

# Village of Radisson

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## Emergency Action Plan – 2026



Prepared by the Village of Radisson Office of Emergency Management  
In Cooperation with Sawyer County Emergency Management and the  
American Red Cross.

Adopted by the Village Board of Radisson, Wisconsin.

# Village of Radisson, Wisconsin - Emergency Action Plan (EAP)

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Adopted by Village Board: Jan. 12, 2016

Effective Date: 1/12/26

Primary Contact (Local EM Director/Designee): Seth T. White – Village President / EM Director

Review Cycle: Annual (each November) and after-action following any activation

## 1. Basic Plan

This Emergency Action Plan (EAP) establishes an all-hazards approach for protecting life, stabilizing incidents, preserving property and the environment, and restoring essential services in the Village of Radisson, Wisconsin.

## 2. Key Hazard Annexes

- Flood: Couderay River >13.5 ft triggers response.
- Structure Fire: Immediate mutual aid and Red Cross activation.
- Wildfire: Coordinate with DNR, enforce evacuations.
- Tornado: Activate siren; conduct search and rescue post-storm.
- Power Outage: Outages >6 hrs trigger warming center activation.

## 3. Shelter & Mass Care

Primary Shelters:

- Radisson village hall (40 cap)
- Old dental medical building (100 cap)
- Northwoods School Gym (150 cap)

MOUs and inspection forms are attached.

## 4. Continuity & Recovery

Succession: President → Trustee → Clerk/Treasurer → EM Director.

Essential services include utilities, payroll, communications, and public safety.

Plan reviewed annually with Sawyer County EM.

## Signatures

Village President / EM Director – Seth T. White

Clerk/Treasurer – Tera Rautio

Date: 1/12/26



# Village of Radisson, Wisconsin

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## 1) Basic Plan

### 1.1 Purpose

This Emergency Action Plan (EAP) establishes an all-hazards approach for protecting life, stabilizing incidents, preserving property and the environment, and restoring essential services in the Village of Radisson, Wisconsin.

### 1.2 Scope

Applies to all Village departments and partners including mutual-aid fire/EMS, Sawyer County Emergency Management, Law Enforcement, American Red Cross, utilities, NGOs, private facility partners, and registered volunteers. It covers preparedness, response, short-term recovery, and coordination with county/state/federal counterparts.

### 1.3 Situation Overview

- **Population:** Approx. 242 residents with seasonal variations.
- **Critical facilities:** Village Hall & Shop (Primary EOC), Public Works yard, Water Wells 1 & 2, Lift Station 1, Emergency Generator Site, Shelter Partners: old medical facility Center, Radisson Baptist Church, and Northwoods School Gym.
- **Hazards:** Flooding from the Couderay River, residential/commercial fires, wildland/urban interface fires, tornadoes, and long-duration power outages impacting water/sewer and communications.

## 1.4 Planning Assumptions

- Incidents may occur with limited notice.
- County and State resources may be delayed.
- The Village operates under the **Incident Command System (ICS)**.
- Vulnerable populations may need assistance and shelter.
- Private property may be used as emergency shelters under executed MOUs.

## 1.5 Legal Authority

- Wisconsin Stat. **ch. 323**, including §§ **323.14**, **323.44**, and **323.45**.
- Local emergency management ordinance adopted by Village of Radisson.
- Mutual aid agreements with Sawyer County and neighboring municipalities.
- NIMS/ICS compliance and annual certification.

## 1.6 Concept of Operations

- **ICS/NIMS** used for all incidents.
- **Activation Levels:**
  - *Level 3 – Monitoring:* Watch conditions, prepare checklists.
  - *Level 2 – Partial Activation:* Coordinate with County EM, limited EOC.
  - *Level 1 – Full Activation:* Major incident/disaster; full EOC operations.
- **EOC Locations:** Primary – Village Hall, Alternate – village waste management building, Virtual – mobile/radio coordination.
- **Continuity of Operations:** Maintain essential services—water, sewer, payroll, communications, and emergency purchasing authority.

## 1.7 Roles & Responsibilities

- **Village Board/President:** Declares emergencies, approves expenditures, signs disaster declarations.
  - **Emergency Management Director (EMD):** Maintains plan, coordinates exercises, activates EOC, liaison with Sawyer County EM.
  - **Incident Commander (IC):** Manages field operations.
  - **Public Works:** Maintains utilities, clears debris, manages fuel and generators.
  - **Fire/EMS:** Life safety, fire suppression, rescue, medical triage.
  - **Law Enforcement:** Evacuation, traffic, and security.
  - **Clerk/Treasurer:** Financial records, timekeeping, cost tracking, and procurement.
  - **PIO:** Public updates, social media, and rumor control.
  - **Shelter Coordinator:** Manages shelters, ARC coordination, and daily reporting.
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## 2) Communications, Alerts, and Warning

- **Systems:** Outdoor siren (tested 1st Wednesday each month), NOAA Radio, Sawyer County Mass Notification, Village Facebook Page, and door-to-door alerts.
  - **Activation Triggers:** NWS warnings or confirmed threat by local responders.
  - **Public Messaging:** Use plain language, include protective actions and shelter info.
  - **Functional Needs:** Printed large-font notices, and radio announcements for those without internet access.
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## 3) Resource Management & Mutual Aid

- **Ordering:** IC requests through EMD/EOC; use ICS forms.

- **Mutual Aid:** Sawyer County, DNR, local townships, Red Cross.
  - **Critical Resources:** Fuel supply (local cooperative), portable lighting, sandbags, potable water, generators, PPE.
  - **Volunteer Management:** Through EM Director—must register per Wis. Stat. §323.40.
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## 4) Safety & Health

- **Responder Safety:** Adhere to two-in/two-out, PPE, and rest cycles.
  - **Public Health:** Work with County Health for sanitation, boil-water notices, and disease prevention.
  - **Damage Assessment:** Use windshield surveys, photographs, and county forms.
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## 5) Mass Care & Shelter (ESF-6)

- **Primary Shelters:**
  - Radisson School Building – capacity 150.
  - Radisson Village Hall – capacity 40.
  - Old medical facility – capacity 100.
- **MOUs:** On file for each, no-cost use with hazard disclosure and inspection clauses per §323.44.
- **Activation:** Request via County EM or Red Cross.
- **Standards:** ADA access, quiet rooms, sanitation, generator capability.
- **Pets:** Pet-friendly shelter area with crates and sanitation rules.
- **Closing:** Joint inspection, incident log, and reimbursement documentation.

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## 6) Hazard Annexes

### Flood

- **Triggers:** NWS Flood Warning, Couderay River >13.5 ft.
- **Actions:** Sandbagging, road closures, evacuations, backup power to lift stations, shelter activation, and post-event water testing.

### Structure Fire

- **Actions:** Mutual aid activation, scene security, Red Cross for displaced residents, investigation, and structural safety checks.

### Wildfire

- **Triggers:** Red Flag Warnings or reports of uncontrolled burns.
- **Actions:** Coordinate with DNR, evacuate threatened homes, establish water shuttles, public alerts, and debris cleanup.

### Tornado

- **Actions:** Activate siren; instruct residents to shelter in basements or interior rooms; post-storm search & rescue; debris management; utilities control.

### Massive Power Outage

- **Triggers:** Outages >6 hours village-wide.
- **Actions:** Open warming/cooling centers; fuel and generator management; welfare checks on vulnerable residents; CO safety messaging.

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## 7) Continuity of Operations



- **Succession:** President → Trustee → Clerk/Treasurer → EM Director.
  - **Delegations:** Emergency purchasing authority up to \$10,000 during declared emergency.
  - **Essential Functions:** Utilities, payroll, emergency communication, and public safety coordination.
  - **Records:** Digital backups stored off-site; generators for key IT equipment.
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## 8) Finance, Administration, and Recovery

- **Tracking:** ICS 214 for all activities.
  - **Emergency Purchasing:** Follow pre-approved vendor list.
  - **Disaster Assistance:** Coordinate with County and WEM for FEMA reimbursement.
  - **Debris Management:** Use contracted haulers; segregate waste streams (vegetation, C&D, hazardous).
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## 9) Training & Maintenance

- Annual tabletop exercise (flood/tornado).
  - Full-scale shelter exercise every two years.
  - Review/update plan each November; re-approve by Village Board.
  - File updated EAP with Sawyer County EM and Wisconsin Emergency Management.
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## 10) Attachments

- **Contact List:** Board, Fire, EMS, PW, Sheriff's Office, County EM, Utilities, Red Cross, and vendors.
  - **Shelter MOUs & Inspections:** Copies attached.
  - **Maps:** Evacuation routes, flood zones, and shelter locations.
  - **Damage Assessment Forms & Checklists.**
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## 11) Signatures

By motion and roll call, the Village Board of Radisson adopts this Emergency Action Plan (EAP) as the governing document for emergency operations within the Village.

Village President / EM Director – Seth T. White

Clerk/Treasurer – 

Date: 1/12/26

# EMERGENCY SHELTER USE AGREEMENT

(MOU)

THIS MEMORANDUM OF UNDERSTANDING (MOU) IS MADE BETWEEN  
THE VILLAGE OF RADISSON AND THE PROPERTY OWNER  
NAMED BELOW

PROPERTY OWNER: JERRY R. RYAN  
ADDRESS: 3975 WILSON ST

THE OWNER AGREES TO ALLOW THE VILLAGE OF RADISSON TO USE  
AS AN EMERGENCY SHELTER UNDER THE STATE OF  
WITHOUT COMPENSATION, AND DISBURSEMENT  
PROPERTY UNDER RENOVATION, BUT NOT EXCEEDING

EFFECTIVE DATE: 12-1-85

OWNER: JERRY R. RYAN

VILLAGE LEAD: [Signature]

# Shelter Facility Opening/Closing Inspection Form

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Facility: OLD SCHOOL HOUSE  
Address: 3795 N CLARK  
Date: 12/3/2025

## Pre-Use Inspection Checklist:

- Entrances/exits clear ✓
- Fire extinguishers functional ✓
- Restrooms operational ✓
- ADA access available ✓
- Generator tested (if available) N/A
- No visible structural damage ✓
- Hazards disclosed by owner noted below ✓

Inspector Name/Title: <sup>PUBLIC</sup> WORKS Signature: Robert Sampson

Post-Use Inspection Summary: \_\_\_\_\_

ON MY LAST VISIT I NOTICED NO PROBLEMS WITH  
ANYTHING IN THE BUILDING.

# Emergency Shelter Use Agreement (MOU)

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This Memorandum of Understanding (MOU) is made between the Village of Radisson and the property owner named below.

Property Owner: Ken Suzan

Address: 3661 N Highland Dr Radisson, WI 54867

The owner agrees to allow the Village to use the premises as an emergency shelter under

Wis. Stat. §323.44 without compensation, and discloses any known hazards: No Hazards  
Observed or Reported

Effective Date: 11/12/26 | Signatures Below:

Owner: [Signature] Date: 11/12/26 x Ken Suzan

Village EM Director: Seth White Date: 11/12/26 x [Signature]

# Shelter Facility Opening/Closing Inspection Form

Facility: Old med facility  
Address: 3661 Highland Dr.  
Date: Nov 25 2025

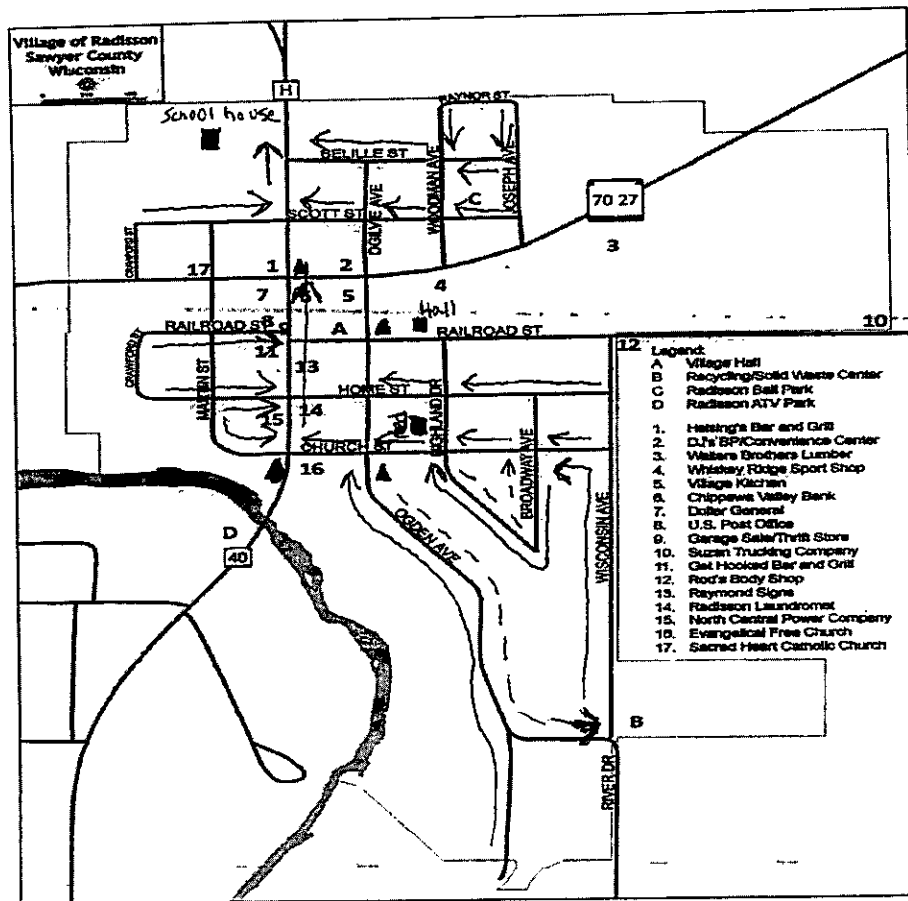
## Pre-Use Inspection Checklist:

- Entrances/exits clear Clear / No ACA ramp Down
- Fire extinguishers functional Village provided
- Restrooms operational upper level only / Lower level water
- ADA access available ~~NO~~ ~~ADA~~ Main level only
- Generator tested (if available) N/A
- No visible structural damage NO visible damage or hazards
- Hazards disclosed by owner noted below Seth white Nothing to disclose

Inspector Name/Title: Village President Signature: [Signature]

Post-Use Inspection Summary: \_\_\_\_\_

Notes:



- School house
- Village hall
- old dental med facility

## Shelter Map

### Legend & Symbols

- Primary Evacuation Route — solid line
- Secondary Evacuation Route — dashed line
- Traffic Control Point (TCP) — triangle ▲ with label
- Shelter Location — square ■ with name & capacity
- Hazard/Closure — X mark with note
- Hydrant/Water source — small circle ●

Prepared for the Village of Radisson OEM.

# Village of Radisson – Damage Assessment Forms & Checklists

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## 1. Rapid Damage Assessment – Field Form

Purpose: To capture initial visual assessments following a disaster for reporting to Sawyer County EM and WEM.

Date/Time of Assessment: \_\_\_\_\_

Assessor Name/Title: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Incident Type (Flood / Fire / Tornado / Other): \_\_\_\_\_

GPS Coordinates (if available): \_\_\_\_\_

Property Type: Residential / Commercial / Public / Critical Infrastructure

Observed Damage Category: ☐ Destroyed ☐ Major ☐ Minor ☐ Affected ☐ Inaccessible

Estimated % Damage: \_\_\_\_\_%

Utilities Impacted: ☐ Power ☐ Water ☐ Sewer ☐ Gas ☐ Communications

Immediate Hazards Present: ☐ Live Wires ☐ Gas Leak ☐ Structural Instability ☐ Debris  
Blocking Access ☐ Other: \_\_\_\_\_

Residents Displaced: \_\_\_\_\_

Casualties/Injuries: \_\_\_\_\_

Notes/Sketch/Photo Reference: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **2. Detailed Damage Assessment Checklist**

Used during secondary inspections once life-safety hazards are mitigated.

### **A. Structural Conditions**

- ☐ Foundation shifted/cracked
- ☐ Roof damage/collapse
- ☐ Walls buckled or leaning
- ☐ Broken windows/doors
- ☐ Chimney or masonry failure

### **B. Utilities and Systems**

- ☐ Electrical service line damaged
- ☐ Gas meter/leak detected
- ☐ Water line/sewer backup
- ☐ HVAC system damaged or flooded
- ☐ Fuel or chemical spill present

### **C. Environmental Hazards**

- ☐ Floodwater contamination
- ☐ Asbestos materials disturbed
- ☐ Hazardous debris (glass, metal, sharps)
- ☐ Mold or mildew starting
- ☐ Dead animals/biological hazards

### **D. Public Infrastructure**

- ☐ Roads washed out or impassable
- ☐ Culverts/bridges damaged
- ☐ Downed trees or poles
- ☐ Public signage missing
- ☐ Streetlights/traffic signals inoperative

### **E. Photos and Documentation**

- ☐ GPS-tagged photos taken

### 3. Summary Damage Totals Sheet

This form summarizes totals by category for local declaration and state/federal reporting.

Incident Name: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor/Agency: \_\_\_\_\_

Residential Structures Destroyed: \_\_\_\_\_

Residential Structures Major Damage: \_\_\_\_\_

Residential Structures Minor Damage: \_\_\_\_\_

Commercial Structures Destroyed: \_\_\_\_\_

Commercial Structures Major Damage: \_\_\_\_\_

Public Facilities Damaged: \_\_\_\_\_

Estimated Public Infrastructure Loss (\$): \_\_\_\_\_

Estimated Debris Removal Cost (\$): \_\_\_\_\_

Estimated Emergency Protective Measures (\$): \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

# Village of Radisson Emergency Contact List

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Village President / EM Director: Seth T. White – (574) 315-5004

Village Trustee / Sue Spayer (815) 878-2045

Village Trustee / Joann Ferguson (612) 490-0199

Public Works: Robert Samson 715-558-4641 Leonard Thorson (715) 638-0137

Fire Chief: Thomas Mleczko (715) 945- 2692

Sheriff's Office (Sawyer County): (715) 634-4858

American Red Cross Representative: (877)618-6628

Sawyer County EM Coordinator: Nicole Ripczinski (715)638-4858

## Village of Radisson – Home Emergency Supply Guide

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Recommended items every household should keep for emergencies.

### **Water & Food**

- • 1 gallon water per person per day (3–7 days).
- • Canned foods, protein bars, peanut butter.
- • Manual can opener.
- • Pet food.

### **Lighting & Power**

- • Flashlights + spare batteries.
- • Battery-powered lantern.
- • Portable phone charger.

### **First Aid & Medicine**

- • Bandages, antiseptic, pain relievers.
- • 7-day medication supply.
- • Dust/N95 masks.

### **Warmth & Shelter**

- • Blankets or sleeping bags.
- • Warm clothes & gloves.
- • Plastic sheeting & duct tape.

### **Safety & Tools**

- • Fire extinguisher (ABC).
- • Multi-tool or basic toolkit.
- • Whistle, work gloves.

### **Sanitation**

- • Wipes, soap, sanitizer.
- • Trash bags & paper towels.
- • Disposable utensils.

Prepared by the Village of Radisson Office of Emergency Management.  
For updates, contact Village Hall or check official postings.

Village of Radisson – Emergency Preparedness Trifold Brochure  
Recommended Emergency Readiness Information

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**WHY PREPARE?**

- Emergencies can happen anytime.
- Flooding, tornadoes, wildfires, outages.
- Prepared families stay safer.

**ESSENTIAL SUPPLIES**

- Water: 1 gallon/person/day.
- Non-perishable food.
- Flashlights + batteries.
- First aid kit.
- Warm blankets & clothes.

**POWER OUTAGE TIPS**

- Keep phones charged.
- Use power banks.
- Avoid candle use.
- Unplug electronics.
- Keep a battery radio.

**SEVERE WEATHER SAFETY**

- Tornado: lowest interior room.
- Flood: move items up; avoid driving.
- Wildfire: clear brush.
- Winter storms: stay indoors.

**SHELTER LOCATIONS**

- Community Center – 10598 W Railroad St
- Baptist Church – Approx site
- Northwoods School Gym – Approx site

**STAY INFORMED**

- Village social media.
- Printed emergency contacts.
- Sawyer County alert system.

**CONTACT INFORMATION**

Village of Radisson  
EM Director: Seth T. White  
Phone: 574-315-5004  
Email:  
vpres@bevcomm.net