



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Safety and Licensing Committee

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Wednesday, February 22, 2023

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[23-0166](#) Approval of minutes from the February 1st, 2023 meeting.

**Attachments:** [S&L Minutes 2-1-23 Special.pdf](#)

#### 4. Public Hearings/Apearances

- [23-0167](#) Chadwick's Bar- Demerit Point Violation Appearance

#### 5. Action Items

- [23-0098](#) Class "B" Beer and "Class B" Liquor License Change of Agent application for McGregors LLC d/b/a The Dirty Leprechaun, Sara J Hoks, New Agent, located at 343 W College Ave.

**Attachments:** [Sara J Hoks S&L.pdf](#)

- [23-0147](#) Temporary Class "B" Beer License application for St. Thomas More Fish Fry Committee, Curt Simon, Person in Charge, located at 1810 N McDonald St, on March 3, March 17 and March 31, 2023, contingent upon approval from the Inspections department.

**Attachments:** [St. Thomas More Fish Fry Days S&L.pdf](#)

#### 6. Information Items

- [23-0176](#) Emergency Operations Plan Updates

**Attachments:** [Appleton EOP Revisions Tracking.pdf](#)  
[Basic Plan - 2023.pdf](#)

- [23-0168](#) Director Reports
  - 1. City Clerk
    - Staffing Update
  - 2. Fire Chief
  - 3. Police Chief

- [23-0171](#) Special Events
  - 1. Ruby's Pantry- Appleton Pop Up Food Distribution
  - 2. MMIW Vigil- Standing Tall, Standing Together

7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Safety and Licensing Committee

---

Wednesday, February 1, 2023

6:30 PM

Council Chambers, 6th Floor

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### Special

1. Call meeting to order

*The meeting was called to order by Chair Croatt at 6:30 p.m.*

2. Roll call of membership

**Present:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

3. Approval of minutes from previous meeting

[23-0084](#)

Minutes from January 11th, 2023 Safety & Licensing Committee meeting.

**Attachments:** [S&L Minutes 1-11-23.pdf](#)

**Hartzheim moved, seconded by Alfheim, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

4. Public Hearings/Apearances

5. Action Items

[23-0086](#)

Request to Purchase a Red Wave Threat ID Spectrometer.

**Attachments:** [2023.01.18 - Request to Purchase Red Wave Threat ID Spectrometer.pdf](#)

**Hartzheim moved, seconded by Alfheim, that the Request to purchase be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

[23-0087](#)

Intent to Apply for FEMA's Assistance to Firefighter's Grant for Cardiac Monitors.

**Attachments:** [Intent to Apply - Cardiac Monitors - 01.18.2023.pdf](#)

**Hartzheim moved, seconded by Alfheim, that the Intent to apply for a grant be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

[23-0031](#)

Class "B" Beer License application for El Guadalajara Mexican Restaurant LLC d/b/a El Guadalajara Mexican Restaurant, Lucelia Guzman, agent, located at 1003B W Northland Ave, contingent upon approval from the Community Development and Inspections departments.

**Attachments:** [El Guadalajara Mexican Restaurant.pdf](#)

**Schultz moved, seconded by Wolff, that the License be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

[23-0080](#)

Class "A" Beer and "Class A" Liquor License Change of Agent application for Aldi Inc d/b/a Aldi #68, Chris R Subert, New Agent, located at 116 N Linwood Ave.

**Attachments:** [Chris R Subert S&L.pdf](#)

**Hartzheim moved, seconded by Alfheim, that the Change of Agent be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

[23-0044](#)

Temporary "Class B" Wine License application for St. Pius X Catholic Church, Charles W Mares, applicant, located at 500 W Marquette St, on February 11, 2023.

**Attachments:** [St Pius X Catholic Church-Valentines Dinner S&L.pdf](#)

**Hartzheim moved, seconded by Alfheim, that the License be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

[23-0056](#)

Temporary Class "B" Beer and "Class B" Wine License application for Building for Kids Inc, Oliver W Zornow, applicant, located at 100 W College Ave, on February 25, 2023, contingent upon approval from the Health and Inspections departments.

**Attachments:** [Building for Kids Art Jam S&L.pdf](#)

**Hartzheim moved, seconded by Alfheim, that the License be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

## 6. Information Items

[23-0089](#)

Police Department information on liquor law violations.

1. Chadwick's- Sell alcohol to minor, 80 point violation. Total points: 160.

[23-0088](#)

Police Department TO Adjustment.

**Attachments:** [Police Approved 11-15-22 DRAFT.pdf](#)  
[Operations Coord Move to CRU.pdf](#)

[23-0085](#)

Director's Reports

1. City Clerk
  - Polling Place Change Letters - District 12
2. Fire Chief
  - Hiring Update
3. Police Chief
  - Hiring Update

## 7. Adjournment

**Hartzheim moved, seconded by Wolff, that the meeting be adjourned at 6:45 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Schultz, Hartzheim, Croatt, Alfheim and Wolff

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village  City of Appleton County of Outagamie

The undersigned duly authorized officer/member/manager of Mc Gregors LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as The Dirty Leprechaun  
(Trade Name)

located at 343 W. College Ave, Appleton, WI 54911

appoints Sara Jean Hoks  
(Name of Appointed Agent)  
911 Caroline Street, Neenah, WI 54956  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 8 years

Place of residence last year 911 Caroline Street, Neenah, WI 54956

For: McGregors LLC  
(Name of Corporation / Organization / Limited Liability Company)  
 By: X [Signature]  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

### ACCEPTANCE BY AGENT

I, Sara Jean Hoks, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 1-31-23 Agent's age       
(Signature of Agent) (Date)  
911 Caroline Street, Neenah WI 54956 Date of birth       
(Home Address of Agent)

### APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

|   |  |                          |                    |                             |                                    |
|---|--|--------------------------|--------------------|-----------------------------|------------------------------------|
| Individual's Full Name (please print) (last name) <b>Hoks</b> |  | (first name) <b>Sara</b> |                    | (middle name) <b>Jean</b>   |                                    |
| Home Address (street/route) <b>911 Caroline Street</b>        |  | Post Office <b>54956</b> | City <b>Neenah</b> | State <b>WI</b>             | Zip Code <b>54956</b>              |
| Home Phone Number<br>[REDACTED]                               |  |                          | Age<br>[REDACTED]  | Date of Birth<br>[REDACTED] | Place of Birth <b>Appleton, WI</b> |

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.

Agent of McGregors LLC  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 8 year
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

|   |  |                                |                       |
|---|--|--------------------------------|-----------------------|
| Employer's Name<br><b>Edible Arrangements</b> | Employer's Address<br><b>11776 E. Colonial Dr. 32817</b> | Employed From<br><b>1-1-07</b> | To<br><b>9-13-10</b>  |
| Employer's Name<br><b>The Wry House</b>       | Employer's Address<br><b>37895 Kirkmen Dr. 32811</b>     | Employed From<br><b>7-3-06</b> | To<br><b>12-12-06</b> |

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Sara Hoks  
(Signature of Named Individual)



"meeting community needs  
.....enhancing quality of life"

|  |                       |                           |
|--|-----------------------|---------------------------|
| <b>FEES ARE NON-REFUNDABLE</b>             |                       | Date Rec'd <u>2/13/23</u> |
| License Fee - \$10.00 per event <u>x 3</u> | Acct Code: CLCSPB     |                           |
| Investigation Fee + 7.00                   | Acct Code: CLCPIF     |                           |
| Total Amount Paid <u>37</u>                | Receipt <u>4619-1</u> |                           |

**Application for Temporary Class "B" Beer or "Class B" Wine License**

\*Application MUST be on file for 10 days prior to event, please allow 2-3 weeks for processing\*

|  |             |             |  |                |                                |        |
|--|-------------|-------------|--|----------------|--------------------------------|--------|
| <b>The named organization applies for: (Please check one or both)</b>  |             |             |  |                |                                |        |
| <input checked="" type="checkbox"/> A temporary Class "B" license to sell FERMENTED MALT BEVERAGES at picnics or similar gathering under s. 125.26(6) Wis. Stats.  |             |             |  |                |                                |        |
| <input type="checkbox"/> A temporary "Class B" license to sell WINE at picnics or similar gathering under s. 125.51(10) Wis. Stats. (Limit 2 licenses in a 12 month period)  |             |             |  |                |                                |        |
| <b>SECTION 1 - ORGANIZATION INFORMATION - Answer all questions completely. Please PRINT clearly</b>  |             |             |  |                |                                |        |
| Name of Organization (Bona fide club, lodge or society, veteran's organization or fair association)  |             |             |  | Date Organized |                                |        |
| St Thomas More - Fish Fry Committee  |             |             |  | 09/01/1963     |                                |        |
| Address  |             | City        | State  | Zip            |                                |        |
| 1810 N. McDonald St.   |             | Appleton    | WI   | 54911          |                                |        |
| Person in Charge of Event:   |             | Name: Last  | First  | M. I.          | Date of Birth                  |        |
|  |             | Simon       | Curt   | J              | ●●●●●●                         |        |
| Address  |             | City        | State  | Zip            | Person in charge phone number: |        |
| 3116 E Greenleaf Dr  |             | Appleton    | WI   | 54913          | ●●●●●●●●●●                     |        |
| President  | Last        | First       | Middle Initial   | Date of Birth  | Male                           | Female |
|  | Wood        | Don Lincoln | A  | ●●●●●●         | X                              |        |
| Address  |             | City        | State  | Zip            |                                |        |
| 1825 N. McDonald St  |             | Appleton    | WI   | 54911          |                                |        |
| Vice President   | Last        | First       | Middle Initial   | Date of Birth  | Male                           | Female |
| Address  |             | City        | State  | Zip            |                                |        |
| Secretary  | Last        | First       | Middle Initial   | Date of Birth  | Male                           | Female |
| Address  |             | City        | State  | Zip            |                                |        |
| Treasurer  | Last        | First       | Middle Initial   | Date of Birth  | Male                           | Female |
|  | Tremel      | Barbara     | J  | ●●●●●●         |                                | X      |
| Address  |             | City        | State  | Zip            |                                |        |
| 519 Applejack Ct   |             | Kimberly    | WI   | 54136          |                                |        |
| <b>SECTION 2 - EVENT INFORMATION SECTION</b> *See reverse for additional dates   |             |             |  |                |                                |        |
| Date(s) of Event: Beginning <u>03/03/2023</u> Ending: <u>03/03/2023</u> Hours <u>4:00</u> AM (PM) <u>9:00</u> AM (PM)  |             |             |  |                |                                |        |
| Please describe the type of event you are going to have: <u>Fish fry dinners</u>   |             |             |  |                |                                |        |
| Do you plan to serve food at this event? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> If yes, contact the Appleton Health Department. (920.832.6429)  |             |             |  |                |                                |        |
| Location where beer or wine will be sold or served:<br><u>St Thomas More School building</u>   |             |             |  |                |                                |        |
| Address  |             | City        | State  | Zip            |                                |        |
| 1810 N. McDonald St  |             | Appleton    | WI   | 54911          |                                |        |
| Describe actual location and dimensions of area to be licensed below:- <b>BE PRECISE!</b>  |             |             | Will minors be present?  |                | No                             | Yes    |
| <u>Lower level cafeteria of St Thomas More school building</u>   |             |             | If yes, how will you prevent minors from obtaining alcoholic beverages? <u>The beverage area will be supervised at all times by an adult &amp; ID will be checked.</u> |                |                                | X      |
| <b>SECTION 3 - PENALTY SECTION</b>   |             |             |  |                |                                |        |
| This application must be on file in the Office of the City Clerk for at least ten (10) business days prior to granting the license. If the event will last more than four (4) days, the application shall be filed 15 days prior to the granting of the license. This organization also agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages if the license is granted. The officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief. |             |             |  |                |                                |        |
| Signature of Officer <u>Barbara Tremel</u>   |             |             |  |                |                                |        |
| <b>FOR OFFICE USE ONLY</b>   |             |             |  |                |                                |        |
| Dept.  | Approve     | Deny        | By   | Reason         |                                |        |
| Police   |             |             |  |                |                                |        |
| Fire   |             |             |  |                |                                |        |
| Health   |             |             |  |                |                                |        |
| Inspection   |             |             |  |                |                                |        |
| S&L <u>2-22-23</u>   | Date Issued |             | Exp. Date  | License Number |                                |        |



## Additional Fish Fry Dates:

March 17, 2023

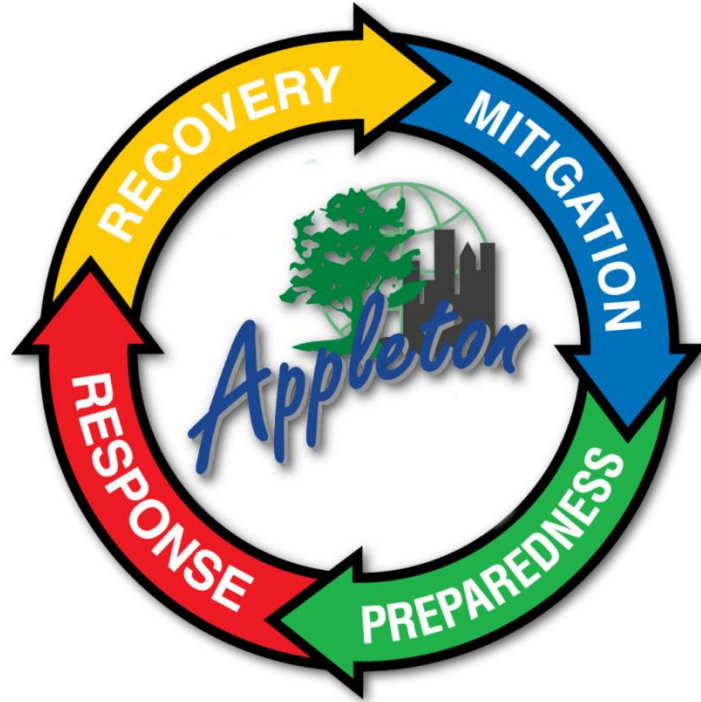
4:00 PM to 9:00 PM

March 31, 2023

4:00 PM to 9:00 PM

Appleton Emergency Operations Plan

Revision Tracking



| <b>Annex</b>                     | <b>Revision</b>  |
|----------------------------------|--|
| Entire Emergency Operations Plan | <ul style="list-style-type: none"> <li>• Reformatted</li> <li>• Added table of contents to the beginning of each annex with bookmarks throughout the documents for easier navigation</li> <li>• Updated with new logo</li> </ul>   |
| Legal Basis                      | <ul style="list-style-type: none"> <li>• Updated with current language from State Statute 323</li> <li>• Updated proclamation templates from the Mayor's office</li> <li>• Removed the city logo from the proclamations and inserted the City Seal</li> </ul>  |
| Basic Plan                       | <ul style="list-style-type: none"> <li>• Removed definitions</li> <li>• Moved the Acronyms to the attachment section</li> <li>• Updated the distribution list</li> </ul>   |
| Annex A                          | <ul style="list-style-type: none"> <li>• Clarified roles</li> <li>• Grammatical corrections</li> <li>• Removed Gold Cross Ambulance Mass Casualty Plan</li> <li>• Removed EOC diagrams</li> <li>• Removed written policy and updated with a link to location of the document</li> </ul>  |
| Annex B                          | <ul style="list-style-type: none"> <li>• Removed outdated resources/services and inserted links to current resources as necessary</li> <li>• Updated Attachment 1 with current warning systems and the associated capabilities</li> <li>• Removed the NAWAS Map</li> <li>• Removed the image of the MOU and replaced with link directly to the document</li> </ul> |
| Annex C                          | <ul style="list-style-type: none"> <li>• Grammatical corrections</li> <li>• Removed information from Attachment 1 and created a separate spreadsheet. A link was inserted to the spreadsheet.</li> <li>• Updated Attachment 3 with current system in place</li> </ul>  |

|         |  |
|---------|--|
| Annex E | <ul style="list-style-type: none"> <li>• Clarified county vs city roles.</li> <li>• Updated Attachment 2</li> </ul>  |
| Annex F | <ul style="list-style-type: none"> <li>• Removed names and updated with positions or agency</li> </ul>   |
| Annex G | <ul style="list-style-type: none"> <li>• Updated Attachment 1 with link to the location.</li> <li>• Updated Attachment 2 with reference to the location.</li> <li>• Inserted the Water Utility EOP</li> </ul>  |
| Annex H | <ul style="list-style-type: none"> <li>• Updated Attachment 1</li> <li>• Updated Attachments 2 &amp; 4 with a reference to the document.</li> </ul>  |
| Annex J | <ul style="list-style-type: none"> <li>• Restructured to follow the layout of all the annexes.</li> <li>• Removed some outdated information.</li> <li>• Moved some information from the body of the annex to the attachment section.</li> <li>• Updated current contacts where necessary.</li> </ul> |
| Annex L | <ul style="list-style-type: none"> <li>• Updated to current organizational structure.</li> <li>• Updated Attachments 1, 2, &amp; 3.</li> <li>• Removed the image of the UDSR and inserted a link to the document.</li> </ul>   |

# Emergency Operations Plan (EOP)

City of Appleton



**Revision Date:** April 7, 2009; November 2021; August 2022; January 2023;

**Review Dates:** April 1, 2010; April 4, 2011; April 2, 2012; April 1, 2013; May 19, 2014; October 2017;

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| Attachment – 2 | Proclamation to End State of Emergency   |
| Attachment – 3 | Proclamation of State of Emergency       |
| Attachment – 4 | Declaration of State of Emergency Curfew |

### Basic Plan

#### Purpose

|   |
|---|
| Situation and Assumptions                 |
| Concept of Operations                     |
| Organization of Emergency Operations Plan |
| Plan Development and Maintenance          |

|                |   |
|----------------|---|
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| Attachment – 2 | Supporting Operations Plans and Documents |
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### Annex A – Direction and Control

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|-----------------------------------|
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| Concept of Operations             |
| Agency Responsibilities and Tasks |

|                |                                      |
|----------------|--------------------------------------|
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### Annex B – Communications and Warning

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| Responsibilities and Response |

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### Annex C – Resource Coordination

Purpose

Concept of Operations

Responsibilities and Tasks

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Attachment – 2

Attachment – 3

Attachment – 4

Resource List

City of Appleton Procurement Policy-Emergency Purchases

Wisconsin Credentialing and Asset Management Systems (WICAMS) Policy

Approval Signature Sheet

#### **Annex D – Law Enforcement**

Purpose

Definitions

Concept of Operations

Responsibilities and Tasks

Attachment – 1

Approval Signature Sheet

#### **Annex E – Evacuation and Sheltering**

Purpose

Concept of Operations

Responsibilities and Tasks

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Attachment – 2

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Attachment – 4

Attachment – 5

Attachment – 6

Attachment – 7

Action Checklist

Transportation Resources

American Red Cross Shelter Sites

Evacuation Zones

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Approval Signature Sheet

#### **Annex F – Human Services**

Purpose

Concept of Operations

Responsibility and Tasks

Attachment – 1

Attachment – 2

Attachment – 3

CISMT Protocol

MOUs

Approval Signature Sheet

#### **Annex G – Public Works and Engineering**

Purpose

Concept of Operations

Responsibilities and Tasks

Attachment – 1

Attachment – 2

Attachment – 3

Attachment – 4

Flood Fight Handbook

DPW Operations Emergency Call Book

Appleton Water Treatment Facility Emergency Plan

Approval Signature Sheet

#### **Annex H – Health and medical/EMS**

Purpose

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Concept of Operations

Responsibilities and Tasks

|                |   |
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Purpose

Concept of Operations

Responsibilities and Tasks

|                |  |
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Purpose

Concept of Operations

Responsibilities and Tasks

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Purpose

Concept of Operations

Responsibilities and Tasks

|                |  |
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| Attachment – 2 | Assessment Team Listing                  |
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| Attachment – 5 | Building Contractors Listing             |
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**Annex T – Terrorism Crisis and Consequence Management**

Purpose

Concept of Operations

Responsibilities and Tasks

Attachment – 1

Attachment – 2

Attachment – 3

Attachment – 4

Attachment – 5

Resources

Federal Response Assets

Terrorists Incident Management Checklists/SOPs

Acronyms

Approval Signature Sheet

## Basic Plan



## Sections of this Document – Links:

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**I. Purpose****a. Purpose of the City of Appleton Emergency Operations Plan (EOP):**

- i.** Facilitate the protection of lives, property, and the environment in major disasters of any nature.
- ii.** Coordinate response to disasters, assess damages, identify mitigation opportunities, and implement recovery efforts.
- iii.** Describe the city's relationship in support of other local units of governments during response and recovery.
- iv.** Serve as a coordinating document for supporting Internal Agency Plans (i.e., SOP/SOGs).
- v.** Reflect information collected, decisions made, and procedures developed in the planning process and during response.

**b. Purpose of the Basic Plan:**

- i.** Provide a general overview for municipal emergency response personnel during response to disasters.

**II. Situations and Assumptions****a.** Per Wisconsin State Statute Chapter 323, county and municipal governments will appoint an emergency management director, develop and update emergency plans, and participate in training and exercising. In accordance with Chapter 5 City of Appleton Municipal Code the City will develop an Emergency Operation Plan to prepare for both natural and manmade emergencies. The Mayor will appoint, and the Common Council confirm an Emergency Management Coordinator, who will coordinate the planning process:

- i.** Hazard specific planning documents may need to be used in conjunction with the EOP. These documents are listed in Attachment 2, Supporting Operations Plans and Documents.
- ii.** City departments are responsible for identifying emergency personnel, developing, and updating Standard Operating Procedures (SOPs/SOGs and IAPs) and providing maps of the city (Attachment 1).
- iii.** Emergency Management in Wisconsin operates utilizing an all-hazards planning approach which includes mitigation, preparedness, response, and recovery from major incidents.
- iv.** Several hazards pose a threat, significant in frequency, magnitude or both, to the lives, property, and/or environment in the city. These hazards include:
  - 1.** Tornadoes
  - 2.** Downbursts and other violent storms
  - 3.** Floods
  - 4.** Ice storms
  - 5.** Drought
  - 6.** Fires
  - 7.** Hazardous materials releases to the air, ground, or water during transportation or at fixed locations, aircraft crashes
  - 8.** Civil disturbances
  - 9.** Communicable disease outbreaks
  - 10.** Terrorism
  - 11.** Other scenarios not readily identifiable may pose significant threats to the city as well.
- v.** Consequences of disasters could include, but are not limited to:
  - 1.** Mass casualties
  - 2.** Disruption of power, fuel, communications, water, and other vital services

3. Damage and destruction of homes, facilities, vehicles, and other property
  4. Damage to infrastructure
  5. Contamination of people, food, water, property, or the environment
  6. Looting and other disruption of law and order
  7. Disruption of government functions and economic and financial disruption
- vi. Governments have the legal and moral duty to protect the lives, property, and environment within their jurisdictions.
- vii. Local jurisdictions respond first to disaster through implementing municipal plans and can quickly exhaust resources, making outside assistance necessary. When such assistance is provided, local elected officials still retain control over the response (s.59). Outside assistance, whether from county, state, federal government, or private sector, is delivered to support the local effort.
- viii. The county is responsible for requesting state disaster assistance for local governments. The state will request federal assistance if needed.
- ix. The National Incident Management System (NIMS) incorporating the Incident Command System (ICS) will be used in disaster response by all responding agencies. Unified command will be used in situations which affect multiple jurisdictions, multiple agencies within a jurisdiction and/or which require response by multiple levels of government. These command and control systems require the participation of the chief elected officials.

### III. Concept of Operations

#### a. Response

- i. The City of Appleton has primary responsibility for supporting the response activities for emergencies within the city by:
  1. Providing initial response resources and draw additional resources (i.e., mutual aid agreements) from within and outside the city when city resources are exhausted (ss. 323.14 (2)).
  2. Notifying the county of the incident where statutes require and request assistance as needed.
  3. Providing a line of succession of key government officials.
  4. Maintaining accurate records of disaster-related activities and expenses.
  5. Compiling damage assessment figures reported by damage assessment teams and local unites of government.
- ii. County government supports the City by providing Emergency Management functions when requested by:
  1. Activating the County Emergency Operations Center (EOC) when necessary.
  2. Supplementing resources when they are exhausted or need specialized services not available at the local level. Services may be provided by private contractors or through various mutual aid agreements.
  3. Keeping informed and maintaining accurate records of disaster-related activities and expenses.
  4. Compiling information collected through the damage assessment process and requesting assistance from appropriate federal agencies.
- iii. State government provides support upon county request in disaster response by:
  1. Activating the State Emergency Operations Center (EOC) when necessary.

2. Supplementing resources when they are exhausted or need specialized services not available at the county level. Services may be provided by private contractors or through various mutual aid agreements.
  3. Keeping informed and maintaining accurate records of disaster-related activities and expenses.
  4. Compiling information collected through the damage assessment process and requesting assistance from appropriate federal agencies.
  5. Requesting National Guard support.
- iv. Federal government provides support upon state request in disaster response by:
1. Providing assistance through the Federal Response Framework.
  2. Providing disaster assistance under that Stafford Act and other federal authorities.
- b. Recovery
- i. City priorities for recovery priorities and implementation strategies such as:
    1. Restoring essential services to the community.
    2. Assigning personnel, obtaining additional assistance and managing volunteers and donated resources.
    3. Coordinating access to the disaster area.
    4. Coordinating restoration activities (i.e., re-entry).
    5. Identifying and implementing mitigation opportunities where feasible.
    6. Addressing the long-term economic impacts of the disaster.
    7. Continuing with the damage assessment process.
  - ii. County government priorities for recovery include but are not limited to:
    1. Assisting the city with submitting disaster assistance applications.
    2. Supporting city restoration activities by providing basic guidance, conflict resolution (such as billing disputes), providing specialized resources and requesting additional resources from state and federal government/private contractors.
    3. Assisting city government with the damage assessment process.
    4. Supporting the city government with identifying and addressing short- and long-term impacts (e.g., health, mental health, scene mitigation and economic recovery).
  - iii. State government priorities for recovery include but are not limited to:
    1. Supporting city and county restoration activities by providing basic guidance, conflict resolution (such as billing disputes), providing specialized resources and requesting additional resources from federal government/private contractors.
    2. Assisting the city/county government with the damage assessment process.
    3. Supporting the city and county government with identifying and addressing short- and long-term impacts (i.e., health, mental health, scene mitigation and economic recovery).
    4. Coordinating with the federal government to deliver disaster assistance under the Stafford Act and other federal authorities.
  - iv. Federal government priorities for recovery include but are not limited to:
    1. Coordinating federal assistance under the Stafford Act and other federal authorities.
    2. Providing specialized resources not previously available in accordance with state policy through the Emergency Support Function (ESF) of the Federal Response Framework (FRP).
    3. Supporting county/local and state long-term recovery efforts.

#### IV. Organization of Emergency Operations Plan

- a. The City of Appleton EOP establishes the following annexes that contain the emergency assignments and responsibilities for each of the functional annexes as detailed below:
- b. During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.
  - i. Annex A, Direction and Control
    1. Response
      - a. Alert and communicate the incident information to the appropriate agencies and levels of government.
      - b. Assess the incident (See the [State of Wisconsin Guidelines for Assessing and Documenting Disaster Damage](#)).
      - c. Provide capabilities and procedures using ICS for the command and coordination of multi-agency, multi-jurisdictional operations including continuity of government.
      - d. Activate the city EOC and/or other necessary emergency coordinating facilities.
      - e. Request mutual aid or county support for response, protective actions, and public information activities.
      - f. Implement emergency protective actions (e.g., evacuation, curfew).
      - g. Release appropriate public information.
    2. Recovery
      - a. Develop and implement a recovery plan.
      - b. Assist with the dispersal of state and federal disaster relief resources.
      - c. Reconsider resource needs as appropriate
  - ii. Annex B, Communications and Warning
    1. Response
      - a. Provide citywide, continuous 24-hour communications and warning capabilities and procedures as needed.
      - b. Receive and disseminate reports and warnings of incidents to the public and emergency response personnel.
      - c. Disseminate and initiate warnings.
      - d. Support the Direction and Control function by linking agencies, jurisdictions, field sites, and command facilities.
      - e. Disseminate initial warning to alert individuals with special needs (i.e., mobility, visually, hearing impaired, or non-English speaking).
  - iii. Annex C, Resource Management
    1. Response
      - a. Identify and coordinate public and donated resources (i.e., personnel, facilities, equipment, supplies) in support of local operations.
      - b. Track resources used during operations.
      - c. Coordinate volunteer agency activities.
      - d. Identify facilities where resource management activities are based.
      - e. Identify and obligate transportation resources.
      - f. Consider increase in city issued credit card limits.
    2. Recovery
      - a. Identify and release resources from service when no longer needed.
      - b. Coordinate returning to pre-disaster status and replenish resources.

- iv. Annex D, Law Enforcement**
  - 1. Response**
    - a. Maintain security and control access to the site of the disaster, EOCs and other facilities. Assist with controlling traffic and crowds.
    - b. Coordinate with other agencies for the establishment of a perimeter around the evacuated area and a pass system for emergency response personnel and resources. (see attached PASS system SOG)
    - c. Assist with public warning, evacuations, search and rescue, identification of victims and shelter operations.
    - d. Obtain special resources and services (e.g., bomb squad, Civil Support Team, hostage negotiators, Victim Crises Responders, laboratory facilities).
  - 2. Recovery**
    - a. Coordinate re-entry activities.
    - b. Demobilize and return resources to a state of readiness.
- v. Annex E, Evacuation and Sheltering**
  - 1. Response**
    - a. Assess the incident and the need to evacuate or shelter in-place.
    - b. Coordinate with law enforcement to implement procedures for public warning, traffic re-routing, evacuation, and shelter operations.
    - c. Coordinate with Human Services for evacuating and sheltering those persons with special needs as necessary.
    - d. Identify and request special resources needed for evacuation and sheltering operations.
    - e. Disseminate public information announcements and warnings regarding evacuation and sheltering, including pet and livestock issues.
    - f. Coordinate the activities of volunteer agencies regarding evacuation and shelter functions (e.g., mass feeding, shelter operations)
  - 2. Recovery**
    - a. Determine the appropriateness of re-entry and implement re-entry activities.
    - b. Address long-term housing needs.
- vi. Annex F, Human Services**
  - 1. See Annex H (Health, Human Services, and Medical/EMS)**
- vii. Annex G, Public Works and Engineering**
  - 1. Response**
    - a. Assess and report the damage to infrastructure.
    - b. Coordinate the restoration and maintenance of essential services (i.e., electricity, fuel, water, gas, sewage disposal) to the affected area.
    - c. Clear or barricade roads, repair water and sewer systems and provide potable water supply as needed.
    - d. Coordinate with Wisconsin Department of Natural Resources for debris removal and disposal.
    - e. Procure services from mutual aid providers and private contractors and coordinate their operations with the county and/or public works department(s), the Incident Commander and the EOC.
  - 2. Recovery**
    - a. Reassign or dismiss resources as necessary.

**viii. Annex H, Health, Human Services, and Medical/EMS****1. Response**

- a.** Provide emergency and non-emergency medical treatment, including mortuary services, to victims.
- b.** Coordinate the recording and registration of victims.
- c.** Procure medical/health equipment and personnel from mutual aid resources as needed.
- d.** Ensure the adequate sanitary facilities are provided in emergency shelters and for response personnel.
- e.** Request advice and assistance regarding hazardous chemicals, infectious disease, and animal health issues. (Refer to County Department of Agriculture for animal health issues)
- f.** Coordinate service with County Health and Human Services and the Wisconsin Department of Health and Family Services.
- g.** Issue health and medical advisories to the public.
- h.** Isolate, decontaminate, and treat victims of hazardous chemicals or infectious disease.
- i.** Coordinate the activities of volunteer agencies regarding public health functions (e.g., first aid, vaccination).
- j.** Identify and address the requirement of all individuals involved including those with special needs.
- k.** Register victims and families during shelter operations and make lists available to county emergency management upon request.
- l.** Provide essential human services, including financial aid, to those impacted by the disaster.
- m.** Implement appropriate mental health programs (e.g., crisis counseling, post-incident stress debriefings, Critical Incident Stress Management) to address the short- and long-term needs of victims and responders.
- n.** Coordinate the activities of volunteer agencies regarding evacuation, shelter (see Annex E) and human services functions (e.g., emergency financial aid, mental health support).

**2. Recovery**

- a.** Identify and implement appropriate protective actions and studies to address the long-term health effects.
- b.** Coordinate the disposal of contaminated food and deceased animals.

**ix. Annex I, Radiological Incidents – Ingestion**

- 1.** This Annex has been deleted from the EOP as per direction from Wisconsin Emergency Management.

**x. Annex J, Public Information****1. Response**

- a.** Convene emergency public information staff; coordinate information between officials and the news media and implement rumor control.
- b.** Obtain information and when authorized, release information to the news media through the proper channels (e.g., local media, EBS, newspapers).
- c.** Establish and maintain a joint public information center (JIC) to ensure coordinated public information during emergency operations.



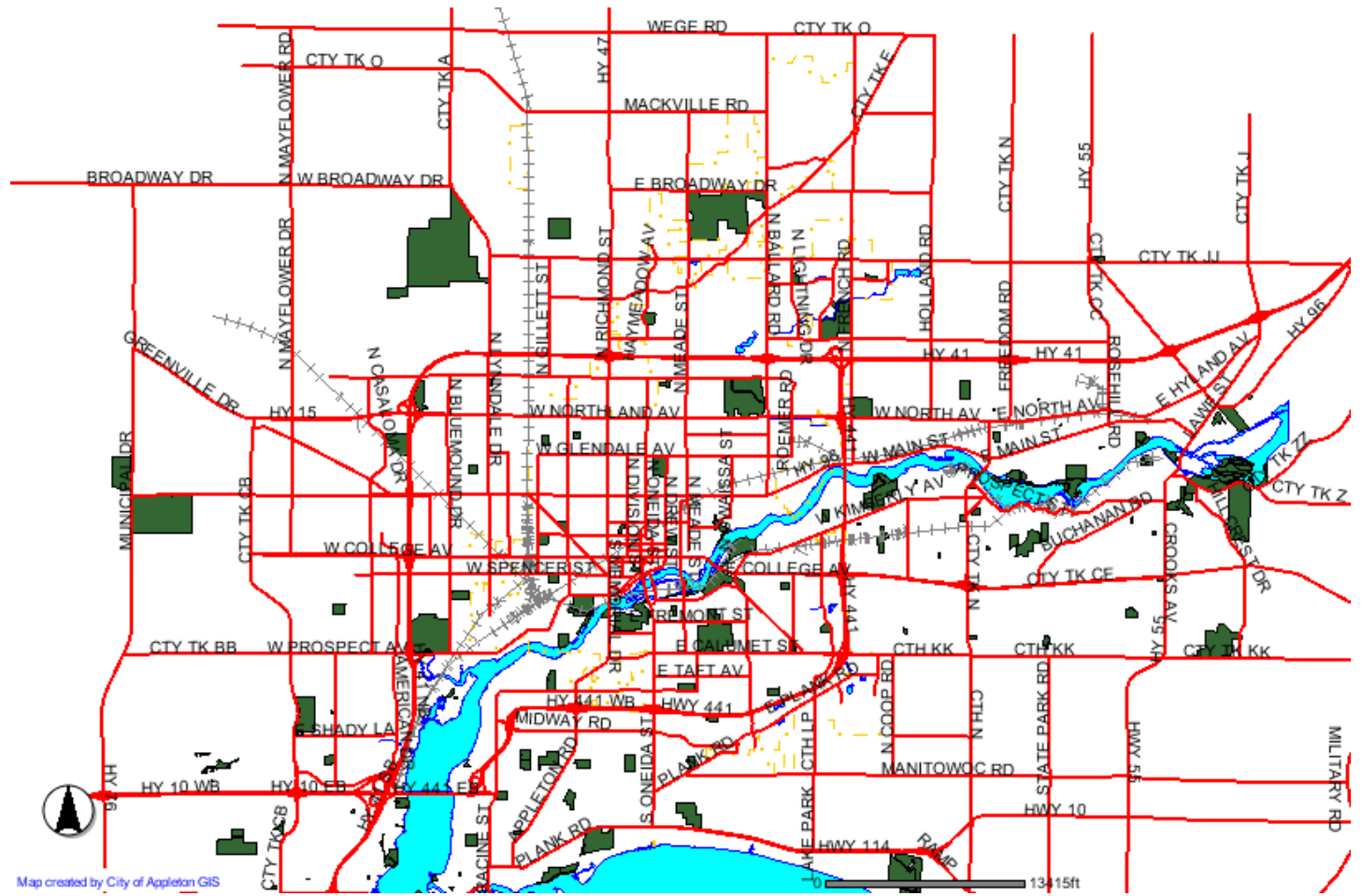
- d. Disseminate instructions to the public regarding protective action recommendations.
        - e. Provide consumer protection information to the public.
        - f. Assess the public affairs implications and support public officials with the dissemination of emergency protective actions.
      - 2. Recovery
        - a. Release information regarding timelines for restoration of services, on-going travel restrictions, and available assistance programs as necessary.
- xi. Annex K, Fire and Rescue
  - 1. Response
    - a. Initiate and participate in the ICS (see Annex A – Attachment 2).
    - b. Mobilize and coordinate resources.
    - c. Support hazardous materials monitoring teams (e.g., chemical, radiological) and response.
    - d. Provide advice and assistance regarding fire, search and rescue issues.
  - 2. Recovery
    - a. Ensure documentation of resources expended and costs.
    - b. Assist with the damage assessment process as requested.
- xii. Annex L, Disaster Assessment
  - 1. Response
    - a. Activate the city disaster assessment teams or process.
    - b. Report the extent of involvement, estimate damages, and gather information regarding the disaster’s impact on the public and private sectors.
    - c. Submit Uniform Disaster Situation Report (UDSR) to WEM within 48 hours and update as needed.
    - d. Receive and disseminate information to decision makers to prioritize recovery efforts and determine the need for state or federal assistance.
    - e. Collaborate with appropriate agencies to address any unmet needs.
  - 2. Recovery
    - a. Assist with the Preliminary Damage Assessment and disaster declaration processes as requested.
    - b. Identification and recommendation of mitigation projects based on departmental needs.
- xiii. Annex T, Terrorism
  - 1. Response
    - a. Alert appropriate county, state, and federal agencies.
    - b. Attempt to prevent event from occurring or escalating.
    - c. Notify the public of the threat and actions to be taken.
    - d. Activate City EOC.
    - e. Establish Command and communications systems.
    - f. Maintain records.
  - 2. Recovery
    - a. Maintain protective actions.
    - b. Determine priority of restoration for essential facilities and services.
    - c. Restore scene to a safe condition.
    - d. Continue to monitor area.

e. Implement Financial assistance programs.

V. Plan Development and Maintenance

- a. The City Emergency Management Coordinator will work with County Emergency Management Office in the development of the City Emergency Operations Plan. The Mayor in accordance with Section 3, City of Appleton Municipal Code, will appoint a head of emergency government services, (Emergency Management Coordinator) subject to the confirmation of the City of Appleton Common Council.
- b. The Emergency Management Coordinator will:
  - i. Coordinate the City Emergency Management Organization.
  - ii. Develop, promulgate and integrate into the county plan, emergency management plans for the operating services of the city.
  - iii. Coordinate participation of the city in such emergency management training programs and exercises as may be required on the county or state level.
  - iv. Coordinate the city emergency management training programs and exercises.
  - v. Perform such other duties relating to emergency management as may be required by the Organization for Emergency Management.
- c. The duties of the Emergency Management Coordinator shall parallel those of the County Director of Emergency Management services and they shall coordinate with the appropriate County Director of Emergency Management for the proper operations of the program within the appropriate county jurisdiction.
- d. In carrying out these responsibilities, the Emergency Management Coordinator will develop a primary core planning team composed of representatives from the following city departments that have been selected as the primary agencies as outlined within the City EOP (e.g., Police, Fire, Public Works, Health, Technology Services, Assessors, Human Resources, and Facilities). The Emergency Management Coordinator will review the City EOP with the County Emergency Management Directors for approval. This plan should be developed and maintained to work with the County and State EOP. (See Attachment – 2).
- e. The plan will be reviewed, updated, and distributed by the Emergency Management Coordinator annually. The update will include reference to all supporting documents and will be amended to reflect statutory and policy changes. Amendments may also be made to reflect lessons learned through drills, exercises, and actual disasters.
- f. The Mayor, the Emergency Management Coordinator, and the respective or designated department heads will sign and date the City EOP to certify completeness, currency, and accuracy. Revisions to the plan are distributed by the Emergency Management Coordinator, to all parties that hold copies of the plan. They acknowledge receipt of the revised plan by returning the signature page to the Emergency Management Coordinator.
- g. Copies of the City EOP shall be distributed to all plan holders. (see Attachment – 4)

Attachment – 1, City Map



**Attachment – 2, Supporting Operations Plans and Documents****City Plans**

|  |                            |
|--|----------------------------|
| Department Operational Procedures        | City Departments           |
| Continuity of Operations Plan (COOP)     | City Departments           |
| City Hazard Analysis                     | City Emergency Management  |
| Emergency Action Plan – Kensington Dam   | Department of Public Works |
| Emergency Action Plan – Holland Pond Dam | Department of Public Works |
| Emergency Action Plan – Ballard Pond Dam | Department of Public Works |
| Public Health Emergency Plan             | Appleton Health Department |

**County Plans**

|   |                               |
|---|-------------------------------|
| County Emergency Operations Procedures Manual | County Emergency Management   |
| County Hazard Analysis                        | County Emergency Management   |
| County-wide/Strategic Plan                    | County Emergency Management   |
| Farm Site Plan                                | County Emergency Management   |
| County Airport Response Plan                  | County Airport Administration |
| Radiological Plan – ingestion County          | State Emergency Management    |

**State Plans**

|                                 |                         |
|---------------------------------|-------------------------|
| State Emergency Operations Plan | WI Emergency Management |
|---------------------------------|-------------------------|

**Federal Plans**

|                                |                                 |
|--------------------------------|---------------------------------|
| The Federal Response Framework | Department of Homeland Security |
|--------------------------------|---------------------------------|

**Attachment – 3, EOP Organizational Chart by Involved Agencies**

| <b>Annex</b>                                 | <b>Agencies</b>   |
|--|---|
| Basic Plan                                   | <ul style="list-style-type: none"> <li>All Departments</li> </ul>   |
| Annex A, Direction and Control               | <ul style="list-style-type: none"> <li>All Departments</li> </ul>   |
| Annex B, Communications & Warning            | <ul style="list-style-type: none"> <li>Emergency Management</li> <li>Police</li> <li>ARES/RACES</li> <li>Mayor's Office</li> <li>Fire</li> <li>Media</li> <li>PIO</li> </ul>  |
| Annex C, Resources Management                | <ul style="list-style-type: none"> <li>All Departments</li> </ul>   |
| Annex D, Law Enforcement                     | <ul style="list-style-type: none"> <li>Police</li> <li>Emergency Management</li> </ul>  |
| Annex E, Evacuation & Shelter                | <ul style="list-style-type: none"> <li>Police</li> <li>American Red Cross</li> <li>Health</li> <li>ARES/RACES</li> <li>Fire</li> <li>EMS</li> <li>CEDD</li> </ul>   |
| Annex F, Human Services                      | <ul style="list-style-type: none"> <li>See Annex H</li> </ul>   |
| Annex G, Public Works                        | <ul style="list-style-type: none"> <li>Public Works</li> <li>Utilities</li> <li>Emergency Management</li> </ul>   |
| Annex H, Health, Human Services, Medical/EMS | <ul style="list-style-type: none"> <li>EMS</li> <li>Emergency Management</li> <li>Coroner</li> <li>Health</li> <li>American Red Cross</li> </ul>  |
| Annex J, Public Information                  | <ul style="list-style-type: none"> <li>PIO</li> <li>Emergency Management</li> <li>Media</li> <li>American Red Cross</li> <li>All Departments PIO List</li> <li>Mayor's Office</li> <li>ARES/RACES</li> </ul>            |
| Annex K, Fire                                | <ul style="list-style-type: none"> <li>Fire</li> <li>Emergency Management</li> <li>EMS</li> </ul>   |
| Annex L, Damage Assessment & Recovery        | <ul style="list-style-type: none"> <li>Emergency Management</li> <li>Mayor's Office</li> <li>Public Works</li> <li>American Red Cross</li> <li>City Clerk</li> <li>Finance</li> <li>Facilities</li> <li>CEDD</li> </ul> |
| Annex T, Terrorism                           | <ul style="list-style-type: none"> <li>Health</li> <li>Emergency Management</li> <li>Utilities</li> <li>Police</li> <li>Fire</li> <li>Public Works</li> </ul>   |
| Annex W, Water Utility                       | <ul style="list-style-type: none"> <li>Utilities</li> <li>Public Works</li> <li>PIO</li> <li>Emergency Management</li> <li>Mayor's Office</li> </ul>  |

**Attachment – 4, Distribution List****City Emergency Operations Plan Distribution List**County Agencies:

- County Emergency Management Offices [Calumet, Outagamie, Winnebago] (3)
- Outagamie Department of Health and Human Services [HHS Director] (1)

City Departments

- Mayor’s Office [Mayor and City Attorney] (2)
- Common Council [Council President] (1)
- Emergency Management [EMC, Deputy EMCs] (3)
- Electronic Copy – stored on the city shared drive for all departments to access.
  - Hard Copies can be requested from Emergency Management

Other Agencies

- ThedaCare
- Ascension, St Elizabeth Hospital

**Attachment – 5, Acronyms**Acronyms

|          |  |
|----------|--|
| ARC      | American Red Cross   |
| ARES     | Amateur Radio emergency Services   |
| CAMEO    | Computer-Aided Management of Emergency Operations                            |
| CAP      | Civil Air Patrol   |
| CAS      | Chemical Abstract Service  |
| CERCLA   | Comprehensive Environmental Response, Compensation and Liability Act of 1980 |
| CFR      | Code of Federal Regulations  |
| CHEMNET  | Chemical Network of Chemical Manufacturers Association                       |
| CHEMTREC | Chemical Transportation Emergency Center                                     |
| CHLOREP  | Chlorine Emergency Plan of the Chlorine Institute                            |
| CHRIS    | Chemical Hazards Response Information System                                 |
| CISD     | Critical Incident Stress Debriefing  |
| CISMT    | Critical Incident Stress Management Team                                     |
| CMA      | Chemical Manufacturers Association   |
| COE      | Corps of Engineers   |
| CPR      | Cardio-Pulmonary Resuscitation   |
| DAC      | Disaster Application Center  |
| DATCP    | Department of Agriculture, Trade & Consumer Protection                       |
| DFO      | Disaster Field Office  |
| DHHS     | Department of Health & Human Services  |
| DMA      | Department of Military Affairs   |
| DNR      | Department of Natural Resources  |
| DO       | Duty Officer   |
| DOA      | Department of Administration   |
| DOD      | Department of Defense  |
| DOJ      | Department of Justice  |
| DOT      | Department of Transportation   |
| DPI      | Department of Public Instruction   |
| DPW      | Department of Public Works   |
| EAS      | Emergency Alert System   |
| EBS      | Emergency Broadcast System   |
| EHS      | Extremely Hazardous Substance  |
| EM       | Emergency Management   |
| EMAC     | Emergency Management Assistance Compact                                      |
| EMI      | Emergency Management Institute   |
| EMPG     | Emergency Management Program Grant   |
| EMS      | Emergency Medical Services   |
| EOC      | Emergency Operating Center   |
| EOP      | Emergency Operations Plan  |
| EPA      | Environmental Protection Agency  |
| EPS      | Emergency Police Services  |
| ERA      | Emergency Response Agency  |
| ERP      | Emergency Response Plan  |
| ERT      | Emergency Response Team  |
| FAA      | Federal Aviation Administration  |
| FBI      | Federal Bureau of Investigation  |

|        |   |
|--------|---|
| FE     | Functional Exercise                                   |
| FEMA   | Federal Emergency Management Agency                   |
| FRA    | Federal Railroad Administration                       |
| FRP    | Federal Response Plan                                 |
| FS     | Full-Scale Exercise                                   |
| GIS    | Geographic Information System                         |
| HAZMAT | Hazardous Materials                                   |
| HMIS   | Hazardous Materials Identification System             |
| HMIX   | Hazardous Materials Information Exchange              |
| HMR    | Hazardous Materials Regulations                       |
| IC     | Incident Command                                      |
| ICP    | Incident Command Post                                 |
| ICS    | Incident Command System                               |
| IDLH   | Immediately Dangerous to Life and Health              |
| I&G    | Information and Guidance                              |
| IEMS   | Integrated Emergency Management System                |
| IFGP   | Individual & Family Grant Program                     |
| JPIC   | Joint Public Information Center                       |
| LEL    | Lower Explosive Limit                                 |
| LEPC   | Local Emergency Planning Committee                    |
| LOC    | Level of Concern                                      |
| LOS    | Line of Succession                                    |
| LZ     | Landing Zone  |
| MAA    | Mutual Aid Agreement                                  |
| MCC    | Mobile Command Center                                 |
| MOU    | Memorandum of Understanding                           |
| MSDS   | Material Data Safety Sheet                            |
| MSHA   | Mine Safety and Health Administration                 |
| NAWAS  | National Warning System                               |
| NCCEM  | National Coordinating Council on Emergency Management |
| NIOSH  | National Institute for Occupational Safety and Health |
| NFA    | National Fire Academy                                 |
| NFIP   | National Flood Insurance Program                      |
| NFPA   | National Fire Protection Association                  |
| NOAA   | National Oceanic and Atmospheric Administration       |
| NRC    | National Response Center                              |
| NRT    | National Response Team                                |
| NTSB   | National Transportation Safety Board                  |
| NWS    | National Weather Service                              |
| PDA    | Preliminary Damage Assessment                         |
| PEL    | Permissible Exposure Limit                            |
| PIO/PI | Public Information Officer/Public Information         |
| PL     | Public Law  |
| PPE    | Personal Protective Equipment                         |
| PSA    | Public Service Announcement                           |
| PSC    | Public Service Commission                             |
| PWR    | Pressurized Water Reactor                             |
| RACES  | Radio Amateur Civil Emergency Services                |
| RAP    | Radiological Assistance Program                       |
| RCRA   | Resource Conservation and Recovery Act of 1976        |



|         |   |
|---------|---|
| REACT   | Radio Emergency Associates Communication Team   |
| REL     | Recommended Exposure Limit  |
| REP     | Radiological Emergency Preparedness   |
| RO      | Radiological Officer  |
| RPS     | Radiation Protection Section  |
| RQ      | Reportable Quantity   |
| RRT     | Regional Response Team  |
| Rx      | Receive Frequency   |
| SAR     | Search and Rescue   |
| SARA    | Superfund Amendments and Reauthorization Act of 1986                                    |
| SBA     | Small Business Administration   |
| SCBA    | Self-Contained Breathing Apparatus  |
| SEOC    | State Emergency Operations Center   |
| SEOP    | State Emergency Operations Plan   |
| SIC     | Standard Industrial Classification Code   |
| SOG     | Standard Operating Guide  |
| SOP     | Standard Operating Procedure  |
| TIER II | Inventory Reporting Form for Hazardous Materials  |
| TIME    | Transaction Information for Management of Enforcement (Law Enforcement Teletype System) |
| TLV     | Threshold Limit Value   |
| TPQ     | Threshold Planning Quantity   |
| TRI     | Toxic Release Inventory   |
| TT      | Tabletop Exercise   |
| Tx      | Transmit Frequency  |
| UDSR    | Uniform Disaster Situation Report   |
| UEL     | Upper Explosive Limit   |
| UHF     | Ultra High Frequency  |
| USCG    | United States Coast Guard   |
| USDA    | United States Department of Agriculture   |
| VHF     | Very High Frequency   |
| VOAD    | Volunteer Organizations Active in Disasters   |
| VULZONE | Vulnerability Zone  |
| VTAE    | Vocational, Technical and Adult Education   |
| WEM     | Wisconsin Emergency Management  |
| WEMA    | Wisconsin Emergency Management Association  |
| WISPERN | Wisconsin Police Emergency Radio Network  |
| WISP    | Wisconsin State Police  |

**Attachment – 6, Approval Signature Sheet**

The undersigned have hereby reviewed and approved Annex – A of the City of Appleton Emergency Operating Plan.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Management Coordinator

\_\_\_\_\_  
Date