

Memo

Date: June 11, 2015

To: Allouez Village Board

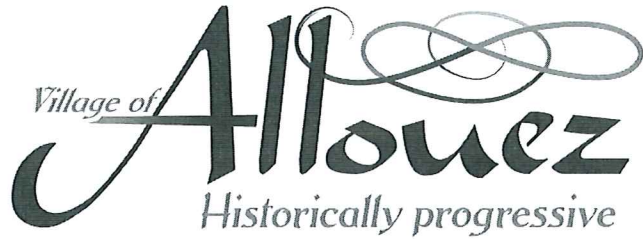
From: Brad Lange

Re: Emergency Procedure Call List

Attached is the Emergency Procedure Chain of Command for your review and action. The idea is to create an order in which to fill the vacancy of the President and Administrator in the event one or both are unable to respond to an emergency in the Village. The order for filling the President's role is based on current tenure of Trustees. However, since the next 3 Trustees are in the 2nd year in office, I utilized the number of votes received during their election to establish the order, this is followed by the 2 most recent Trustees and that order was again determined by votes received.

The Chain of Command for filling the role of the administrator is based on the size of the department in which that department head oversees.

Should you have any questions or concerns, please let me know. This list shall be updated on an annual basis and included in the Village of Allouez Emergency Operations Plan.



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Procedure for Emergency Chain of Command

Update Annually

Per our Emergency Operations Basic Plan for the Village of Allouez , the Village President is first the point of contact for responding to such an emergency for his/her leadership. In the event the President is unavailable the following is the order in which the leadership shall be provided:

Randy Gast – Current President - phone #

Penny Dart – phone #

Jim Rafter – phone #

Bob Dennis – phone #

Matthew Harris – phone #

Lynn Green – phone #

Rob Atwood – phone #

Staff order in the absence of the Village Administrator shall be:

Director of Public Works –

Parks, Recreation & Forestry Director –

Village Clerk/Treasurer -

Finance Director -