



City of Appleton

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

Meeting Agenda - Final Safety and Licensing Committee

Wednesday, March 1, 2023

6:30 PM

Council Chambers, 6th Floor

SPECIAL

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](#)

- [23-0202](#) Class "A" Beer and "Class A" Liquor License Change of Agent application for Ultimate Mart LLC d/b/a Pick N Save #123, Dennis Elliott, New Agent, located at 2700 N Ballard Rd, contingent upon approval from the Police department.

Attachments: [Dennis Elliott 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.

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.

**We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



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Meeting Minutes - Final Safety and Licensing Committee

Wednesday, February 1, 2023

6:30 PM

Council Chambers, 6th Floor

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/Appearances

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 Ottawa

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
(Signature of Agent) (Date)

Agent's age

Date of birth

911 Caroline Street, Neenah WI 54956
(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) Hoks		(first name) Sara		(middle name) Jean	
Home Address (street/route) 911 Caroline Street		Post Office 54956	City Neenah	State WI	Zip Code 54956
Home Phone Number [REDACTED]		Age [REDACTED]	Date of Birth [REDACTED]	Place of Birth Appleton, WI	

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 Edible Arrangements	Employer's Address 11776 E. Colonial Dr. 32817	Employed From 1-1-07	To 9-13-10
Employer's Name The Wrythuse	Employer's Address 37895 Kirkmen Dr. 32811	Employed From 7-3-06	To 12-12-06

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)

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 of Appleton County of Outagamie
 City

The undersigned duly authorized officer/member/manager of Ultimate Mart, 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 Pick 'n Save #123

(Trade Name)
located at 2700 N Ballard Rd Appleton, WI 54911

appoints Dennis Elliott
(Name of Appointed Agent)

W5753 SKIPPERS LANE APPLETON, WI 54915
(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? 16 MONTHS

Place of residence last year W5753 SKIPPERS LN. APPLETON, WI. 54915

For: Ultimate Mart, LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [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, Dennis Elliott, 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] 1/17/23 Agent's age 22
(Signature of Agent) (Date)

W5753 Skippers Ln Appleton WI 54915 Date of birth 000000
(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)		(first name)		(middle name)	
Elliott		Dennis		G	
Home Address (street/route)		Post Office	City	State	Zip Code
W5753 SKIPPERS LN			APPLETON	WI	54915
Home Phone Number		Age	Date of Birth	Place of Birth	
●●●●●●●●		●●	●●●●●●	NY	

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 Ultimate Mart, 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? 16 MONTHS
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	Employer's Address	Employed From	To
Roundys Supermarkets	875 E Wisconsin Ave MKE WI	9-1-22	CURRENT
Employer's Name	Employer's Address	Employed From	To
DOLLARTREE	500 VOLVO PKWY CHESAPEAKE VA	5-1-22	8-14-22

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.

X Dennis Elliott
(Signature of Named Individual)



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

FEES ARE NON-REFUNDABLE		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

The named organization applies for: (Please check one or both)					
<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)					
SECTION 1 - ORGANIZATION INFORMATION - Answer all questions completely. Please PRINT clearly					
Name of Organization (Bona fide club, lodge or society, veteran's organization or fair association) <u>St Thomas More - Fish Fry Committee</u>				Date Organized <u>09/01/1963</u>	
Address <u>1810 N. McDonald St.</u>		City <u>Appleton</u>	State <u>WI</u>	Zip <u>54911</u>	
Person in Charge of Event: ➔		Name: Last <u>Simon</u> First <u>Curt</u> M. I. <u>J</u>		Date of Birth <u>[REDACTED]</u>	
Address <u>3116 E Greenleaf Dr</u>		City <u>Appleton</u>	State <u>WI</u>	Zip <u>54913</u>	Person in charge phone number: <u>[REDACTED]</u>
President	Last <u>Wood</u>	First <u>Don</u>	Middle Initial <u>A</u>	Date of Birth <u>[REDACTED]</u>	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
Address <u>1825 N. McDonald St</u>		City <u>Appleton</u>	State <u>WI</u>	Zip <u>54911</u>	
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 <u>Tremel</u>	First <u>Barbara</u>	Middle Initial <u>J</u>	Date of Birth <u>[REDACTED]</u>	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>
Address <u>519 Applejack Ct</u>		City <u>Kimberly</u>	State <u>WI</u>	Zip <u>54136</u>	
SECTION 2 - EVENT INFORMATION SECTION *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: <u>St Thomas More School building</u>					
Address <u>1810 N. McDonald St</u>		City <u>Appleton</u>	State <u>WI</u>	Zip <u>54911</u>	
Describe actual location and dimensions of area to be licensed below:- BE PRECISE!			Will minors be present? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		
<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 & ID will be checked.</u>		
SECTION 3 - PENALTY SECTION					
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>					
FOR OFFICE USE ONLY					
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

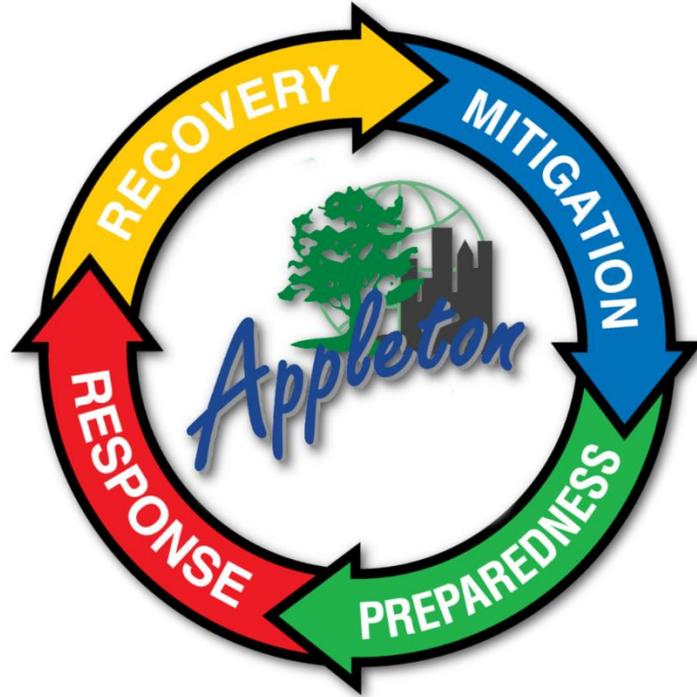
4:00 PM to 9:00 PM

March 31, 2023

4:00 PM to 9:00 PM

Appleton Emergency Operations Plan

Revision Tracking

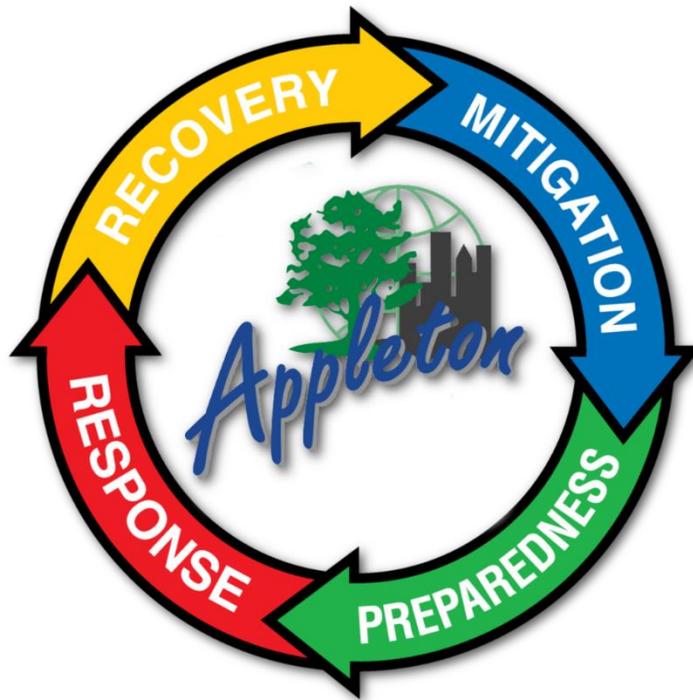


Annex	Revision
Entire Emergency Operations Plan	<ul style="list-style-type: none"> • Reformatted • Added table of contents to the beginning of each annex with bookmarks throughout the documents for easier navigation • Updated with new logo
Legal Basis	<ul style="list-style-type: none"> • Updated with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

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

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;

Table of Contents

Legal Basis

Attachment – 1	Evacuation Proclamation Form
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

Attachment – 1	City Map
Attachment – 2	Supporting Operations Plans and Documents
Attachment – 3	EOP Organizational Chart by Agency
Attachment – 4	Distribution List
Attachment – 5	Acronyms
Attachment – 6	Approval Signature Sheet

Annex A – Direction and Control

Purpose
Concept of Operations
Agency Responsibilities and Tasks

Attachment – 1	EOC Activation Guideline
	Appendix 1: Activation Alert Roster
	Appendix 2: Line of Succession Chart
Attachment – 2	Field Command
	Appendix 1: Explanation of Terms
Attachment – 3	Security and Access Card Policy
Attachment – 4	Special Facilities Listing
Attachment – 5	Approval Signature Sheet

Annex B – Communications and Warning

Purpose
Concept of Operations
Responsibilities and Response

Attachment – 1	Warning Capabilities and Systems
Attachment – 2	Siren Locations within the City of Appleton
Attachment – 3	County Emergency Management Action Checklist
Attachment – 4	ARES MOU with the City of Appleton
Attachment – 5	Approval Signature Sheet

Annex C – Resource Coordination

Purpose

Concept of Operations

Responsibilities and Tasks

Attachment – 1

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

Attachment – 1

Attachment – 2

Attachment – 3

Attachment – 4

Attachment – 5

Attachment – 6

Attachment – 7

Action Checklist

Transportation Resources

American Red Cross Shelter Sites

Evacuation Zones

Evacuation Zones Map

Traffic Regulations during Disaster Emergencies; Emergency Routes

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

Definitions

Concept of Operations

Responsibilities and Tasks

Attachment – 1	Outagamie County Emergency Call Out Listing
Attachment – 2	Pharmacies
Attachment – 3	Coroner
Attachment – 4	Funeral Homes
Attachment – 5	Forensic Contacts
Attachment – 6	Health Acronyms
Attachment – 7	Approval Signature Sheet

Annex J – Public Information

Purpose

Concept of Operations

Responsibilities and Tasks

Attachment – 1	Three Key Steps for Informing the Public
Attachment – 2	Social Media
Attachment – 3	Additional EOC SOPs for PIO
Attachment – 4	Departmental Spokesperson
Attachment – 5	Regional PIO List
Attachment – 6	Media Contact List
Attachment – 7	Approval Signature Sheet

Annex K – Fire and Rescue

Purpose

Concept of Operations

Responsibilities and Tasks

Attachment – 1	Major Fires
Attachment – 2	Hazardous Material Incidents
Attachment – 3	Terrorism/WMD Incidents
Attachment – 4	Severe Weather
Attachment – 5	Mass Casualty
Attachment – 6	Approval Signature Sheet

Annex L – Damage Assessment

Purpose

Concept of Operations

Responsibilities and Tasks

Attachment – 1	Assessment Team Organizational Structure
Attachment – 2	Assessment Team Listing
Attachment – 3	Group Assignments
Attachment – 4	UDSR instruction Sheet
Attachment – 5	Building Contractors Listing
Attachment – 6	Approval Signature Sheet

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:

• Purpose	7
• Situations and Assumptions	7
• Concept of Operations	8
• Organization of Emergency Operations Plan	9
• Plan Development and Maintenance	13
• Attachment – 1, City Map	15
• Attachment – 2, Supporting Operations Plans and Documents	16
• Attachment – 3, EOP Organizational Chart by Involved Agencies	17
• Attachment – 4, Distribution Lists	18
• Attachment – 5, Acronyms	19
• Attachment – 6, Approval Signature Sheet	22

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**

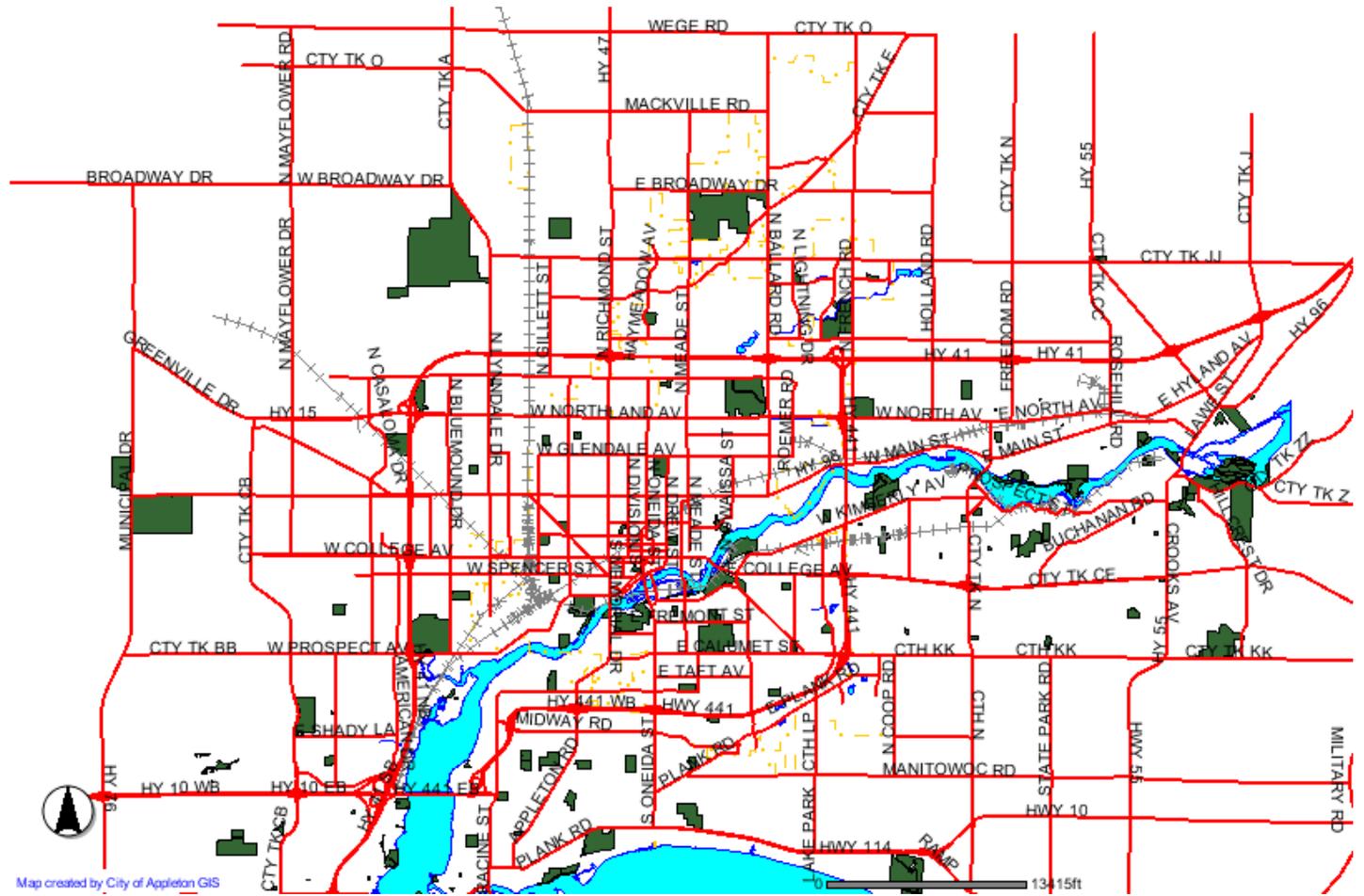
- a.** Convene emergency public information staff; coordinate information between officials and the news media and implement rumor control.
- b.** Obtain information and when authorized, release information to the news media through the proper channels (e.g., local media, EBS, newspapers).
- c.** Establish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

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
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Federal Plans

The Federal Response Framework	Department of Homeland Security
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Attachment – 3, EOP Organizational Chart by Involved Agencies

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

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, AcronymsAcronyms

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