FEMA, building inspection, public works, and American Red Cross
- Land Contamination
 - a. Dane County Health Department
 - b. Department of Natural Resources
 - c. Department of Agriculture
- Railroad Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works - heavy equipment, debris removal, liaison with railroad company
- Oil Spill
 - a. Fire Chief
 - b. Department of Natural Resources - clean up
- Pipeline Accident - Fire Chief
- Product Contamination - Dane County Health Department
- Public Information
 - a. President/Village Administrator
 - b. Police Chief/Emergency Government Director

- c. Dane County Emergency Management Public Information Officer
- Snow Removal - Public Works Director
- Transportation Accident
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works Director - heavy equipment, debris removal
- Tornado/Windstorm
 - a. Fire/EMS Chief - fire suppression, rescue, and hazardous materials
 - b. Police Chief - law enforcement, evacuation, and traffic control
 - c. Public Works Director - heavy equipment, debris removal

If the lead agency is not apparent as described above, the Village's Emergency Government Director, with the Village President's approval, will determine which agency is most capable of helping. Some incidents may involve more than one hazard, but the hazard with the potential for causing the greatest harm will be considered primary. Hence, the department responsible for the primary hazard will be the "lead agency." As an incident evolves and as the original primary hazard is downgraded and supplanted by a different hazard, a "lead agency" transfers between departments may occur. Such centralized functioning avoids delaying or jeopardizing any life-safety measures.

Whenever a hazard is discovered, the Emergency Government Director will assume initial command of the situation. The Director will immediately, through local channels or through the county's 9-1-1 line, report an initial assessment, request initial notifications for necessary aid, and take steps to isolate the area if necessary. As soon as the designated "lead agency" arrives on scene, the most senior official from this department will accept command. If the incident requires a multiple agency response, the senior on-scene official will decide what additional agencies are needed, their specific roles, the force levels and types of equipment each should respond with, the official to report to, the approach route needed to ingress the staging entry control, and any other information that might have a bearing on conditions or precautions. This information will be communicated to the local center or the Dane County Emergency Operations Center.

During a widespread incident, multiple sites could be affected at the same time. Under these circumstances, the Director should attempt to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

4. Recovery - ALL Hazards
 - IMPLEMENT short- and long-term procedures as needed

- COMPILE records maintained during response for transmittal to Dane County
- INFORM victims about relief and recovery resources and agencies
- IDENTIFY future mitigation opportunities

RESPONSE CHECKLIST

Response Issues

- Direction and Control/Incident Command
 1. Set up incident and unified command
 2. Determine span of control and unity of command
- Size up the Incident
 1. Determine the size of the area affected
 2. Population characteristics
 3. Economic profile of the area
- Search and Rescue
 1. Search the damaged area
 2. Rescue the injured and recover bodies
- Damage Assessment
 1. Activate damage assessment team composed of people familiar with property value
 2. Damage assessment important to secure state and federal assistance
 3. State and Federal Assistance cannot be delivered unless they know of the village's needs
- Public Information
 1. Designate people to provide information to the media
 2. Establish a location to meet with the media away from the EOC
 3. Inform citizens of the status of the response and the recovery
- Track Citizen's Needs
 1. Designate someone to keep track of request for assistance and the delivery of that assistance
- Track Offers of Assistance
 1. Be prepared to deal with voluntary help
 2. Designate someone to keep track of offers of assistance
 3. Discourage shipments of donated goods
 4. Identify a location to store donated goods
- Debris clean up and disposal

1. Work with DNR on proper disposal of debris
2. Inform the public of proper separation and disposal of debris
- Obtain outside assistance (mutual aid)
 1. Activate your mutual aid agreements as necessary
- Determine public health issues
 1. Address health issues such as safe water and food, disease, and mental health as they relate to both victims and responders
- Site security/pass system
 1. Establish a pass system to access the area
 2. Relates to security, orderly clean up, and repair of the affected area

Suggested Response Timeline

The following are suggested timelines for an emergency response; however, the facts and circumstances could require an alternate response timeline:

- 0-2 Hours
 1. Establish Incident Command System
 2. Notify all the agencies with a role in your plan
 3. Determine the size and nature of the area affected by the disaster
 4. Determine the number of people, buildings, and businesses affected by the disaster
 5. Conduct search and rescue operations as needed
 6. Open shelters as needed
 7. Contact Salvation Army/American Red Cross
 8. Determine if the area needs access control and set up roadblocks
 9. Begin clearing roads and streets
 10. Begin to determine the types and amount of outside assistance you may need
 11. Notify the County Emergency Management Director
 12. Notify Wisconsin Emergency Management
 13. Begin public information activities and issue protective actions for the public if necessary
 14. Hold one or more Command Staff briefings
 15. Consult your agency's response checklist

16. Activate mutual aid agreements
 17. Consider the need to declare a State of Emergency
- 2-4 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Consider the need for 24-hour operations and the establishment of 12-hour shifts
 4. Continue shelter operations as needed
 5. Inform the hospital(s) of potential casualties
 6. Begin preparations for establishing a pass system
 7. Activate damage assessment team
 8. Assign people to handle request for assistance and to track the needs of special populations
 9. Assign people to track request for information on disaster victims
 10. Assign people to track offers of assistance and donations
 11. Continue clearing roads and streets
 12. Determine how debris will be disposed
 13. Begin to determine the public health effects of the disaster
 14. Begin to consider the needs of special populations
 15. Begin to take care of the needs of the responders
 16. Consult your agency's response checklist
 17. Hold one or more command staff briefings
 - 4-12 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Prepare for the next shift to take over
 4. Consider the need for ongoing mutual aid
 5. If necessary, activate the pass system
 6. Continue to inform the hospital of potential casualties
 7. Continue damage assessment activities, compile the information collected by the damage assessment teams, and report to the state
 8. Continue clearing roads and streets

9. Take debris to an appropriate land fill
 10. Prepare a prioritized list of repairs to critical facilities and transportation routes
 11. Begin cleanup activities on public and private property
 12. Continue to track the request for assistance and the needs of special populations
 13. Continue to track request for information on disaster victims
 14. Contact area churches for services related to hospitality/food for workers and victims; work crews as needed; and housing
 15. Continue shelter operations as needed
 16. Address the public health needs of the disaster victims and responders
 17. Take care of the personal needs of the responders
 18. Conduct several command staff briefings
 19. Consult your agency's response checklist
 20. Brief the next shift
 21. Coordinate with utilities in the restoration of service
 22. Anticipate and address public health issues
- 12-24 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Inform the hospital(s) of casualties as necessary
 8. Continue cleanup activities on public and private property
 9. Take debris to an appropriate land fill
 10. Coordinate with utilities in the restoration of service
 11. Continue shelter operations as needed
 12. Keep records of agency expenses
 13. Anticipate and address public health needs
 14. Track the request for assistance and the needs of special populations
 15. Continue to track request for information on disaster victims
 16. Conduct several command staff briefings during each shift

17. Brief the next shift

- 24-48 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service
 10. Continue shelter operations as needed
 11. Keep records of agency expenses
 12. Anticipate and address public health needs
 13. Continue to track the request for assistance and the needs of special populations
 14. Continue to track request for information on disaster victims
 15. Coordinate activities of volunteers assisting with cleanup efforts
 16. Begin planning for reentry and long-term recovery
 17. Conduct several command staff briefings during each shift
 18. Brief the next shift

- 48-?
 1. Continue public information activities
 2. Continue operation of the pass system if necessary
 3. Continue damage assessment activities and submit UDSR
 4. Provide updated damage estimates to the state
 5. Consider the need for ongoing mutual aid
 6. Inform the hospital(s) of casualties as necessary
 7. Continue cleanup activities on public and private property
 8. Take debris to an appropriate land fill
 9. Coordinate with utilities in the restoration of service

10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate the activities of volunteers assisting with cleanup efforts
16. Continue planning for reentry and long-term recovery
17. Provide people to participate in the preliminary damage assessment
18. Conduct several command staff briefings during each shift
19. Brief the next shift
20. Continue public information
21. Debriefing for public safety personnel
22. Consulting services for all participants

ACTION CHECKLISTS

The following are recommended action checklists. However, the facts and circumstances could require an alternate response.

First Responder

- Advise 9-1-1 and provide as much of the following information as is available:
 1. Location including municipality, address/intersection, landmarks, etc.
 2. Type of incident or disaster
 3. Incident effects (e.g. approximate number of trapped, injured, or dead; destroyed or damaged homes; etc.)
 4. Site accessibility (effects of downed trees, power lines, etc.)
 5. Other pertinent information
- Request law enforcement, fire, EMS, etc. response as appropriate.
- If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles. Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.

Village President

- Assist the Emergency Government Director or designated person in activating the Command Post (CP) and Emergency Operations Center (EOC).
- Report to the EOC.
- Ensure that the Emergency Government Director or designated person provides an initial damage assessment and casualty report.
- When appropriate, ensure that the Emergency Government Director and community officials brief the EOC staff as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- When appropriate, ensure the Public Information Officer (POI) and/or designated person is notified and reports to the EOC.
- Activate damage assessment activities if needed.
- In consultation with the Emergency Government Director, determine whether county, state, or federal assistance should be requested. Local 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.

Emergency Government Director

- Report to the EOC.
- Ensure that city officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
- Activate the Municipal EOC (see Appendix E). Make sure that it is fully operational and that
- EOC staff have reported/are reporting to it.
- Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the Village President and to the County Emergency Management Director.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, act to obtain the needed resources.
- Ensure that all department/agencies heads have begun to keep separate and accurate records of disaster-related expenditures.

Village Administration

- Maintain communication with the EOC.
- Maintain records indicating Village expenses.
- Assist in the damage assessment process by:
 1. Providing information regarding the dollar value of property damaged as a result of the disaster.
 2. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed by the disaster.
- Delegate authority to department directors to permit acquisition of equipment and supplies if needed following a disaster.
- Assign department director account numbers to which emergency expenditures may be charged.

Cottage Grove Police Department

- Notify Police Department staff and that they report as the situation directs.
- Secure the affected area, perform traffic, and crowd control.
- Set up the emergency pass system.
- Participate in warning the public as the situation warrants.
- Determine the scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- Report the above information to the appropriate law enforcement agencies.
- Establish a staging area, designate a CP, and establish initial command until relieved.
- If appropriate and available, dispatch a communication's vehicle to the scene of the disaster.
- Other responsibilities may include:
 1. Enforcing 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 the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, implement mutual aid agreements with other law enforcement agencies.

Cottage Grove Fire

- Establish and/or respond to the designated EOC and/or CP.
- Assist in warning the affected population as the situation warrants.
- Rescue injured/trapped persons.
- Provide fire services including limited response to hazmat releases as needed.
- Designate a person to record the arrival and deployment of emergency personnel and equipment.
- Assist law enforcement with evacuation, if needed.
- Assist the municipal public works department and utilities with shutting down gas and electric service, 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 Madison Fire Department is needed for a hazmat response, obtain assistance through Dane County 9-1-1.
 5. If additional assistance is necessary, use mutual aid agreements and/or contracts with other fire departments.

Deer Grove EMS

- Assist in evacuating special needs facilities as needed.
- Coordinate emergency medical care to victims (hospitals and ambulances).
- Establish a triage area for victims.
- Coordinate medical transportation for victims.
- Establish a staging area in the community.

Cottage Grove Public Works Department

- When necessary, ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/CP as needed.
- Review the disaster situation with field personnel and report the situation to the Emergency Government Director.
- Maintain transportation routes.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with law enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators and lighting.
- Assist with traffic control and access to the affected area.
- Assist with search and rescue activities as may be requested. As necessary, assist utilities with the shutdown of gas and electric services.

- As necessary, establish a staging area for public works.
- Report public facility damage information to the damage assessment team.
- If the county EOC is activated, establish and maintain contact with the county highway commissioner.

Dane County Human Services

- Coordinate activities of agencies which provide human service-type activities.
- Report to the county emergency operations center, if activated.
- Coordinate with the Red Cross in opening and managing shelters in the municipality.
- Ensure canteen is set up to feed emergency workers in the municipality.
- Work with Red Cross/Salvation Army in providing food and clothing to disaster victims.
- Provide emergency assistance to person with special needs.
- Provide necessary outreach services to citizens affected by emergency or disaster.
- Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- Provide psychological counseling and crisis intervention to disaster victims.

Public Information Officer

- Function as the sole point of contact of the news media and public officials.
- Maintain liaison with the EOC and CP in order to stay abreast of the situation.
- Establish news media briefing room and brief the media at periodic intervals.
- If the situation escalates and the county EOC is activated, coordinate with the county PIO to prepare news releases.
- Conduct press tours of disaster areas within the municipality as the situation stabilizes.
- Assist the county in establishing a Joint Public Information Center. Assist the county with establishing a rumor control center.
- Issue protective action recommendations or public service advisories as directed by the chief elected official.

Damage Assessment Staff

- Record initial information from first responders such as law enforcement, public works, or fire services.
- Obtain the following *preliminary* information:
 1. Number of fatalities
 2. Number of critical/minor injuries
 3. Number of home/business damaged/destroyed
 4. Number of power/telephone lines damaged
 5. Number of public facilities such as highways, roads, bridges, etc. damaged
 6. Number of people who are homeless or in shelters
- Within 8 hours, if necessary:
 1. Recount items above
 2. Estimate public and private damage
 3. Videotape and/or take photos of major damage
- Within 24 hours, if necessary:
 1. Update items above
 2. Complete updated report
- Provide damage assessment information to the county emergency management director to assist in the preparation of the Uniform Disaster Survey Report (UDSR).
- If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the county emergency management director.
- Plot damage assessment information on status boards in the EOC and plot damaged sites on the map.
- Record all expenditures for personnel, equipment, supplies, etc., and track resources.
- Prepare reports for the municipal public information officer.

Warning/Communications

- Warn the following:
 1. Cottage Grove Village Board
 2. Municipal Emergency Government Director
 3. County Emergency Management Director/Coordinator

4. Municipal Emergency Operations Center representatives

5. Special facilities

- 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. This equipment consists of portable radios, pagers, telephones, and FAX machines.
- Activate public warning system. This may consist of the county's emergency sirens, door-to-door visits, phone calls, and loudspeakers. Develop assignment on how alert, watch, and warning would be handled prior to a disaster or emergency.
- Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available includes portable radios, pagers, telephones, and FAX machines.
- Establish communications with command post if established.

APPENDIX A

List of Possible Hazards

1. *Civil Disorder* – a breach of civil order or peace or a public disturbance
2. *Drought* – a period of abnormally dry weather sufficiently prolonged to cause a serious hydrologic imbalance. There are two types – agricultural and hydrologic.
3. *Earthquake* – a shaking or trembling, sometimes violent movement of the earth’s surface.
4. *Energy Emergency* – any major loss or shortage in electrical power, natural gas, fuel, or heating oil. Dane County experienced numerous short-term electrical outages mostly limited in scope and duration. Outages in 1976, 1991, and 1993 due to severe weather were prolonged. There has never been a major loss or shortage in natural gas, fuel, or heating oil.
5. *Epidemic* – a widespread occurrence of an infectious disease in a community at a particular time.
6. *Fire* – uncontrolled burning on grasslands, brush or woodlands (wildfire), or in residential, commercial, or industrial properties in developed areas (urban fire).
7. *Flood* – partial or complete inundation of normally dry land from overflow of inland waters or unusual or rapid accumulation or runoff of surface waters.
8. *Hazardous Materials Incidents* – involve the accidental release of hazardous substances from facilities that produce, use or store them in the area, or the accidental release of substances from vehicles transporting them through and/or close to the area. Incidents can include deliberate dumping of hazardous substances by unknown individuals. Hazardous substances facilities required to report to area, county and state agencies are listed in an attachment to this plan.
9. *Heat Wave* – three consecutive days of 90 degrees or more Fahrenheit temperatures and elevated heat indices (HI).
10. *Major Transportation Incidents* – any incident that requires three or more mutual aid jurisdictions to respond (multiple vehicles, bus, train, aircraft crashed) or that disrupts community functions for a prolonged period.
11. *Nuclear Attack* – an attack upon the United States using nuclear weapons.
12. *Pandemic* – an epidemic which spread over multiple continents or countries.
13. *Severe Thunderstorms/Tornadoes* – a thunderstorm is an electrical storm accompanied by heavy rain and possibly high winds and hail. A tornado is a violently rotating column of air nearly always visible as a funnel shape. Dane County experiences 5 to 10 severe thunderstorms per year and has recorded more tornado touchdowns than any other Wisconsin County.
14. *Winter Storms* – a blizzard occurs when sustained wind speeds of >35 mph is accompanied by heavy snow or large amounts blowing or drifting snow. An ice storm occurs when rainfall meets cold and dry air near the ground, freezes, and accumulates on

exposed surfaces. The ice storm in 1976 caused power outages and prompted a Presidential Disaster Declaration for Dane County.

15. *Plane Crash* – a plane crash could occur in the area or at the Dane County Municipal Airport less than 10 miles away.
16. *Terrorism* – any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist activities often use nuclear devices or material and biological and chemical weapons (NBC). NBC weapons differ from other terrorist devices because they utilize military chemical and biological warfare agents or radioactive materials as a primary ingredient. Terrorists have the means, motive, and opportunity. NBC weapons are easy to make and have far-reaching effects.

Weapons of mass destruction differ from hazard materials in that WMD involve super toxic material often difficult to identify, mass casualties, many fatalities, mass decontamination, an unusual risk to emergency responders and the public, crime scene/evidence preservation, interaction of multi-agency response (federal/state/local), and scene communication overload. Additionally, WMD incidents create chaos and mass hysteria, overwhelm resources, kill responders, and are preceded by pre-incident indicators. Primary indicators of an NBC attack include the victim's symptoms, mass casualties, casualty patterns, dissemination devices, and warning given, or credit taken. Secondary indicators include dead animals or birds, statements of victims, things out of place, and unexplained liquids or smells.

Emergency preparedness and planning includes measures for prevention, immediate incident response, and post-incident recovery. Most jurisdictions have response elements in place with the ability to meet normal emergency response needs such as fire hazmat, law enforcement, and EMS. The command structure identifies, notifies, and isolates the area by establishing zones and site security, protecting through evacuation, providing shelter, and utilizing necessary resources.

To identify possible targets of terrorism, planners should consider those locations with a history, an increased potential given statistical research, and a community reputation. Also, targets may be influenced by the potential risk to the population, property, and infrastructure. Common sites include symbolic places, places that attract media attention and mass panic, government buildings, public/commercial facilities, recreational facilities, industry, transportation, utilities, hospitals/medical center, academic institutions, and special community events/festivals.

NBC outcomes include mass casualties, panic, confusion, overwhelm emergency response systems, disruption of normal city routine, closing and decontaminating facilities, and lacking faith in the government and its emergency response system.

Nuclear weapons are made of radioactive material. People acquire them by breathing in, swallowing food, and absorption through the skin. Biological weapons are living organisms in

the form of a bacteria, virus, or toxin. People acquire them by breathing in, breaks in the skin, injections, eating, or drinking. Symptoms include flu-like symptoms over a period of days. These weapons are often used in heavily populated enclosed areas such as airports. Chemical weapons are best used indoors and affect the nervous and respiratory systems. People acquire them by breathing in, direct contact, eating, and drinking. Symptoms include red eyes, choking, vomit, dizziness, convulsions, and vision. The affects can begin within minutes of exposure. Indicators include fogs, liquids, containers, and other dead animals. Often, NBC weapons are often invisible and hidden.

NBC weapons are often placed in fire extinguishers, bottles, and air conditioners. Those exposed to these weapons should cover their nose, take short breaths, move away from the scene, and decontaminate themselves by removing clothes, washing off, and notifying the authorities. When warning authorities, give the location, number of victims and symptoms.

APPENDIX B**SAMPLE MUNICIPAL DISASTER PROCLAMATION**

WHEREAS, a disaster, namely _____ has struck the Village of Cottage Grove; and

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

NOW THEREFORE, pursuant to State Statutes 66.0314 and 323, as Chief Elected Official of the Village of Cottage Grove, I do hereby proclaim a state of emergency in effect until further notice.

Done at the Village Hall this _____ day of _____, 20____.

Village President

Ratifies by Resolution No. _____ of the Village Board on the _____ day of _____, 20__ by a vote of ____ for, ____ against.

APPENDIX C

NOTIFICATION LIST

Cottage Grove Police Department	9-1-1
Cottage Grove Fire Department	9-1-1
Deer Grove EMS	9-1-1
Dane County Sheriff's Office	9-1-1
Dane County Emergency Management	9-1-1
Cottage Grove Public Works	608-839-5813
WI Division of Emergency Management	800-943-0003
American Red Cross, Badger Chapter	608-233-9300
Salvation Army	608-256-2321
Dane County Human Services	608-873-5636
Dane County Public Health	608-846-4509
Dane County Medical Examiner	608-284-6000
Chem Trek	800-424-9300
WI DNR (Local Warden)	800-943-0003
National Response Center	800-424-8802
WI Central Railroad	715-345-2462
University Hospital	608-263-6400
St. Mary's Hospital	608-251-6100
Meriter Hospital	608-267-6000
Stoughton Hospital	608-873-6611
WI State Patrol – Southwest Region Headquarters	608-846-8500 (General)
Wisconsin State Lab of Hygiene	800-442-4618 (Env Lab)

ANNEX 1

Public Information Officer

Responding to disasters cannot occur without the media being involved. While many consider the media intrusive, others find news representatives effective at communicating important information to the general public. The media receives information from the affected community's public information officer ("PIO"). The PIO functions as a spokesperson; a news coordinator; a liaison with county, state, federal, and other PIOs; answers phones; and monitors the media. The PIO gathers, verifies, and processes information; gets authorization to publicize certain information; makes multiple copies of relevant updates and/or posts them on the internet; and presents at news conferences or organizes for another spokesperson. The PIO will be assigned by the Chief Elected Official.

Setting Up Media Center or Briefing Area

Media briefing centers can be established in many places, but there are a few common criteria to consider:

- *Space* for many reporters and cameras,
- *Heat* if in the winter,
- *Electricity* for copy machines, phones, fax machines, and
- *Restrooms* for your staff and theirs.

Long-term incidents may require:

- *Staffing* the center with 24-hour assistance to answer questions on locations, hotels, restaurants, etc. The staff can also provide news releases while not required to answer media questions about current issues. Consider this staff team as "hosts."
- *Access and security* for the media center using a deputy or someone to keep watch over the equipment if you supply a room for the media to work in.
- *Media alert system* to use when events occur after the media left for the night.
- *Phone connections* adequate to the responders' and reporters' needs.
- *Messengers* to help deliver information to various sites.
- *Adequate space* for setting up cameras to get good angles, seating for an audience if needed in front of the cameras. A place to set the microphones without blocking the camera or audience views.
- Enough *amps* to cover broadcast equipment, lighting, computers, etc.

- *Parking space* for cars, sites for satellite trucks so they can get a clear shot to their satellite, an awning or covering if the news conferences need to be held outdoors.
- *Food and coffee* for your staff and the reporters.
- *Provision for posting* news releases and other information, such as bulletin boards.
- *Tape and video recorders* to monitor the media.
- *Back up communications* such as cell phone and ham radio operators.
- *Private meeting room* for one-on-one meetings without the media present, so as not to announce unconfirmed, inaccurate information.
- *Set up a safe haven* for participants who need to relax away from reporters and others such as victims' families.

Suggested Media Do's

- *Bridge the conversation* to move a conversation from where the interviewer wants it to be to where you want it.
- *Turn a negative question into a positive response.* While the negative should be acknowledged, it is possible to move right into the positive without pausing or to make the perceived negative a positive.
- *Project appropriate, positive, nonverbal language* such as a warm smile and firm handshake.
- *Do your homework* on the subject matter, interviewer, and audience. Practice the presentation if there is time.
- *Keep major point in mind when making statement,* particularly when responding to reporters' questions. Speak in 30-second quotes, since 30-second answers usually go on air as stated. Stay with the facts, particularly in spot news situations. Keep major points you want to make in mind when making any statement, and particularly when responding to reporters' questions. If you have a major theme that you hit over and over, you will probably get your message across in at least one "sound bit" or quote.
- *Emphasize sincere interest in the health and safety of the public.*
- *Be cooperative, courteous, and considerate,* even when questions become direct and/or uncomfortable. Avoid open animosity with the interviewer and any other members of the media staff. Always exhibit a cooperative attitude. An uncooperative attitude communicates deception to the public. Try to supply the media with adequate facilities, handouts, and advance speech manuscripts when possible.
- *Know the interviewer* by getting their full name, position, title, and the publisher's or station managers too. Get to know personally the editor or other reporters before an emergency. When an interview is anticipated, find out what the reporter hopes to communicate to avoid any hidden agendas.

- *Be prompt in releasing pertinent facts and figures.*
- *Appear honest and never lie* even when the interviewer is asking embarrassing questions. Someone in the audience will know the truth, even if the reporter does not. However, it is likely that the reporter knows the answer to a question before it is asked, and nothing can make you look worse than being caught in an untruth before an audience. This does not mean prejudicial or dangerous information should be released. There is much that should not be said and that does not affect public health or safety. If releasing certain information will do harm, or intensify a situation, let the interviewer know. They will often cooperate and seldom want to suffer the repercussions of releasing the information.

Qualities to Consider when Assigning Roles as PIO, Spokesperson, or Media Liaisons

- Personal Qualities
 1. Credibility, appearance, authoritative stance
 2. Sensitivity to the human element, empathy
 3. Emotional stability
 4. Logical thinker
 5. Ability to focus on key issues quickly
- PIO Skills
 1. Writing
 2. Public speaking
 3. Organizational skills
 4. People skills

Because not one person will meet all requirements, a team may be more effective. Ideally, the team should encompass people with as many skills as possible.

List of Local Media with Telephone Numbers

NEWSPAPERS

The Herald Independent	608-839-3261
Wisconsin State Journal	608-252-6100

Commented [CK14]: Leader Independent

RADIO STATIONS

AM		FM	
WHA (970)	608-263-3970	WERN (88.7)	608-263-3970
WTSO (1070)	608-274-5450	WORT (89.9)	608-256-2001
WMAD (1190)	608-271-1025	WMAD (92.1)	608-837-9262
WIBA (1310)	608-271-6397	WOLX (94.9)	608-281-1949
WTDY (1480)	608-273-1000	WMLI (96.3)	608-274-5450
		WMGN (98.1)	608-273-1000
		WIBA (101.5)	608-274-5450
		WNWC (102.5)	608-271-1025
		WZEE (104.1)	608-274-5450
		WYZM (105.1)	608-826-0077
		WMMM (105.5)	608-826-0077
		WWQM (106.3)	608-273-1000
		WSJY (107.3)	608-251-5656

TELEVISION STATIONS (Madison)

WISC-TV (CBS)	608-273-3333
WMTV (NBC)	608-274-1515
WHA-TV (PBS)	608-265-2302
WKOW-TV (ABC)	608-273-2727
WMSN-TV (FOX)	608-833-0047
Charter Communications	800-581-0081

ANNEX 2

Communications and Warning

- PURPOSE
 1. This document describes the communications and warning system used by the community and how those systems MAY be used for emergency management purposes.

- SITUATIONS
 1. Communications – Public safety communications (police, fire, EMS) in the community are provided and coordinated by the Dane County Public Safety Communications Center (9-1-1). This consolidated dispatch center uses computer-aided dispatch and enhanced 9-1-1. Community agencies use other communications systems, including:
 - a. Telephone
 - b. Fax machines
 - c. Cell Phones
 - d. E-mail
 - e. Local radio frequencies
 2. Warning – Community residents are or may be warned of actual or impending danger by any of several mechanisms including:
 - a. Commercial radio or television
 - b. Weather alert radios operated by the National Weather Service
 - c. Alert Monitor Receives, part of the Dane County Emergency Alert System (EAS) managed by Dane County Emergency Management
 - d. Outdoor Warning Sirens, managed by Dane County Emergency Management
 - e. Mobile public address (PA) systems and door-to-door operations
 - f. Reverse 911
 3. The 9-1-1 Center is the primary activation point for Outdoor Warning Sirens, with back up from Dane County Emergency Management. Local radio and television stations participate in the County EAS.

- ASSUMPTIONS
 1. Disaster warning and communications should be based on regularly used systems.
 2. Communications are frequently disrupted during disaster. Disruption may result from equipment breakdown or from poor coordination, system incompatibility, user error, and so forth.
 3. Communications systems should support agency disaster response activities and joint incident management activities.
 4. Some citizens will ignore, not hear or not understand warning of impending or actual disaster. For the most part the more people know about hazards and the effects of disaster, the more likely they will act appropriately when warned.

- CONCEPT OF OPERATIONS/COMPREHENSIVE EMERGENCY MANAGEMENT
 1. Cottage Grove and Dane County are jointly responsible for communications and warning. All agencies are responsible for understanding how to use communications systems daily and during disaster response, particularly when circumstances necessitate activation of the EOC. Dane County is responsible for operation and maintenance of the warning systems, and for coordinating warning messages through all parts of the population warning system (sirens, alert monitor receivers, commercial radio and television).
 2. Mitigation
 - a. Develop, protect, and maintain communications and warning systems.
 - b. Identify and address vulnerabilities in warning and communications systems.
 3. Preparedness
 - a. Analyze and address communications and warning resource requirements, including mechanisms for the hearing and/or visually impaired.
 - b. Coordinate communications and warning systems with the county and the state.
 - c. Integrate capabilities of amateur radio clubs and other groups.
 - d. Develop and implement appropriate emergency management educational programming via print and broadcast media including local cable access.
 - e. Emergency Preparedness planning.
 - f. Maintenance of equipment and supplies.
 - g. Personnel training.
 - h. Mutual aid agreements.
 - i. Emergency response exercises.
 - j. Contracts for services.
 4. Response

- a. Assess incident to determine needs and prioritize communications and warning response.
 - b. Joint incident management support [EOC/COP(s) as needed].
 - c. Call in additional staff and resources as needed including mutual aid.
 - d. Maintain records of expenditures, activities, etc.
 - e. Other duties as appropriate.
5. Recovery
- a. Maintain communications and warning systems if needed.
 - b. Phase down as appropriate.
 - c. Return to normal activities.
 - d. Compile records, forward copies to county EOC for possible state/federal reimbursement.
 - e. Address critical incident needs if indicated.
 - f. Review event at agency and community levels.
 - g. Update plans/procedures.
 - h. Identify mitigation opportunities.
- ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
 1. Dane County Emergency Management, 9-1-1, and all community agencies are responsible for activities described in this annex. Community agencies will also analyze and address their own communication needs. Dane County Emergency Management will support plan development.
 - DIRECTION AND CONTROL/INCIDENT MANAGEMENT
 1. During routine activity, established procedures for incident management will govern. Some events, due to their duration or other factors, may require coordinated site management. In these cases, all appropriate agencies will be represented at the CP and support will be provided through established structures. During major emergencies and disasters, the provisions set forth in the Emergency Plan will govern.
 - ADMINISTRATION AND LOGISTICS
 1. Each agency maintains a complete inventory of communications equipment. Dane County Emergency Management maintains a complete inventory of sirens and Alert Monitor Receivers.

- PLAN DEVELOPMENT AND MAINTENANCE

1. Community agencies and Dane County Emergency Management are jointly responsible for developing and maintaining this Annex.

LIST OF RADIO FREQUENCIES

Village of Cottage Grove Police Department	154.115
Sheriff's Department	155.655
Wisconsin State Patrol	154.935
Fire Department & First Responders	154.400
National Oceanic & Atmospheric Administration (NOAA)	162.400, 162.425, 162.475 162.500, 162.550 MHz

ESTABLISHED PASS SYSTEM

- Disasters may occur at any time, often with little or no warning, as a result of acts of nature or human activity. The Cottage Grove Police Department has a responsibility in the event of a disaster to protect human life and property.
- To achieve these goals, it may be necessary to limit or control access into areas of the village impacted by a disaster. As such, the CGPD has developed a “Pass System” for controlling who is allowed into a secured area.
- The “Pass System” consists of two forms: A Yellow Work Pass and a Red Temporary Pass.
- All persons entering and working in a secured area are always required to wear said pass in plain view, and persons shall check-in and check-out with the duty police officer or firefighter at the secured area’s designated entrance.
- Any person found in a secured area who does not possess a valid work or temporary pass shall be immediately taken from the secured area by a law enforcement officer and said person shall be subject to arrest. (This includes arresting media if in a prohibited area.)
- WORK PASSES are valid indefinitely when issued. Work passes shall be used by utility and construction personnel, law enforcement personnel, firefighters, medical personnel including first responders, emergency government and state officials, and other persons designated by the Emergency Government Director, the CGPD, and the Incident Commander, as having need for said pass.
- TEMPORARY PASSES are valid for up to eight hours when issued. The exact expiration time shall be recorded at the time of issuance. Persons issued temporary passes shall always wear and display them in plain sight while in the secured area. In addition, persons issued temporary passes are required to check-in and check-out with the duty police officer or firefighter at the designated area entrance.
- WORK AND TEMPORARY PASSES are to be issued by the CGPD to those persons and/or organizations cleared to receive said passes by the Emergency Government Director, Police Chief, and Incident Commander.



VILLAGE OF
COTTAGE GROVE, WI



THE VILLAGE OF
COTTAGE GROVE

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Emergency Preparedness Plan

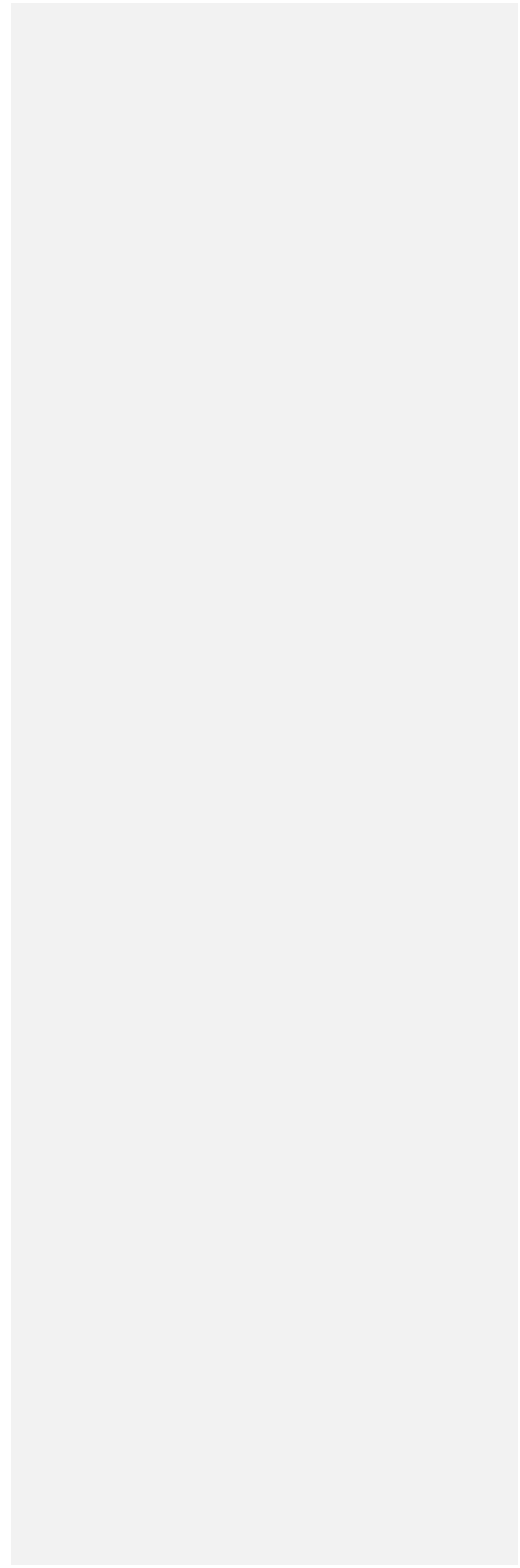
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PREFACE

Most people will experience an *emergency* during their lifetime, especially ~~a flood~~floods, severe ~~thunderstorm~~thunderstorms, and even tornadoes. Emergencies can usually be handled with resources that are routinely available within the community. ~~Not~~However, not everyone will experience a *disaster*. Disasters call for a response effort beyond local community capabilities. Whether at the local, county, or state level, emergencies and disasters require their affected jurisdictions to manage the situation through an emergency management systemEmergency Management System that protects both life and property.

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The Emergency Management System consists of ~~several~~ federal, state, and local municipal offices working together to provide organization and relief in times of disaster. When responding to a disaster, the local municipality uses its ~~own~~ resources until the situation requires assistance from neighboring communities. Once the communities expend their resources, the ~~county~~county's emergency government helps provide aid. If the situation expands beyond the county level, one of the six regional state emergency government offices will coordinate response efforts. When the emergency encompasses the entire state, the Wisconsin Emergency Management Office responds. In situations beyond state control, Wisconsin seeks aid from the Federal Emergency Management Agency Region 5 Office located in Region 5, Chicago, Illinois. While this manual focuses on the Village of Cottage Grove's Emergency Preparedness Plan, county and state information is also provided in additional binders.

Commented [A1]: CKN Comment:
Example?

~~The Cottage Grove Emergency Preparedness Plan contains information related to how the village could react to an emergency, what functions each agency can perform, who has the authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. This plan will never be complete. Agencies will always be redefining their roles and rewriting emergency response policy specific for their agency. This first edition simply provides the key elements and an overall structure from which to build.~~

~~Such planning and programming which is the purpose of this manual is mandated by Wisconsin law.~~The purpose of this manual is to provide planning and programming as mandated by Wisconsin law (See Wis. Stat. § 323.14). All local government units must adopt a 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 a community and to determine how ~~the locale~~they can most quickly restore operations to minimize economic loss to persons and businesses.

Commented [A2]: Comment from FD:
This section should outline, and directly cite all sections of SPS 323.14 (1), (2) and WI 66.0301 so governing entities, citizens, etc. can easily access what is being referred to. Trust and verify.

This Village of Cottage Grove Emergency Preparedness Plan contains information related to how the Village could react to an emergency, what functions each department can perform, who has the authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. This Plan will never be complete; instead, each department will always be adapting and redefining its roles and revising its emergency response policies. This edition provides the key elements and an overall structure from which to build.

**VILLAGE OF COTTAGE GROVE
EMERGENCY PREPAREDNESS AND
MOBILIZATION COMMITTEE PLAN**

Purpose of Committee

~~The Cottage Grove Village Board's goal is to prepare and mobilize its departments, personnel, and services to provide emergency functions, other than functions for which military forces are primarily responsible, to minimize and repair injury and damage caused by natural disasters, accidents, civil disturbances, and other hostile action. The possibility of disasters of unprecedented size and destructiveness requires preparations to cope with such disasters; common defense; the protection of public peace, health, safety, and general welfare; and preservation of the lives and property of the people. Necessity dictates establishing:~~

- ~~• A local Emergency Preparedness and Mobilization Committee for all disaster or emergency response planning and the instrument through which the Village President may exercise authority and discharge the responsibilities vested by local ordinances;~~
- ~~• All necessary powers and the coordination of all available Village Departments and private resources during emergencies; and~~
- ~~• Cooperation and mutual aid between the Village of Cottage Grove and other political subdivisions.~~

~~This committee assists the coordination of all emergency functions of the Village of Cottage Grove to the maximum extent practical with existing services and facilities of this Village and comparable functions of the federal, state, county governments, other political subdivisions, and various private agencies.~~

Membership

Commented [A3]: This change would require an ordinance amendment. This is a policy question for the Board to decide.

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Why did this move to under the "Law Enforcement Committee"? This has been under the Emergency Preparedness and Mobilization Committee (Since separating from the Town.) This is also in ordinance.

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The ~~Emergency Preparedness and Mobilization~~ committee shall consist of the following members: Plan

The

- ~~Village President~~
- ~~Emergency Government Director~~
- ~~Police Chief~~
- ~~Village Administrator~~
- ~~Emergency Medical Services~~
- ~~Public Works Department~~
- ~~Village Board Representative~~
- ~~Fire Chief~~
- ~~Parks and Rec. Department~~

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~~The Committee acts as a planning and advisory group to the Village Board on matters pertaining to emergency preparedness and provides for the establishment of operating procedures. The committee shall meet upon the call of the Chairman. The Emergency Government Director will serve as Chairman of the Committee subject to the direction and control of the Village Board. Each member may designate in their absence another staff person from their agency as a member of the Committee.~~

Emergency Preparedness Plan

Emergency Preparedness Plan is ~~initial~~ prepared by the Emergency Government Director, approved by the Village Board, and maintained by the ~~committee~~ Law Enforcement Committee. The Emergency Government Director ~~should~~will communicate with all Village Departments~~departments and/or quasi-Village departments~~¹ regarding changes to ~~the plan~~this Plan after final approval by the Village Board. For purposes of this Plan, Village departments and quasi-Village departments include all Village of Cottage Grove municipal departments and other organizations, agencies, and districts that the Village of Cottage Grove directly contracts with for services.

Each Village department head or their designee assigned responsibility in ~~the~~this Emergency Preparedness Plan may exercise any powers delegated to further the purpose of this ~~plan~~Plan. Responsibilities include the organization and training of ~~village~~Village employees and volunteers within their departments, as well as employees of entities that the Village has contracted with for services. Upon the recommendation of the Emergency Government Director, the Village Board may amend ~~the plan~~this Plan and its annexes.

When a required competency or skill for a disaster or emergency response function is unavailable within the ~~village~~Village government, ~~(including Village departments and quasi-Village departments)~~ the Emergency Government Director may seek assistance from ~~persons~~ outside the Village. The assignment of any supervisory duties may include the authority to carry out such duties prior to, during, and after the occurrence of a disaster.

The Village may accept other services on a volunteer basis. The heads of the affected Village ~~Departments~~departments must approve the enrollment of citizen volunteers.

Emergency Government Director

The Emergency Government Director shall have the authority to:

¹ Unless the context indicates otherwise, references to Village departments in this Plan includes Village departments and quasi-departments.

Commented [A5]: Comment from FD:

Village of Cottage Grove Ordinances 36-2, and 36-3 would need to be changed for this to be true.

I don't anticipate these ordinances being changed. Additionally, the Deputy Chief position description will most likely be updated to be in compliance with existing ordinances as discussed at the last Police Commission meeting.

Commented [A6]: Added the footnote to try and clarify scope of references to "department" in the document.

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Commented [A7]: FD Comment:

There is a consistent message throughout this document that suggests "village government" only includes entities that are Village of Cottage Grove only departments or personnel. The purpose of a Preparedness Plan to include ALL entities.

Commented [A8R7]: Additional FD Comment:

Because Fire and EMS have operating budgets paid for by the districts/municipalities, they are considered quasi-governmental departments. Osha considers these departments public departments because of how they are organized. This should be reflected accordingly as a part of the municipal structure.

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Commented [A9]: CKN Comment:

What's this cover? Fire/ems volunteers or residents?

- ~~Coordinate~~ Assist in the coordination of all activities involved in emergency preparedness and mobilization within the Village;
- Cooperate with emergency and mobilization preparedness agencies, departments and those organizations directly contracted with the Village;
- Cooperate with emergency and mobilization preparedness ~~agencies, departments~~ and organizations of other local, state, and federal political subdivisions;
- Participate in county and state emergency preparedness activities upon request;
- ~~Direct~~ Coordinate with the Law Enforcement Committee in the preparation and subsequent amendments of a comprehensive general ~~village~~ Village plan for emergency preparedness and mobilization and present the plan to the Village Board for approval;
- ~~Enter~~ Subject to the approval of the Village Board, enter into a mutual ~~agreement~~ aid agreements with other political subdivisions ~~and file copies. Copies~~ of any such agreements shall be filed with the ~~state director of emergency government subject to the Village Board approval~~ Dane County Emergency Management Director; and
- Issue all necessary proclamations as to the existence of such a state of emergency and such disaster warnings or alerts ~~as required in the emergency government plan upon~~ in accordance with the ~~declaration~~ Emergency Preparedness Plan.

- ~~The Emergency Government Director shall be the Deputy Chief of an emergency.~~

Police. In the absence of the Emergency Government Director, the Chief of Police shall, with the assistance of the Village Administrator, perform all the duties and responsibilities of the Emergency Government Director and act with the authority assigned to the Emergency Government Director.

Utilization of Existing Services and Facilities

In developing the ~~comprehensive general plan~~ Emergency Preparedness Plan, the Emergency Government Director is authorized to utilize the services, equipment, supplies, and facilities of ~~the existing village~~ Village departments ~~and agencies~~ to the maximum extent practical. ~~The officers and personnel of all such departments and agencies should cooperate with and extend such services and facilities for emergency preparedness and mobilization purposes.~~

Emergency Regulations

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Commented [A10]: Fire Department Comment:

Is this appropriate or are there alternatives that are more "generalized" in the event of a change or modification?

Commented [A11]: FD Comment:

VCG Ordinance 36-2 accounts for who assumes the duties.

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When an emergency ~~or disaster~~ occurs for which the Village Board has not adopted ordinances, the Village President, or in their absence, the Emergency Government Director, may proclaim, promulgate, and enforce orders, rules and regulations relating to the conduct of persons and the use of property which protects public peace, health, and safety; preserve lives and property; and ensure the cooperation necessary in ~~emergency situations.~~emergencies. The Village Board may rescind proclamations, orders, rules, and regulations by resolution at any time.

Declaration of Emergencies

The ~~emergency government~~Emergency Government Director may act in accordance with the ~~emergency plan~~Emergency Preparedness Plan only after the declaration of an emergency or issuance of the official disaster warning by the Governor or Village President. The Village President, or in their absence, the Emergency Government Director, may declare a state of emergency when necessary. The state of emergency will continue until terminated by the issuing authority. The Village Board may terminate the state of emergency unless it ~~was~~is declared by the Governor.

Obstruction of Emergency Operations

Any person willfully obstructing, hindering, or delaying the enforcement of any order, rule, regulation, or plan issued ~~pursuant~~according to Chapter 36 of the Village Emergency of Cottage Grove Code of Ordinances ~~or committing any act forbidding any order, rule, regulation or plan as stated in the ordinances~~ is subject to penalties and prosecution as provided in Section 36-8 of the Village of Cottage Grove Code of Ordinances.

VILLAGE OF COTTAGE GROVE EMERGENCY PREPAREDNESS PLAN

OVERVIEW

Purpose

This ~~plan~~Emergency Preparedness Plan describes how the Village of Cottage Grove ~~Government~~may will engage its collective resources to manage ~~hazards and~~ the effects of an emergency or disaster. After describing the situations and assumptions essential to understanding and application, ~~the plan~~this Plan identifies the ~~agencies~~departments involved with this process and their responsibilities. Most importantly, the following identifies how local ~~agencies~~Village departments work together to maximize their abilities throughout the emergency management process and especially during a severe crisis. The principal aims of this program include:

- Providing a coordinated Village governmental response and recovery effort that minimizes the adversity that a major emergency or disaster could inflict on citizens and property-;
- Quickly restoring Village government services impaired from the effects of a major emergency or disaster-;
- Developing an increased level of emergency preparedness among all segments of the Village population so individuals, families, communities, businesses, and public and private institutions may sustain themselves. Such preparedness helps to cope with a catastrophic disaster that inhibits or overwhelms ~~governmental~~Village services, thus delaying the normal public safety response-;
- Promoting mitigation strategies to improve critical infrastructure and land use, and building code authority to reduce the public's exposure to recurrent hazards-;
- Supporting regular training and exercise programs so public and outside organization officials maintain their readiness to perform emergency management duties-; and
- Integrating with other jurisdictions and the county effectively.

Legal Basis

FEDERAL LAW

THE STAFFORD ACT, Public Law 103-337

To provide a system of emergency preparedness for the protection of life and property and to vest responsibility for this preparedness jointly in the federal government, the states and their political subdivisions. A municipality is considered a political

subdivision of the state. This law also emphasizes the development of emergency operational plans at a local level.

CERCLA; Comprehensive Environmental Response, Compensation and Liability Act

Protect the public health and environment by facilitating cleanup on the environmental contamination and imposing costs on parties responsible for the pollution.

EPCRA; Emergency Planning and Community Right-to-Know Act

Provide the public with important information on the hazardous and toxic chemicals in their communities and establish emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

WISCONSIN STATUTES

- ~~21.1—321.39~~ Call to state active ~~service~~duty
- 59.03 Administrative Home Rule, Consolidation of Municipal Services, Home Rule, Metropolitan District
- ~~59.03+17~~ County Executive/~~Administrator~~ Powers – empowered to take care that state or federal law is observed, enforced, and administered
- ~~59.07—~~ General Powers of 51 County Board Powers – cooperation, maintain public peace and good order within county
- 59.53—(2) Health and Human Services Emergency Energy Relief
- 59.54—(8) Local Emergency Planning Committees
- 61.34 Powers of Village Board
- 66.0314 State of Emergency ~~Powers~~; Mutual Assistance
- 83.09 Emergency Repairs of County Trunk Highways
- 323.14 Local Government; ~~duties~~Duties and ~~powers~~Powers
- 323.52 ~~Emergency~~ Temporary Locations of Government for ~~Counties and Municipalities~~ Local Units of Government
- 323.54 Succession to Office; Local ~~Offices~~ Officers
- 323.55 ~~Enabling Authority for Emergency~~ Interim Successors ~~for Local Offices~~
- 323.60 Hazardous Substances Information and Emergency Planning
- 323.71 Local Agency Response and Reimbursement
- 213.095 Police Power of Fire Chief; Rescue Squads
- 895.48 (+) Civil Liability Exemption, Emergency Care, ~~etc.~~

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LOCAL ORDINANCES

- 36-1 Emergency Government Operations
- ~~36-2 Emergency Preparedness and Mobilization Committee~~
- 36-3 Emergency Government Director
- 36-4 Utilization of Existing Services and Facilities
- ~~36-5 Emergency Regulations~~
- ~~36-6 Mutual Aid Agreements~~
- 36-7 Declaration of Emergencies ~~and their termination~~
- ~~36-5 Emergency Regulations and public notice~~
- 36-8 Obstruction of Emergency Government Organization; Violations and Penalties
- 94-1 Village President Duties

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OTHER PROCEDURES

Relief Assistance. All individual relief assistance will be provided in accordance with the policies ~~set forth~~outlined in state and federal laws and programs.

Consumer Protection. Consumer complaints ~~pertaining to~~about alleged unfair or illegal business practices will be referred to the Wisconsin Department of Agriculture, Trade and Consumer Protection.

Nondiscrimination. There will be no discrimination on the grounds of race, color, religion, nationality, sex, sexual orientation, age, or economic status in the administration of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

Duplication of Benefits. No person, business ~~concern~~, or other entity will receive financial assistance with respect to any loss for which they have received financial assistance under any other program ~~or for which they received insurance or other compensation~~.

Use of Local Firms. When using private organizations, firms, or individuals to assist with a major disaster, the Village Departments will grant preference to those organizations, firms, and individuals residing or doing business primarily in the distressed areas when possible.

Mutual Aid and ~~Inter-Local~~ Interlocal Agreements. Each Village-~~government~~ department will determine and negotiate to obtain, review, and keep current all mutual aid and ~~inter-local~~ interlocal agreements necessary to perform the letter and spirit of official tasks assigned by law and this plan.

Standard Operating Guidelines. All ~~village~~ Village departments ~~and supporting organizations~~ will maintain policies, procedures, SOPs, ~~or~~ and associated checklists to guide the actions of their personnel in performing all assigned emergency duties.

Resource Lists. All Village departments ~~and supporting organizations~~ will maintain an up-to-date automated resource list of all in-house and other arranged assets available for performing emergency duties. The departments will provide these lists to the Emergency Preparedness and Mobilization Law Enforcement Committee.

Stocking of Emergency Supplies. The Village Public Works Department will maintain limited stocks of basic emergency supplies in all ~~village~~ Village-owned and leased facilities. Department heads should train employees in the use of these emergency supplies.

Emergency Workers. The Village ~~Treasurer~~ Finance Director or their designee, in cooperation with all other ~~village~~ Village departments, shall register emergency service workers appropriately for compensation and reimbursement.

~~Commandeering of Services, Equipment, and Supplies.~~ ~~Once the governor proclaims a state of emergency, the Village President and Emergency Government Director may command the service and equipment of as many citizens as necessary. The Village must compensate these emergency workers.~~

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Liability Protection. The Village liability insurance covers registered emergency workers.

Authority to Enter into Contracts and Incur Obligations. If time is vital to saving lives, reducing property damage, or hardship, the Village President is authorized to order Village departments (except for quasi-departments) to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except for those policies mandated by law. The Village Board will review such purchases and may ~~enact.~~ ~~When necessary, any resolution or ordinance approving orders promptly presented to the~~

~~Board such as:~~ratify them. The Village Board may ratify such purchases by doing any of the following:

- Findings by resolution ~~with respect to~~concerning actions taken;
- Authorization of payment for services, supplies, ~~and~~ equipment loans, ~~and commandeered property~~ used during disaster response activities; or
- Approval of gifts, grants, or loans accepted by the Village President during the emergency

Upon ratification by the Village Board, the Village Clerk's office processes payment for those expenditures approved. When requesting state or federal assistance, the ~~village~~Village will submit its accounting procedures for review by the Office of Management and Budget ("OMB"). OMB will review all services received under mutual aid and certify their receipt and the amount of reimbursement due, if any, to the ~~clerk's~~Village Clerk's office.

Village Attributes

The Village of Cottage Grove lies 4.5 miles from Madison, Wisconsin, the state capital, and, as of 2026~~0~~, provides residence for ~~6,192~~7,303 persons. While many working residents travel to Madison daily, Cottage Grove provides a rich quality of life for all its residents.

The Village of Cottage Grove consists of a ~~very~~ homogenous white/Caucasian cohort, of which English is the predominant language, thereby easing communication in cases of emergencies. Other factors contributing to the success of emergency preparedness include ~~a young community with nearly 80% of the residents under the age of 45, one two~~ satellite ~~clinic of a major~~ hospital ~~located in Madison~~clinics, two ~~major~~ veterinary clinics, several nursing homes, ~~numerous and~~ assisted living complexes, three public elementary schools (Cottage Grove Elementary ~~and~~ Taylor Prairie Elementary, and Granite Ridge Elementary), one middle school (Glacial Drumlin Middle School), several day care centers, several banks, and one ~~village~~local newspaper (located outside of the Village). ~~The local~~Local mass media ~~functions within and surrounding Dane County function~~ as potential outlets of Emergency Public Information. Five television stations, 21 radio stations, and four circulation newspapers ~~services~~serve the Village of Cottage Grove. The ~~village~~Village lacks high-rise buildings but accounts for ~~much~~increased new construction, both residential and commercial. ~~Most of the major~~Major private employers ~~such as within the Village include~~ Johnson Health Tech, Midwest Stihl, Summit Credit Union, PFS TECO Corporation, Alcivia, Hydrite Chemical Company, Amazon, and Shared Medical Services ~~are in the Industrial Park and the surrounding area.~~

While the Village of Cottage Grove lacks drastic geographical abnormalities, several areas experience frequent flooding. ~~No major sewage or waste concerns plague Cottage Grove.~~ The average climate in the Village of Cottage Grove ranges from 6.7 to 82.8 degrees with average precipitation at 34 inches and winter storms occurring from November to April.

Commented [A12]: FD Comment:

This section needs consistency. It talks about reviewing purchases and resolutions.. Then the last paragraph talks about "ratification" and "expenditures".

Commented [A13]: Update population.

Commented [A14]: Is this number accurate?

Commented [A15]: FD Comment:

Check to see if there are any buildings over 75 feet in height (IBC definition of high rise building).

Hazard Analysis/Assessment

Emergency management experts suggest ~~that~~ municipalities conduct a hazard analysis to determine which hazards are most likely to occur in their locations.

Local officials should work towards identifying hazards and ~~determined~~determining their vulnerability (the potential for causing harm to people and/or property). Vulnerability is determined by developing a community profile. This profile includes locating major structures and geographic features, essential facilities (shelters and hospitals), special-needs centers (schools, nursing homes, and hospitals), and other sites which could pose an imminent hazard (fuel storage facilities). For each hazard, obtain all available information from the Emergency Operations Center (“EOC”) records, newspaper files, insurance companies, fire department records, accident records, weather records, and projections. Possible questions to ask in this analysis include:

- What are the chances the hazard could occur (probability)?
- How open or susceptible is your community to damage (vulnerability)?
- Can you determine in advance if the hazard is likely to occur (predictability)?
- What is the frequency of the event occurring: annually, quarterly, etc.?
- How long does it last (duration)?
- Can you do anything to reduce vulnerability (controllability)?
- Does the event occur quickly and with little warning (speed of onset)?
- What other hazards will be triggered by this event (cascade effects)?

Assumptions

The following assumptions can be used as aids to develop emergency plans:

- A major emergency or disaster could happen at any time.
- The time of year, day of the week, time of day, and weather conditions are key variables that can impact the seriousness of an incident and the Village’s ability to respond.
- Individually and collectively, we manage hazards and the effects of disaster through four types of activity (mitigation, preparedness, response, and recovery), depending on the level of perceived risk, ~~the~~ resources the village possesses, and ~~by~~ what we know and its application.
- Individuals and groups will respond to all crises in ways that enhance survival by reducing harm, lessening property damage, and minimizing loss of life.

- The capacity to manage hazards and the ~~effect~~effect of ~~the~~ disaster varies among individuals and groups within the community. Some individuals and groups will need more help during ~~a~~ crisis than others.
- Since ~~a disaster~~disasters usually ~~delays~~delay the local government's response, the ~~general~~ public should prepare to take care of their basic survival needs for at least 72 hours.

Often, disasters severely stress normal municipal systems and require outside assistance from county, state, and federal governments.

Role relationships affect the reactions to crisis - spouses to each other, parents to their children, and workers to co-workers. Individuals will consider their obligations to each other as they decide what course of action to take in a major emergency.

Plan Development and Maintenance

All Village departments and local supporting organizations develop and maintain the Village Cottage Grove Emergency Preparedness Plan as a cooperative effort. ~~The Emergency Preparedness and Mobilization~~The Law Enforcement Committee will administer the coordinating steps involved in the development, maintenance, promulgation, and publication of the entire ~~plan~~Plan. The Village Board will review and may approve or amend the ~~plan~~Plan as recommended by the Law Enforcement Committee. Other functional areas (~~such as fire, utilities, parks and streets, Frontier, Alliant Energy, EMS, and schools~~) with day-to-day expertise and experience will develop, write, and maintain specific areas of the ~~plan~~Plan/annexes. The ~~plan~~Plan will be reviewed by ~~this~~the Law Enforcement Committee ~~at least~~ annually.

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Maybe this should change to Local Service Providers. The Village of Cottage Grove doesn't recognize the Cottage Grove Fire Department or Deer-Grove EMS as Village Departments.

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Review

The Village may, from time to time, re-evaluate and amend this ~~plan~~Plan. Each Village department is encouraged to annually review and update its portion of this ~~plan~~Plan. The department head will submit its portion of the ~~plan~~Plan upon completion to the ~~Emergency Preparedness and Mobilization~~Law Enforcement Committee for coordination, executive and legislative review, approval, printing, and distribution. Copies will be sent to the county and state departments of emergency management.

Exercises

Each year, the ~~village~~Village departments are encouraged to practice functional emergency exercises. A complete, joint exercise must be conducted every four years. The ~~Emergency~~

~~Preparedness and Mobilization~~ Law Enforcement Committee ~~should consider taping~~ may record these drills to play on the ~~cable channel~~ website to raise community awareness.

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Plan for Designating a Disaster Assessment Team

~~When responding to a disaster, responders assessing the damage permeates all responders' actions.~~ All levels of government participate in ~~this disaster damage~~ assessment. Before the disaster occurs, planners should determine who has the lead responsibility for assessing the damage and who makes up the response team. The response team members should receive training on how to assess the damage and ~~even~~ how to compile useful information in advance.

The initial assessment information comes from first responders and those on the scene. This information allows decision-makers to allocate resources, set priorities, and determine if outside resources are needed for the response.

When working with the county, the county emergency management director assesses the entire county and determines the locations suffering the most damage. The director estimates the amount of loss and the resulting impacts of those losses on individuals and governments.

Localities must submit a ~~county-wide report~~ (USDR Uniform Disaster Situation Report (UDSR)) within 24 hours of the disaster to obtain federal disaster aid. Any local requests for assistance are made through the county emergency management director. To receive funding, localities must identify ~~damaged~~ damaged locations on a map, photograph damage sites, develop a list of all public facilities damaged, know the location of municipal records of disaster-related costs, and keep accurate records of all disaster-related expenditures.

Budget Planning for Necessary Equipment

Each ~~agency~~ Village department ~~should~~ include emergency equipment in its budget each year. Necessary items such as generators, gas masks, and communication equipment aid the ~~agencies~~ departments in responding to a disaster. ~~Agencies~~ Departments may also designate funding for storing ~~back-up~~ backup servers containing ~~village~~ Village records at a distant location.

Commented [A17]: Changed to department where appropriate for consistency throughout.

Community Education

The ~~Emergency~~ Law Enforcement Committee is encouraged to provide residents with information through the newspaper, sending material home with school children, simulating disasters with volunteers, and broadcasting material on cable and radio.

CONCEPT OF OPERATIONS

The most important response to a disaster affecting the community will come from its agencies, its institutions, and its people. Primary responsibility for vital emergency functions rests with the following agencies, some of whose jurisdictions extend beyond community boundaries.

Local

The Village President maintains “the peace and order” in the Village of Cottage Grove and “if disturbance, riot or other apparent necessity occurs,” the President may appoint as many special marshals as deemed necessary who, for the time being, shall possess all the powers and rights of constables. The Village President and/or Village Board appoints and/or hires all service department heads and grants them the day-to-day authority to administer their respective ~~department. Village ordinances~~ departmental duties. The Village of Cottage Grove Code of Ordinances legislate the breadth of authority and duties of these departments.

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This ERP is not in line with current Village of Cottage Grove Ordinances.

Emergencies, such as response to fires, violation of the law, and emergency medical calls, occur every day and do not normally require the direct involvement of the Village President. On a less frequent basis, operational departments confront larger-scale events surpassing the conventional. These situations, major emergencies, or disasters require services that exceed the capacity of one department to handle alone. Occurrences that strain department capabilities to this extent could require a multi-agency response supplied from inside and outside the ~~village~~ Village government. Non-~~village~~ Village resources include mutual aid with neighboring jurisdictions and other assistance available through ~~inter-governmental~~ intergovernmental agreements or through pre-existing contractual arrangements with private sources of specialized services.

During major disasters or emergencies, the Emergency Government Director advises the Village President and ~~coordinates~~ assists in the coordination of emergency response actions. If the situation can be handled locally, then responders should use the procedures and checklists in this ~~plan~~ Plan if appropriate. Anytime a situation escalates beyond the level of local control, the Village President may declare a local state of emergency and notify the Dane County Emergency Management Director. The Village President or Emergency Government Director shall provide the Village’s state of emergency declaration to the Dane County Emergency Management Office. The Village Board must, within 30 days, ratify, and publicly notify the declaration of a “Village Emergency” and any executive order(s) invoking a specific emergency power. Failure by the Village Board to ratify the declaration will result in the ~~declaration’s~~ revocation of the declaration.

County

Once the county becomes involved, it will respond with county resources as requested and necessary, activate mutual aid agreements, coordinate county resources with municipal resources, notify the Wisconsin Division of Emergency Government Regional Director, forward the uniform damage situation report form, and assist municipalities with prioritizing and allocating resources.

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State

If the ~~municipal~~Village and county resources are exhausted, the Dane County Emergency Management Director can request state assistance through the ~~W~~Wisconsin Division of Emergency Management (WDEM). If state assistance is requested, the WDEM Administrator, in conjunction with the Regional Director, county emergency management director, and municipal emergency government director ~~assess, assesses~~ the disaster or emergency and ~~recommen~~recommends that personnel, services, and equipment be made available for response, mitigation, or recovery. After completing the assessment, the WDEM Regional Director immediately notifies the State WDEM Administrator. ~~The state administrator of Emergency Government~~The WDEM Administrator notifies the Governor and makes recommendations. If state assistance is granted, procedures will be followed as stated in the ~~Wisconsin~~state emergency preparedness plan and the ~~County~~county emergency preparedness plan.

Federal

Even with the augmentation of state resources, including those available through interstate compacts, the Governor may seek federal government assistance depending on the severity of the situation. The Federal Emergency Management Agency (FEMA) regional director will add their recommendations to the request and forward it to the FEMA ~~National Headquarters~~national headquarters in Washington, DC. The national headquarters refers the request to the President, who can either deny the request, make an "Emergency Declaration" if limited federal involvement is warranted, or make a "Major Disaster Declaration" if more substantial federal financial, technical, and/or operational support is needed.

Administrative Reporting to the State

After a disaster, municipalities must, ~~prior to before~~ receiving federal or state emergency funds, report the estimated damage ~~of to~~ the private sector (homes, businesses, and agriculture;) and the public sector (costs incurred by government in responding to the disaster, damage to publicly owned facilities, and damage to certain private non-profit facilities); fatalities and injuries; the homeless or those in shelters; and essential services. The ~~local~~municipality must also assess the extent of ~~how much~~ insurance ~~might cover~~coverage. While only estimates, approximations are better than not reporting at all. The ~~community can~~municipality may refine the reports as it proceeds through response and recovery. The report is due to the state within 24 hours after the ~~hazard~~disaster begins, but the local officials can submit updates if information changes

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significantly. After the ~~local~~ municipality completes the report, the county emergency management director compiles the information from all communities, submits a single report (UDSR) for the entire county to the Wisconsin Emergency Management, and consults with local and county officials on requesting outside assistance and coordinating with Wisconsin Emergency Management. Reporting is the only way to obtain federal disaster assistance for both the public and private sectors and provides a basis for keeping permanent records of the disaster event and the associated response and recovery costs.

The following reports will be submitted to the State EOC:

- Situation and damage assessment reports.
- An executive order requesting state assistance stating 1) the specific type of resource required including those possessed by local, volunteer, commercial and mutual aid entities that are either exhausted, unavailable, or not available in time to save lives, prevent further damage, and/or to alleviate suffering; 2) how long the resource(s) will be needed; 3) where to deliver or report; and 4) the official to whom to report.
- A supplemental justification for a presidential declaration request. This is a narrative format available from the state guide and submitted at the same time the damage assessment reports are completed, i.e., after the state and federal preliminary damage assessment team has added their input to the earlier data supplied by local officials.

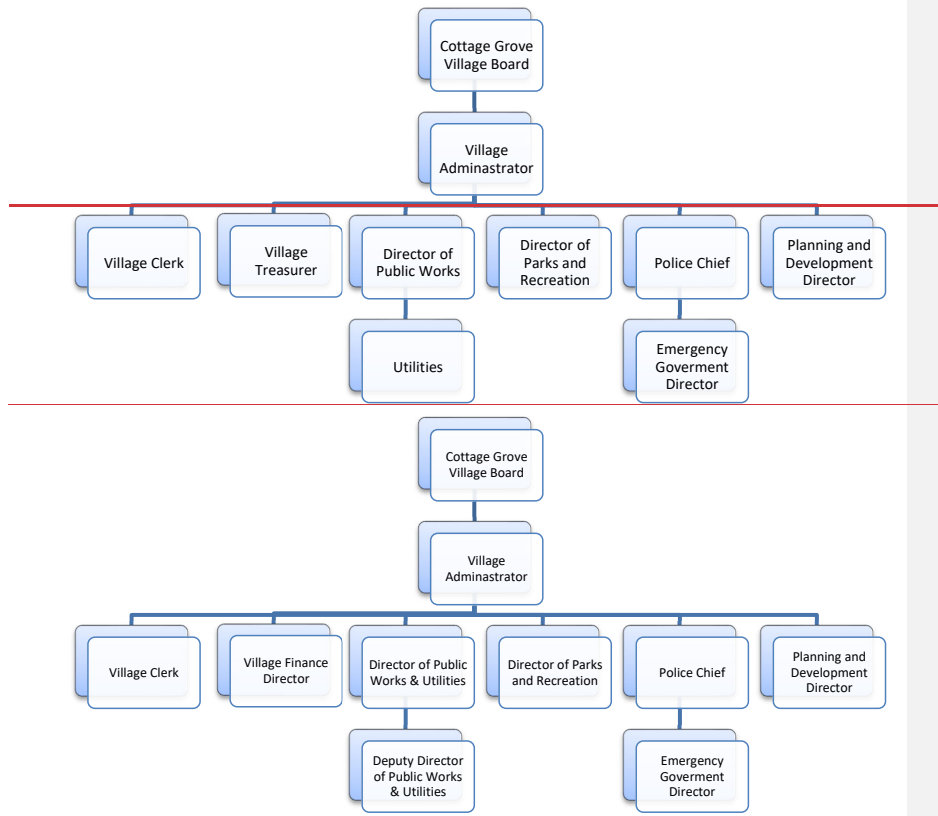
Village of Cottage Grove

A. Governance and Administration

Representing the Village of Cottage Grove, the Village President is the chief elected official of the Village Board which generally consists of six trustees and one Village President. The Village Board is elected at large with three trustees elected every spring for two-year terms. The Village President presides over Village Board meetings. In the ~~president's~~ Village President's absence, the Village Clerk will call a meeting to order, and the trustees shall elect among themselves a President *pro tem*. As the director of ~~village~~ Village operations, the Village Administrator oversees the day-to-day ~~village~~ Village operations and serves as a staff liaison to the ~~board~~ Village Board without voting power.

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Suggest removing any org chart graphic as org charts change regularly. This section should be generalized in a way that allows for clarity but also flexibility when changes occur in structure or organization. The Org chart doesn't include all departments/districts. (CGFD/DGEMS.)



B. Human Services

The Dane County Department of Human Services (DCHS) manages public health and welfare services through a variety of mechanisms for the county, except in the City of Madison which maintains its own Public Health Department. DCHS is responsible for planning and coordinating all Emergency Human Service resources in Dane County and for Emergency Public/Environmental Health concerns outside of the City of Madison. The American Red Cross, Salvation Army and other local human service agencies, both public and private, are primary service providers. Services may include:

- Congregate care (temporary shelter, food, clothing, etc.);
- Food coupons and, food commodities; and
- Crisis counseling.

Emergency Public/Environmental Health services may include:

- Health and medical care at shelters;
- Inoculation of victims;
- Distribution of antidotes, drugs, etc. to shelters; and
- Support and medical care for those who cannot be evacuated.

C. Law Enforcement

The Village of Cottage Grove Police Department (CGPD) provides law enforcement services for the Village. These services include reducing casualties, minimizing damage to property, receiving and disseminating warnings, and providing overall security at disaster scenes. The PD/CGPD assists in organizing, coordinating, and directing plans of operation in the event if such incidents occur. If the situation requires more than the PD/CGPD can provide, the Dane County Sheriff's Department and other local departments will assist.

D. Warning and Communications

Dane County operates a consolidated dispatch center using computer-aided dispatch (CAD) and enhanced 911. The center coordinates all police, fire, medical, and other emergency communications in the county. The center is the primary activation point for the Emergency Alert System (EAS) and the outdoor warning siren system. The National Weather Service (NWS) operates a nationwide weather broadcast service that provides severe weather information to the public through weather alert radios. Local radio and television can provide village residents with warning warnings and other emergency information independent of the EAS. Finally, Frontier provides telephone services within the community.

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Is this still true? Or, are there multiple providers (Spectrum, TDS, etc.) now? Revise as necessary.

E. Fire and Rescue Services/Hazardous Materials (HAZMAT) Releases

The Cottage Grove Fire District provides fire services and limitedThe Cottage Grove Fire District (CGFD) is an emergency response department providing a wide array of services to protect life, property, and the environment. CGFD provides incident management, pre-incident planning and preparedness, fire suppression and control, rescue operations, disaster response, emergency medical services, law enforcement support, and response to hazmat releases in the Village of Cottage Grove. Dane County contracts with the City of Madison Fire Department (MFD) for response to Level B hazmat releases in the County. Wisconsin contracts with MFD for response to Level A hazmat releases in Dane County

and 10 other counties. Levels A and B hazmat releases are defined in ~~section~~ Wis. Stat. § 166.20 (1), Wisconsin Statutes.

F. Emergency Medical Services (EMS)

Deer Grove Emergency Medical Service provides ambulance emergency services for ~~residents of the Villages~~ Village of Cottage Grove.

G. Public Works and Parks and ~~Ree~~ Recreation

The Village of Cottage Grove Public Works and Parks and Recreation Departments maintain and plow streets; ~~maintains,~~ maintain Village parks and playgrounds; ~~collects,~~ collect brush and provide leaves and yard waste drop-off. ~~They~~ These departments also provide municipal water and wastewater collection ~~services~~ services. Madison Metropolitan Sewerage District provides wastewater treatment for the Village. ~~Advanced Disposal~~ Pelliteri provides trash and recycling services for residents.

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Recommend the addition of PW as the repository for heavy equipment, tools, etc.

H. Utilities

Alliant Energy supplies electricity and natural gas to the community. The Village provides its ~~own~~ water utility. Madison Metropolitan Sewerage District provides wastewater treatment for the Village.

I. Emergency Management

Dane County Emergency Management maintains the County Emergency Operations Center (EOC) and guides and supports county, municipal, public, and private emergency management activities through an integrated emergency management system.

Comprehensive Emergency Management

The four phases of emergency management include mitigation, preparedness, response, and recovery.

Mitigation: Mitigation activities help prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other ~~emergency~~ emergencies. Ways to build a disaster-resistant community include building

codes, zoning and land use management, building use regulation, preventative health care, public education, planning a community clean-up day to clean out stream debris, ~~prohibit~~prohibiting building in flood plain areas, etc.

Preparedness: Preparedness activities, programs, and systems exist ~~prior to~~before an emergency and support and enhance the response to an emergency or disaster. Such activities include emergency planning, training, and exercises; warning and communication systems; identifying potential shelters; establishing mutual aid agreements; obtaining essential resources; maintaining inventories; and educating the public.

Response: Response activities and programs address the immediate and short-term effects of an emergency or disaster by reducing casualties and damage and enhancing recovery time. Examples include warning/informing, mobilizing personnel and equipment, search and rescue, evacuation, shelter, damage assessment, record keeping, and emergency declaration.

Recovery: ~~Short-term recovery actions assess damage and return vital life support systems to minimum operating standards, as long-term recovery actions may continue for many years. Short-term examples include temporary housing, restoration of essential services, and food vouchers. Long-term examples include insurance, reconstruction, and counseling programs.~~

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This strategy presumes emergency response can be broken down into specific functions. ~~For the most part~~Generally, Village departments and support organizations provide a number of these functions such as warning, evacuation, and shelter. Each incident by the nature of the conditions it produces dictates the functional choices necessary and feasible.

Relationship between Emergency and Normal Functions

~~While emergency~~Emergency operations often demand additional personnel ~~and~~, logistical resources, and ~~creates~~create an array of urgent needs and actions. ~~the~~, The Village's initial response depends on the use of existing departmental assets. Operational departments are accustomed to dealing with everyday emergencies and already systematically manage their first and second response obligations. Unlike everyday occurrences, a major emergency or disaster requires mobilization, direction, and control of a more substantial effort requiring the participation of multiple agencies.

This ~~plan~~Plan builds on the incident response management systems that are used by ~~Cottage Grove's~~the Village's operational departments every day. Once a department (especially if the "lead ~~agency~~department") realizes that the emergency demands greater resources than those available to the department, the following steps occur:

- Depending on the specific type and mix of resource needs requested by the department's senior official on-scene, the department's ~~control~~communications or dispatch center ~~summons~~requests assistance from the appropriate source(s).
- If the requirements of the situation or in combination with collateral requirements from other incidents that may be happening concurrently cause the department's ~~control~~communications or dispatch center to become overloaded, then a decision will be made:
 1. To call the Emergency Government Director to the scene if the incident is confined to a small, localized area and the coordination of multi-agency resources is manageable by one person; or
 2. If the proportions of the incident originate at or escalate to a stage where resource needs are more complex or where wider areas are or will be exposed to a spreading danger, the lead agency department head or the Emergency Government Director may request that the county EOC be made available to coordinate support.

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The Village departments equipped to perform daily ~~services~~services include ~~Police~~CGPD, Public Works, and Utilities. Additional services contracted by the Village are Deer Grove EMS and Cottage Grove Fire District. ~~Each department head represents their village department on the Emergency Preparedness and Mobilization Committee while maintaining their department. Within each department~~Within each department, the day-to-day hierarchy and reporting channels remain intact unless the department's internal emergency plan specifies otherwise. ~~The same control over organizational assets applies to outside support agencies represented on the committee. The committee~~Law Enforcement Committee coordinates issues requiring cross-input, decisions from Village leadership, and the use of all available resources to the highest priorities when necessary.

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This section is repetitive.

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This doesn't even make sense to move from a collaborative committee to one with no representation by 2 of the 3 most important entities in Public Safety.

Continuity of Government

Public employees ~~and their families~~, facilities, and equipment are vulnerable to the same hazards, and exposed to the same risks as are citizens and the municipal community at-large. Because of this and because local government is situated to respond to protect citizens and property from the damaging effects of any natural, technological, or national security threat, local government should take practical steps so that its essential resources are survivable and available to serve the public's emergency needs.

To continue government operations in the wake of any type of major emergency or disaster, ~~Police~~CGPD, CGFD, Deer Grove Emergency Medical Services District, Public Works, and Utilities should maintain a department specific emergency preparedness plan. ~~At a minimum the department plan~~All such plans should be consistent with this ~~plan~~Plan and include provisions regarding:

- Department lines of succession;
- Essential records, files, and materials backed up and preserved in a safe alternate location;
- The dispersal, sheltering precautions, and/or back-up sources that will be used to protect or replace vital equipment and supplies;
- The means used to overcome or restore interrupted services and utilities;
- Conducting a periodic “hazard hunt” to identify physical safety hazards that need to be eliminated or secured
- ~~Encouraging employees to make a family preparedness plan, along with preparedness kits for their home and vehicle(s), and establishing an out-of-state contact~~
- Procedures for receiving, warning and/or alerting proper authorities, employees, and visitors of a life-threatening danger in all department facilities are as follows:
 1. Trying to minimize the spread of the hazard(s) if possible;
 2. Safeguarding property and equipment as needed;
 3. Moving trapped persons and casualties away from immediate peril;
 4. Administering first aid and CPR as necessary;
 5. Converting the facility into a temporary shelter;
 6. Having an evacuation plan which encompasses how and by whom casualties and persons with physical and mental disabilities will be aided;
 7. Accounting to first response authorities for the status of all persons evacuated; and
 8. Transporting facility occupants to an alternate site to re-establish operations – providing a temporary haven that could be used as a shelter.
- How the department will recall off-duty personnel and where and to whom these people are to report;
- How, where, and on what priority department services will be reconstituted. (Alternate facilities should not be in or near an area that is a probable hazard zone, nor in or near an area that could become inaccessible.); and
- How the department will manage emergency operations and responsibilities.

DIRECTION AND CONTROL

Use of Incident Command System (ICS)

- The Village departments intend to comply with the National Incident Management System (NIMS) and employ ICS in managing emergency situations. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different departments or agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- The Incident Commander (IC) is responsible for carrying out the ICS function of command—managing the incident including requesting assistance from the EOC. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
- In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a unified command structure. This arrangement helps to ensure that all participating departments or agencies are involved in developing objectives and strategies to deal with the emergency.
- For Incident Command to successfully manage the incident, the EOC and all Village departments are encouraged to follow the command and control of the IC. All activities must be coordinated with the IC.

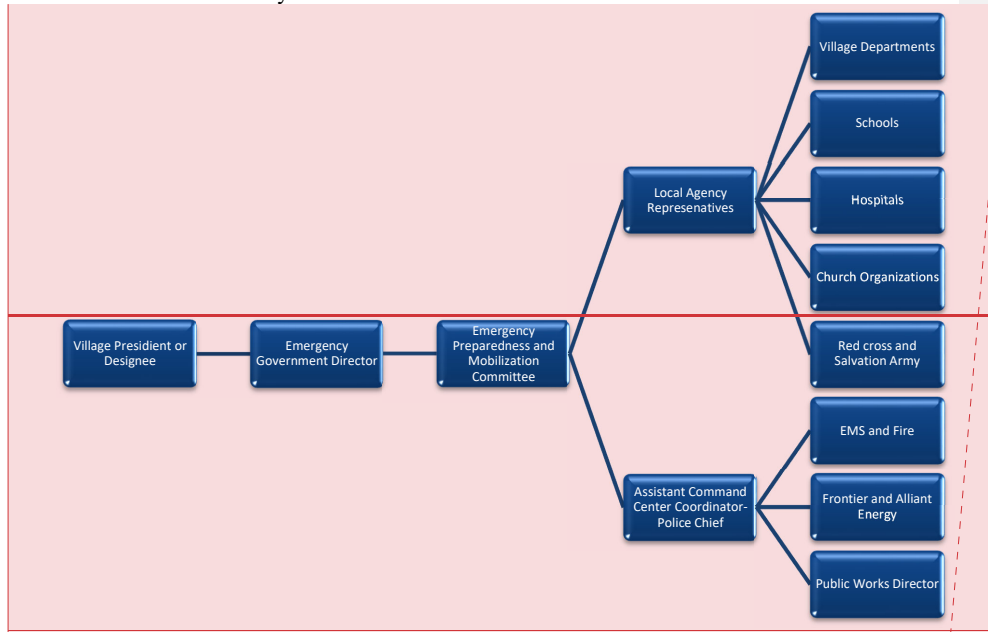
Direction and Assignment of Responsibilities

- During routine activity, each ~~agency~~Village department will follow established procedures for managing incidents. Due to their duration or other factors, some events may require coordinated incident site management.
- During actual or imminent disaster events, all ~~agencies~~Village departments, unless the facts and circumstances support a different course of action, will respond in accordance with their ~~own~~ standing operating procedures and the provisions contained ~~herein~~ in this ~~Plan~~. If a conflict arises between the two, the provisions in this ~~emergency plan~~Plan will govern.
- The Cottage Grove Emergency Operations Center (EOC) will be activated. The EOC is in the Cottage Grove ~~Fire Department facility~~Emergency Services Building located at

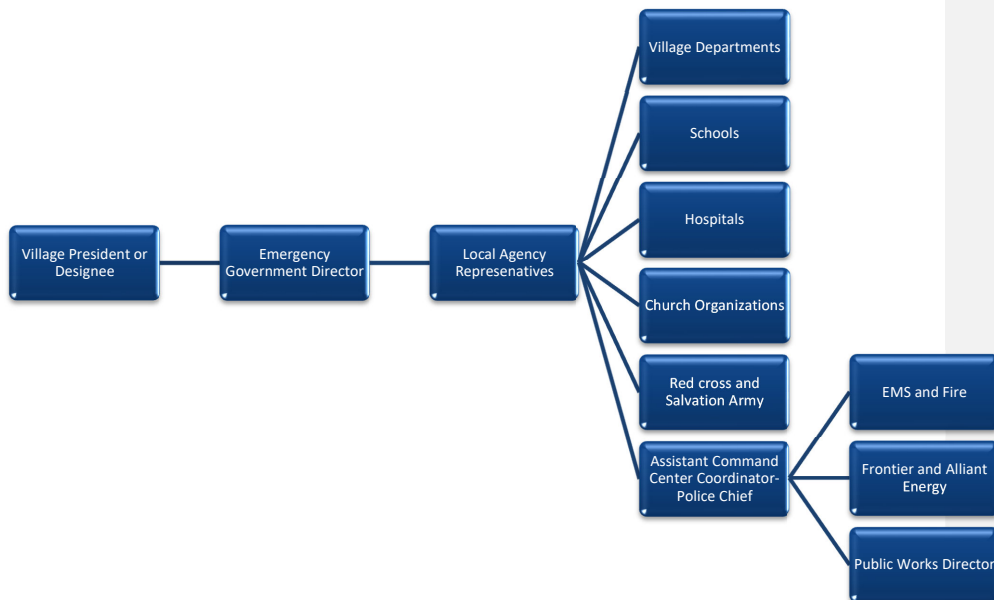
4030 County Hwy N., Cottage Grove, WI 53527. If the disaster ~~debilitates~~ debilitates this location, the Emergency ~~Preparedness and Mobilization Committee~~ Government Director will choose an alternate site. All ~~local agencies~~ Village departments with emergency responsibilities will have a representative at the EOC. Other local, mutual aid, and support agencies may be asked to send a representative to the EOC.

- Command posts (“CP”) and staging areas may be established at or near emergency site(s), depending upon the nature of the event. All ~~agencies~~ departments responding to the site will be represented at the command post. There will be only one command post per site.
- When necessary, communications will be established between the EOC, command post(s), and 9-1-1.

Management of the incident will be achieved jointly by the EOC and CP personnel. The CP(s) will direct site operations with EOC support. Certain functions (coordination of multiple CPs, support of shelter operations, public information, etc.) will be managed by the EOC, including coordination with the County EOC.



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 Suggest removing any org chart graphic as org charts change regularly. This section should be generalized in a way that allows for clarity but also flexibility when changes occur in structure or organization. Should Assist Command be Police Chief or a different Alternative that is more generalized?



Administration and Logistics

Officials of modular organizations, such as the EOC and command posts, should take command, initiate operations, plan strategies and logistics, and anticipate the financial implications of the disaster. The EOC is responsible for tracking expenditures, used resources, and other associated cost information. The Village of Cottage Grove's administrative staff will be responsible for overall record management. When considering finances, certain agencies all departments should consider any mutual aid agreements and/or contracts for services.

Finally, a communications plan is crucial to command and EOC operations. The plan should specify a common communications plan, common terminology, and two-way dialogue capability.

Emergency Operations Center Capabilities

An Emergency ~~Operation~~ Operations Center provides a location to conduct centralized, coordinated direction, control, and warning during emergency events beyond the scope of normal public safety responses. The EOC provides an environment where information is gathered and where key officials make critical policy decisions and disseminate decisions to appropriate departments or agencies at the command posts for action. When involving many jurisdictions,

the EOC coordinates and supports responses to disaster at all levels of government - local, state, and federal.

EOC Procedures

- Upon notice of an actual or imminent disaster, ~~agency department~~ designees and EOC support staff will report to the EOC.
- Activate the EOC:
 1. Activate support systems (lighting, communications, etc.)
 2. Set up information management systems (maps, message boards, resource inventories, status board, etc.)
- Establish communications with CP(s) in the affected area(s) and with 9-1-1.

Joint Incident Command

- Primary local emergency representatives will jointly assess ~~disaster-caused~~ needs. To the extent possible, response priority for decision-making will occur in the following order:
 1. Care for victims (mass casualty response, search and rescue, etc.);
 2. Prevent further injury to humans (fire suppression, hazardous materials response, etc.);
 3. Procure and distribute necessities for victims (food, shelter, clothing, etc.);
 4. Restore and maintain essential community services (utilities, transportation, communications, etc.);
 5. Protect dwellings (fire suppression, sandbagging, etc.);
 6. Maintain public order (patrol danger areas, guard property, direct traffic, etc.);
 7. Protect the environment; and
 8. Maintain public morale.
- When able to effectively manage more than one need at the same time, workers should take such simultaneous actions. CP personnel should communicate their findings and requests for assistance to the EOC and/or 9-1-1 through appropriate pre-designated emergency radio channel(s).
- The EOC will support CP activities and manage certain functions such as supporting shelter operations, maintaining records, and coordinating with other municipal EOCs. In case of multiple CPs, the EOC may have to establish priority of need for resource management purposes.

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Incident Command Centers

These areas should be isolated from noise and confusion; provide excellent communications capability, situation boards, or maps; and provide enough space to accommodate the workers if reasonable. The location should be announced as soon as possible. The location should be clearly identified by a flag, light, or other marking.

Each operational department's (utilities, public works, police, etc.) command center dispatches and supports field personnel and their equipment. In an emergency these centers are responsible for actions guided by emergency protocols such as the following (See Appendix E):

- Notification of key officials;
- The call-out of off-duty personnel and the adjustment of shift schedules to accommodate extended workforce requirements;
- Monitoring and keeping a record of field and departmental support activities and costs;
- Dispatching specialized teams or technicians that are part of an automatic response or as requested;
- Alerting other agencies of impending dangers that could affect their resources;
- Conveying requests for outside resources;
- Supporting all other requests made by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance; and
- Calling the Emergency Government Director for assistance.

Village Emergency Operations Center Readiness

The EOC should be immediately available as a hub for essential assistance in any type of hazardous condition that grows beyond the ability of a "lead ~~agency~~ department" to effectively handle on its own. EOC readiness can occur in three phased stages of alertness:

1. **Phase I Alert:** The first phase pertains to the period before an emergency when various communication mediums forewarn of an impending situation that can be monitored and evaluated to gauge threatening conditions as they emerge, grow, or dissipate. Using various sources of information available, the Emergency Government Director would take preliminary steps to initiate the ~~alert~~ alerts of other emergency staff and prepare the EOC for operational use. These efforts would also be coordinated with the Village President, appropriate departments, and support organizations whose mission makes them a part of any projected emergency response.

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2. **Phase II Alert:-** The second phase would make the EOC available for use as a unified coordination site for representatives from all actively involved departments where they would:
- Monitor, exchange, and coordinate information about the effects and implications of imminent or pending events on their respective and combined services;
 - Jointly formulate and coordinate contingency priorities and options;
 - Identify and, as necessary, refer to policy questions and executive decisions for resolution;
 - Identify and deal with resource and assistance needs; and
 - Pass appropriate advice and information to department and agency control centers.

Phase II is initiated by the Emergency Government Director, Village President, or Designee. EOC staffing levels would vary and could be adjusted at any time to match the demands of the current situation. In this phase, representatives in the EOC under the lead of the Emergency Government Director would have the authority to coordinate the use of all locally available resources needed, public and private. Advisory notification of the Phase II alert would include the Village President, the Village Administrator, and the Dane County Department of Emergency ~~Preparedness~~Management.

3. **Phase III Alert:-** The third phase would result in actual activation of the EOC and is reserved for those situations that have escalated in seriousness to the point where the Village President's direct involvement is necessary. Notification of the Phase III Alert shall be made at the earliest practical time to the Dane County Department of Emergency Management. Whenever the EOC is activated, it becomes the Village's central headquarters for exerting civil leadership over any major crisis that imperils the safety and welfare of the public.

EOC Line of Authority and Division of Labor

As the Village's ~~Chief Elected Official~~ chief elected official, the Village President is the ultimate authority in the EOC, and the entire EOC organization is subordinate to them. In this capacity, the Village President may:

- Authorize the activation of the EOC;
- Proclaim a "Civil Emergency";
- Exercise emergency powers vested by Wisconsin law, the Municipal Code, or this plan;
- Obtain Village Board ratification and confirmation for proclamations and executive orders;
- Refer emergency funding issues to the Village Board for resolution;

- Provide monthly emergency operations status updates to the Village Board;
- Direct the management of the EOC;
- Act as chief spokesperson for communicating with the public;
- Coordinate with elected officials of neighboring jurisdictions and higher levels of government; and;
- Terminate the “Civil Emergency.”

To support the Village President in fulfilling their leadership roles, there are three EOC staff functions at their disposal to aid with decision making and implementation:

1. A Village Board Member
2. Village Administrator
3. Public Works Director

Line authority or chain of command in the EOC extends from the Village President to the Emergency Government Director to the other department heads ~~on the Emergency Preparedness and Mobilization Committee.~~ The Emergency Government Director is the Village President’s principal administrator for overseeing EOC management activities, including:

- Directing the tactical size-ups to ascertain the situation’s status and parameters.
- Making field decisions regarding what resources are needed, what their composition must be, when they are needed on scene, and when and how they will be employed. To stay ahead of evolving events, these on-scene evaluations should be repeated at regular intervals until containing or neutralizing danger to the public and safely beginning recovery operations.
- Providing the direction for establishing and maintaining staffing levels and shift schedules.
- The continual monitoring and assessment of crisis status and impact.
- Coordinating the resolution of difficulties that cannot be reconciled in the field.
- Directing the preparation of proclamations and executive orders for referral to the Village President.
- The supervision of the operational department heads to assure that emergency needs are accurately and rapidly identified, and that support provided by these departments is appropriate, efficient, coordinated, and recorded.
- Keeping operational department heads current on the overall scope of EOC involvement and working with them to develop short- and long-term plans of action to guide EOC oversight and support.
- Coordination with the village administrator for public information.

- The timely cross and up channeling of required reports and documents to the Dane County and Wisconsin Departments of Emergency Management.
- Coordination with the State EOC to transmit the essential data needed to minimize the time required to receive state and Federal assistance.
- Keeping the Village President briefed on the progress of EOC and field activities and on all pressing concerns that require their attention and/or action.

Village department heads and the ~~Emergency Preparedness and Mobilization~~ Law Enforcement Committee aid the Emergency Government Director in fulfilling their responsibilities. Each department head is responsible for supervising and managing the activities of their respective service groups and coordinating with other department heads. They must also update the ~~director~~ Emergency Government Director on all significant actions contemplated and taken in a timely manner. ~~These functions!~~ The functions of these Village departments include:

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- Emergency medical services guided by the EMS Chief or designee:
 - Monitor and provide emergency medical services, assist county activities provided through mutual aid and state and federal assistance;
 - Provide or coordinate for requested support;
 - Make efforts to anticipate upcoming needs and potential problems;
 - Devise solutions for identified and projected problems and making calculated provisions to control or moderate unwanted outcomes;
 - Inform subordinate elements of executive decisions, actions, and instructions;
- Fire services guided by the Fire Chief or designee:
 1. Monitor fire, rescue, provide emergency medical service (EMS), and assist county (HAZMAT) team activities in the field provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Make efforts to anticipate upcoming needs and potential problems;
 4. Devise solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Police services guided by the Police Chief or designee:
 1. Monitor law enforcement activities in the field, including those provided through mutual aid and state and federal assistance;
 2. Provide or coordinate for requested support;
 3. Look ahead to anticipate upcoming needs and potential problems;

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4. Work with the EOC to devise solutions for identified or projected problems, as considered practical, making calculated provision to control or moderate unwanted outcomes; and
 5. Inform subordinate elements of executive decisions, actions, and instructions.
- Public Works Director (includes utilities, planning, building inspection, and engineering)
 - Logistic Administrative Planning ~~Emergency Preparedness and Mobilization Law Enforcement~~ Committee

EOC Lines of Succession and Span of Control

Each supervisor should limit their oversight to 3-7 people, anticipate span of control problems, and be prepared to correct them.

Action Steps and Lead ~~Agencies~~Departments

This section describes how the ~~community~~Village and its ~~agencies~~departments may act in all four phases of emergency management to manage hazards of concern.

1. Mitigation

- Civil Disorder
- Drought
- Earthquake
- Energy Emergency
- Fire
- Flood

~~a.~~ IDENTIFY areas susceptible to flooding and level of risk. ~~b.~~

~~a-b.~~ IDENTIFY mechanisms to protect susceptible areas.

~~b-c.~~ INFORM residents of the flood hazard, the steps the community is taking to manage the hazard, and the steps they can take to manage the hazard including how to purchase flood insurance.

~~e-d.~~ IMPLEMENT protective measures as applicable.

- d.c. ~~INSURE~~ENSURE that potential home buyers are aware of the flood hazard.
- e.f. IMPLEMENT sound flood plain management as required for inclusion in the National Flood Insurance Program (NFIP).
- Hazardous Materials
 - a. MAINTAIN information about facilities that use, store, or produce hazardous materials and about transported hazardous materials (see Hazardous Materials Facilities listing appended to this document).
 - b. INFORM citizens about the chemicals in the community, how the community manages the hazard, and how they can protect themselves
 - c. ENFORCE applicable manufacturing, storage, and handling codes and codes governing transportation of hazardous materials.
 - Heat Wave
 - Major Transportation Incidents (“MTI”)
 - a. IDENTIFY major transportation routes.
 - b. IMPLEMENT mechanisms by which MTIs can be averted (speed limits, road use regulations, public education, etc→.).
 - Nuclear Attack
 - Severe Thunderstorm/Tornado
 - a. IDENTIFY tornado shelter areas in all public buildings.
 - b. INFORM citizens about thunderstorms and tornadoes and the steps they can take to protect themselves.
 - Winter Storm
 - a. INFORM citizens about the winter storm hazard and the steps that they can take to protect themselves.
 - b. DEVELOP winter storm emergency regulations (alternate side of street parking, snow removal policy, etc→.).
 - **Pandemic**
2. Preparedness - ~~ALL~~All Hazards
- DEVELOP AND EXERCISE appropriate hazard-specific emergency response procedures.
 - MAINTAIN an inventory of emergency response supplies and equipment and maintain information about how to obtain resources available from neighboring jurisdictions and Dane County.
 - TRAIN personnel involved in emergency response including “nontraditional” volunteer groups if available.
3. Response to hazards and the lead ~~agency~~department

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- Aircraft Down
 - a. Police Chief - Secure as crime scene, evacuation, traffic control, liaison with NTSB, the FBI, or other agencies for crash investigation.
 - b. Fire/~~EMS~~ Chief - ~~fire~~Fire suppression, rescue operations, and hazardous materials.
 - c. EMS Chief – Provide for patient care and transport.
 - e.d. Public Works - ~~heavy~~Heavy equipment use and debris removal.
- Bomb Threat/~~Detonation~~ - Police Chief
- Bomb Detonation
 - a. Police Chief – Secure as crime scene, evacuation, traffic control, liaison with investigating state and federal agencies.
 - b. Fire Chief – Fire suppression, rescue operations, and hazardous materials.
 - c. EMS Chief – Provide patient care and transport.
- Civil Disorder/Hostage/Terrorism/Active Shooter - Police Chief
- Construction Accident
 - a. Fire/~~EMS~~ Chief - ~~fire~~Fire suppression, rescue, and hazardous materials.
 - b. EMS Chief – Provide patient care and transport.
 - b.c. Police Chief - ~~law~~Law enforcement, evacuation and traffic control.
 - e.d. Public Works - ~~use~~Use and control of heavy equipment, debris removal, liaison with utilities.
- Evacuation - Police Chief and Fire Chief
- Explosion (if known to be other than bomb detonation) - Fire Chief
- Fire and Rescue – ~~Fire/EMS Chief~~Fire Chief
- Flood - Public Works Director
- Food Poisoning – Dane County Health Department
- Hazardous Materials
 - a. Fire/~~EMS~~ Chief - ~~fire~~Fire suppression, rescue, chemical, poison, disease, etiologic agent and radiological releases.
 - b. EMS Chief – Provide patient transport and care.
 - b.c. Police Chief - ~~evacuation~~Evacuation, traffic control, shelter security
- Damage Assessment
 - a. Emergency Management Coordinator - ~~compilation~~Compilation of Uniform Disaster Situation ~~form~~Report (UDSR).

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- b. Building Inspector - ~~coordination~~Coordination of field surveys done through assessment teams made up of fire, police, assessor, FEMA, building inspection, public works, and American Red Cross.
- Land Contamination
 - a. Dane County Health Department.
 - b. Department of Natural Resources.
 - c. Department of Agriculture, Trade and Consumer Protection.
- Railroad Accident
 - a. ~~Fire/EMS~~ Chief - fire suppression, rescue, and hazardous materials.
 - b. EMS Chief – Provide patient care and transport.
 - ~~b.c.~~ Police Chief - lawLaw enforcement, evacuation, and traffic control.
 - ~~e.d.~~ Public Works - heavyHeavy equipment, debris removal, liaison with railroad company.
- Oil Spill
 - a. Fire Chief – Control and containment.
 - b. Department of Natural Resources - ~~clean~~Clean up.
- Pipeline Accident - ~~Fire~~ Chief
- Product Contamination - Dane County Health Department
- Public Information
 - a. President/Village Administrator.
 - b. Police Chief/Emergency Government Director.
 - c. Dane County Emergency Management Public Information Officer.
- Snow Removal - Public Works Director
- Transportation Accident
 - a. ~~Fire/EMS~~ Chief - ~~fire~~Fire suppression, rescue, and hazardous materials .
 - ~~a.b.~~ EMS Chief – Provide patient care and transport.
 - ~~b.c.~~ Police Chief - lawLaw enforcement, evacuation, and traffic control.
 - ~~e.d.~~ Public Works Director - heavyHeavy equipment, debris removal.
- Tornado/Windstorm
 - a. ~~Fire/EMS~~ Chief - fire suppression, rescue, and hazardous materials.
 - b. EMS Chief – Provide patient care and transport.
 - ~~b.c.~~ Police Chief - lawLaw enforcement, evacuation, and traffic control.
 - ~~e.d.~~ Public Works Director - heavyHeavy equipment, debris removal.

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If the lead ~~agency department~~ is not apparent as described above, unified command should be assumed until such time as sufficient information, understanding of immediate threats and hazards, and resource needs can be determined. As the Village's incident progresses, it may be necessary to involve the Village President, or in their absence, the Emergency Government Director, to assess the continued need for unified command, transition to Incident Command by a lead department, or proceed with the Village President's approval, will determine which agency is most capable of helping activation of the EOC. Some incidents may involve more than one hazard, but the hazard with the potential for causing the greatest harm will be considered primary. Hence, the department responsible for the primary hazard will be the "lead ~~agency department~~." As an incident evolves and as the original primary hazard is downgraded and supplanted by a different hazard, a "lead ~~agency department~~" transfers between departments may occur. Such centralized functioning avoids delaying or jeopardizing any life-safety measures.

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Whenever a hazard is discovered, the Emergency Government Director will assume initial command of the situation. The Emergency Government Director will immediately, through local channels or through the county's 9-1-1 line, report an initial assessment, request initial notifications for necessary aid, and take steps to isolate the area if necessary. As soon as the designated "lead ~~agency department~~" arrives on scene, the most senior official from this department will accept command. If the incident requires a multiple agency or department response, the senior on-scene official will decide what additional agencies are needed, their specific roles, the force levels and types of equipment each should respond with, the official to report to, the approach route needed to ingress the staging entry control, and any other information that might have a bearing on conditions or precautions. This information will be communicated to the local center or the Dane County Emergency Operations Center.

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Is this realistic? Wouldn't this be an agency head or staff member?

During a widespread incident, multiple sites could be affected at the same time. Under these circumstances, the Director should attempt to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

4. Recovery - ~~ALL~~All Hazards

- IMPLEMENT short- and long-term procedures as needed.
- COMPILE records maintained during response for transmittal to Dane County.
- INFORM victims about relief and recovery resources and agencies.
- IDENTIFY future mitigation opportunities.

RESPONSE CHECKLIST

Response Issues

- Direction and Control/Incident Command
 1. Set up incident and unified command
 2. Determine span of control and unity of command
- Size up the Incident
 1. Determine the size of the area affected
 2. Population characteristics
 3. Economic profile of the area
- Search and Rescue
 1. Search the damaged area
 2. Rescue the injured and recover bodies
- Damage Assessment
 1. Activate damage assessment team composed of people familiar with property value
 2. Damage assessment important to secure state and federal assistance
 3. State and ~~Federal Assistance~~federal assistance cannot be delivered unless they know of the ~~village's~~Village's needs
- Public Information
 1. Designate people to provide information to the media
 2. Establish a location to meet with the media away from the EOC
 3. Inform citizens of the status of the response and the recovery
- Track Citizen's Needs
 1. Designate someone to keep track of request for assistance and the delivery of that assistance
- Track Offers of Assistance
 1. Be prepared to deal with voluntary help
 2. Designate someone to keep track of offers of assistance
 3. Discourage shipments of donated goods
 4. Identify a location to store donated goods
- Debris ~~clean up~~Clean Up and ~~disposal~~Disposal

1. Work with DNR on proper disposal of debris
2. Inform the public of proper separation and disposal of debris
- Obtain ~~outside assistance (mutual aid)~~ Outside Assistance (Mutual Aid)
 1. Activate your mutual aid agreements as necessary
- Determine ~~public health issues~~ Public Health Issues
 1. Address health issues such as safe water and food, disease, and mental health as they relate to both victims and responders
- Site ~~security/pass system~~ Security/Pass System
 1. Establish a pass system to access the area
 2. Relates to security, orderly clean up, and repair of the affected area

Suggested Response Timeline

The following are suggested timelines for an emergency response; however, the facts and circumstances could require an alternate response timeline:

- 0-2 Hours
 1. Establish Incident Command System
 2. Notify all the agencies ~~or departments~~ with a role in your plan
 3. Determine the size and nature of the area affected by the disaster
 4. Determine the number of people, buildings, and businesses affected by the disaster
 5. Conduct search and rescue operations as needed
 6. Open shelters as needed
 7. Contact Salvation Army/American Red Cross
 8. Determine if the area needs access control and set up roadblocks
 9. Begin clearing roads and streets
 10. Begin to determine the types and amount of outside assistance you may need
 11. Notify the Dane County Emergency Management Director
 12. Notify Wisconsin Emergency Management
 13. Begin public information activities and issue protective actions for the public if necessary
 14. Hold one or more Command Staff briefings
 15. Consult your ~~agency's~~ department's response checklist

16. Activate mutual aid agreements
 17. Consider the need to declare a ~~State~~state of ~~Emergency~~emergency
- 2-4 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Consider the need for 24-hour operations and the establishment of 12-hour shifts
 4. Continue shelter operations as needed
 5. Inform the hospital(s) of potential casualties
 6. Begin preparations for establishing a pass system
 7. Activate damage assessment team
 8. Assign people to handle request for assistance and to track the needs of special populations
 9. Assign people to track request for information on disaster victims
 10. Assign people to track offers of assistance and donations
 11. Continue clearing roads and streets
 12. Determine how debris will be disposed
 13. Begin to determine the public health effects of the disaster
 14. Begin to consider the needs of special populations
 15. Begin to take care of the needs of the responders
 16. Consult your ~~agency's~~department's response checklist
 17. Hold one or more command staff briefings
 - 4-12 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Prepare for the next shift to take over
 4. Consider the need for ongoing mutual aid
 5. If necessary, activate the pass system
 6. Continue to inform the hospital of potential casualties
 7. Continue damage assessment activities, compile the information collected by the damage assessment teams, and report to the state
 8. Continue clearing roads and streets

9. Take debris to an appropriate land fill
 10. Prepare a prioritized list of repairs to critical facilities and transportation routes
 11. Begin cleanup activities on public and private property
 12. Continue to track the request for assistance and the needs of special populations
 13. Continue to track request for information on disaster victims
 14. Contact area churches for services related to hospitality/food for workers and victims; work crews as needed; and housing
 15. Continue shelter operations as needed
 16. Address the public health needs of the disaster victims and responders
 17. Take care of the personal needs of the responders
 18. Conduct several command staff briefings
 19. Consult your [agency's department's](#) response checklist
 20. Brief the next shift
 21. Coordinate with utilities in the restoration of service
 22. Anticipate and address public health issues
- 12-24 Hours
 1. Continue search and rescue operations if necessary
 2. Continue public information activities
 3. Continue operation of the pass system if necessary
 4. Continue damage assessment activities and submit UDSR
 5. Continue repairs to critical facilities
 6. Consider the need for ongoing mutual aid
 7. Inform the hospital(s) of casualties as necessary
 8. Continue cleanup activities on public and private property
 9. Take debris to an appropriate land fill
 10. Coordinate with utilities in the restoration of service
 11. Continue shelter operations as needed
 12. Keep records of [agency department](#) expenses
 13. Anticipate and address public health needs
 14. Track the request for assistance and the needs of special populations
 15. Continue to track request for information on disaster victims
 16. Conduct several command staff briefings during each shift

17. Brief the next shift

- 24-48 Hours

1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Continue operation of the pass system if necessary
4. Continue damage assessment activities and submit UDSR
5. Continue repairs to critical facilities
6. Consider the need for ongoing mutual aid
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate land fill
9. Coordinate with utilities in the restoration of service
10. Continue shelter operations as needed
11. Keep records of agencydepartment expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate activities of volunteers assisting with cleanup efforts
16. Begin planning for reentry and long-term recovery
17. Conduct several command staff briefings during each shift
18. Brief the next shift

- 48-2+ Hours

1. Continue public information activities
2. Continue operation of the pass system if necessary
3. Continue damage assessment activities and submit UDSR
4. Provide updated damage estimates to the state
5. Consider the need for ongoing mutual aid
6. Inform the hospital(s) of casualties as necessary
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate land fill
9. Coordinate with utilities in the restoration of service

10. Continue shelter operations as needed
11. Keep records of ~~agency~~department expenses
12. Anticipate and address public health needs
13. Continue to track the request for assistance and the needs of special populations
14. Continue to track request for information on disaster victims
15. Coordinate the activities of volunteers assisting with cleanup efforts
16. Continue planning for reentry and long-term recovery
17. Provide people to participate in the preliminary damage assessment
18. Conduct several command staff briefings during each shift
19. Brief the next shift
20. Continue public information
21. Debriefing for public safety personnel
22. Consulting services for all participants

ACTION CHECKLISTS

The following are recommended action checklists. However, the facts and circumstances could require an alternate response.

First Responder

- Advise 9-1-1 and provide as much of the following information as is available:
 1. Location including municipality, address/intersection, landmarks, etc.
 2. Type of incident or disaster
 3. Incident effects (e.g. approximate number of trapped, injured, or dead; destroyed or damaged homes; etc.)
 4. Site accessibility (effects of downed trees, power lines, etc.)
 5. Other pertinent information
- Request law enforcement, fire, EMS, etc. response as appropriate.
- If possible, establish a Command Post (CP) in a safe area near the scene accessible to emergency vehicles. Advise 9-1-1 of CP location. Anticipate local Emergency Operating Center (EOC) activation.

Village President

- Assist the Emergency Government Director or designated person in activating the Command Post (CP) and Emergency Operations Center (EOC).
- Report to the EOC.
- Ensure that the Emergency Government Director or designated person provides an initial damage assessment and casualty report.
- When appropriate, ensure that the Emergency Government Director and community officials brief the EOC staff as to the status of the disaster.
- Be ready to issue a declaration of emergency.
- When appropriate, ensure the Public Information Officer (POI) and/or designated person is notified and reports to the EOC.
- Activate damage assessment activities if needed.
- In consultation with the Emergency Government Director, determine whether county, state, or federal assistance should be requested. Local 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.

Emergency Government Director

- Report to the EOC.
- Ensure that cityVillage officials and county emergency management director have been notified, key facilities warned, sirens activated, etc.
- Activate the Municipal EOC ~~(see Appendix E)~~. Make sure that it is fully operational and that
- EOC staff have reported/are reporting to it.
- Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the Village President and to the Dane County Emergency Management Director.
- Conduct regular briefings of EOC staff as to the status of the situation.
- Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, act to obtain the needed resources.
- Ensure that all department/agencies heads have begun to keep separate and accurate records of disaster-related expenditures.

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Village Administration

- Maintain communication with the EOC.
- Maintain records indicating Village expenses.
- Assist in the damage assessment process by:
 1. Providing information regarding the dollar value of property damaged as a result of the disaster.
 2. Providing information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed by the disaster.
- Delegate authority to department directors to permit acquisition of equipment and supplies if needed following a disaster.
- Assign department director account numbers to which emergency expenditures may be charged.

Cottage Grove Police Department

- Notify Police Department staff and that they report as the situation directs.
- Secure the affected area, perform traffic, and crowd control.
- Set up the emergency pass system.
- Participate in warning the public as the situation warrants.
- Determine the scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- Report the above information to the appropriate law enforcement agencies.
- Establish a staging area, designate a CP, and establish initial command if the incident is law enforcement related until relieved.
- If appropriate and available, dispatch a ~~communication's~~communications vehicle to the scene of the disaster.
- Other responsibilities may include:
 1. Enforcing 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 the Cottage Grove Fire District 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 the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, implement mutual aid agreements with other law enforcement agencies.

Cottage Grove Fire District

- Establish and/or respond to the designated EOC and/or CP.
- Establish Incident Command if the incident is fire related.
- Assist in warning the affected population as the situation warrants.
- ~~Rescue~~Perform fire suppression and control, rescue injured/trapped persons.
- Provide fire services including limited response to hazmat releases as needed.
- Designate a person to record the arrival and deployment of emergency personnel and equipment.
- Assist law enforcement with evacuation, if needed.

- Assist the municipal public works department and utilities with shutting down gas and electric service, 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 Madison Fire Department is needed for a hazmat response, obtain assistance through Dane County 9-1-1.
 5. If additional assistance is necessary, use mutual aid agreements and/or contracts with other fire departments.

Deer Grove EMS

- Assist in evacuating special needs facilities as needed.
- Coordinate emergency medical care to victims (hospitals and ambulances).
- Establish a triage area for victims.
- Coordinate medical transportation for victims.
- Establish a staging area in the community.

Cottage Grove Public Works Department

- When necessary, ensure that all department personnel have been alerted and that they report as the situation directs.
- Report to the EOC/CP as needed.
- Review the disaster situation with field personnel and report the situation to the Emergency Government Director.
- Maintain transportation routes.
- If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- Coordinate with law enforcement travel restrictions/road closures within the municipality.
- Provide emergency generators and lighting.
- Assist with traffic control and access to the affected area.

- Assist with search and rescue activities as may be requested. As necessary, assist utilities with the shutdown of gas and electric services.
- As necessary, establish a staging area for public works.
- Report public facility damage information to the damage assessment team.
- If the county EOC is activated, establish and maintain contact with the county highway commissioner.

Dane County Department of Human Services

- Coordinate activities of agencies which provide human service-type activities.
- Report to the county emergency operations center, if activated.
- Coordinate with the Red Cross in opening and managing shelters in the municipality.
- Ensure canteen is set up to feed emergency workers in the municipality.
- Work with Red Cross/Salvation Army in providing food and clothing to disaster victims.
- Provide emergency assistance to person with special needs.
- Provide necessary outreach services to citizens affected by emergency or disaster.
- Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
- Provide psychological counseling and crisis intervention to disaster victims.

Public Information Officer

- Function as the sole point of contact of the news media and public officials.
- Maintain liaison with the EOC and CP in order to stay abreast of the situation.
- Establish news media briefing room and brief the media at periodic intervals.
- If the situation escalates and the county EOC is activated, coordinate with the county PIO to prepare news releases.
- Conduct press tours of disaster areas within the municipality as the situation stabilizes.
- Assist the county in establishing a Joint Public Information Center. Assist the county with establishing a rumor control center.
- Issue protective action recommendations or public service advisories as directed by the chief elected official.

Damage Assessment Staff

- Record initial information from first responders such as law enforcement, EMS, public works, or fire services.
- Obtain the following *preliminary* information:
 1. Number of fatalities
 2. Number of critical/minor injuries
 3. Number of home/business damaged/destroyed
 4. Number of power/telephone lines damaged
 5. Number of public facilities such as highways, roads, bridges, etc. damaged
 6. Number of people who are homeless or in shelters
- Within 8 hours, if necessary:
 1. Recount items above
 2. Estimate public and private damage
 3. Videotape and/or take photos of major damage
- Within 24 hours, if necessary:
 1. Update items above
 2. Complete updated report
- Provide damage assessment information to the county emergency management director to assist in the preparation of the Uniform Disaster Survey Report (UDSR).
- If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the county emergency management director.
- Plot damage assessment information on status boards in the EOC and plot damaged sites on the map.
- Record all expenditures for personnel, equipment, supplies, etc., and track resources.
- Prepare reports for the municipal public information officer.

Warning/Communications

- Warn the following:
 1. Cottage Grove Village Board

2. Municipal Emergency Government Director
 3. County Emergency Management Director/Coordinator
 4. Municipal Emergency Operations Center representatives
 5. Special facilities
- Ensure all departments or agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of portable radios, pagers, telephones, and FAX machines.
 - Activate public warning system. This may consist of the county's emergency sirens, door-to-door visits, phone calls, and loudspeakers. Develop assignment on how alert, watch, and warning would be handled prior to a disaster or emergency.
 - Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available includes portable radios, pagers, telephones, and FAX machines.
 - Establish communications with command post if established.

APPENDIX A

List of Possible Hazards

1. *Civil Disorder* – a breach of civil order or peace or a public disturbance
2. *Drought* – a period of abnormally dry weather sufficiently prolonged to cause a serious hydrologic imbalance. There are two types – agricultural and hydrologic.
3. *Earthquake* – a shaking or trembling, sometimes violent movement of the earth’s surface.
4. *Energy Emergency* – any major loss or shortage in electrical power, natural gas, fuel, or heating oil. Dane County experienced numerous short-term electrical outages mostly limited in scope and duration. Outages in 1976, 1991, and 1993 due to severe weather were prolonged. There has never been a major loss or shortage in natural gas, fuel, or heating oil.
5. *Epidemic* – a widespread occurrence of an infectious disease in a community at a particular time.
6. *Fire* – uncontrolled burning on grasslands, brush or woodlands (wildfire), or in residential, commercial, or industrial properties in developed areas (urban fire).
7. *Flood* – partial or complete inundation of normally dry land from overflow of inland waters or unusual or rapid accumulation or runoff of surface waters.
8. *Hazardous Materials Incidents* – involve the accidental release of hazardous substances from facilities that produce, use or store them in the area, or the accidental release of substances from vehicles transporting them through and/or close to the area. Incidents can include deliberate dumping of hazardous substances by unknown individuals. Hazardous substances facilities required to report to area, county and state agencies are listed in an attachment to this plan.
9. *Heat Wave* – three consecutive days of 90 degrees or more Fahrenheit temperatures and elevated heat indices (HI).
10. *Major Transportation Incidents* – any incident that requires three or more mutual aid jurisdictions to respond (multiple vehicles, bus, train, aircraft crashed) or that disrupts community functions for a prolonged period.
11. *Nuclear Attack* – an attack upon the United States using nuclear weapons.
12. *Pandemic* – an epidemic which spread over multiple continents or countries.
13. *Severe Thunderstorms/Tornadoes* – a thunderstorm is an electrical storm accompanied by heavy rain and possibly high winds and hail. A tornado is a violently rotating column of air nearly always visible as a funnel shape. Dane County experiences 5 to 10 severe thunderstorms per year and has recorded more tornado touchdowns than any other Wisconsin County.
14. *Winter Storms* – a blizzard occurs when sustained wind speeds of >35 mph is accompanied by heavy snow or large amounts blowing or drifting snow. An ice storm occurs when rainfall meets cold and dry air near the ground, freezes, and accumulates on

exposed surfaces. The ice storm in 1976 caused power outages and prompted a Presidential Disaster Declaration for Dane County.

15. *Plane Crash* – a plane crash could occur in the area or at the Dane County Municipal Airport less than 10 miles away.
16. *Terrorism* – any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist activities often use nuclear devices or material and biological and chemical weapons (NBC). NBC weapons differ from other terrorist devices because they utilize military chemical and biological warfare agents or radioactive materials as a primary ingredient. Terrorists have the means, motive, and opportunity. NBC weapons are easy to make and have far-reaching effects.

Weapons of mass destruction differ from hazard materials in that WMD involve super toxic material often difficult to identify, mass casualties, many fatalities, mass decontamination, an unusual risk to emergency responders and the public, crime scene/evidence preservation, interaction of multi-agency response (federal/state/local), and scene communication overload. Additionally, WMD incidents create chaos and mass hysteria, overwhelm resources, kill responders, and are preceded by pre-incident indicators. Primary indicators of an NBC attack include the victim's symptoms, mass casualties, casualty patterns, dissemination devices, and warning given, or credit taken. Secondary indicators include dead animals or birds, statements of victims, things out of place, and unexplained liquids or smells.

Emergency preparedness and planning includes measures for prevention, immediate incident response, and post-incident recovery. Most jurisdictions have response elements in place with the ability to meet normal emergency response needs such as fire hazmat, law enforcement, and EMS. The command structure identifies, notifies, and isolates the area by establishing zones and site security, protecting through evacuation, providing shelter, and utilizing necessary resources.

To identify possible targets of terrorism, planners should consider those locations with a history, an increased potential given statistical research, and a community reputation. Also, targets may be influenced by the potential risk to the population, property, and infrastructure. Common sites include symbolic places, places that attract media attention and mass panic, government buildings, public/commercial facilities, recreational facilities, industry, transportation, utilities, hospitals/medical center, academic institutions, and special community events/festivals.

NBC outcomes include mass casualties, panic, confusion, overwhelm emergency response systems, disruption of normal city routine, closing and decontaminating facilities, and lacking faith in the government and its emergency response system.

Nuclear weapons are made of radioactive material. People acquire them by breathing in, swallowing food, and absorption through the skin. Biological weapons are living organisms in

the form of a bacteria, virus, or toxin. People acquire them by breathing in, breaks in the skin, injections, eating, or drinking. Symptoms include flu-like symptoms over a period of days. These weapons are often used in heavily populated enclosed areas such as airports. Chemical weapons are best used indoors and affect the nervous and respiratory systems. People acquire them by breathing in, direct contact, eating, and drinking. Symptoms include red eyes, choking, vomit, dizziness, convulsions, and vision. The affects can begin within minutes of exposure. Indicators include fogs, liquids, containers, and other dead animals. Often, NBC weapons are often invisible and hidden.

NBC weapons are often placed in fire extinguishers, bottles, and air conditioners. Those exposed to these weapons should cover their nose, take short breaths, move away from the scene, and decontaminate themselves by removing clothes, washing off, and notifying the authorities. When warning authorities, give the location, number of victims and symptoms.

APPENDIX B

SAMPLE MUNICIPAL DISASTER PROCLAMATION

WHEREAS, a disaster, namely _____ has struck the Village of Cottage Grove; and

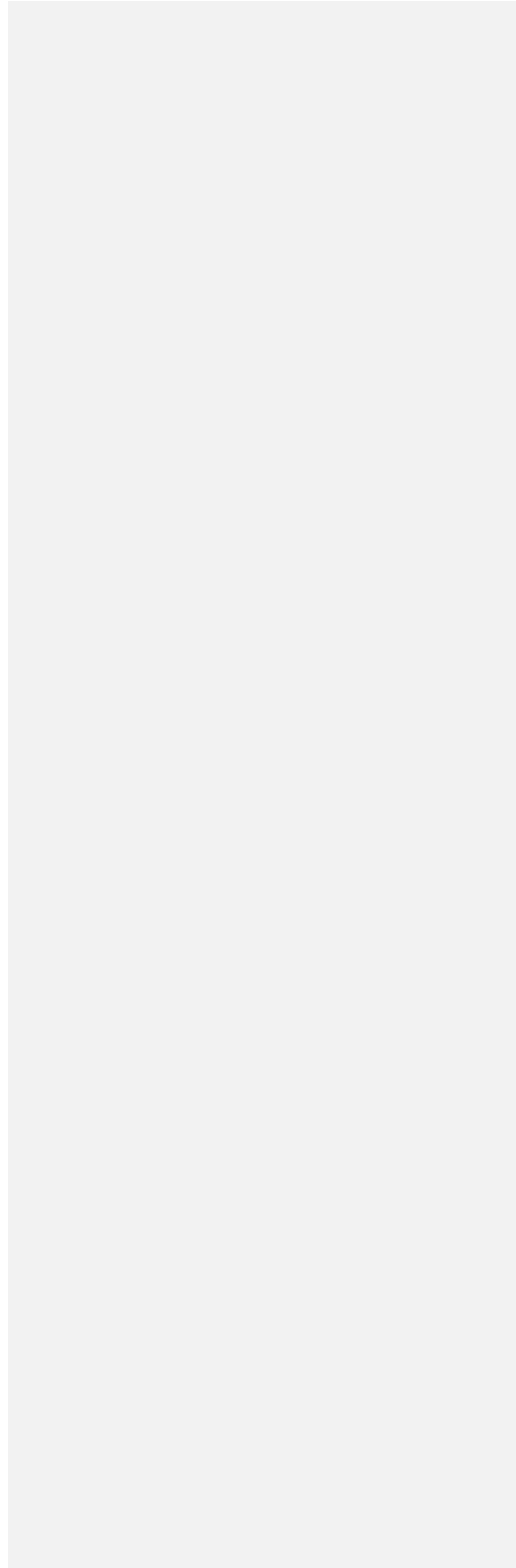
WHEREAS, because of such emergency conditions, the Village Board is unable to meet with promptness;

NOW THEREFORE, pursuant to State Statutes 66.0314 and 323, as Chief Elected Official of the Village of Cottage Grove, I do hereby proclaim a state of emergency in effect until further notice.

Done at the Village Hall this _____ day of _____, 20____.

Village President

Ratifies by Resolution No. _____ of the Village Board on the _____ day of _____, 20__ by a vote of ___ for, ___ against.



APPENDIX C

NOTIFICATION LIST

Commented [A28]: Confirm these are accurate and current.

Cottage Grove Police Department	9-1-1
Cottage Grove Fire Department	9-1-1
Deer Grove EMS	9-1-1
Dane County Sheriff's Office	9-1-1
Dane County Emergency Management	9-1-1
Cottage Grove Public Works	608-839-5813
WI Division of Emergency Management	800-943-0003
American Red Cross, Badger Chapter	608-233-9300
Salvation Army	608-256-2321
Dane County Human Services	608-873-5636
Dane County Public Health	608-846-4509
Dane County Coroner <u>Medical Examiner</u>	9-1-1 <u>608-284-6000</u>
Chem Trek	800-424-9300
WI DNR (Local Warden)	800-943-0003
National Response Center	800-424-8802
WI Central Railroad	715-345-2462
University Hospital	608-263-6400
St. Mary's Hospital	608-251-6100
Meriter Hospital	608-267-6000
Stoughton Hospital	608-873-6611
WI State Patrol – Southwest Region Headquarters	608-846-8500 (General)
<u>Wisconsin State Lab of Hygiene</u>	<u>800-442-4618 (Env Lab)</u>

ANNEX 1

Public Information Officer

Responding to disasters cannot occur without the media being involved. While many consider the media intrusive, others find news representatives effective at communicating important information to the general public. The media receives information from the affected community's public information officer ("PIO"). The PIO functions as a spokesperson; a news coordinator; a liaison with county, state, federal, and other PIOs; answers phones; and monitors the media. The PIO gathers, verifies, and processes information; gets authorization to publicize certain information; makes multiple copies of relevant updates and/or posts them on the internet; and presents at news conferences or organizes for another spokesperson. The PIO will be assigned by the Chief Elected Official.

Setting Up Media Center or Briefing Area

Media briefing centers can be established in many places, but there are a few common criteria to consider:

- *Space* for many reporters and cameras,
- *Heat* if in the winter,
- *Electricity* for copy machines, phones, fax machines, and
- *Restrooms* for your staff and theirs.

Long-term incidents may require:

- *Staffing* the center with 24-hour assistance to answer questions on locations, hotels, restaurants, etc. The staff can also provide news releases while not required to answer media questions about current issues. Consider this staff team as "hosts."
- *Access and security* for the media center using a deputy or someone to keep watch over the equipment if you supply a room for the media to work in.
- *Media alert system* to use when events occur after the media left for the night.
- *Phone connections* adequate to the responders' and reporters' needs.
- *Messengers* to help deliver information to various sites.
- *Adequate space* for setting up cameras to get good angles, seating for an audience if needed in front of the cameras. A place to set the microphones without blocking the camera or audience views.
- Enough *amps* to cover broadcast equipment, lighting, computers, etc.

- *Parking space* for cars, sites for satellite trucks so they can get a clear shot to their satellite, an awning or covering if the news conferences need to be held outdoors.
- *Food and coffee* for your staff and the reporters.
- *Provision for posting* news releases and other information, such as bulletin boards.
- *Tape and video recorders* to monitor the media.
- *Back up communications* such as cell phone and ham radio operators.
- *Private meeting room* for one-on-one meetings without the media present, so as not to announce unconfirmed, inaccurate information.
- *Set up a safe haven* for participants who need to relax away from reporters and others such as victims' families.

Suggested Media Do's

- *Bridge the conversation* to move a conversation from where the interviewer wants it to be to where you want it.
- *Turn a negative question into a positive response.* While the negative should be acknowledged, it is possible to move right into the positive without pausing or to make the perceived negative a positive.
- *Project appropriate, positive, nonverbal language* such as a warm smile and firm handshake.
- *Do your homework* on the subject matter, interviewer, and audience. Practice the presentation if there is time.
- *Keep major point in mind when making statement,* particularly when responding to reporters' questions. Speak in 30-second quotes, since 30-second answers usually go on air as stated. Stay with the facts, particularly in spot news situations. Keep major points you want to make in mind when making any statement, and particularly when responding to reporters' questions. If you have a major theme that you hit over and over, you will probably get your message across in at least one "sound bit" or quote.
- *Emphasize sincere interest in the health and safety of the public.*
- *Be cooperative, courteous, and considerate,* even when questions become direct and/or uncomfortable. Avoid open animosity with the interviewer and any other members of the media staff. Always exhibit a cooperative attitude. An uncooperative attitude communicates deception to the public. Try to supply the media with adequate facilities, handouts, and advance speech manuscripts when possible.
- *Know the interviewer* by getting their full name, position, title, and the publisher's or station managers too. Get to know personally the editor or other reporters before an emergency. When an interview is anticipated, find out what the reporter hopes to communicate to avoid any hidden agendas.

- *Be prompt in releasing pertinent facts and figures.*
- *Appear honest and never lie* even when the interviewer is asking embarrassing questions. Someone in the audience will know the truth, even if the reporter does not. However, it is likely that the reporter knows the answer to a question before it is asked, and nothing can make you look worse than being caught in an untruth before an audience. This does not mean prejudicial or dangerous information should be released. There is much that should not be said and that does not affect public health or safety. If releasing certain information will do harm, or intensify a situation, let the interviewer know. They will often cooperate and seldom want to suffer the repercussions of releasing the information.

Qualities to Consider when Assigning Roles as PIO, Spokesperson, or Media Liaisons

- Personal Qualities
 1. Credibility, appearance, authoritative stance
 2. Sensitivity to the human element, empathy
 3. Emotional stability
 4. Logical thinker
 5. Ability to focus on key issues quickly
- PIO Skills
 1. Writing
 2. Public speaking
 3. Organizational skills
 4. People skills

Because not one person will meet all requirements, a team may be more effective. Ideally, the team should encompass people with as many skills as possible.

List of Local Media with Telephone Numbers

NEWSPAPERS

The HeraldLeader Independent	608-839-3261
Wisconsin State Journal	608-252-6100

RADIO STATIONS

AM		FM	
WHA (970)	608-263-3970	WERN (88.7)	608-263-3970
WTSO (1070)	608-274-5450	WORT (89.9)	608-256-2001
WMAD (1190)	608-271-1025	WMAD (92.1)	608-837-9262
WIBA (1310)	608-271-6397	WOLX (94.9)	608-281-1949
WTDY (1480)	608-273-1000	WMLI (96.3)	608-274-5450
		WMGN (98.1)	608-273-1000
		WIBA (101.5)	608-274-5450
		WNWC (102.5)	608-271-1025
		WZEE (104.1)	608-274-5450
		WYZM (105.1)	608-826-0077
		WMMM (105.5)	608-826-0077
		WWQM (106.3)	608-273-1000
		WSJY (107.3)	608-251-5656

TELEVISION STATIONS (Madison)

WISC-TV (CBS)	608-273-3333
WMTV (NBC)	608-274-1515
WHA-TV (PBS)	608-265-2302
WKOW-TV (ABC)	608-273-2727
WMSN-TV (FOX)	608-833-0047
Charter Communications	800-581-0081

ANNEX 2

Communications and Warning

- PURPOSE
 1. This document describes the communications and warning system used by the community and how those systems MAY be used for emergency management purposes.

- SITUATIONS
 1. Communications – Public safety communications (police, fire, EMS) in the community are provided and coordinated by the Dane County Public Safety Communications Center (9-1-1). This consolidated dispatch center uses computer-aided dispatch and enhanced 9-1-1. Community agencies use other communications systems, including:
 - a. Telephone
 - b. Fax machines
 - c. Cell Phones
 - d. E-mail
 - e. Local radio frequencies
 2. Warning – Community residents are or may be warned of actual or impending danger by any of several mechanisms including:
 - a. Commercial radio or television
 - b. Weather alert radios operated by the National Weather Service
 - c. Alert Monitor Receives, part of the Dane County Emergency Alert System (EAS) managed by Dane County Emergency Management
 - d. Outdoor Warning Sirens, managed by Dane County Emergency Management
 - e. Mobile public address (PA) systems and door-to-door operations
 - f. Reverse 911
 3. The 9-1-1 Center is the primary activation point for Outdoor Warning Sirens, with back up from Dane County Emergency Management. Local radio and television stations participate in the County EAS.

- ASSUMPTIONS

1. Disaster warning and communications should be based on regularly used systems.
2. Communications are frequently disrupted during disaster. Disruption may result from equipment breakdown or from poor coordination, system incompatibility, user error, and so forth.
3. Communications systems should support ~~department~~agency disaster response activities and joint incident management activities.
4. Some citizens will ignore, not hear or not understand warning of impending or actual disaster. For the most part the more people know about hazards and the effects of disaster, the more likely they will act appropriately when warned.

- CONCEPT OF OPERATIONS/COMPREHENSIVE EMERGENCY MANAGEMENT

1. Cottage Grove and Dane County are jointly responsible for communications and warning. All ~~agencies~~ departments are responsible for understanding how to use communications systems daily and during disaster response, particularly when circumstances necessitate activation of the EOC. Dane County is responsible for operation and maintenance of the warning systems, and for coordinating warning messages through all parts of the population warning system (sirens, alert monitor receivers, commercial radio and television).
2. Mitigation
 - a. Develop, protect, and maintain communications and warning systems.
 - b. Identify and address vulnerabilities in warning and communications systems.
3. Preparedness
 - a. Analyze and address communications and warning resource requirements, including mechanisms for the hearing and/or visually impaired.
 - b. Coordinate communications and warning systems with the county and the state.
 - c. Integrate capabilities of amateur radio clubs and other groups.
 - d. Develop and implement appropriate emergency management educational programming via print and broadcast media including local cable access.
 - e. Emergency Preparedness planning.
 - f. Maintenance of equipment and supplies.
 - g. Personnel training.
 - h. Mutual aid agreements.
 - i. Emergency response exercises.
 - j. Contracts for services.
4. Response

- a. Assess incident to determine needs and prioritize communications and warning response.
 - b. Joint incident management support [EOC/COP(s) as needed].
 - c. Call in additional staff and resources as needed including mutual aid.
 - d. Maintain records of expenditures, activities, etc.
 - e. Other duties as appropriate.
5. Recovery
- a. Maintain communications and warning systems ~~as long as~~ needed.
 - b. Phase down as appropriate.
 - c. Return to normal activities.
 - d. Compile records, forward copies to county EOC for possible state/federal reimbursement.
 - e. Address critical incident needs if indicated.
 - f. Review event at ~~department~~agency and community levels.
 - g. Update plans/procedures.
 - h. Identify mitigation opportunities.
- ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
 1. Dane County Emergency Management, 9-1-1, and all community agencies are responsible for activities described in this annex. Community agencies will also analyze and address their own communication needs. Dane County Emergency Management will support plan development.
 - DIRECTION AND CONTROL/INCIDENT MANAGEMENT
 1. During routine activity, established procedures for incident management will govern. Some events, due to their duration or other factors, may require coordinated site management. In these cases, all appropriate ~~departments or~~ agencies will be represented at the CP and support will be provided through established structures. During major emergencies and disasters, the provisions set forth in the Emergency Plan will govern.
 - ADMINISTRATION AND LOGISTICS
 1. Each ~~department~~agency maintains a complete inventory of communications equipment. Dane County Emergency Management maintains a complete inventory of sirens and Alert Monitor Receivers.

- PLAN DEVELOPMENT AND MAINTENANCE

1. Community agencies and Dane County Emergency Management are jointly responsible for developing and maintaining this Annex.

LIST OF RADIO FREQUENCIES

Village of Cottage Grove Police Department	154.115
Sheriff's Department	155.655
Wisconsin State Patrol	154.935
Fire Department & First Responders	154.400
National Oceanic & Atmospheric Administration (NOAA)	162.400, 162.425, 162.475 162.500, 162.550 MHz

ESTABLISHED PASS SYSTEM

- Disasters may occur at any time, often with little or no warning, as a result of acts of nature or human activity. The ~~Cottage Grove Police Department has a Village~~ departments have a collective responsibility in the event of a disaster to protect human life ~~and~~ property, ~~and the environment~~.
- To achieve these goals, it may be necessary to limit or control access into areas of the village impacted by a disaster. As such, the ~~Cottage Grove Police Department~~ (CGPD) has developed a “Pass System” for controlling who is allowed into a secured area.
- The “Pass System” consists of two forms: A Yellow Work Pass and a Red Temporary Pass.
- All persons entering and working in a secured area are always required to wear said pass in plain view, and persons shall check-in and check-out with the on duty police officer or firefighter at the secured area’s designated entrance.
- Any person found in a secured area who does not possess a valid work or temporary pass shall be immediately ~~taken~~ removed from the secured area by a law enforcement officer and said person shall be subject to arrest. (This includes arresting media if in a prohibited area.)
- WORK PASSES are valid indefinitely when issued. Work passes shall be used by utility and construction personnel, law enforcement personnel, firefighters, medical personnel including first responders, emergency government and state officials, and other persons designated by the Emergency Government Director, the CGPD, ~~and~~ or the Incident Commander, as having need for said pass.
- TEMPORARY PASSES are valid for up to eight hours when issued. The exact expiration time shall be recorded at the time of issuance. Persons issued temporary passes shall always wear and display them in plain sight while in the secured area. In addition, persons issued temporary passes are required to check-in and check-out with the duty police officer or firefighter at the designated area entrance.
- WORK AND TEMPORARY PASSES are to be issued by the CGPD to those persons and/or organizations cleared to receive said passes by the Emergency Government Director, Police Chief, ~~and~~ or Incident Commander.

SERVICES AGREEMENT

This Services Agreement is entered into as of this ____th day of _____, 2026 by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, "PAA", and the VILLAGE OF COTTAGE GROVE and TOWN OF COTTAGE GROVE, "Municipalities".

Whereas, the Municipalities need assistance with a Fire-EMS Department organizational review and needs analysis update study (from the previous study performed by PAA for the two municipalities in 2022, and

Whereas, PAA has expertise in preparing such municipal studies;

Therefore, the parties agree as follows:

1. **Services.** At Municipalities' request, PAA will provide those services listed in Exhibit A to Municipalities PAA Proposal to the Village and Town of Cottage Grove, dated December 1, 2025 which is incorporated herein by reference (with Section 2-Review Current Governance, Service Agreements and Contracts eliminated from the scope of services to be provided).
2. **Term.** PAA will complete this study no later than 20 weeks after execution of this services agreement.
3. **Payment.** For these services, Municipalities will pay PAA a total of Twenty-Six Thousand One Hundred and Ninety Dollars (\$26,190) (Village share: \$17,267.07 and Town share: \$8,922.93) as quoted in Exhibit A. PAA will be paid one third of the above amount, Eight Thousand Seven Hundred Thirty Dollars (\$8,730) at execution of this services contract; one third (\$8,730) at the point in the project when PAA's initial draft of its findings is sent to the Municipalities and the final one-third (\$8,730) upon presentation/acceptance of the final PAA Fire Study report by the Cottage Grove Town and Village Boards. The Town and Village will only be responsible for paying their proportionate share for each payment due under this agreement.

A. Municipalities may terminate this services

agreement at any time and for any reason. If Municipalities terminate this contract prior to the conclusion of services by PAA, Municipalities will pay PAA within 30 days for all services rendered to Municipalities up to the date notice of termination is received by PAA.

B. PAA may terminate this agreement at any time if Municipalities have not made payment within 15 days of invoicing.

4. **Professional Conduct.** PAA will provide the services to Municipalities in a professional and business-like manner, and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of Municipalities.
5. **Cooperation & Conduct.** Similarly, Municipalities and their representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's study on behalf of the Municipalities, will provide PAA with accurate data and information as requested by PAA for the study, and will comply with all Federal, State, and local laws, regulations, rules and ordinances.
6. **Accurate Information.** Municipalities will provide PAA with information and data that is accurate to the knowledge and belief of the Municipalities so that PAA may prepare meaningful municipal studies to Municipalities.
7. **Liability Insurance.** At all times PAA is performing duties under this services agreement PAA shall carry professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate. PAA shall provide a certificate of insurance to the Municipalities upon request.
8. **Hold Harmless & Indemnity.** Municipalities agree to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Municipalities for Municipalities' negligent or intentional conduct resulting in damages to a third party.

Similarly, PAA agrees to hold harmless, indemnify, and defend the Municipalities from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Municipalities for PAA's negligent or intentional conduct resulting in damages to a third party.

9. **Authorized Signatory.** The persons signing this contract on behalf of Municipalities represent that she/he/they have the authority to do so.
10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.
11. **Entire Agreement.** This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.
12. **Disclosure of Attorney.** PAA discloses to Municipalities that one of PAA's members is an attorney; however, PAA will not provide Municipalities with legal advice. Municipalities must seek legal advice from its own counsel.
13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin. Any litigation arising from the services to be provided under this services agreement shall be venued in the circuit court for Dane County, Wisconsin.

Dated this ___th day of _____, 2026.

PUBLIC ADMINISTRATION ASSOCIATES

TOWN OF COTTAGE GROVE

By _____
KEVIN M. BRUNNER, President
Public Administration Assoc.
1155 W. South Street
Whitewater, WI 53190
kevin.brunner1013@gmail.com

By _____
VILLAGE OF COTTAGE GROVE

By _____



221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704

www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____

FEES ARE NON-REFUNDABLE

APPLICATION AND PERMIT FEE IS DUE 60 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Hot 2 trot Cottage Grove WI			
Street Address 233 Forreston Drive	City Cottage Grove	State WI	Zip 53527
Phone Number 414-418-3662	Are you an IRS approved not for profit organization? Circle one		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Cindai Keim-Nelson			
Address _____	City _____	State _____	Zip _____
Email info@hot2trotcottagegrove.org	Phone Number _____	Day of Event Phone Number _____	

EVENT INFORMATION

Name of Event Hot 2 trot	Date(s) of Event Saturday June 13, 2026
Event Start Time 6AM	Event End Time 11AM
Location of the Event* Backen/Fremars Park / VCG streets / Town CG Streets / GD trail	
Will your event take place near a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One</i>	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<p><i>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</i></p> <p><i>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.</i></p>	
Generally describe your event and its purpose 15th Annual Hot 2 trot 5K, Kids Run, half maraathon. Please see attached documents/website.	
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>	
<input checked="" type="radio"/> Class I <input type="radio"/> Class II	
Estimated Number of Participants 500	Spectators 250
Vendors 0	

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? <i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:		0	
Will you be selling/serving food? <i>If yes, you will need to contact the Dane County Health Department for proper permits. Circle One.</i>		Yes	<input checked="" type="radio"/> No
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?		Yes	No
Will you be selling merchandise? <i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Will your event need electricity? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Will you be setting up any lighting? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Will your event require any fencing? <i>If yes, please provide plans for the fencing location and the gates. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	No
If yes, will the amplified music be a (Circle one):		Band	<input checked="" type="radio"/> DJ <input type="radio"/> Other
Hours of amplified music:	6:30 - 11 AM		
Please list the number of security staff you will be providing for the event:		0	
Will you need barricades provided by the Village for your event, if so, how many?		See spreadsheet	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>		Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	No
<i>If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.</i> Shared with Fireman's Festival (refer to their application)			
Will you provide parking for participants? <i>Parking plan with map must be included with application. Circle One.</i>		<input checked="" type="radio"/> Yes	No
<i>If yes, where will parking be available?</i> See attached parking.			
Will you provide a dumpster/clean-up services? <i>Circle One.</i>		<input checked="" type="radio"/> Yes	No
<i>If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service.</i> Shared w/ festival. Hot 2 but is responsible for clean up along the route.			

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

See attachments. ← barricades
cones
police IEMS

Use of Shelter
@ Bakken

Have you reviewed and do you have a copy of the **Village of Cottage Grove Special Events Manual** as well as the **Village Special Events Ordinance**? *Circle One.*

Yes No

INSURANCE REQUIREMENTS

The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.

Signature of Applicant:  Date: 12/31/2025

For staff use only

<p><i>Fees collected with application submission:</i></p> <p>_____ Class I Event</p> <p>_____ Class II Event</p> <p>_____ PERMIT FEES CHARGED</p>	<p><i>Application forwarded to:</i></p> <p><input type="checkbox"/> Deputy Administrator</p> <p><input type="checkbox"/> Building Inspector</p> <p><input type="checkbox"/> Fire Chief</p> <p><input type="checkbox"/> Parks & Rec Director</p> <p><input type="checkbox"/> Police Chief</p> <p><input type="checkbox"/> Public Works Director</p> <p><input type="checkbox"/> EMS</p>	<p><i>Add'l fees charged by Departments:</i></p> <p>_____ Administration</p> <p>_____ Building Inspection</p> <p>_____ Fire</p> <p>_____ Parks & Recreation</p> <p>_____ Police</p> <p>_____ Public Works</p> <p>_____ EMS</p>
<p><i>Village Board approval, if necessary, on:</i></p> <p>_____</p>	<p><i>Police Department approval*:</i></p> <p>_____</p>	<p><i>Fire Department Approval*:</i></p> <p>_____</p>
		<p><i>EMS Approval*:</i></p> <p>_____</p>

*Comments/concerns should be attached separately

Dear Village of Cottage Grove Board and Staff,

Attached, please find our *2026 Special Events Permit Application* for the 15th Annual Hot2Trot Race. Thank you for your time and careful consideration in reviewing our request! We are grateful for the continued partnership, annual safety planning preparation, and racecourse support from the Village of Cottage Grove, Town of Cottage Grove, Cottage Grove Fire, and Deer Grove EMS.

There are no major changes from our application from last year, although we acknowledge that road construction on Clearbrooke may slightly alter Mile 1 for both the 5K and half marathon (see attached maps). We also appreciate the use of Bakken Park shelter for our Friday evening race registration and for race day parking. We welcome any questions or requests for additional information as part of the review process.

The Hot2Trot is a local, 100% volunteer-led running event held annually in conjunction with the Cottage Grove Fire Department Fireman's Festival. While we coordinate closely with the Festival, the race technically operates as a separate nonprofit organization with its own executive board. Our event includes a Half Marathon (13.1mi), 5K (3.1mi), and Kids Run (0.62mi). Over the last three years, participation has grown significantly, with runner registration tripling and total attendance now reaching approximately 500 runners, in addition to their families and race crew supporters. Due to this growth, 2025 marked our first year contracting with a professional race management company, RDE, to assist with race day logistics and timing.

All proceeds from the Hot2Trot directly benefit the Cottage Grove Fire Department by supplementing equipment and gear needs. Over the past 14 years, the race has raised more than \$100,000 in support of our local firefighters. Notable purchases have included multiple thermal imaging cameras, turnout gear, and the "jaws of life".

As long-distance runners ourselves, we understand that many road races struggle to achieve long-term sustainability, with a significant number ending after only a few years. The longevity of the Hot2Trot is a testament to committed volunteers, a generous local business community of sponsors, loyal runners, and the ongoing support of both the Village and the Town of Cottage Grove. In recognition of our history as a long-standing nonprofit event that directly benefits the community, we respectfully request a full waiver of applicable fees.

Looking ahead, our primary goal is to continue growing the event in a way that benefits the Village as a whole. Data from the 2025 race demonstrates a significant opportunity to expand participation from runners across Wisconsin and beyond, particularly those who travel for half marathons across the US. Last year we had runners from 25 Wisconsin cities and 10 different states. We have secured additional marketing funding and are planning on increasing regional visibility, encouraging overnight stays, and enhancing attendance at the Fireman's Festival.

Thank you again for your consideration of our event application and for your continued partnership in supporting all the community events that showcase Cottage Grove. We appreciate the opportunity to work together to make the 15th Annual Hot2Trot another safe event for our runners and successful fundraiser for our first responders.

Sincerely,

The Hot2Trot 2026 Team

Cindi Kelm-Nelson, Race Director
Wes Maertz
Matt Giese
Jim Schnitzler
Jim Nelson

Email: info@hot2trotcottagegrove.org

Registration Site: <https://runsignup.com/Race/WI/CottageGrove/Hot2TrotRun>

Race Facebook Page: <https://www.facebook.com/Hot2TrotCottageGrove/>

Course Marking

Road/Intersection	Barricade?	Cones (#)				
Parking lot at Firemans Park	Y					
Clark and Bass	Y					
Clark and Grove	Y					
Clark and Vilas	Y					
Progress and Bonnie	N	4				
Bonnie and Clearbrooke	N	4				
Clearbrooke and Weald Bridge	N	2				
Southing Grange & BB	N	6	Cone out turn			
BB and N	N	15	Keep on sidewalk around corner			
Hill on N, 1/2 cross		20				
N and Clark	Y	6	Cone out turn			
		57				

1 porta potty at Ridge and Trail

Mile Markers:

Start/finish at the fireman's park corner of Clark and Grove
Mile 1: on clearbrooke right past the first drive way on the left
Mile 2: at the driveway by the powersports
Mile 3/13.1 near the firemans park little parking lot
Mile 4, 5: marked on the left side on ridge

**all start and finish and miles 1-5 are marked with orange spray paint

Arrows:

Turn arrows on Vilas to turn onto progress
Turn arrows Progress to Bonnie
Turn arrows Bonnie to Clearbrooke (2 CONES IN THIS INTERSECTION)
Turn arrows on weald bridge pointing to go left (2 CONES)
Arrows at the corner of Weald Bridge/Southing grange (2 CONES)
CONE (4) the turn of Southing Grange to CG Road
Hwy N and BB turn (CONES TO KEEP THEM ON THE SIDEWALK THEN IN THE BIKE PATH ON THE RIGHT)...CONES OVER THE HILL TO KEEP THEM ON THE RIGHT UNTIL THE HALF BREAKS OFF AT TAYLOR
Forward arrows up over the hill on hwy N on the right hand side

For the half:

Cones to show them to stay on the left
Forward arrows the length of taylor/ridge road on the left
Caution runner signs along this road (especially the curve on ridge road and the giant hill just past Uphoff
Turn sign at Ridge and W Ridge
Straight arrows to the trail
Caution signs on W. Ridge (I do both sides of the trail to let cars know)

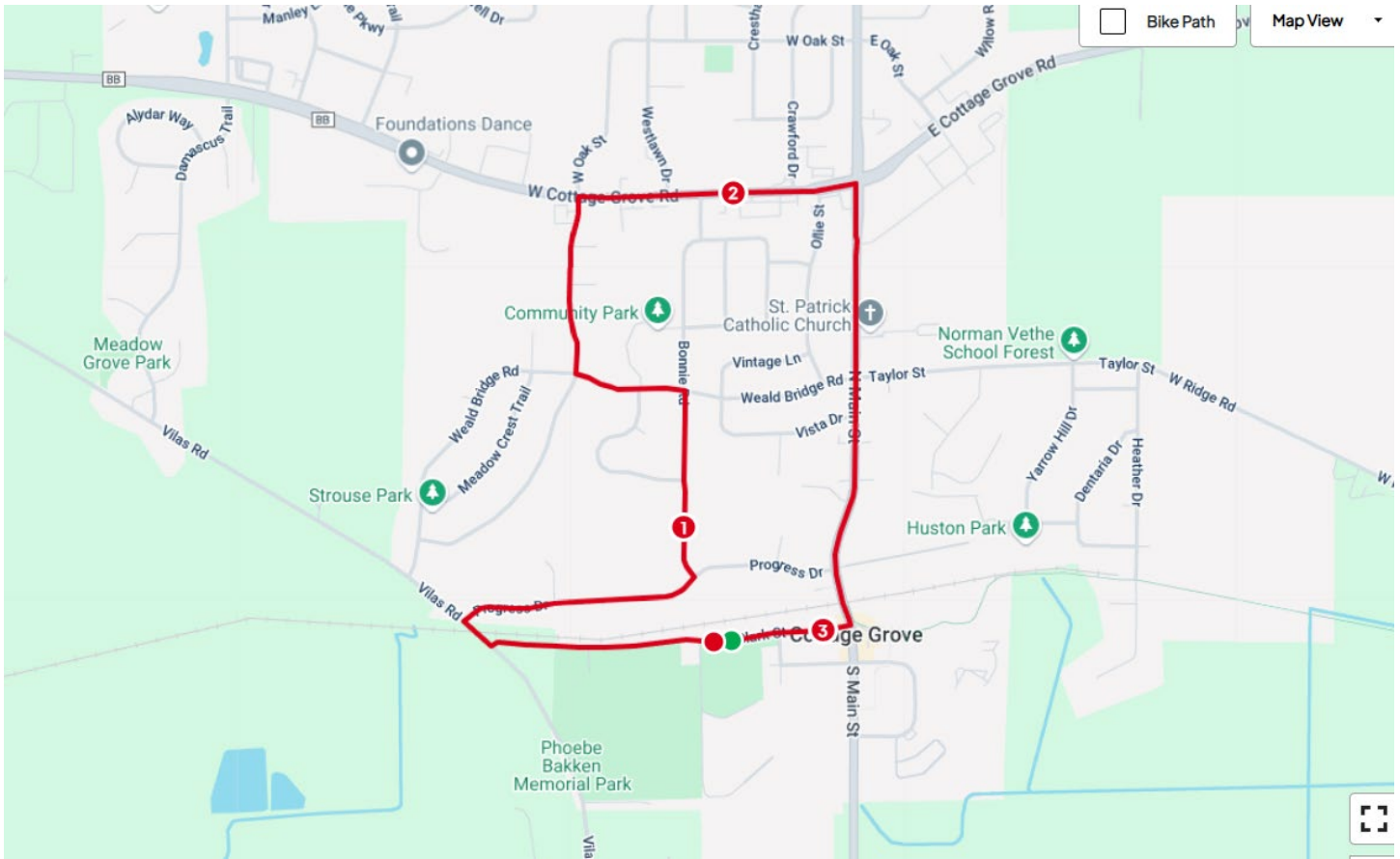
Turn around CONE/SIGN just before Oak Park Road.

Just mile markers on the trail

TRAIL HEAD:

Arrows to keep runners on the path to the right as they approach the intersection and cross to the finish.

5K (w/o Clearbrooke)



Hot2Trot Road and Aid Station Locations 2026

5K Aid Station Locations

1. CG Road – Approximately 2 mile mark
2. Presbyterian Church – Approximately 2.5 mile mark

Half-Marathon Aid Station Locations

1. Infinity Martial Arts? – Approximately 2 mile mark
2. West Ridge Rd and Uphoff – Approximately 4.25 mile mark
3. Ridge Road and Trail (heading east) – Approximately 5.5 mile mark (Double as Road Marshal)
4. Trail and N. Jargo/Dvorak Rd (heading east) – Approximately 6.75 mile mark (Double as Road Marshal)
5. Trail and N. Jargo/Dvorak Rd (heading west) – Approximately 9.1 mile mark (Double as Road Marshal)
6. Ridge Road and Trail (heading west) – Approximately 10.5 mile mark (Double as Road Marshal)
7. Trail and Heather Drive – Approximately 12.25 mile mark (Double as Road Marshal)
8. Finish line at 13.1 mile mark

5K Road Marshall Locations

1. Progress and Vilas
2. Progress and Bonnie
3. Bonnie and Clearbrooke Terrace
4. Clearbrooke Terrace and Weald-Bridge
5. Weald-Bridge and Southing Grange
6. Southing Grange and Hwy BB
7. Black Bear Inn Driveway (maybe)
8. Infinity Martial Arts Driveway (maybe)
9. Uphoff Drive and Hwy BB
10. Papa Jimmy Driveway (maybe)
11. Dollar General Driveway (maybe)
12. Ollie Street and Hwy BB
13. Four corners
14. Main St. and Weald Bridge
15. Main St. and Vista Drive
16. Main St. and Progress Drive
17. Main St. and Clark St.
18. Clark and Buss

Half-Marathon Road Marshalls

1. Progress and Vilas (Double for 5K course)
2. Progress and Bonnie (Double for 5K course)
3. Bonnie and Clearbrooke Terrace (Double for 5K course)
4. Clearbrooke Terrace and Weald-Bridge (Double for 5K course)
5. Weald-Bridge and Southing Grange (Double for 5K course)
6. Southing Grange and Hwy BB (Double for 5K course)
7. Black Bear Inn Driveway (Maybe -Double for 5K course)
8. Infinity Martial Arts Driveway (Maybe - Double for 5K course)
9. Uphoff Drive and Hwy BB (Double for 5K course)
10. Papa Jimmy Driveway (Maybe -Double for 5K course)
11. Dollar General Driveway (Maybe - Double for 5K course)
12. Ollie Street and Hwy BB (Double for 5K course)
13. Four corners (Double for 5K course)

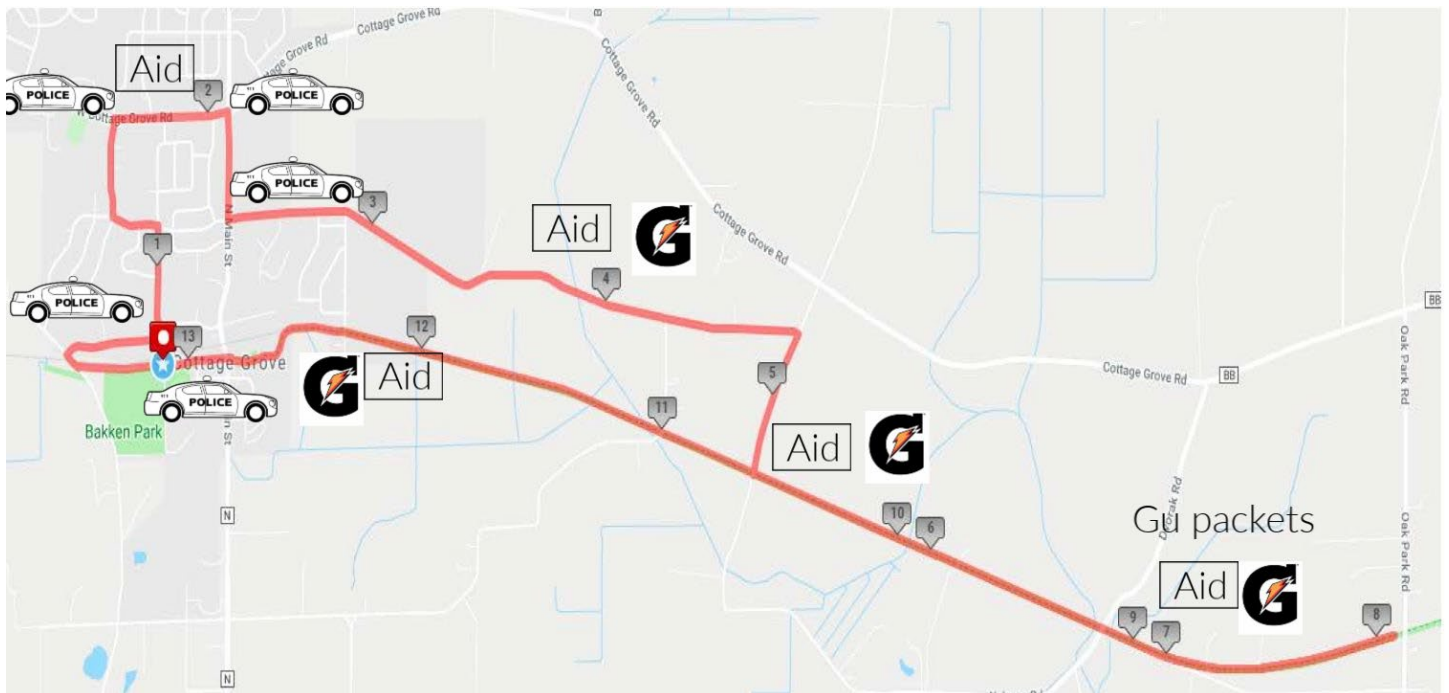
- 14. Main St. and Taylor
- 15. W. Ridge Road and Ridge Road
- 16. Turn Point on the trail

1K Kids Run

- 1. Start/Finish Line
- 2. Grove St. and service Road
- 3. Backstop of baseball diamond
- 4. Turn to E. Reynolds St.
- 5. E. Reynolds and Bass St.
- 6. Bass St. and Clark St.

Proposed Police Presence Locations

- 1. Vilas and Clark/Progress
- 2. Bonnie and Progress
- 3. Southing Grange and Hwy BB
- 4. Four corners Hwy BB and Main St.
- 5. Main St. and Taylor then move to Main St. and Clark when all half participants have crossed Main St. onto Taylor



Parking



The roads getting there will be closed by 6:50 AM so please be in before that time. Clark St. will be closed from HWY N to the finish line from 6:45 AM – 10:45 AM. Traffic should continue on N toward the fire station and turn right on Coffeytown Rd., then right onto Vilas Rd. Enter on Clark St. from Vilas Rd. prior to 6:50 AM (or from 7:05 AM – 7:30 AM) or park in the lot on Vilas Rd. by the Kids Dream Park.

2026 Hot2Trot Event Notification

Your home is on the route for the 2026 Hot2Trot Cottage Grove 5K and Half Marathon run which benefits the Cottage Grove Volunteer Fire Department. On Saturday, June 14th 2025, an estimated 500 runners will travel past your house. Depending on where you live along the route, you may see foot traffic between 7:00am – 9:00 am.

- Please come out and cheer on your neighbors, friends, and all the runners. That's the best part of any running event!
- The roads WILL be open to vehicle traffic, but please plan ahead and try to avoid travel on the route during that hour. Course marshals will be stationed at each intersection, and may need to delay vehicle traffic as runners pass by.
- If it's hot (likely!), running a sprinkler into the road, squirts guns, etc. are always a welcome treat for hot, sweaty runners.
- You can participate! Check out: hot2trotcottagegrove.org for registration details and course map. Volunteers are always needed and appreciated!

Thank you,
Hot2Trot Race Leadership

info@hot2trotcottagegrove.org

Facebook: @Hot2TrotCottageGrove



Hot2trot-Run

Comments for departments:

Fire Department:

No issues on this one from the Fire Department perspective. The only question will be access to the streets with barricades on them which we can address in the 2026 Festival IAP.

Parks & Recreation:

No issues with PRF.

Deer-Grove EMS:

No problem from an EMS perspective.

We will have a special event agreement with them and will provide dedicated coverage of the event.

Police Department:

No issues from PD perspective since same as years past.

PD cost was factored into the information previously provided for the whole event weekend.

Public Works:

1. It doesn't appear any traffic signs are needed for the race, please confirm this is accurate. **I think last year we used the e signs for promo the week ahead in combo with the festival and then used the one on N/Reynolds on Saturday to say "Runners Ahead"**
2. What are the days the barricades and cones are needed for the event? **If I can get them Thursday June 11 dropped off at the Firestation (the lower back door) that would be easiest.**
3. Coordination of the drop-off location and pick-up location of the barricades and cone can be done closer to the event. PW Staff will not be responsible for picking up or placing the barricades or cones at the locations for the race, unless discussed further. **If you drop them off Thursday, I will get them all put out in their spots for the run, cleaned up, and back to the fire station after the race.**

Comments in Red from Hot2trot

Dear Village Board and Staff,
Attached please find our special event permit application for a Community Night Hike.

We have hosted a candlelight night hike in Cottage Grove for the past five years. It began in the school prairie and has since moved to Governor Taylor Park. The event has grown over time, first as a PTO event and later in partnership with library programming. We get requests each year to continue this event.

This year, on February 14, we are planning the hike as part of a broader community "CG Family Fun Weekend" with several local groups. Since the library is hosting a special story time on Sunday, we wanted to ask whether the Village might be interested in partnering on the Saturday evening hike.

If this is something the Village would consider, we would appreciate Village Board approval! To be clear, we are not requesting Village resources. We would handle all setup and cleanup. The only potential needs would be permission to use the Village logo, event insurance if you required it, and possibly a promotional post. If the Village is not interested in partnering this year, we respectfully request that any required fees be waived so we can still hold the hike. The permit would then serve to ensure awareness of the event.

Thank you for your time and consideration. We are happy to provide any additional information!

Cindi Kelm-Nelson & Ali Anger

2026 Cottage Grove
Community

CANDLELIGHT
NIGHT HIKE

SATURDAY FEBRUARY 14TH

4:30-7:00 P.M.

GOVERNOR TAYLOR NATURE PARK

@ OAK ST. ENTRANCE



THE VILLAGE OF

COTTAGE GROVE

By participating, individuals assume all risks associated with the hike and agree to take responsibility for their own safety.



THE VILLAGE OF
COTTAGE GROVE

221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704

www.vi.cottagegrove.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned?	_____	Date	_____
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEE IS DUE 60 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization Community Night Hike 2026			
Street Address 233 Forreton Drive	City Cottage Grove	State WI	Zip 53527
Phone Number 414-418-3662	Are you an IRS approved not for profit organization? <i>Circle one</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) Cindi Kelm-Nelson, Ali Anger			
Address	City	State	Zip
Email	Phone Number	Day of Event Phone Number 414-418-3662	

EVENT INFORMATION

Name of Event Community Night Hike 2026	Date(s) of Event Saturday February 14, 2026
Event Start Time 4:30 pm	Event End Time 7 pm
Location of the Event* Governor Park	
Will your event take place near a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners when the event will occur. Circle One</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</p> <p>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call (608) 839-8968.</p>	
Generally describe your event and its purpose 5th annual community candlelight night hike in Gov Taylor park.	
Based on the class definitions found in the manual, what class is your event? <i>Circle One.</i>	<input checked="" type="checkbox"/> Class I <input type="checkbox"/> Class II
Estimated Number of Participants 100	Spectators _____ Vendors _____

OTHER INFORMATION

Is there an outdoor bar that will serve alcohol? <i>If yes, liquor and bartender licenses are necessary under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Please list the number of Village of Cottage Grove licensed bartenders that will be on site:		
Will you be selling/serving food? <i>If yes, you will need to contact the Dane County Health Department for proper permits. Circle One.</i>	Yes	<input checked="" type="radio"/> No
If yes, will the food be distributed by a Food Truck already permitted by the Village staff?	Yes	No
Will you be selling merchandise? <i>If yes, you will need to obtain a Peddler's Permit under separate application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will your event need electricity? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will you be setting up any lighting? <i>If yes, the Fire Department and Building Inspection Department will need to inspect prior to being energized. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will your event require any fencing? <i>If yes, please provide plans for the fencing location and the gates. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application through the Cottage Grove Fire Department. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Does the event involve amplified music? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
If yes, will the amplified music be a (<i>Circle one</i>) :	Band	DJ Other
Hours of amplified music:		
Please list the number of security staff you will be providing for the event:	0	
Will you need barricades provided by the Village for your event, if so, how many?	0	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	Yes	<input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of? Provide name and contact info for companies providing these services.</i>		
Will you provide parking for participants? <i>Parking plan with map must be included with application. Circle One.</i>	Yes	<input checked="" type="radio"/> No
<i>If yes, where will parking be available?</i> Parking is on Oak Street.		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	<input checked="" type="radio"/> Yes	No
<i>If yes, please describe your clean-up and refuse collection plan and provide the name and contact info for the company providing the service.</i> We do all of the set up and clean up!		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?
 Promotion, nothing else.

Have you reviewed and do you have a copy of the **Village of Cottage Grove Special Events Manual** as well as the **Village Special Events Ordinance**? *Circle One.*

Yes	No
-----	----

INSURANCE REQUIREMENTS
 The Special Event Sponsor must obtain liability insurance for an event that includes alcohol, has more than 150 people per day, or involves a road closure. Proof of this insurance with coverage no less than \$1,000,000 which names and endorses the Village, its officers, agents, employees and contractors as an additional insured party is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes	No
-----	----

DEPOSIT REQUIREMENTS
 The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT
 The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by Police Department, Fire Department, EMS and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.

CYNTHIA KELM-NELSON
 Signature of Applicant

1/2/26

Date

For staff use only

Fees collected with application submission:

_____ Class I Event
 _____ Class II Event
 _____ PERMIT FEES CHARGED

Application forwarded to:

- Deputy Administrator
- Building Inspector
- Fire Chief
- Parks & Rec Director
- Police Chief
- Public Works Director
- EMS

Add'l fees charged by Departments:

_____ Administration
 _____ Building Inspection
 _____ Fire
 _____ Parks & Recreation
 _____ Police
 _____ Public Works
 _____ EMS

Village Board approval, if necessary, on:

Police Department approval*:

Fire Department Approval*:

EMS Approval*:

*Comments/concerns should be attached separately



221 E. Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704

www.vi.cottagegrove.wi.gov

SPECIAL EVENT APPLICATION CONTACT INFORMATION & FEES SHEET

DEPARTMENT CONTACTS:

Clerk	608-839-4704	Police	608-839-4652
Building Inspection	608-697-7779	Parks & Recreation	608-839-8968
Fire	608-839-4343	Public Works & Utilities	608-839-5813
Deer-Grove EMS	608-839-5658		

VILLAGE PERMIT AND OTHER FEES:

Barricades	Up to 6 barricades - \$35; over 6 barricades - \$70
Class I event	\$300 per day
Class II event	\$150 per day
Electrical Inspection	If a temporary electrical service is needed a permit is required from GEC.
EMS service (ambulance on site)	Set by Deer-Grove EMS
Fireworks Permit	No charge; State and local permit required
Garbage cans (55 gallon)	\$10.00 per garbage can
Host Permit	\$20.00 per year
Park Rental Permit	Shelter Rental Required, see Park and Rec fee schedule
Pre-event Safety Inspection	\$75.00 per hour
Security Deposit	\$200.00 per day; May encounter an additional deposit if utilizing a park facility.
Temporary Bartender License	\$30.00
Temporary Class B (Picnic) Beer & Wine Licenses	\$10.00 (Picnic License for Alcoholic Beverages)
Tent Inspection	\$31.65 if under 2500 sq. ft.; per tent, per inspection. Each tent requires separate application.
Transient Merchant Permit	\$20.00 application fee.

Community Night Hike 2026

Comments for departments:

Fire Department:

No issues on the fire department side.

Parks & Recreation:

PRF has no issues.

Public Works:

No concerns from PW.

Deer-Grove EMS:

No problem from an EMS perspective.

Police Department:

No issues from PD perspective.



Trustee Memo

Meeting Date: 1-20-2026

Memo Date: 1-8-2026

To: Village Board

From: Pete Doll, Village Trustee

Subject: Proposed Changes to Meeting Minutes Publication Practices

Background/Overview

On 1-5-26 direction was given to bring forward the Village’s current practice of publishing a summary of the approved meeting minutes in the local newspaper for Village Board discussion.

Wisconsin State Statute § 985.01(5) requires municipalities to publish approved meeting minutes in a local newspaper when one exists “at the place from which its mailing permit is issued”. APG News, publisher of the *Leader Independent*, is no longer headquartered within the Village; therefore, this requirement no longer applies.

The Village has published meeting minutes at an annual cost ranging from approximately \$2,100 to \$6,600, as summarized in the table. While this amount is not significant in absolute dollars, it represents an unnecessary expenditure for the Village.

Year	Total
2025	\$2099.24
2024	\$3616.56
2023	\$3203.80
2022	\$6604.09
2021	\$5510.72
2020	\$4316.95

The Village website offers a more comprehensive and effective communication platform for posting and archiving meeting minutes. It is more accessible and timelier than publication in a regional newspaper, as the Village website is free to access and allows residents to view information as soon as it is available.

Trustee Request/Recommendation

- A. Based on the Village’s current communication plan, discontinue newspaper publication of meeting minutes, excluding budget-related and other legally required notices. Continue posting all meeting minutes on the Village website.
- B. Direct staff to use existing Village communication channels to inform residents of this change and provide clear guidance on how and where meeting materials may be accessed.

Attachments

n/a

<u>ST</u>	<u>POSTAL</u>	<u>MAIL</u>	<u>WEB</u>	<u>SINGLE COPY</u>	<u>Total</u>
AZ	85119	1	0	0	1
AZ	85234	0	1	0	1
AZ	85254	0	1	0	1
AZ	85284	0	1	0	1
CA	91935	1	0	0	1
CA	92234	0	1	0	1
CA	94505	0	1	0	1
CT	6492	1	0	0	1
DC	20015	1	0	0	1
FL	32308	1	0	0	1
FL	32459	0	1	0	1
FL	34102	0	1	0	1
FL	34275	0	1	0	1
GA	30180	1	0	0	1
IA	50021	1	0	0	1
IA	50662	1	0	0	1
ID	83401	0	1	0	1
IL	60005	1	0	0	1
IL	60012	0	1	0	1
IL	60013	1	0	0	1
IL	60091	0	1	0	1
IL	60118	1	0	0	1
IL	60126	1	0	0	1
IL	60189	1	0	0	1
IL	60191	1	0	0	1
IL	60302	1	0	0	1
IL	60606	0	1	0	1
IL	61108	2	1	0	3
IL	61109	1	0	0	1
IL	61704	1	0	0	1
IN	46222	0	1	0	1
KS	66436	1	0	0	1
KY	40004	1	0	0	1
KY	42303	1	0	0	1
MD	20720	1	0	0	1
MD	21286	1	0	0	1
MI	48039	4	0	0	4
MI	49445	1	0	0	1
MI	49858	1	0	0	1
MN	55304	1	0	0	1
MN	55411	1	0	0	1
MN	55433	0	1	0	1
MN	55438	1	0	0	1
MN	55718	1	0	0	1
MN	56001	1	0	0	1
MO	63017	0	1	0	1
MO	63376	1	0	0	1

MO	65265	1	0	0	1
NV	89119	1	0	0	1
OK	74135	1	0	0	1
PA	19046	1	0	0	1
TN	37064	0	1	0	1
TX	75063	1	0	0	1
TX	75094	1	0	0	1
TX	76048	1	0	0	1
TX	77865	1	0	0	1
VA	24426	1	0	0	1
VA	24435	1	0	0	1
VT	5301	0	1	0	1
WA	98020	0	1	0	1
WI	53005	0	1	0	1
WI	53036	0	1	0	1
WI	53038	12	1	0	13
WI	53066	3	0	0	3
WI	53094	6	3	0	9
WI	53098	3	0	0	3
WI	53105	0	1	0	1
WI	53147	0	1	0	1
WI	53149	1	0	0	1
WI	53151	1	0	0	1
WI	53178	1	0	0	1
WI	53188	0	1	0	1
WI	53202	0	2	0	2
WI	53219	1	0	0	1
WI	53222	1	0	0	1
WI	53225	1	0	0	1
WI	53511	0	2	0	2
WI	53523	191	23	49	263
WI	53525	1	0	0	1
WI	53527	169	72	60	301
WI	53531	117	11	0	128
WI	53532	1	1	0	2
WI	53534	7	1	0	8
WI	53536	1	0	0	1
WI	53538	12	7	0	19
WI	53545	1	8	0	9
WI	53546	4	2	0	6
WI	53548	0	2	0	2
WI	53549	8	0	0	8
WI	53551	440	32	81	553
WI	53558	268	25	78	371
WI	53559	6	0	0	6
WI	53562	1	0	0	1
WI	53563	0	1	0	1
WI	53572	1	0	0	1

WI	53575	2	0	0	2
WI	53579	5	5	0	10
WI	53589	12	1	0	13
WI	53590	6	4	0	10
WI	53593	1	1	0	2
WI	53594	112	10	26	148
WI	53597	1	0	0	1
WI	53598	1	0	0	1
WI	53703	4	0	0	4
WI	53704	6	0	0	6
WI	53705	1	2	0	3
WI	53707	2	0	0	2
WI	53708	1	0	0	1
WI	53711	2	1	0	3
WI	53713	3	0	0	3
WI	53714	4	0	0	4
WI	53715	1	0	0	1
WI	53716	167	22	30	219
WI	53717	1	0	0	1
WI	53718	22	3	0	25
WI	53719	1	1	0	2
WI	53807	1	0	0	1
WI	53901	0	1	0	1
WI	53925	2	1	0	3
WI	53932	0	1	0	1
WI	53933	1	0	0	1
WI	53956	0	1	0	1
WI	54143	0	1	0	1
WI	54519	1	0	0	1
WI	54529	1	0	0	1
WI	54660	2	0	0	2
WI	54702	0	13	0	13
WI	54703	1	0	0	1
WI	54880	1	0	0	1
WI	54904	2	0	0	2
WI	54915	1	0	0	1
WI	54961	0	1	0	1
WY	82070	0	1	0	1
	TOTAL	1672	287	324	2283

LEADER INDEPENDENT

1/6/2026



Trustee Memo

Meeting Date: January 20, 2025

Memo Date: January 15, 2025

To: Village Board

From: Heidi Murphy

Subject: Property on Bonnie Rd next to future Police Station

Background/Overview

The Village owns a significant number of properties near the intersection of Bonnie Road and Progress Drive. One remaining parcel adjacent to the proposed police station site is not currently owned by the Village. I would like to discuss whether the Board has interest in pursuing the acquisition of this property, as it could be strategically valuable for future expansion of Village facilities.

Trustee Request/Recommendation

Direct staff to pursue acquisition.



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Police Commission Thursday, January 8, 2026 5:30 p.m.

This meeting will take place in person at the Municipal Services Building, Suite 1, 210 Progress Dr., Cottage Grove, WI 53527.

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call to Order
2. Determination of quorum and that the agenda was properly posted
3. PUBLIC APPEARANCES-Public's opportunity to speak
4. Discuss and consider the minutes of the November 6, 2025 meeting.
Documents: [11-6-25 POLICE COMMISSION MINUTES.PDF](#)
5. Unfinished Business
 - a. Discuss and consider alternative interview questions for Officer candidates interviews.
Documents:
 1. [OFFICER GROUP A.PDF](#)
 2. [OFFICER GROUP B.PDF](#)
 3. [OFFICER GROUP C.PDF](#)
6. New Business
 - a. Update on last hiring process (two applicants selected).
 - b. Discuss and consider nullification of current eligibility list.
 - c. Recommendation of retention for Officer Marquardt, Phillips, Nordskog, Johnson and Tapp.
 - d. Presentation of CGPD 5-Year Strategic Plan for 2026-2030.
Documents: [2026-2030 CGPD STRATEGIC PLAN FINAL.PDF](#)
7. Discuss future meeting date and future agenda items
8. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Police Commission for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Utility Commission Wednesday, January 14, 2026 5:00 p.m.

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E Cottage Grove Road. The hybrid link can be found in the header of the agenda on the agenda center of the village website <https://www.vi.cottagegrove.wi.gov/agendacenter>. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@villageofcottagegrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call to Order
2. Determination of Quorum and That the Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity to Speak
4. Discuss and Consider the Minutes of The Utility Commission Meeting On December 10, 2025.
Documents: [12-10-25 UTILITY COMMISSION MINUTES.PDF](#)
5. Discuss and Consider approval of vouchers
Documents: [BILLS LIST.PDF](#)
6. Unfinished Business
 - a. Discuss and consider awarding the Well 2 Facility Project to the lowest responsible bidder.
Documents:
 1. [WELL 2 FACILITY REHABILITATION.PDF](#)
 2. [010826_RSLTBID_WELL 2.PDF](#)
 3. [PSC DECISION SIGNED.PDF](#)
7. New Business
 - a. Discuss and consider Gerke's proposal to replace 198-feet of sanitary sewer on Vilas Road.
 - b. Gaston and CTH TT Water Main Looping project update.
 - c. Discuss UpNet lease renewal.
 - d. Discuss and consider Pheasant Run sewer claim. The Utility Commission may vote to enter closed session under item 10 to be held at the end of the meeting.
 - e. Discuss and consider Pheasant Run water claim. The Utility Commission may vote to enter closed session under item 10 to be held at the end of the meeting.
Documents:
 1. [2020 VILAS INTERCEPTOR RD_DIP AREA.PDF](#)
 2. [Q25512 VILAS ROAD SEWER LINE COTTAGE GROVE.PDF](#)
 3. [MEMO ON VILAS SANITARY SEWER DIP AND PROPOSAL.PDF](#)
 4. [4750036_GASTON ROAD-CTH TT WATER MAIN LOOPING 60 PERCENT DRAWINGS.PDF](#)
 5. [4750036_60 PERCENT OPCC TO OWNER_260108.PDF](#)
8. Director's and Engineering Report
Documents: [UTILITY DIRECTORS REPORT2 01142026.PDF](#)

9. Future agenda items

10. Discuss and consider entering closed session regarding Pheasant Run Sewer Claim and Pheasant Run Water Claim as discussed in item 7.d. and 7.e.

The Village of Cottage Grove Utility Commission Will Enter into Closed Session Pursuant to Wisconsin State Statute §19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

11. Reconvene Into Open Session and Possible Consideration of Closed Session Items.

12. Adjournment

This agenda has been prepared by Staff and approved by the by the Chair of the Utility Commission for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodation should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Public Works, Properties & Sustainability Committee Wednesday, January 14, 2026 5:45 p.m.

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E Cottage Grove Road. The hybrid link can be found in the header of the agenda on the agenda center of the village website <https://www.vi.cottagegrove.wi.gov/agendacenter>. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@villageofcottagegrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call meeting to order
2. Determination of Quorum and That the Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity to Speak
4. Discuss and consider the Minutes from the Public Works, Properties & Sustainability Committee Meeting of December 10, 2025.
Documents: [12-10-25 PW MINUTES.PDF](#)
5. Unfinished Business
 - a. Discussion on vehicle traffic flow for staff direction.
 - b. Update and discussion on the 2026 Streets and Pedestrian Project.
Documents:
 1. [OPCC 2026 STREET AND PEDESTRIAN IMPROVEMENTS - 1.7.26 UPDATED.PDF](#)
 2. [ADDITIONAL CURB EXHIBIT.PDF](#)
 3. [2026 STREET AND PEDESTRIAN IMPROVEMENTS_50 PERCENT__OPTIMIZED.PDF](#)
6. Director's Report
Documents: [PW DIRECTORS REPORT 01142026.PDF](#)
7. Future Agenda Items
8. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Public Works, Properties & Sustainability Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodation should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Plan Commission Wednesday, January 14, 2026 6:30 p.m.

This meeting will take place as a hybrid meeting both virtually and in person at Village Hall at 221 E Cottage Grove Road. The hybrid link can be found in the header of the agenda on the agenda center of the village website <https://www.vi.cottagegrove.wi.gov/agendacenter>. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: ikalata@villageofcottagegrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call to order
2. Determination of quorum and that the agenda was properly posted
3. Pledge of Allegiance
4. PUBLIC APPEARANCES-Public's opportunity to speak
5. Discuss and Consider the Minutes from The Plan Commission Meeting of November 12, 2025.
Documents: [11-12-25 PLAN COMMISSION MINUTES.PDF](#)
6. PUBLIC HEARING: The Public's opportunity to provide input regarding a request from Dave Hensiak of New Tech Golf Carts for approval of a conditional use permit to allow an 'outdoor display incidental to indoor sales' land use at 645 Sandpiper Trail.
Documents:
 1. [CG_NEWTECH-CUP_2025-12-18.PDF](#)
 2. [APP_NEWTECHCUP_2025-11-24.PDF](#)
7. Discuss and Consider a request from Dave Hensiak of New Tech Golf Carts for approval of a conditional use permit to allow an 'outdoor display incidental to indoor sales' land use at 645 Sandpiper Trail.
8. PUBLIC HEARING: The Public's opportunity to provide input regarding a request from The Village Board of Trustees for the rezoning parcels #0711-091-9180-9, #0711-091-9187-1, #0711-091-9201-3, #0711-091-9210-2, #0711-091-9221-1, #0711-091-9230-8, #0711-091-9265-7, #0711-091-9275-5, and #0711-091-9194-1 from PB, Planned Business to CB, Central Business.
Documents:
 1. [CG_TID9-RZN_2025-12-23.PDF](#)
 2. [ORD_XX-2026_OFFSTREETPARKING_2026-01-14.PDF](#)
9. Discuss and Consider a request from The Village Board of Trustees for the rezoning parcels #0711-091-9180-9, #0711-091-9187-1, #0711-091-9201-3, #0711-091-9210-2, #0711-091-9221-1, #0711-091-9230-8, #0711-091-9265-7, #0711-091-9275-5, and #0711-091-9194-1 from PB, Planned Business to CB, Central Business.
10. Discuss and Consider a request from Stoddard's Meat Market & Catering for approval of a site plan amendment to construct an approximately 930 sq. ft. addition to the existing building located at 205 E. Cottage Grove Road.
Documents:
 1. [CG_STODDARDS-SITE_2026-01-05.PDF](#)

2. [25-04-002 STODDARDS PLAN SET \(11-20-25\).PDF](#)
3. [2025-12-25 STODDARDS - PROJECT NARRATIVE.PDF](#)
4. [SITE MAP.PDF](#)
5. [SITE PLAN AMEND APP-UPDATED 2024 \(SIGNED\).PDF](#)
6. [ZONING MAP.PDF](#)

11. Future Agenda Items

12. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Plan Commission for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodation should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



VILLAGE ACTION REPORT

PROJECT: Stoddard's Meat Market & Catering – Site Plan Amendment

APPLICANT: Patrick Eagan – One Design & Engineering

PROJECT LOCATION: 205 E. Cottage Grove Road

REPORT DATE: January 15, 2026

PROJECT DESCRIPTION: The applicant is seeking approval of a site plan amendment to permit construction of a single-story, pre-manufactured walk-in cooler on the north (rear) side of the existing Stoddard's Meat Market building located at 205 E. Cottage Grove Road. The cooler addition will allow reallocation of interior space for a separate catering kitchen.

PLAN COMMISSION MEETING: JANUARY 14, 2026

STAFF REPORT PROVIDED BY: X Planner, Engineer, Public Works

MOTION: by Murphy (1st), Heim (2nd)

The request for approval of the site plan amendment was **APPROVED**.

VOTE: 6 Aye, 0 Nay, 0 Abstain

APPLICANT COMMENTS:

- (Patrick Eagan – One Design & Engineering) – provided an overview of the project. Ruth noted that Fire, EMS, and the Village Engineer all reviewed the plan and had no comments or concerns. Ruth also noted the addition is located on a currently paved area so no additional impervious surface is created.

PUBLIC COMMENTS:

- None.

PLAN COMMISSION COMMENTS:

- (Murphy) – asked if there was any noise impact by adding the cooler to the rear? Eagan replied there would be no additional noise.

STAFF COMMENTS:

See staff reports and as noted above.



PLANNING STAFF REPORT

MEMO DATE: January 5, 2026

MTG. DATE: JANUARY 14, 2026

TO: Village of Cottage Grove Plan Commission

CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Lisa Kalata – Village Clerk
Kyela O’Loughlin – Public Works & Utilities Director
Larry Konopacki – Village Attorney
Rick Manthe – Village Attorney
Josh Straka – Village Engineer

FROM: [Erin Ruth, AICP – Village Planning Director](#)

RE: **Stoddard’s Meat Market & Catering – Site Plan Amendment**

BACKGROUND

Property Owner: JB Enterprises LLC

Location: 205 E. Cottage Grove Road

Area: 0.531 acres

Agent: Patrick Eagan – One Design & Engineering

Existing Zoning: PB, Planned Business

Proposed Zoning: PB, Planned Business

OVERVIEW

The applicant is seeking approval of a site plan amendment to permit construction of a single-story, pre-manufactured walk-in cooler on the north (rear) side of the existing Stoddard’s Meat Market building located at 205 E. Cottage Grove Road.

The cooler addition will allow reallocation of interior space for a separate catering kitchen. The cooler will occupy space that is currently paved, therefore no additional impervious surface will be created by this project.

The applicant is also demarcating two new parking spaces at the rear of the building, adjacent to an existing driveway.

COMPREHENSIVE PLAN CONSISTENCY

The proposed use is consistent with the Planned Business designation in the Comprehensive Plan.

ZONING CONSISTENCY

The subject property is zoned PB, Planned Business, which is regulated by 325-40(B) of the Village Zoning Ordinance.

Per 325-40(B)(7)(b)(4)(a), a minimum 10-foot setback is required from the building to a street side property line unless the street ROW exceeds 100 feet in width. The 10-foot setback applies on Willow Run and E. Oak Streets. The proposed cooler addition complies with this requirement.

STAFF RECOMMENDATION

Staff recommends that the requested Site Plan Amendment be **APPROVED**.

STODDARD'S MARKET

CONSTRUCTION

November 10, 2025

ONE DESIGN & ENGINEERING
 Est. 2020
 202 Ash St, Cambridge, WI 53523 ♦ 608.577.0443 ♦ www.oneedne.com

STODDARDS MEAT MARKET & CATERING

205 E. Cottage Grove Rd.
 Cottage Grove, WI 53527

COVER SHEET

Project Name:

Revisions:

Project #: 25-004-002
 Issued for: Construction
 Date: 11/10/2025

Sheet Number

T001



2 PROPOSED COOLER RENDERING (NORTHWEST VIEW)
 T001 1/2" = 1'-0"

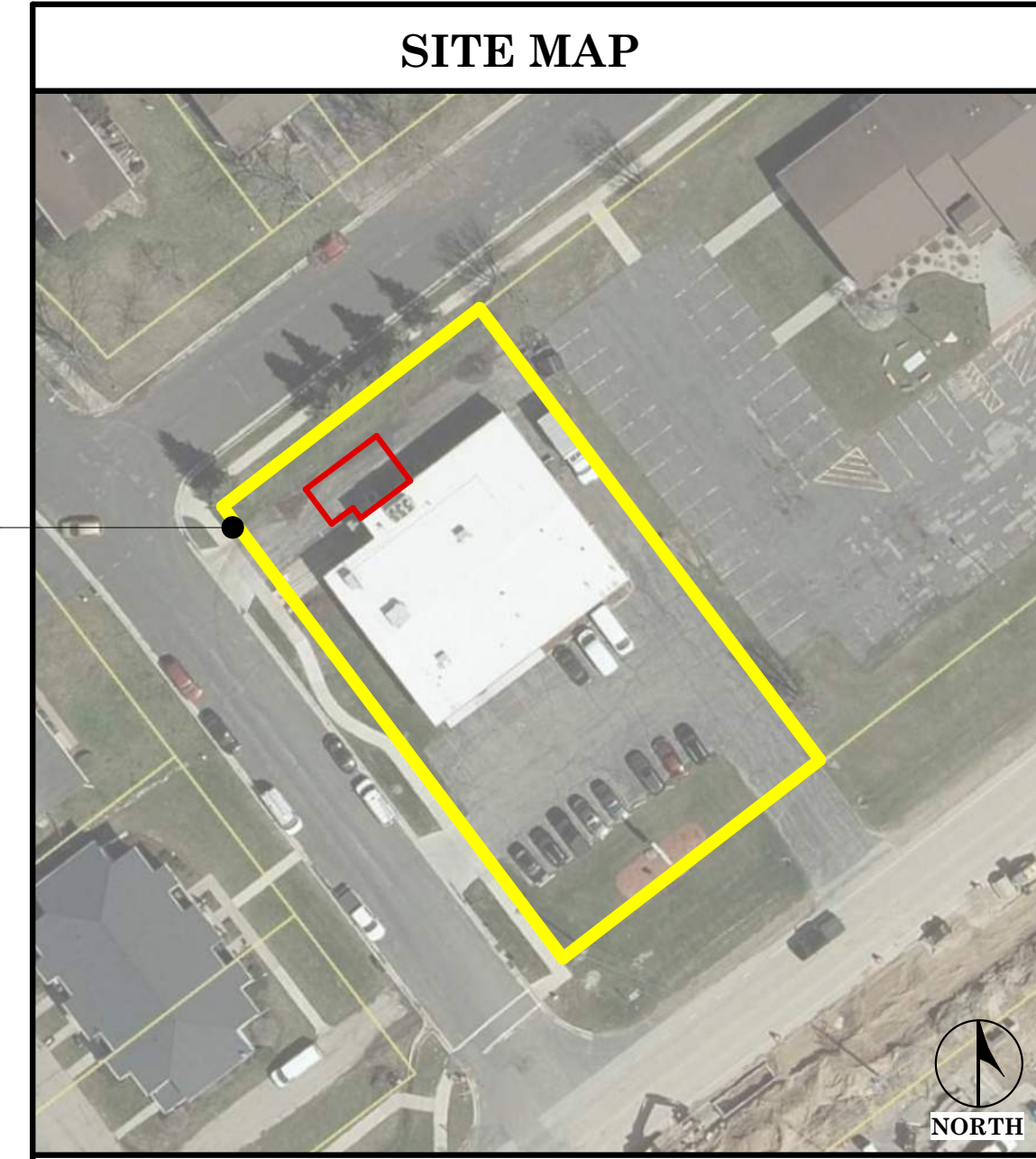


1 PROPOSED COOLER RENDERING (NORTHEAST VIEW)
 T001 1/2" = 1'-0"

PROJECT LOCATION
 205 E. Cottage Grove Rd.
 Cottage Grove, WI 53527



PROJECT LOCATION
 205 E. Cottage Grove Rd.
 Cottage Grove, WI 53527

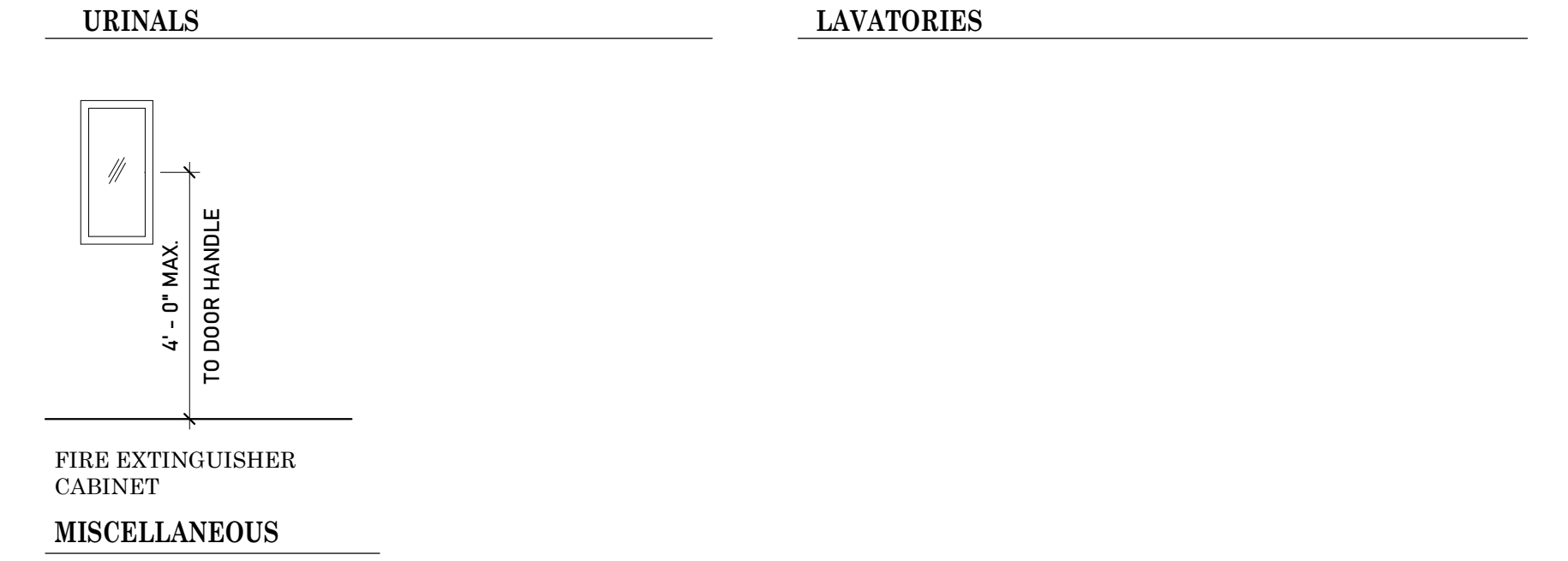
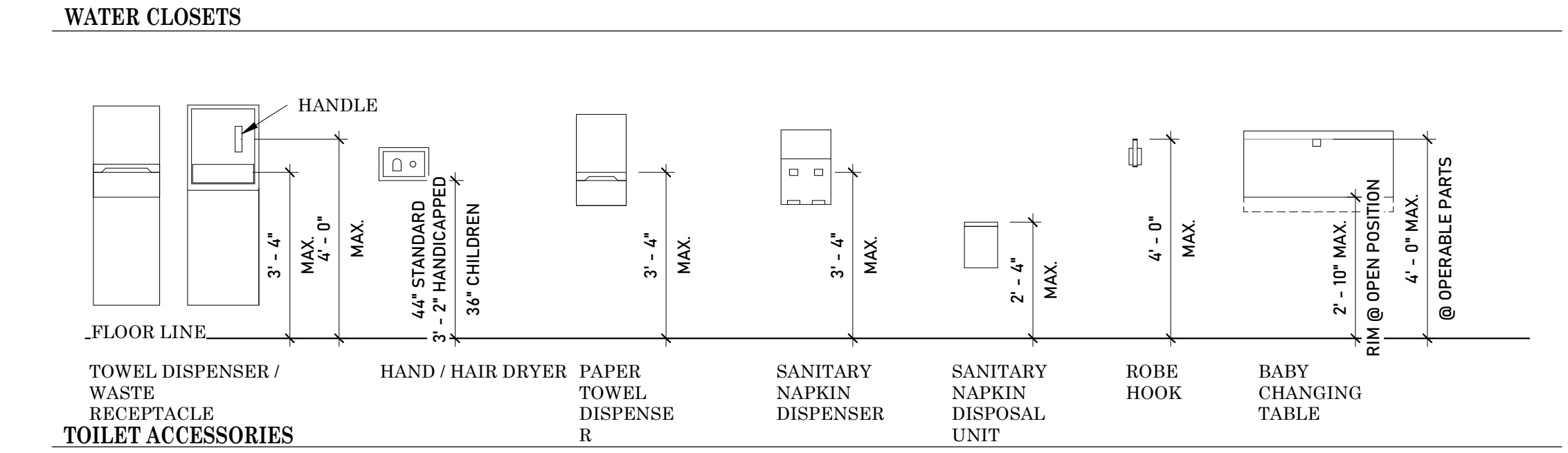
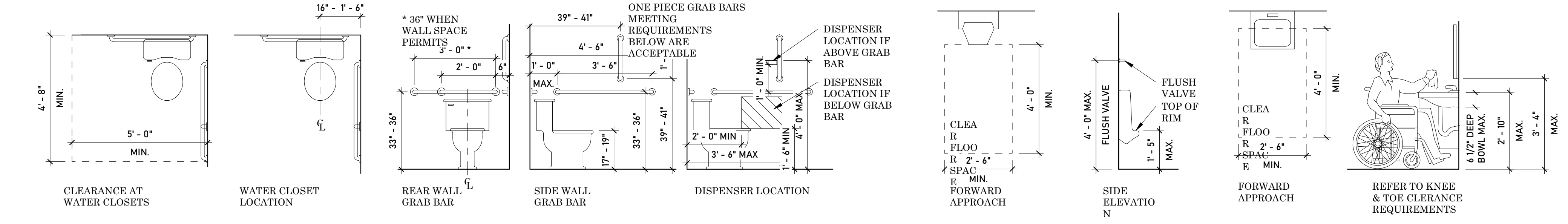
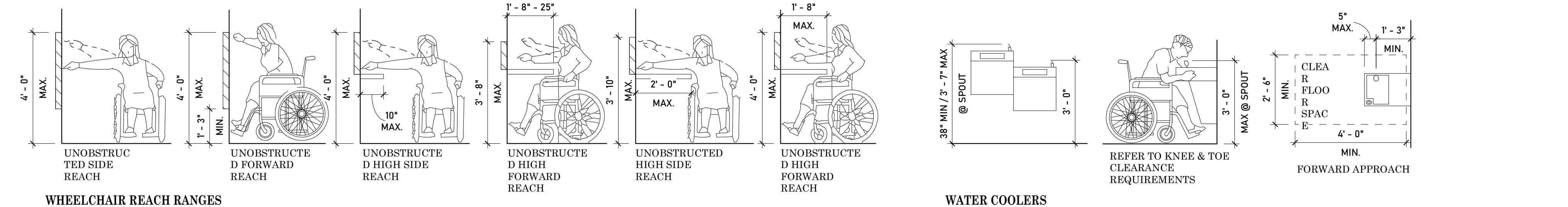
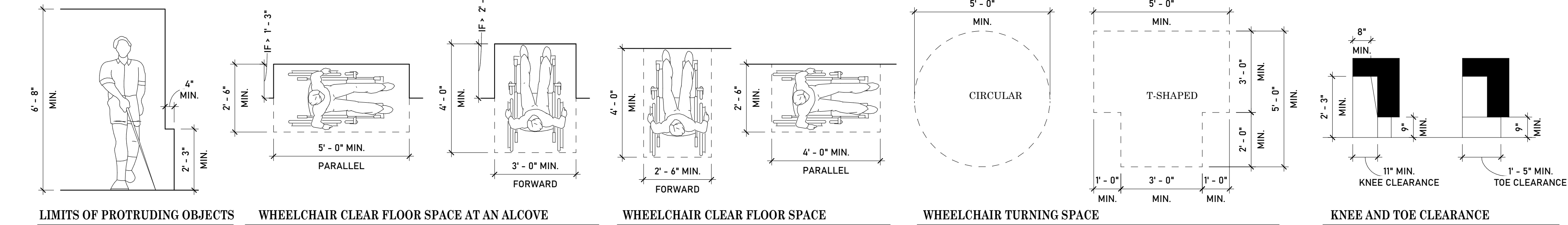
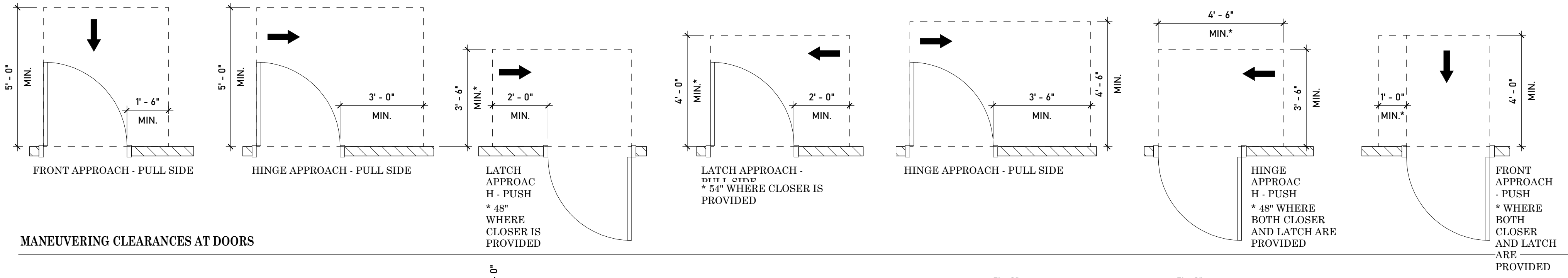


OWNER
 Stoddard's Meat market & Catering
 Jerry Stoddard
 205 E. Cottage Grove Rd.
 Cottage Grove, WI 53527

ENGINEER
 One Design & Engineering, LLC
 Patrick L. Eagan, SE, PE
 202 Ash St
 Cambridge, WI 53523

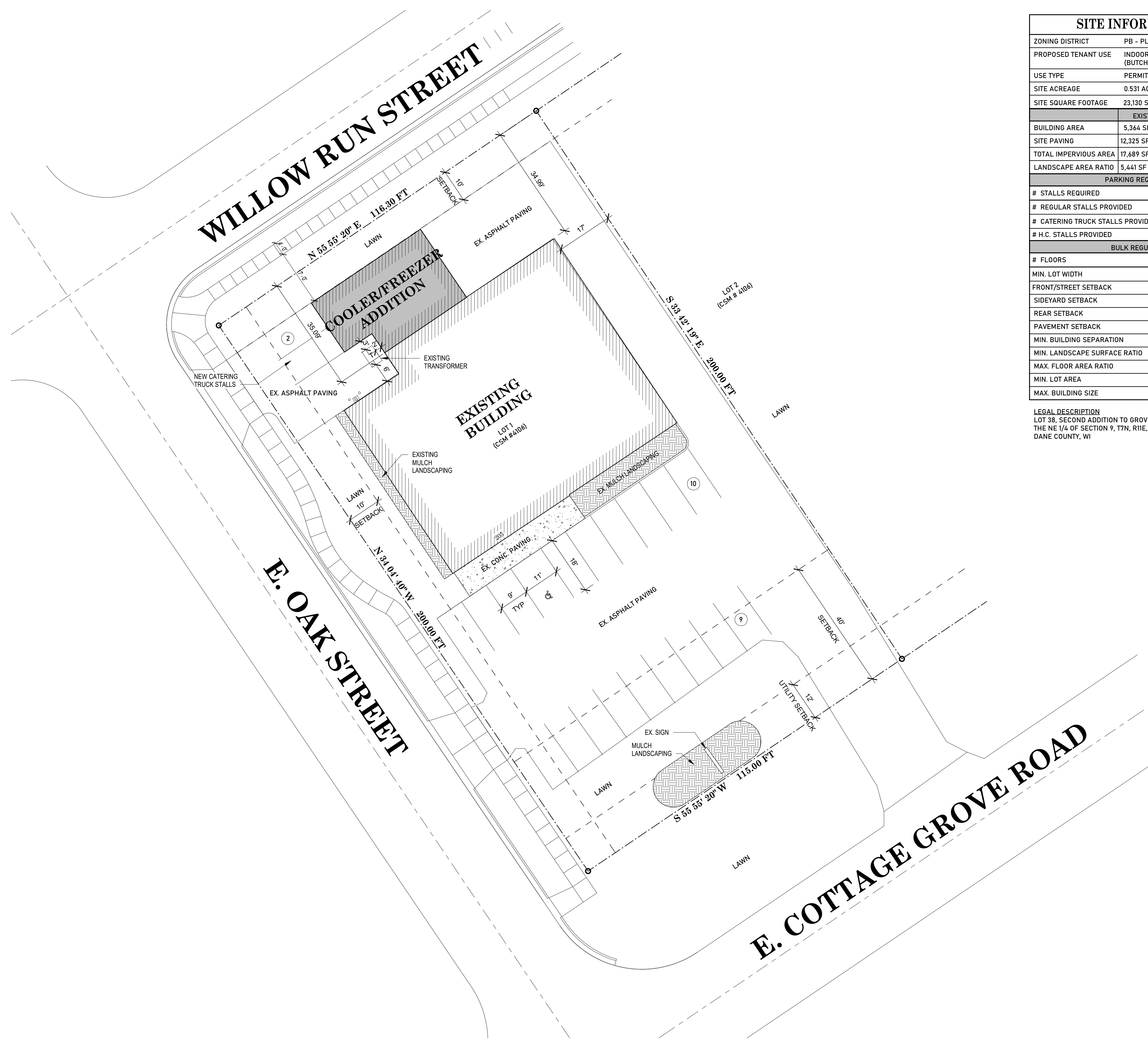
SHEET INDEX	
SHEET NUMBER	SHEET TITLE
T001	COVER SHEET
A001	ADA SYMBOLS & NOTES
A010	CODE PLAN
A050	SITE PLAN
A100	EXISTING FLOOR PLAN
A110	NEW FLOOR PLAN
A120	REFLECTED CEILING PLAN
A200	ROOF PLAN
A300	BUILDING ELEVATIONS
A400	BUILDING SECTIONS
A700	WALL TYPES & ASSEMBLIES
A720	DOOR & HARDWARE SCHEDULE
S100	FOUNDATION PLAN & DETAILS

ADA SYMBOLS & CLEARANCES



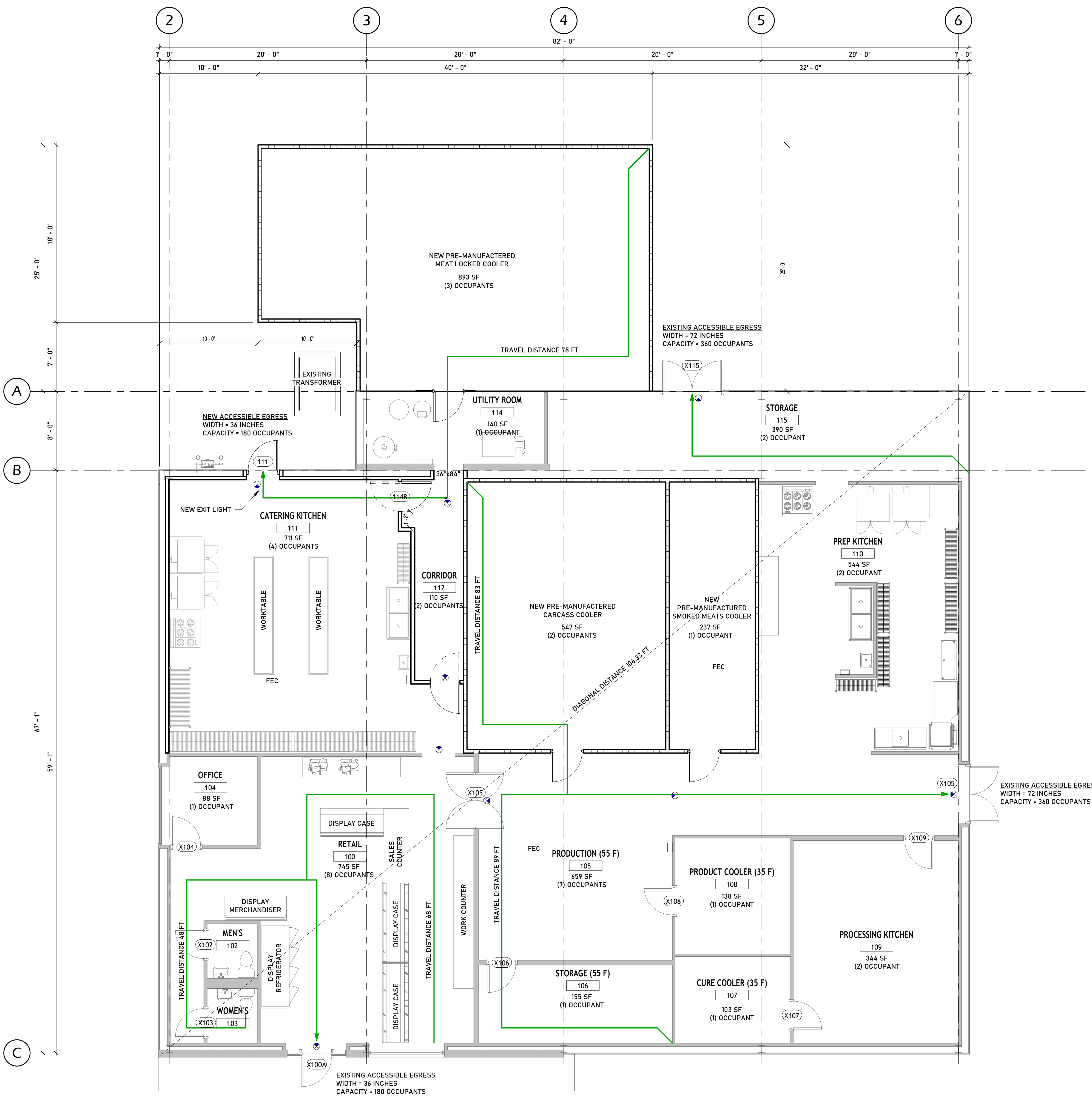
ABBREVIATIONS			
AB	ANCHOR BOLT	ID	INSIDE DIAMETER
ALT	ALTERNATE	I.F.	INSIDE FACE
ALUM	ALUMINUM	LLH	LONG LEG HORIZONTAL
ARCH	ARCHITECT OR ARCHITECTURAL	LLV	LONG LEG VERTICAL
		LP	LOW POINT
		LVL	LAMINATED VENEER LUMBER
BLDG	BUILDING	MAX	MAXIMUM
BLK	BLOCK (CMU)	MIN	MINIMUM
BM	BEAM		
BOT	BOTTOM		
BRG	BEARING		
CIP	CAST-IN-PLACE CONSTRUCTION JOINT	N.I.C.	NOT IN CONTRACT
CJ	CENTER LINE	NOM	NOMINAL
CL	CENTER LINE	N.T.S.	NOT TO SCALE
CJ	CONTROL JOINT		
CLR	CLEAR	OC	ON CENTER
CMU	CONCRETE MASONRY UNIT	OD	OUTSIDE DIAMETER
		O.F.	OUTSIDE FACE
COL	COLUMN	OH	OVER HEAD
CONC	CONCRETE	OPP	OPPOSITE
CONT	CONTINUOUS		
DIA	DIAMETER	PL	PLATE
DIM	DIMENSION	PC	PRECAST
DN	DOWN	PT	POST TENSIONED
DTL	DETAIL	R	RADIUS
DWG	DRAWING	REQD	REQUIRED
DWL	DOWEL	SCHED	SCHEDULE
		SIM	SIMILAR
EA	EACH	SP(S)	SPACE OR SPACES
EJ	EXPANSION JOINT	SPEC	SPECIFICATION
EL	ELEVATION	SQ	SQUARE
EQ	EQUAL	SS	STAINLESS STEEL
EW	EACH WAY	STL	STEEL
EXIST	EXISTING		
EXP	EXPANSION	TL	TOP OF LEDGE
EXT	EXTERIOR	TP	TOP OF PIER
		TS	TOP OF SLAB
FD	FLOOR DRAIN	TYP	TYPICAL
FDN	FOUNDATION	TW	TOP OF WALL
FTG	FOOTING	UNO	UNLESS NOTED OTHERWISE
GA	GAUGE		
GALV	GALVANIZED	VERT	VERTICAL
		VIF	VERIFY IN FIELD
HK	HOOK		
HORIZ	HORIZONTAL	W/	WITH
HP	HIGH POINT	W/O	WITHOUT
HSS	HOLLOW STRUCTURAL SECTION	WP	WORK POINT
HVAC	HEATING, VENTILATING & AIR CONDITIONING	WWF	WELDED WIRE FABRIC

SYMBOL / ANNOTATION LEGEND	
	BUILDING ELEVATION VIEW NUMBER SHEET NUMBER
	INTERIOR ELEVATION VIEW NUMBER SHEET NUMBER
	BUILDING SECTION VIEW NUMBER SHEET NUMBER
	WALL / DETAIL SECTION VIEW NUMBER SHEET NUMBER
	DETAIL CALLOUT VIEW NUMBER SHEET NUMBER
	WALL / PARTITION TYPE TAG PARTITION TYPE
	PARTIAL HEIGHT PARTITION TYPE TAG PARTITION TYPE
	WINDOW TYPE TAG
	STOREFRONT TYPE TAG
	DOOR TAG
	REVISION NUMBER AND CLOUD



SITE INFORMATION		
ZONING DISTRICT	PB - PLANNED BUSINESS	
PROPOSED TENANT USE	INDOOR SALES & SERVICES (BUTCHER SHOP)	
USE TYPE	PERMITTED USE	
SITE ACREAGE	0.531 AC	
SITE SQUARE FOOTAGE	23,130 SF	
	EXISTING	PROPOSED
BUILDING AREA	5,364 SF (23.2%)	6,294 SF (27.2%)
SITE PAVING	12,325 SF (53.3%)	11,395 SF (49.3%)
TOTAL IMPERVIOUS AREA	17,689 SF (76.5%)	17,689 SF (76.5%)
LANDSCAPE AREA RATIO	5,441 SF (23.5%)	5,441 SF (23.5%)
PARKING REQUIREMENTS		
# STALLS REQUIRED	21 (1 PER 300 GSF)	
# REGULAR STALLS PROVIDED	18	
# CATERING TRUCK STALLS PROVIDED	2	
# H.C. STALLS PROVIDED	1	
BULK REGULATIONS		
# FLOORS	4	
MIN. LOT WIDTH	60 FT	
FRONT/STREET SETBACK	10 FT (NON RESIDENTIAL)	
SIDEYARD SETBACK	10 FT (NON RESIDENTIAL)	
REAR SETBACK		
PAVEMENT SETBACK	5 FT	
MIN. BUILDING SEPARATION	20 FT	
MIN. LANDSCAPE SURFACE RATIO	25 %	
MAX. FLOOR AREA RATIO	30 %	
MIN. LOT AREA	6,000 SF	
MAX. BUILDING SIZE	N/A	

LEGAL DESCRIPTION
 LOT 38, SECOND ADDITION TO GROVE HEIGHTS, BEING PART OF THE NE 1/4 OF SECTION 9, T7N, R1E, VILLAGE OF COTTAGE GROVE, DANE COUNTY, WI



CODE SUMMARY

BUILDING CODE(S):
 - SPS 361-366 WISCONSIN COMMERCIAL BUILDING CODE W/
 2021 ICC INTERNATIONAL BUILDING CODE ADOPTION
 - 2021 ICC IEBC "INTERNATIONAL EXISTING BUILDING CODE"

BUILDING DATA
 EXISTING BUILDING AREA: 5,358 SF
 ADDITION AREA: 926 SF
 TOTAL FLOOR AREA: 6,284 SF

ALTERATION LEVEL 2: WORK AREA + 50% TOTAL FLOOR AREA

STORIES (ABOVE GRADE): 1
 BUILDING HEIGHT: 14'-8"

CONSTRUCTION TYPE: VB
 SPRINKLED: NO

USE & OCCUPANCY CLASSIFICATION (CHAPTER 3):
 EXISTING USE CATEGORY: B - BUSINESS
 PRIMARY USE: B - BUSINESS

GENERAL BUILDING HEIGHTS & AREAS (CHAPTER 3):
BUILDING HEIGHT BY OCCUPANCY CLASSIFICATION:
 B-BUSINESS: 40 FT
BUILDING STORIES BY OCCUPANCY CLASSIFICATION:
 B-BUSINESS: 2-STORIES
BUILDING AREA BY OCCUPANCY CLASSIFICATION:
 B-BUSINESS: 9,000 SF

FIRE PROTECTION (CHAPTER 9):
 FIRE PROTECTION SYSTEM PRESENT: NO

FIRE ALARM SYSTEM REQ'D:
 B-BUSINESS (907.2.2): NO; OCCUPANT LOAD < 300

OCCUPANT LOAD (CHAPTER 10, TABLE 602):
 CHANGE IN OCCUPANCY: NO
 EXISTING OCCUPANT LOAD: 37
 NEW OCCUPANT LOAD: 41
 % INCREASE: 10.8%

EGRESS (CHAPTER 10):
EXITS REQUIRED (TABLE 1006.2.1)
 FIRST FLOOR: 2 REQ'D
 4 PROVIDED (4 ADA)

EXIT MINIMUM WIDTH: 0.2 INCHES PER OCCUPANT (1005.3.2)

B-BUSINESS FIXTURE RATES:
 WATER CLOSETS: 1 PER 25 EACH
 LAVATORIES: 1 PER 40, EACH
 DRINKING FOUNTAIN: 1 PER 500
 SERVICE SINK: 1 REQUIRED

ACCESSIBILITY
 ACCESSIBLE SPACES TO COMPLY WITH ANSI 117.1

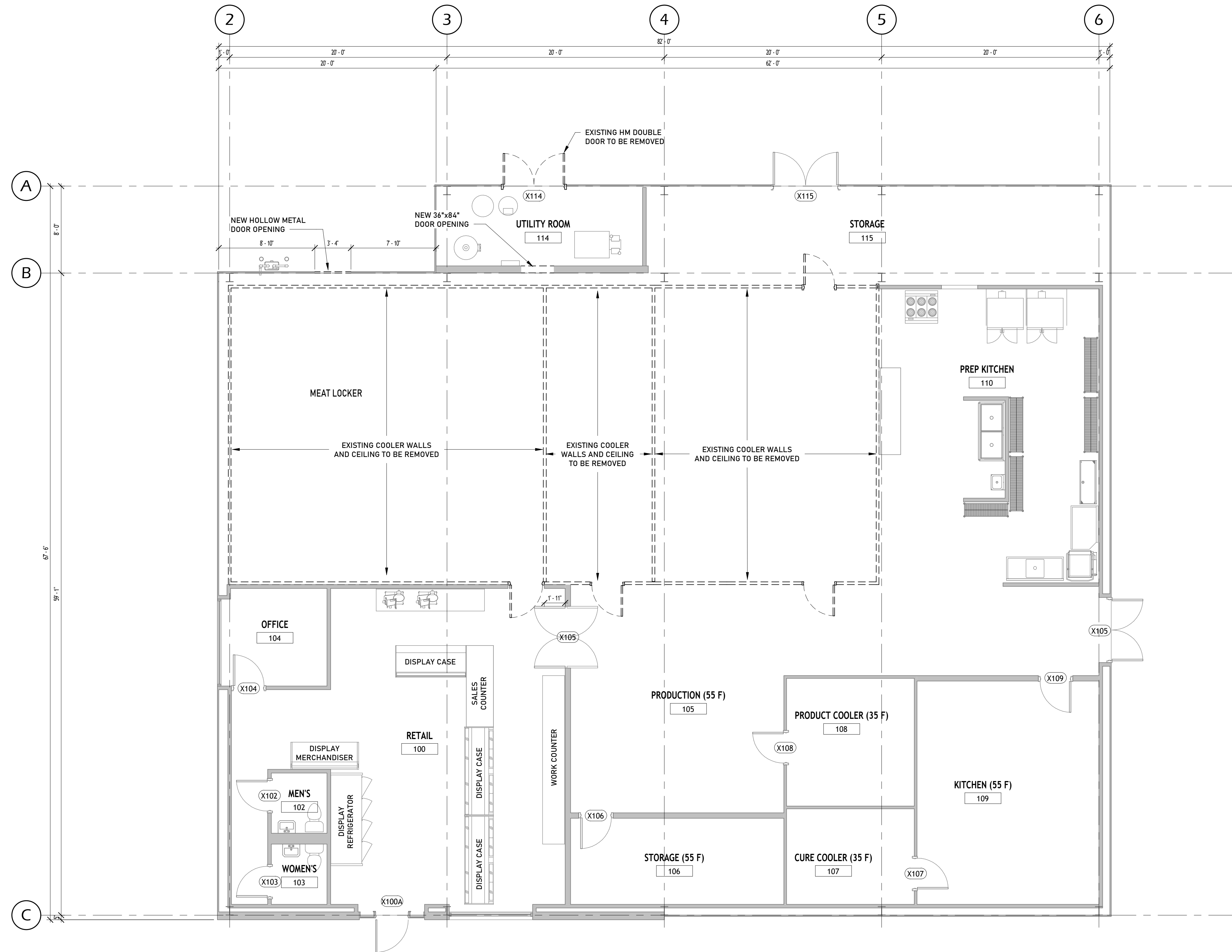
→ PATH OF EGRESS TRAVEL
X EXIT LIGHT
FEC FIRE EXTINGUISHER CABINET (SURFACE MOUNTED)

OCCUPANT LOAD SCHEDULE

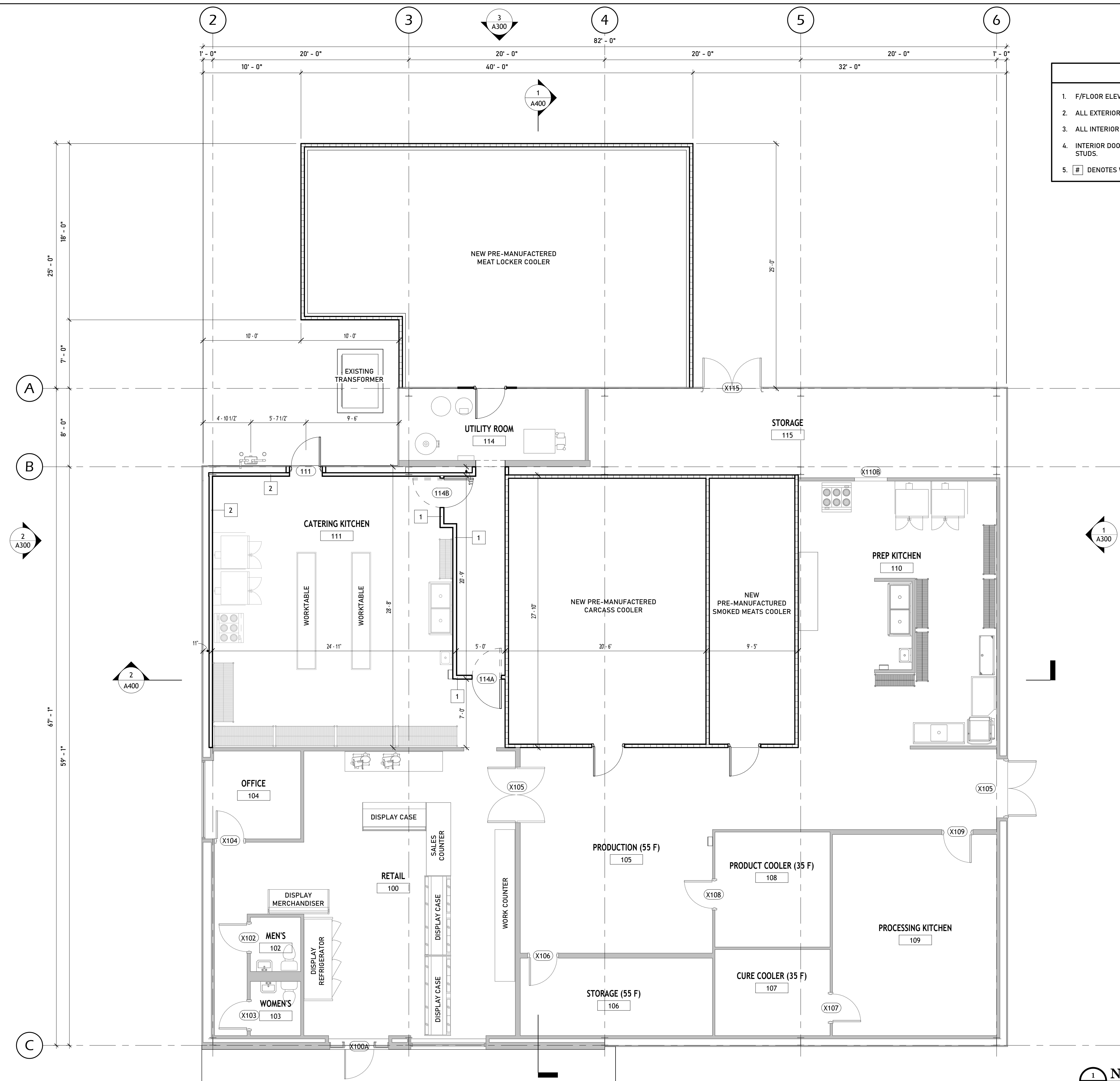
ROOM #	ROOM NAME	LOAD FACTOR	AREA	OCCUPANTS
100	RETAIL	1 PER 100 GSF	745 SF	8
102	MENS	ACTUAL #	—	1
103	WOMENS	ACTUAL #	—	1
104	OFFICE	1 PER 100 GSF	88 SF	1
105	PRODUCTION	1 PER 100 GSF	659 SF	7
106	STORAGE	1 PER 300 GSF	155 SF	1
107	CURE COOLER	1 PER 300 GSF	103 SF	1
108	PRODUCT COOLER	1 PER 300 GSF	138 SF	1
109	PROCESS KITCHEN	1 PER 200 GSF	344 SF	2
110	PREP KITCHEN	1 PER 200 GSF	544 SF	3
111	CATERING KITCHEN	1 PER 200 GSF	711 SF	4
112	CORRIDOR	1 PER 100 GSF	110 SF	2
114	UTILITY	1 PER 300 GSF	140 SF	1
115	STORAGE	1 PER 300 GSF	390 SF	2
	SMOKED COOLER	1 PER 300 GSF	237 SF	1
	CARCASS COOLER	1 PER 300 GSF	547 SF	2
	MEAT LOCKER	1 PER 300 GSF	893 SF	3
TOTAL OCCUPANT LOAD:				41

1 NEW FLOOR PLAN
 A010 3/16" = 1'-0"





Project Name:	
Revisions:	
Project #:	25-004-002
Issued for:	Construction
Date:	11/10/2025
Sheet Number	A100



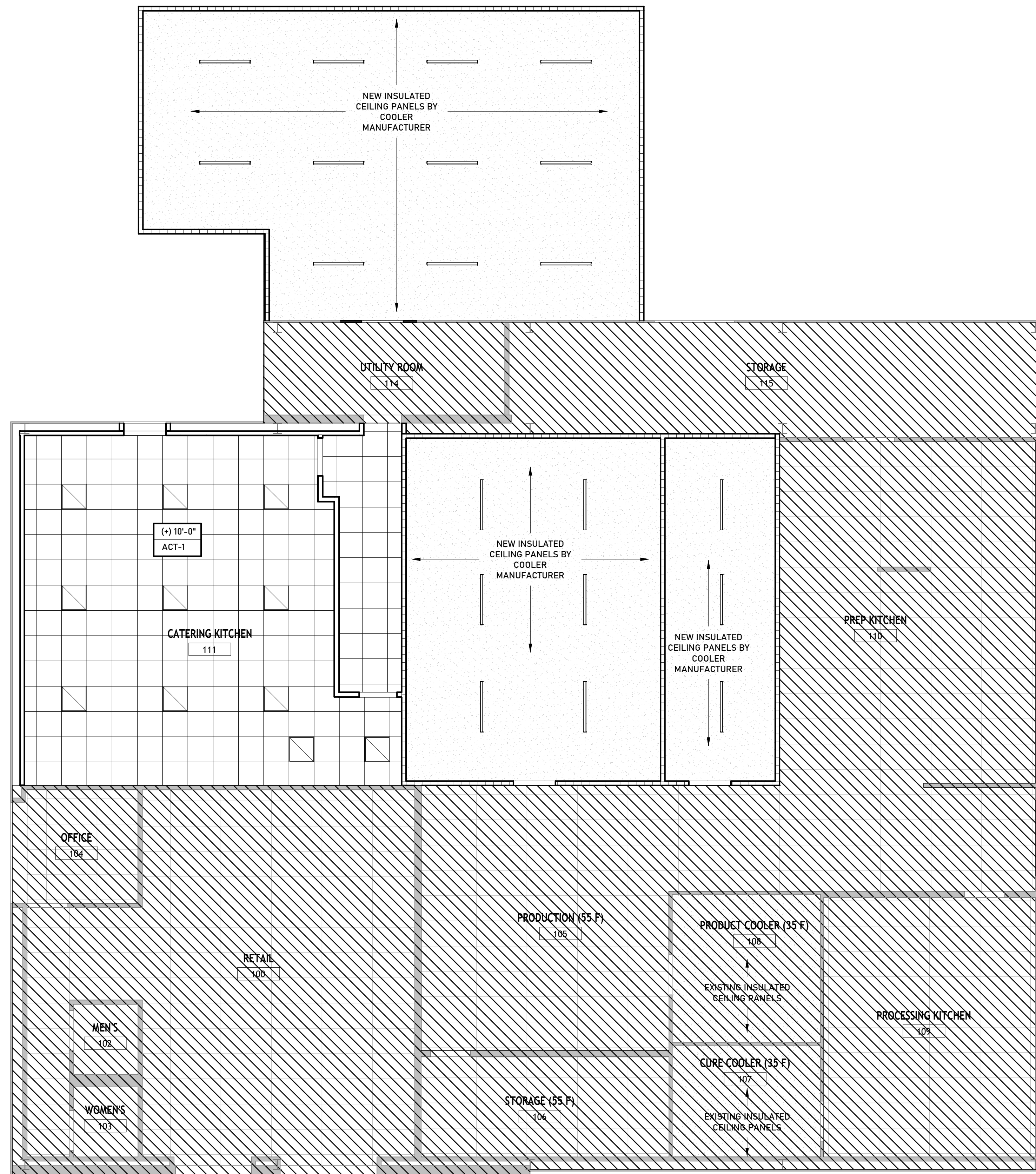
- PLAN NOTES**
1. F/FLOOR ELEVATION 0'-0" = TOP OF EXISTING INTERIOR FLOOR SLAB.
 2. ALL EXTERIOR DIMENSIONS ARE TO FACE OF FOUNDATION.
 3. ALL INTERIOR DIMENSIONS ARE TO FACE OF NEW STUDS OF FACE OF EXISTING WALL.
 4. INTERIOR DOOR ROUGH OPENINGS ARE LOCATED 4 1/2 INCHES FROM ADJACENT WALL STUDS.
 5. # DENOTES WALL TYPE . SEE SHEET A720 FOR WALL TYPE SECTIONS.

STODDARDS MEAT MARKET & CATERING
 205 E. Cottage Grove Rd.
 Cottage Grove, WI 53527
 Sheet Title
NEW FLOOR PLAN

Project Name:	STODDARDS MEAT MARKET & CATERING
Project #:	25-004-002
Issued for:	Construction
Date:	11/10/2025
Sheet Number	A110

1
A110
NEW FLOOR PLAN
3/16" = 1'-0"





REFLECTED CEILING PLAN LEGEND

(+) X'-X" → CEILING HEIGHT ABOVE FINISHED FLOOR
 GWB-X → CEILING TYPE

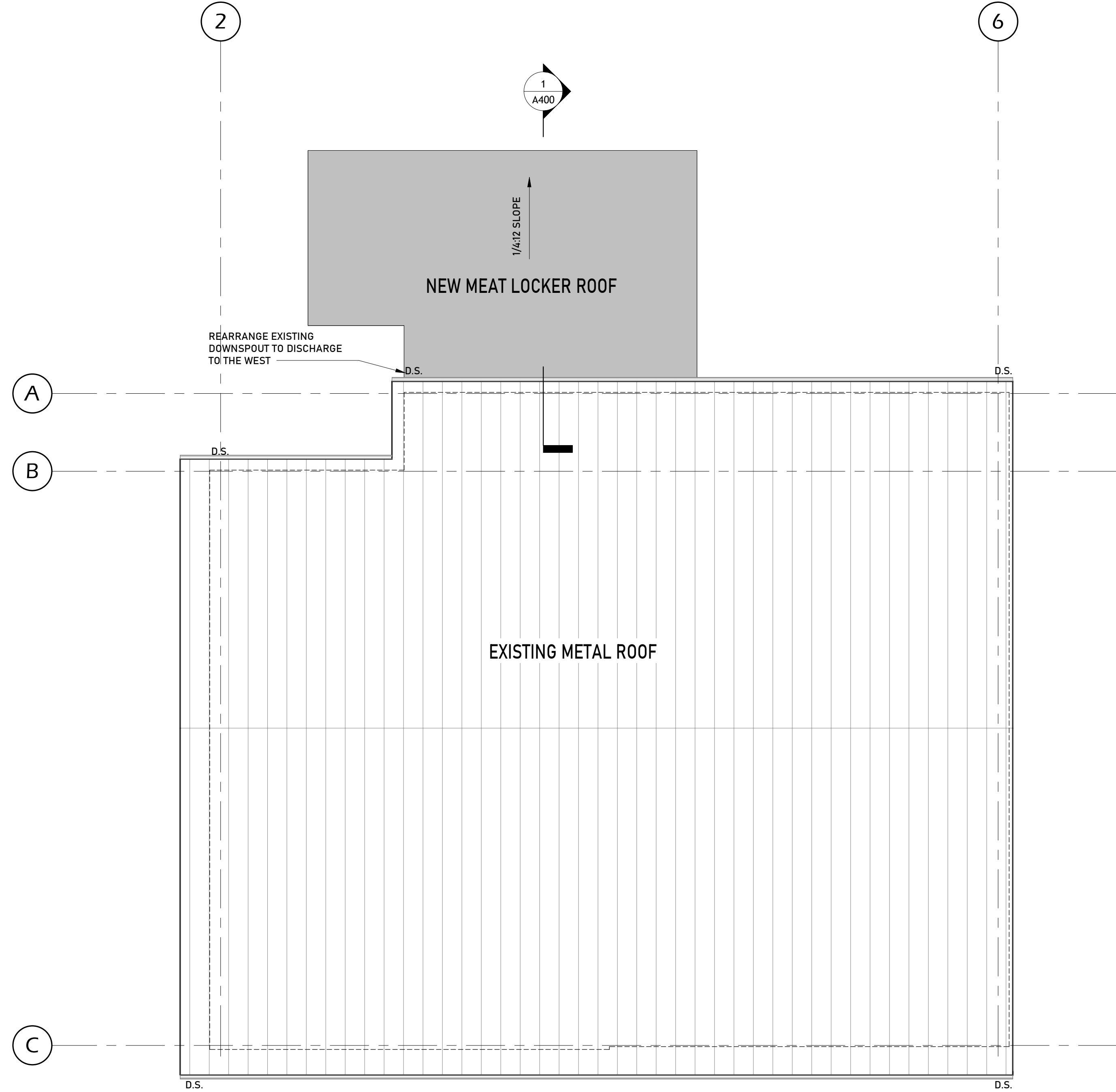
INSULATED METAL COOLER CEILING PANELS (PROVIDED BY COOLER MANUFACTURER)

ACT-1: 5/8" x 2x2' VINYL FACED ACOUSTICAL TILE WITH 16/16-INCH GRID AND SQUARE EDGES

SURFACE MOUNTED LINEAR LED LITHONIA LIGHTING MODEL CSVF LED

2x2' CEILING TROFFER - LITHONIA LIGHTING MODEL 2GTL, OR EQUAL

DIAGONAL HATCH INDICATES AREAS WHERE NO CEILING WORK IS BEING PERFORMED



1 ROOF PLAN
A200 1/8" = 1'-0"

Project Name: **STODDARDS MEAT MARKET & CATERING**

205 E. Cottage Grove Rd.
Cottage Grove, WI 53527

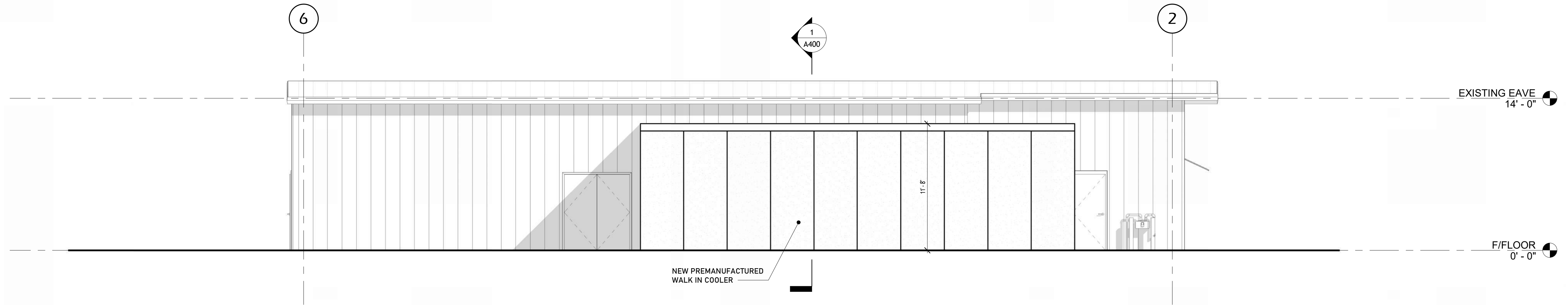
Sheet Title: **ROOF PLAN**

Revisions:

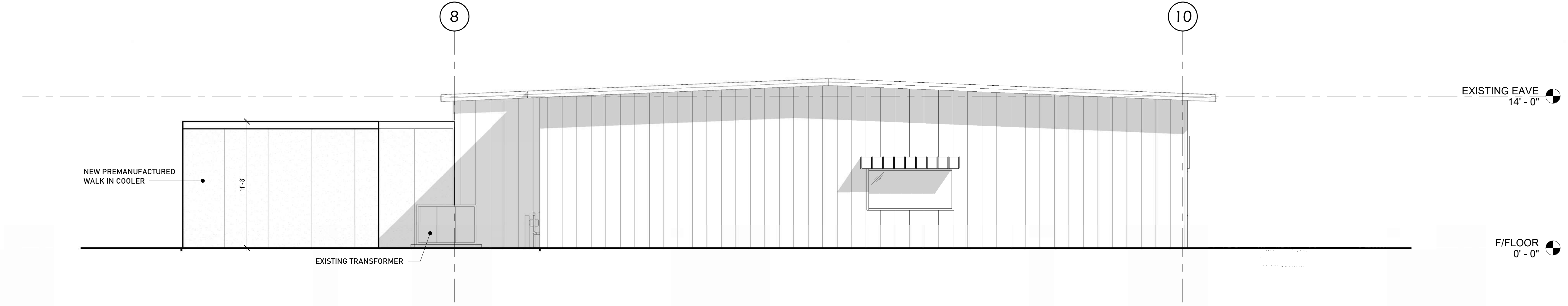
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Project #: 25-004-002
Issued for: Construction
Date: 11/10/2025

Sheet Number: **A200**



3 NORTH ELEVATION
A300 3/16" = 1'-0"



2 WEST ELEVATION
A300 3/16" = 1'-0"



1 EAST ELEVATION
A300 3/16" = 1'-0"

Revisions:	
Project #:	25-004-002
Issued for:	Construction
Date:	11/10/2025
Sheet Number	A300

STODDARDS MEAT MARKET & CATERING

205 E. Cottage Grove Rd.
Cottage Grove, WI 53527

BUILDING SECTIONS

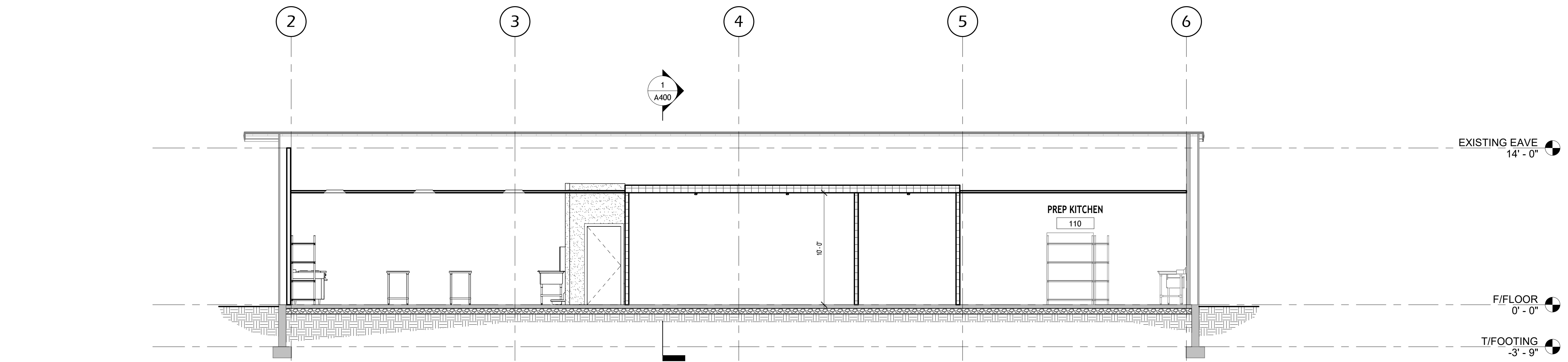
Project Name:

Revisions:

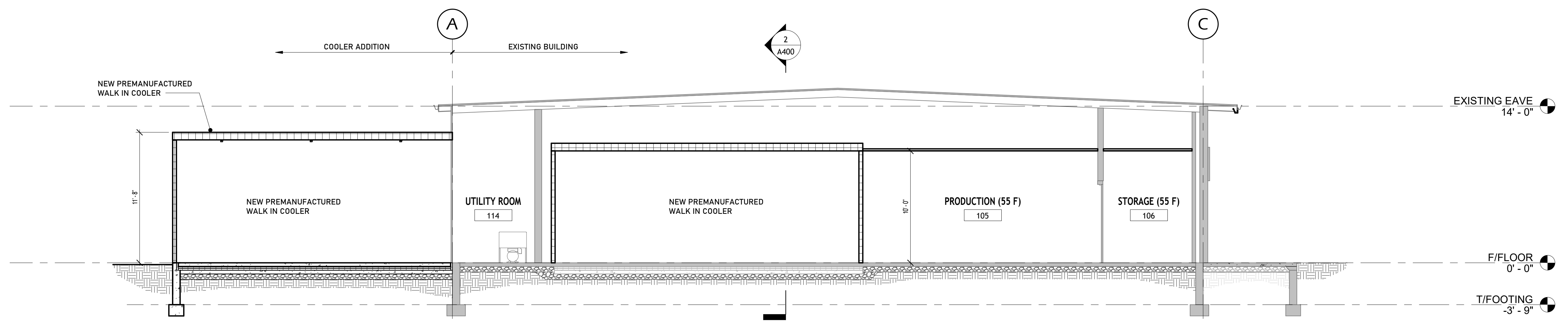
Project #: 25-004-002
Issued for: Construction
Date: 11/10/2025

Sheet Number

A400



2 BUILDING SECTION #2
3/16" = 1'-0"



1 BUILDING SECTION #1
3/16" = 1'-0"

STODDARDS MEAT MARKET & CATERING

205 E. Cottage Grove Rd.
Cottage Grove, WI 53527

WALL TYPES & ASSEMBLIES

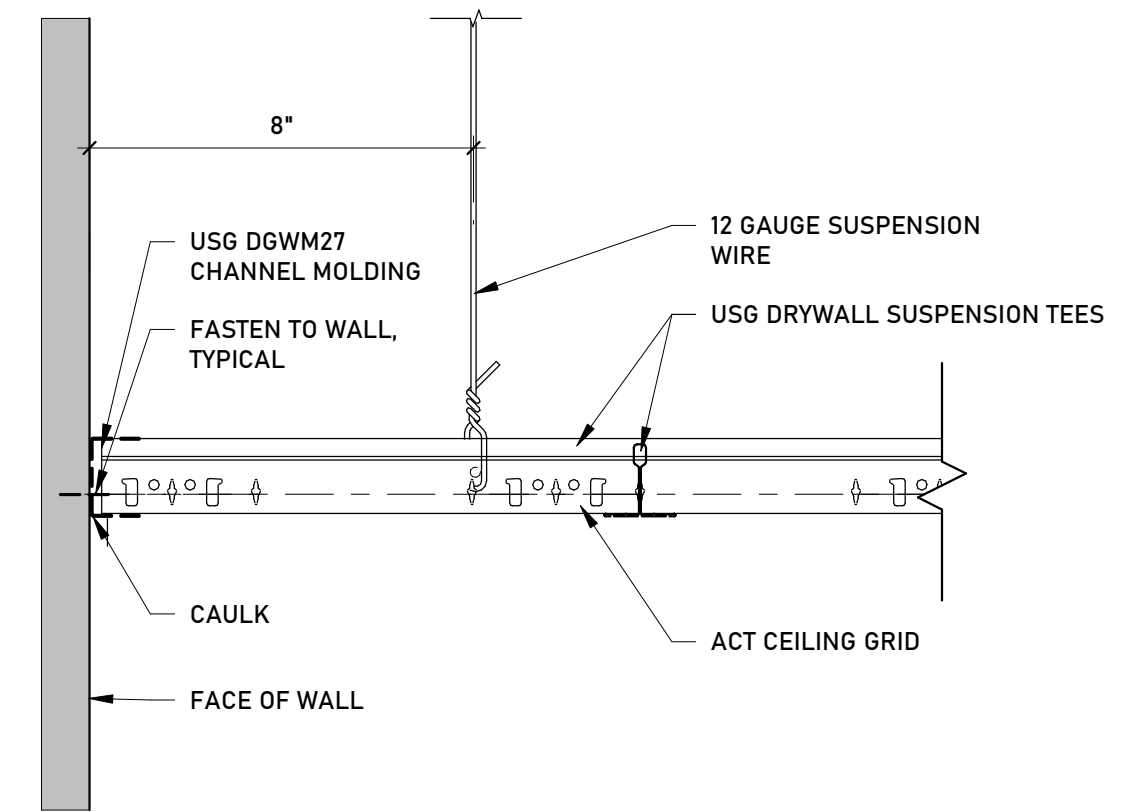
Project Name:

Revisions:

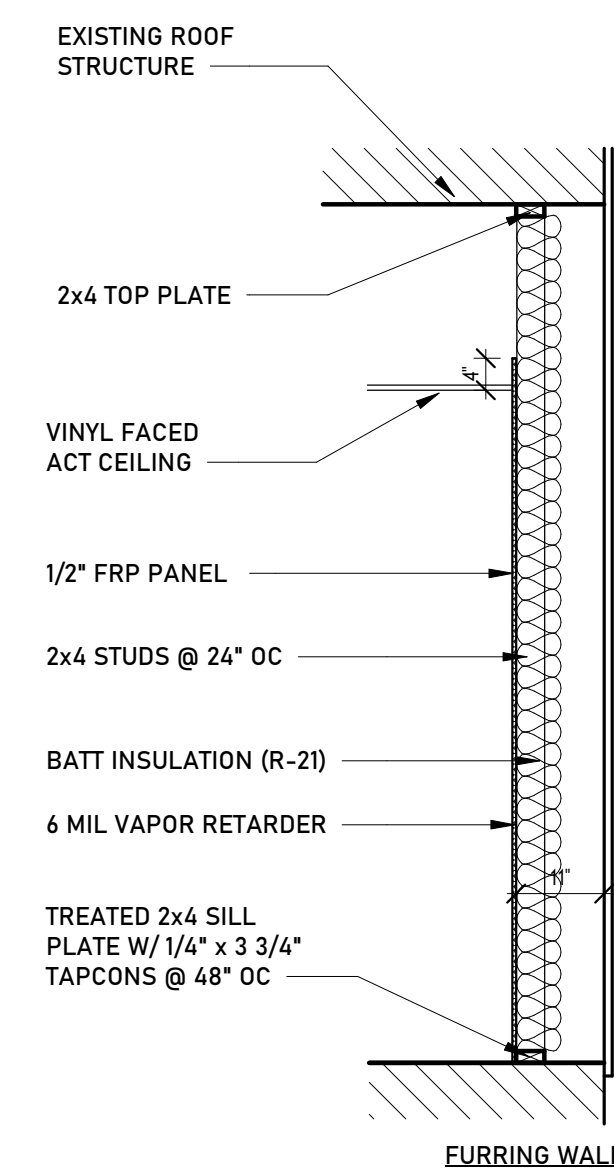
Project #: 25-004-002
Issued for: Construction
Date: 11/10/2025

Sheet Number

A700

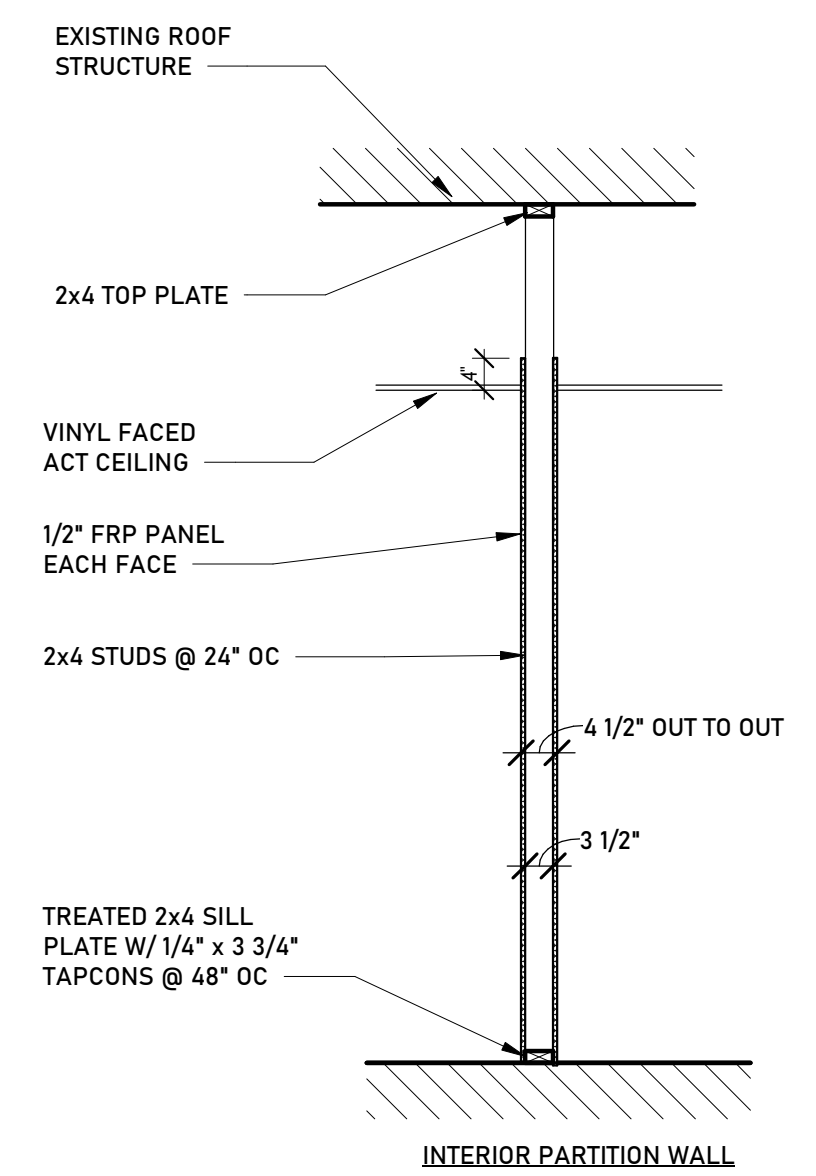


2 ACT SUSPENSION SYSTEM
A700 3" = 1'-0"



2

1 WALL TYPES
A700 1/2" = 1'-0"

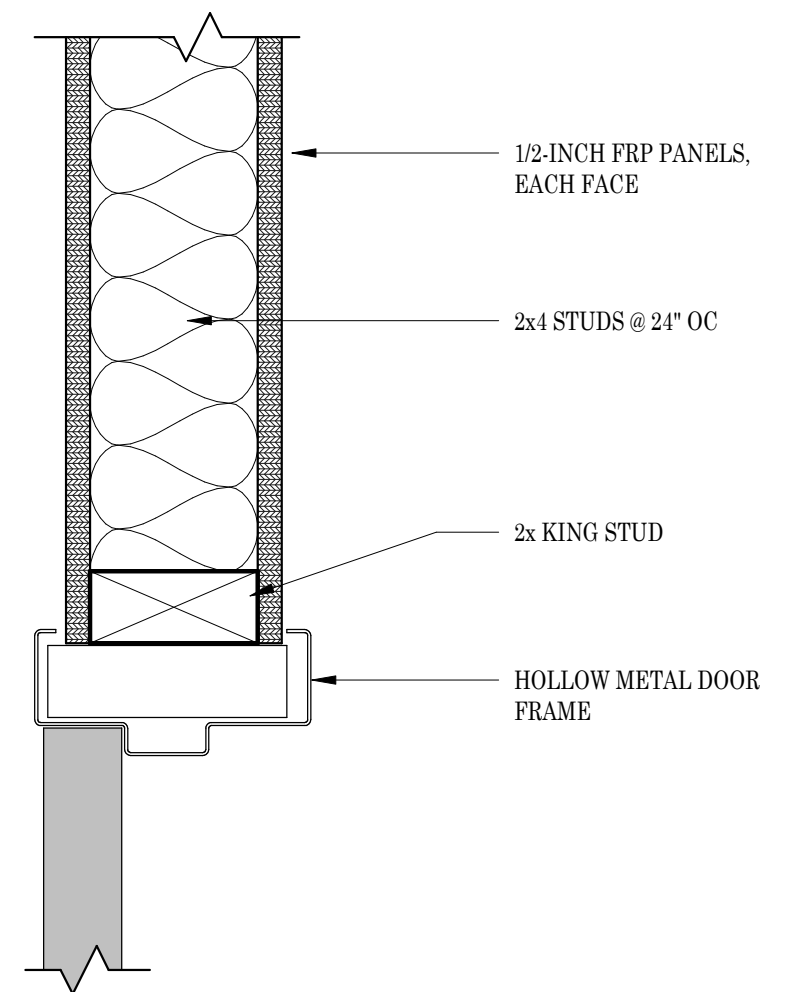
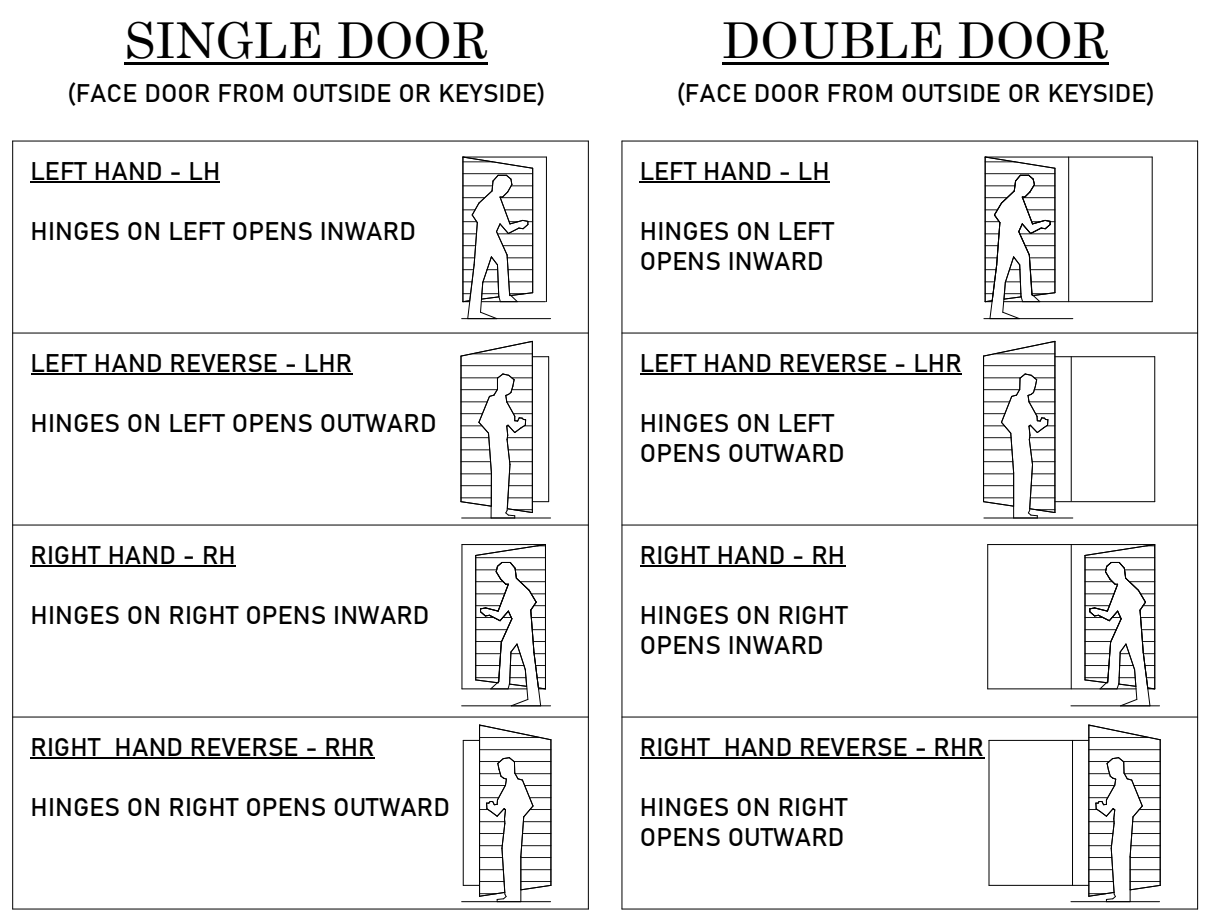


1

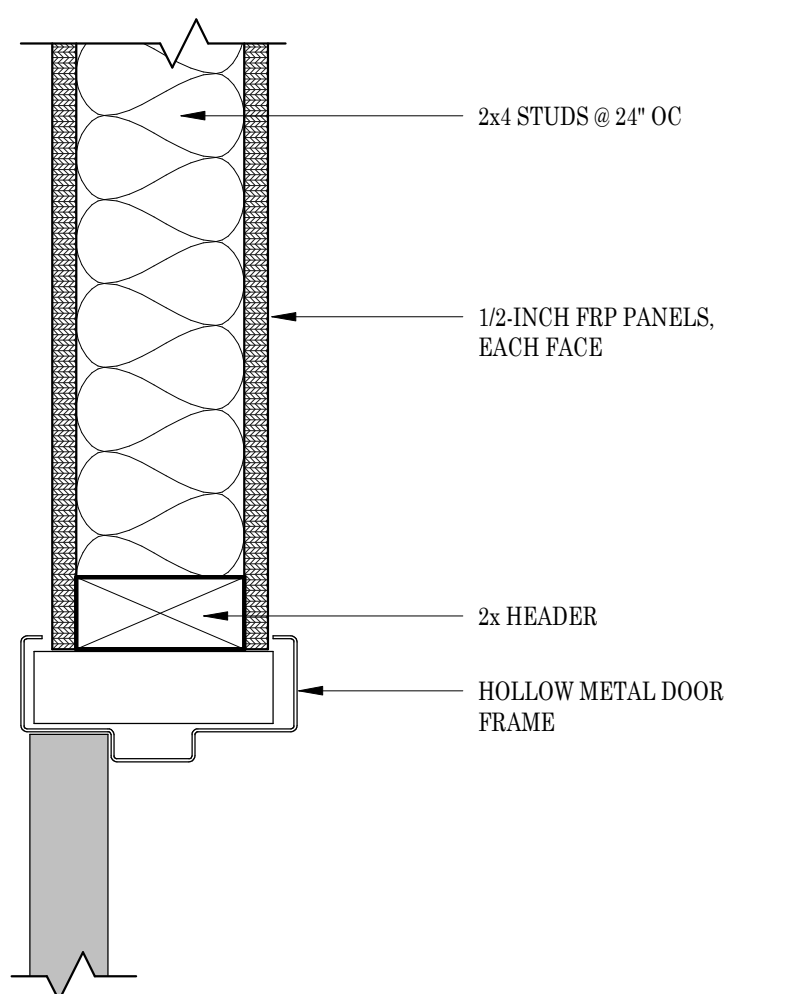
DOOR SCHEDULE											
DOOR #	WIDTH	HEIGHT	THICKNESS	HANDING	FIRE RATING	DOOR MATERIAL	DOOR PANEL	FRAME MATERIAL	FRAME TYPE	OPERATION	NOTES
111	3' - 0"	7' - 0"	0' - 1 3/4"	LHR	N/A	18 GA HM (G90)	F	16 GA HM (G90)	1		INSULATED
114A	3' - 0"	7' - 0"	0' - 1 1/2"	RHR	N/A	ABS	DA	PAINTED HM	1	DOUBLE ACTING	ELIASON DOOR & FRAME
114B	3' - 0"	7' - 0"	0' - 1 1/2"	LH	N/A	ABS	DA	PAINTED HM	1	DOUBLE ACTING	ELIASON DOOR & FRAME

DOOR HARDWARE SCHEDULE			
GROUP 4S (EXTERIOR ENTRY, SINGLE):			
HINGE:	IVES, 112HD, US28		QTY = 1
LOCKSET:	SCHALGE, ND12D, US26		QTY = 1
SURFACE CLOSER:	IVES 4111T-3038H		QTY = 1
THRESHHOLD:	NATIONAL GUARD, 8425		QTY = 1
RAIN DRIP:	NATIONAL GUARD, NGP16-40		QTY = 1
SWEEP:	NATIONAL GUARD, 200NA x 36"		QTY = 1
SEALS:	ZERO 488S-BK, BLACK		

NOTES:
 1. ALL LOCKSET CORES TO BE SCHLAGE 20-030 CONVENTIONAL CHANGEABLE CORES WITH 626 FINISH. MASTER KEYING TO BE COORDINATED WITH BUILDING OWNER.

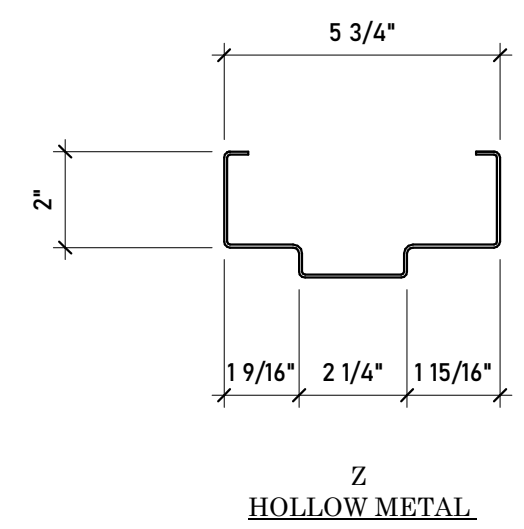


8 HOLLOW METAL DOOR JAMB
 3" = 1'-0"

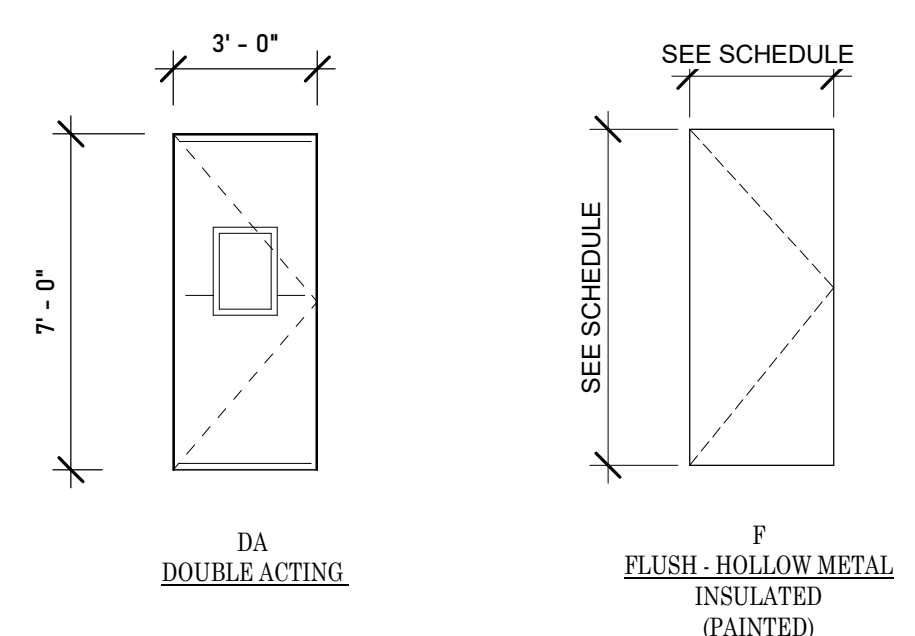


7 HOLLOW METAL DOOR HEAD
 3" = 1'-0"

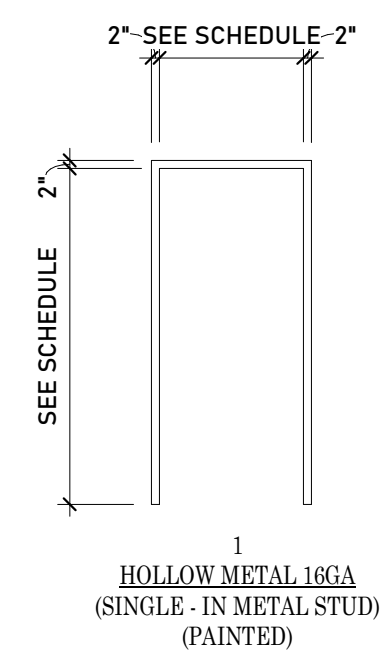
HOLLOW METAL DOOR & FRAME NOTES	
FRAME TYPE/GAGE:	WELDED / 18G
DOOR TYPE/GAGE:	SEEMLESS / 18G
DOOR EDGE:	SQUARE



DOOR JAMB TYPES



DOOR PANEL TYPES



DOOR FRAME TYPES

DESIGN DATA

DESIGN CODE: WISCONSIN ENROLLED COMMERCIAL BUILDING CODE 2015

WIND LOAD INFORMATION:

BASIC WIND SPEED	115 MPH
BUILDING OCCUPANCY CATEGORY	II
WIND LOAD IMPORTANCE FACTOR (Iw)	1.0
WIND EXPOSURE	B
INTERNAL PRESSURE COEFFICIENTS	= 0.18

SEISMIC LOAD INFORMATION:

SEISMIC USE GROUP / OCCUPANCY CATEGORY	II
SEISMIC LOAD IMPORTANCE FACTOR (Ie)	1.0
SEISMIC SITE CLASS	D
MAPPED SPECTRAL RESPONSE ACCELERATION (S _s)	0.075
MAPPED SPECTRAL RESPONSE ACCELERATION (S ₁)	0.048
SPECTRAL RESPONSE COEFFICIENT (S _{ds})	0.080
SPECTRAL RESPONSE COEFFICIENT (S _{d1})	0.078
SEISMIC DESIGN CATEGORY	B

SNOW LOAD INFORMATION:

GROUND SNOW LOAD (P _g)	30 psf
SNOW LOAD IMPORTANCE FACTOR (I _s)	1.0
SNOW EXPOSURE FACTOR (C _e)	1.0
THERMAL FACTOR (C _t)	1.2
FLAT ROOF SNOW LOAD (P _f)	18.9 psf

SOIL LOAD INFORMATION:

ALLOWABLE NET SOIL BEARING PRESSURE (ESTIMATED)	Q _n = 2000 psf
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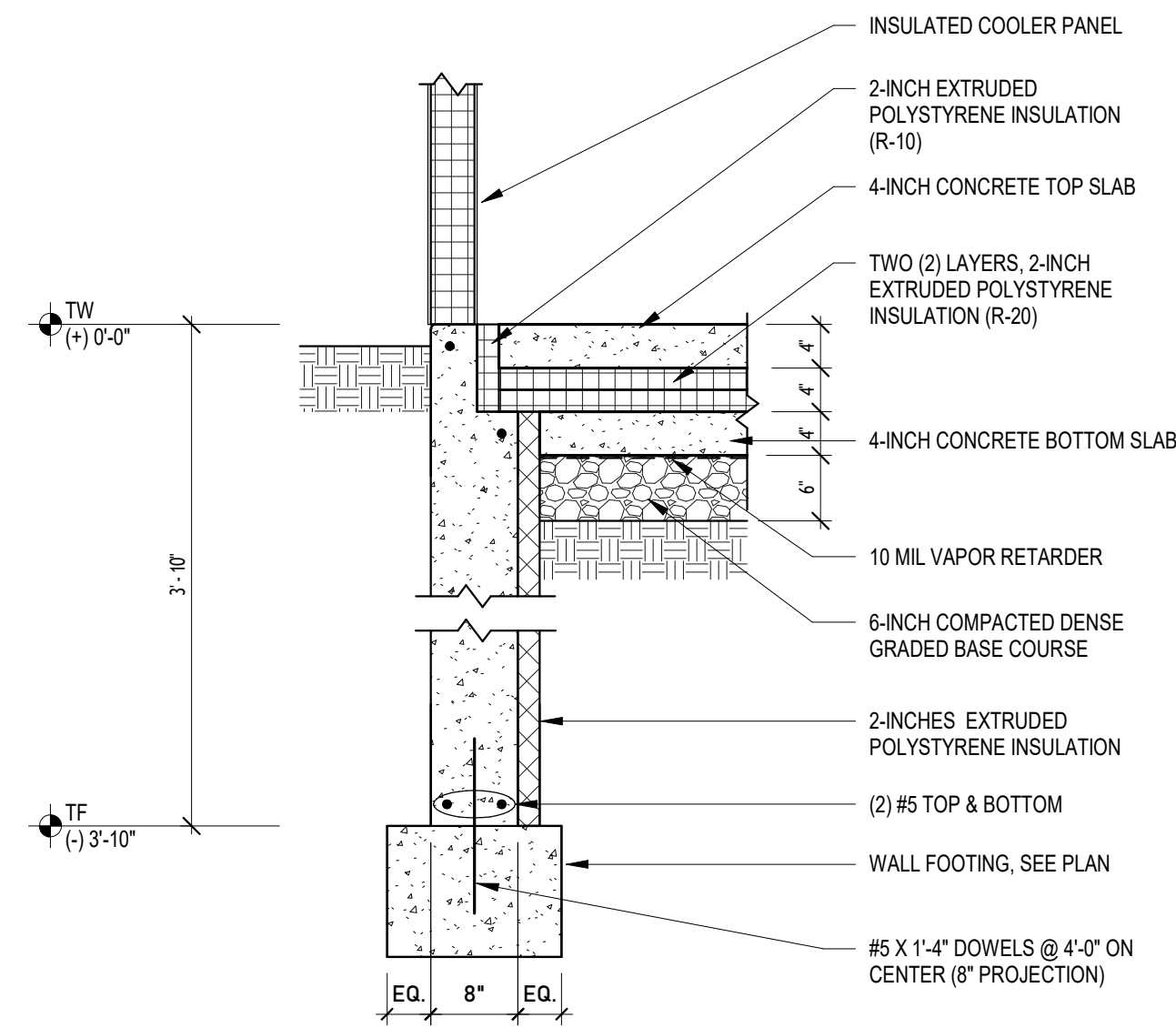
LIVE LOADS:

ROOF:	20 psf (min)
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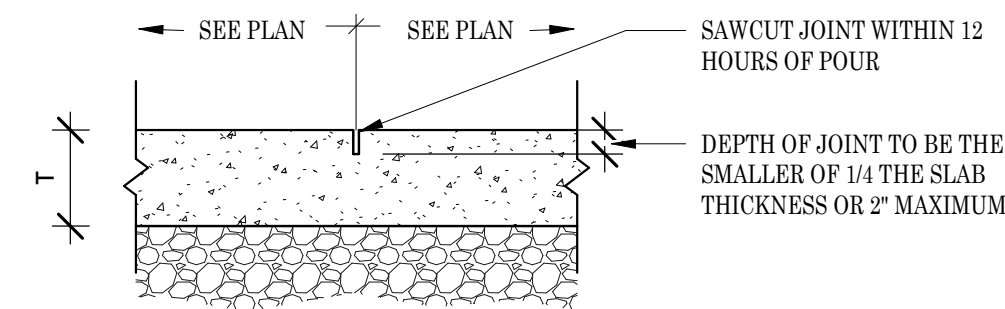
CAST-IN-PLACE CONCRETE NOTES

- DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST PROVISIONS OF ACI 318/318R.
- CONTRACTOR SHALL NOTIFY THE ENGINEER AT LEAST 48 HOURS PRIOR TO PLACING CONCRETE TO FACILITATE ON SITE OBSERVATION OF REBAR.
- ARRANGEMENT AND BENDING OF REINFORCING STEEL SHALL BE IN ACCORDANCE WITH ACI DETAILING MANUAL (ACI SP-66), LATEST EDITION.
- WHEN THE AVERAGE TEMPERATURE FROM MIDNIGHT TO MIDNIGHT IS EXPECTED TO DROP BELOW 40 DEGREES FAHRENHEIT FOR THREE SUCCESSIVE DAYS, COLD WEATHER CONCRETING REQUIREMENTS MUST BE FOLLOWED.
- ALL HOOKS IN STEEL REINFORCING SHALL BE ACI STANDARD HOOKS, UNLESS NOTED OTHERWISE IN CONSTRUCTION DOCUMENTS.
- ALL CONCRETE SURFACES SHALL BE FORMED, UNLESS OTHERWISE NOTED, OR APPROVED BY ENGINEER.
- CONTROL JOINTS SHALL BE PLACED IN SLAB-ON-GRADE CONSTRUCTION WITHIN 12 HOURS OF INITIAL POUR.
- WIRE SPACERS, CHAIRS, TIES, ETC., FOR SUPPORT OF STEEL REINFORCING SHALL BE PROVIDED BY THE CONCRETE CONTRACTOR TO ENSURE REINFORCING IS PLACED IN THE PROPER POSITION DURING CONCRETE PLACEMENT.
- STEEL REINFORCING SPLICES OF ADJACENT BARS SHALL BE STAGGERED SUCH THAT SPLICES ARE 4 FEET APART, MINIMUM.
- UNLESS NOTED OTHERWISE, MINIMUM SPLICE LENGTHS SHALL BE AS FOLLOWS:

#3 BARS	16"
#4 BARS	19"
#5 BARS	23"
#6 BARS	28"
#7 BARS	33"
#8 BARS	37"
- PROVIDE (2) #5 BARS AROUND ALL OPENINGS AND (2) #5 DIAGONALLY AT ALL OPENING CORNERS UNLESS OTHERWISE SPECIFIED. EXTEND 2'-6" PAST OPENING TYPICALLY.
- WELDED WIRE REINFORCING SHALL BE IN FLAT SHEETS ONLY, AND LAPPED A MINIMUM OF 6 INCHES.
- MODIFICATIONS TO CONSTRUCTION JOINT OR CONTROL JOINT LOCATIONS SHALL BE APPROVED BY ENGINEER PRIOR INCORPORATION INTO CONSTRUCTION. CONSTRUCTION JOINTS REQUIRED FOR CONSTRUCTION, NOT SPECIFICALLY SHOWN ON PLANS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW AND APPROVAL PRIOR TO PLACEMENT.
- WELDING OF STEEL REINFORCING IS NOT PERMITTED.
- SLEEVES, CONDUITS, OR PIPES THROUGH SLABS AND WALLS SHALL BE PLACED AT THREE DIAMETERS ON CENTER, OR 4 INCHES MINIMUM.
- ALUMINUM CONDUIT OR PIPING SHALL NOT BE CAST IN CONCRETE.



3 CONCRETE WALL REINFORCING @ CORNERS
3/4" = 1'-0"



2 INTERIOR SLAB ON GRADE JOINTS
3/4" = 1'-0"

CONCRETE SPECIFICATION

COOLER/FREEZER TOP & BOTTOM SLABS

- 4" CONCRETE SLAB
- 4,000 PSI 28 DAY COMPRESSIVE STRENGTH
- 4-INCH SLUMP
- 1 1/2" MAX AGGREGATE SIZE
- SYNTHETIC FIBER REINFORCING (1.5 LBS/ YD)
- NO AIR ENTRAINMENT
- W/C RATIO ≤ 0.48
- 10-MIL VAPOR RETARDER
- SMOOTH TROWEL FINISH
- CURE-N-SEAL COMPOUND

FOUNDATION WALLS

- 4,000 PSI 28 DAY COMPRESSIVE STRENGTH
- 4-INCH SLUMP
- 1 1/2" MAX AGGREGATE SIZE
- MILD STEEL REINFORCING, PER DETAILS
- 6% ± 1% AIR ENTRAINMENT
- W/C RATIO ≤ 0.48
- SMOOTH FORMED FINISH

FOOTINGS

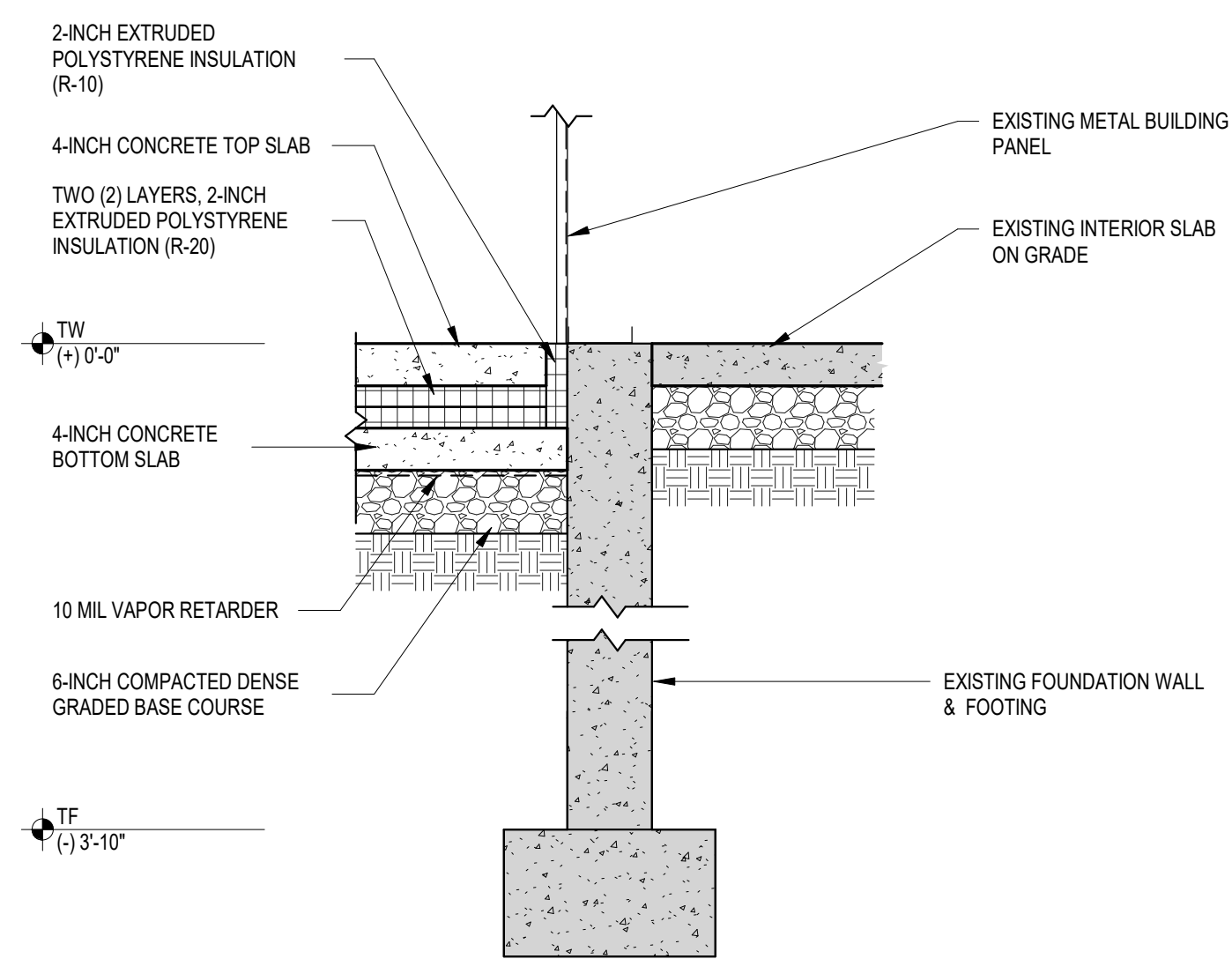
- 3,000 PSI 28 DAY COMPRESSIVE STRENGTH
- 4-INCH SLUMP
- 1 1/2" MAX AGGREGATE SIZE
- MILD STEEL REINFORCING, PER DETAILS
- NO AIR ENTRAINMENT
- W/C RATIO ≤ 0.62
- ROUGH FORMED FINISH

FOOTING SCHEDULE

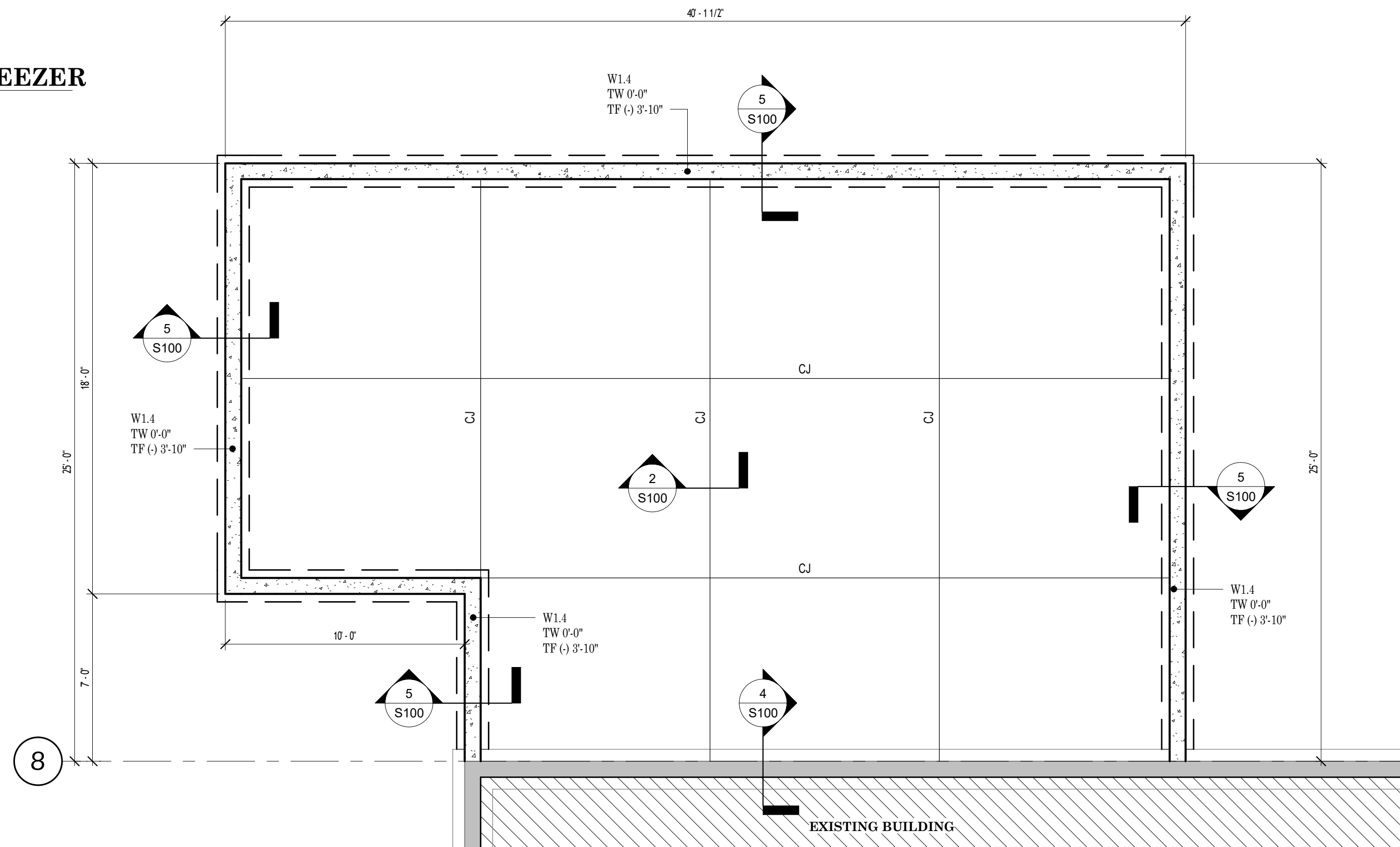
MARK	LENGTH	WIDTH	DEPTH	REINFORCEMENT
W1.4	CONT	1'-4"	1'-0"	(2) #5 CONT

NET ALLOWABLE BEARING PRESSURE = 2,000 SF

5 PERIMETER FOUNDATION WALL @ COOLER/FREEZER
3/4" = 1'-0"



4 COOLER SLAB @ EXISTING FOUNDATION
3/4" = 1'-0"



1 FOUNDATION PLAN
1/4" = 1'-0"





December 31, 2024

Village of Cottage Grove
Planning & Development Department
500 W. Main Street
Waunakee, WI 53597

RE: Project Narrative
Stoddard's Meat Market & Catering
205 E. Cottage Grove Rd, Cottage Grove, WI

Dear Planning & Development Staff,

The proposed project is the addition of a single story, pre-manufactured walk-in cooler to be located on the north side of the existing Stoddard's Meat Market & Catering building located at 205 E. Cottage Grove Rd. The purpose of the proposed cooler addition is to free up existing building space for creation of a separate catering kitchen with direct access to catering trucks that does not interfere with product intake and processing operations.

The existing property is zoned PB-Planned Business for the permitted use of indoor sales and services. The proposed cooler supports this use and has a total gross footprint of 930 square feet. The proposed cooler will occupy what is currently asphalt pavement at the rear of the property. The total impervious area will remain unchanged at 17,689 sf, or 76.2% of the total property area.

The addition of the cooler results in a required parking stall count of 21 total stalls. Nineteen existing parking stalls are located at the front of the building for employees and customers. Two new stalls are provided at the rear of the building for catering truck parking.

With no expansion to the parking lot, or change to business operation hours, site lighting will remain unchanged. The current business operation hours are:

Monday 8:00AM–6:00PM
Tuesday 8:00AM–6:00PM
Wednesday 8:00AM – 6:00PM
Thursday 8:00AM-6:00PM
Friday 8:00AM–6:00PM
Saturday 8:00AM–3:00PM
Sunday CLOSED

The existing landscaping is unaffected by the cooler addition, and no additional landscaping is being proposed. All required setbacks have been previously confirmed by Planning Department staff and are maintained with the proposed cooler addition.

Thank you for your consideration. The applicants look forward to working with the village in seeking the requested reduction in setback and site plan approval for the project. Please refer to the attached sheet for specific project information.

Respectfully,

A handwritten signature in black ink, appearing to read "Patrick L. Eagan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Patrick L Eagan, SE, PE
Wisconsin License No. E-39706
One Design & Engineering, LLC

Property Owners

Bernardo Arce Teran & Lynette Porior Arce
 803 Sunrise Bay
 Waunakee, WI 53597
 608-338-5554
CasaRental@protonmail.com

Architect/Engineer

Patrick Eagan, SE, PE
 One Design & Engineering
 202 Ash St
 Cambridge, WI 53523
 608-577-0443
patrick@onedne.com

Civil Engineer

Randy kolinski, PE
 Vierbicher
 999 Fourier Drive, Suite 201
 Madison, WI 53717
 608-821-3950
rkol@vierbicher.com

Building & Site Data**Building Data**

Floor Level	Area
Underground Parking	7,534 sf
First Floor	7,534 sf
Second Floor	7,534 sf
Total	22,602 sf

stories: 2

Site Data

Site acreage:	0.46 acres
Area:	21,220 sf
Building Footprint:	7,534 sf
Paved Area:	7,360 sf
Total Impervious:	14,894 sf (70.1%)
Total non-impervious:	6,326 SF (29.8 %)

Parking Analysis

Unit Type	Quantity	# Stalls Required	# Stalls Provided
Studios	0	1, per unit	0 Stalls
1-bedroom	8	1.5, per unit	12 Stalls
2-bedroom	3	2, per unit	6 Stalls
Commercial	3,300 sf	1, per 300 sf	11 Stalls
Total	11		29 Stalls

Stalls provided

At Grade:	13 stalls
Underground Parking:	18 stalls
Total Provided:	31 stalls

ArcGIS Web Map



12/31/2025, 10:23:42 AM

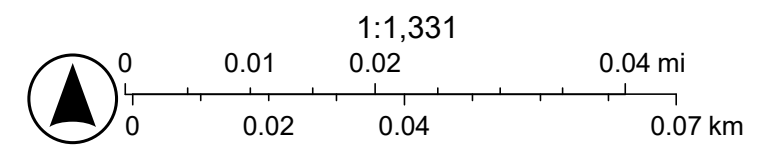
 Parcels

ColorOrtho3Inch2024Web

 Red: Red

 Green: Green

 Blue: Blue



Dane County Land Information Office (LIO), Fly Dane Partnership,
Ayres Associates, Wisconsin Regional Orthoimagery Consortium
(WROC)



REQUEST TO AMEND AN APPROVED SITE PLAN

In accordance with Ordinance 325-112(F) "any and all variations between development and/or land use activity on the subject property and the approved site plan is a violation of this chapter. An approved site plan shall be revised and approved via the procedure of Section 325-112(B) and (C), so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications."

APPLICANT: Patrick Eagan (representing Jerry Stoddard/ owner Stoddard)

APPLICANT ADDRESS: 202 Ash St
Cambridge, WI 53523

TELEPHONE: 608-577-0443

EMAIL ADDRESS: patrick@onedne.com

PROJECT LOCATION:
205 E. Cottage Grove Road (Stoddard's Meat Market & Catering)

PROPOSED SITE PLAN MODIFICATION IS:
Addition of pre-manufactured walk-in cooler at rear of property.

APPLICATION SUBMITTAL REQUIREMENTS:

1. Submittal requirements per 325-112(C), see following pages.
2. Fee of \$210. Payment can be paid [online](#)
3. Escrow deposit of \$500 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

12/31/2025
Date

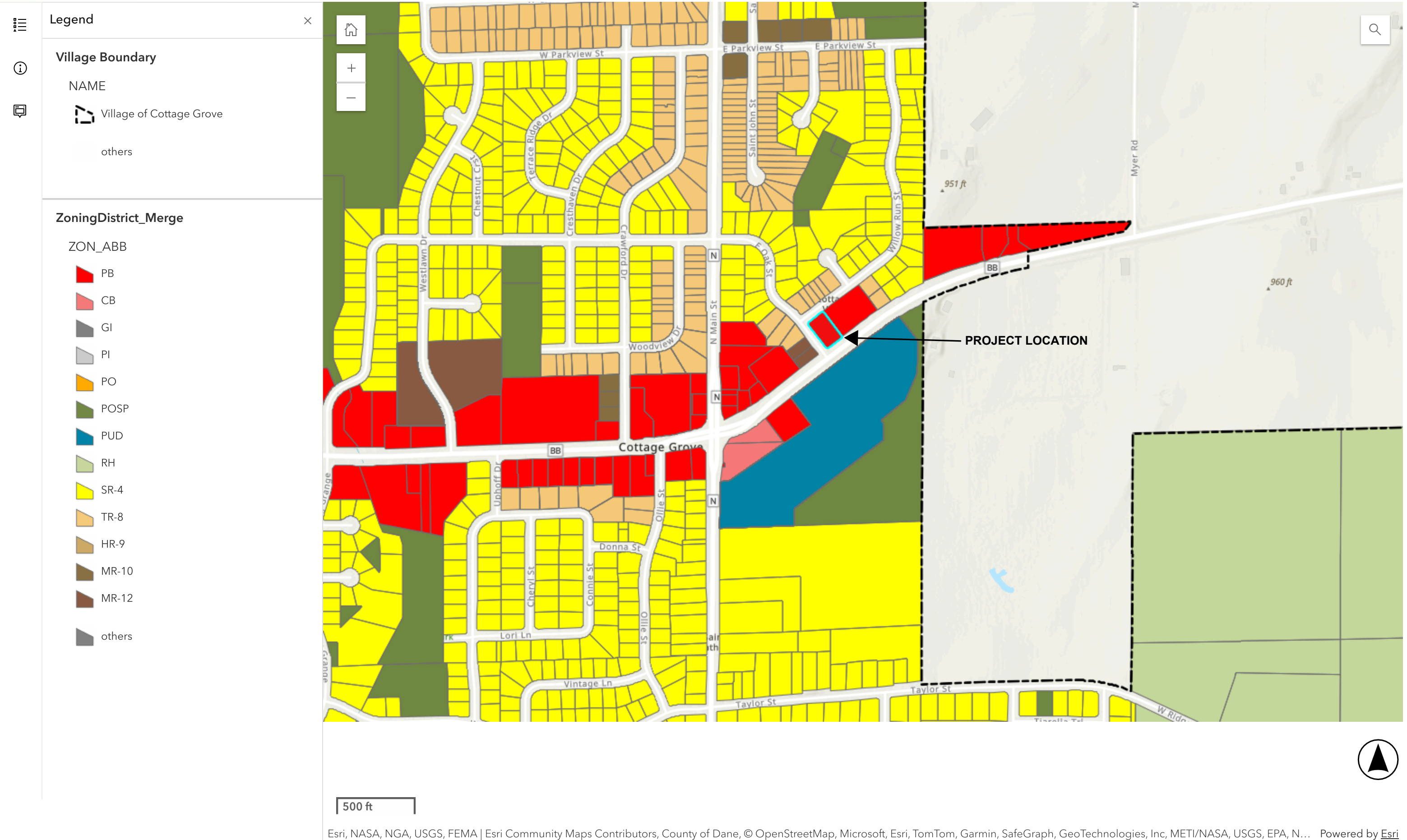

Applicant Signature

For office use only:

Date Received:
Planning Commission Meeting Date:

Village Board Meeting Date:

Village of Cottage Grove Zoning Map



DEER-GROVE EMS DISTRICT COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, January 15, 2026
6:30 P.M.

Join on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 240 934 345 562 61

Passcode: rG7KS7LG

Dial in by phone

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AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item on or not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of December Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Update on contract from SSM for medical direction services.
10. Consider/Adopt motion to move into closed session pursuant to Wis. Stat. §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: for the purpose of final hiring recommendation and compensation offer for the Administrative Services Manager.
11. Consider/Adopt motion to move into closed session pursuant to Wis. Stat. §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: for the purpose of the yearly performance review of the Chief.
12. Consider/Adopt motion to reconvene to open session and to take any action necessary from closed sessions.
13. Agenda items for next commission meeting.
14. Adjournment.

*****ANY ITEM IS SUBJECT FOR ACTION*****

By: Peter Doll, Commission Chair

Submitted: January 8, 2026

It is possible that members of and a possible quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Deer-Grove EMS Chief at 608-839-5658.

DEER-GROVE EMS DISTRICT COMMISSION MEETING
COTTAGE GROVE EMERGENCY SERVICES BUILDING
THURSDAY, DECEMBER 18, 2025
Minutes

Present: Kristi Williams, Pete Doll, Jackie Kaul, Steve Anders, Paula Severson and Kerri Hewitt

Also Present: Chief Eric Lang, Pleasant Springs Supervisor Faith Schuck.

Doll called the meeting to order at 6:33 P.M.

Public Appearances: Emilie Rabbit – Expressed concerns to potential changes to vacation policy for non-represented employees.

Badge Pinning:

- Kianna Krszjzaniek – October 24, 2025, our newest full time hire as a paramedic. Came to us as a volunteer, then became an advanced EMT, then got her paramedic license and we hired her full time in October 24, 2025.
- Ross Cummings – Recently promoted to Lieutenant. primary duties will be ordering supplies.
- Corey Hromatko– Recently promoted to Lieutenant. Came to us as a casual, then moved to a FT role and now a Lieutenant role. Duties will be the training Lieutenant.

Approval of minutes from previous meeting(s): Williams made a motion for a correction of a missing ‘s’ on the first page – Discuss and consider approval of a letter of engagement with Johnson Block and Company, to add an ‘s’ at the end of William. Seconded by Severson, who also questioned the closed session motion occurring in closed session. Motion carried 6-0

Closed Session Minutes: Motion by Anders/Williams – Motion to keep them closed. Motion carried 6-0

Discuss and consider approval of November Financial Reports: Motion by Severson/Kaul to approve the November financial reports, as presented. Motion carried 6-0.

Discuss and consider approval of Bills for Budgeted/Approved Expenses: Motion by Severson/Kaul to approve the bills for budgeted/approved expenses, as presented. Motion carried 6-0.

Discuss and consider approval of Write Offs and Aging of Accounts: Motion by Severson/Williams to approve the aging of accounts, as presented. Motion carried 6-0.

Staff Report: Funds were coming in well through April. When the government shut down, Medicare billing was held. Billing to Medicare started back up in October. Production for new vehicle – delivery in February 2026 expected. Three incidents where both units were unavailable due to already being on a call. Doll requested that calls per station start getting reported on the staff reports.

Correspondence: Chief Lang read a letter from April Hammond showing appreciation for Steven Woodstock who is a casual member, and Matt Mickleson – “Good educators and role models”. Appreciative of the great staffing by DGEMS.

Discuss Meeting Decorum: Discussed meeting decorum and concerns. Discussed working in cooperation with the chief and improving the culture

Discuss and consider updated contract from SSM for medical direction services: Motion by Severson/Williams to approve contract with SSM providing response from SSM with no changes. Motion carried 6-0.

Discuss and consider updates to policy 9.25 – Vacation time in the DGEMS standard operations manual: Motion by Severson/Williams to approve as presented with attorney corrections. Motion carried 6-0.

Discuss and consider replacement options for the 2017 Demers/Ram ambulance: We would buy a new chassis and remount. Goal would be to commit to the remount to start October 2027 and return back to us early 2028. Anders asked if the company would have all items needed before we send the ambulance for remount; yes, this would be the goal. Continue to consider options.

Consider/Adopt motion to move into closed session pursuant to Wis. Stat. § 19.85(1)(f) for the purpose of Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons, where open discussion would likely have a substantial adverse effect on the reputation of the person involved: for the purpose of preliminary considerations of specific personnel problems related to quantity of time worked by staff: Motion by Severson/Williams to move into closed session. Kaul – yes, Severson – Aye, Hewitt – yes, Doll – yes, Williams – yes, Anders – yes. Motion carried 6-0 by roll call vote. The closed session began at 7:54 P.M.

Consider/Adopt motion to reconvene to open session and to take any action necessary from session: Motion by Anders/Williams to come out of closed session. Anders – yes, Williams – yes, Doll – yes, Hewitt – yes, Severson – yes, Kaul – yes. The closed session ended at 8:08 P.M. Motion No action taken.

Set next commission meeting date and location: The next meeting will be held on Thursday, January 15, 2026, at the Cottage Grove Emergency Services Building with a remote call-in option beginning at 6:30 P.M.

Agenda items for next commission meeting: Items 1-9, item 11, 15, and 16 from December agenda moved forward to January 15, 2026, agenda

Adjournment: Motion by Anders/Williams to adjourn. Motion carried 6-0. The meeting ended at 8:11 P.M.

Submitted by Kerri Hewitt

**Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through December 2025**

**THIS REPORT DOES NOT CONTAIN DECEMBER EMSMC REVENUE OR BANK INTEREST.
DECEMBER REPORTS NOT RECEIVED AS OF 1-8-26PM**

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 24
Ordinary Income/Expense					
Income					
230 - Training Center Income	2,375.00	3,000.00	-625.00	79.17%	5,301.00
300 - Special Event Fee	5,275.00	3,000.00	2,275.00	175.83%	5,272.50
4999 - Uncategorized Income	1,205.45	0.00	1,205.45	100.0%	1,526.06
610 - Town/Villages Assesments	1,262,630.00	1,262,630.00	0.00	100.0%	1,083,588.00
620 - Ambulance Run Fees	1,188,430.44	1,020,000.00	168,430.44	116.51%	1,166,904.10
625 - Misc Government Revenue	56,279.83	0.00	56,279.83	100.0%	0.00
630 - Contracted Revenue	148,440.43	148,440.00	0.43	100.0%	125,603.44
639 - FAP Funds Received	67,994.52	0.00	67,994.52	100.0%	7,710.48
640 - Interest Earned	29,446.89	9,000.00	20,446.89	327.19%	25,999.38
650 - Grant Revenue	5,489.91	0.00	5,489.91	100.0%	0.00
Total Income	2,767,567.47	2,446,070.00	321,497.47	113.14%	2,421,904.96
Gross Profit	2,767,567.47	2,446,070.00	321,497.47	113.14%	2,421,904.96
Expense					
6140 - Credit Card Fees	88.88	0.00	88.88	100.0%	631.40
720 - Wages	1,057,562.44	1,071,700.00	-14,137.56	98.68%	1,024,835.10
721 - Health Insurance	240,705.17	303,700.00	-62,994.83	79.26%	236,464.22
722 - Workmans Comp	33,132.10	37,900.00	-4,767.90	87.42%	32,857.45
723 - Retirement Plan	180,969.54	174,500.00	6,469.54	103.71%	157,202.47
724 - Employers FICA Expense	97,934.11	96,100.00	1,834.11	101.91%	92,859.37
725 - Staff Continuing Education	7,409.20	12,700.00	-5,290.80	58.34%	4,795.83
726 - Travel/Mileage Reimbursement	247.94	500.00	-252.06	49.59%	11.00
728 - Medical Director Fee	11,000.00	12,000.00	-1,000.00	91.67%	12,000.00
734 - Overtime	237,309.83	253,200.00	-15,890.17	93.72%	215,646.94
735 - EMT Stipend	14,346.00	16,000.00	-1,654.00	89.66%	14,346.00
736 - LifeQuest Billing	59,998.26	68,000.00	-8,001.74	88.23%	58,527.02
740 - Office Equipment (expense)	1,799.06	2,060.00	-260.94	87.33%	1,766.44
742 - Office Supplies	649.84	2,000.00	-1,350.16	32.49%	1,148.27
770 - Communications	7,062.02	7,570.00	-507.98	93.29%	6,792.25
775 - IT expenses	19,582.85	19,400.00	182.85	100.94%	15,404.59
790 - Publicity and Advertising	1,738.57	2,000.00	-261.43	86.93%	1,747.05
791 - Training Center Expense	1,937.02	2,000.00	-62.98	96.85%	1,751.75
810 - EMT Recognition	2,634.38	2,000.00	634.38	131.72%	1,912.11
820 - EMT Continuing Education	2,537.20	5,500.00	-2,962.80	46.13%	2,538.78
825 - Chief Continuing Education	608.83	1,500.00	-891.17	40.59%	113.85
829 - Vehicle Maintenance	40,789.40	40,000.00	789.40	101.97%	49,233.28
831 - Fuel	20,342.04	25,000.00	-4,657.96	81.37%	21,619.05
840 - Equipment/Non-Disposable	2,985.37	4,300.00	-1,314.63	69.43%	2,309.43
842 - Equipment Maintenance	7,532.84	8,540.00	-1,007.16	88.21%	7,532.84
845 - Capital Purchase	224,461.61	150,000.00	74,461.61	149.64%	112,878.08
850 - Medical Supplies	51,074.82	55,000.00	-3,925.18	92.86%	50,417.97
852 - Training Medical Supplies	121.92	1,000.00	-878.08	12.19%	455.96
860 - Clothing	19,375.06	19,900.00	-524.94	97.36%	17,987.51
870 - Insurance	17,701.08	18,500.00	-798.92	95.68%	16,974.92
871 - Group Life Insurance	1,833.68	1,800.00	33.68	101.87%	1,368.17
872 - Unemployment Insurance	496.27	4,000.00	-3,503.73	12.41%	-32.70
878 - Community Medic Program	0.00	300.00	-300.00	0.0%	0.00
879 - Health Maintenance & Safety	1,849.08	2,800.00	-950.92	66.04%	1,651.14
880 - Legal Fees	14,284.00	8,000.00	6,284.00	178.55%	1,645.00
881 - Accounting Fees	10,500.00	10,000.00	500.00	105.0%	9,500.00
885 - Overdue Run Fees	88,246.42	0.00	88,246.42	100.0%	137,211.02
898 - Building and Grounds	3,068.24	3,500.00	-431.76	87.66%	2,149.31
899 - Miscellaneous Expenses	3,412.42	3,100.00	312.42	110.08%	2,953.65
Total Expense	2,487,327.49	2,446,070.00	41,257.49	101.69%	2,319,206.52
Net Ordinary Income	280,239.98	0.00	280,239.98	100.0%	102,698.44

Deer Grove EMS District
Profit & Loss Budget vs. Actual
 January through December 2025

THIS REPORT DOES NOT CONTAIN DECEMBER EMSMC REVENUE OR BANK INTEREST.
DECEMBER REPORTS NOT RECEIVED AS OF 1-8-26PM

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 24
Other Income/Expense					
Other Income					
692 - FAP funds Allocated	-41,927.94	0.00	0.00	0.0%	-13,730.20
Total Other Income	-41,927.94	0.00	0.00	0.0%	-13,730.20
Other Expense					
1099 - Reportable Health Coverage	0.00	0.00	0.00	0.0%	0.00
Total Other Expense	0.00	0.00	0.00	0.0%	0.00
Net Other Income	-41,927.94	0.00	0.00	0.0%	-13,730.20
Net Income	238,312.04	0.00	0.00	0.0%	88,968.24

Deer Grove EMS District
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	719,533.18
Accounts Receivable	
1200 · Accounts Receivable	5,255.52
1210 · Lifequest Receivables	731,606.99
Total Accounts Receivable	736,862.51
Other Current Assets	22,020.69
Total Current Assets	1,478,416.38
Fixed Assets	681,420.15
Other Assets	
112 · Allowance for Doubtful Accounts	-150,352.19
Total Other Assets	-150,352.19
TOTAL ASSETS	2,009,484.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	25,763.82
Credit Cards	6,736.67
Other Current Liabilities	
Lifequest Deposit Adjustments	-9,117.30
Member Reimbursements Payable	257.93
Payroll Liabilities	22,649.08
231 · Deferred Run Revenue	277,829.99
Total Other Current Liabilities	291,619.70
Total Current Liabilities	324,120.19
Total Liabilities	324,120.19
Equity	
1110 · Retained Earnings	554,226.10
380 · Fund Balance-Unrestricted	174,701.54
381 · Fund Balance-Restricted (FAP)	
Training and Examination	19,582.26
Total 381 · Fund Balance-Restricted (FAP)	19,582.26
382 · Fund Balance Committed	17,121.92
383 · Investment in Fixed Asset	681,420.29
Net Income	238,312.04
Total Equity	1,685,364.15
TOTAL LIABILITIES & EQUITY	2,009,484.34

Deer Grove EMS District
Bill Payment Detail
December 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
EFT	Liability Check	12/02/2025	EFTTPS	39-1293690	101 · Operating Checking	-12,162.71	
				39-1293690	224 · FICA/Fed Payable	4,656.31	-4,656.31
				39-1293690	2242 · FICA/Fed Payable-ER	3,041.81	-3,041.81
				39-1293690	2241 · FICA/Fed Payable-EE	3,041.81	-3,041.81
				39-1293690	2242 · FICA/Fed Payable-ER	711.39	-711.39
				39-1293690	2241 · FICA/Fed Payable-EE	711.39	-711.39
TOTAL						<u>12,162.71</u>	<u>-12,162.71</u>
22615	Liability Check	12/08/2025	Globe Life Liberty National	29251	101 · Operating Checking	-883.86	
				29251	Liberty National	20.84	-20.84
				29251	Liberty National	863.02	-863.02
TOTAL						<u>883.86</u>	<u>-883.86</u>
22616	Check	12/09/2025	Antoniewicz, Lisa M		101 · Operating Checking	-311.80	
					Member Reimbursements Payable	311.80	-311.80
TOTAL						<u>311.80</u>	<u>-311.80</u>
EFT	Bill Pmt -Check	12/09/2025	GFC Leasing WI	St 1 Copier Lease	101 · Operating Checking	-123.93	
101072605	Bill	11/21/2025		St 1 Copier Lease	740 · Office Equipment (expense)	123.93	-123.93
TOTAL						<u>123.93</u>	<u>-123.93</u>
EFT	Bill Pmt -Check	12/09/2025	Gordon Flesch	St 2 Copies	101 · Operating Checking	-30.75	
IN15421037	Bill	12/07/2025		St 2 Copies	740 · Office Equipment (expense)	30.75	-30.75
TOTAL						<u>30.75</u>	<u>-30.75</u>
EFT	Bill Pmt -Check	12/09/2025	WEX Bank	Nov Fuel	101 · Operating Checking	-963.03	
109042900	Bill	11/30/2025		Nov Fuel	831 · Fuel	963.03	-963.03
TOTAL						<u>963.03</u>	<u>-963.03</u>
EFT	Bill Pmt -Check	12/09/2025	Kwik Trip Extended Network	Nov Fuel	101 · Operating Checking	-574.01	
	Bill	11/30/2025		Nov Fuel	831 · Fuel	574.01	-574.01
TOTAL						<u>574.01</u>	<u>-574.01</u>
EFT	Liability Check	12/12/2025	Bank of Deerfield		101 · Operating Checking	-36,280.36	
					Direct Deposit Liability	35,104.28	-35,104.28
					Direct Deposit Liability	1,176.08	-1,176.08
TOTAL						<u>36,280.36</u>	<u>-36,280.36</u>

Deer Grove EMS District
Bill Payment Detail
December 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
22631	Liability Check	12/12/2025	Fire Fighters Local 311		101 - Operating Checking	-535.04	
					Local 311 Dues	535.04	-535.04
TOTAL						535.04	-535.04
EFT	Liability Check	12/12/2025	Wisconsin Deferred Compensation	98971-01	101 - Operating Checking	-1,138.96	
				98971-01	WI Deferred Comp Liability	827.51	-827.51
				98971-01	WI Deferred Comp Liability	311.45	-311.45
TOTAL						1,138.96	-1,138.96
EFT	Liability Check	12/12/2025	Wisconsin Department of Revenue	036-0000519180-02	101 - Operating Checking	-2,003.92	
				036-0000519180-02	225 - State Withholding	2,003.92	-2,003.92
TOTAL						2,003.92	-2,003.92
EFT	Liability Check	12/16/2025	EFTTPS	39-1293690	101 - Operating Checking	-13,066.03	
				39-1293690	224 - FICA/Fed Payable	4,942.31	-4,942.31
				39-1293690	2242 - FICA/Fed Payable-ER	3,291.98	-3,291.98
				39-1293690	2241 - FICA/Fed Payable-EE	3,291.98	-3,291.98
				39-1293690	2242 - FICA/Fed Payable-ER	769.88	-769.88
				39-1293690	2241 - FICA/Fed Payable-EE	769.88	-769.88
TOTAL						13,066.03	-13,066.03
EFT	Liability Check	12/31/2025	Aflac	MCY18	101 - Operating Checking	-161.60	
				MCY18	Aflac	161.60	-161.60
TOTAL						161.60	-161.60
22617	Liability Check	12/10/2025	Minnesota Life Insurance Company	2832-GL	101 - Operating Checking	-348.21	
				2832-GL	Additional	133.77	-133.77
				2832-GL	Basic	158.65	-158.65
				2832-GL	Spouse/Dependent	11.20	-11.20
				2832-GL	Supplemental	44.59	-44.59
TOTAL						348.21	-348.21
EFT	Bill Pmt -Check	12/10/2025	Airgas USA, LLC		101 - Operating Checking	-166.33	
5520015913	Bill	10/31/2025		O2	850 - Medical Supplies	84.37	-84.37
5520723378	Bill	11/30/2025		O2	850 - Medical Supplies	81.96	-81.96
TOTAL						166.33	-166.33

Deer Grove EMS District
Bill Payment Detail
December 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
22618	Bill Pmt -Check	12/10/2025	Ace Hardware	Air Filter/Light bulbs	101 · Operating Checking	-44.98	
	Bill	11/30/2025		Air Filter/Light bulbs	898 · Building and Grounds	44.98	-44.98
TOTAL						44.98	-44.98
22619	Bill Pmt -Check	12/10/2025	AT&T Mobility		101 · Operating Checking	-207.96	
287309122157X120125	Bill	11/23/2025		M81 Jetpack	770 · Communications	31.99	-31.99
				C79 Jetpack	770 · Communications	31.99	-31.99
				M78 Jetpack	770 · Communications	31.99	-31.99
				M80 Jetpack	770 · Communications	31.99	-31.99
				M80 Phone	770 · Communications	9.46	-9.46
				M81 Phone	770 · Communications	9.46	-9.46
				M78 Phone	770 · Communications	9.46	-9.46
				C79 Phone	770 · Communications	9.46	-9.46
				Chief Cellphone	770 · Communications	42.16	-42.16
TOTAL						207.96	-207.96
22620	Bill Pmt -Check	12/10/2025	Cardio Partners	4 Batteries	101 · Operating Checking	-1,748.00	
600199514	Bill	12/04/2025	Deerfield Fire Dept.	4 Batteries	850 · Medical Supplies	1,748.00	-1,748.00
TOTAL						1,748.00	-1,748.00
22621	Bill Pmt -Check	12/10/2025	Dinges Fire Company	Pant repair	101 · Operating Checking	-174.17	
79322	Bill	11/21/2025		Pant repair	860 · Clothing	174.17	-174.17
TOTAL						174.17	-174.17
22622	Bill Pmt -Check	12/10/2025	Galls		101 · Operating Checking	-1,501.38	
033066828	Bill	11/05/2025	Deer-Grove EMS Association	Class A - Krszjaniak	860 · Clothing	19.10	-19.10
033066829	Bill	11/05/2025	Deer-Grove EMS Association	Class A - Rabbitt	860 · Clothing	19.10	-19.10
033123019	Bill	11/11/2025	Deer-Grove EMS Association	Class A - Krszjaniak	860 · Clothing	90.20	-90.20
033123031	Bill	11/11/2025	Deer-Grove EMS Association	Class A - Rabbitt	860 · Clothing	90.20	-90.20
033338691	Bill	12/02/2025	Deer-Grove EMS Association	Class A - Krszjaniak	860 · Clothing	54.08	-54.08
033338687	Bill	12/02/2025	Deer-Grove EMS Association	Class A - Krszjaniak	860 · Clothing	57.27	-57.27
033338671	Bill	12/02/2025	Deer-Grove EMS Association	Class A - Krszjaniak	860 · Clothing	77.13	-77.13
033338655	Bill	12/02/2025	Deer-Grove EMS Association	Class A - Krszjaniak	860 · Clothing	518.35	-518.35
033338638	Bill	12/02/2025	Deer-Grove EMS Association	Class A	860 · Clothing	518.68	-518.68
033338678	Bill	12/02/2025	Deer-Grove EMS Association	Class A - Rabbitt	860 · Clothing	57.27	-57.27
TOTAL						1,501.38	-1,501.38
22623	Bill Pmt -Check	12/10/2025	General Communications, Inc.	Radio	101 · Operating Checking	-4,130.93	
351994	Bill	11/24/2025		Radio	845 · Capital Purchase	4,130.93	-4,130.93
TOTAL						4,130.93	-4,130.93

Deer Grove EMS District
Bill Payment Detail
December 2025

Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
22624	Bill Pmt -Check	12/10/2025	Life-Assist, Inc.	Misc Medical Supplies	101 - Operating Checking	-347.12	
2027081	Bill	12/03/2025		Misc Medical Supplies	850 - Medical Supplies	347.12	-347.12
TOTAL						347.12	-347.12
22625	Bill Pmt -Check	12/10/2025	Madison Emergency Physicians, S.C.	Oct/Nov Med Direction	101 - Operating Checking	-2,000.00	
INV1824	Bill	11/20/2025		Oct/Nov Med Direction	728 - Medical Director Fee	2,000.00	-2,000.00
TOTAL						2,000.00	-2,000.00
22626	Bill Pmt -Check	12/10/2025	Penn Care, Inc.		101 - Operating Checking	-1,382.12	
M153985	Bill	12/02/2025	Deerfield Fire Dept.	Electrodes	850 - Medical Supplies	167.70	-167.70
M154151	Bill	12/03/2025		Misc Medical Supplies	850 - Medical Supplies	1,214.42	-1,214.42
TOTAL						1,382.12	-1,382.12
22627	Bill Pmt -Check	12/10/2025	Piggly Wiggly		101 - Operating Checking	-2.78	
	Bill	12/01/2025			810 - EMT Recognition	2.78	-2.78
TOTAL						2.78	-2.78
22628	Bill Pmt -Check	12/10/2025	Symdon Auto Inc		101 - Operating Checking	-1,318.46	
14863	Bill	11/26/2025		Mickey Oil/Filter change/Fuel filter/heater core/battery check	829 - Vehicle Maintenance	656.27	-656.27
14885	Bill	12/01/2025		Buzz coolant leak repair	829 - Vehicle Maintenance	662.19	-662.19
TOTAL						1,318.46	-1,318.46
22629	Bill Pmt -Check	12/10/2025	US Bank		101 - Operating Checking	-3,681.44	
	Bill	12/08/2025			One Card - Office Use Only	868.23	-868.23
	Bill	12/08/2025			One Card - Lisa Antoniewicz	600.01	-600.01
	Bill	12/08/2025			One Card - Mandy Cysiewski	1,631.37	-1,631.37
	Bill	12/10/2025			One Card - Eric Lang	581.83	-581.83
TOTAL						3,681.44	-3,681.44
22630	Bill Pmt -Check	12/10/2025	ZOLL Medical Corporation	Peds CPR Electrodes	101 - Operating Checking	-193.52	
4371213	Bill	11/15/2025		Peds CPR Electrodes	850 - Medical Supplies	193.52	-193.52
TOTAL						193.52	-193.52
EFT	Liability Check	12/23/2025	Employee Trust Funds	5300000	101 - Operating Checking	-23,863.44	
				5300000	Health Insurance Liability - ER	20,286.92	-20,286.92
				5300000	Health Insurance Liability - EE	3,576.52	-3,576.52

Deer Grove EMS District
Bill Payment Detail
December 2025

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
TOTAL							23,863.44	-23,863.44
EFT		Liability Check	12/26/2025	Bank of Deerfield		101 - Operating Checking	-34,098.77	
						Direct Deposit Liability	32,864.10	-32,864.10
						Direct Deposit Liability	1,234.67	-1,234.67
TOTAL							34,098.77	-34,098.77
22637		Liability Check	12/26/2025	Fire Fighters Local 311		101 - Operating Checking	-502.40	
						Local 311 Dues	502.40	-502.40
TOTAL							502.40	-502.40
EFT		Liability Check	12/26/2025	Wisconsin Deferred Compensation	98971-01	101 - Operating Checking	-1,138.96	
					98971-01	WI Deferred Comp Liability	786.45	-786.45
					98971-01	WI Deferred Comp Liability	352.51	-352.51
TOTAL							1,138.96	-1,138.96
EFT		Liability Check	12/30/2025	EFTTPS	39-1293690	101 - Operating Checking	-12,252.42	
					39-1293690	224 - FICA/Fed Payable	4,578.00	-4,578.00
					39-1293690	2242 - FICA/Fed Payable-ER	3,109.89	-3,109.89
					39-1293690	2241 - FICA/Fed Payable-EE	3,109.89	-3,109.89
					39-1293690	2242 - FICA/Fed Payable-ER	727.32	-727.32
					39-1293690	2241 - FICA/Fed Payable-EE	727.32	-727.32
TOTAL							12,252.42	-12,252.42
EFT		Liability Check	12/30/2025	Wisconsin Department of Revenue	036-0000519180-02	101 - Operating Checking	-2,144.85	
					036-0000519180-02	225 - State Withholding	2,144.85	-2,144.85
TOTAL							2,144.85	-2,144.85
EFT		Bill Pmt -Check	12/22/2025	GFC Leasing WI	St 1 Copier Lease	101 - Operating Checking	-123.93	
I01081021		Bill	12/22/2025		St 1 Copier Lease	740 - Office Equipment (expense)	123.93	-123.93
TOTAL							123.93	-123.93
EFT		Bill Pmt -Check	12/22/2025	Gordon Flesch	St 1 Copies	101 - Operating Checking	-20.28	
IN15425097		Bill	12/20/2025		St 1 Copies	740 - Office Equipment (expense)	20.28	-20.28
TOTAL							20.28	-20.28
22632		Bill Pmt -Check	12/22/2025	Bell Motors Inc	Glitch oil change	101 - Operating Checking	-70.06	

Deer Grove EMS District
Bill Payment Detail
December 2025

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	23311	Bill	12/19/2025		Glitch oil change	829 - Vehicle Maintenance	70.06	-70.06
TOTAL							70.06	-70.06
	22633	Bill Pmt -Check	12/22/2025	Embroidery Professionals	Embroidery	101 - Operating Checking	-15.00	
		Bill	12/15/2025		Embroidery	860 - Clothing	15.00	-15.00
TOTAL							15.00	-15.00
	22634	Bill Pmt -Check	12/22/2025	Jackson Lewis P.C.	Misc Legal	101 - Operating Checking	-1,684.00	
	8951528	Bill	12/11/2025		Misc Legal	880 - Legal Fees	1,684.00	-1,684.00
TOTAL							1,684.00	-1,684.00
	22635	Bill Pmt -Check	12/22/2025	Pomasl Fire Equipment	Radio install	101 - Operating Checking	-6,899.27	
	101836	Bill	12/11/2025		Radio install	829 - Vehicle Maintenance	6,899.27	-6,899.27
TOTAL							6,899.27	-6,899.27
	22636	Bill Pmt -Check	12/22/2025	Society Insurance	Work Comp	101 - Operating Checking	-2,718.97	
		Bill	12/10/2025		Work Comp	722 - Workmans Comp	2,718.97	-2,718.97
TOTAL							2,718.97	-2,718.97
	EFT	Liability Check	12/30/2025	Employee Trust Funds	5300000	101 - Operating Checking	-21,319.96	
					5300000	2272 - Employer Share WRS	14,572.54	-14,572.54
					5300000	2271 - Employee Share WRS	6,747.42	-6,747.42
TOTAL							21,319.96	-21,319.96
		Bill Pmt -CCard	12/09/2025	TDS	December Internet	One Card - Office Use Only	-179.00	
		Bill	11/22/2025		December Internet	770 - Communications	179.00	-179.00
TOTAL							179.00	-179.00
		Bill Pmt -CCard	12/10/2025	Dane County Treasurer	NetMotion Support/Main	One Card - Office Use Only	-447.56	
	47363	Bill	12/03/2025		NetMotion Support/Main	775 - IT expenses	447.56	-447.56
TOTAL							447.56	-447.56
		Bill Pmt -CCard	12/10/2025	Dane County Dept. of Emergency Mgmt	October Meds	One Card - Office Use Only	-142.95	
	47323	Bill	12/01/2025		October Meds	850 - Medical Supplies	142.95	-142.95
TOTAL							142.95	-142.95
		Bill Pmt -CCard	12/15/2025	Liberty Advanced Security	Zoll AED Plus - Schusters	One Card - Office Use Only	-1,492.00	

Deer Grove EMS District
Bill Payment Detail
December 2025

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	2501-0044	Bill	12/11/2025	Schuster's Farm	Zoll AED Plus - Schusters	840 · Equipment/Non-Disposabe	1,492.00	-1,492.00
TOTAL							1,492.00	-1,492.00
		Bill Pmt -CCard	12/25/2025	Dane County Dept. of Emergency Mgmt	November Meds	One Card - Office Use Only	-634.60	
	47458	Bill	12/16/2025		November Meds	850 · Medical Supplies	634.60	-634.60
TOTAL							634.60	-634.60

Deer Grove EMS District Credit Card Purchases

December 2025

Date	Source Name	Memo	Split	Amount
301 - One Card				
One Card - Eric Lang				
12/11/2025	APG Southern Wisconsin	Leader-Independent Subscription	825 · Chief Continuing Educa...	98.20
12/12/2025	Menards	Diesel Fuel Supplement	829 · Vehicle Maintenance	22.98
12/16/2025	Brunt Workwear	Boots - Lang	860 · Clothing	158.24
12/18/2025	Championship Awards	Badge plates	820 · EMT Continuing Educat...	23.90
12/23/2025	Industrial Safety Products	Zoll Battery Pack	840 · Equipment/Non-Dispos...	189.90
Total One Card - Eric Lang				493.22
One Card - Lisa Antoniewicz				
12/02/2025	MATC - EMS Programs	4 x ACLS Cards	791 · Training Center Expense	44.00
12/03/2025	MATC - EMS Programs	ACLS and PALS instructor cards	791 · Training Center Expense	22.00
12/13/2025	FOAMfrat	1 year subscription - Antoniewicz	725 · Staff Continuing Educat...	95.99
12/17/2025	MATC - EMS Programs		-SPLIT-	203.00
Total One Card - Lisa Antoniewicz				364.99
One Card - Mandy Cysiewski				
12/04/2025	Amazon.com	Badge Holders	879 · Health Maintenance & ...	92.01
12/05/2025	Amazon.com	Office chairs x 2	898 · Building and Grounds	99.26
12/07/2025	Amazon.com	Office chair wheels	898 · Building and Grounds	27.00
12/12/2025	Amazon.com		-SPLIT-	1,128.25
12/12/2025	Costco	Laptop/Monitor - Billing	736 · LifeQuest Billing	1,079.98
12/19/2025	USPS	2 rolls stamps	742 · Office Supplies	156.00
12/21/2025	FOAMfrat	1 year subscription - Mandy	725 · Staff Continuing Educat...	127.99
12/26/2025	Amazon.com	Shelves	860 · Clothing	138.88
Total One Card - Mandy Cysiewski				2,849.37
Total 301 · One Card				3,707.58
TOTAL				3,707.58

Deer Grove EMS District Payroll Transaction Detail December 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>	
12/12/2025	DD	Paycheck	Anders, Devon C	Weekday Stipend	3	54.00	
				Anders, Devon C	Weekend Stipend	10	180.00
						234.00	
12/12/2025	DD	Paycheck	Anderson, Ethan M	Weekday Stipend	2	36.00	
				Anderson, Ethan M	Training Attendance Stipend	1	18.00
						54.00	
12/12/2025	DD	Paycheck	Antoniewicz, Lisa M	Vacation Hourly Rate	34	1,272.28	
				Antoniewicz, Lisa M	Vacation OT Hourly Rate	7	392.91
				Antoniewicz, Lisa M	Regular Hourly Rate	19	710.98
				Antoniewicz, Lisa M	Overtime Hourly Rate	1	56.13
				Antoniewicz, Lisa M	Regular Hourly Rate	27	1,010.34
				Antoniewicz, Lisa M	Overtime Hourly Rate	15	841.95
						4,284.59	
12/26/2025	DD	Paycheck	Antoniewicz, Lisa M	Sick Hourly Rate	14.5	542.59	
				Antoniewicz, Lisa M	Regular Hourly Rate	20.25	757.76
				Antoniewicz, Lisa M	Regular Hourly Rate	38.5	1,440.67
				Antoniewicz, Lisa M	Overtime Hourly Rate	9.5	533.24
						3,274.26	
12/12/2025	DD	Paycheck	Bauer, Roman F	Weekend Stipend	1	18.00	
						18.00	
12/12/2025	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	61	1,906.86	
				Belden, Elliott H	Regular Hourly Rate	2	62.52
				Belden, Elliott H	Regular Hourly Rate	3	93.78
				Belden, Elliott H	Overtime Hourly Rate	11	515.79
						2,578.95	
12/26/2025	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	71	2,219.46	
				Belden, Elliott H	Overtime Hourly Rate	8.5	398.57
				Belden, Elliott H	Regular Hourly Rate	5	156.30
				Belden, Elliott H	Sick Hourly Rate	4	125.04
				Belden, Elliott H	Sick OT Hourly Rate	13	406.38
						3,305.75	
12/12/2025	DD	Paycheck	Berg, Elisabeth C	Regular Hourly Rate	77	1,744.05	
				Berg, Elisabeth C	Overtime Hourly Rate	44.5	1,512.11
				Berg, Elisabeth C	Regular Hourly Rate	3	67.95
						3,324.11	

Deer Grove EMS District Payroll Transaction Detail December 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
12/26/2025	DD	Paycheck	Berg, Elisabeth C	Regular Hourly Rate	78	1,766.70
			Berg, Elisabeth C	Overtime Hourly Rate	46	1,563.08
						3,329.78
12/12/2025	DD	Paycheck	Bischel, Elisabeth A	Regular Hourly Rate	64	1,488.00
			Bischel, Elisabeth A	Overtime Hourly Rate	8	279.04
						1,767.04
12/26/2025	DD	Paycheck	Bischel, Elisabeth A	Regular Hourly Rate	80	1,860.00
			Bischel, Elisabeth A	Overtime Hourly Rate	16.5	575.52
						2,435.52
12/12/2025	DD	Paycheck	Blochowiak, Bradley S	Training Attendance Stipend	1	18.00
						18.00
12/12/2025	DD	Paycheck	Boyd, Jared D	Regular Hourly Rate	24	564.00
						564.00
12/12/2025	DD	Paycheck	Byrnes, Stephanie K	Regular Hourly Rate	24	564.00
						564.00
12/26/2025	DD	Paycheck	Byrnes, Stephanie K	Regular Hourly Rate	2.5	58.75
						58.75
12/12/2025	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	3.75	88.13
			Campbell, Erin A	Regular Hourly Rate	8	188.00
						276.13
12/12/2025	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	48	1,500.48
			Cummings, Ross E	Vacation Hourly Rate	16	500.16
			Cummings, Ross E	Vacation OT Hourly Rate	8	375.12
						2,375.76
12/26/2025	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	2,500.80
			Cummings, Ross E	Overtime Hourly Rate	16	750.24
						3,251.04

Deer Grove EMS District Payroll Transaction Detail December 2025

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
12/12/2025	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	15.5	365.96
			Cysiewski, Mandy J	Holiday Hourly Rate	6.4	151.10
			Cysiewski, Mandy J	Vacation Hourly Rate	3.6	85.00
			Cysiewski, Mandy J	Sick Hourly Rate	6.5	153.47
						755.53
12/26/2025	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32.5	767.33
						767.33
12/12/2025	DD	Paycheck	Doherty, Matthew T	Weekday Stipend	4	72.00
						72.00
12/12/2025	DD	Paycheck	Fedorowicz, Samantha E	Training Attendance Stipend	1	18.00
						18.00
12/12/2025	DD	Paycheck	Goth, Kevin J	Regular Hourly Rate	64	1,449.60
			Goth, Kevin J	Overtime Hourly Rate	9	305.82
			Goth, Kevin J	Holiday Hourly Rate	16	602.40
			Goth, Kevin J	Holiday OT Rate	8	391.84
						2,749.66
12/26/2025	DD	Paycheck	Goth, Kevin J	Regular Hourly Rate	67	1,517.55
			Goth, Kevin J	Overtime Hourly Rate	5	169.90
						1,687.45
12/12/2025	DD	Paycheck	Gregory, Genevieve M	Weekend Stipend	2	36.00
						36.00
12/12/2025	DD	Paycheck	Hanson, Gracie M	Regular Hourly Rate	12	282.00
						282.00
12/26/2025	DD	Paycheck	Hanson, Gracie M	Regular Hourly Rate	24	564.00
12/12/2025	DD	Paycheck	Hartman, Michael D	Weekday Stipend	2	36.00
			Hartman, Michael D	Weekend Stipend	1	18.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						72.00

**Deer Grove EMS District
Payroll Transaction Detail
December 2025**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
12/12/2025	DD	Paycheck	Hesseling, Sarah M	Regular Hourly Rate	79.25	1,842.56
			Hesseling, Sarah M	Overtime Hourly Rate	16.75	584.24
			Hesseling, Sarah M	Regular Hourly Rate	0.75	17.44
						2,444.24
12/26/2025	DD	Paycheck	Hesseling, Sarah M	Regular Hourly Rate	40	930.00
			Hesseling, Sarah M	Overtime Hourly Rate	12	418.56
			Hesseling, Sarah M	Bereavement Leave	24	558.00
						1,906.56
12/12/2025	DD	Paycheck	Hewitt, Jennifer M	Regular Hourly Rate	2.5	58.75
						58.75
12/26/2025	DD	Paycheck	Hewitt, Jennifer M	Regular Hourly Rate	12	282.00
						282.00
12/12/2025	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	48	1,173.12
			Hinchley, Clairissa K	Vacation Hourly Rate	16	391.04
			Hinchley, Clairissa K	Vacation OT Hourly Rate	8	293.28
						1,857.44
12/26/2025	DD	Paycheck	Hinchley, Clairissa K	Regular Hourly Rate	56	1,368.64
			Hinchley, Clairissa K	Overtime Hourly Rate	16	586.56
			Hinchley, Clairissa K	Sick Hourly Rate	24	586.56
						2,541.76
12/12/2025	DD	Paycheck	Hromatko, Cory D	Vacation Hourly Rate	16	418.40
			Hromatko, Cory D	Regular Hourly Rate	48	1,255.20
			Hromatko, Cory D	Vacation OT Hourly Rate	8	313.84
			Hromatko, Cory D	Regular Hourly Rate	2	52.30
						2,039.74
12/26/2025	DD	Paycheck	Hromatko, Cory D	Regular Hourly Rate	1.5	39.23
			Hromatko, Cory D	Regular Hourly Rate	78.5	2,052.78
			Hromatko, Cory D	Overtime Hourly Rate	17.5	686.53
						2,778.54
12/12/2025	DD	Paycheck	Hummel, Madison T	Weekend Stipend	3	54.00
						54.00
12/12/2025	DD	Paycheck	Kaiser, Christopher N	Regular Hourly Rate	12	282.00
						282.00

Deer Grove EMS District Payroll Transaction Detail December 2025

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
12/26/2025	DD	Paycheck	Kaiser, Christopher N	Regular Hourly Rate	21	493.50
						493.50
12/12/2025	DD	Paycheck	Keady, Cori G	Regular Hourly Rate	2.5	58.75
						58.75
12/26/2025	DD	Paycheck	Keady, Cori G	Regular Hourly Rate	34.25	804.88
						804.88
12/12/2025	DD	Paycheck	Kim, Maeve N	Training Attendance Stipend	1	18.00
			Kim, Maeve N	Weekday Stipend	2	36.00
						54.00
12/12/2025	DD	Paycheck	Kohlhagen, Jeffrey T	Regular Hourly Rate	12	282.00
						282.00
12/12/2025	DD	Paycheck	Krszjzaniek, Kiana L	Regular Hourly Rate	74	1,676.10
			Krszjzaniek, Kiana L	Overtime Hourly Rate	8	271.84
						1,947.94
12/26/2025	DD	Paycheck	Krszjzaniek, Kiana L	Regular Hourly Rate	80	1,812.00
			Krszjzaniek, Kiana L	Overtime Hourly Rate	16	543.68
						2,355.68
12/12/2025	DD	Paycheck	Lang, Eric A	Salary	40	2,145.57
			Lang, Eric A	Vacation Salary	24	1,287.35
			Lang, Eric A	Holiday Salary	16	858.23
						4,291.15
12/26/2025	DD	Paycheck	Lang, Eric A	Salary	80	4,291.15
						4,291.15
12/12/2025	DD	Paycheck	Lange, Erica C	Weekday Stipend	2	36.00
			Lange, Erica C	Weekend Stipend	2	36.00
			Lange, Erica C	Training Attendance Stipend	1	18.00
						90.00

Deer Grove EMS District Payroll Transaction Detail December 2025

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
12/12/2025	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	21	656.46
			Lasko, Wendy J	Overtime Hourly Rate	27	1,266.03
			Lasko, Wendy J	Holiday Hourly Rate	24	1,110.24
			Lasko, Wendy J	Regular Hourly Rate	11	343.86
			Lasko, Wendy J	Sick Hourly Rate	24	750.24
						4,126.83
12/26/2025	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	48	1,500.48
			Lasko, Wendy J	Regular Hourly Rate	2	62.52
						1,563.00
12/12/2025	DD	Paycheck	Lesson, Aubree R	Regular Hourly Rate	24	564.00
			Lesson, Aubree R	Holiday Hourly Rate	16	564.00
			Lesson, Aubree R	Holiday OT Rate	8	423.04
						1,551.04
12/12/2025	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	37.5	881.25
			McMullen, Jeremy B	Overtime Hourly Rate	10.5	370.13
			McMullen, Jeremy B	Regular Hourly Rate	6.5	152.75
						1,404.13
12/26/2025	DD	Paycheck	McMullen, Jeremy B	Regular Hourly Rate	23	540.50
			McMullen, Jeremy B	Regular Hourly Rate	17	399.50
						940.00
12/12/2025	DD	Paycheck	Meier, Easton C	Regular Hourly Rate	78	1,766.70
			Meier, Easton C	Overtime Hourly Rate	20	679.60
			Meier, Easton C	Regular Hourly Rate	2	45.30
						2,491.60
12/26/2025	DD	Paycheck	Meier, Easton C	Regular Hourly Rate	64	1,449.60
			Meier, Easton C	Overtime Hourly Rate	8	271.84
						1,721.44
12/12/2025	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	38	1,019.54
			Mickelson, Matthew A	Vacation Hourly Rate	32	858.56
			Mickelson, Matthew A	Vacation OT Hourly Rate	16	644.00
			Mickelson, Matthew A	Sick Hourly Rate	4.5	120.74
			Mickelson, Matthew A	Regular Hourly Rate	5.5	147.57
						2,790.41

**Deer Grove EMS District
Payroll Transaction Detail
December 2025**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
12/26/2025	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	2,146.40
			Mickelson, Matthew A	Overtime Hourly Rate	16	644.00
						2,790.40
12/12/2025	DD	Paycheck	Morency, Courtney S	Training Attendance Stipend	1	18.00
						18.00
12/12/2025	DD	Paycheck	Naviaux, William T	Regular Hourly Rate	24	564.00
						564.00
12/26/2025	DD	Paycheck	Naviaux, William T	Regular Hourly Rate	12	282.00
						282.00
12/12/2025	DD	Paycheck	Perez, Lauren N	Weekend Stipend	5	90.00
						90.00
12/12/2025	DD	Paycheck	Rabbitt, Emilie S	Regular Hourly Rate	80	1,812.00
			Rabbitt, Emilie S	Overtime Hourly Rate	8	271.84
						2,083.84
12/26/2025	DD	Paycheck	Rabbitt, Emilie S	Regular Hourly Rate	80	1,812.00
			Rabbitt, Emilie S	Overtime Hourly Rate	16	543.68
						2,355.68
12/12/2025	DD	Paycheck	Roman, Jennifer A	Regular Hourly Rate	5	117.50
						117.50
12/26/2025	DD	Paycheck	Roman, Jennifer A	Regular Hourly Rate	27	634.50
						634.50
12/12/2025	DD	Paycheck	Rothweiler, Benjamin V	Weekday Stipend	2	36.00
						36.00
12/12/2025	DD	Paycheck	Salov, Courtney A	Overtime Hourly Rate	8	293.28
			Salov, Courtney A	Regular Hourly Rate	80	1,955.20
			Salov, Courtney A	Overtime Hourly Rate	8	293.28
						2,541.76

**Deer Grove EMS District
Payroll Transaction Detail
December 2025**

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
12/26/2025	DD	Paycheck	Salov, Courtney A	Overtime Hourly Rate	8	293.28
			Salov, Courtney A	Regular Hourly Rate	45	1,099.80
			Salov, Courtney A	Sick Hourly Rate	11.1	271.28
			Salov, Courtney A	Vacation Hourly Rate	7.9	193.08
						1,857.44
12/12/2025	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,869.44
			Sanders, Seth C	Overtime Hourly Rate	8	350.56
			Sanders, Seth C	Holiday Hourly Rate	16	707.36
			Sanders, Seth C	Holiday OT Rate	8	470.56
						3,397.92
12/26/2025	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,869.44
			Sanders, Seth C	Overtime Hourly Rate	8	350.56
			Sanders, Seth C	Vacation Hourly Rate	16	467.36
			Sanders, Seth C	Vacation OT Hourly Rate	8	350.56
						3,037.92
12/12/2025	DD	Paycheck	Schultz, Daniel S	Training Attendance Stipend	1	18.00
						18.00
12/12/2025	DD	Paycheck	Tucker, Trenten M	Weekday Stipend	2	36.00
			Tucker, Trenten M	Weekend Stipend	4	72.00
			Tucker, Trenten M	Training Attendance Stipend	1	18.00
						126.00
12/12/2025	DD	Paycheck	Walker, Kathryn B	Regular Hourly Rate	5	117.50
						117.50
12/26/2025	DD	Paycheck	Walker, Kathryn B	Regular Hourly Rate	10	235.00
						235.00
12/26/2025	DD	Paycheck	Woodstock, Steven R	Regular Hourly Rate	2.5	58.75
			Woodstock, Steven R	Regular Hourly Rate	19	446.50
						505.25
TOTAL						105,028.89

Deer Grove EMS District
Member expenses and reimbursements through payroll
As of December 31, 2025

Type	Date	Num	Name	Memo	Amount
1512 · Member Personal Expenses Due					
Total 1512 · Member Personal Expenses Due					
Member Reimbursements Payable					
Paycheck	12/26/2025	DD	Bischel, Elisabeth A		114.33
Paycheck	12/26/2025	DD	Krszjzaniek, Kiana L		100.00
Paycheck	12/26/2025	DD	Lang, Eric A		789.49
Paycheck	12/26/2025	DD	Meier, Easton C		350.00
Paycheck	12/26/2025	DD	Mickelson, Matthew A		193.04
Paycheck	12/26/2025	DD	Naviaux, William T		75.00
Paycheck	12/26/2025	DD	Sanders, Seth C		200.00
Total Member Reimbursements Payable					<u>1,821.86</u>
TOTAL					<u><u>1,821.86</u></u>

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Deer Grove EMS District
Deposit Detail
December 2025

Type	Date	Name	Memo	Account	Amount
Deposit	12/23/2025		Deposit	103 · Savings bank of Deerfield	8,357.10
Payment	12/22/2025	Deer-Grove EMS Association		1499 · Undeposited Funds	-8,357.10
TOTAL					-8,357.10
Deposit	12/23/2025		Deposit	103 · Savings bank of Deerfield	1,492.00
Payment	12/23/2025	Schuster's Farm		1499 · Undeposited Funds	-1,492.00
TOTAL					-1,492.00

Aging Summary Report

2023	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	265	130,043.61	77,880.50	45,075.56	31,707.38	38,247.34	28,589.01	351,543.40		73,134.61
February	253	93,581.08	93,738.21	45,110.09	42,314.46	34,174.44	29,830.71	338,748.99		48,227.26
March	227	111,047.58	61,946.44	55,851.06	30,215.30	25,812.40	31,036.11	315,908.89		69,618.49
April	219	96,688.36	72,466.82	27,589.92	39,567.14	30,496.00	29,871.91	296,680.15		82,064.86
May	175	51,617.71	89,968.10	24,880.41	21,517.44	23,750.50	31,486.81	243,220.97		60,177.00
June	209	111,483.98	52,726.06	47,086.22	17,359.14	14,543.80	24,242.91	267,442.11		81,810.86
July	207	110,484.17	50,486.25	22,972.99	30,400.33	13,641.54	24,694.91	252,680.19		76,225.26
August	213	127,575.41	72,570.90	19,352.39	14,911.00	21,262.44	27,351.01	283,023.15		85,847.62
September	189	77,786.78	57,614.81	46,799.82	18,908.29	18,959.20	32,027.65	252,096.55		55,464.57
October	210	88,718.75	71,557.23	27,697.34	29,332.24	16,718.60	36,429.45	270,453.61		74,060.02
November	221	106,498.41	57,976.40	32,098.38	23,151.90	18,557.85	38,291.65	276,574.59		63,910.48
December	254	112,124.45	111,890.52	27,858.23	23,664.44	19,527.35	43,722.05	338,787.04		55,342.07
									0.00	825,883.10

2024	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	278	89,122.46	163,650.79	63,578.35	20,238.33	21,965.20	50,648.10	409,203.23		40,879.43
February	232	22,879.50	99,245.55	133,366.71	29,102.38	9,045.60	54,789.10	348,428.84	1,176.00	47,174.76
March	331	21,633.82	134,531.03	162,473.20	129,204.41	38,043.88	50,143.50	536,029.84		28,036.52
April	383	39,540.17	104,805.75	116,908.52	104,299.87	139,960.51	56,923.40	562,438.22		94,580.34
May	434	172,136.08	65,148.73	67,423.90	87,929.80	195,787.30	68,768.37	657,194.18		63,773.67
June	417	197,989.33	55,257.52	42,696.43	36,404.50	120,119.23	167,484.41	619,951.42		127,134.22
July	417	417,573.68	40,672.69	16,450.74	15,703.60	51,033.10	55,250.38	596,684.19		111,799.07
August	414	369,700.81	72,625.52	11,777.42	3,078.20	17,565.10	31,147.38	505,894.43	634.00	133,964.82
September	433	272,941.33	123,636.64	58,756.77	4,482.44	4,012.20	44,677.28	508,506.66		63,720.97
October	489	336,527.98	116,793.95	59,535.07	41,640.24	7,548.64	29,982.20	592,028.08		60,655.02
November	526	296,327.43	114,226.19	83,725.98	39,235.91	35,451.54	30,076.20	599,043.25		82,142.89
December	545	250,643.10	133,492.97	95,053.20	57,998.97	58,546.96	15,441.90	611,177.10		76,288.03
									1,810.00	875,149.74

2025	Billable Units	Current	31-60 days	61-90 days	91-120	121-180	Over 180	Total	Write Offs	Deposit from Collections
January	633	442,586.97	97,429.50	72,185.64	48,850.85	70,998.21	35,334.89	767,386.06		77,016.11
February	671	489,987.47	116,079.48	51,842.70	42,566.88	61,804.66	37,712.17	799,993.36		87,295.40
March	642	381,407.23	160,252.84	54,411.50	34,321.17	54,114.21	62,478.68	746,985.63		104,436.65
April	671	420,013.60	118,881.21	87,055.89	14,574.36	42,779.67	67,549.92	750,854.65		104,683.78
May	717	390,833.00	156,085.56	86,226.23	51,215.55	25,666.47	75,651.28	785,678.09		70,041.53
June	587	360,076.96	107,920.11	97,383.99	38,939.09	16,474.89	7,271.05	628,066.09		80,786.40
July	652	426,017.38	135,598.34	62,751.35	39,256.00	21,195.25	6,880.31	691,698.63		85,720.38
August	649	342,588.85	195,248.81	100,479.68	35,094.18	37,618.07	10,297.20	721,326.79		84,150.03
September	644	384,281.32	87,398.54	129,872.56	62,075.08	44,790.79	16,538.51	724,956.80		74,504.96
October	668	317,211.94	203,355.87	14,332.44	93,149.28	68,393.39	36,464.93	732,907.85		84,751.40
November	660	262,788.17	195,683.70	105,849.59	26,309.82	91,560.86	49,414.85	731,606.99		63,754.00
December	DECEMBER REPORTS NOT RECEIVED AS OF 1-8-26PM									
									0.00	917,140.64

PREPARED FOR DEER GROVE EMS DISTRICT

By:

EMS | MC

EMS MANAGEMENT & CONSULTANTS

RESULTS | SERVICE | COMMUNITY

12 MONTH DATE OF SERVICE ANALYSIS

Primary Payor Mix
6-12 Month Mature Average

Primary Payor	% of Trips
Medicare	26%
Medicare Advantage	26%
Insurance	25%
Medicaid	3%
Medicaid MCO	7%
Patient	10%
Facility	1%
Other Govt. Payers	1%
TPL	2%

Net Collection Percentages
6-12 Month Mature Average

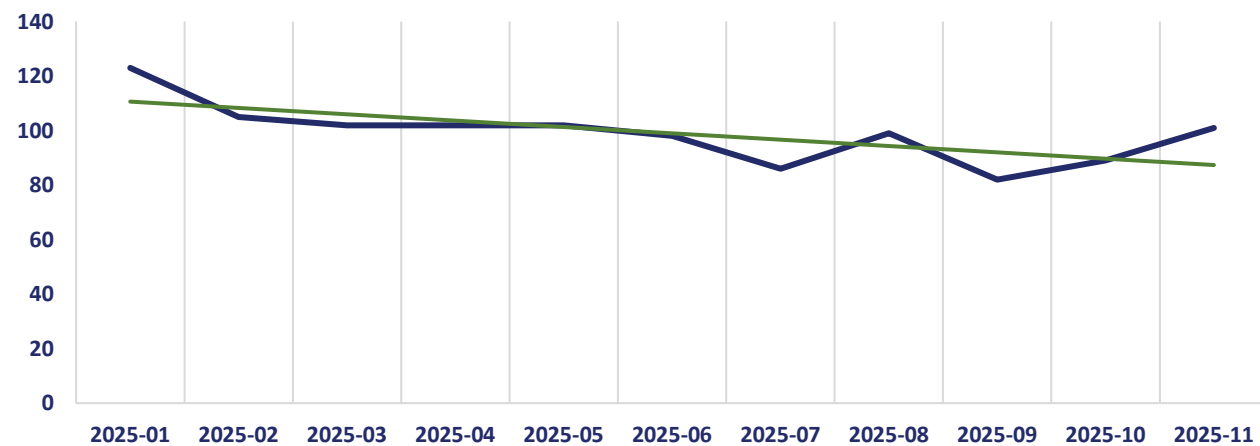
Primary Payor	Coll %
Medicare	95%
Medicare Advantage	82%
Insurance	70%
Medicaid	84%
Medicaid MCO	69%
Patient	12%
Facility	35%
Other Govt. Payers	98%
TPL	31%
Overall 6-12m	66%

Cash Per Trip
6-12 Month Mature Average

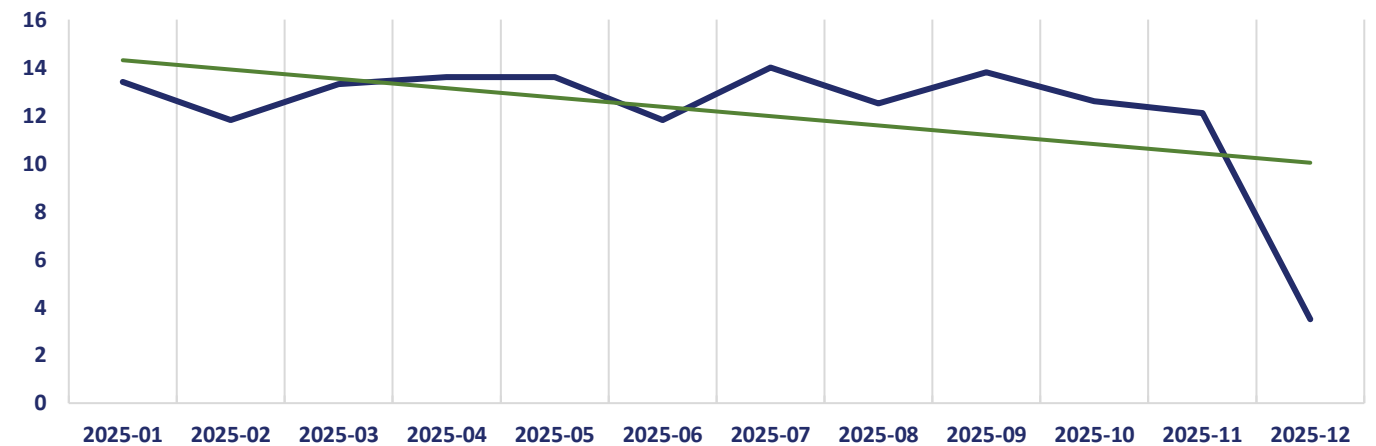
Primary Payor	CPT
Medicare	\$ 607.57
Medicare Advantage	\$ 630.14
Insurance	\$ 1,454.97
Medicaid	\$ 409.11
Medicaid MCO	\$ 607.95
Patient	\$ 222.37
Facility	\$ 211.87
Other Govt. Payers	\$ 1,494.39
TPL	\$ 556.31
Overall 6-12m	\$ 783.60

DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	123	258,444.80	113,896.99	144,547.81	30.67	94,674.68	4,590.06	-	45,252.40	2,101.18	1,175.19	769.71	65.5%
2025-02	105	206,060.00	83,426.68	122,633.32	(72.82)	79,026.34	4,642.41	320.00	39,357.39	1,962.48	1,167.94	749.58	64.2%
2025-03	102	216,297.70	99,282.60	117,015.10	0.90	87,319.35	-	-	29,694.85	2,120.57	1,147.21	856.07	74.6%
2025-04	102	215,429.30	98,380.91	117,048.39	(8.38)	77,025.58	2,890.80	733.92	37,874.31	2,112.05	1,147.53	747.96	65.2%
2025-05	102	218,795.90	90,268.68	128,527.22	(54.08)	83,432.31	-	2,474.77	47,623.76	2,145.06	1,260.07	793.70	63.0%
2025-06	98	195,430.60	73,963.62	121,466.98	(7.64)	77,282.87	-	-	44,191.75	1,994.19	1,239.46	788.60	63.6%
2025-07	86	183,439.90	73,587.59	109,852.31	(28.50)	65,360.90	-	6.00	44,525.91	2,133.02	1,277.35	759.94	59.5%
2025-08	99	201,994.30	70,057.09	131,937.21	-	69,538.59	-	-	62,398.62	2,040.35	1,332.70	702.41	52.7%
2025-09	82	173,413.20	72,238.82	101,174.38	(22.26)	46,934.87	-	-	54,261.77	2,114.80	1,233.83	572.38	46.4%
2025-10	89	179,762.30	71,399.23	108,363.07	-	42,636.21	-	-	65,726.86	2,019.80	1,217.56	479.06	39.3%
2025-11	101	199,676.80	53,032.41	146,644.39	-	35,283.44	-	-	111,360.95	1,977.00	1,451.92	349.34	24.1%
2025-12	112	201,663.10	12,282.89	189,380.21	-	6,204.94	-	-	183,175.27	1,800.56	1,690.89	55.40	3.3%
Totals	1,201	2,450,407.90	911,817.51	1,538,590.39	(162.11)	764,720.08	12,123.27	3,534.69	765,443.84	2,040.31	1,281.09	633.79	49.5%

Trip Count Trend - Excluding Current Month



Average Loaded Miles



12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY

MEDICARE													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	31	63,748.50	43,863.86	19,884.64	-	17,611.79	822.66	-	1,450.19	2,056.40	641.44	568.12	88.6%
2025-02	25	43,867.00	29,595.98	14,271.02	-	15,038.02	-	30.00	(737.00)	1,754.68	570.84	600.32	105.2%
2025-03	26	55,101.70	38,832.28	16,269.42	-	16,607.08	-	-	(337.66)	2,119.30	625.75	638.73	102.1%
2025-04	35	76,734.80	54,627.99	22,106.81	-	22,226.31	-	119.50	-	2,192.42	631.62	631.62	100.0%
2025-05	28	56,315.00	37,417.60	18,897.40	-	17,556.61	-	121.17	1,461.96	2,011.25	674.91	622.69	92.3%
2025-06	19	41,581.80	28,487.16	13,094.64	-	10,871.71	-	-	2,222.93	2,188.52	689.19	572.20	83.0%
2025-07	16	32,756.50	21,963.31	10,793.19	-	9,699.19	-	6.00	1,100.00	2,047.28	674.57	605.82	89.8%
2025-08	23	47,642.10	31,059.15	16,582.95	-	13,444.24	-	-	3,138.71	2,071.40	721.00	584.53	81.1%
2025-09	30	65,271.20	44,356.95	20,914.25	-	18,113.85	-	-	2,800.40	2,175.71	697.14	603.80	86.6%
2025-10	30	62,493.30	43,508.10	18,985.20	-	15,902.59	-	-	3,082.61	2,083.11	632.84	530.09	83.8%
2025-11	16	32,501.00	20,162.96	12,338.04	-	6,944.79	-	-	5,393.25	2,031.31	771.13	434.05	56.3%
2025-12	33	61,091.70	4,843.85	56,247.85	-	1,585.25	-	-	54,662.60	1,851.26	1,704.48	48.04	2.8%
Totals	312	639,104.60	398,719.19	240,385.41	-	165,601.43	822.66	276.67	74,237.99	2,048.41	770.47	529.89	68.8%
MEDICARE ADVANTAGE													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	34	72,532.00	46,951.24	25,580.76	30.98	21,577.41	-	-	3,972.37	2,133.29	752.38	634.63	84.4%
2025-02	29	57,585.10	31,535.39	26,049.71	2.18	20,173.51	2,237.01	290.00	3,927.01	1,985.69	898.27	685.64	76.3%
2025-03	34	70,298.50	45,482.73	24,815.77	-	23,369.34	-	-	1,446.43	2,067.60	729.88	687.33	94.2%
2025-04	17	36,893.90	22,809.69	14,084.21	(0.14)	9,252.95	300.00	-	4,531.40	2,170.23	828.48	544.29	65.7%
2025-05	26	54,655.00	34,979.76	19,675.24	-	19,496.84	-	2,353.60	2,532.00	2,102.12	756.74	659.36	87.1%
2025-06	22	43,973.00	29,657.55	14,315.45	-	10,856.75	-	-	3,458.70	1,998.77	650.70	493.49	75.8%
2025-07	27	57,912.20	37,196.61	20,715.59	-	17,486.66	-	-	3,228.93	2,144.90	767.24	647.65	84.4%
2025-08	14	27,815.50	16,021.56	11,793.94	-	8,184.40	-	-	3,609.54	1,986.82	842.42	584.60	69.4%
2025-09	16	30,085.40	15,128.22	14,957.18	-	5,537.38	-	-	9,419.80	1,880.34	934.82	346.09	37.0%
2025-10	18	31,831.10	16,472.43	15,358.67	-	7,218.65	-	-	8,140.02	1,768.39	853.26	401.04	47.0%
2025-11	21	46,399.30	25,460.20	20,939.10	-	7,563.45	-	-	13,375.65	2,209.49	997.10	360.16	36.1%
2025-12	23	42,115.00	7,439.04	34,675.96	-	2,244.59	-	-	32,431.37	1,831.09	1,507.65	97.59	6.5%
Totals	281	572,096.00	329,134.42	242,961.58	33.02	152,961.93	2,537.01	2,643.60	90,073.22	2,035.93	864.63	534.94	61.9%
INSURANCE													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	33	70,213.90	4,110.24	66,103.66	(0.31)	47,998.46	1,201.20	-	16,904.31	2,127.69	2,003.14	1,454.50	72.6%
2025-02	21	40,601.10	-	40,601.10	(75.00)	28,740.04	-	-	11,936.06	1,933.39	1,933.39	1,368.57	70.8%
2025-03	21	45,333.70	1,849.27	43,484.43	-	36,523.85	-	-	6,960.58	2,158.75	2,070.69	1,739.23	84.0%
2025-04	28	58,453.60	1,799.58	56,654.02	(8.24)	37,525.44	2,590.80	614.42	17,160.44	2,087.63	2,023.36	1,318.25	65.2%
2025-05	23	55,915.60	1,268.97	54,646.63	-	29,450.39	-	-	25,196.24	2,431.11	2,375.94	1,280.45	53.9%
2025-06	32	72,734.90	4,661.96	68,072.94	(7.12)	50,260.94	-	-	17,819.12	2,272.97	2,127.28	1,570.65	73.8%
2025-07	15	34,986.60	600.20	34,386.40	(3.24)	19,610.12	-	-	14,779.52	2,332.44	2,292.43	1,307.34	57.0%
2025-08	28	55,180.30	2,447.75	52,732.55	-	34,284.19	-	-	18,448.36	1,970.73	1,883.31	1,224.44	65.0%
2025-09	9	20,162.40	821.82	19,340.58	-	10,954.92	-	-	8,385.66	2,240.27	2,148.95	1,217.21	56.6%
2025-10	17	33,496.30	1,263.80	32,232.50	-	8,728.10	-	-	23,504.40	1,970.37	1,896.03	513.42	27.1%
2025-11	18	40,693.00	59.06	40,633.94	-	16,766.48	-	-	23,867.46	2,260.72	2,257.44	931.47	41.3%
2025-12	15	29,015.70	-	29,015.70	-	2,375.10	-	-	26,640.60	1,934.38	1,934.38	158.34	8.2%
Totals	260	556,787.10	18,882.65	537,904.45	(93.91)	323,218.03	3,792.00	614.42	211,602.75	2,141.49	2,068.86	1,240.78	60.0%

12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY

MEDICAID													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-02	8	16,027.20	12,133.81	3,893.39	-	3,875.39	-	-	18.00	2,003.40	486.67	484.42	99.5%
2025-03	1	1,118.00	1,031.00	87.00	-	75.00	-	-	12.00	1,118.00	87.00	75.00	86.2%
2025-04	2	4,540.60	3,356.95	1,183.65	-	1,183.65	-	-	-	2,270.30	591.83	591.83	100.0%
2025-05	6	9,778.80	5,821.17	3,957.63	-	2,488.97	-	-	1,468.66	1,629.80	659.61	414.83	62.9%
2025-06	2	1,445.00	1,277.00	168.00	-	150.00	-	-	18.00	722.50	84.00	75.00	89.3%
2025-07	3	4,868.50	3,728.84	1,139.66	-	1,139.66	-	-	-	1,622.83	379.89	379.89	100.0%
2025-08	2	4,917.40	1,597.31	3,320.09	-	602.65	-	-	2,717.44	2,458.70	1,660.05	301.33	18.2%
2025-09	3	5,519.50	634.00	4,885.50	-	72.00	-	-	4,813.50	1,839.83	1,628.50	24.00	1.5%
2025-10	2	1,873.00	1,662.00	211.00	-	145.00	-	-	66.00	936.50	105.50	72.50	68.7%
2025-11	6	7,567.80	-	7,567.80	-	-	-	-	7,567.80	1,261.30	1,261.30	-	0.0%
2025-12	3	7,822.20	-	7,822.20	-	-	-	-	7,822.20	2,607.40	2,607.40	-	0.0%
Totals	38	65,478.00	31,242.08	34,235.92	-	9,732.32	-	-	24,503.60	1,723.11	900.95	256.11	28.4%

MEDICAID MCO													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	8	19,523.30	13,861.79	5,661.51	-	5,227.61	-	-	433.90	2,440.41	707.69	653.45	92.3%
2025-02	10	24,221.90	10,161.50	14,060.40	-	6,965.68	-	-	7,094.72	2,422.19	1,406.04	696.57	49.5%
2025-03	8	18,534.60	10,334.12	8,200.48	-	4,891.88	-	-	3,308.60	2,316.83	1,025.06	611.49	59.7%
2025-04	8	20,182.70	14,091.61	6,091.09	-	3,908.99	-	-	2,182.10	2,522.84	761.39	488.62	64.2%
2025-05	5	11,583.40	8,907.52	2,675.88	-	2,835.88	-	-	(160.00)	2,316.68	535.18	567.18	106.0%
2025-06	8	14,470.30	9,879.95	4,590.35	(0.52)	4,743.47	-	-	(152.60)	1,808.79	573.79	592.93	103.3%
2025-07	9	21,689.70	8,642.42	13,047.28	(0.26)	6,772.54	-	-	6,275.00	2,409.97	1,449.70	752.50	51.9%
2025-08	11	25,863.40	17,377.02	8,486.38	-	8,272.41	-	-	213.97	2,351.22	771.49	752.04	97.5%
2025-09	8	16,992.20	9,957.69	7,034.51	-	6,948.51	-	-	86.00	2,124.03	879.31	868.56	98.8%
2025-10	13	31,708.10	8,492.90	23,215.20	-	10,541.87	-	-	12,673.33	2,439.08	1,785.78	810.91	45.4%
2025-11	18	40,210.40	6,005.58	34,204.82	-	4,008.72	-	-	30,196.10	2,233.91	1,900.27	222.71	11.7%
2025-12	19	41,493.60	-	41,493.60	-	-	-	-	41,493.60	2,183.87	2,183.87	-	0.0%
Totals	125	286,473.60	117,712.10	168,761.50	(0.78)	65,117.56	-	-	103,644.72	2,291.79	1,350.09	520.94	38.6%

PATIENT													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	13	23,663.50	-	23,663.50	-	1,118.00	2,566.20	-	19,979.30	1,820.27	1,820.27	86.00	4.7%
2025-02	10	21,897.70	-	21,897.70	-	2,482.70	2,405.40	-	17,009.60	2,189.77	2,189.77	248.27	11.3%
2025-03	9	19,268.20	-	19,268.20	0.90	5,287.40	-	-	13,979.90	2,140.91	2,140.91	587.49	27.4%
2025-04	8	11,940.50	-	11,940.50	-	2,196.90	-	-	9,743.60	1,492.56	1,492.56	274.61	18.4%
2025-05	7	14,180.10	-	14,180.10	-	2,079.55	-	-	12,100.55	2,025.73	2,025.73	297.08	14.7%
2025-06	14	20,507.60	-	20,507.60	-	400.00	-	-	20,107.60	1,464.83	1,464.83	28.57	2.0%
2025-07	12	24,065.30	1,280.60	22,784.70	-	3,642.24	-	-	19,142.46	2,005.44	1,898.73	303.52	16.0%
2025-08	20	38,293.50	1,554.30	36,739.20	-	4,750.70	-	-	31,988.50	1,914.68	1,836.96	237.54	12.9%
2025-09	10	22,039.10	-	22,039.10	-	-	-	-	22,039.10	2,203.91	2,203.91	-	0.0%
2025-10	8	15,776.80	-	15,776.80	-	100.00	-	-	15,676.80	1,972.10	1,972.10	12.50	0.6%
2025-11	19	27,660.60	-	27,660.60	-	-	-	-	27,660.60	1,455.82	1,455.82	-	0.0%
2025-12	18	17,926.20	-	17,926.20	-	-	-	-	17,926.20	995.90	995.90	-	0.0%
Totals	148	257,219.10	2,834.90	254,384.20	0.90	22,057.49	4,971.60	-	227,354.21	1,737.97	1,718.81	149.04	8.7%

12 MONTH DATE OF SERVICE ANALYSIS BY PRIMARY PAYOR CATEGORY

FACILITY													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	2	4,388.70	3,491.53	897.17	-	441.34	-	-	455.83	2,194.35	448.59	220.67	49.2%
2025-02	1	727.00	-	727.00	-	618.00	-	-	109.00	727.00	727.00	618.00	85.0%
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	2	1,427.00	-	1,427.00	-	-	-	-	1,427.00	713.50	713.50	-	0.0%
2025-05	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	1	700.00	175.61	524.39	-	524.39	-	-	-	700.00	524.39	524.39	100.0%
2025-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-09	2	4,129.20	1,340.14	2,789.06	-	-	-	-	2,789.06	2,064.60	1,394.53	-	0.0%
2025-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-11	1	1,800.00	1,344.61	455.39	-	-	-	-	455.39	1,800.00	455.39	-	0.0%
2025-12	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Totals	9	13,171.90	6,351.89	6,820.01	-	1,583.73	-	-	5,236.28	1,463.54	757.78	175.97	23.2%

OTHER GOVT. PAYERS													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	1	2,318.40	1,618.33	700.07	-	700.07	-	-	-	2,318.40	700.07	700.07	100.0%
2025-02	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-03	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-04	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-05	3	7,083.60	1,683.52	5,400.08	(42.91)	5,277.48	-	-	165.51	2,361.20	1,800.03	1,759.16	97.7%
2025-06	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-07	2	4,091.40	-	4,091.40	(25.00)	4,116.40	-	-	-	2,045.70	2,045.70	2,058.20	100.6%
2025-08	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-09	3	6,841.80	-	6,841.80	(22.26)	5,308.21	-	-	1,555.85	2,280.60	2,280.60	1,769.40	77.6%
2025-10	1	2,583.70	-	2,583.70	-	-	-	-	2,583.70	2,583.70	2,583.70	-	0.0%
2025-11	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-12	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Totals	10	22,918.90	3,301.85	19,617.05	(90.17)	15,402.16	-	-	4,305.06	2,291.89	1,961.71	1,540.22	78.5%

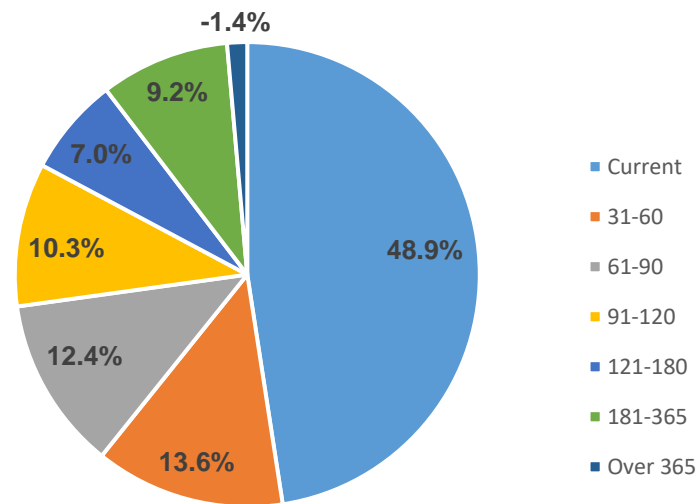
TPL													
DOS	Trip Count	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Balance Due	Gross Chg/Trip	Net Chg/Trip	Cash/Trip	Net Coll %
2025-01	1	2,056.50	-	2,056.50	-	-	-	-	2,056.50	2,056.50	2,056.50	-	0.0%
2025-02	1	1,133.00	-	1,133.00	-	1,133.00	-	-	-	1,133.00	1,133.00	1,133.00	100.0%
2025-03	3	6,643.00	1,753.20	4,889.80	-	564.80	-	-	4,325.00	2,214.33	1,629.93	188.27	11.6%
2025-04	2	5,256.20	1,695.09	3,561.11	-	731.34	-	-	2,829.77	2,628.10	1,780.56	365.67	20.5%
2025-05	4	9,284.40	190.14	9,094.26	(11.17)	4,246.59	-	-	4,858.84	2,321.10	2,273.57	1,061.65	46.7%
2025-06	1	718.00	-	718.00	-	-	-	-	718.00	718.00	718.00	-	0.0%
2025-07	1	2,369.70	-	2,369.70	-	2,369.70	-	-	-	2,369.70	2,369.70	2,369.70	100.0%
2025-08	1	2,282.10	-	2,282.10	-	-	-	-	2,282.10	2,282.10	2,282.10	-	0.0%
2025-09	1	2,372.40	-	2,372.40	-	-	-	-	2,372.40	2,372.40	2,372.40	-	0.0%
2025-10	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
2025-11	2	2,844.70	-	2,844.70	-	-	-	-	2,844.70	1,422.35	1,422.35	-	0.0%
2025-12	1	2,198.70	-	2,198.70	-	-	-	-	2,198.70	2,198.70	2,198.70	-	0.0%
Totals	18	37,158.70	3,638.43	33,520.27	(11.17)	9,045.43	-	-	24,486.01	2,064.37	1,862.24	502.52	27.0%

OUTSTANDING AR AGING BY PAYOR CATEGORY

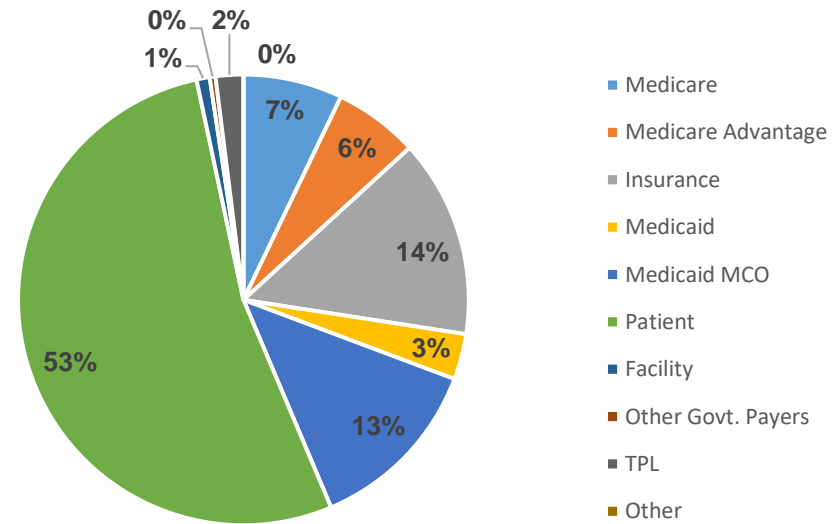
AGING BY AGING DATE & CURRENT PAYOR

Current Payor	Current	31-60	61-90	91-120	121-180	181-365	Over 365	Total
Medicare	59,250.30	712.00	2,367.00	1,925.90	-	(2,468.13)	(1,984.40)	59,802.67
Medicare Advantage	40,412.40	6,509.61	1,649.71	4,314.80	(50.20)	(748.71)	(1,101.18)	50,986.43
Insurance	59,913.51	29,119.57	16,151.51	9,219.20	4,608.84	5,672.54	(5,222.60)	119,462.57
Medicaid	20,954.41	5,961.81	2,209.93	1,909.27	12.00	(1,660.23)	(1,897.90)	27,489.29
Medicaid MCO	79,635.30	21,411.39	6,806.33	158.01	(892.60)	3,126.31	(1,809.40)	108,435.34
Patient	139,803.97	42,386.31	74,547.89	68,192.10	53,114.14	66,861.28	-	444,905.69
Facility	-	2,784.59	-	459.86	700.00	3,980.43	-	7,924.88
Other Govt. Payers	2,583.70	145.51	-	20.00	-	755.09	-	3,504.30
TPL	7,967.14	4,960.14	186.57	-	1,436.00	2,078.00	-	16,627.85
Other	-	-	-	-	-	-	-	-
Total	410,520.73	113,990.93	103,918.94	86,199.14	58,928.18	77,596.58	(12,015.48)	839,139.02

AR Aging Percent

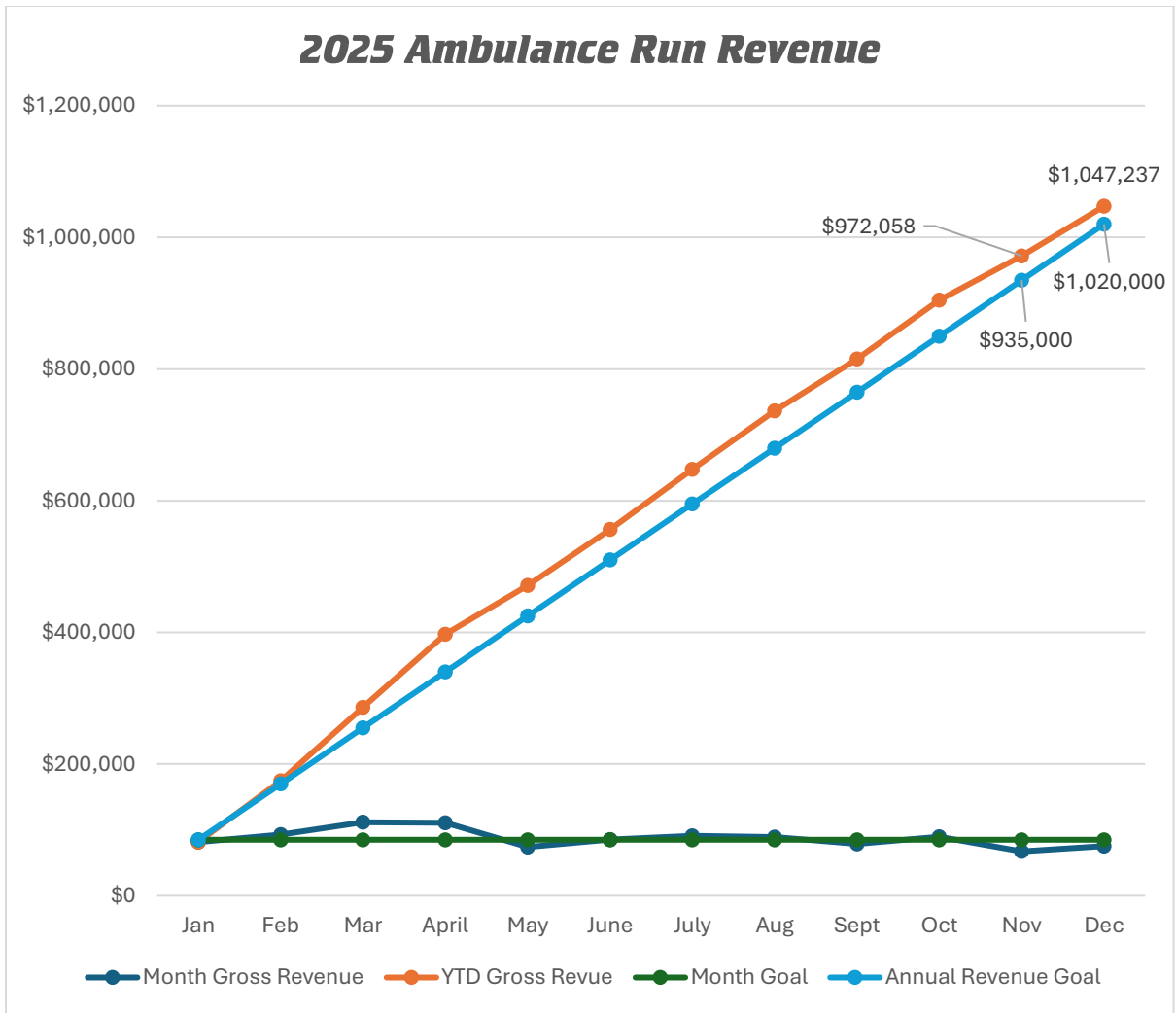


AR by Payor Category



ACCOUNTS RECEIVABLE RECONCILIATION REPORT

Month	Beginning A/R	Gross Charges	Contr Allow	Net Charges	Rev Adj	Payments	Write Offs	Refunds	Ending A/R
2025-01	611,177.10	309,995.60	75,155.23	234,840.37	(9.38)	76,974.79	2,366.00	(700.00)	767,386.06
2025-02	767,386.06	247,870.60	125,863.66	122,006.94	(1,949.18)	92,235.87	(887.05)	-	799,993.36
2025-03	799,993.36	172,853.80	121,673.09	51,180.71	39.00	103,414.67	1,198.88	(464.11)	746,985.63
2025-04	746,985.63	225,129.90	116,743.35	108,386.55	0.35	104,749.82	-	(232.64)	750,854.65
2025-05	750,854.65	208,073.60	100,320.75	107,752.85	3.98	72,520.03	612.00	(206.60)	785,678.09
2025-06	785,678.09	144,260.40	97,938.09	46,322.31	(0.14)	84,087.53	121,887.66	(2,040.74)	628,066.09
2025-07	628,066.09	238,155.20	95,167.51	142,987.69	(3.66)	90,300.51	(8,925.70)	(2,016.00)	691,698.63
2025-08	691,698.63	216,120.00	92,596.44	123,523.56	(12.06)	87,461.83	6,565.13	(119.50)	721,326.79
2025-09	721,326.79	166,510.70	79,431.11	87,079.59	(0.43)	78,970.44	5,215.16	(735.59)	724,956.80
2025-10	724,956.80	190,086.50	88,456.99	101,629.51	(9.90)	90,523.72	4,620.91	(1,456.27)	732,907.85
2025-11	732,907.85	140,810.00	62,160.52	78,649.48	(76.48)	68,590.87	13,489.55	(2,053.60)	731,606.99
2025-12	731,606.99	284,879.20	90,030.63	194,848.57	(16.77)	75,178.23	12,161.08	(6.00)	839,139.02
FY Total	611,177.10	2,544,745.50	1,145,537.37	1,399,208.13	(2,034.67)	1,025,008.31	158,303.62	(10,031.05)	839,139.02



DeerGrove EMS Ambulance Run Fees						
	2025	2024	2023	2022	2021	2020
Jan	\$81,733	\$44,035	\$77,789	\$54,413	\$50,164	\$64,581
Feb	\$93,043	\$51,072	\$52,268	\$80,008	\$46,635	\$35,349
Mar	\$111,571	\$31,152	\$74,854	\$63,410	\$54,979	\$41,495
Apr	\$110,937	\$101,697	\$88,042	\$65,899	\$44,489	\$40,565
May	\$73,934	\$68,091	\$65,613	\$71,395	\$43,258	\$40,785
Jun	\$85,430	\$77,164	\$87,500	\$45,047	\$55,271	\$45,294
Jul	\$90,999	\$119,056	\$82,447	\$46,764	\$45,699	\$36,036
Aug	\$88,898	\$139,469	\$93,235	\$73,548	\$64,325	\$49,339
Sep	\$78,720	\$68,735	\$59,052	\$62,778	\$32,870	\$47,956
Oct	\$89,517	\$60,655	\$79,549	\$55,771	\$43,431	\$46,168
Nov	\$67,276	\$86,522	\$68,372	\$44,244	\$51,785	\$31,771
Dec	\$75,178	\$80,429	\$58,856	\$57,355	\$53,680	\$59,188
YTD GOAL \$1,020,000	\$1,047,237	\$928,078	\$887,577	\$720,632	\$586,586	\$538,527

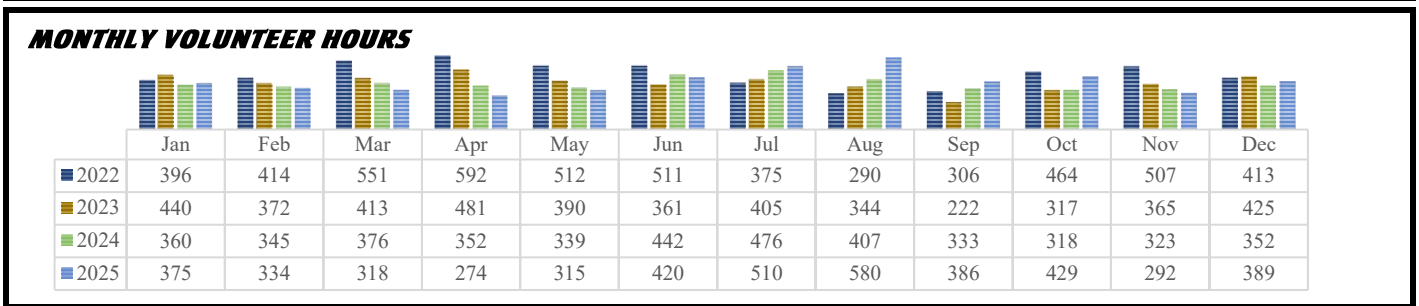
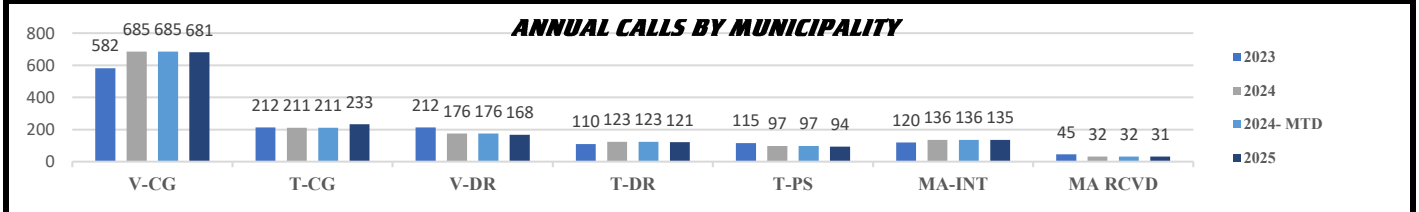
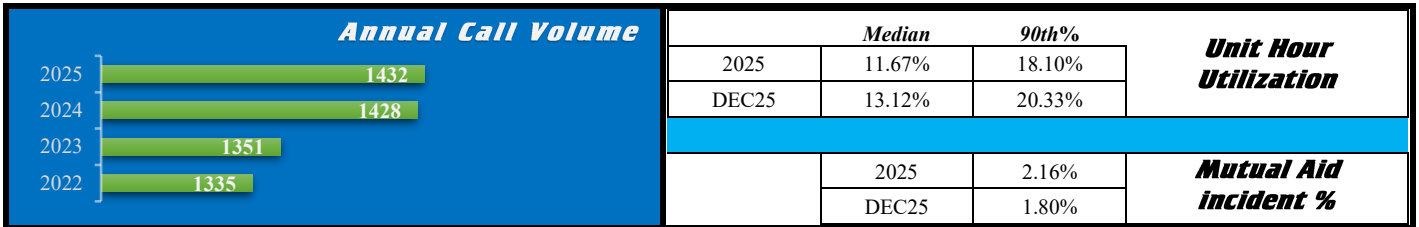
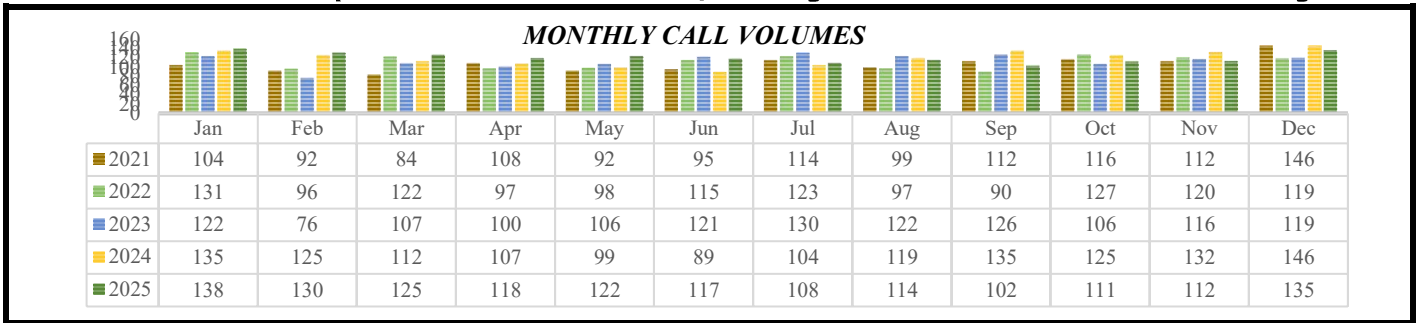
Supplemental GEMT Payments: 2023 \$56,279.83



DEER-GROVE EMS

DECEMBER 2025 STAFF REPORT

MISSION STATEMENT: Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.



DGEMS RESPONSE TIMES (In Minutes)				
Notified to Enroute	Enroute to Arrive at Scene	Arrived on Scene to Left Scene	Left Scene to Arrive Destination	At Destination to in Service
0.97	5.98	20.37	22.68	20.10
2025 YTD MEDIAN				
0.92	6.45	20.08	22.70	19.35
MONTH 90 TH % TIMES				
1.78	12.45	32.43	31.64	30.25

VEHICLE MAINTENANCE

- ❖ Buzz (2017)- Repair coolant leak- replace lower radiator hose and all associated clamps. Coolant flush. Repair rear liquid spring suspension- sensors, shocks, and connections.
- ❖ Glitch (C79)- Scheduled PM: Lube, oil, filter, and multi-point inspection.

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours	Availability %
Buzz (2017)	156,619	157,944	2,267	2,321	85.5
Mickey (2022)	58,502	61,235	2,875	2,999	100
Stitch (2025)	6,956	7,540	387	434	100
C79	81,029	81,651			99.5

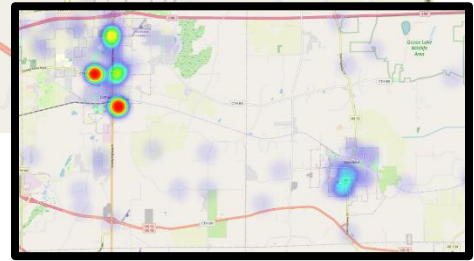
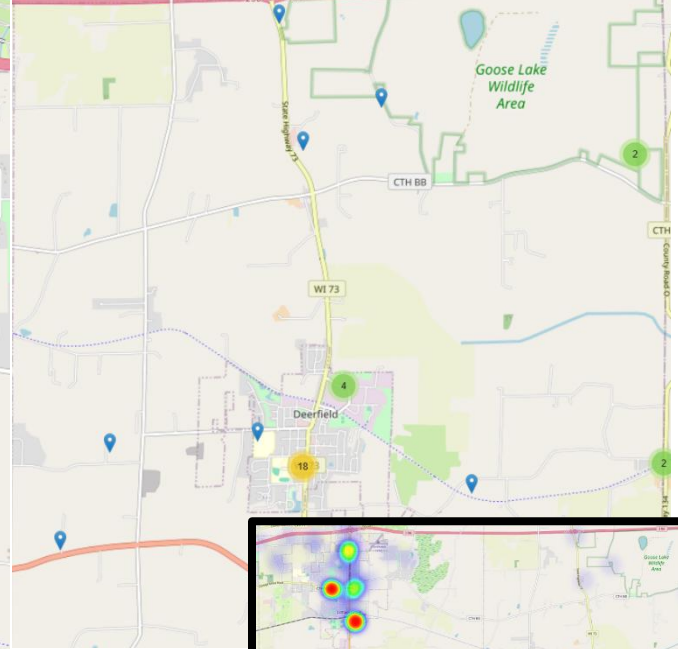
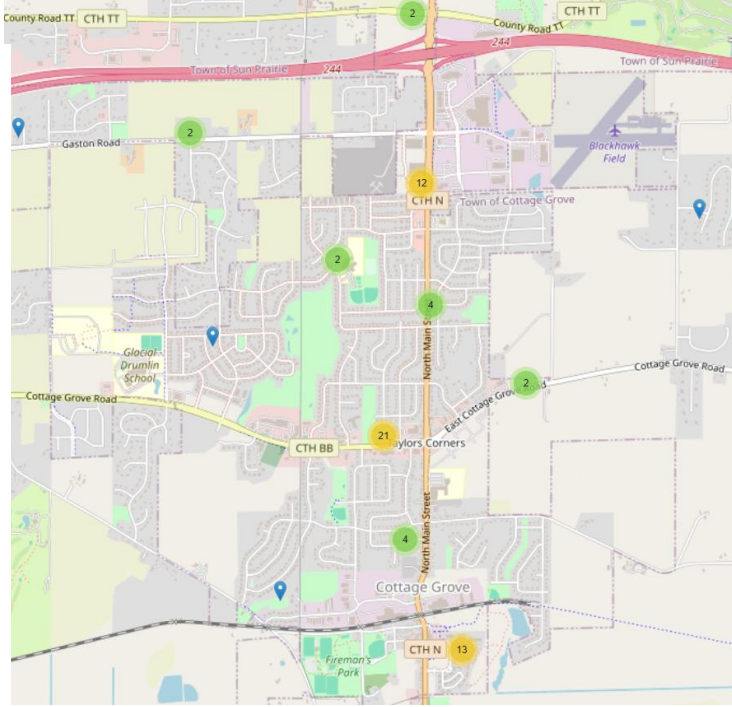
INCIDENT TIME & DAY

DECEMBER 2025 Time of Call (Dispatched) by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	6	1	1	1	1	1	2	13
04:01 - 08:00	2	4	1	1	4	2	1	15
08:01 - 12:00	3	5	4	4	8	4	8	36
12:01 - 16:00	3	7	6	1	4	2	4	27
16:01 - 20:00	3	3	3	5	6	3	4	27
20:01 - 00:00	2	2	3	3	4	9	4	27
Totals	19	22	18	15	27	21	23	

2025 Time of MUTUAL AID RECEIVED Call by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	0	0	0	0	1	0	1	2
04:01 - 08:00	2	0	0	0	0	0	0	2
08:01 - 12:00	3	3	0	1	0	1	2	10
12:01 - 16:00	4	4	1	1	3	4	0	17
16:01 - 20:00	5	2	4	1	4	3	2	21
20:01 - 00:00	0	0	1	3	1	2	0	7
Totals	14	9	6	6	9	10	5	

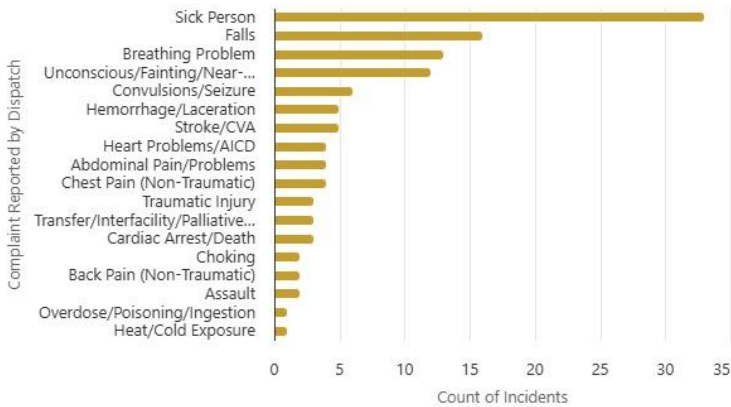
2025 Time of Call (Dispatched) by 4-hr block								Totals
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
00:01 - 04:00	24	18	16	16	18	20	20	132
04:01 - 08:00	28	27	22	22	29	30	24	182
08:01 - 12:00	48	36	50	55	37	46	41	313
12:01 - 16:00	48	52	51	53	53	56	56	369
16:01 - 20:00	49	54	46	45	50	52	41	337
20:01 - 00:00	18	29	35	28	39	41	33	223
Totals	215	216	220	219	226	245	215	

ASSIGNED INCIDENT HEAT MAPS



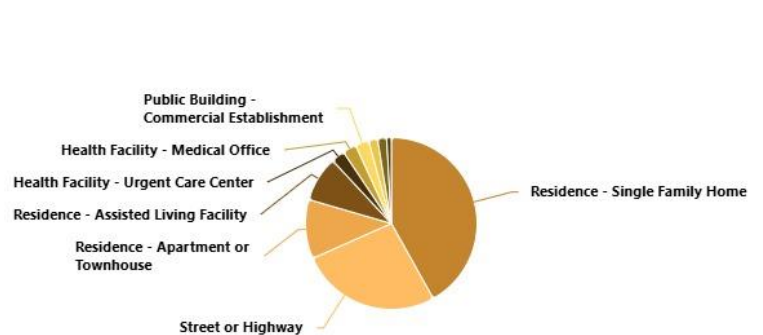
Incidents by Complaint Reported to Dispatch (Top 20)

Dec 01, 2025 12:00 AM to Dec 31, 2025 11:59 PM



Incidents by Location Type (Top 10)

Nov 01, 2025 12:00 AM to Nov 30, 2025 11:59 PM



MEMBERSHIP ROSTER

<u>FULL-TIME</u>	<u>CASUAL</u>	<u>VOLUNTEER</u>
Antoniewicz, Lisa RN, CCEMT-P	Boyd, Jared Paramedic	Anders, Devon Paramedic
Belden, Elliott Paramedic	Byrnes, Stephanie Paramedic	+Anderson, Ethan AEMT
Berg, Ellie Paramedic	Campbell, Erin RN, Paramedic	Bauer, Roman EMT
Cummings, Ross CCEMT-P	Hankins, Jefferson Paramedic	Blochowiak, Bradley EMT
Goth, Kevin Paramedic	Hanson, Gracie Paramedic	Boettner, Mitchell AEMT
Griffin, Elisabeth RN, Paramedic	Hewitt, Jennifer Paramedic	Cysiewski, Mandy** EMT
Hesseling, Sarah RN, Paramedic	Kaiser, Christopher Paramedic	Doherty, Matthew Paramedic
Hinchley, Clairissa Paramedic	Keady, Cori Paramedic	Fedorowicz, Samantha PA, Paramedic
Hromatko, Cory CCEMT-P	Klemm, Colton Paramedic	Gregory, G. EMT
Krszjzaniek, Kiana Paramedic	Kohlhagen, Jeff Paramedic	Hartman, Michael AEMT
Lang, Eric Paramedic	*Lesson, Aubrey Paramedic	Hummel, Madison EMT
Lasko, Wendy RN, EMT-P	Lillegard, Micah CCEMT-P	Kim, Maeve EMT
Meier, Easton CCEMT-P	Linley, Alecia CCEMT-P	Kuhn, Alyssa EMT
Mickelson, Matthew NP, EMT-P	McMullen, Jeremy Paramedic	Lange, Erica EMT
Rabbitt, Emilie Paramedic	Naviaux, William Paramedic	Morency, Courtney EMT
Sanders, Seth Paramedic	Nicholson, Mary Claire Paramedic	Perez, Nikki AEMT
Salov, Courtney Paramedic	Regali, Trevor Paramedic	Reichert, Kennedy EMT
	Roman, Jennifer Paramedic	Schoepp, Hunter EMT
	Rousseau, Cindy Paramedic	Rothweiler, Ben EMT
	Sefcik, Daniel Paramedic	Schultz, Daniel AEMT
	Walker, Kathryn Paramedic	Severson, Erik EMT
	Woodstock, Steven CC/COMM Medic	Tucker, Trenten EMT
		Colwin, Shannon Chaplain
		Meng, Brad Chaplain

*= Currently on Leave of Absence

**=Part-Time Office /Accounts Manager

+ = New member or status

DEPUTY CHIEF'S REPORT

Training Report:

- December training focused on finishing our annual competency assessments, required medical screenings and online courses (WMD, HIPAA, Infection Control).
- January training will cover medical emergencies and provider wellness.
- An ACLS renewal course was held for staff.
- The officer group continues to meet to discuss, "The Culture Code", by Daniel Coyle.

Upcoming training sessions:

- PALS - Jan 20
- WEMSA - Feb 3-7 - Green Bay

Training Center:

- Two BLS renewal courses were provided to members of the Cottage Grove Fire Department in December. Deerfield FD has requested two BLS renewal courses for their membership in February.

Upcoming classes:

- CPR/FA - DNR - date TBD
- CPR/FA - Paul Davis Restoration - date TBD

Special Events:

- Staff attended our regularly held health screening events in the community and participated in the Christmas in the Grove Parade.
- Paramedics Matthew Mickelson and Steven Woodstock gave an impromptu safety presentation to the local snowmobile club.

Upcoming special events:

- None scheduled

CHIEF'S REPORT

- Assigned to an ambulance for 0 hours and on-duty Officer-In-Charge for 268 (132 weekend/holiday) hours throughout the month.
- Held regular monthly meetings with the medical director, officer group, and all staff members.
- Participated in various drills with CGPD and Monona Schools.
- Met with the Cottage Grove Chamber of Commerce to discuss the Christmas in the Grove Parade.
- We continue to work with EMS-MC to fine-tune our billing and revenue cycle process.
- QuickBooks will be changing their billing practices for the payroll module. We will need to pay them for the total number of staff paid, which will increase fees significantly. We will be looking into ways to reduce or better control these costs.
- Chief Lang attended the following educational events:
 - What We Learned from the Year 1 – 4 CMS Ambulance Cost Report
- Year-to-date partner Fire Department usage on EMS calls:
 - Cottage Grove Fire: 58 incidents
 - Deerfield Fire: 38 incidents
- Department scheduling:

- November Ambulance Scheduling: 100% station #1 coverage; 99.5% station 2 coverage Unable to cover a 4-hour gap in the early morning of New Year's Day due to an urgent sick leave.
- 299.25 vacation time hours utilized by the full-time staff group and 201 unscheduled time off hours (sick, bereavement, unpaid) used by all staff groups in November.
- The casual staff group provided 359.25 hours on-duty time.

December Quick Stats						
Date	Amb 1	Amb 2	First Responder	Reason Used	Ending Miles	Driver
1	24	24	0	First Responder Coverage	81020	McMullen, Jeremy
2	24	24	0	First Responder Coverage	81029	Antoniewicz, Lisa
3	24	24	0	Administrative Duties	81078	Lang, Eric
4	24	24	0	Administrative Duties	81107	Lang, Eric
5	24	24	0	Administrative Duties	81177	Lang, Eric
6	24	24	0	EMERGENCY CALL	81271	Lang, Eric
7	24	24	0	Administrative Duties	81310	Lang, Eric
8	24	24	0	Administrative Duties	81403	Lang, Eric
9	24	24	0	Administrative Duties	81433	Lang, Eric
10	24	24	0	Administrative Duties	81504	Lang, Eric
11	24	24	0	Administrative Duties	81544	Lang, Eric
12	24	24	0	Administrative Duties	81593	Lang, Eric
13	24	24	0	First Responder Coverage	81552	Goth, Kevin
14	24	24	0	EMERGENCY CALL	81553.6	Berg, Elisabeth
15	24	24	0	Administrative Duties	81651	Lang, Eric
16	24	24	0			
17	24	24	0			
18	24	24	0			
19	24	24	0			
20	24	24	0			
21	24	24	0			
22	24	24	0			
23	24	24	0			
24	24	24	0			
25	24	24	0			
26	24	24	0			
27	24	24	0			
28	24	24	0			
29	24	24	0			
30	24	24	0			
31	24	20	4			
Total	744	740	4			
1488 hours of coverage total						
Total of 200% coverage						

December 2025

All Response Types	Primary Response Area		ST 1 to V CG		All to V CG		ST 2 to V DF		All to V DF	
90th % Goal = Urban 8.98 min	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	7.08	13.43	6.52	9.11	6.68	10.60	5.38	8.11	6.00	13.47
Unit Notified to Unit En Route	0.97	1.73	0.88	1.79	0.88	1.72	1.00	1.45	0.99	1.52
Unit En Route to Unit Arrived on Scene	5.98	12.94	5.10	7.85	5.53	10.55	4.63	7.33	4.90	13.41
Unit Arrived on Scene to Unit Left Scene	20.37	31.26	19.87	30.96	19.87	30.60	20.75	39.24	20.12	34.23
Unit Left Scene to Arrived at Destination	22.68	32.44	21.31	32.44	21.00	32.22	26.33	38.02	26.33	36.00
Arrived at Destination to Back in Service	20.14	31.40	20.54	31.30	20.50	30.72	18.40	34.65	18.80	34.43

Remote Rural *** 19.98 ***

All Response Types	ALL Responses		ST 1 to T CG		All to T CG		ST 2 to T DF		All to T DF		All to T PS	
90th % Goal = Rural 14.98	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	7.32	13.95	9.19	12.01	9.19	13.30	8.55	11.02	8.65	15.03	11.80	15.04
Unit Notified to Unit En Route	0.97	1.73	1.08	1.84	1.07	1.83	0.97	1.32	0.90	1.31	1.30	1.87
Unit En Route to Unit Arrived on Scene	6.43	13.13	7.68	10.91	7.68	12.28	7.25	10.07	7.82	14.28	9.84	13.86
Unit Arrived on Scene to Unit Left Scene	20.37	31.02	23.44	30.95	23.44	32.51	20.81	29.56	20.81	29.56	20.35	33.34
Unit Left Scene to Arrived at Destination	22.68	32.51	21.33	24.00	21.33	24.41	29.66	38.65	29.66	38.65	23.48	28.72
Arrived at Destination to Back in Service	20.10	31.51	18.59	26.56	20.27	33.28	17.10	25.93	17.10	25.93	23.90	27.74

2025 Year-To-Date

All Response Types	Entire Response Area		All to V CG		All to T CG		All to V DF		All to T DF		All to T PS	
	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	7.49	13.31	6.63	11.33	8.62	13.04	6.13	13.23	8.83	15.24	10.87	16.08
Unit Notified to Unit En Route	0.92	1.78	0.92	1.78	0.90	1.81	0.99	1.73	0.89	1.64	0.97	1.67
Unit En Route to Unit Arrived on Scene	6.42	12.45	5.57	10.31	7.52	12.02	4.98	12.32	7.83	14.68	9.58	14.96
Unit Arrived on Scene to Unit Left Scene	20.08	32.43	19.50	31.22	20.73	32.77	20.08	30.69	22.71	35.67	20.77	36.07
Unit Left Scene to Arrived at Destination	22.70	31.64	21.64	30.67	21.18	30.05	26.15	33.98	26.75	35.04	20.62	28.74
Arrived at Destination to Back in Service	19.35	30.25	19.12	29.90	20.18	30.61	19.87	30.33	20.93	31.04	19.35	33.28

2025 Year-To-Date

All Response Types	Entire Response Area		All to V CG		All to T CG		All to V DF		All to T DF		All to T PS	
**** Lights and Sirens Response ****	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %	Median	90th %
Unit Notified to Unit Arrived on Scene	7.68	13.52	6.17	12.30	8.15	13.41	5.40	13.08	8.12	15.87	11.35	16.60
Unit Notified to Unit En Route	0.85	1.52	0.88	1.53	0.80	1.49	0.92	1.46	0.72	1.38	0.88	1.46
Unit En Route to Unit Arrived on Scene	6.83	12.46	5.23	11.12	7.12	12.55	4.54	12.28	7.30	15.82	10.33	15.73
Unit Arrived on Scene to Unit Left Scene	20.01	33.30	19.23	30.56	20.22	33.41	22.27	40.30	23.01	34.22	18.97	34.02
Unit Left Scene to Arrived at Destination	22.57	31.43	21.58	30.81	20.47	29.16	26.62	34.37	25.04	30.03	18.97	26.65
Arrived at Destination to Back in Service	20.61	33.20	20.71	33.57	21.20	32.03	20.05	36.88	21.87	30.25	18.63	31.50



Board Meeting: 1.20.26
To: Village Board
From: Matt Giese – Village Administrator
Subject: Village Administrator Report

Introduction

Please see below for highlights from the Administrator's Office since the last Village Board meeting. Also attached is the Village Projects, Initiatives, and Development "Tracker": a database of active Village projects that lists brief status updates and next steps for notable initiatives.

--Please note that this report is not a comprehensive list. The bullet points summary and projects tracker is designed to provide general knowledge of the breadth of activity during this period of time. If any Board members have any questions or desire more information, please let me know.

Administrator's Office Highlights

- Led collaborative department head and management team meeting
- Engaged in various phone conferences with individual Board members
- Preparation, coordination, and review of the Village Board meeting agenda and memos for the meeting packet
- Met with Riley Construction regarding Police Station project
- Reviewed draft of proposed impact fee updates
- Researched timeline and facts regarding Emergency Preparedness Plan
- Attended meeting with Dane County to coordinate potential address changes due to jurisdictional transfers and annexation.
- Attended Plan Commission meeting
- Watched Utility Commission meeting
- Watched Public Works Committee meeting
- Attended retirement lunch for Public Works Technician Larry Cooper
- Attended ribbon cutting for True Fit Physical Therapy
- Staff Recognition and Celebration
 - Two new Police Officers started employment: Officer Chase Radke and Officer Ross Paulat
 - Employment anniversaries in January
 - Planning and Development Director Erin Ruth: 12 years
 - Officer Zenas Lee: 4 years
 - Officer Robert Gilmore: 4 years
 - Officer Matthew Gramm: 4 years
 - Officer Casey Ace: 3 years
 - Officer Riley Greenwald: 3 years
 - Officer Andrew Marquardt: 2 years



- Officer Brandon Phillips: 2 years
- Deputy Clerk Kelly Cahill: 2 years
- Parks Maintenance Technician Thomas Knickmeier: 1 year
- Officer Jacob Newman: 1 year
- Comptroller Cassandra Smith: 1 year

VILLAGE OF COTTAGE GROVE - PROJECTS, INITIATIVES, & DEVELOPMENT TRACKER



ITEM	DEPARTMENT	DESCRIPTION	STATUS	NEXT STEPS
1 2026 Village Budget	Administration	Official policy document covering how the Village will generate revenue and spend money	Approved	N/A
2 2026 Revaluation	Administration	Revaluation/re-assessment of all taxable property in the Village to establish fair market value and equitable tax distribution	Assessor is performing external property inspections. Village Board approved the Revaluation Communications Plan	Schedule/Confirm dates for Open Book and Board of Review
3 Law Enforcement Impact Fee Study	Administration	Village's Financial Advisor (Ehlers) is developing a study to determine eligible impact fee allocations for new residential and commercial growth, relative to law enforcement facility needs.	Draft study under initial staff review	Stakeholder feedback on proposed impact fees and Village Board review/consideration in Q1 '26
4 Request for Proposals (RFP) - Fire and EMS Study	Administration	Study to Update Fire and EMS Organizational Analyses	Public Administration Associates (PAA) selected by the Village and Town Board to complete the study	Village and Town Board approval of an Agreement for Services with PAA
5 Shady Grove Park	Parks & Recreation	Construction of new park in the Shady Grove subdivision	Project bid was awarded to Property Solutions Contracting	Anticipated construction commencement in Q1/Q2 '26
6 Miracle League Playground	Parks & Recreation	An all inclusive playground that will eventually replace the existing Bakken "Dream Park" playground structures.	Miracle League fundraising efforts	Anticipated construction commencement in Q3 '26
7 Housing Chapter Update - Comprehensive Plan	Planning & Development	The Village, with assistance from Dane County Planning staff, is developing an update to the Housing Chapter of the Comp Plan	In progress	Anticipated completion in Q1 '26
8 Cloud Permit	Planning & Development	New cloud-based software system for the Village to efficiently manage building, development, and other miscellaneous permits	Staff is receiving training prior to implementation	Implementation by Q1 2026
9 2026 Comprehensive Plan Update	Planning & Development	Full update to the entire Comp Plan. Proposed to be developed and facilitated by a consultant	RFP to be released in January '26	Review of proposal responses
10 Amazon	Planning & Development	3.4 Million SF Distribution Center; located in TID #10 on 150 acres; at the NW corner of CTH N/TT	Under construction	Approved; anticipated substantial completion Q4 2026
11 Creed Sports Facility	Planning & Development	150,000 SF indoor sports facility with outdoor fields, on 30 acres NE of Commerce Park	Developer has the land under contract and has indicated possibly submitting application for February review	Developer application for: Zoning, Conditional Use Permit, and Site Plan review/approvals
12 Verizon Store	Planning & Development	New retail store located in Cottage Grove Commons Mixed Use Building at SW corner of CTH N/Gaston Rd.	Opened in September '25	N/A
13 Stauffacher Property	Planning & Development	70 acre parcel; located in TID #10, directly north of Amazon	Local development company interested in developing the parcel into a light industrial park consisting of four to five different projects	Prospective developer to propose conceptual plans in Q1 2026
14 Stauffacher Property AND Other Lands North	Planning & Development	Approximate 230 acre area: 70 acres in TID 10, and 160 acres north of TID 10 and the Village boundary.	Commercial Real Estate Broker reached out (Dec. '25) on behalf of a client inquiring about industrial development in this area.	TBD depending on private due diligence efforts
15 Bulman Property	Planning & Development	10 acres located north of School Grounds on the west side of CTH N; adjacent land could bring total to 13 acres. Property would need to be annexed into the Village and also brought into the Village's Urban Service Area (USA)	As of July '25 the land was under contract for potential commercial development	Future developer to propose conceptual plans ahead of pre-annexation discussions
16 Johnson Health Tech (JHT) Expansion	Planning & Development	JHT is planning to expand their operations on the vacant 3 acre lot they own at the SE corner of Landmark/Commerce	They're currently leasing office space within Commerce Park with plans to construct the expanded facility in the next 1-2 years	Village Approvals needed: Site Plan
17 Learning Ladder Property	Planning & Development	2 acre parcel located in the 300 block of W. CG Rd.	Real Estate Broker eyeing potential redevelopment opportunities consisting of: Mixed Use, Multi-Family, or Retail	Future developer to propose conceptual plans
18 616 N. Main St.	Planning & Development	1 acre parcel zoned for Planned Business; located on the East side of N. Main St; North of the intersection of Main St./CG Rd. and TID #9	General inquiries received about vehicle repair shop and vehicle storage uses. Most recent contact: October '25	Future developer to propose conceptual plans
19 Zielke Cork Crossing Retail/Flex Building	Planning & Development	18,000 SF multi-tenant commercial building; located on 2 acre parcel at NE corner of Cork Crossing/CG Rd. in TID #8	Approved	Pending building permits and construction

20	Near and Far Brewery	Planning & Development	Potential 10,000 SF brewery and restaurant on 1 acre parcel located on SW corner of Sandpiper/CG Rd. in TID #8	Developer presented concept plan	Developer to submit applications for site plan and conditional use permit consideration
21	Homburg Bonnie Rd. Property	Planning & Development	Approximate 2 acre parcel located directly north of the Village's new police station site. Planned for light industrial development.	Homburg has indicated there is interest from a light industrial business user to build on the site.	Concept plans/site plan application potentially forthcoming
22	Mr. Queso Bar & Restaurant	Planning & Development	New bar and restaurant that opened, following closure of bb Jack's in the Greywolf retail building within Commerce Park	Opened Q2 '25	N/A
23	TID 9 Redevelopment	Planning & Development	An approximate 4-acre area that the Village Board plans to redevelop under Central Business zoning	Village owned house at 101 E Cottage Grove Rd. razed in December 2025. An additional property in the redevelopment area has expressed interest in selling	Village Board to review potential letter of intent/consider an offer to purchase in January for additional property/properties in the redevelopment area
24	Osteo Strong	Planning & Development	New retail store located in Cottage Grove Commons Mixed Use Building at SW corner of CTH N/Gaston Rd.	Opened Q1 '25	N/A
25	HeyDay	Planning & Development	114 unit townhouse apartment development located at NE corner of CG Rd./Buss on	Under construction	Approved; anticipated substantial completion Q4 2026
26	Quarry Ridge Estates	Planning & Development	A residential neighborhood located on the NE side of the Village (south of Commerce Park). The final phase of this four phase plat is substantially complete. There are about 20 lots remaining as unbuilt.	Substantially complete	Approved
27	Coyle South - Residential	Planning & Development	Final phase of Coyle South consisting of 12 single family lots and 4 duplex lots; located on the south side of CG Rd. and west of Sandpiper, in TID #8; developer is Homburg	Approved	Pending building permits and construction
28	Authentix - 2nd Addition	Planning & Development	Potential 204 unit townhouse apartment development on 17 acres; located on south side of CG Rd. directly east of their existing phase (across from Village Hall); developer is Continental; subject property needs annexation	Developer notified staff that they're no longer pursuing this project due to the cost to develop the site.	N/A
29	Westlawn 5th Addition	Planning & Development	A residential neighborhood located on the west side of the Village (north of Glacial Drumlin School). There is one remaining phase to construct as part of this six phase residential plat. The 6th phase includes 18 single family lots. There are 5-10 additional lots in previous phases that do not have homes built yet. The developer is Homburg.	5th phase is substantially complete.	Consideration of approval for release of 6th and final phase
30	Westlawn 6th Addition	Planning & Development	An approximate 70 acre planned neighborhood located primarily west of the 5th Addition of Westlawn. The future neighborhood is planned to have a 20+ acre community park.	Awaiting developer submission/application	Concept Plan presentation to Plan Commission and Village Board; Other: developer to hold neighborhood meeting
31	Shady Grove Subdivision	Planning & Development	A residential neighborhood on the west side of the Village, south of the BB/Buss intersection. This single phase plat has about 15 lots remaining to be built on.	Public improvements are complete	Approved
32	"The Farm" Tierney Property	Planning & Development	An approximate 100 acre planned neighborhood located south of Coyle South to Vilas Rd. The developer is Tierney.	Developer is working through due diligence	Concept Plan presentation to Plan Commission and Village Board; Other: developer to hold neighborhood meeting
33	Homburg Gaston Rd. Property	Planning & Development	An approximate 50 acres of planned neighborhood and single family homes located west of the Huston Quarry on the south side of Gaston Rd., between the 1st and 3rd Additions to Westlawn	Developer is working through due diligence	Concept Plan presentation to Plan Commission and Village Board; Other: developer to hold neighborhood meeting
34	2001 Realty	Planning & Development	An approximate 110 acre planned neighborhood located on the SW side of the Village, off Vilas Rd. (SW of Bakken Park); 30 of the 110 acres are in the Village with 80 acres needing annexation. There is not a developer for this project at this time.	Property owner is negotiating with interested developers; Owner presented concept plan to Plan Commission in June, which consisted of 300-350 single family homes and 400-450 units of multi-family homes. More recently (Dec. '25) a developer inquired about the property and informed us of due diligence they're pursuing regarding a mix of single family rental homes and multi-family rental homes consisting of a similar density as was previously presented.	Future developer to propose conceptual plans ahead of pre-annexation discussions

35	Lakewood Residential	Planning & Development	An approximate 140 acre planned neighborhood located primarily north of W. Ridge Rd. Initial concepts included mix of age-restricted (i.e. "senior") homes (145 units) and single family homes (344 units). Development of this area will trigger the need for a regional lift station, which the developer would pay their portion of based on impact to the system. The developer is Lakewood.	Concept plans presented in November '24 and the developer held a neighborhood meeting; developer reached back out to gather more information about the regional lift station in October '25. Lakewood has 140 acres under contract.	Potential future re-submission of concept plans and additional neighborhood meeting
36	Lennar Residential	Planning & Development	Lennar has about 70 acres of Lakewood's 140 acres under contract. Lennar is considering development of about 162 single family owner occupied homes.	Lennar met with Village staff for introductions and briefing of their concept.	Developer to present conceptual plans at future Plan Commission/Village Board meetings
37	Lindstrom Acres	Planning & Development	An approximate 120 acre planned neighborhood east of Quarry Ridge. Prospective developer is considering up to 250 owner occupied single family homes. All 120 acres need annexation. The developer is Neumann Companies.	Village Board tabled consideration of pre-annexation agreement	Developer working through feedback from the Village Board and may return with updates at an up-coming meeting.
38	Greywolf Property	Planning & Development	An 11 acre planned mixed use parcel located on the east side of CTH N, across from Amazon, in TID #10. The developer is Greywolf/Blackdeer Investment Group	Developer is currently considering a request for multi-family development of the site, consisting of about 130 units	Potential submission of conceptual plans for Plan Commission and Village Board feedback
39	New Police Station	Police	27,000 SF Station located at the NE corner of Progress Dr. and Bonnie Rd.	Permitting work is in progress	Geothermal work to begin in March
40	2026 - 2027 Collective Bargaining Agreement (CBA)	Police	With the 2024-2025 CBA set to expire at the end of the year, a new agreement was negotiated	2026-2027 CBA approved by the Board	N/A
41	Police Officer Recruitment	Police	There were two open Police Officer positions.	Officer Chase Radke and Officer Ross Paulat began the basic law enforcement recruit academy at Madison Area College in January 2026	Successful graduation from training in May '26
42	2026 - 2030 CGPD Strategic Plan	Police	Development of next 5-Year Strategic Plan for the PD	Timeline and overview of plan presented to the Village Board in January '26	Implementation in Q1 '26
43	2025 Streets and Pedestrian Improvements	Public Works & Utilities	Improvements included the following road/path segments: Bonnie Rd (Weald Bridge to Progress); Heather Dr. (Heather Ct. to Termini), Heather Ct., and Hawthorn Ct.: CG Rd. Multi-use path (Southing Grange to Main St.); Weald Bridge/Taylor St./Main St. intersection pedestrian improvements	Substantially complete for all components of the project. Due to manufacturer delays, the RRFB is anticipated in January.	Approved
44	Stormwater Utility Feasibility Study	Public Works & Utilities	Study to investigate the feasibility and implementation of a Stormwater Utility to replace the current practice of levying for construction and maintenance of stormwater facilities.	Funding approved in 2026 Budget	Study to be completed by Q3
45	Public Works Technician Recruitment	Public Works & Utilities	To fill a vacant position due to retirement	Employee started December 1st	N/A
46	Water & Sewer Impact Fee Updates	Public Works & Utilities	Comprehensive updates to fees established in the '90s	Draft updated fees under initial staff review	Possible stakeholder feedback and Utility Commission review/consideration in Q1 '26
47	Supervisory Control and Data Acquisition (SCADA) Update	Public Works & Utilities	Village Wells, water towers, and lift stations all "communicate" through a SCADA system, which was in need of updating after 18 years	Project completed.	Approved
48	Watermain Looping	Public Works & Utilities	To provide the water system with needed redundancy on the north side of the Village	60% of design work is complete. Utility Commission received project update in January '26	Bidding Q1 '26; Construction Q2 '26
49	Well #2 Rehabilitation	Public Works & Utilities	Rehab project due to the Well's building no longer meeting DNR codes/regulations. A new building will be constructed, along with new controls, well pump, and generator. The well hole will be rehabilitated concurrently.	Project awarded to Findorff at the January Utility Commission meeting. Construction anticipated to begin this spring.	Anticipated spring '26 construction start.
50	"The Farm" Sewer Interceptor	Public Works & Utilities	New sanitary sewer from CG Rd/Sandpiper Tr. south through Coyle Highlands South and "The Farm" planned neighborhood, extending to Vilas Road. This sanitary sewer provides relief for the west side of the Village and allows for new construction to be added to the system.	Pipe work is ongoing, weather and high ground water has created some delays.	Substantial completion anticipated February 2026
51	Sidewalk Maintenance	Public Works & Utilities	Annual maintenance to fix failed sidewalk or sidewalk that present trip hazards.	Complete	N/A
52	Street Maintenance - Chip Sealing	Public Works & Utilities	2025 chip sealing projects included School Road (Main St to Starlight Lane), W. Windor Ave (Sunset to Parador Pl), Chateau Dr (Chillon St to Windsor Ave) and Chillon St (School to Termini).	Complete	N/A
53	Street Maintenance - Crack Filling	Public Works & Utilities	2025 crack filling projects will include cleaning and crack filling a variety of streets including W. Clover Ln (N. Clover to N. Parkview), W. Parkview St (N. Parkview to Main St.), Pheasant Run (Termini to Termini), Mourning Dove Trail (Damascus to Termini), Red Hawk Trail (Damascus to Termini) and Damascus Trail (Killian Trail to London)	Complete	NA

54 2026 Streets and Pedestrian Improvements	Public Works & Utilities	Improvements slated include the following: Clearbrooke Terrace (Bonnie Rd to Weald Bridge), Stoneheath End, Nightingale Ln (Parkview to School), Cottage Court, and the Johnson Health Tech Multi-Use Path. A new multi-use path will be constructed for the missing links on Buss Road and Cottage Grove Road to Damascus Trail.	60% of design work is complete. Utility Commission received project update in January '26	Bidding Q1 '26; Construction Q2 '26
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Updated: 1.16.26

Meeting Date: January 20, 2026

Memo Date: January 13, 2026
To: Village Administrator Matt Giese and the Cottage Grove Village Board
From: Chief Mark W. Garry II
Subject: Timeline: Development of CGPD 2026-2030 Strategic Plan

Phase 1: Initiation and Framework (November 2024 – March 2025)

- **November 26, 2024:** The Law Enforcement Committee (LEC) discussed the option of a workgroup, noting the current strategic plan's expiration at the end of 2025. Chief Garry established the goal of finalizing the 2026–2030 plan by December 2025.
- **January 28, 2025:** The LEC formally discussed and considered the workgroup assembly. Chief Garry identified the primary planning team as the Police Association, Lt. Wagner, and himself, with a commitment to LEC check-ins and community outreach.
- **March 12, 2025:**
 - **Command Staff Meeting:** Leadership reviewed the previous 5-year plan, noting the completion of six goals, and confirmed the need for a new strategic cycle.
 - **Department Meeting:** The upcoming 2026–2030 preparation process was introduced to the full department.

Phase 2: Research and Content Development (January 2025 – September 2025)

- **January – September 2025:** The planning team reviewed various strategic plans and templates to craft the outline and format for the CGPD's new plan.
- **July – September 2025:** Work focused on collaborating with Command Staff to develop specific input for stakeholder questionnaires.

Phase 3: Stakeholder Engagement and Drafting (October 2025 – November 2025)

- **October 8, 2025:** Command Staff met to finalize the "20 Questions" feedback survey.
- **October 15, 2025:** Questionnaires were distributed to a comprehensive list of stakeholders, including the Village Board, Police Commission, LEC, CGPD Supervisors, CGPD Association, CGPD Administrative Staff, CG Volunteer Fire Department (Command Staff), Deer Grove EMS (Command Staff), Monona Grove School District (Superintendent), CG Chamber of Commerce (Director), CG Faith Community, and housing partners.
- **October 28, 2025:** An update was provided to the LEC regarding the data collection progress.

- **November 10, 2025:** The deadline for stakeholder feedback (extended from November 1) closed at noon.
- **October 16 – November 20, 2025:** The team conducted a review of responses and incorporated them during the assembly of the draft plan.
- **November 12, 2025:** Command Staff finalized the rough draft in preparation for presentation to the LEC.

Phase 4: Final Review and Implementation (November 2025 – January 2026)

- **November 25, 2025:** The draft plan was presented to the LEC for review.
 - Chief Garry sought committee feedback and addressed survey concerns, specifically incorporating data and baselines for mental health calls.
 - The implementation date was confirmed for January 1, 2026.
- **December 1, 2025:** The final CGPD Strategic Plan 2026-2030 was initially conveyed to the Village Board during the report out of the November 25, 2025, LEC meeting.
- **December 10, 2025:** The final CGPD Strategic Plan 2026–2030 was presented to the full staff and distributed via email to all members.
- **January 8, 2026:** The final plan was presented to the Cottage Grove Police Commission.
- **January 20, 2026:** Presentation of the final plan to the Village Board.

Attachments

- 2026-2030 CGPD Strategic Plan FINAL

Village of Cottage Grove
POLICE DEPARTMENT

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Mark W. Garry II, M.S.
Chief of Police

Cottage Grove Police Department 5-Year Strategic Plan (2026-2030)

I. Executive Summary

This 5-Year Strategic Plan outlines the goals and objectives for the Cottage Grove Police Department (CGPD) from 2026 through 2030. Developed through extensive internal and external stakeholder input, the plan is anchored by the dual priorities of managing rapid community growth and enhancing operational excellence. Key priorities include a \$16.27 million investment in a new state-of-the-art facility, aggressive personnel expansion to address surging call volume (which has increased by 57.4% since 2021), and the formal integration of mental health response and trauma-informed policing into daily operations. The successful execution of this plan will ensure the CGPD maintains its ranking as one of the safest communities in Wisconsin while providing modern, professional, and equitable law enforcement services.

II. Introduction

The Village of Cottage Grove is experiencing unprecedented growth, marked by a population that has more than doubled in the last two decades and significant commercial expansion, including the substantial completion of a major Amazon center in 2026. This growth directly correlates with a documented surge in calls for service, traffic incidents, and complexity of investigations.

The purpose of this Strategic Plan is to proactively align the department's resources, personnel, and infrastructure to meet these emerging public safety demands over the next five years. The planning process involved:

1. **Internal Assessment:** Review of staffing trends, workload data (CFS, Crashes, Arrests), and training metrics (e.g., a massive increase from 746.25 training hours in 2022 to 4,590 hours in 2024).
2. **External Stakeholder Input:** Comprehensive feedback from the community, elected officials, and partner agencies, highlighting a critical need for Mental Health Response, Diversity in hiring, and timely case follow-up.

Calls for Service (CFS) Historical Trend

The following data illustrates the urgent need for staffing and resource adjustment, as workload has escalated dramatically following the initial community growth surge:

<u>Year</u>	<u>Total Calls for Service (CFS)</u>	<u>Change from Previous Year</u>
2020	10,283	-
2021	9,892	-3.8%
2022	12,454	+25.9%
2023	13,350	+7.2%
2024	15,559	+16.5%
Projected 2025	14,417 (as of Oct 31)	Total Surge (2021-2024): +57.4%

III. Mission, Vision, and Values

- **Mission Statement:** We, the members of the Cottage Grove Police Department, are dedicated to keeping our community safe and to enhancing its quality of life through partnership and professional service.
- **Vision Statement:** We, the members of the Cottage Grove Police Department strive to work as a team, to enhance our problem solving and leadership abilities; in order to achieve excellence in our service to the community and each other, as well as to achieve our mission.
- **Values:**
 - **Preserve and Advance Democratic Values:** We shall uphold this country's democratic values as embodied in the Constitution and dedicate ourselves to the preservation of life, individual freedoms and justice for everyone.
 - **Improve the Quality of Community Life:** We must understand the importance of community values and expectations, be responsive to the concerns of all citizens, and encourage our officers to expand their role in helping the community to develop into a better place to live.
 - **Compassion:** The role of the police is to resolve conflict through impartial enforcement of law, not through imposition of judgment or punishment. All persons shall be treated equitably and with compassion.
 - **Professionalism:** We must recognize that our success is dependent on the trust and confidence of the citizens of the community, which we serve; therefore, we shall always engage in behavior, which is beyond reproach and reflects the integrity of police professionals.
 - **Pride:** We pride ourselves on being capable and caring people who provide a valued service to the citizens of Cottage Grove, and we shall promote pride in our community, agency and profession.
 - **Teamwork:** Law enforcement and public safety are of community wide concern; thus, we must actively seek citizen involvement in all aspects of policing. We shall strive to cultivate effective working relationships with other governmental public and private service agencies in pursuit of mutual goals.
 - **Commitment:** We must have a vision for the future of our community and our agency, and make a firm commitment to foster goals, which will enable us to attain that end.

- **Excellence:** We shall endeavor to meet or exceed nationally recognized law enforcement standards in every duty we undertake. We pledge to establish and maintain high performance standards to ensure public confidence and trust.
- **Quality Service:** We shall strive to realize the values to provide the citizens of Cottage Grove with the highest quality of police services possible and accomplish our department mission.

IV. Environmental Scan

Community Profile (Challenges & Opportunities)

Area	Detail	Strategic Implication
Rapid Growth	Population doubled in 20 years; new Amazon facility adds 1,000+ jobs.	Demand Growth: Must establish a hard workload baseline (CFS) and secure continuous funding to maintain adequate officer-to-resident ratios.
Safety Ranking	Ranked the 6th safest community in Wisconsin.	Goal Setting: Must focus strategy on maintaining or improving this ranking.
Traffic	Motor Vehicle Crashes doubled from 51 (2022) to 104 (2024). OWI arrests increased by 80% (15 to 27) from 2023 to 2024.	High Priority: Immediate implementation of a dedicated traffic safety and enforcement plan to address rising incident rates.
Community Feedback	Top Priority: Mental Health Response (7 votes). Key Frustration: Lack of timely case follow-up. Trust Rating: Strong (average of 4.09/5).	Service Delivery: Allocate resources for specialty response and mandate procedural compliance for timely follow-up.

Internal Assessment (SWOT Analysis)

Category	Finding
Strengths	Highly accredited agency. Strong recent investment in training (4,590 hours logged in 2024). Accelerated recruitment trend (8 new hires in 2024). New \$16.27M police facility approved (August 2025).
Weaknesses	Staffing levels not keeping pace with CFS growth (57.4% surge 2021-2024). High rates of officer burnout and stress (cited by 7 internal responses). Lack of dedicated mental health support services for officers.
Opportunities	Leverage new facility to implement advanced training and technology. Partner with mental health professionals to co-respond to calls. Capitalize on state/federal grants for traffic safety and technology upgrades.
Threats	Fiscal constraints (cited by 11 stakeholders). Lack of shared ownership/buy-in for the plan. Inability to maintain competitive compensation/benefits (e.g., Longevity Pay) resulting in turnover.

V. Strategic Goals and Measurable Attainable Goals (MAGs)

Goal 1: Enhance Operational Efficiency and Community-Centered Policing

To leverage technology and advanced training to increase organizational effectiveness, transparency, and service quality.

Objective	Measurable Attainable Goal (MAG)	Performance Measure (2026-2030)
1.1 Improve Service Response	Implement Integrated Response Program (IRP): Formally deploy a specialized mental health co-response team or dedicated civilian resource to handle 50% of all mental health-related CFS within 5 years.	By End of Year (EOY) 2030: Log 50% of all mental health-related CFS as IRP/Co-Response team contacts. By EOY 2026: Achieve 95% compliance in documented, timely follow-up on all citizen-initiated criminal cases.
1.2 Promote Transparency	Formalize Communication Standards: Adopt and implement a departmental policy on social media engagement, public dialogue, and accountability.	By EOY 2026: Publish an Annual Strategic Plan Progress Report detailing all MAG outcomes. By EOY 2027: Increase positive public perception of CGPD "Transparency and Dialogue" from 4.09 to 4.3 or higher on the Community Trust Survey.
1.3 Manage Traffic Risk	Reduce High-Risk Incidents: Implement targeted, data-driven traffic enforcement zones (TEZs) in high-crash areas.	By EOY 2030: Reduce the annual rate of Motor Vehicle Crashes (MVCs) from the 2024 baseline of 104 to 90 or fewer. Maintain or increase the number of OWI-related arrests annually through targeted enforcement efforts.

Goal 2: Optimize Resources and Infrastructure

To transition into the new facility and implement core technologies that support increased staffing and maintain operational uptime.

Objective	Measurable Attainable Goal (MAG)	Performance Measure (2026-2030)
2.1 New Facility Integration	Complete Full Transition: Successfully transition all department operations into the new \$16.27 million Police Station (approved August 2025).	By Q4 2027: Achieve 100% operational readiness in the new facility (assuming current construction timeline), with zero loss of critical operational hours during the move.
2.2 Ensure System Reliability	Upgrade Core Technology: Invest in and install advanced infrastructure within the new facility to support a 20+ officer force.	Ongoing: Maintain 99.9% uptime for critical departmental systems (CAD/RMS, Dispatch, Video Storage). By EOY 2028: Implement a fully integrated, paperless digital records workflow for 90% of internal processes.

Goal 3: Personnel Development and Workforce Excellence

To aggressively increase staffing and invest in retention strategies to meet growing community demand and enhance officer wellness.

Objective	Measurable Attainable Goal (MAG)	Performance Measure (2026-2030)
3.1 Establish Staffing Baseline	Measure Demand Growth: Formally compile and analyze the Calls for Service (CFS) for 2022-2024 (showing a 57.4% surge since 2021) to establish a validated, current workload baseline.	By Q3 2026: Present the Village Board with a data-driven staffing-to-workload ratio analysis that projects the required number of sworn officers to achieve and maintain a 1.4:500 (officer: resident) ratio based on projected population growth. Also address support staff personnel needs.
3.2 Sustain Training Investment	Maintain High-Quality Training: Dedicate funding to sustain and formalize the massive increase in training investment seen in 2024 (4,590 hours).	Annually: Secure funding for a minimum of 100 hours of training per sworn officer. Annually: Achieve 100% compliance for all officers in the 16-hour blocks for EQ, De-escalation, and Trauma-Informed Policing (MAG 1.1 Support).
3.3 Improve Retention	Enhance Officer Well-being: Implement a comprehensive wellness program and review compensation structures.	By EOY 2027: Formalize and budget a dedicated holistic agency wellness program, that addresses mental, physical, fiscal, and spiritual health. By EOY 2028: Review and implement competitive updates to the longevity pay and salary scale to keep officer turnover below the state average of 7%.
3.4 Promote Diversity	Targeted Recruitment: Actively recruit personnel from underrepresented groups to better reflect community demographics.	By EOY 2030: Increase the percentage of officers from underrepresented groups by 25% compared to the 2025 baseline.

VI. Implementation Plan

MAG	Year 1 (2026)	Year 2 (2027)	Year 3 (2028)	Year 4 (2029)	Year 5 (2030)
MAG 1.1 (IRP Response)	Explore the resources for establishing an IRP/Co-Response team structure. Achieve 95% case follow-up compliance.	Assess funding sources for IRP/Co-Response team.	Pilot and train initial IRP/Co-Response team structure; establish partnership / MOU with mental health providers.	IRP/Co-Response program fully deployed. Recruit/hire dedicated civilian resource.	Achieve 50% of mental health calls handled by IRP/Co-Response team.
MAG 1.2 (Transparency)	Formalize and implement social media/public dialogue policy. Publish Annual Strategic Plan Progress Report.	Conduct first Community Trust Survey and implement action plan to achieve 4.3 or higher score in "Transparency and Dialogue".	Continue annual publication of Progress Report and conduct Trust Survey.	Refine communication standards based on survey data.	Embed transparency measures into routine operations.

MAG	Year 1 (2026)	Year 2 (2027)	Year 3 (2028)	Year 4 (2029)	Year 5 (2030)
MAG 1.3 (Traffic Risk)	Identify 3 high-crash TEZs based on 2024 data (104 crashes).	Implement targeted enforcement in TEZs (quarterly).	Assess impact; refine enforcement and education campaigns.	Expand enforcement to 5 TEZs if needed.	Target MVC reduction to 90 or fewer.
MAG 2.1 (New Facility)	Q1-Q3: Monitor construction progress. Q4: Develop and execute move plan/logistics and training.	Q1: Training and preparation for move. Q2: Execute final move and address facility punch list.	Operations are fully established in the new facility. Complete full asset inventory and disposal/transfer.	N/A	N/A
MAG 2.2 (System Reliability)	Conduct IT infrastructure readiness assessment for new facility and 20+ officers. Begin procurement for core technology upgrades.	Install and configure new core technology/servers in new facility. Finalize data migration during the move.	Implement fully integrated, paperless digital records workflow for 90% of internal processes.	Maintain 99.9% uptime; Conduct comprehensive IT security audit and necessary upgrades.	Sustain and refresh technology as needed to maintain 99.9% uptime.
MAG 3.1 (Staffing Baseline)	Conduct CFS analysis and present staffing ratio report.	Budget for and hire 2-3 additional sworn officers and 1 0.5 FTE Support staff.	Budget for and hire 2-3 additional sworn officers.	Maintain recruitment pace.	Maintain recruitment pace; update projections. Transition 0.5 FTE Support staff to 1 FTE
MAG 3.2 (Training Investment)	Secure annual funding for 100+ hours of training per officer. Achieve 100% compliance in training (EQ, De-escalation, Trauma-Informed Policing).	Secure annual funding for 100+ hours of training per officer. Achieve 100% compliance in mandatory training.	Secure annual funding for 100+ hours of training per officer. Achieve 100% compliance in mandatory training.	Secure annual funding for 100+ hours of training per officer. Achieve 100% compliance in mandatory training.	Secure annual funding for 100+ hours of training per officer. Achieve 100% compliance in mandatory training.
MAG 3.3 (Retention)	Conduct initial review of compensation structures (salary/longevity pay) and external competitiveness. Research comprehensive wellness programs.	Formalize and budget a dedicated holistic agency wellness program, that addresses mental, physical, fiscal, and spiritual health.	Review and implement competitive updates to longevity pay and salary scale to keep officer turnover below 7%.	Measure impact of Wellness Program and compensation changes on officer morale and turnover rate.	Sustain wellness program and retention strategies; re-evaluate compensation competitiveness.
MAG 3.4 (Diversity)	Establish baseline of officers from underrepresented groups. Develop and implement targeted recruitment strategy.	Actively execute targeted recruitment strategy at job fairs, community events, and specific institutions.	Track recruitment pipeline effectiveness; refine strategy based on initial results.	Continue focused recruitment to increase representation.	Achieve 25% increase in percentage of officers from underrepresented groups compared to 2025 baseline (EOY 2030 target).

VII. Evaluation and Monitoring

Process for Tracking Progress

All MAGs will be tracked utilizing current resources available through internal and external sources. Plan is to implement a dynamic, real-time metrics dashboard during this plan. Data sources will include:

- **RMS/CAD Data:** To track MAG 3.1 (CFS Baseline), MAG 1.3 (MVC/OWI reduction), and MAG 1.1 (Follow-Up Compliance).
- **HR Data:** To track MAG 3.2 (Training hours), MAG 3.3 (Turnover rate), and MAG 3.4 (Diversity metrics).
- **Financial/Budget Reports:** To track MAG 3.1 (Staffing Additions) and MAG 2.2 (Technology investment).
- **Community Survey Data:** To track MAG 1.2 (Trust/Transparency rating).

Regular Review and Updates

The Strategic Plan will be formally reviewed and updated:

- **Quarterly:** Command staff review of metrics and action steps.
- **Annually:** Comprehensive review with the Law Enforcement Committee to assess plan relevance and make recommendations for minor adjustments to the Village Board.
- **Mid-Cycle (Year 3):** Full reassessment of all goals and MAGs based on achieved outcomes and emerging needs.

Reporting Mechanisms

An Annual Strategic Plan Report will be presented to the Village Board and published on the department website, detailing progress on all MAGs, budget impact, and community survey results.

VIII. Conclusion

This 5-Year Strategic Plan is a critical commitment to the future of public safety in Cottage Grove. It is a living document that commits the CGPD to a path of continuous improvement, guided by the principles of Professionalism, Compassion, and Teamwork. By focusing on managing the realities of rapid growth (a 57.4% surge in CFS), investing \$16.27 million in necessary infrastructure, and dedicating resources to both officer and community well-being (Mental Health Response), we will realize our vision of being a highly effective, modern, and trusted partner. The successful execution of this plan requires shared ownership and sustained commitment from every officer, staff member, elected official, and community resident.



Staff Memo

Meeting Date: January 20, 2026

Memo Date: January 30, 2026
To: Village Board
From: Matt Giese, Village Administrator
Cameron Sawyer, Assistant Administrator/Finance Director
Subject: Pay Application

Overview:

Riley Construction submitted pay application 1 on January 9, 2026, with \$117,986.03 completed cost through December 31, 2025. Completed cost to date represents .9% of the \$13,240,585 construction contract. Of the completed cost through December 31, 2025, \$5,899.30 is being held as a retainage by the Village.

Recommendation of payment:

Engberg Anderson, Director O'Loughlin, Director Ruth, and Chief Garry reviewed the pay application for recommendation of payment by January 14, 2026.

- Engberg noted general conditions are typically larger early on and taper off. Costs submitted relate to shop drawings and permitting.

Administration review of pay request:

Administrator Giese and Director Sawyer reviewed recommendation to pay request.

- Director Sawyer noted payment and performance bond request meets expectation. Verified with Stafford and Director Ruth bonds on file.

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Ace Hardware					
2688	Ace Hardware	170024-12/31/2025	Ace Demeber Charges	600-60935-340	57.33
2688	Ace Hardware	170024-12/31/2025	Ace Demeber Charges	100-55200-340	118.92
2688	Ace Hardware	170024-12/31/2025	Ace Demeber Charges	100-53300-340	144.65
2688	Ace Hardware	170024-12/31/2025	Ace Demeber Charges	601-60834-340	31.01
2688	Ace Hardware	170024-12/31/2025	Ace Demeber Charges	600-60602-340	40.15
Total Ace Hardware:					392.06
Alliant Energy/WPL					
31	Alliant Energy/WPL	31-012126	1922710000 - Community Park Battin Cage	100-55200-340	18.59
31	Alliant Energy/WPL	31-012126	3245730000 - Community Park Shelter	100-55200-340	31.35
31	Alliant Energy/WPL	31-012126	4106270067 - Weald Bridge Rd Shelter	100-55200-340	35.84
31	Alliant Energy/WPL	31-012126	5843775363 - Skate Park	100-55200-340	29.05
31	Alliant Energy/WPL	31-012126	9745820000 - Firemans Park	100-55200-340	21.97
31	Alliant Energy/WPL	31-012126	0381864652 - Redhawk Shelter	100-55200-340	25.43
31	Alliant Energy/WPL	31-012126	3017850000 - Northlawn Shelter	100-55200-340	43.35
31	Alliant Energy/WPL	31-012126	3655740000 - Lions Shelter	100-55200-340	42.20
31	Alliant Energy/WPL	31-012126	5163650000 - RG Huston Shelter	100-55200-340	30.35
31	Alliant Energy/WPL	31-012126	6345350000 - W Reynold St Shed	100-55200-340	25.30
31	Alliant Energy/WPL	31-012126	9892110000 - Dublin Park Shelter	100-55200-340	30.79
31	Alliant Energy/WPL	1211620000	4064 Vilas Rd	100-55200-710	219.77
31	Alliant Energy/WPL	31-012126B	1747106660 - Bakken Park Restroom	100-55200-710	58.24
31	Alliant Energy/WPL	31-012126D	8469260000 - 225 Bonnie Rd	600-60920-340	253.45
31	Alliant Energy/WPL	31-012126D	8469260000 - 225 Bonnie Rd	100-51600-340	760.34
31	Alliant Energy/WPL	31-012126D	8469260000 - 225 Bonnie Rd	601-60850-340	253.45
31	Alliant Energy/WPL	31-012126F	0648330000 - Forrest Dr Sump Pump	100-53440-340	34.82
31	Alliant Energy/WPL	31-012126L	0863070465 - Wellington Lift Station	601-60821-221	53.94
31	Alliant Energy/WPL	31-012126L	22225300000 - Vilas Rd Light	601-60821-221	68.96
31	Alliant Energy/WPL	31-012126L	4668230000 - Trillium Trl Lift Station	601-60821-221	93.92
31	Alliant Energy/WPL	31-012126L	9204600000 - Commerce Pkwy Lift Station	601-60821-221	349.95
31	Alliant Energy/WPL	31-012126L	1162130000 - Buss Rd Lift Station	601-60821-221	137.65
31	Alliant Energy/WPL	31-012126L	4153410000 - 110 S Main St Lift Station	601-60821-221	1,443.97
31	Alliant Energy/WPL	31-012126L	5067730000 - Vilas Rd Lift Station	601-60821-221	2,678.45
31	Alliant Energy/WPL	31-012126P	0420288389 - 230 Progress Drive	100-51600-340	241.13
31	Alliant Energy/WPL	31-012126P	0420288389 - 230 Progress Drive	601-60850-340	21.28
31	Alliant Energy/WPL	31-012126P	0470910000 - 240 Progress Drive	600-60920-340	67.19
31	Alliant Energy/WPL	31-012126P	1366250000 - 200 Progress Drive	100-51600-340	2,961.56
31	Alliant Energy/WPL	31-012126P	1366250000 - 200 Progress Drive	601-60850-340	261.31
31	Alliant Energy/WPL	31-012126P	5909800000 - 220 Progress Drive	600-60920-340	65.76
31	Alliant Energy/WPL	31-012126P	0420288389 - 230 Progress Drive	600-60920-340	21.28
31	Alliant Energy/WPL	31-012126P	0470910000 - 240 Progress Drive	100-51600-340	761.54
31	Alliant Energy/WPL	31-012126P	0470910000 - 240 Progress Drive	601-60850-340	67.19
31	Alliant Energy/WPL	31-012126P	1366250000 - 200 Progress Drive	600-60920-340	261.31
31	Alliant Energy/WPL	31-012126P	5909800000 - 220 Progress Drive	100-51600-340	745.27
31	Alliant Energy/WPL	31-012126P	5909800000 - 220 Progress Drive	601-60850-340	65.76
31	Alliant Energy/WPL	31-012126S	1441950000 - 125 N Main St Light	100-53300-340	55.92
31	Alliant Energy/WPL	31-012126S	2399283526 - Buss Rd Crosswalk	100-53300-340	21.97
31	Alliant Energy/WPL	31-012126S	5097830000 - Main St Traffic Lights	100-53300-340	111.76
31	Alliant Energy/WPL	31-012126S	5656440000 - Olde Town St Lights	100-53300-340	121.85
31	Alliant Energy/WPL	31-012126S	9615510000 - 801 Damscus Trl Traffic Lights	100-53300-340	66.36
31	Alliant Energy/WPL	31-012126S	0627540000 - Landmark Dr St Lights	100-53300-340	33.69
31	Alliant Energy/WPL	31-012126S	2225830000 - Street Lights	100-53300-340	8,438.56
31	Alliant Energy/WPL	31-012126S	2620600000 - 540 N Main St Lights	100-53300-340	32.08
31	Alliant Energy/WPL	31-012126S	582160000 - Hwy N Lights	100-53300-340	115.85
31	Alliant Energy/WPL	31-012126S	6397100000 - 4062 Hwy N Traffic Lights	100-53300-340	22.05
31	Alliant Energy/WPL	31-012126S	9816850000 - Hwy N Street and Traffic Lights	100-53300-340	146.51

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
31	Alliant Energy/WPL	31-012126VH	7255110000 - Village Hall	100-51600-340	401.26
31	Alliant Energy/WPL	31-012126VH	7255110000 - Village Hall	601-60850-340	133.76
31	Alliant Energy/WPL	31-012126VH	7255110000 - Village Hall	600-60920-340	133.76
31	Alliant Energy/WPL	31-012126W	1960580000 - Well #2	600-60622-340	2,445.34
31	Alliant Energy/WPL	31-012126W	3143950000 - Hwy N Tower	600-60622-340	126.57
31	Alliant Energy/WPL	31-012126W	6101720000 - Gaston Cir Water Tower	600-60622-340	412.98
31	Alliant Energy/WPL	31-012126W	1670310000 - Well #4	600-60622-340	3,367.98
31	Alliant Energy/WPL	31-012126W	2320700000 - Well #3	600-60622-340	192.63
31	Alliant Energy/WPL	31-012126W	391790000 - 220 Grove St	600-60622-340	26.59
31	Alliant Energy/WPL	31-012126W	9829150000 - Damascus Trl PRV Station	600-60622-340	192.69
31	Alliant Energy/WPL	31-612 N Main St -	9932368163 - 612 N Main St	509-51410-340	219.03
Total Alliant Energy/WPL:					29,100.90
APG Media of Southern Wisconsin					
6540	APG Media of Southern Wisconsin	35995-1225	Village Board Minutes	100-51420-340	73.82
Total APG Media of Southern Wisconsin:					73.82
Automatic Entrances of Wisconsin LLC					
6388	Automatic Entrances of Wisconsin LLC	2057066	Village Hall Door Repair	410-57100-820	1,483.10
Total Automatic Entrances of Wisconsin LLC:					1,483.10
Badger Contractors Rental & Supply LLC					
7426	Badger Contractors Rental & Supply LL	16162-0001	Locate Supplies	600-60930-340	80.27
7426	Badger Contractors Rental & Supply LL	16162-0001	Locate Supplies	601-60831-340	80.27
Total Badger Contractors Rental & Supply LLC:					160.54
Badger Hotel Group LLC					
6630	Badger Hotel Group LLC	Q4TAX2025	2025 4th Quarter Room Tax Grant	207-56700-220	12,158.85
Total Badger Hotel Group LLC:					12,158.85
Badger Welding Supplies Inc					
33	Badger Welding Supplies Inc	3917163	Monthly Cylinder Lease	600-60935-340	1.86
33	Badger Welding Supplies Inc	3917163	Monthly Cylinder Lease	100-53300-340	8.68
33	Badger Welding Supplies Inc	3917163	Monthly Cylinder Lease	601-60834-340	1.86
Total Badger Welding Supplies Inc:					12.40
Brooks Tractor Inc					
181	Brooks Tractor Inc	S65622	Fleet Parts	100-53300-340	28.48
181	Brooks Tractor Inc	S65622	Fleet Parts	601-60834-340	6.10
181	Brooks Tractor Inc	S65622	Fleet Parts	600-60933-380	6.10
181	Brooks Tractor Inc	S65658	Fleet Parts	600-60933-380	8.01
181	Brooks Tractor Inc	S65658	Fleet Parts	100-53300-340	37.35
181	Brooks Tractor Inc	S65658	Fleet Parts	601-60834-340	8.01
181	Brooks Tractor Inc	S65748	Fleet Parts	100-53300-340	62.38
181	Brooks Tractor Inc	S65748	Fleet Parts	601-60834-340	13.37
181	Brooks Tractor Inc	S65748	Fleet Parts	600-60933-380	13.37
Total Brooks Tractor Inc:					183.17
Burke Truck & Equipment					
2	Burke Truck & Equipment	INV/2026/00077	Fleet Maintenance	100-53300-340	63.00

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
2	Burke Truck & Equipment	INV/2026/00077	Fleet Maintenance	601-60834-340	13.50
2	Burke Truck & Equipment	INV/2026/00077	Side Board for New Truck	601-37300	26.73
2	Burke Truck & Equipment	INV/2026/00077	Fleet Maintenance	600-60933-380	13.50
2	Burke Truck & Equipment	INV/2026/00077	Side Board for New Truck	411-57300-026	124.71
2	Burke Truck & Equipment	INV/2026/00077	Side Board for New Truck	600-37300	26.73
Total Burke Truck & Equipment:					268.17
Cities and Villages Mutual Insurance Co					
7244	Cities and Villages Mutual Insurance Co	461	Property, Liability, Misc	601-60853-510	19,684.56
7244	Cities and Villages Mutual Insurance Co	461	Property, Liability, Misc	100-51520-510	39,369.11
7244	Cities and Villages Mutual Insurance Co	461	Workers Compensation	600-60925-511	11,794.44
7244	Cities and Villages Mutual Insurance Co	461	Property, Liability, Misc	600-60924-510	19,684.56
7244	Cities and Villages Mutual Insurance Co	461	Workers Compensation	100-51520-511	35,383.34
7244	Cities and Villages Mutual Insurance Co	461	Workers Compensation	601-60853-511	11,794.44
Total Cities and Villages Mutual Insurance Co:					137,710.45
City of Madison Treasurer					
584	City of Madison Treasurer	69721	RMS Project	100-52100-340	12,010.06
Total City of Madison Treasurer:					12,010.06
ClearGov Inc					
7377	ClearGov Inc	2025-18591	Transparency Suite	100-51520-210	1,648.00
7377	ClearGov Inc	2025-18591	Transparency Suite	601-60840-210	1,648.00
7377	ClearGov Inc	2025-18591	Transparency Suite	600-60903-210	1,648.00
Total ClearGov Inc:					4,944.00
Cottage Grove Chamber of Commerce					
285	Cottage Grove Chamber of Commerce	2025-Q4	2025 4th Quarter - Badger Hotel Group	207-56700-230	28,370.66
Total Cottage Grove Chamber of Commerce:					28,370.66
Cottage Grove Water & Sewer					
189	Cottage Grove Water & Sewer	189-012126	2350.00 - Firemans Park Bubbler	100-55200-340	28.10
189	Cottage Grove Water & Sewer	189-012126	2360.00 - Lions Shelter	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-012126	8465.00 - RG Huston Park	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-012126	1270.00 - Community Park	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-012126	2355.00 - Firemans Park Food Stand	100-55200-340	47.94
189	Cottage Grove Water & Sewer	189-012126	6713.00 - Northlawn Shelter	100-55200-340	91.52
189	Cottage Grove Water & Sewer	189-012126A	1805.00 - 110 S. Main Lift Station	601-60850-340	189.32
189	Cottage Grove Water & Sewer	189-012126B	52007.00 - Bakken Park Shelter 2	100-55200-710	91.52
189	Cottage Grove Water & Sewer	189-012126B	52005.00 - Bakken Park Shelter	100-55200-710	167.43
189	Cottage Grove Water & Sewer	189-012126C	8990.01 - 225 Bonnie Rd	100-51600-340	33.14
189	Cottage Grove Water & Sewer	189-012126C	8990.01 - 225 Bonnie Rd	601-60850-340	11.05
189	Cottage Grove Water & Sewer	189-012126C	8990.01 - 225 Bonnie Rd	600-60920-340	11.05
189	Cottage Grove Water & Sewer	189-012126D	Progress Drive	600-60920-340	45.84
189	Cottage Grove Water & Sewer	189-012126D	Progress Drive	100-51600-340	519.56
189	Cottage Grove Water & Sewer	189-012126D	Progress Drive	601-60850-340	45.84
189	Cottage Grove Water & Sewer	189-012126E	50000.00 - Well House #4	600-60920-340	58.15
189	Cottage Grove Water & Sewer	189-012126F	52000.00 - Vilas Rd Lift Station	601-60850-340	663.32
189	Cottage Grove Water & Sewer	189-012126I	2362.00 - Firemans Park Irrigation System	205-55000-340	181.35
189	Cottage Grove Water & Sewer	189-012126VH	2783.00 - Village Hall	600-60920-340	14.55
189	Cottage Grove Water & Sewer	189-012126VH	2783.00 - Village Hall	601-60850-340	14.55
189	Cottage Grove Water & Sewer	189-012126VH	2783.00 - Village Hall	100-51600-340	43.64

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Cottage Grove Water & Sewer:					2,401.69
Crystal Cleaners Inc					
5220	Crystal Cleaners Inc	34416	December Cleaning at MSB	600-60935-340	90.30
5220	Crystal Cleaners Inc	34416	December Cleaning at MSB	100-51600-340	464.40
5220	Crystal Cleaners Inc	34416	December Cleaning at MSB	601-60834-340	90.30
5220	Crystal Cleaners Inc	34417	December Cleaning at Police Department	100-52100-340	595.00
5220	Crystal Cleaners Inc	34418	December Cleaning at Village Hall	100-51600-340	192.00
5220	Crystal Cleaners Inc	34418	December Cleaning at Village Hall	601-60834-340	64.00
5220	Crystal Cleaners Inc	34418	December Cleaning at Village Hall	600-60935-340	64.00
Total Crystal Cleaners Inc:					1,560.00
Dane County Treasurer					
195	Dane County Treasurer	195-012126	December 2025 Fines and Forfeitures	100-24300	1,156.40
87	Dane County Treasurer	2615	MAMSWaP MEMBERSHIP	100-53440-820	5,074.00
904	Dane County Treasurer	904-012126	Dog Tags #44201-44298	100-44210-000	1,877.50
87	Dane County Treasurer	COT1225	Farm Golf Course Interceptor	601-18311	137.23
87	Dane County Treasurer	COT1225	New Tech Painting	210-13869	147.03
87	Dane County Treasurer	COT1225	Heyday	210-13917	98.02
87	Dane County Treasurer	COT1225	Amazon	210-13916	39.21
Total Dane County Treasurer:					8,529.39
Dept of Administration					
2139	Dept of Administration	2139-012126	December 2025 Fines and Forfeitures	100-24200	3,152.76
Total Dept of Administration:					3,152.76
Diggers Hotline Inc					
626	Diggers Hotline Inc	251 2 13551	Diggers Hotline Charges	600-60920-340	52.70
626	Diggers Hotline Inc	251 2 13551	Diggers Hotline Charges	601-60850-340	52.70
Total Diggers Hotline Inc:					105.40
Engberg Anderson Inc					
7329	Engberg Anderson Inc	24372600-16	Police Station Design	412-57200-024	1,677.50
Total Engberg Anderson Inc:					1,677.50
Environmental Management Consulting Inc					
7468	Environmental Management Consulting	65241	Well #2 Pre-Demolition Inspection for Asbestos	600-18311	950.00
Total Environmental Management Consulting Inc:					950.00
Ferguson Waterworks #1476					
6125	Ferguson Waterworks #1476	0467490	Couplings	600-60653-340	224.00
Total Ferguson Waterworks #1476:					224.00
General Engineering Company					
6535	General Engineering Company	6535-012126	December Building Permits	100-52400-210	7,265.64
Total General Engineering Company:					7,265.64

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Gerke Excavating Inc					
7486	Gerke Excavating Inc	Pay App #3	Sewer Farm Interceptor Project - Pay App 3	601-18311	207,972.90
7486	Gerke Excavating Inc	Pay App #3	Sewer Farm Interceptor Project - Pay App 3	601-21900	10,398.65
Total Gerke Excavating Inc:					197,574.25
Grahams Auto and Truck Clinic					
7109	Grahams Auto and Truck Clinic	22045	Squad 251	100-52100-340	163.72
7109	Grahams Auto and Truck Clinic	22061	Squad 23	100-52100-340	114.69
7109	Grahams Auto and Truck Clinic	22121	Squad 252	100-52100-340	114.69
Total Grahams Auto and Truck Clinic:					393.10
Grainger					
142	Grainger	9757852083	Shop Supplies	100-53300-340	17.19
142	Grainger	9757852083	Shop Supplies	601-60834-340	3.69
142	Grainger	9757852083	Shop Supplies	600-60935-340	3.69
Total Grainger:					24.57
HealthyMinds LLC					
7425	HealthyMinds LLC	HM000887	Wellness Checks	100-52100-340	125.00
Total HealthyMinds LLC:					125.00
Johnson Block & Company Inc					
6906	Johnson Block & Company Inc	532266	January Managed Services	100-51520-210	4,625.99
6906	Johnson Block & Company Inc	532266	January Managed Services	601-60852-210	2,313.00
6906	Johnson Block & Company Inc	532266	January Managed Services	600-60923-210	2,313.00
Total Johnson Block & Company Inc:					9,251.99
Landmark Services Cooperative					
3	Landmark Services Cooperative	3-012126	December Fuel	100-53300-385	1,857.19
3	Landmark Services Cooperative	3-012126	December Fuel	601-60828-385	397.97
3	Landmark Services Cooperative	3-012126	December Fuel	600-60622-340	275.86
3	Landmark Services Cooperative	3-012126	December Fuel	600-60933-385	397.97
Total Landmark Services Cooperative:					2,928.99
Middleton Motors Inc					
7338	Middleton Motors Inc	Deal #55071 & #550	2026 Ford Interceptor - 1FM5K8AB8TGA62316	411-57200-026	44,969.50
7338	Middleton Motors Inc	Deal #55071 & #550	2026 Ford Interceptor - 1FM5K8AB7TGA62470	411-57200-026	44,969.50
Total Middleton Motors Inc:					89,939.00
Mid-States Organized Crime Info Center					
5817	Mid-States Organized Crime Info Cente	2600266-IN	2026 Membership	100-52100-340	150.00
Total Mid-States Organized Crime Info Center:					150.00
Napa Auto Parts					
167	Napa Auto Parts	044125	Fleet Maintenance	600-60933-380	3.10
167	Napa Auto Parts	044125	Fleet Maintenance	100-53300-340	14.46
167	Napa Auto Parts	044125	Fleet Maintenance	601-60834-340	3.10

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Napa Auto Parts:					20.66
Northern Battery					
23	Northern Battery	14032601131301	Battery - 110 S Main St	601-60850-340	17.01
Total Northern Battery:					17.01
Organization Development Consultants					
5907	Organization Development Consultants	14402	Radke/Paulat Psych Assessment	100-52100-340	1,550.00
Total Organization Development Consultants:					1,550.00
Pellitteri Waste Systems					
2506	Pellitteri Waste Systems	6471043	Confidential Shredding	100-52100-340	59.19
2506	Pellitteri Waste Systems	6549569	January Services	100-53620-296	11,457.68
2506	Pellitteri Waste Systems	6549569	January Services	100-53620-295	24,996.40
Total Pellitteri Waste Systems:					36,513.27
Peterson, Barbara					
7452	Peterson, Barbara	C582PX0Q6P - 6	Restitution - Final Payment	100-23300	227.83
Total Peterson, Barbara:					227.83
Piggly Wiggly					
382	Piggly Wiggly	382-012126	Lab Water	600-60602-340	27.80
Total Piggly Wiggly:					27.80
PowerDMS Inc					
6400	PowerDMS Inc	INV-150389	Powertime Subscription	100-52100-340	2,848.88
Total PowerDMS Inc:					2,848.88
Public Health Madison & Dane County					
4199	Public Health Madison & Dane County	25PSM	2025 Private Septic Maintenance	100-24310	264.00
Total Public Health Madison & Dane County:					264.00
Quill LLC					
12	Quill LLC	47204008	Copy Paper	600-60920-340	8.00
12	Quill LLC	47204008	Copy Paper	100-51420-340	23.99
12	Quill LLC	47204008	Copy Paper	601-60850-340	8.00
12	Quill LLC	47376039	Copy Paper	100-52100-340	79.98
Total Quill LLC:					119.97
Riley Construction Company Inc					
7502	Riley Construction Company Inc	625719-1	Police Station Construction	412-57200-024	117,986.03
7502	Riley Construction Company Inc	625719-1	Police Station Construction	412-21900	5,899.30-
Total Riley Construction Company Inc:					112,086.73
Securian Financial Group Inc					
10	Securian Financial Group Inc	LIFE INS PREMIUM	February 2026 Life Insurance	100-21530	2,291.52

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Securian Financial Group Inc:					2,291.52
Sherwin-Williams Co Inc					
407	Sherwin-Williams Co Inc	6236-6	Well House 3 Paint	600-60602-340	58.95
Total Sherwin-Williams Co Inc:					58.95
SSM Health Medical Group					
6176	SSM Health Medical Group	4619553	Drug & Alcohol Screening - Owen	100-51250-340	62.00
6176	SSM Health Medical Group	4619554	Radke/Paulat Screening	100-52100-340	1,932.00
Total SSM Health Medical Group:					1,994.00
Stafford Rosenbaum LLP					
4428	Stafford Rosenbaum LLP	197167	Foundation Dance	508-56701-210	96.00
4428	Stafford Rosenbaum LLP	197167	General Legal	100-51520-210	5,720.22
4428	Stafford Rosenbaum LLP	197167	General Legal	601-60852-210	1,906.74
4428	Stafford Rosenbaum LLP	197167	Neumann - Lindstrom	210-13887	160.00
4428	Stafford Rosenbaum LLP	197167	Amazon	210-13916	192.00
4428	Stafford Rosenbaum LLP	197167	General Legal	600-60923-210	1,906.74
4428	Stafford Rosenbaum LLP	197167	New Tech Painting	210-13869	2,016.00
Total Stafford Rosenbaum LLP:					11,997.70
Strand Associates Inc					
6791	Strand Associates Inc	0233667	Well 2 Design	600-18311	7,767.72
6791	Strand Associates Inc	0234287	General Engineering Support	100-53300-210	1,468.12
6791	Strand Associates Inc	0234287	General Engineering Support	601-60852-210	489.38
6791	Strand Associates Inc	0234287	General Engineering Support	600-60923-210	489.38
6791	Strand Associates Inc	0234288	Utility Engineering Support	601-60852-210	505.13
6791	Strand Associates Inc	0234288	Utility Engineering Support	600-60923-210	505.13
6791	Strand Associates Inc	0234289	Westlawn Estates	210-13809	110.67
6791	Strand Associates Inc	0234290	Quarry Ridge Estates	210-13888	283.34
6791	Strand Associates Inc	0234291	Amazon	210-13916	488.11
6791	Strand Associates Inc	0234292	Shady Grove Park	205-57500-000	674.45
6791	Strand Associates Inc	0234293	Heyday Development	210-13917	7,862.21
6791	Strand Associates Inc	0234294	Gaston/TT Water Main Looping	600-39501	24,095.42
6791	Strand Associates Inc	0234487	CG Road Multi-Use Path	412-57300-025	473.99
6791	Strand Associates Inc	0234488	Main Street, Taylor and Weald Bridge	412-57300-025	925.42
6791	Strand Associates Inc	0234489	Stormwater Management Plan	410-57300-840	13,553.53
6791	Strand Associates Inc	0234490	2025 Street Improvements	411-57300-000	151.53
6791	Strand Associates Inc	0234491	The Farm Golf Course Interceptor	601-18311	17,193.04
6791	Strand Associates Inc	0234492	2026 Streets Improvements	411-57300-000	11,114.02
6791	Strand Associates Inc	0234493	2026 Multi Use Path	412-57300-026	17,965.56
Total Strand Associates Inc:					106,116.15
Tim O'Brien Homes					
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	601-46210-000	20.74
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	601-46210-000	20.74
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	601-46210-000	20.74
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	601-46210-000	175.37
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	600-46100-000	28.58
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	600-46100-000	28.58
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	600-46100-000	28.58
4320	Tim O'Brien Homes	4320-012126	Utility Overpayment Refund	600-46100-000	123.26

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Total Tim O'Brien Homes:					446.59
Village of Pewaukee					
7032	Village of Pewaukee	2026 Insurance	2026 Health Premium - Garry	100-52100-154	28,684.62
Total Village of Pewaukee:					28,684.62
Vital Signs Inc					
7261	Vital Signs Inc	25592	Logo Signs for Trucks	411-57500-026	320.00
Total Vital Signs Inc:					320.00
WI Municipal Court Clerks Association					
894	WI Municipal Court Clerks Association	2026	2026 Dues	100-51200-340	55.00
Total WI Municipal Court Clerks Association:					55.00
WI State Laboratory of Hygiene					
6373	WI State Laboratory of Hygiene	830572	Water Testing and Fluoride	600-60632-340	66.00
Total WI State Laboratory of Hygiene:					66.00
Grand Totals:					858,828.14