

Chapter 6

Emergency Management

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EMERGENCY MANAGEMENT

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6.01 POLICY AND PURPOSE.

(1) ORGANIZATION CREATED. To ensure that the County will be prepared to cope with emergencies resulting from enemy action and man-made and natural disasters, an Emergency Management Organization is created to carry out the purpose set out in Ch. 166, Wis. Stats.

(2) DEFINITIONS. As used in this chapter:

Civil Defense. All measures undertaken by or on behalf of the State and its subdivisions to prepare for and minimize the effect of enemy action upon the civilian population.

Emergency Management. Includes "civil defense" and means all measures undertaken by or on behalf of the State and its subdivisions.

(a) To prepare for and minimize the effect of enemy action and natural or man-made disaster upon the civilian population.

(b) To effectuate emergency repairs to, or the emergency restoration of, vital public utilities and facilities destroyed or damaged by such action or disaster.

Enemy Action. Hostile action by foreign power that threatens the security of this State or portion thereof.

6.02 COUNTY EMERGENCY MANAGEMENT COMMITTEE.

(1) HOW CONSTITUTED. The Law Enforcement Committee of the County Board as created under its rules is hereby designated as the County Emergency Management Committee.

(2) DUTIES. The Law Enforcement Committee shall be an advisory and planning group and shall advise the Emergency Management Coordinator and the County Board on all matters pertaining to emergency management. It shall meet upon call of the chairman.

6.03 COUNTY EMERGENCY MANAGEMENT COORDINATOR.

(1) JOINT COORDINATOR. There is hereby created the office of County Municipal EM Coordinator. The County Emergency Management Coordinator shall also hold the office of Emergency Management Coordinator of such municipalities of the County as may hereafter enact an ordinance parallel to this chapter. In addition to his duties as County Emergency Management Coordinator shall have the additional duties and responsibilities of a Municipal Emergency Management Coordinator as provided for in 166.03(5), Wis. Stats.

- (2) SALARY, TERM, APPOINTMENT AND STATUTORY PROVISION.
- (a) Salary. The salary of the Coordinator and members of the staff shall be as determined by the County Board.
 - (b) Term. The term of the Emergency Management Coordinator shall be at the pleasure of the County Board.
 - (c) Appointment. The Emergency Management Coordinator shall be appointed by the Law Enforcement Committee subject to approval by the County Board.
 - (d) Statutory Provision. The provision of 166.03(7), Wis. Stats., relating to personnel, shall apply to the selection of the Coordinator and the staff.
- (3) STATUS. The Emergency Management Coordinator shall be considered to be an employee of the County, not under civil service, and shall be entitled to all of the rights, privileges and benefits that County Employees have. He shall report to the County Law Enforcement Committee.

6.04 SHARING OF COSTS.

- (1) OFFICE AND STAFF. The County Board shall provide offices, office furniture; stenographic help and such office supplies as may be necessary to carry out the functions of the Emergency Management Coordinator.
- (2) MAJOR EQUIPMENT AND SERVICES. Cost of equipment and services shall be borne by the municipal management requiring such procurement with federal matching funds procured by the County-Municipal r Coordinator, when applicable. Federal matching fund reimbursements shall be returned to the treasurer of the municipality procuring the equipment or services.

6.05 JOINT ACTION MEETINGS. Whenever it is deemed necessary by either the County Law Enforcement Committee or the Emergency Management Committee of a municipality participating in joint action, there shall be a joint meeting of the committees to decide such matters as may arise.

6.06 DUTIES OF THE EMERGENCY MANAGEMENT COORDINATOR.

- (1) COUNTY-WIDE DUTIES. The Coordinator in his capacity as County Coordinator, subject to the control and direction of the Law Enforcement Committee and under the general supervision of the County Board, shall:
 - (a) Develop and promulgate emergency management plans for the County, including planning for joint action municipalities, consistent

with the State plan of emergency management.

- (b) Coordinate and assist in the development of non-joint action municipal emergency management plans within the County and integrate such plans with the County plan.
 - (c) Direct the County and joint action municipality emergency management programs.
 - (d) Direct countywide emergency management training programs and exercises.
 - (e) Advise the State Administrator of Emergency Management of all emergency management planning for the County and render such reports as may be required by the Administrator.
 - (f) In case of a state of emergency proclaimed by the Governor or the County, direct the County and joint action municipalities in emergency management activities and coordinate the non-joint action municipal emergency management activities within the County, subject to the coordinating authority of the State Administrator.
 - (g) Perform such other duties relating to emergency management as may be required by the County Board.
- (2) MUNICIPAL DUTIES. The Coordinator in his capacity as coordinator for a municipality participating in joint action shall:
- (a) Direct the municipal emergency management organization.
 - (b) Develop, promulgate and integrate into the County plan, emergency management plans for the operating services of the municipality.
 - (c) Direct participation of the municipality in such emergency management training programs and exercises as may be required on the County level or by the State Administrator.
 - (d) Direct the municipal emergency management training programs and exercises.
 - (e) Perform all administrative duties necessary for the rendering of reports and procurement of federal matching funds for each municipality requesting such funds.
 - (f) In case of a state of emergency proclaimed by the County or the Governor, direct the activities of the municipal emergency management organization.

- (g) Perform such other duties, relating to emergency management, as may be required by the municipal governing body.

6.07 UTILIZATION OF EXISTING SERVICES AND FACILITIES.

- (1) POLICY. In preparing and executing the Emergency Management Program, the services, equipment, supplies and facilities of the existing departments and agencies of the County shall be utilized to the maximum extent practicable and the officer and personnel of all such departments and agencies are directed to cooperate and extend such services and facilities as are required or them.
- (2) JOINT ACTION. Municipalities entering into joint action with the County will provide for utilization of existing services of municipal management by enactment of an ordinance parallel to this section.

6.08 OTHER EMERGENCIES.

- (1) JOINT ACTION MUNICIPALITIES. If the Governor or the County determines that an emergency exists growing out of natural or man-made disasters; the County Emergency Coordinator will activate and direct the emergency management services at the appropriate level of management affected by the emergency.
- (2) NONJOINT ACTION MUNICIPALITIES. In the event of a natural or man-made disaster, the County Coordinator will coordinate the municipalities affected and render such assistance as is required and available from County resources.

6.09 COUNTY DECLARATION OF EMERGENCY.

- (1) When a state of emergency, whether man-made or natural, arises within the County, the Chairman of the County Board or in his absence, the Vice-Chairman are hereby empowered to declare the existence of a state of emergency without waiting for the Governor's issuance of a declaration of a state of emergency so that the emergency management plan for the County can be implemented immediately.
- (2) Should the Chairman or Vice-Chairman be unavailable to declare a state of emergency, such declaration may be issued by the Chairman of the County Law Enforcement Committee. Should the Chairman of the County Law Enforcement Committee be unavailable, the Sheriff may issue such declaration or, should the Sheriff be unavailable, such declaration may be issued by the ranking member of the County Sheriff's Department then available. If the Sheriff is unavailable such declaration may be issued by the Emergency Management Coordinator.

- (3) The powers granted to the Emergency Management Director Coordinator for the County may be exercised by him in a state of emergency declared by the County as well as a state of emergency declared by the Governor.
- (4) During the continuance of a state of emergency proclaimed by the Governor, or County authority as described in 6.09 (1) and (2), the head of emergency management services in the county, town and municipality, on behalf of his or her respective county, town or municipality, may contract with any person to provide equipment and services on a cost basis to be used in disaster relief.

6.10 PENALTY. No person shall willfully obstruct, hinder or delay any member of the emergency management organization in the enforcement of any order, rule, regulation or plan issued pursuant to this chapter, or do any act forbidden by any order, rule, regulation or plan issued pursuant to the authority contained in this chapter. For a violation of any of the provisions of this chapter he shall forfeit not more than \$200.

6.11 E-9-1-1 ENHANCED 9-1-1 EMERGENCY TELEPHONE SYSTEM.

- (1) 9-1-1- SYSTEM. Jackson County will operate an enhanced 9-1-1 Emergency Telephone Number System. That system will be maintained and operated in accordance with the "plan" maintained by the Law Enforcement Committee, the telephone utilities involved in its operation and the public service commission, all pursuant to the provisions in section 146.70 Wisconsin Statutes. Said plan and contract, as periodically modified, and incorporated herein by reference thereto.
- (2) COST ASSESSMENT. All telephone users in Jackson County which have access to a E-9-1-1 emergency telephone system shall be required to pay the costs and as determined by contract between Jackson County and the telephone utility companies serving such users and as approved by the Public Service Commission.
- (3) COST LEVY AND COLLECTION. All telephone utility companies serving Jackson County shall bill their Jackson County service users for the costs referred to herein and in Section 146.70, Stats., as approved by the Public Service Commission. The actual service user fee shall be set forth by contract with the telephone utilities. All revenues collected from the user service charge must be applied to the actual, authorized costs incurred in the installation and maintenance of the 9-1-1 emergency telephone number system.

6.12 UNIFORM SYSTEM FOR NUMBERING PROPERTIES AND PRINCIPAL BUILDINGS

- (1) UNIFORM RURAL ADDRESSING SYSTEM

The official addressing system for the County shall be the grid/baseline system as developed and mapped by the County in 1989 and which is on file at the Office of the County Clerk. This system shall be used for principal commercial and residential buildings in the unincorporated areas of the County, with the exception of the Brockway Sanitary District, which has a city-type system in place.

(2) ASSIGNMENT OF NUMBERS

- (a) All buildings shall be assigned numbers that conform with the 1989 system. The official address shall be a combination of the building number and the municipal road names, such as "N7335 County Rd. P" or "W10114 Cranberry Rd." It shall be the responsibility of the County Land Information Department to assign an address to new buildings before occupancy or use, to notify the Township what address has been assigned and to enter the address into the County GIS Map. All utility companies will require that customers have an address before providing service.
- (b) If the structure to be numbered is greater than 60 ft. from the center of the roadway, or full view of the structure is obstructed the official sign designating the address shall be installed on a metal post, placed near the driveway entrance, approximately 12 ft. on either side of the driveway facing perpendicular with the roadway which makes it visible from either direction on the roadway.
- (c) The sign shall be a reflectorized double-sided flag style at least 20" wide by 8" high and have a red background. The numbers and letters of the address shall be 3" high. The township name shall be located above the address and shall be 1 ½" high letters. The road name shall be located below the address and be 1 ½" high letters. All letters and numbers shall be white and reflectorized. The sign shall be placed on a steel signpost driven at least 12" into the ground, so that the sign is at least 48" off of the ground and shall be clearly visible from the roadway at all times.

Example:
(Not to scale)



- (d) If the structure is less than 60 feet from the center of the roadway and in full view from the roadway, the address sign may be affixed permanently to said structure. It shall be a single-sided reflectorized style at least 20" wide by 8" high and have a red background. The numbers and letters of the address shall be 3" high. The township name shall be located above the address and shall be 1 ½" high

letters. The road name shall be located below the address and be 1 ½" high letters. All letters and numbers shall be white and reflectorized.

- (e) The Township shall provide the signs and posts and shall insure that they are erected prior to occupancy or use (exception being when ground is frozen, however temporary arrangements shall be made until post can be driven). It is the discretion of the Township to bill the property owner for any costs incurred.
- (f) If the original rural residential address sign is removed or damaged, the owner/occupant is responsible for notifying the Township or E-911 Coordinator within thirty (30) days so a replacement sign is ordered and installed. Removal of the sign or failure to report a missing sign within the described time frame constitutes a violation of this ordinance and may result in the imposition of those penalties provided in 6.12 (5) of this ordinance..

(3) NAMING AND SIGNING OF ROADS

- (a) The Townships shall see that all Town roads are properly named and that road signs are placed and maintained at all intersections with other roads. The Township is responsible for erecting, maintaining and replacing road name signs within four (4) weeks of notification by Law Enforcement.
- (b) Townships shall immediately notify the County Land Information Office of the location and name of all new public roads and private driveways as defined in 6.12 (3)(d) of this ordinance. Townships shall contact the County Land Information Office prior to changing any existing road names. Prior to the effective date of the road name change, the Township shall erect new signs containing the new road name and new address signs for all structures located on the roadway that was changed.
 - 1. For any proposed road name change, a completed "Road Name Change" application must be submitted to the Jackson County Land Information Office, along with the required fee in the amount of \$1000.00. The fee is required to cover the cost of administering the necessary changes throughout the entire E911 system. The fee is payable by the applicant, but the Zoning and Land Information Committee reserves the right to waive or increase the fee at their discretion.
 - 2. The Zoning and Land Information Committee reserves the right to amend, or deny any road name change request.

- (c) No two roads in Jackson County shall be identically named or in conflict of existing road names. This provision shall not prohibit the use of identical road names for road names existing and named as of the effective date of this ordinance. The E-911 Coordinator has the authority to accept or reject any road name.
- (d) If three or more addresses are assigned on a private driveway, the driveway shall be assigned a name which must be approved by the Town Board and the E-911 Coordinator.
The Town Board must take action on approving the new private road name within thirty (30) days of the initial proposal. If action is not taken within that time frame, the E-911 Coordinator will assign the private driveway name. All existing buildings shall be readdressed to reflect the new road name.
 - 1. All proposed private driveway names must end in "Lane, Drive, or Trail".
 - 2. It is the Town's responsibility to order and place the new road sign. The new road sign shall be a different color from all public roads. It is up to the discretion of the Town to bill each existing addressee for the cost of the private road sign.
 - 3. All existing rural addresses shall be readdressed utilizing the new private road name. It is the Town's responsibility to order and place all new signs and to remove the retired signs. It is up to the discretion of the Town to bill each addressee for the cost of the sign.

(4) ADMINISTRATION

The administration of the County Rural Addressing system shall be the responsibility of the E9-1-1 Coordinator. The E9-1-1 Coordinator, together with the County Land Information Department, shall insure that a County map and list of address assignments are kept as current as possible.

The E9-1-1 Coordinator shall be the GIS Technician.

The Town Clerk, or as otherwise designated by the Town Board, shall be responsible for the ordering of all required signs, address or road name, within 30 days of being assigned, placement and maintenance of the address sign.

(5) PENALTIES

Violation of this ordinance by any owner/occupant shall be punished by a forfeiture of not more than \$200.00 together with the costs of prosecution. This ordinance violation is enforced by Jackson County Corporation Counsel. Each separate day such violation is continued shall constitute a separate offense.

(6) EFFECTIVE DATE

This ordinance shall take effect after public hearing, adoption, and publication as required by law.