

BROWN COUNTY EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING

LEAD COORDINATING AGENCY: Responding Fire Department
MABAS DIVISION 112
(Structural)
WI Dept. of Natural Resources (DNR)
(Wildland Fire)

SUPPORT AGENCIES: Brown County Public Safety Communications
Brown County Emergency Management
Brown County Sheriff's Office
Brown County Public Works
Municipal Law Enforcement Agency
U.S. Forest Service
U.S. Coast Guard
American Red Cross
Salvation Army

STATE SUPPORTING ORGANIZATIONS: Wisconsin Emergency Management
Wisconsin State Patrol
Wisconsin Department of Transportation
Wisconsin State Fire Chiefs Association
MABAS Executive Board of Directors

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to:

1. Establish an organizational framework for all firefighting activities in Brown County
2. Establish effective coordination of local, county, state, and federal resources to respond to structural (urban, suburban, or rural) or forest fires resulting from man-made, technological events, natural disasters, or other events requiring fire response utilizing principals identified in the National Incident Management System.

B. Scope

Firefighting involves the management and coordination of activities/actions and resources to prevent, detect, and suppress all hostile fires by the local authority having jurisdiction except for forest fires as defined by Wisconsin Statutes, Chapter 26.01(2) occurring outside the limits of villages and

cities which are the responsibility of the Department of Natural Resources (DNR).

The specific actions required by a local “on scene commander” at the scene of an emergency or disaster will be determined by the size and magnitude of the event.

C. List of Changes from Previous Version

1. Removed N.P.S. and U.S.F.S from support agencies list
2. Added Section I, paragraph C, list of changes
3. Added Section III, Planning Assumptions
4. Added Section IV, paragraph C, Activation Triggers
5. Revised information in Section IV, paragraphs C, D, E, F, G.
6. Added information to Section VII, References
7. Added information to Section VII, Acronyms
8. Added Appendices 1-4

II. POLICIES

A. The policies, procedures, and protocols established by local, state, and federal guidelines shall be followed when responding to emergencies or disasters requiring fire department resources. The Incident Commander shall, at his/her discretion:

1. Request use of automatic aid, mutual aid and/or the activation of the Mutual Aid Box Alarm System (MABAS) once local resources are exhausted.
2. Use of state or federal assets in coordination/consultation with the Chief Elected Official of the impacted community may occur in accordance with Wisconsin State Statutes. Coordination of said assets will be the responsibility of the Wisconsin Emergency Management, Fire Services Coordinator, or his/her designee.

B. Forest fire suppression activities shall be accomplished through the Department of Natural Resources (DNR), in cooperation with local fire departments (per contractual agreement or Memorandum of Understanding), and other appropriate state and federal or agencies as necessary. Dependent upon the size, scope and magnitude of the incident, private sector assets/resources may also be utilized per “Memorandum of Understanding(s)”.

C. Per Wisconsin State Statute Chapter 26.11, the DNR Forestry Protection Division has the authority and responsibility to respond to forest fires and assume “Command” (responsibility) for suppression efforts on state and privately-owned forest land outside the limits of any city or village. Additionally, the DNR has the responsibility to respond to requests from

other agencies for assistance for non-fire emergencies or disasters. Within a city or village, the local authority having jurisdiction has command and control of the situation and may request “mutual aid” from the DNR. See Sections IV and V of State ESF-4 for the plan for Forest/Wildland Forest Firefighting.

- D. The local authority having jurisdiction Incident Commander, at his/her discretion, may utilize “mutual aid” resources from existing “Mutual Aid” agreements, Memorandums of Understanding, or by activation of a MABAS alarm as needed dependent upon size, scope, or magnitude of the incident.

The local authority having jurisdiction Incident Commander has the authority to request assistance from the Wisconsin Emergency Management, Fire Services Coordinator in the activation of a MABAS “regional or statewide” level alarm in accordance with the guidance provided in Wisconsin Administrative Rule WEM-8.

- E. The Wisconsin Division of Criminal Investigation, Arson Bureau/State Fire Marshal's Office, at the request of local authority having jurisdiction, may assist with fire cause and origin determination/investigation.

III. Planning Assumptions

- A. Large-scale incidents may rapidly deplete local resources and necessitate activation of mutual aid agreements or state resources.
- B. ESF staff that normally report to the EOC may be among those affected by an incident and may be unable to perform their duties.
- C. Multiple incidents and compounding events may occur simultaneously within non-contiguous areas dispersed over a large geographic area, each with little or no warning.
- D. County, local, and tribal governments are responsible for publicly owned or operated infrastructure and have the primary responsibility for incident prevention, preparedness, response, and recovery activities.
- E. The private sector owns and is responsible for a large proportion of the critical infrastructure and key resources (CI/KR) and is the lead for the rapid restoration of infrastructure-related services.
- F. Response times for DNR resources may be extended.
- G. Volunteer fire department resources may not be readily available or may have extended response times due to staffing limitations. Additionally, volunteer firefighters may be among those impacted by the event.

IV. CONCEPT OF OPERATIONS

A. General

1. For all fires it shall be the responsibility of the local authority having jurisdiction to determine what resources may be needed to manage the incident based on the following considerations:
 - a. Life Safety
 - b. Incident Stabilization
 - c. Property Conservation (including environmental considerations)
2. The DNR will coordinate and manage forest firefighting as described in Sections IV and V of State ESF-4 (Firefighting).
3. The local Incident Commander will utilize their respective resources first then activate existing “mutual aid” or “automatic aid” agreements. Requests for “regional, statewide resources” from MABAS will require notification of Brown County Emergency Management, the WEM Duty Officer and the WEM-Fire Services Coordinator.

B. Organization

1. Emergency scene management shall be in accordance with the Incident Command System as described in the Brown County Basic Plan.

C. Activation Triggers

1. Planned or unplanned event that will have an excessive impact on part or all the county infrastructure system.
2. Information that an event is expected to occur that will have an excessive impact on part or all the county infrastructure system.
3. Fire-related events that overwhelm the resources within Brown County and require significant resource mobilization from neighboring counties, the State of Wisconsin, or the federal government.
4. Fire-related events that involve, or are expected to involve, large numbers of human injuries and/or deaths.

D. Mitigation Activities

1. Cooperates with DNR on forestry management practices to reduce or eliminate risks for hostile fires and fire spread.
2. Identify potential vulnerabilities and determine actions to reduce that vulnerability.
3. Identify mitigation support resources, such as program funding.
4. Identify areas where mutual aid agreements are needed to support activities.
9. Identify areas where public information activities may be necessary

E. Preparedness Activities

1. Develop and maintain mutual aid agreements and/or sign MABAS agreements needed to support activities.
2. Develop public education programs as necessary.
3. Develop and maintain information on and sources for ESF-4 needs, resources, and equipment in a NIMS compliant database.
4. Develop and conduct ESF-4 training for senior command staff.
5. Develop and maintain a 24-hour alert and warning system.
6. Identify, develop, and incorporate as necessary
 - a. Private sector capabilities and resources
 - b. Backup response and recovery processes

F. Response Activities

1. Determine what assets are available and nearest to the affected area(s) and the time frame for deploying those assets.
2. Prioritize and coordinate the acquisition and deployment of ESF-4 resources for the suppression of rural and urban fires.
3. Coordinate the utilization of a common communications system for ESF-4 response utilizing ESF-2.
4. Assess the need for and obtain other support as required.

5. Maintain a 24-hour alert/notification system or other reporting system on continuous basis as the point-of-contact for ESF-4 emergency reporting.
 6. Generate information to be included in County and State EOC briefings, situation reports, and/or action plans.
 7. Compile damage information for local/county emergency management director and other city/county/State agencies and report that information through ESF-5, Emergency Management.
- G. Recovery Activities
1. Maintain and inventory of equipment and supplies used during response activities and repair or replace as needed.
 2. Prepare and process reports using established procedures, focusing specific attention on after-action reports.
 3. Generate information to be included in County and State EOC briefings, situation reports, and/or action plans.
 4. Assign and schedule sufficient personnel to cover an extended activation of the County EOC.
 5. Maintain appropriate records of work schedules and costs incurred by ESF-4 agencies during an event.

V. RESPONSIBILITIES

- A. Lead Coordinating Agency: Local Authority Having Jurisdiction
1. Local Authority Having Jurisdiction
 - a. Manage and coordinate activities and resources to prevent, detect, and suppress all hostile fires.
 2. Wisconsin Department of Natural Resources (Forest)
 - a. The DNR has the authority and responsibility to respond to forest fires and assume "Command" (responsibility) for suppression efforts on state and privately-owned forest land outside the limits of any city or village.
- B. Support Agencies
1. State of Wisconsin
 - a. Wisconsin Emergency Management

- 1) Provide ESF-4 liaison activities through Fire Services Coordinator
 - 2) Support ESF-4 activities as needed
2. Federal
 - a. U. S. Parks Service
 - b. U.S. Forestry Service
 - c. Bureau of Indian Affairs
 1. Provide ESF-4 support as needed
 3. Brown County Agencies
 - a. Public Safety Communications (ESF-2)
 1. Provide emergency notification and communication
 2. Provide radio frequency and system patching between responding agencies as needed
 - b. Emergency Management
 1. Activate and operate the Brown County EOC as a means of coordination for response and support organizations
 - c. Sheriff's Office (and local law enforcement agencies)
 1. Provide traffic control and scene security
 2. Assist with evacuation as needed
 3. Provide Arson and Bomb Squad support as needed
 - d. Public Works
 1. Provide traffic control devices as needed
 2. Conduct damage assessment for affected public infrastructure (ESF-1 and ESF-3) and coordinate repairs
 4. Voluntary Agencies
 - a. Provide ESF-4 support as needed

VI. RESOURCE REQUIREMENTS

- A. Joint primary and support agencies will provide the required personnel, facilities, and equipment to support their activities utilizing the National Incident Management System (NIMS) Classification System.
- B. Local jurisdiction, regional, and national fire suppression resources may be required. The specific resources available are listed in the appropriate mobilization guides. Support organizations exist at each level of government to provide these assets.

VII. REFERENCES

Wisconsin Administrative Code, Chapter WEM 8, *Mutual Aid Box Alarm System Standards and Procedures*
Wisconsin Statute Chapter 66.0301, *Intergovernmental Cooperation*
Wisconsin Statute Chapter 66.0303, *Municipal Interstate Cooperation*
Wisconsin Statute Chapter 66.03125, *Fire Departments; Mutual Assistance*
Wisconsin Emergency Support Function 4, *Firefighting*
Municipal MABAS Adoption Agreements
MABAS Box cards for responding agencies are available on the MABAS 112 website.

VIII. ACRONYMS AND GLOSSARY

AAR	After Action Review/Report
AC	Area Command/Commander
BC	Brown County
BCEMA/BCEM	Brown County Emergency Management Agency
BCPSC	Brown County Public Safety Communications
BCSO	Brown County Sheriff Office
CBRNE	Chemical Biological Radiological Nuclear Explosive
DA	Damage Assessment
DAT	Damage Assessment Team
EAS	Emergency Alert System
EC	East-Central
EM	Emergency Management
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
FD	Fire Department
FEMA	Federal Emergency Management Agency
GB	Green Bay
GBMFD	Green Bay Metro Fire Department
GRB	Green Bay Austin Straubel Airport
HAZMAT	Hazardous Materials
HMP	Hazard Mitigation Plan
IAP	Incident Action Plan
IC	Incident Command/Commander
ICP	Incident Command Post

ICS	Incident Command System
IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
LE	Law Enforcement
MAA	Mutual Aid Agreement
MABAS	Mutual Aid Box Alarm System
MACS	Multiagency Coordination System
MARC	Mutual Aid Radio Channel
MOU	Memorandum of Understanding
NEW	North East Wisconsin
NPS	National Park Service
NWS	National Weather Service
PIO	Public Information Officer
PL	Public Law
SoE	State of Emergency
SOP	Standard Operating Procedure
UC	Unified Command
UDSR	Uniform Disaster Situation Report
USDA	U.S. Department of Agriculture
USFS	U.S. Forest Service
WEA	Wireless Emergency Alerts
WEM	Wisconsin Emergency Management
WI	Wisconsin
WING	Wisconsin National Guard

B. Glossary

See Brown County Emergency Operations Plan, Basic Plan

IX. APPENDICES

Appendix 1. Facility Locations

Appendix 2. Activation and Operations Checklist

Appendix 3. Notification and Contact List

Appendix 4. Deactivation /Demobilization Checklist

Appendix 5. Additional Pertinent Documents and Forms

Appendix 1
Firefighting Facility Locations

Information about energy sector facility locations is maintained by the Brown County Zoning/GIS department.

Appendix 2

Activation and Operations Checklist

The ESF-4 Coordinator is responsible for ensuring all activation, notification, coordination, and deactivation/demobilization tasks are completed. The ESF-4 Coordinator may request that other ESFs are activated to support ESF-4 activities.

Initial ESF-4 Activation

- Check-in to the EOC
 - Enter information on the EOC sign-in log
 - Obtain a printed copy of the EOC-214 form if not using electronic versions
 - Begin filling out the EOC-214 as soon as possible!
- Log on to an EOC computer, then log into the ESF-4 Gmail account
 -
 - NOTE: Use this email for *ALL* ESF-4 related email; do not use personal or work email accounts.
- Obtain situation status briefing from the EOC Manager or other source
- Make required notifications via phone and/or email (see Appendix 3)
- Assist with creation of EOC-201, EOC-202, EOC-204, and EOC-209
- Determine resource requirements for ESF-4 operations *within the EOC*; provide that information to the EOC Manager or ESF-7 (Logistics) Coordinator.
- Coordinate with the EOC Manager and other ESF Coordinators to begin developing the goals and objectives for EOC operations for the current and upcoming operational periods.

Appendix 3
Notification and Contact List

Brown County Offices and Departments

Austin-Straubel Airport

Chet Bruette, Chief of Public Safety
Chester.Bruette@browncountywi.gov

Airport Public Safety Dispatch

Emergency Management

Lauri Maki, Director 920-448-7401
Lauri.Maki@browncountywi.gov

Sam Martin, Coordinator 920-391-7431
Dennis.martin@browncountywi.gov

Public Safety Communications

Cullen Peltier, Director 920-391-7430
Cullen.Peltier@browncountywi.gov

XXX, Assistant Director 920-391-7402
XXX@browncountywi.gov

On-Duty Dispatch Supervisor

XXX, Department Assistant 920-391-7400
XXX@browncountywi.gov

Zoning/GIS

Jeff Dumez, BC GIS Coordinator 920-448-6295
Jeff.DuMez@browncountywi.gov

Volunteer Groups

American Red Cross

Bob Mayer, Disaster Program Manager 920-227-4281
robert.mayer@redcross.org

Salvation Army

Jessica Turner 920-609-8876
Jessica.Turner@usc.salvationarmy.org

City of Green Bay Offices and Departments
Administration

Office

Cell

Eric Genrich, Mayor
Celestine Jeffreys, Chief of Staff
celestineje@greenbaywi.gov

Fire Department

David Litton, Fire Chief
davidli@greenbaywi.gov

Rob Goplin, Assistant Chief
robertgo@greenbaywi.gov

Ryan Gibbons, Assistance Chief
ryangi@greenbaywi.gov

On-Duty Battalion Chief

Police Department

Christopher Davis, Police Chief
chris.davis@greenbaywi.gov

Public Works

Steven Grenier, Director
stevengr@greenbaywi.gov

Other fire department contacts can be found in the REDIOP system.

Deactivation/Demobilization Checklist

The Brown County EOC Manager will coordinate with the ESF lead agencies, elected officials of impacted municipalities, and representatives from private companies, non-governmental organizations (NGOs), and faith-based organizations (FBOs) to plan for deactivation of ESF-4. Consideration will be given to the needs of short- and long-term recovery operations, available staffing, and expectations or forecasts for ongoing and future emergencies or disasters.

The EOC Manager will ensure all documentation has been completed and collected, notifications have been transmitted, status reports updated, and EOC systems returned to pre-activation conditions after deactivation.

Deactivation/Demobilization Tasks

- Ensure all ESF-4 team members complete and submit EOC-214s to the ESF-4 Coordinator or EOC Manager prior to demobilization
- Submit information for After Action Reviews (AARs) is submitted to the EOC Manager
- Contribute to development of incident AARs and Improvement Plans (IP) as requested.