

Emergency Operations Plan: Village of Schiller Park



2018

IMMEDIATE RESPONSE PLAN

ALL INCIDENTS INITIAL RESPONSE PLAN – THE FIRST 30 MINUTES

After a critical incident has been identified that requires an Incident Command Post, the Fire Department will assign a member as the Incident Commander, typically the Battalion Chief. As the initial response to incidents is guided by Fire department general orders, nothing in the EOP or this section shall supersede the initial response of the fire department to the critical incident. The Incident Commander will initiate the following set of tasks as a guideline within the operational plan of this Emergency Operations Plan:

1. Open the EOC and notify all personnel of the Command Post and who is the Incident Commander
2. Review [Direction and Control Annex](#), [Incident Management System](#), and [Activation Levels](#).
3. [Incident Command Flow Chart](#)
 - a. Appendix 8 – tear out to delegate personnel
4. Assign Intelligence and Assessment officer
 - a. [Disaster Intelligence and Damage Assessment Annex](#)
 - i. Conduct a Rapid Needs Assessment (RNA)
 - ii. Call out Public Works if required
5. Assign [Communications Annex](#) – assure communication capabilities are operational
6. Assign one person to document all Command Post operations
7. Assign [Mass care Annex](#) responsibilities – Fire Personnel
 - a. One Police Department officer to work in Unified Command as required
8. Assign a Safety Officer
 - a. [Worker Safety and Health Annex](#)
9. Assign a Public Information Officer (PIO)
 - a. [Public Information Annex](#)
10. Call out additional personnel as required
 - a. Assign an officer to make call-outs to reduce burden on communication 9-1-1 center
11. Notify the Fire Chief
 - a. The COP contacts the Mayor and Trustees
12. Emergency Management Agency Director to operate the EOC
 - a. See [Direction and Control Annex](#) and [EOC Operations](#).
13. Contact the IT Coordinator for all IT needs and Mapping requirements.
 - a. See [MAPS Appendix](#) section for various preplanned maps
14. Assign a Mutual Aid officer to request and receive additional assistance
 - a. Follow [Mutual Aid – Multijurisdictional Coordination Annex](#)
 - b. See [Staging Area maps](#) in the Appendix

Additional considerations:

1. Each person assigned as above should review the EOP materials before starting the operation.
2. The [SITUATION](#) sections of the [INTRODUCTION – BASE PLAN](#) documents should be reviewed by all Incident Commanders and Unified Command personnel.
3. If [SEARCH and RESCUE](#), [EVACUATION](#), or other operations are required, special attention should be taken to address the Function Needs (ADA) of citizens who may not be fully capable to help themselves.
4. Additional operational needs may be identified and assigned accordingly. This pre-plan is intended to guide the most important initial steps, not restrict the Incident Commander in any way.
5. Incident Command may have all Schiller Park Fire and Police personnel respond initially, but it is important to assess the length of the response needed and send home personnel accordingly. The Incident Commander should keep in mind that the next shift will need to relieve current personnel within 8, 12 or 24 hours.

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FORWARD SECTION

IFEMA 301.230a

Restricted Document

Village of Schiller Park Emergency Operations Plan

This document contains privileged information and is a “RESTRICTED DOCUMENT.”

Any reproduction or duplication requires prior approval of the Village of Schiller Park.

Preface

The intention of this plan is to provide all Village of Schiller Park officials a clear plan for critical incidents that are beyond the scope of normal operating services. The plans allow for specific drills and exercises to take place annually to strengthen Village capacity in handling everyday incidents and emergencies.

An emergency operations plan provides clear instruction to all governing officials and department leaders. It provides a succession plan so officials know who is in charge and when the change of command is necessary. A complete evaluation of Village assets will be conducted and documented so the incident command structure can effectively and efficiently move resources for the purposes of stabilizing all critical incidents, saving lives, preventing injuries and preserving property.

This plan outlines the approach to emergency management and operations. It provides general guidance for emergency operations activities and an overview of the methods of mitigation, preparedness, response, and recovery. The plan describes the emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response. It is also intended to provide a framework for more specific functional plans that describe in more detail, which does what, when, and how.

Forward

- A. This plan will outline actions to be taken in the event of a critical incident that overwhelms initial Village service in the protection of life and property.
- B. It is not the intent of this plan to attempt to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the administration and staff. It will, however, attempt to deal with those occurrences such as caused by nature or man-made disasters that significantly impact the safety and welfare of the Village of Schiller Park.
- C. The Emergency Operations Plan (EOP) was developed through the efforts of community leaders, elected officials, police, fire and public works administrators and employees. Local businesses and school leaders also contributed to the development of this plan.
- D. The EOP is a multi-hazard, functional plan, broken into components that represent a base plan of operations, functional annexes, and hazard specific appendices. The plan is comprehensive in that it covers aspects of emergency prevention, preparedness, and response. This plan is an all hazards approach and is designed to be flexible enough to respond to unforeseen circumstances. In 2012 a risk-based analysis was conducted by Village department leaders and is included in this plan.
- E. The Basic Plan is to be used primarily by Village of Schiller Park leadership for all departments and intended to assist the Schiller Park Fire and Police Departments in the cooperative response to critical incidents.

- F. The contents of this plan must be understood by those who will implement it or it will not be effective. Thus, the Village of Schiller Park will participate in a regular and annual training plan in the National Incident Management System Incident Command System, table top exercises and planned emergency preparedness exercises in collaboration with other agencies whenever feasible.
- G. Staff with assigned task will be responsible for the development and maintenance of their respective segments of the plan. An annual review process will be a function of this plan and require the regular updating of information, equipment inventory, building inventory, and resource management.
- H. The National Incident Management System (NIMS) provides a management structure and system for conducting emergency operations between the Emergency Operation Center and the Incident Command Post(s) (ICPs).
- I. Preparation for major emergencies and disasters requires contingency planning not only on the part of the Village President, Police Chief, Fire Chief, and Emergency Management Director, but also by all departments and agencies of the Village of Schiller Park. This plan emphasizes the major situations that require coordination and direction from all Village departments/agencies, and may require assistance and support from the County, State, and Federal Governments.
- J. The Illinois Emergency Management Act (20 ILCS 3305/11) states, “That the effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision. As such, this plan ‘is written to include the automated activation that will occur within the Village of Schiller Park following the daily function and operation of this plan. Preparedness, response, recovery, and mitigation activities taken prior to the onset of an emergency or disaster, and after the incident are addressed in this document.”
- K. The Emergency Operation Center (EOC) serves as an effective and efficient facility for coordinating the Village’s emergency response and recovery efforts. The EOC may serve the Village in a number of uses including operations, training, meeting, and other Village operational uses. The EOC can optimize communication and coordination by effective information management and presentation.

COOK COUNTY EMERGENCY OPERATIONS PLAN CERTIFICATION

IEMA 301.230a4

Cook County Department of Homeland Security

And

Emergency Operations Agency

The attached Emergency Operations Plan meets the requirements of the Cook County Department of Homeland Security & Emergency Operations Agency, and is in conformance with Title 29, Chapter 1, Part 301 of the Illinois Administrative Rules, regulating local emergency plans.

This plan is hereby approved this _____ day of _____, 20__.

Director Signature

Print Name

Cook County Department of
Homeland Security and
Emergency Operations

LETTER OF APPROVAL

IEMA301.230a1

LETTER OF APPROVAL

If any section, provision, or clause of this plan shall be invalid, the invalidity shall not affect any other section, provision of clause of this plan.

All regulations and/or parts of regulation, or ordinances conflicting with any of the sections, provisions or clause of this plan shall be repealed.

This Emergency Operation Plan shall be in full force and effect from the date of its approval.

Approved this _____ day of _____ 20____.

By: _____
Village of Schiller Park Village President

Village Attorney: _____

Director of Emergency Management: _____

Attest:
Village Clerk: _____

VILLAGE SEAL

FORMAT OF THIS DOCUMENT

This emergency operations plan was designed to be updated, added to and/or changed whenever necessary. All changes will be maintained by the Village of Schiller Park. The format of this document includes the use of a table of contents with appropriate headers:

Main Subject - **HEADING 1 - font size 18 ALL CAPS**

Topic - **HEADING 2 - font size 18 ALL CAPS**

Subject - **Heading 3 - font size 12 Cap Each Word**

When creating a new section the appropriate headers must be used to keep the table of contents updated and consistent. After any changes the Table of Contents must be updated to assure the content is accurate.

Margins Top 0.8, Bottom 0.8, Left 1.0, right 0.5

This document is intended for one side only and bound in a three hole punch binder.

CERTIFICATION OF ACCEPTANCE

EMA301.230a3

CERTIFICATION OF ACCEPTANCE

This Emergency Operations Plan is hereby approved for the Village of Schiller Park, Cook County, IL. This plan is effective immediately and supersedes all previous editions. We accept the duties and responsibilities as assigned and written and acknowledge the relationship established. We further agree to provide resources, both human and material, to perform the assigned tasks, within scope of ability to do so. We are aware that stated responses and actions may deviate from written at a time and place where it is more practical to do so. We understand that our signature here acknowledges the confidential nature of this document and that this document, the information contained within it as well as any accompanying job aids will be held confidential.

Village President

Date

Police Chief

Date

Fire Chief

Date

Director of Emergency Management

Date

Director of Public Works

Date

Director of Finance

Date

Village Clerk

Date

DISTRIBUTION LIST

IEMA301.230a5

A copy of the Emergency Management Plan has been distributed as follows:

Village President	# 1
Emergency Operations Center	# 2
Emergency Management Director	# 3
Police Chief	# 4
Fire Chief	# 5
Public Works Director	# 6
Village Attorney	# 7
Village Clerk	# 8
Dispatch/Communications	# 9
Cook County EMA Coordinator	# 10

ORGANIZATION OF THE EMERGENCY OPERATION PLAN

EMA301.210

The Emergency Operation Plan (EOP) consists of the following components of the National Response Plan; The paragraphs below describe each of the components.

The Basic Plan describes the structure and processes comprising the Village approach to domestic incident management designed to integrate the efforts and resources of Federal, State, County, other Local Governments, private-sector, and nongovernmental organizations. The Basic Plan includes planning assumptions, roles, and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

Functional Annexes are the parts of the EOP that begin to provide specific information and direction. Annexes should focus on operations: what the function is and who is responsible for carrying it out. While the Basic Plan provides information relevant to the EOP as a whole, annexes should emphasize responsibilities, tasks, and operational actions that pertain to the function being covered. Annexes should cover, in general terms, the activities to be performed by anyone with a responsibility under the function. An annex should identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters.

Annexes should clearly define and describe the policies, processes, roles, and responsibilities inherent in the various functions before, during, and after any emergency period. To ensure adequate planning for all appropriate contingencies, it may be necessary to spend time projecting the consequences of various emergencies. This should not be restricted to those hazards found to be most threatening during the hazard analysis. For example, airplane crashes, while infrequent, can occur almost anywhere with little or no warning. The term "generic" has been used to describe these functional annexes that are generally applicable to all hazards. The generic annexes are critically important parts of the plan, since they must enable the jurisdiction to cope with any unforeseen emergency.

Appendices provide other relevant, more detailed supporting information, including terms, definitions, acronyms, authorities, and a compendium of Village's management objectives.

Functional Annexes Include but are not limited to:

- A. Animal Care Annex – Describes the immediate actions to be taken to minimize animal (owned, stray, domestic or wild animals) suffering in the event of a large-scale emergency/disaster.
- B. Communications Annex - Presents how information will be coordinated between all Village, State, and County, Federal, and NGOs agencies during emergency and recovery operations. In addition, this Annex confirms the guidelines the Village will follow to maintain, operate, and coordinate all communication for day-to-day operations and emergency operations at all Village locations, the EOC, and ICP(s). The Village will interact with the telecommunications industry and work to maintain/repair/restore telecommunications infrastructure, and the Village's cyber and information technology systems.
- C. Debris Management Annex – Describes facilitation and coordination involved in the removal, collection, and disposal of debris following a disaster.
- D. Direction and Control Annex – This annex establishes workable procedures for the development, manning, and operation of an Emergency Operation Control and the National Incident Management System (NIMS) within the Village of Schiller Park to coordinate government's response to planned events, day-to-day operations and emergency situations.

- E. Disaster Intelligence/Damage Assessment Annex – Describes the methods the Village will utilize to identify, collect, analyze and disseminate information on the extent and impact of the disaster.
- F. Donations Management Annex- Provides guidance on donation management functions.
- G. Evacuation Annex – Describes the Village’s evacuation procedures.
- H. Health and Emergency Medical Services Annex – Describes the activities associated with providing health and medical services in emergencies and disasters, including emergency medical services, hospital, public health, environmental health and mental health services.
- I. Mass Care Annex – Describes the actions the Village will take to ensure appropriate services are provided at a mass care facility, including, but not limited to, providing temporary shelter, food, medical and psychological care, clothing, and other essential life support needs to people displaced from their homes because of a disaster situation.
- J. Medical Examiner Forensic Services – This Annex describes the process of collecting, identifying and caring for human remains; determining the cause of death; inventorying and protecting deceased’s personal effects; and locating and notifying the next of kin.
- K. Public Information Annex – Describes the Village’s process of interface between the public and media, regarding incident-related, and/or special events information.
- L. Resource Management Annex – Describes the process the Village will use to manage people, equipment, facilities, supplies, and other resources to satisfy the needs generated by the disaster.
- M. Search and Rescue (GSAR) Hazard Specific Annex - Describes the Village’s Ground Search and Rescue response to incidents of lost and missing persons in conjunction with IEMA Ground Search and Rescue System. Volunteers Annex - Provides guidance on volunteer management functions.
- N. Warning/Emergency Information Annex – Describes the Village’s emergency warning system.
- O. The following list of Hazard Specific Annexes addresses primary functions that warrant attention and may require that specific actions be taken during emergency response operations:
 1. Flooding Hazard Specific Annex - Describes the activities of preparedness, response, mitigation and recovery from potential flooding.
 2. Hazardous Materials (Nuclear/Radiological) Hazard Specific Annex - Describes incident management activities related to Hazardous Materials Incident(s) in Village of Schiller Park.
 3. Terrorism, Law Enforcement and Investigation Hazard Specific Annex - Describes law enforcement and criminal investigation coordinating structures and processes in response to a terrorist event.

STATEMENT OF PURPOSE

IEMA 301.230b1

NIMS III-B-2-a-2

The objective of preparing this Emergency Operation Plan is to create the capacity to save the maximum number of lives in the event of a major emergency or disaster, minimize injuries, protect property, preserve functioning municipal government, and maintain and support economic activities essential for the survival and eventual recovery from the emergency or disaster.

In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. All emergencies and disaster situations have certain commonalities. This plan will focus on developing an emergency management system under NRF and NIMS capable of operating in any type of emergency or disaster whether natural, technological or civil. Specific actions that are further described in the Concept of Operations Section will be outlined in Functional Annexes and Hazard Specific Annexes developed for each operational department of Village of Schiller Park.

This Section also provides the framework for the response for functional needs populations, including assignment of responsibilities and a description of the actions to be taken by the Village upon a disaster;

- Establishes a Village-wide understanding of the unique operational concepts, organization, tasks, and coordinated emergency actions of public agencies, special districts, and other organizations and institutions to address functional needs populations during disasters. Detailed descriptions of how Village departments or jurisdictions respond to functional needs populations will be located in their respective department specific plans or procedures.
- This is not a stand-alone plan.
- This Section and Annexes consolidates information from other Federal and State existing plans and procedures that address functional needs populations before, during, and after disasters. This Annex is intended for use in conjunction with these other plans and to highlight the key preparedness, response, and recovery steps that the Village will take in addressing functional needs populations.

INTRODUCTION – BASE PLAN

IEMA 301.240b3

This Section is based on the following assumptions:

- A. The period during response and recovery shall remain the responsibility of those officials as outlined herein. Local resources shall be first used, then mutual aid resources, and finally County, State and Federal Assistance. Individuals and agencies shall be used in familiar roles to the extent practical, and non-essential functions will be offered so that these resources may be diverted to the emergency.
- B. The Village of Schiller Park has capabilities and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster.
- C. This plan has been prepared, integrating all operational departments, in a comprehensive effort to prepare for major emergencies and disasters following the “all hazards” approach.
- D. Key components highlighted in the Emergency Operation Plan will be incorporated into response and recovery responsibilities, checklists, and integrated into the emergency response system to create a fully inclusive approach.
- E. In the Village of Schiller Park there are 11,000 plus residents, local business workers, visitors and motorist, there are significant, diversely functional needed populations with needs during emergencies.
- F. Village departments must create strong networks with the community to reach those with the residents and the functional needs community.
- G. Populations with functional needs, as well as their caregivers and families, must be empowered to take steps to learn about preparedness and make plans for disasters.
- H. NGOs agencies providing temporary or long-term residency services or custodial care to residents and residents’ functional needs must develop comprehensive emergency plans according to their regulatory authorities, and ensure that emergency policies and procedures are adequate and up-to-date.
- I. The County and State will provide support to Village of Schiller Park in accordance with the County and State Emergency Operation Plans to address emergency-related issues for general and functional needs populations.
- J. This Plan will be reviewed at least every two years and updated as needed.
- K. The Emergency Management Director shall serve as the Chief of Staff to the Village President for all protocols in Emergency Management. All agency or department heads will continue to control their organizations at the direction of the Village President.
- L. The Emergency Management Director serves as the liaison between the Village of Schiller Park and Illinois Emergency Management Agencies and other stakeholders in the Emergency Management Community.
- M. Representatives of all designated local organizations for the purpose of coordination and centralized direction and control shall staff the Emergency Operation Center.
- N. Through its coordinating agencies, the Cook County and Illinois Emergency Management Agencies have resources available to assist the Village in emergency or disaster responses and recovery efforts.
- O. Some of the hazards that may affect the Village of Schiller Park may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.

SPECIAL CONSIDERATIONS REGARDING WEAPONS OF MASS DESTRUCTION (WMD)

WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are several factors surrounding WMD incidents that are unlike any other type of incidents that must be taken into consideration when planning a response. First responders' ability to identify aspects of the incident(s) (e.g., signs and symptoms exhibited by victims) and reporting them accurately will be the key to maximizing the use of critical local resources and for triggering state and federal response. The following items identify differences between WMD incidents and other natural and technological hazards:

- A. The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by the methods used for explosives or firearms.
- B. Most agents can be carried in containers that look like ordinary items.
- C. There may be multiple events (e.g., one event in an attempt to influence another event's outcome).
- D. Responders are placed at higher risk of becoming casualties. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders at the scene may be targets for the secondary WMD releases or explosions and become casualties.
- E. The location of the incident(s) will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize conflicts between law enforcement authorities, who view the incident as a crime scene, and others who view it as a hazardous materials or disaster scene.
- F. Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' office, walk-in medical clinics, or emergency rooms because they do not realize that they are contaminated. First responders may carry the agent to fire or police stations, hospitals, or to other locations of subsequent calls.
- G. The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
- H. There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes terror in most people. Fear of the unknown also makes the public's response more severe.
- I. Time works against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemical and biological agents worsen with time.
- J. Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
- K. Specialized local and state response capabilities may be overwhelmed

SITUATION

IEMA 301.240b2

The Village of Schiller Park is exposed to a variety of natural, technological, civil/political, physical, and specific hazards that can and have posed a threat to the lives and property of our citizens. These hazards have the potential for disrupting the community, causing physical damage, and creating casualties. These hazards are outlined in the Identification of Hazards in this section of the Emergency Operation Plan.

Village of Schiller Park is located at 9526 W. Irving Park Rd, Cook County, State of Illinois. Geographically, the Village of Schiller Park consists of approximately 2 square miles generally consisting of single family homes, multi-family homes, small business, A large Rail Yard, schools and medical care facilities. The topography in the area is level with one major waterways. The community is in very close proximity to O'Hare International Airport, majorly traveled interstate highways, the Cook County Forest Preserve and the City of Chicago.

	2010 Census Data	Future Data
Corporate area in square miles	2.77	
Number of parcels	3,679	
Population	11,857	
Number of households	4422	
Number of housing units	4698	
Businesses	< 400	
Median household income	\$ 45,646	
Miles of streets	40.2	
Miles of water main	38.4	
Number of hydrants	440	
Number of water valves	461	
Miles of sewer main	45.4	

LIVING POPULATION

The population of 11,857 has remained relatively stable for the past decade. Schiller Park is categorized as a “stable” community. Schiller Park is an ethnically and racially diverse community and is of a moderate income population. Schiller Park is an older community with 11.1 percent of its’s population over the age of 65.

Schiller Park is surrounded by the Villages of Franklin Park and Rosemont, the Cook County Forest Preserve, O'Hare Air Port and the City of Chicago. Schiller Park is land locked and the potential for significant growth in population is limited.

VISITING POPULATION

The places of interest for a visiting population consist of the Restaurant’s and Café’s, its many high-quality hotels which are in close proximity to O'Hare Air Port, The Donald E. Stephens Convention Center and the MB Financial Entertainment District, and numerous businesses located within the village. Schiller Park has a retail sale per capita of over \$21,400, which is average among other towns in the area.

WORKING POPULATION

The working population is mostly retail and light industrial. The Hotels in their own have a medium sized working population.

INFRASTRUCTURE

The village infrastructure covers an area of two square miles. It has 40.2 miles of streets, 40 miles of sidewalks and over 4400 homes. There are 45.4 miles each sanitary and storm sewers. Hardness of the water is 8 grains/135 PPM. Water is from Lake Michigan and is purchased from the City of Chicago. Schiller Park has 3 water storage reservoirs, one above ground and two underground with a total storage capacity of 3,000 gallons. Schiller Park receives water from Lake Michigan.

SCHOOLS

1. School District. #81
 - a. Lincoln Middle School - 9760 Soreng Ave.
 - b. Kennedy Elementary School – 3945 N. Wehrman Ave.
 - c. Washington Elementary School – 4835 Michigan Ave.
 - d. St. Maria Goretti School – 10010 Ivanhoe Ave.

HOSPITAL AND EMS RESOURCES IN THE AREA

A list of the hospitals within and near the Village of Schiller Park are listed below.

LURIE CHILDREN'S HOSPITAL 223 E, Chicago Ave., Chicago IL, 60611	773-880-4000	www.luriechildrens.org
LOYOLA MEDICAL CENTER 2160 S. First Ave., Maywood, IL 60153	888-584-7888	www.loyolamedicine.org
GOTTLIEB MEMORIAL HOSPITAL 701 W. North Avenue, Melrose Park 60160	708-681-3200	www.gottliebhospital.org
LUTHERAN GENERAL HOSPITAL 1775 W. Dempster, Park Ridge 60068	847-723-2210	www.advocatehealth.com/luth
COMMUNITY FIRST MEDICAL CENTER 5645 W. Addison, Chicago 60634	773-794-8423	www.cfmedicalcenter.com
RESURRECTION MEDICAL CENTER 7435 W. Talcott, Chicago 60631	877-RES-INFO	www.resurrectionmedicalcenter.reshealth.org
WESTLAKE COMMUNITY HOSPITAL 1225 Lake Street, Melrose Park 60160	708-681-3000	www.reshealth.org/sub_wh/default.cfm
US Health Works 4200 Mannheim Rd, Schiller Park, IL 60176	847-801-5170	

TRANSPORTATION

Schiller Park local roads are in good condition. Significant traffic flows are on the main roads, which travel through Schiller Park from the Interstate 294 expressway and the City of Chicago, by Irving Park Road.

Metra trains run through town with a station located at 4555 Ruby St.

Schiller Park is well served by public transportation with 2 routes for PACE for area and regional bus services.

NATURAL ENVIRONMENT AND WATERSHED

The western 1.7 square miles of the Village Schiller Park lies within the Crystal Creek sub watershed of the Lower Des Plaines River watershed with the remaining eastern portion in the Lower Des Plaines River mainstem watershed. The local watersheds are generally urbanized with the exclusion of Forest Preserve property along the Des Plaines River.

HAZARD ANALYSIS

IEMA301.220a1, IEMA 301.220a2, IEMA 301.220a3,
IEMA301.220b1, IEMA 301.220b2, IEMA 301/220c

Schiller Park is vulnerable to many different types of natural, technological/industrial, and civil/political hazards capable of creating a major emergency or disaster situation. In 2016, an all hazards analysis was conducted by members of the police, fire, public works and Village Hall. The results of that analysis are what follow. Specific hazards determined to be of major concern are listed below, in order of their level of threat:

Natural Hazards:

Probability

Severe Thunderstorm/High Winds/Lightning	High
Severe and/or Excessive Heat or Cold	High
Winter Storms/Snow/Ice	Medium
Floods	Medium
Tornadoes	Medium
Earthquake	Low

Technological / Industrial Hazards:

Fire/Explosion	Medium
Utility Failure (electric, gas, phone, sewer, water)	Low
Hazardous Materials (Fixed Site, Transportation, and Nuclear)	Medium
Commercial Transportation Accidents (Air, Rail, and Road)	High
Structural Collapse	Low

Civil / Political Hazards:

Civil Disturbance/Strikes	Medium
Civil/Political Hazards	Low
Hostage Situations	Low
Extortion	Low
Sabotage	Low
Riots	Low
Terrorism	Low

CONCEPT OF OPERATIONS

The critical responsibility for disaster response lies with the lowest governmental jurisdiction involved. The Village manages its operations during a disaster using the National Incident Management System (NIMS) and Incident Command Systems (ICS) which are in compliance with HSPD-5. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines.

It is a basic concept that emergency operations will make use of all normally and daily available village resources to combat the effects of a disaster. If a catastrophic disaster impacts the village causing the current resource to be overwhelmed, Cook County Emergency Management Agency (CCEMA) will provide support and assistance as set down by State of Illinois standards. The village has telephone and radio communications with CCEMA and will utilize the most appropriate method available to contact them for support.

Should the County of Cook require additional support, the CCEMA will work with the Illinois Emergency Management Agency through their Regional Coordinator, if available, or through the IEMA office in Springfield.

All necessary information regarding the impact of the disaster will be provided to CCEMA to be shared with IEMA. Coordination of state resources will be the responsibility of IEMA. If further support is necessary, Federal resources will be requested by the State of Illinois. Local officials will retain ultimate control and responsibility.

Mutual aid and spontaneous volunteers may be utilized to the extent of their capabilities and when doing so will not put them at extreme risk. Volunteers will be utilized in accordance with the IEMA Act and following NIMS & ICS processes.

The Village of Schiller Park will have their Emergency Operation Plan Approved by the Cook Director of Emergency Management in accordance with the Illinois EMA Administrative Code and FEMA - National Incident Management System (NIMS)

This program applies to all types of hazards that might occur in Village of Schiller Park. Prior to an emergency, the following strategies are applied to these hazards:

Phases of Disaster

The Village of Schiller Park acknowledges the 4 phases of a disaster. These phases include Mitigation, Preparedness, Response and Recovery.

Mitigation

Mitigation includes the activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed based on lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury. The mitigation efforts of the community will provide information regarding corrective actions which are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises.

[NIMS III-B-2-a-4](#)

Preparedness

The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Within NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management. This EOP, along with departmental or functional operating procedures/guidelines will identify a certain level of expectation of preparedness in regards to the process and schedule for identifying and meeting training needs of the community.

NIMS III-B-2-a-3

Functional (ADA) Needs Planning

A. Planning Networks

Effective functional (ADA) needs planning involves engaging disability navigators, direct/supportive care organizations, community and faith-based organizations, non-governmental organizations and other private sector groups with the Village's emergency planners. (For information on how to select the right individuals for planning, see FEMA Comprehensive Preparedness Guide (CPG) 301 – Interim Emergency Management Planning Guide for Special Needs Populations.) A multi-department and community approach to the planning process, including the initial assessment of plan purpose, situational needs and assumptions, and the development of concept of operations is necessary. Members of the planning network should assess how efforts can be coordinated.

Focus should be on improving the understanding of the Village functional (ADA) needs; community-based assets, capabilities, and limitations as well as identifying opportunities for improvement and cooperation. Integrated planning has led to integrated response by all members of the planning network. This includes the development of mutual-aid agreements and memorandums of understanding and agreement (MOU/MOA) regarding sharing resources during emergency events.

B. Village of Schiller Park Functional (ADA) Needs Advisory Committee

Periodically the Village will form a committee that consist of individuals with special needs who reside in the jurisdiction, as well as representatives from Village departments, disability and special needs provider organizations, advocacy groups, and other local government agencies. The committee will focus on reviewing the current EOP and recommend improvements to the Emergency Management Director.

C. Education

Public education on personal and family preparedness is one component of effective response. Encouraging individuals with functional (ADA) needs and their family members to take responsibility for their own safety, security and survival will benefit the Village's response to a disaster/event.

The education program emphasizes preparedness, evacuation, and sheltering plans, whether as an individual or a family. The general rule of thumb is to plan for at least three days of self-sufficiency. Individuals and family members with functional (ADA) needs are encouraged to prepare plans that include provisions for: support networks, evacuation (if needed), adaptive equipment and batteries, service animals and their provisions, rendezvous components, accessible transportation, medications, food and water, important legal documents, and other go-kit necessities.

An emergency support network is concentrated on friends, relatives, or aides who know where the person is, what assistance he/she needs, and who will join the person to assist them in seeking shelter or when sheltering-in-place. If a person's plan depends on assistance from others, it is essential that those others fully understand and commit to their role, and that the individual also establishes backup plans as a safeguard against unforeseen contingencies. Some support network members may not be able to reach the person with specific functional (ADA) needs, so alternatives must be in place.

D. Registries

Registries are databases of individuals who voluntarily sign up and meet the eligibility requirements for receiving emergency preparedness education and emergency response services based on need(s). Not everyone who requires assistance during an emergency will enroll, in part, because they do not want to disclose their personal data for the following reasons:

- Fear their financial assets will be taken.
- Fear of legal consequences (in the case of undocumented workers).
- Privacy issues - medical information will not be protected, making them targets of crime and fraud.
- If function-based or medical needs are new, temporary, or incurred as a result of the disaster.
- A belief that assistance is not needed.

The Village means of registry management is through Memorandum of Understanding (MOU) with known agencies/organizations that service individuals with functional (ADA) needs. These agencies have already established safeguards to protect registrants' privacy and confidential information. The MOU would describe the process by which the agency/organization would contact and/or connect individuals requiring evacuation/transportation assistance with first responders during an emergency. The Village of Schiller Park retains a voluntary registry which is administrated by the Village of Schiller Park. Registered individuals or agencies may have location information entered into the Village's GIS mapping system for emergency response purposes.

Response

The response phase includes activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increase security operations; continue investigations into the nature and source of the threat; provide ongoing public health and agricultural surveillance and testing processes; provide for immunizations, isolation, or quarantine; as well as specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Upon receiving notification, all staff will report to the EOC to coordinate response activities. An Incident Command Post (ICP) will be established near the site of the disaster or emergency. Field personnel will report to the Reception Area to ensure overall coordination. 24 hour operations will be conducted as necessary. All preliminary damage assessment and other appropriate information will be forwarded to the State of Illinois through the EOC.

Village of Schiller Park, Cook County, State of Illinois Emergency Operation Plans, and the National Response Framework have provided a timely response of County, State, Federal, and NGOs resources to the Village of Schiller Park if needed. Presidential Decision Directive (PDD) 39 divides response activities for a WMD incident into two operational phases, crisis management, and consequence management.

Crisis Management is defined as a law enforcement function, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions, such as intelligence, surveillance, tactical operations, negotiations, forensics, and investigations, as well as technical support missions, such as agent identification, search, render safe procedures, transfer and disposal, and limited decontamination. In addition to the traditional law enforcement missions, crisis management also includes assurances of public health and safety. PDD-39 assigns the Federal Bureau of Investigation (FBI) as the lead agency

in charge of operations under the Crisis Management phase of operations. The laws of the United States assign primary authority to the Federal government to prevent and respond to acts of terrorism or potential acts of terrorism.

Consequence Management is predominantly an emergency management function and includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In an actual or potential terrorism incident, a consequence management response will be managed by FEMA using the structures and resources of the Federal Response Plan. These efforts will include support missions as described in other federal operational plans, such as predictive modeling, protective action recommendations, and mass decontamination. PDD-39 assigns the Federal Emergency Management Agency (FEMA) as the lead agency in charge of operations under the Consequence Management phase of operations. The laws of the United States assign primary authority to the State and municipal governments to respond to the consequences of terrorism, and the federal government provides assistance, as required.

Recovery

The recovery phase of an emergency typically is the longest and most difficult aspect of a disaster for a Village's residents, and can be especially traumatic for people with functional (ADA) needs. They may be deprived of vital connections to attendants, service animals, neighbors, local business owners, and even family members. They may no longer be able to follow their accustomed routines. There also may be evidence of psychological distress when forcing some individuals with functional (ADA) needs to confront their limitations or to relive traumatic experiences from their past.

Recovery is the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

External response organizations are typically trained to operate within their department or agency command structures and are advised that their adherence to NIMS & ICS are requested and preferred prior to utilization during a disaster response within Village of Schiller Park.

Local law enforcement, local fire department personnel, or the 911 dispatch center are usually the first to know of an emergency or disaster. The staffing level at the EOC will be determined by the Village President with input from the Police Chief, Fire Chief and Emergency Management Director, depending on the event. A limited emergency would call for a partial staffing. A full scale disaster would require mobilization of the entire EOC staff and may include external agency staff as well. The President will identify which staff is required within the EOC setting in a limited emergency.

The Village's Incident Management Team planners, of course, can do little to counter some of these effects, such as psychological distress and changed community environments. However, plans can be established so that those services and functional needs most critical are restored or addressed as a priority during the recovery phase.

Access to Social Services, Temporary Lodging or Housing, and Other Benefit Programs - State and County Agencies often provide social services and other benefit programs to assist people harmed by emergencies and disasters. These programs need to be accessible to all, including functional (ADA) needs populations. Following are some important points to remember:

1. Application procedures should not limit access for residents with disabilities. Multiple methods of application (providing supplemental services and reasonable modifications to application procedures when people with disabilities need them) are the most effective way to ensure equal access.
2. Information regarding social services and other benefit programs should be available in formats that persons with communication disabilities can use.
3. Crisis counseling services will not be accessible to people who are deaf or hard of hearing unless appropriate aids and services are provided. In addition, these services need to be offered at physically accessible locations to accommodate people with mobility disabilities.
4. Temporary ADA compliant lodging or housing programs may not be available to all people requiring it unless ADA compliant transportation, hotel rooms and/or temporary housing are available in appropriate numbers. To prepare for the potential need for temporary housing, the ESF Mass Care and Sheltering and the ESF Long-term Community Recovery and Mitigation should identify available physically accessible short-term housing, as well as housing with appropriate communication devices, such as TTY's. Temporary accessible housing (such as nearby ADA complaint hotel rooms) may be used if people with disabilities cannot immediately return home after a disaster and no other support system is available.

The ADA generally requires people with disabilities to receive services in the most integrated setting appropriate to their needs unless doing so would result in a fundamental alteration in the nature of services or impose undue financial and administrative burdens. To comply with this requirement and assist people with disabilities in avoiding unnecessary institutionalization, the Planning and Logistic Section Chiefs and shelter operators may need to modify policies to give some people with disabilities the time and assistance they need to locate temporary shelter.

Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth. Involving individuals with functional (ADA) needs and representatives of agencies/organizations that serve them is critical in enhancing the quality and breadth of input into decision-making during this crucial period. When moving programs from a damaged facility to another location, state and local governments must ensure that the programs remain accessible to people with disabilities. This requirement applies whether the program is relocated permanently or temporarily.

Following certain disaster events, state and local governments may wish to undertake a long-term recovery program in which FEMA supplemental federal support is not required. The *FEMA Long-Term Community Recovery (LTCR) Self-Help Guide* is intended to provide state and local governments with a planning framework for implementing their own long-term community recovery planning process.

POST INCIDENT MITIGATION

Post-incident mitigation activities are those that eliminate or reduce the probability of future events or damage by altering or permanently changing the area that was affected by the incident. Examples may include buy-out and demolition of flood-prone structures, construction of flood control/storm water retention facilities, and modification or development of more stringent building codes.

NATIONAL INCIDENT MANAGEMENT SYSTEM

Homeland Security Presidential Directive– 5 HSPD–5 was established in 2003 and directed the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provide a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.

NIMS are a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent of NIMS is to:

- Applicability across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

NIMS Compliance requires Federal departments and agencies to make the adoption of NIMS by State and local organizations a condition for Federal preparedness assistance (grants, contracts, and other activities) by FY December 2007.

Homeland Security Presidential Directive Number 5 (NIMS)

The Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism. On all levels of government - Federal, State, County, Local, and Tribal, as well as by many private sector and nongovernmental organizations will operate on the same ICS. ICS is usually organized around five major functional areas: command, operations, planning, logistics, and finance and administration. A sixth functional area, Intelligence, may be established if deemed necessary by the Incident Commander, depending on the requirements of the situation at hand. Some of the more important “transitional steps” that are necessary to apply ICS in a field incident environment include the following:

- A. Recognize and anticipate the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate;
- B. Establish incident facilities as needed, strategically located, to support field operations;
- C. Establish the use of common terminology for organizational functional elements, position titles, facilities, and resources; and
- D. Provide oral direction to the development of a written Incident Action Plan.

INCIDENT MANAGEMENT SYSTEM

On March 3, 2016, the Village President signed Resolution 06-16 adopting the National Incident Management System in the Village of Schiller Park. Village of Schiller Park Incident Command System is in compliance with NIMS in response to day-to-day emergencies and major emergencies/disasters in the Village limits. Village of Schiller Park Incident Command System is based on an integrated incident management system, which includes Municipal and County involvement, and may require support and assistance from the State and Federal government. Operations conducted under this plan will be accomplished based on NIMS.

In each instance, the first to respond to the event in the Village of Schiller Park will be the Police, Fire Department, or Public Works, and will follow these steps:

1. **Step 1 - Arrive and establish command-** The Incident Commander is the person responsible for all aspects of an emergency response including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all resources involved.
2. **Step 2 - Assess the situation-** The Incident Commander and his/her staff will begin a rapid assessment of the situation to determine if first responders can handle the incident (Type 4) with Police, Fire or Public Works Departments and with normal mutual aid response. If the incident can be handled by the Incident Commander on the scene, a Level 4 – Watch EOC activation will be activated.
3. **Step 3 - Activation of Level 3 - Partial Emergency Operation Center (EOC) Activation -** If the incident requires additional resources and is expected to go into multiple operational periods, Type 3 incident, Level 3 EOC Partial Activation will be ordered.
4. **Step 4 - Assess Village’s ability to manage the situation -** If it is determined that an incident exceeds Level 3 EOC activation and State resources are required, a Level 2 - Full Activation /Type 2 incident will be ordered. The Village President will declare a “State of Emergency”. This declaration authorizes the full activation of Village of Schiller Park Emergency Operation Plan under Illinois Emergency Management Act, Illinois Emergency Management Administrative Code, and Village of Schiller Park Ordinances that will authorize the rendering of assistance and financial aid by the whole Village of Schiller Park and the County of Cook.

A “State of Emergency” may be declared at a level 3 or 2 in preparedness for a potential emergency. If the Village is not able to manage the Type 2 situation(s) at Level 2 activation, then a Type 1 incident, Level 1 - Federal Response Activation will be ordered. “State of Disaster” will be initiated and signed by the Village President. The disaster declaration formally identifies that the situation is larger than Village of Schiller Park can handle with normal mutual aid; State and Federal assistance is formally requested.
5. **Step 5 - Requesting Assistance.** The Emergency Management Director will notify the Cook County and the State EOC with formal Disaster Declaration. CCDHSEM- 24/7 phone number 847-377-7100; IEMA – Region 4 phone number is 847-297-4717, after hours 217-782-7860. [IEMA 301.23068](#)
6. **Step 6 - Cook County Emergency Management System -** Following a request for County, State or Federal assistance, the damage assessment process will begin. This assessment will assist County Officials in determining if County resources will be adequate, or if State or Federal assistance will be required. Based on damage assessment reports from jurisdictions within the County, the County Board President may declare a formal State of Emergency or Declaration of Disaster.
7. **Step 7 - IEMA–** Following a request for State or Federal assistance, the damage assessment process continues. This assessment will assist State and Federal Officials in determining if State resources will be adequate, or if Federal assistance will be required. Based on damage assessment reports from jurisdictions within the State, the Governor may declare a formal State of Emergency or Declaration of Disaster.
8. **Step 8 - The Presidential Declaration -** If criteria are met, the US President can declare the Counties in the State disaster areas. This declaration will authorize the rendering of a variety of aids, primarily financial, to affected residents and units of government. An emergency declaration will authorize limited assistance from specific agencies, while a disaster declaration will authorize the full range of federal assistance to local communities.

CONTINUITY OF GOVERNMENT

IEMA301.230b4

Effective emergency management operations depend on three important factors to ensure continuity of government. These factors are: (1) lines of succession for Village President, (2) lines of succession for department heads and senior staff, and (3) preservation of records vital to the community.

A. LINES OF SUCCESSION FOR THE VILLAGE PRESIDENT

In the event that the Village President is unavailable, the powers of the office shall be exercised, and duties shall be discharged by his designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until such time as the vacancy which may exist shall be in accordance with the constitution or statutes; or until the Mayor or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. The line of succession for the executive branch of government will be:

1. Village Manager
2. Senior Trustee
3. Fire Chief
4. Police Chief

The emergency interim successor will serve until the Village Council can exercise their statutory duties under Illinois Compiled Statute - Vacancy by Death or Disability (65 ILCS 5/3 Section 3.1-10-50 b) and Village Code Chapter 30. Section 30.034 – President Pro Tem.

B. CONTINUITY OF OPERATIONS FOR VILLAGE DEPARTMENTS

Awareness of possible consequences of terrorist incidents and emergencies (natural and human-induced) has provoked preparations of governmental Continuity of Operations (COOP) Plans. Governmental agencies from local to federal levels must develop plans to continue their mission-critical processes across a broad spectrum of emergencies. The Village of Schiller Park formulated a COOP Plan to ensure continuity of its essential government functions—especially within Village’s Departments occupying roles in the Organization and Responsibilities in the next section. Moreover, this COOP Plan will be essential to maintain trust in government and avoid widespread death, injury, and panic in a disaster.

This COOP Plan accords with current Illinois Emergency Management Administrative Code and U.S. Department of Homeland Security (DHS) guidance for COOP planning, and with operational guidelines outlined in the National Incident Management System (NIMS). Each department will maintain their section of the plan.

For further information see the Continuity of Government Operations Plan.

C. PRESERVATION OF RECORDS VITAL

The Village Clerk is responsible for the identification of records deemed to be vital to the restoration of the Village. As these records, and their storage method may vary from time to time, a listing of these records and the location of the alternate storage facility(s) can be found in the Village Clerk Office.

ORGANIZATION AND RESPONSIBILITIES

IEMA301.230b5

Most of the Village departments/agencies have emergency functions in addition to their normal day-to-day duties, however, these functions usually parallel or compliment normal responsibilities. Each Village department is responsible for the development of specific Standard Operating Procedures (SOPs) and/or Standard Operating Guidelines (SOGs) detailing how they will function in support of the responsibilities outlined in this plan.

The purpose of this section is to identify areas of major concern in the Village's Government, and further identify which Village department/agency(s) is responsible for managing that particular function.

VILLAGE PRESIDENT

The Village President, as the chief executive officer, shall perform all duties that may be required of him by statute or ordinance. The Village President shall have supervision over all appointed officers of the Village and he shall have the power and the authority to inspect all books and records kept by any officer or employee at any reasonable time.

- The Village President shall serve as presiding officer of the Village Council and shall have such voting rights as provided for in the Village's Code and Ordinances.
- Whenever there is a question as to the respective duties or powers of any appointed officer of the Village, this shall be settled by the Village President; and he shall have the power to delegate to any such officer any duty, which is to be performed when no specific officer has been directed to perform that duty.
- During a period of emergency/disaster the Village President is held ultimately responsible for the preservation of life and protection of property as outlined in Illinois State Law.
- The Village President shall perform such general duties as are prescribed for this office by State Statute and Ordinances of the Village.

VILLAGE MANAGER

The Village Manager shall be the chief administrative officer of the Village and shall be responsible to the Village President and to the Board of Trustees for the management and operation of all of the affairs and the departments of the Village. As that administrative officer, he or she shall have the management and control of all matters and things pertaining to the operation and maintenance of the properties of the Village and of all of the departments of the Village. He or she also shall have supervision of other administrative agencies and departments and officers as may be hereafter created by the President and Board, unless the management and control of those departments and officers is expressly delegated elsewhere. During a period of emergency/disaster the Village Manager shall assist the Emergency Management Director with the operations of the EOC

VILLAGE ATTORNEY

The Village Attorney is the legal advisor to the Village and advises the Village President, Village Council, and Village staff on all legal matters in which the interests of the Village are involved. During a period of emergency/disaster the Village Attorney or his/her staff will serve as the Legal Officer in EOC for the Village President, EOC Manager and Incident Commander. Village Attorney is a member of the IMT.

VILLAGE CLERK

The Village Clerk retains and administers the corporate seal, keeps all records, attends all meetings of the Village Council and maintains a full record of its proceedings as specified in the Village code and the state statute. The Village Clerk is also responsible for coordinating the preparation of agendas for the Village Council meetings, and compiling and distributing agenda packets. During a period of emergency/disaster, the Village Clerk is responsible for all legal documents from the Incident in the response, recovery, and mitigation mission.

VILLAGE COUNCIL

Village Council sets policy for the Village of Schiller Park. During a period of emergency/disaster the Village Council is responsible for the passage of emergency ordinances and emergency finance ordinances for the response, recovery, and mitigation mission.

FINANCE DEPARTMENT

Responsibilities of this department include collection and disbursement of Village resources; budget, debt, employee benefit and retirement administration; insurance and risk management; data processing; payroll and personnel; treasury management and administration; purchasing and accounting. During a period of emergency/disaster the Finance Director and/or Staff serves as the Finance/Administration Section Chief in Incident Command and is responsible for tracking monetary donations, emergency finance, and the financial records for the response, recovery, and mitigation mission.

EMERGENCY COMMUNICATIONS CENTER

The 911 Center is responsible for the operation of the community-wide dispatch service. From its facility dispatchers can communicate with all Village departments, Local Municipalities, County, State, and Federal Agencies. Detailed information regarding the communications ability of the Village can be found in Functional Annex Communication.

EMERGENCY MANAGEMENT AGENCY

The Emergency Management Agency shall have direct responsibility to develop and coordinate the implementation of a comprehensive strategy for emergency management for the protection from terrorist threats, attacks, natural or man-made disasters as well as special events. The Incident Management Team starts as the smallest unit and escalates according to the complexity of the emergency.

The Incident Management Team is comprised of all department heads trained to serve in Command and General Staff positions during the first 6–12 hours of an incident. Other Village employees and volunteers are trained to serve in Command and General Staff positions to support the Incident Management Team after the first 6–12 hours of operations.

Although the primary purpose is for response, the Incident Management Team can respond to a wide range of emergencies, including fires, floods, earthquakes, inland-hurricanes, tornadoes, riots, spilling of hazardous materials, and other natural or human-caused incidents and special events. The five subsystems of an incident management team are as follows:

1. Incident Command System (ICS) an on-scene structure of management-level positions suitable for managing any incident and special events.
2. Training development and delivery of training courses.
3. Qualifications and certification national standards for qualifications and certification for ICS positions.
4. Publications management development, control, sources, and distribution of NIIMS publications provided by Federal Emergency Management Agency.
5. Support the Emergency Operation Center and Incident Command Post(s) with Incident Action Plans and Recovery Plans used to coordinate a special event or emergency incident response along with the day-to-day operations of the Village.

FIRE, RESCUE AND EMERGENCY MEDICAL SERVICES (EMS)

The Schiller Park Fire Department has its own operational SOG and written procedures. Fire Department is part of MABAS. The fire department ensures that disaster response and recovery operations are carried out effectively in addition to providing an efficient and effective fire and emergency medical services. Fire/EMS is the lead agency for providing urban search and rescue, water and underwater rescue and technical rescue. During a period of emergency/disaster the Fire Department is responsible All fire suppression, emergency medical and rescue activities.

LAW ENFORCEMENT

The primary objective of the Police Department is to provide twenty-four hour professional police service to the community, ensuring the protection of life and property. To accomplish this, the Department is divided into three divisions: Patrol Operations Division, Investigations Divisions, and the Support Services Division. During a period of emergency/disaster the Police Department is responsible for the protection against civil unrest, traffic control, emergency scene access, EOC access/security, evacuation, criminal investigations/evidence preservation and animal control.

PUBLIC WORKS The Public Works Department is responsible for the day-to-day maintenance of the Village's road system and the removal of debris on and along that road system, Village's trees, issues relating to solid waste, recycling and hazardous waste, along with beautification projects, operation and maintenance of the Village's sanitary and storm sewers, The villages water supply and distribution system, the repair and maintenance of centerline miles of streets, street signs, pavement marking, and various building maintenance activities, and maintenance and repair of all Village's vehicles and equipment. During a period of emergency/disaster Public Works is responsible for protection and maintenance of the potable water supply, clearing of roads, road closures, and assistance in maintaining evacuation routes.

ENGINEERING

The Engineer is a private company that plans, and designs, prepares contracts and specifications, and provide construction management for construction of public improvements within the Village. Additionally, engineering is responsible for the plan reviews and construction inspection of subdivisions and site permit applications as they pertain to drainage and the construction of public utilities. Engineering also investigates citizen requests for public improvements and traffic control devices and provides information such as flood plain boundaries, aerial contour photographs, recorded locations of Village utilities and subdivision and site development requirements relating to drainage and public utilities.

COMMUNITY DEVELOPMENT

The Community Development Department issues building permits, provides inspectional services and is responsible for zoning and planning functions. The Department administers and enforces the provisions of the International Building Code and provides support for the Planning Commission, and Zoning Board of Appeals.

Other functions include health and sanitation inspections, enforcement of the property maintenance code for residential and commercial properties, inspection of rental dwelling units, review of subdivisions, processing zoning applications, building code variations, and administration of the Community Development. During a period of emergency/disaster Community Development is responsible for Shelter Operations, Functional Needs Care and Damage assessment.

HUMAN RESOURCES

The Department of Human Resources administers the personnel programs of the Village including employment, wage and salary administration, employee benefits, safety and workers' compensation, unemployment insurance, and employee communications.

DIRECTION and CONTROL

The Incident Command System (ICS) provides a management structure and system (e.g. Fire, EMS, Police, Public Works, EMA, etc.) for conducting emergency operations and recovery at the incident. It is applicable to small-scale daily operational activities as well as major mobilizations of Village, Cook County, State of Illinois and Federal resources. ICS provides the Village’s EOC with a standardized operational structure and common terminology. ICS provides a useful and flexible management system that is adaptable to incidents involving multi-jurisdictional or multi-disciplinary responses. ICS provides the flexibility needed to rapidly activate and establish an organizational format around the functions that need to be performed.

AUTHORITY

IEMA301.230b9

This plan is written based on the authority provided by the Robert T. Stafford Disaster Relief Act, Public Law 93-288 as amended; the State of IEMA Act 20 ILCS 3305 et. seq. as amended; and the Village of Schiller Park Ordinance 30.031. The Village President is the chief officer of the Village. Each Trustee is assigned to oversee and supervise an operation of the Village. During emergency operations the Village President and Trustees remain in control and oversight of Village operations, but the operational managers of each department will report to the command post and direct the operation. Applicable Village ordinances:

- Emergency Powers - Sec. 30.035. - Emergency proclamations by president.
- Administration – Chapters 30 thru 37

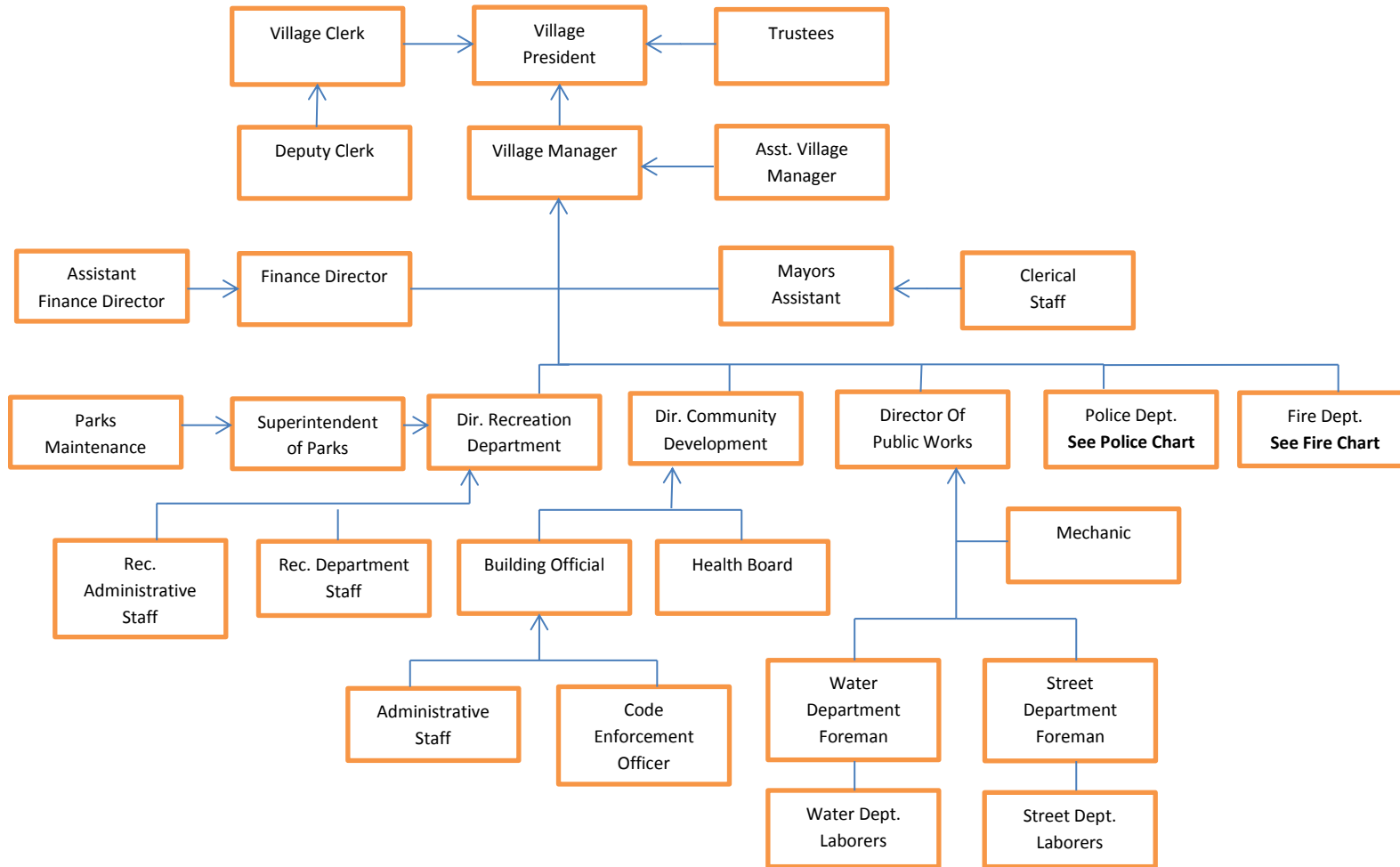
Based on the hazards identified in the plan’s hazard analysis section, the following department has been identified as the Lead Department for each respective hazard.	Lead Department
Floods	Fire/Public Works
Severe and Excessive Heat or Cold	Fire/Health
Severe Thunderstorm/High Winds/Lightning/Wild land fires	Fire/Public Works
Tornadoes	Fire/Public Works
Winter Storms/Snow/Ice	Fire/Public Works
Illness/Disease	Health
Technological / Industrial Hazards	Fire
Commercial Transportation Accidents (Air, Rail, Road)	Fire/Police
Hazardous Material Incident (Fixed Site, Transportation, Nuclear)	Fire
Structural Collapse	Fire
Utility Failure (electric, gas, phone, sewer, water)	Fire/Public Works
Fire/Explosion	Fire
Civil/Political Hazards	Police
Terrorism	Police and Fire
Riots	Police
Sabotage	Police
Civil Disturbance/Strikes	Police
Hostage Situations	Police

Emergency Operations Center Location

The primary Emergency Operations Center and Joint Information Center (JIC) is located at:

- Village Hall, 9526 W. Irving Park Rd., Schiller Park
- The EOC is equipped with heat, air conditioning, generator, internet access, phone banks, kitchen (FD), food refrigeration capable, separate meeting room space, bathrooms and showers.

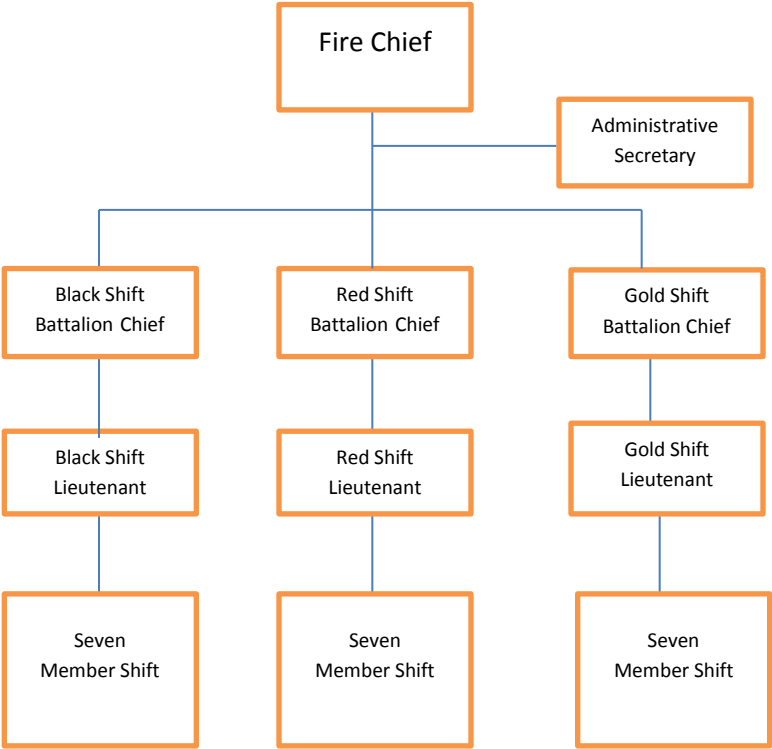
Schiller Park Organizational Chart



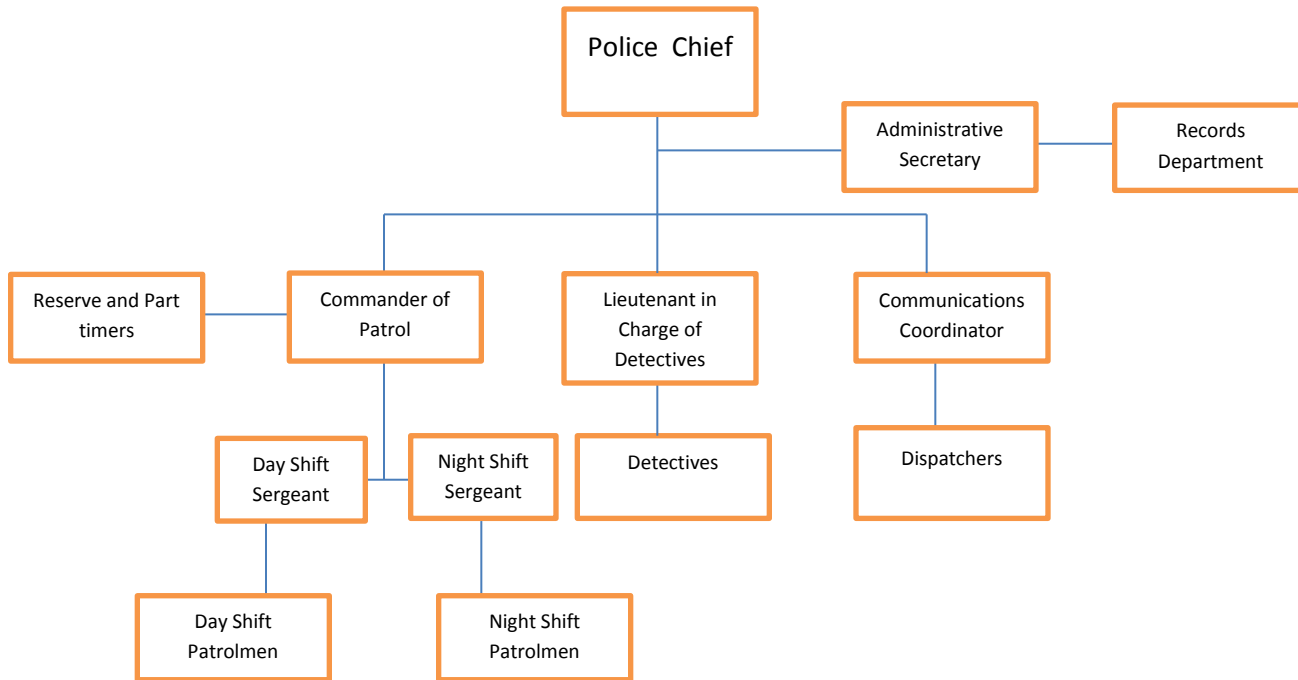
Responsibility Matrix

A list of Village of Schiller Park departments which are responsible for implementing various components of this plan can be found on the next page:

Fire Department Organizational Chart



Police Department Organizational Chart



RESPONSIBILITY MATRIX

P= Primary S= Support

Assigned Department/Agency	Emergency Operations Center	Homeland Security and EMA	Law Enforcement	Fire and EMS	Public Works and Engineering	Communications	Warning and Emergency Information	Public Information	Damage Assessment	Evacuation	Mass Care	Animal Car Cana Relief	Health and Welfare	Mortuary	Resource Management	Volunteers	Donations	Hazardous Materials
Village President	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S
Financial Director	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	P	S
Emergency Management Director	P	P	S	S	S	S	P	S	S	S	P	S	S	S	P	P	S	S
Police	S	S	P	S	S	S	S	S		P	S	P	S	P	S	S	S	S
Fire	S	S	S	P	S	S	S	S	S	S	S		S	S	S	S		P
EMS	S	S	S	P	S	S	S	S	S	S	S		P	P	S			S
Telecommunications Center	S	S	S	S	S	P	P		S	S	S	S	S		S			
Public Works	S	S	S	S	P	S	S		P	S	S	S	S		S			S
Health Dept / CCDPH	S	S	S	S	S		S	S	S	S	P	S	P	S				S
Building and Zoning	S	S	S	S		S	S	S	P	S	S	S			S			S
IT Department/GIS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Village Clerk	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Village Engineer	S	S	S	S	P	S	S	S	P	S					S			S
School Districts	S						S	S		S	S	S	S		S			
Recreation Dept	S						S	S		S	S	S	S		S			
Red Cross	S	S	S	S	S	S				S	S	S	S	S	S	P	P	S
Mutual Aid Agencies	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

Note: Primary responsibility is a guide and will be dependent on available personnel and resources. Each agency or department noted above should be considered a resource during all phases of the critical incidents by category.

MUTUAL ASSISTANCE AGREEMENTS

IEMA301.230b7

A variety of mutual aid agreements are currently in place. Each agreement should be listed herein and any additional agreements should be added when the EOP is update. These agreements include:

1. Mutual Aid Box Alarm System (MABAS) – MABAS a comprehensive mutual assistance agreement in place for all of the fire services that service Cook County. The MABAS system is divided into divisions throughout northern Illinois and provides a structure to move personnel and equipment during emergency and disaster situations. Requests for Mutual aid will be through the NORCOM Dispatch Center
2. Northern Illinois Police Alarm System (NIPAS) – NIPAS is a comprehensive law enforcement agreement encompassing numerous participating law enforcement agencies to provide additional personnel and highly trained specialists in various fields of police emergency response. NIPAS is requested through Northwest Central Dispatch
3. Illinois Law Enforcement Alarm System (ILEAS) – ILEAS is a State-wide law enforcement mutual aid agreement. ILEAS Call-Outs shall be requested through Northwest Central Dispatch
4. Illinois Public Works Mutual Aid Network (IPWMAN) – develop and maintain a statewide network of public works related agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies and disasters. Request is made through the Call Center at 1-855-479-6261
5. Illinois Emergency Services Management Association (IESMA) - develop and maintain a statewide network of emergency management agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies and disasters.
 1. Melrose Park ESDA 708-345-4350
 2. Des Plaines EMA 847-391-5396

MAPS

IEMA 301.230B6

See Appendix 2

Maps of the Village of Schiller Park are available from the Village Engineer and GIS Department and will be made accessible in the Emergency Operations Center. They include street maps, water system maps, utility map, and maps of all high-pressure lines (gas, petroleum) and transportation routes (road, rail) within Village boundaries. The Engineering and the GIS Department have the ability to produce many different types of updated local maps. In addition, the Engineering and the GIS Department will maintain a CD-ROM-based mapping program in the EOC. The program consists of diagrams and an underlying database of all industrial, commercial, and multi-family buildings and highlights building features and existing hazards at each location.

The Village Engineer and GIS Department will have a geographic information system (GIS) where data can be obtained on a 24/7 bases.

EMERGENCY MANAGEMENT DIVISION SECTION

1. **ESTABLISHMENT:** There is hereby created the Village of Schiller Park Emergency Management Plan to prepare, respond, mitigate, and recover and to alleviate injury or damage resulting from disaster caused by enemy attack, sabotage or other hostile action, or from natural or manmade disaster, in accordance with the IEMA Act 20/ILCS 3305 et. seq. as amended on June 25, 2002, IEMA Administrative Code – effective February 26, 2002 and Village Ordinance.
 - a. The Village of Schiller Park will adopt into the Village’s Emergency Operation Plan any Homeland Security Presidential Directive, State, and Federal regulations from IEMA or the Federal Emergency Management Agency.
2. **DIRECTOR OF EMERGENCY MANAGEMENT:** The Emergency Management Director of Emergency Management shall be appointed by the Village President with the consent of Village Council. The Emergency Management Director:
 - a. Serves as key leader in planning, coordinator of operations, Village liaison to build the emergency management program and coordinating all aspects of mitigation, preparedness, and response and recovery capabilities.
 - b. Has the responsibility for coordinating all the components of the emergency management program in the Village. These components consist of Emergency Operation Center, Incident Management Team, police, fire, emergency medical services, public works, volunteers, other Village’s, county, state, and federal departments/agencies contributing to the management of an emergency/disaster in the Village. The organization and evaluation of these components of the Village’s Emergency Operation Plan is the responsibilities of the Emergency Management Director.
 - c. Is responsible for the management of resources and establishment of response and recovery strategies. During periods of major emergencies and disasters, require careful coordination and direction. To ensure this coordinated effort, an Incident Management Team headed by the Emergency Management Director shall be established and consist of officials and department/agencies heads.
 - d. The Emergency Management Director shall have direct responsibility for the development and coordinate the implementation of a comprehensive strategy for homeland security and emergency management for the protection of Village from terrorist threats, attacks, natural or man-made disasters. The EMA Director shall perform the functions necessary to carry out this mission, including the functions specified throughout this plan.
 - e. The EMA Director shall also oversee the Emergency Management Program in Village of Schiller Park.
3. **HOMELAND SECURITY FUNCTIONS:** The functions of Emergency Management shall be to coordinate with all Village departments and agencies, state and local governments, and private entities to ensure the adequacy of the Village strategy for detecting, preparing for, preventing, protecting against, responding to, and recovering from terrorist threats or attacks *and* shall periodically review and coordinate revisions to that strategy as necessary. Emergency Management Director shall identify priorities and coordinate efforts for collection and analysis of information from Federal, State, and County Homeland Security regarding threats of terrorism and activities of terrorists or terrorist groups within the Village, county, and state. The agency also shall identify, in coordination with the DHS, FBI, Illinois Department of Homeland Security/Illinois Terrorism Task Force, and IEMA priorities for collection of intelligence inside Illinois regarding threats of terrorism. In performing these functions, the Emergency Management Agency shall work with federal, state, and other local agencies, as appropriate, to:
Facilitate collection from state and local governments and private entities of information pertaining to terrorist

threats or activities within the Village of Schiller Park;

- a. The Chief of Police will coordinate and prioritize the requirements for intelligence relating to terrorism and other agencies responsible for homeland security and provide these requirements and priorities to the Emergency Management Director;
- b. Coordinate efforts to ensure that the police department, fire department, public works and other Village departments that have support intelligence collection responsibilities have sufficient technological capabilities and resources to collect intelligence and data relating to terrorist activities or possible terrorist acts, working with the federal, state and county agencies, as appropriate;
- c. Ensure that, to the extent permitted by law, all appropriate and necessary intelligence and law enforcement information relating to homeland security is disseminated to and exchanged among appropriate officials, departments and agencies responsible for homeland security and, where appropriate for reasons of homeland security, promote exchange of such information with and among state and other local governments and private entities.

The Village of Schiller Park at this time does not have an active deployable Emergency Management Agency. The section Highlighted below will be maintained in this plan in the event the village so choses to create and agency at a later date.

- 4. DEPUTY EMERGENCY MANAGEMENT DIRECTOR:** The Deputy Emergency Management Director Emergency Management Agency shall be appointed by the Emergency Management Director, with the consent of the Village President and report to the Emergency Management Director. The Deputy Coordinator shall have direct responsibility to assist in the organization, administration, training, and operation of the Village's Emergency Management Program.
- 5. EMA FUNCTIONS:** The Emergency Management Agency shall perform state and federal emergency management principles within the Village of Schiller Park, as shall be prescribed in and by the Village's Emergency Operation Plan. The agency will also carry out plans and programs prepared by the Emergency Management Director and such orders, rules, and regulations as may be promulgated by the Village President. In addition shall perform such duties outside the corporate limits of the Village, as may be required pursuant to any mutual aid agreement with any other political subdivision, municipality, or quasi-municipality entered into as provided for in the IEMA Act and IEMA Administrative Code.
- 6. SERVICE AS MOBILE SUPPORT TEAM:** All or any members of the Emergency Management Agency may be designated as members of a State mobile support team, created by the Director of the IEMA as provided by IEMA Act and IEMA Administrative Code.
 - a. The leader of Village's mobile support team shall be designated by the Emergency Management Director.
 - b. Any member of a mobile support team who is a Village employee or volunteer while serving on call to duty by the Governor, or the State Director of the IEMA shall receive the reasonable compensation and have the powers, duties, rights and immunities incident to such employment or office. Any such member who is not a paid officer or employee of the Village, while so serving, shall receive from the state reasonable compensation as provided by IEMA Act and IEMA Administrative Code.
- 7. AGREEMENTS WITH OTHER POLITICAL SUBDIVISIONS:** The Emergency Management Director and with the help of the Incident Management Team may negotiate mutual aid agreements with other governmental department or agencies, but no such agreement shall be effective until it has been approved by the Village President, Village Attorney and Village Council.
- 8. EMERGENCY ACTION:** If a disaster/emergency exists resulting from enemy sabotage or other hostile action, from man-made or natural disaster or any Illinois Homeland Security Advisory System notification, the Incident Management Team will coordinate the Village's response effort from the emergency operation center in accordance with the Emergency Operation Plan.
- 9. COMPENSATION:** Members of the Emergency Management Agency who are paid employees or officers of the Village, if called for training by the State Director of the Illinois Emergency

Management Agency, shall receive for the time spent in such training the same rate of pay as is attached to the position held; members who are not such Village employees or officers shall receive for such training times such compensation as may be established by the Village Council.

10. REIMBURSEMENT BY STATE: The Finance Director may receive and allocate to the appropriate fund any reimbursement by the state to the Village for expenses incident to training members Emergency Management Agency as prescribed by the State Director of the Illinois Emergency Management Agency. This also include compensation for services and expenses of members of a mobile support team while serving outside the Village in response to a call by the Governor or State Director of the Illinois Emergency Management Agency, as provided by law, and any other reimbursement made by the state incident to the Village of Schiller Park Emergency Management Agency activities as provided by law.

11. PURCHASES AND EXPENDITURES: In accordance with Village Ordinance, the Village President may on recommendation of the Finance Director and/or Incident Management Team, authorize any purchase of contracts necessary to the preparedness, response, mitigation, and recovery of any disaster/emergency in the Village. In the event of disaster/emergency, the Incident Management Team is authorized, on behalf of the Village to procure such services, supplies, equipment or material on an emergency basis as may necessary to immediately respond to the disaster/emergency.

12. OATH: Every person appointed to serve in any capacity of the Village of Schiller Park Emergency Management Agency shall, before entering upon his/her duties, subscribed to the following oath, which shall be filed with the Emergency Management Director:

“I, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and that during such time as I am affiliated with the Village of Schiller Park Emergency Management Agency, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence.”

13. OFFICE AND EMERGENCY OPERATION CENTER: The Village President is authorized to designate space in the Village Hall or elsewhere, as may be provided by the Village Council for the Emergency Management Agency as its office and emergency operation center.

14. CONTINUITY OF GOVERNMENT: In accordance with the Emergency Interim Succession Act of the State of Illinois’, in the event of an emergency, the line of succession to replace the Village President on an emergency interim basis in the circumstances is specified in said act.

PLAN DEVELOPMENT AND MAINTENANCE

IEMA301.230b10

Plan Development and Maintenance

Responsibility for the overall development and maintenance of the Emergency Operations Plan for the Village of Schiller Park is assigned to the Emergency Management Director as prescribed by law. Emergency plan maintenance includes the annual review and periodic updating of the plan and its annexes. Additionally the Emergency Management Director is responsible for document control. This includes the distribution of the plan and its updated sections as required. Each department is responsible for updating their own department's section.

Plan Evaluation Procedure

This Emergency Operations Plan (EOP) was developed with input from the Village President as assigned to the Emergency Management Director. The plan is consistent with the National Incident Management System (NIMS) and FEMA Comprehensive Preparedness Guide 101 (CPG 101).

Each operating department director is responsible for ensuring the maintenance of his/her functional annex of the EOP. Additionally, each department director is responsible for the development of procedures that translate tasking to that organization into specific action-oriented checklists for use during incident management operations, including how each department will accomplish its assigned tasks. [NIMS III-B-2-a-2](#)

Emergency Management has the primary responsibility for coordinating the maintenance of the Emergency Operation Plan. Each department head has the responsibility of maintaining his or her portion of the plan. The final preparation of the plan, and its distribution, shall be the responsibility of the Village President's Office.

All revisions of the plan shall be forwarded to all delegated plan holders as soon as possible after the revision has officially been made. This shall also be the responsibility of the Village President's Office. Review and update of this EOP shall be conducted under the following conditions:

- A review and a resubmission to the Cook County Department of Homeland Security and Emergency Management (DHSOEM) must be made at least bi-annually.
- A revision must be made as changes occur in personnel, equipment, resources, reporting measures or procedures.
- A review and a revision must be made after conducting an exercise of the plan, following the After-Action Review (AAR).
- A revision must be made as new emergency management services are established.
- A revision must be made as new requirements are established by the county and/or state EMA office or within the National Incident Management System (NIMS).
- A revision must be made as new information and techniques are discovered that improve the efficiency and overall effectiveness of the emergency management system.
- A review and revision must be made after an actual disaster has occurred, following the After-Action Review (AAR).

This plan is submitted to Cook County Department of Homeland Security and Emergency Management (DHSOEM) for review in compliance with statute and the Illinois Administrative Code.

Plan Evaluation Procedure

Responsibility for the overall evaluation of the Emergency Operation Plan is assigned to the Emergency Management Director as prescribed by the Act and Homeland Security Exercise and Evaluation Program (HSEEP).

Exercise Requirements for the Emergency Operations Plan

IEMA 301.410

The Emergency Management Director shall coordinate a biennial, evaluated exercise of the EOP in the following manner:

- a. Table top or functional exercise, except for the year of the full-scale exercise.
- b. Full-scale exercise every fourth biennial exercise.

Exercise Planning

IEMA 301.420

- a. The Emergency Management Director shall select an exercise design team and exercise design team leader for each exercise. The Emergency Management Director shall submit to CCDHSEM for design approval, at least 30 days in advance of the exercise, a description of:
 1. The type of exercise and exercise date;
 2. The exercise scenario;
 3. The scope of participation;
 4. The exercise objectives, meaning the ends toward which exercise efforts are directed; and
 5. The EOP functional areas being tested.

Exercise Evaluation and Approval for Non-Accredited EMAs

IEMA301.440

- a. The Village's Emergency Management Director shall coordinate the evaluation of the exercise with CCDHSEM using Homeland Security Exercise and Evaluation Program (HSEEP) Guidelines.
- b. CCDHSEM shall determine if the exercise is approved in accordance with the IEMA Exercise Evaluation Guide, Homeland Security Exercise and Evaluation Program (HSEEP) and issue written notice of the determination, personally with proof of notice or by certified or registered mail, to the Emergency Management Director.
- c. If the exercise is not approved, the Village shall, within 30 days after receipt of the CCDHSEM determination of disapproval:
 1. Plan a suitable corrective exercise to correct the deficiencies identified by the evaluation;
 2. Notify CCDHSEM no less than 10 days in advance of the corrective exercise; and
 3. Have CCDHSEM coordinate the evaluation of the corrective exercise.
- d. CCDHSEM shall determine if the corrective exercise is approved in accordance with the IEMA Exercise Evaluation Guide, Homeland Security Exercise and Evaluation Program (HSEEP) and issue the final CCDHSEM determination by written notice, personally with proof of notice or by certified or registered mail, within 30 days after completion of the corrective exercise documentation, to the Emergency Management Director and to the principal executive officer of the political subdivision.
- e. In the event that the Emergency Management Director fails to obtain CCDHSEM approval of an exercise within the time frames established in this Subpart, CCDHSEM may coordinate the planning and conducting of an exercise that complies with the exercise requirements of this Part in order to fulfill the CCDHSEM mission of ensuring statewide disaster preparedness.

Waiver of Exercise Requirement

IEMA 301.450

CCDHSEM has the discretion to waive the requirements of Sections 301.410 and 301.420 of this Part, for the current exercise year, if the Village satisfies all of the following conditions:

1. Emergency Management Director shall submit documentation to CCDHSEM that it was involved in an actual response to a disaster during the year in which the exercise is required. Such documentation shall

include details about the response, including, but not limited to, the date, type of disaster, and type of response and recovery

(After Action Plan).

2. The Emergency Management Director evaluation of the actual response in accordance with HSEEP Guidelines.
3. The Emergency Management Director shall submit documentation of the actual response and evaluation to:
 - a) CCDHSEM within 30 days after the actual response.
 - b) The actual response as an exercise shall be approved or accepted in the same manner as an exercise is approved or accepted pursuant to Sections 301.430 and 301.440 of this Part.

For any plan to be functional, it must be evaluated to ensure it is workable and to ensure that those who must use it understand it. Other than periodic review, the most effective procedure to evaluate the plan is a series of exercises. Exercises simulate, in a controlled environment, the situations that may occur in a disaster situation. In accordance with State and Federal guidelines, this plan must be exercised annually through an EOC exercise or full scale EOC/Field exercise.

Maintenance, Review and Updating this Annex

IEMA 301.240b5

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Section.

FUNCTIONAL PLAN ANNEXES

ANIMAL CARE AND RELIEF – ANNEX A

IEMA 301.240

Statement of Purpose

IEMA 301.240b1

The Animal Care and Control Annex provide basic guidance for all participants in animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The emergency mission of Police Department Animal Care and Control Unit is to provide rapid response to emergencies affecting the health, safety and welfare of animals. Animal care and control activities in emergency preparedness, response, and recovery include, but are not limited to, companion animals, livestock and wildlife care, facility usage, displaced pet/livestock assistance, animal owner reunification, and carcass disposal.

Situation

IEMA 301.240b2

All animal care functions are under the direct auspices of the police department Animal Control Officer, as well as the Cook County Animal Control, for the implementation of this annex. The animal population in the Village likely does not surpass the population of humans. Owners are ultimately responsible for their animals' care and housing in an emergency. All personal family or business emergency plans should include taking care of pets or animals in case of a disaster:

1. Generally, when an emergency/disaster is imminent or occurs without warning, the Emergency Operations Center is activated and The Incident Management Team gathers for decision-making. The Police Department Animal Care and Control Unit, Cook County Animal and Control and the Cook County Department of Public Health Departments will be the conduits for information and assistance for animal related needs.
 - a. Cook County Department of Public Health is the primary agency for public health issues.
 - b. Cook County Animal Control is the primary agency with regard to animal health/control issues.
2. Assistance provided to address disaster animal issues in a declared disaster is a coordinated effort of private and volunteer organizations in the Village, County, and State.
3. Any disaster that threatens humans, threatens animals as well, and it will be necessary to provide water, shelter, food and first aid.
4. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
5. Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.

In the event of a major disaster in the area, it is likely that the number of animals coming to the Village will increase. That increase may come from:

1. Abandoned animals – families fleeing without their pets.
2. Lost animals – displaced by storms, fires, etc.
3. Rescued animals – whose families are unable to take them in after rescue.
4. Family pets whose families cannot keep them for a short time due to the events.
5. Pets who are being permanently surrendered.
6. Emergency sheltering related to other animal care site evacuations and/or overflow of shelter care facilities.

In a major disaster, livestock and wildlife are likely to be injured or dead, or need special attention. These conditions may exist because:

1. An accidental release of radiation or a hazardous material/chemical incident.

2. Several highly contagious diseases may attack livestock or wildlife.
3. Natural disasters.

Assumptions

IEMA 301.240b3

Disasters have reflected the human-animal bond that affects large segments of the human population and their behaviors in disasters. People with companion animals frequently will choose not to evacuate rather than leave animals behind for the following reasons:

1. The care and control of non-wildlife and non-feral animals (including household pets) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas they threaten, and types and numbers of animals most vulnerable in these areas.
3. The Village President may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
4. The Village's Emergency Operations Center may be activated to manage the emergency.
5. Any disaster may potentially have adverse effects on the Village's animal population or the public health and welfare.
6. County, State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

Concept of Operations

IEMA301.240b4

The Police Department Animal Care and Control Unit and Cook County Animal and Control is responsible for developing and implementing the necessary management policies and procedures to facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations as well as maximize state and federal assistance. Plans and procedures for the Village of Schiller Park *and* supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures which may be used in a response. IEMA301.240i2

- Cook County Animal Control will be the lead agency for situation assessment and determination of resource needs. As needed, the County will protect animals affected by any disaster to include rescue, shelter, control, and feeding of animals left homeless, lost, or strayed as a result of the disaster.
- Local vets and pet stores may be requested to provide assistance in this effort.
- Shelters that have been established for disaster victims will not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and given proper care until other arrangements are made.
- Pet owners needing shelter for their animals will be directed to designated veterinary hospitals, kennels, boarding facilities, other private animal care shelters, area pet friendly hotels, or as a last resort, to the county emergency animal shelter.
- At no time will First Responders become involved in the search for or rescue of an animal if there is any danger which may cause loss of life or serious injuries to the Responder.

Organization and Assignment of Responsibilities

The Emergency Management Director will act as advisor to the Police Department Animal Control Unit and the Cook County Animal and Control that involve animal care issues.

– Animals

A. Mitigation/Prevention

- a. Police Department and Cook County Animal and Control will develop emergency procedures and evacuation plans for the animals in their care and custody and provide these plans to the Village and County Emergency Management Director for comment and review.

B. Preparedness

- a. Residents will be encouraged to develop household emergency plans.
- b. The Village will develop, maintain, and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from local, state and federal governments, and facilitate audits following the disaster.
- c. Provide training to Village staff on task-appropriate plans, policies and procedures.
- d. Provide adequate support for animal preparedness and planning.
- e. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of animal care and control supplies on hand.
- f. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations;
- g. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.

C. Response

[IEMA301.240i1a](#), [IEMA301.240i1b](#), [IEMA301.240i1c](#)

a. Responsibilities of Animal Owners

- i. The owner provides an appropriate standard of care for their animals at all times, including during emergencies, disasters and evacuations.
- ii. The owner ensures their animals are not a threat to public safety and health.
- iii. The owner ensures their animals do not harm other persons' property, including animals, and limits the spread of contagious disease to other animals.
- iv. Most owners affected by disasters or having to evacuate will take their animals to stay with friends/family. This self-reliant behavior should be encouraged at all times.

b. Responsibilities of the Government

- i. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
- ii. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
- iii. Provide adequate support for animal response. Report any shortfalls and request needed assistance or supplies;
- iv. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
- v. Provide animal care and control support in a timely manner.

- D. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
- a. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures; and
- E. Recovery
- a. Complete an event review with all responding parties;
 - b. Review animal care and control plans, policies and procedures with respect to the recent emergency response. Update as necessary and disseminate;
 - c. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish on-hand inventory of supplies;
 - d. Review mutual aid agreements, sample contracts, and listing of potential resource providers with respect to the recent emergency response. Update as necessary and disseminate;
 - e. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate;
 - f. Assist the Finance & Administration Section Chief in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Primary Agency:

The primary animal shelter designated by the Village is:

VCA Franklin Park Animal Hospital, 9846 W. Grand Ave., Franklin Park, IL, 847-847-2114

The following departments / agencies are responsible for the provision of functional support:

- Animal Welfare Societies will assist the Animal Control Division with animal sheltering facilities and animal care and handling in general. Trained staff will assist with technical animal support.
- Volunteers will be responsible for staffing Animal Care facilities, rescuing animals as their expertise permits, feeding, medical care and administrative duties within shelter facilities. All volunteers whether trained or untrained will be at the direction of the Animal Control Division.
- Animal Clubs/Organizations will be responsible for assisting with animal rescues, as expertise permits, and assisting shelter volunteers as required. Animal Clubs and organizations shall also be responsible for distribution of Disaster Animal Care brochures and associated materials, framed staff will assist with technical animal support.
- Cook County Forest Preserve District will assist the Animal Control Division with technical assistance in the handling and care of County wildlife.
- The Forest Preserve District will also assist in capture of wildlife displaced from their natural habitat, distribution of food and water to wildlife, furnish trained staff to assist with large animals / wildlife and be available to answer any related wildlife inquiries.

Veterinarians will provide veterinarian medical care, treatment of sick and injured animals and will additionally provide technical animal support.

Maintenance, Review and Update this Annex

IEMA 301.240b5

It is the responsibility Emergency Management Director for the maintenance, review and update of this Annex.

COMMUNICATIONS – ANNEX B

IEMA301.240a2

Statement of Purpose

IEMA 301.240b1

Operations during major emergencies and disasters place an increased demand on community dispatching facilities. These facilities must be prepared to switch from normal operations to emergency mode at the first notification of an existing or impending emergency situation. Communications operators must be prepared to receive, analyze, and disseminate timely information to operating departments, in addition to providing communications services to local emergency response units.

Situation and Assumption

IEMA 301.240b2 and 301.240b3

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack and/or natural or manmade emergency/- disaster, it is necessary that an effective emergency communication system provides authorities and local first responders the information necessary to take protective actions.

It is assumed that ordinary communications capabilities will be disrupted to an unknown degree in such situations, and that alternate means must be available and implemented. These communications resources must provide redundancy to the existing system and must be periodically tested to insure a constant state of readiness.

Concept of Operations

IEMA 301.240b4

The purpose of this Annex is to provide comprehensive communications and warning capability within the Village of Schiller Park. The goal of this system is to ensure that timely and accurate warnings can be disseminated to municipal government agencies, members of the general public, and special facilities in advance of the impact of an emergency or disaster. During response and recovery efforts, the goal is to provide effective command and control communications systems, and to ensure the rapid restoration of critical communications systems designated by the local government.

The following communication systems apply:

1. Reverse 9-1-1 (BlackBoard Connect Mass Notification System). The Police Department is the lead agency for the reverse 9-1-1 system on day to day operations.
2. Warning sirens and public address system placed in three locations around the Village (see Appendix 2 for coverage map).. MCD and the Schiller Park Fire Department control the access to these warning devices.
3. Radios. Each department – Police, Fire, and Public Works have their own radio frequencies on either VHF or UHF. Additional frequencies can be added if needed. Command positions in police and fire departments also have interoperable radio capabilities.
4. Fire Mutual Aide. The Mutual Aid Box Alarm System, Division 1, over the Illinois Fire Emergency Radio Network (IFERN/154.265), coordinates emergency communications for large incidents.
5. Police Mutual Aide. Emergency communications among Police, surrounding communities, County Sheriff's Office and the Illinois State Police is accomplished via the Illinois State Police Emergency Radio Network (ISPERN/155.475).
6. The Information Technology Department is responsible for the coordination of computer and telephone communications systems. The Police Department is responsible for the outdoor warning system emergency notification/warning of the public.

The Emergency Communications Center (Municipal Consolidated Dispatch) has its own communication system and emergency back-up system which can be used as an emergency back-up system if the EOC systems fail during an emergency.

[IEMA 301.240d2](#)

The Emergency Communications Center Director and the Emergency Management Director are responsible for communicating information for the activation of the warning system through the National Warning System (NAWAS). Responsibility for activating the outdoor warning system rests with the Police Shift Commander or Fire Dept. Battalion Chief.

The communications systems used for communications among all groups and individuals involved in emergency response are radios, mobile phones, email, text messages and other forms of electronic communications.

[IEMA 301.240d1](#)

MABAS Division 20 Com Van or any Unified Communications Platform (UCP) can be deployed with UHF/VHF capabilities and is mirrored to the Emergency Communications Center. The ECC can be set up in minutes in case of a communications failure in the emergency back-up Communications Center. Also, through mutual aid agreements, we have access to several mobile EOC vehicles throughout the multi-county area.

Under Illinois law, local government is ultimately responsible for the protection of life and property. In addition the Village President is responsible for ensuring that disaster response and recovery operations are effective. Providing for the effective operation of a communications and warning system is one of those critical functions.

Within the Village, the Police Chief, Fire Chief and the Communications Center Director is responsible for the operation of Police, Fire/EMS, and Public Works communications systems.

[IEMA 301.240d3](#)

In the event that additional assistance is needed in the Emergency Communications Center, dispatch personnel are supplemented during an emergency through callbacks. During times of emergency, off-duty personnel, holdovers, or even dispatchers from neighboring communities might supplement dispatch personnel.

The primary public safety answering point in the Communications Center is located in the Harwood Heights Municipal building. The Emergency Communications Center is staffed on a 24-hour basis, giving personnel access to all telephones, radios, computers, and related public safety communications equipment. The Emergency Communications Center has direct communications with Fire, Police, Emergency Management and Public Works Departments via a radio, Reverse 9-1-1 System, line phones and cell phones.

Following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's communications systems via the Emergency Communications Center during an emergency:

[IEMA 301.240d4](#)

1. MCD Executive Director.
2. MCD Supervisor
3. Police/Fire Chief's
4. Emergency Management Director.

Emergency Communications Plan Messages

A Reverse 9-1-1 message is the primary method to communicate with citizens of Schiller Park during emergency operations for communications with residents and businesses. It should not be considered the primary warning method – see Warning and Emergency Information Annex.

- **Who sends the message** – tone and voice inflection are very important to maintain calm and orderly response.
- **Formulation of the message** – develop the message to provide necessary information and give direction.

- **How the message is received** – the residents receiving the message will have several variables in answering the phone. Be sure to pause before starting the message. Announce who you are and where you are from. Tell why you are providing the message and then give the message. Repeat the message. Give directions. Give them again. Provide a contact number that they can use to call for questions.

Emergency Message – a guideline

1. Opening: Good afternoon. This is the Schiller Park Police Department with an important message for residents.
2. Why you are getting this message: Example – I am sharing this message with you because the safety of the community is our top priority, and I want you to know of an incident that is occurring near you.
3. Brief situation summary: Be brief and factual. What is the current status?
4. What was the safety procedure? Example – tell the residents exactly what you want them to do in clear, concise words.
5. What other agencies are involved: Example – Area police departments and the Cook County Department of Homeland Security
6. What should citizens do now? Example – this is what you should do now: stay in your home, inventory your food and water supplies, take cover in case of tornado, etc.....
7. What will happen next? Tell citizens that you will provide an update within 3 hours and then be assured to provide the update.
8. Who should they contact for information? Provide a phone line that is staffed but not in the EOC or police department. Staff the phone line with a person to take messages. Have a second person call people back on a different phone line.
9. Thank you for your support and cooperation. Reassure citizens that the police department and Village are doing everything possible to control the situation and thank them for their attention and support.

Emergency Communication for Functional Needs Population (ADA)

The primary goal of emergency messages is to motivate functional (ADA) residents and their families to take a desired action before and during a crisis. The Functional (ADA) Needs Program is designed to reach the targeted populations in ways that grab their attention and change the way they think, so they will take action. This is a major challenge for individuals with disabilities. The National Organization on Disability (NOD) identifies three types of disabilities, sensory, mobility, and cognitive. Individuals with these disabilities are a cause of concern during emergencies and disasters. NOD’s Emergency Preparedness Initiative 9 definitions are as follows:

1. Sensory: Persons with hearing or visual limitations, including total blindness or deafness.
2. Mobility: Persons who have little or no use of their legs or arms. They generally use wheelchairs, scooters, walkers, canes, and other devices as aids to movement.
3. Cognitive: The terms “developmental” and “cognitive” most commonly include conditions that may affect a person’s ability to listen, think, speak, read, write, do math, or follow instructions. It is important to remember and understand that individuals can have more than one disability. However, it does not mean that vulnerable populations lack capacity of the Village. These individuals bring a tremendous amount of capacities, insights, and resources to those involved with safeguarding the public.

Emergency communication principles and practices are universal. There is no need to develop a separate functional (ADA) needs population outreach communication plan.

Emergency Message content should include, when appropriate, incident facts, health risk concerns, pre-incident and post-incident preparedness recommendations, and where to access assistance in a format or language that a broad spectrum of the community can understand. Where necessary, the base content of these messages should be composed and translated into other languages in advance (with opportunity for collaboration and input from all

interested stakeholders), leaving placeholders to insert the specifics of each emergency situation and the protective actions recommended.

Composing warning messages, directions, announcements, offers of assistance and other public information accessible to people with communications disabilities requires awareness of different needs, and familiarity with the capabilities and limitations of various communications technologies. There are many communication methods that can be utilized including, Village's Reverse 9-1-1 System, phone, radio, television, bill inserts, word-of-mouth/hand, languages spoken and signed, and social and community networks. For people to act, they must understand the message, believe the messenger is credible and trustworthy, and have the capacity of the Village to respond. It is essential to utilize multiple redundant channels and alternative formats in alerting populations to an emergency. Yet, for cultural and linguistic minorities, readying the optimal method is a time-intensive task that must be accomplished by the PIO prior to an emergency.

Village of Schiller Park communications capabilities may be disrupted to an unknown degree in such situations and alternate means must be available to be implemented. These communications resources must provide redundancy to the existing system and must be periodically tested to insure a constant state of readiness. All staff will follow existing policy regarding communications, telephone and computer/internet use during an incident unless provided written approval to deviate from said policies or department director staff advise otherwise.

Direction and Control

The EOC will provide primary direction and control under the Incident Command System for all emergency operations within the Village of Schiller Park. The Incident Management Team and Village of Schiller Park officials will staff the EOC at all times during a major emergency or disaster. All emergency responses to the disaster scene will be coordinated from the EOC by IMT members manning the EOC. Communications Center Dispatchers should not directly dispatch units to the scene of the emergency or disaster without authorization from the Incident Commander or the Incident Management Team in the EOC. Emergency Communications Center Executive Director may staff the EOC Communication Center depending the type and size of the event.

- Subsequent emergency responses will be dispatched directly by the Emergency Communications Center by notifying the Incident Commander and/or the EOC of the subsequent incident. The Emergency Communications Center shall relay all necessary information for tracking of resources to the EOC. Communication will be accomplished by messenger, telephone, or on one of the numerous radio frequencies available and assigned by the EOC Manager.
- Upon arrival, a single Incident Commander or Unified Command will be organized depending on the event. The Command Post location will be identified to the Emergency Communications Center
- Representatives from each responding department having field responsibilities will respond to and command their personnel from this the Incident Command Post, which will be the source of official information and a communications link between the EOC and the scene. IMT members will staff the EOC which is identified in the Basic Plan and Direction and Control Annex. [IEMA 301.240d5](#)

Maintenance, Review and Updating this Annex

[IEMA 301.240b5](#)

It is the responsibility of the Communication Center Executive Director for the maintenance, review and updating of this Annex.

CYBER INCIDENT –ANNEX C

IEMA 301.260

Purpose

IEMA 301.240b1

This annex discusses policies, organization, actions, and responsibilities for a coordinated, multidisciplinary, broad-based approach to prepare for, respond to, and recover from cyber-related Incidents of local and national significance impacting critical national processes and the Village's and national economy.

The security, back-up systems and the safe storage of data from all Village department and agencies for day-to-day operation are operated by the IT Department Coordinator.

Assumptions

Governmental jurisdictions, corporations, educational institutions, utilities, chemical companies, transportation systems, dams, and other critical infrastructure points in Schiller Park could all be vulnerable to damages and/or system failures due to cyber system infiltration and/or attack from either a domestic or foreign source.

Concept of Operations

IEMA 301.240b4

Cyber System Failure/Attack Response

The above-mentioned entities have varying levels of capability and capacity to detect and respond to attacks/failures to their operating systems that create, store, and transmit data and information; or control the operations of critical infrastructure, including power generation, water purification and delivery, control of dams, transportation systems and traffic control, emergency responder dispatch, etc.

The Village's response to an incident caused by an attack/failure to/of an operating system would be similar to a non-cyber-based incident response. Depending on the nature of the entity that is impacted, a cyber-generated response could be to a transportation system incident, a communication system incident, a hazmat incident, a power outage incident, etc. Additional facilitation and coordination activities in response to a cyber-system attack and/or failure could include connecting an impacted entity to the County, State or U.S. Computer Emergency Response Team (US-CERT) or another organization that could assist them in recovering from the impacts.

US-CERT (Computer Emergency Readiness Team) is charged with providing response support and defense against cyber-attacks for the Federal Civil Executive Branch (.gov) and with information sharing and collaboration with state and local government, industry and international partners. US-CERT interacts with federal agencies, industry, the research community, state and local governments, and others to disseminate reasoned and actionable cyber security information to the public.

Maintenance, Review and Updating this Annex

IEMA 301.240b5

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Annex.

DIRECTION AND CONTROL ANNEX– ANNEX D

IEMA 301.240a1

SPECIAL NOTATION: *This Annex only concentrates on the National Incident Management System 2006 NIMSCAST Requirements for Emergency Operation Plans. The EOP does not speak to certification level or qualification of jurisdictional personnel at an incident or special events. All Government Agencies will review their Command Staff level of NIMS certification and level of qualifications for their Departments under Homeland Security Presidential Directive 5 and 8 before an incident or special events.* [NIMCAST III-B-2-C](#)

Statement of Purpose

IEMA 301.240b1

This annex establishes workable procedures for the development, manning, and operation of an Emergency Operation Control and the National Incident Management System (NIMS) within the Village of Schiller Park to coordinate government's response to planned events, day-to-day operations and emergency situations.

Situation

IEMA 301.240b2

The direction and control organization must be able to activate quickly at any time, day or night, operate around the clock, and deal effectively with emergency situations which may begin with a single response discipline and expand to multi-discipline, requiring effective cross-jurisdictional coordination. These emergency situations include:

Incident. An incident is defined as a situation that is limited in scope and potential effects. Characteristics of an incident include:

- **A limited area and/or limited population.** Evacuation or in-place sheltering is typically limited to the immediate area of the incident. Warning and public instructions are provided in the immediate area of the incident, not community-wide.
- Typically resolved by one or two local response agencies or departments acting under an incident commander.
- Requests for resource support are normally handled through agency and/or departmental channels.
- May require limited external assistance from other local response agencies or contractors.
- For the purpose of the National Incident Management System, incidents include the full range of occurrences that require an emergency response to protect life or property.

Emergency. An emergency is a situation larger in scope and more severe, in terms of actual or potential effects, than an incident. Characteristics include:

- Involves a large area, significant population, or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- May require community-wide warning and public instructions.
- Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
- May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- For the purposes of the NIMS, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and

local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”

Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the Village of Schiller Park to handle with its local resources.

Characteristics include:

- Involves a large area, a sizable population, and/or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- Requires community-wide warning and public instructions.
- Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
- Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- For the purposes of the NIMS, a major disaster (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

Catastrophic Incident. For the purposes of the NIMS, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

Special Events. For the purposes of the NIMS, this term is used to describe a non-routine activity within a community that brings together a large number of people. Emphasis is not placed on the total number of people attending but rather the impact on the community’s ability to respond to a large-scale emergency or disaster, or, the exceptional demands that the activity places on response services. A community’s special event requires additional planning, preparedness, and mitigation efforts of local emergency response and public safety agencies.

Assumptions

IEMA 301.240b3

Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

The Village will use its own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements, or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis. Notification of first responder will be the responsibility of the Village’s 911 Communication Center.

IEMA 301.240c1C

Emergency operations will be directed by the Village’s Incident Management Team, except where state or federal law provides that a state or federal agency must or may take charge, or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

Concept of Operations
IEMA 301.240b4 NIMSCAST IV-A-1

State of Illinois Jurisdiction EOC: The primary responsibility of the IEMA is to better prepare the State of Illinois for natural, manmade or technological disasters, hazards, or acts of terrorism. The goal is to be a "better prepared state." IEMA coordinates the State's disaster mitigation, preparedness, response and recovery programs and activities. They also functions as the State Emergency Response Commission, and maintains a 24-hour Communication Center and State Emergency Operations Center (SEOC). The SEOC acts as the lead in crisis/consequence management response and operations to notify, activate, deploy and employ state resources in response to any threat or act of terrorism. IEMA assists local governments with multi-hazard emergency operations plans and maintains the Illinois Emergency Operations Plan.

As the lead state agency during disasters, IEMA is responsible for coordinating state resources and expertise in the response effort. During a disaster, liaisons from more than a dozen state agencies report to the State Emergency Operations Center (SEOC) at IEMA's Springfield headquarters.

During a disaster or a planned event, the Village of Schiller Park will coordinate all requests for resources through the Cook County EOC and send a copy to the CCDHSEM Duty Officer. All reports will be forwarded to the Cook County CCDHSEM. Emergency Management operations, under the authority of the IEMA Act and Administrative Code operates and coordinates all its mitigation, pre-planning, response and recovery efforts in partnership with CCDHSEM.

Cook County Jurisdiction EOC. The President of the County Board is the Chief Elected Officer by Illinois law, and has overall responsibility for the protection of life and property and providing effective response and recovery operations in support of local communities and the un-incorporated areas. The Cook County Director of Emergency Management is directed by the President of the Cook County Board to supervise and carry out the Cook County Emergency Operation Plan under the National Incident Command Management System for the protection of life and property. The Cook County Director of Emergency Management is the eyes, ears, and hands of the Board President in the coordination of local communities and Cook County Emergency Operation Plans.

The Cook County Director of Emergency Management has been identified as the local official responsible for the development of Emergency Management Systems, EOPs, EOC/ICS Guidelines, and coordination of operations within the EOC.

The County Emergency Operations Center serves as the support and resource center for all 52 Cook County Local Government EOCs and is the coordinating resource hub with the County's Emergency Operation Center, other surrounding Counties, IEMA, DHS and FEMA. Operations conducted in response to and the recovery from major emergencies- disasters requires careful coordination and direction under the Nation Incident Management System.

The Cook County Director of Emergency Management manages the 24/7 activities of the day-to-day operations of the Cook County Emergency Management Program, and the Cook County Emergency Management staff. In addition, the Cook County Director of Emergency Management is responsible for maintaining and ensuring the operational capabilities of the Cook County Emergency Operations Center.

In the Cook County EOC, these operations are coordinated by a group of officials and department/agency heads referred to as the "Incident Management Team" (IMT). Crisis management, under the conditions likely

to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information, prompt decision-making, and expeditious response to present or possible dangers.

Department Chiefs/Office Heads or their designee(s) are responsible for the operations of their own departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources.

On a daily basis, the EOC and alternate EOC are maintained by the CCDHSEM. Maintenance includes ensuring that communications and operational systems in operable condition and personnel rosters are accurate and up-to-date. In the event that the primary EOC has been rendered unusable, the Emergency Management Director will secure a location for the alternate EOC site at a location safe from the incident.

Village of Schiller Park Jurisdiction

[NIMSCAST II-B-2-a](#)

The initial response to local incidents will be handled by the local communication center and local emergency responders within Village of Schiller Park Jurisdiction, and direct supporters of emergency responders. Most responses need go no further. In other instances, incidents that begin with a single response discipline within Local Jurisdictions in Cook County may rapidly expand to multi-discipline, multi-jurisdictional incidents requiring significant additional resources and operational support. Whether for incidents in which additional resources are required or are provided from different organizations within Cook County area communities, or for complex incidents with national-level implications (such as an emerging infectious disease or a bioterrorist attack), the ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident or multiple incidents cover a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is critical in this instance.

[NIMSCAST II-A-1-a](#), [NIMSCAST II-A-1-h](#)

The Village President is the local chief elected official by Illinois law, and has overall responsibility for the protection of life and property and the provision of effective response and recovery operations. The Emergency Management Director is directed by the Village President to supervise and carry out the Emergency Operation Plan for the protection of life and property. They are the eyes, ears, and hands of the Village President in the coordination of their community Emergency Management Program.

The Emergency Operations Center (EOC) serves as the primary crisis management center for the community. Operations conducted in response and the recovery of major emergencies/disasters requires careful coordination and direction under the National Incident Management System and the Village's Emergency Operation Plan.

[NIMSCAST II-B-2-a-1](#)

In the Village of Schiller Park, these operations are coordinated by a group of officials and department/agency heads referred to as the "Incident Management Team" (IMT). Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information prompt decision-making, and expeditious response to present or possible dangers. The Village of Schiller Park Incident

Management Team is comprised of the following Village departments and/or agency heads:

1. Village President
2. Emergency Management Director
3. Police Chief
4. Fire Chief
5. 911 Center Director
6. Village Engineer
7. Public Works Director
8. Village Attorney
9. Finance Director
10. Human Resources and Services
11. IT/GIS
12. Community Development Director

On a daily basis, the EOC and alternate EOC are maintained by the Emergency Management Director. Maintenance includes ensuring that communications and operational systems in operable condition and personnel rosters are accurate and up-to-date. In the event that the primary EOC has been rendered unusable, the Emergency Management Director will secure a location for the alternate EOC site at a safe location from the incident.

IEMA 301.240c2C

Task Organization and Responsibilities

NIMSCAST II-A-1-b

A. General

1. Village of Schiller Park's direction and control structure for emergency operations is pursuant to NIMS, which employs two levels of incident management structures. NIMSCAST II-A-3-a
 - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents, and special events regardless of their scope.
 - b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the core for all information and resources coordination. The Incident Commander will manage and direct the on-scene response from the Incident Command Post. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations, and day to day operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
 - a. A threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
 - b. The emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS specifically provides the capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

B. Incident Command Operations

IEMA 301.240c1A

1. The first emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations and special events, individuals from various village departments or agencies, or

from external response organizations, may be assigned to separate ICS staff sections charged with those functions. For certain serious emergency situations, it may be desirable to transition to a Unified Command.

[NIMCAST II-A-3-b-1-a, IEMA 301.240c1B](#)

3. Transfer of command during an incident can occur for several reasons: As the incident grows, a more qualified person is required to take over as Incident Commander to handle the ever-growing needs of the incident, or in reverse, as an incident reduces in size, command can be passed down to a less qualified person (but still qualified to run the now-smaller incident) to free up highly-qualified resources for other tasks or incidents. Other reasons to transfer command include jurisdictional change (if the incident moves locations or area of responsibility), or normal turnover of personnel during extended incidents. The transfer of command process always includes a transfer of command briefing, which may be oral, written, or a combination of both.
[NIMCAST II-A-2-i](#)
4. The Command Staff are specifically designated, report directly to the Incident Commander, and are assigned responsibility for key activities that are not a part of the General Staff functional elements. Three staff positions are typically identified in ICS: Public Information Officer (PIO), Safety Officer, and Liaison Officer.
[NIMCAST II-A-3-b-2](#)
 - a. The PIO is responsible for interfacing with the public and media and with other agencies with incident-related information requirements.
[NIMCAST II-A-3-b-2-a, IEMA 301.240c2B](#)
 1. The purpose of a Joint Information Systems (JIS) is to communicate timely and accurate information to the public and may include local, regional and state governments.
[NIMSCAST II-C-1-a](#)
 2. The JIC is a temporary organization or entity where information management activities are performed.
[NIMSCAST II-C-1-b, NIMSCAST II-C-2-a, NIMSCAST II-C-2-b](#)
 - b. The Safety Officer monitors incident operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel.
[NIMCAST II-A-3-b-2-b](#)
 - c. The Liaison Officer is Incident Command's point of contact for representatives of other governmental departments and agencies, NGOs, and/or the private sector (with no jurisdiction or legal authority) to provide input on their organization's policies, resource availability, and other incident-related matters.
[NIMCAST II-A-3-b-2-c](#)
5. General staff has five primary functions established as separate sections of the EOC organization. The General Staff Section Level positions are:
 - a. Operations Section Chief - The Operations Section Chief is tasked with directing operational actions to meet the incident objectives.
[IMCAST VI-B-3, NIMCAST II-A-3-c-1-a](#)
 1. Branches may be established to meet several challenges: Maintaining recommended span of control for the Operations Section Chief, the incident calls for a functional branch structure, or, the incident calls for a multijurisdictional branch structure. [NIMCAST II-A-3-c-1-b](#)
 2. Divisions and Groups are established when the number of resources exceeds the Operations Section Chief's manageable span of control. Divisions separate physical or geographical areas of operation within the incident area. Groups separate functional areas of operation for the incident.
[NIMCAST II-A-3-c-1-c](#)
 3. Single Resources may be employed on a solitary basis, such as an individual personnel or solo piece of equipment with any associated operators.
 4. Task Forces are any combination of resources convened to accomplish a specific mission and can be ad hoc or planned.
 5. A Strike Team consists of a set number of resources of the same kind and type operating under a designated leader with common communications between them.
[NIMCAST II-A-2-g, NIMCAST II-A-3-c-1-d](#)

- b. Planning Section Chief - The Planning Section Chief is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall incident status. [NIMCAST II-A-3-c-2](#)
1. The Resource Unit ensures that all assigned personnel and resources have checked in at the incident. The Resource Unit tracks the current location and status of all assigned resources and maintains a master list of all resources committed to incident operations. [NIMCAST II-A-2-M, NIMCAST IV-B-4](#)
 2. Resource Status must be categorized by kind and type and must be tracked continuously to manage them effectively during an incident. The following status conditions and procedures are used for maintaining an up-to-date and accurate picture of resource status. [NIMCAST III-B-2-D, NIMCAST IV-A-2-C](#)
 3. Status Conditions -Tactical resources at an incident can have one of three status conditions: Assigned resources that are checked in and are cleared to work on an incident, Available personnel, teams, equipment, or facilities that have been assigned to an incident and are ready for a specific work detail or function, and Out-of-Service assigned resources that are unable to function for mechanical, personal, or health reasons. [NIMCAST IV-B-3](#)
- c. Finance/Administration Section Chief - The Finance/Admin. Section Chief is tasked with tracking incident related costs, personnel records, requisitions, and administrating procurement contracts required by Logistics. [NIMSCAST II-A-3-c-4](#)
1. The Time Unit is responsible primarily for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies.
 2. The Procurement Unit administers all financial matters pertaining to vendor contracts. [NIMCAST VI-B-5](#)
 3. Claims Unit under ICS, a single Unit handles injury compensation and claims.
 4. The Cost Unit provides cost analysis data for the incident. [NIMCAST VI-B-9](#)
- d. Logistics Section Chief - The Logistics Section provides for all support needs for the incident including ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel. [NIMSCAST II-A-3-c-3, NIMCAST IV-B-6](#)
1. The Supply Unit orders, receives, processes, stores, inventories, and distributes all incident-related resources and supplies.
 2. The Facilities Unit sets up, maintains, and demobilizes all facilities used in support of incident operations.
 3. The Facilities Unit sets up the Incident Command Post (ICP), Incident Base, and Camps (including trailers or other forms of shelter for use in and around the incident area); it also provides the services associated with maintaining those functions.
 4. The Ground Support Unit maintains and repairs primary tactical vehicles and mobile ground support equipment, records usage time for all ground equipment (including contract equipment) assigned to the incident, supplies fuel for all mobile equipment, provides transportation in support of incident operations (except aircraft), and develops and implements the incident Traffic Plan.
- e. Communications Unit - The Communications Unit develops the Communications Plan to make the most effective use of the communications equipment and facilities assigned to the incident. Additionally, this Unit installs and tests all communications equipment, supervises and operates the

incident communications center, distributes and recovers communications equipment assigned to incident personnel, and maintains and repairs communications equipment on site:

[NIMCAST II-A-2-h](#), [NIMCAST V-B-1](#)

1. The Food Unit determines food and hydration requirements of the responders, and has the responsibility for planning menus, ordering food, providing cooking facilities, cooking and serving food, maintaining food service areas, and managing food security and safety.
2. The Medical Unit is responsible for the effective and efficient provision of medical services to incident personnel; the Medical Unit Leader reports directly to the Logistics Section Chief.
3. The Information and Intelligence Function provides analysis and sharing of information and intelligence during an incident. Intelligence can include national and local security or classified information but also can include operational information such as risk assessments, medical intelligence, weather information, structural designs of buildings, toxic contaminant levels, etc. that may come from a variety of sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign this role to other parts of the ICS organization.

[NIMCAST II-A-2-n](#), [NIMSCAST II-A-3-c-5](#), [NIMSCAST II-A-3-c-5-a](#)

6. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
7. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure all participating agencies are involved in developing objectives and strategies to deal with the emergency.
8. Area Command - Establishing an Area Command is described in the Command and Management component. The purpose of an Area Command is either to oversee the management of multiple incidents that are each being handled by a separate ICS organization, or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams (IMTs) engaged.

[NIMCAST II-A-2-k](#), [NIMCAST II-A-3-b-1-b](#), [NIMCAST II-A-3-b-1-b-iv](#), [NIMCAST III-B-2-A-2](#)

[NIMSCAST II-A-4-a](#)

The Area Command does not have operational responsibilities. For the incidents under its authority, the Area Command:

- develops broad objectives for the impacted area(s),
- coordinates the development of individual incident objectives and strategies,
- allocates or re-allocates resources as the established priorities change,
- ensures that incidents are properly managed,
- ensures effective communications,
- ensures that incident management objectives are met and do not conflict with each other or with agency policies,
- identifies critical resource needs and reports them to the established EOCs/Multiagency Coordination Groups, and
- ensure that short-term “emergency” recovery is coordinated to assist in the transition to full recovery operations.

[NIMSCAST II-A-4-b](#)

9. Multi-agency Coordination System involves complex incident management scenarios (Type 3, 2 and 1 incidents). A unified command multi-agency coordination system, such as other Municipal Emergency Management Agencies, Cook County Emergency Management Agency, Illinois Emergency Management

Agency, and Federal Emergency Management Agency may be used to facilitate incident management and policy coordination.

[NIMCAST II-B-2-b](#)

10. Several kinds and types of facilities may be established in and around the incident area. The requirements of the incident and the desires of the IC/UC will determine the specific kinds and locations of facilities and may consist of the following designated facilities, among others are; Incident Command Post, Incident Base, Camps, and Staging Areas.
[NIMCAST I-A-2-f](#)
11. The planning process and the Incident Action Plans ensure sound, timely planning providing the foundation for effective incident management. The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and the staffing required, developing a written IAP. The five primary phases in the planning process are:
 - a. understand the situation,
 - b. establish incident objectives and strategy,
 - c. develop the plan,
 - d. prepare and disseminate the plan, and
 - e. execute, evaluate, and revise the Plan.[NIMCAST I-A-2-d, NIMCAST I-A-3-b-1-b-iii](#)
12. ICS has interactive management components that are designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management in Village of Schiller Park and other jurisdictions.
[NIMCAST II-A-1-d, NIMCAST II-A-1-e](#)
13. Incident Action Plans should cover all measurable objectives and support activities that are needed during the entire operational period. A written plan is preferable to an oral plan because it clearly demonstrates responsibility, helps protect the community from liability suits, and provides documentation when requesting State and Federal assistance. Incident Action Plans that include the measurable goals and objectives to be achieved are always prepared around a timeframe called an operational period.
[NIMCAST I-A-1-f](#)
14. The management by objective (MBO) approach involves a four-step process for achieving the incident goal. The management by objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.
[NIMCAST I-A-2-c](#)
15. Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential. Adherence to the following ICS principles and processes helps to ensure accountability: Resource Check-In/Check-Out Procedures, Incident Action Planning, Unity of Command, Personal Responsibility, Span of Control and Resource Tracking.
[NIMCAST I-A-2-i](#)
16. The ICS organizational structure develops in a modular fashion based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further subdivided to enhance internal organizational management and external coordination. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with Incident Command, which bases the ICS organization on the requirements of the situation. As incident complexity increases, the organization expands from the top down and functional responsibilities are delegated. Concurrently with structural expansion, the number of management and supervisory positions expands to adequately address the requirements of the incident.
[NIMCAST I-A-2-b](#)

17. The ICS organizational structure expands in a modular fashion, extending to incorporate all elements necessary for the type, size, scope, and complexity of an incident. It builds from the top down; responsibility and performance begin with Incident Command.

NIMCAST II-A-1-c

The modular concept described above is based on the following considerations:

- develop the organization's structure to match the function or task to be performed,
 - staff only the functional elements required to perform the task,
 - implement recommended span-of-control guidelines,
 - perform the function of any non-activated organizational element at the next highest level, and
 - deactivate organizational elements no longer required.
18. ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology covers the following:
- a. Organizational Functions - Major functions and functional units with local incident management responsibilities are named and defined. Terminology for the organizational elements involved is standard and consistent.
 - b. Incident Facilities - Common terminology is used to designate the facilities near the incident area that will be used in the course of incident management activities. Using standard or common terminology is essential to ensuring efficient, clear communications. ICS requires the use of common terminology, including standard titles for facilities and positions within the organization.
 - c. Common terminology also includes the use of "clear text"—that is, communication without the use of agency-specific codes or jargon. In other words, use plain English.
 - d. Manageable span of control means the number of subordinates one supervisor can effectively manage. Each local IC must anticipate span-of-control problems and prepare for them — especially during the rapid build-up of County, State and Federal resources. Maintaining adequate span of control throughout the Incident Command Post Command and General Staff is critical. Effective span of control may vary from three to seven, and a ratio of one supervisor to five reporting elements is recommended.

NIMCAST II-A-2-a

NIMCAST II-A-2-e

EOC Operations

C. Emergency Operations Center Operations

When activated all EOC Team Members shall report to the EOC Located at Schiller Park Village Hall – 9526 W. Irving Park Rd,

The EOC may be activated to monitor a special events or potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel. The principal functions of the EOC are to:

IEMA 301.240c1

1. Monitor potential threats.
2. Support on-scene response operations.
3. Support day-to-day operations.
4. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
5. Analyze problems and formulate options for solving them.

6. Coordinate local agencies and other jurisdictions, county, state and federal agencies, if required.
7. Develop and disseminate warnings and emergency public information.
8. Prepare and disseminate periodic reports.
9. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
10. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the County and/or State.

D. Incident Command Center - EOC INTERFACE

IEMA 301.240c1E

1. When both an ICP and the EOC have been activated, it is important that responsibilities are performed as outlined below, allowing for a division of responsibilities for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing them emergency instructions.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
 - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
 - a. Mobilizing and deploying resources to be employed by the IC.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing large-scale evacuation and coordinating traffic control for such operations.
 - e. Organizing and implementing shelter and mass care arrangements for evacuees.
 - f. Requesting assistance from the County and/or State and other external sources.
 - g. The Village President, Fire Chief, Police Chief, Emergency Management Director and Village Manager will meet at least once a day with the Village Council and other Elected Officials in the Village Council Chamber for an update on the incident(s) and Village's day-to-day operations. These meetings are considered Confidential and not for media and public information.
 - h. All information will need to be managed and documented. A strong information management system is necessary. IMT members and ICP(s) need to provide a command, control, and monitoring function that will: above all else, be easy and efficient to use, collect failure information to allow rapid and early contingency response, track multiple incidents and resources, communicate activities across the enterprise, and provide documentation capability.
 - i. The EOC software will be compatible with, CCDHSEM, IEMA and FEMA.
 - j. The EOC software should be an easy to use and fundamental information and decision management system that fulfills all of the following functions: central command and control, early alert communications, functionality as an "effective EOC and ICP", secure data sharing over the Internet and other networks, event tracking and logging, EOP, EOC and ICS Guidelines, IEMA Act, Administrative Rules, NIMS manual, Federal Response Framework and any other guidelines, check-off lists, resource management tools, Non-Governmental Resource List, and documentation of response actions.

NIMCAST V-B-2-a-4

4. Transition of Responsibilities:
 - a. Provide an orderly transition of responsibilities between the ICP and the EOC.
 - b. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
 - c. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-up action.
5. Extended EOC Operations:
 - a. While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of the EOC into the beginning of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, and monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.
6. Unified Area Command:
 - a. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

E. Activities by Phases of Management

1. Mitigation [NIMS III-B-2-a-4](#)
 - a. Establish, equip, and maintain an EOC and an Alternate EOC, if required.
 - b. Identify required EOC staffing.
 - c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
 - d. Identify and stock supplies needed for ICP and EOC operations.
 - e. Develop and maintain procedures for activating, operating, and deactivating the EOC.
2. Preparedness [NIMSCAST III-B](#)
 - a. Identify department, agency and volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
 - b. Pursuant to NIMS protocol, conduct NIMS training for department, agency and volunteer group representatives who will staff the EOC and ICP.
 - c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
 - d. Test and maintain EOC equipment to ensure operational readiness.
 - e. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.
 - f. The Incident Management Team have implemented processes, systems, procedures, and/or plans that ensure preparedness activities are coordinated among all disciplines as outlined in this plan. [NIMSCAST III-A-2](#)
 - g. The Incident Management Team has implemented plan evaluation procedures as outlined in the Basic Plan. [NIMSCAST III-B-2](#)

- h. This plan describes how personnel, equipment, and other governmental and nongovernmental resources will be used to support incident management requirements. [NIMSCAST III-B-2-a](#)
 - i. To achieve preparedness, the IMT has adopted relevant NIMS standards in the following areas: planning, training, and equipment. In addition, IEMA Administration Code for Exercise Requirements and IEMA Administration Code for Evaluation Requirements will be followed. Also, the IMT will take corrective actions, take mitigation actions, and will coordinate training classes and/or exercises. [NIMSCAST III-B-1, NIMCAST III-B-2-B](#)
3. Response
- a. The IMT will review and approve the Incident Action Plan and the Demobilization Plan. These plans will support the ICP in requests or assignments from Village departments during the next operational period. The EOC will monitor department manpower and equipment during EOC operations to insure adequate coverage for day-to-day operations, while supporting the ICP.
4. Recovery
- a. The IMT will review and approve the Recovery Plan and support the ICP during the next recovery operation period. The EOC will monitor department manpower and equipment during EOC operations to insure adequate coverage for day-to-day operations, while supporting the ICP.
 - b. Debris Removal is addressed in the Debris Management Annex. [IEMA 301.240c2E](#)

Organization and Assignment of Responsibilities

A. Organization

1. Our normal emergency organization, described in the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
3. The organization of the EOC is depicted in the Basic Plan. The EOC may be activated on a graduated basis. Department, agency and volunteer group EOC staffing requirements will be determined by the EOC Manager based on the needs of the situation.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Emergency Management Director will:
 - a. Establish general policy guidance for emergency operations.
 - b. Direct that the EOC be partially or fully activated.
 - c. When appropriate, terminate EOC operations.
2. The Deputy Emergency Management Director (Village Manager) will:
 - a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
 - b. Activate the EOC when requested or when the situation warrants.
 - c. Serve as an EOC Manager.
 - d. Advise the Village President or Emergency Management Director in emergency management activities. Coordinate resource and information support for emergency operations.
 - f. Coordinate emergency planning and impact assessment.
 - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The IC will:
 - a. Establish an ICP and direct and control emergency operations at the scene.

- b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
 - c. Provide periodic situation updates to the EOC, if that facility is activated.
 - d. Identify resource requirements to the EOC, if that facility is activated.
4. Incident Management Team members and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
- a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
 - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
 - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

Direction and Control

NIMCAST V-B-2-A-3

General. The Emergency Management Director will provide general guidance for the direction and control function, pursuant to NIMS protocols.

A. Incident Command Operations. The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the appropriate department head in charge of the incident. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post. The Basic Plan provides a detailed description of the incident management system.

B. EOC Operations:

- 1. The Emergency Management Director may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of IC recommendations.
- 2. The Incident Commander may activate the EOC, determine the initial level of EOC staffing to be required based upon the situation, and see that appropriate personnel are notified to report to the EOC.
- 3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Emergency Management Director or the Deputy Emergency Management Director activate the EOC to provide a suitable facility to work the issue.
 - a. Deputy Emergency Management Director may serve as EOC Manager.
- 4. The EOC Team shall be notified through the Mass Notification System

C. The Emergency Operation Center Staff includes the following;

- 1. The EOC Manager,
- 2. EOC staff,
- 3. Incident Management Team,
- 4. Police Officer (security),
- 5. Communications staff,
- 6. Technical support personnel,
- 7. Cook County, Illinois and Federal Emergency Management Agencies,
- 8. State Police and FBI,
- 9. MABAS Fire Officials,
- 10. Cook County Highway Department and Illinois Department of Transportation,
- 11. Cook County and Illinois Public Health Departments,
- 12. PIO and
- 13. Other PIOs in the JIC,
- 14. Utility Companies, and
- 15. Other Village Departments or Agencies with a mission statement.

The activation levels are determined by NIMS Incident Command to determine response levels for assisting agencies and Village of Schiller Park. The levels are 5 to 1, with 1 indicating a state of disaster.

Level 5 - Normal Conditions

Situation (e.g. day-to-day operations, Haz-Mat, house fire, Weather Watches, Flood, Homeland Security alert, etc.) is monitored by the Shift Commanders, Village 911 Center. The Emergency Management Director and Department Heads are notified in accordance with their SOPs/SOGs.

Level 4 – Watch

When an emergency/disaster has occurred and the Incident Commander thinks there may be a need for the resources (e.g. shelter, damage assessment, evacuation, weather, etc.) from other Village's department/agencies, the Incident Commander will inform the 911 Center of the needed resources and give a mission statement for that request. The appropriate Department Heads will be notified and they will follow their SOPs/SOGs for that incident.

Level 3 - Partial Activation

The activation of the EOC could happen at the time the Incident Commander makes a formal request for the resources of other Village services (e.g. Damage Assessment Team, Evacuation, etc., in the Village that will impact Village services). Partial Activation may occur when an incident spans two or more operational periods.

- The Incident Commander(s) and the Emergency Management Director will meet to make a decision if the incident level should be elevated.
- Those IMT members needed to fill the request and the EOC support staff will report to the EOC. The Emergency Management Director will assign an EOC Manager. The Village President and the other IMT members will be notified of the incident and be placed on a Level 2 Watch.

Level 2 - Full Activation

Full activation of the EOC automatically occurs at the time the Incident Commander and the EOC Manager see a need for all of the Village resources, and mutual aid agreement are exhausted to mitigate the emergency. All IMT members will be notified and report to the EOC. The EOC Manager will keep the Emergency Management Director informed.

- All Village Departments will follow their SOPs/SOGs for that incident under their Chief or Director.
- If it is determined that a situation can be handled by Village of Schiller Park, with the available usual mutual aid and County resources, the Village President should declare a State of Emergency. This declaration authorizes the activation of the Emergency Operation Plan, and authorizes the rendering of assistance by Cook County.

Level 1 - State, and Federal Response

If the Village can no longer manage the incident with normal and mutual aid resources, a formal request for State or Federal resources is made by the Emergency Management Director through the County and State EOCs. A declaration of "State of Disaster" will be initiated. This disaster declaration formally identifies that the situation is larger than the Village and Cook County can handle and IEMA and FEMA assistance is formally requested. This Disaster Declaration is forwarded to the Cook County Emergency Agency as soon as possible.

Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the County and State EOCs, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation, informed about the current status of operations.

Agreements & Contracts

A. Facilities and Equipment

1. EOC

- a. The EOC is located at the Village Hall and is maintained by the Emergency Management Director.
- b. During operations the EOC Manager oversees the appropriate staffing level for the EOC, EOC Staff and continuously monitors organizational effectiveness ensuring that appropriate modifications occur as required.
- c. The EOC Manager has the responsibility for coordination between the ICP(s) and the Department Heads for the day-to day operations of the Village.
- d. The EOC is equipped with the communication equipment necessary for conducting emergency operations.
- e. The EOC is equipped with an emergency generator and fuel.
- f. The EOC has emergency water supplies for 72 hours of operation.
- g. Food for the EOC staff will be provided by emergency suppliers and local vendors.
- h. The EOC’s job is to collect information and to manage and control event information and response activities. Typically, the information flow looks something like this:

<ul style="list-style-type: none"> i. incident occurs, notification sent to staff, status evaluated by Emergency Operation Center IMT members, ii. EOC activated, iii. Incident Log initiated, iv. Emergency Operation Center and Incident Command Guidelines implemented using checklists, v. tasks assigned according to Incident Action Plan, 	<ul style="list-style-type: none"> vi. resource allocation, vii. task performance, viii. financial tracking, ix. human and animal sheltering tracking log, x. damage assessment tracking, xi. status briefings and updates to IMT members, xii. track all functions at the Incident Command Post(s), and xiii. track day-to-day operations.
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2. Alternate EOC

IEMA 301.240c2C

- a. Should the primary EOC become unusable, the alternate EOC will be determined by the incident and will be located in a mutual aid community.

3. Mobile Command Post

- a. The Incident Commander may request that the Mobile Command Post, operated by Cook County Department of Homeland Security and Emergency Management (CCDHSEM) be deployed for use as an on-scene command post.
- b. Communications capabilities of the Mobile Command Post are provided by the Cook County Department of Homeland Security and Emergency Management UASI Committee.

B. Records

1. Activity logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:
 - a. Activation or deactivation of emergency facilities.
 - b. Emergency notifications to other local governments and to county, state and federal agencies.
 - c. Significant changes in the emergency situation.
 - d. Major commitments of resources or requests for additional resources from external sources.
 - e. Issuance of protective action recommendations to the public.
 - f. Evacuations.
 - g. Casualties.
 - h. Containment or termination of the incident.
 - i. The ICP and EOC shall utilize the ICS forms to record EOC activities.
2. Communications & message logs
 - a. Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC message log.
3. Cost information
 - a. Incident costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
 - b. Emergency or disaster costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations including:
 - i. Personnel costs, especially overtime costs
 - ii. Operational costs
 - iii. Costs for leased or rented equipment
 - iv. Costs for contract services to support emergency operations
 - v. Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. Reports

[IEMA 301.240c2d](#)

1. Initial emergency report. An initial emergency report should be prepared and disseminated for major emergencies and disasters where county and state assistance may be required. This short report is designed to provide basic information about an emergency situation.

D. Inadequate Local Resources

1. Should the local resources prove to be inadequate during an emergency; requests will be made for assistance from neighboring jurisdictions, other agencies, and industry, in accordance with existing mutual aid agreements and contracts.

E. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their identification card.
2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined.
3. All visitors will sign-in upon entry and wear their identification card.

4. Personnel Not Permitted in the EOC:
 - a. Media - located away from the EOC in a safe location in a media staging area.
 - b. Other Village and/or agencies who are non-EOC Staff, or without a mission task.
 - c. Council members, Local, County, State, and Federal Elected Officials should be briefed in the Village President's Office. The exception is the President of the United States, County, State, and Federal Homeland Security/EMA Officials, Governor of Illinois, President of the County Board and Village Presidents of other towns.
 - d. Village employees, visitors and friends should stay away the EOC during activation.
 - e. Anyone who has not been approved by the EOC Manager or Village President.

F. Media

Media relations will be conducted pursuant to the NIMS. (For more information see Public Information Annex.)

Maintenance, Review and Updating this Annex

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Annex.

DISASTER INTELLIGENCE And DAMAGE ASSESSMENT – ANNEX E

IEMA301.240a5

Statement of Purpose

IEMA 301.240b1

It is essential that the Village of Schiller Park rapidly assess a disaster's impact to bring the appropriate response. Collection of information is critical to the analysis and is essential to planning an orderly and organized recovery response. This also aids in the acquisition of assistance from other agencies as required.

Situation

IEMA 310.240b2

Disaster Intelligence and Damage Assessment.

Natural, manmade (technological), or terrorist incidents may occur within Village of Schiller Park limits at any time and may cause extensive damage to both public and private property. A disaster, regardless of hazard, requires an accurate assessment of the impact to population and property. The timely documentation and reporting of the damage incurred are vital during the response and recovery phases of a disaster or emergency.

First responders will identify areas of damage and the types of damage sustained, but are unable to assess and process damage estimates. For this, Damage Assessment Teams (DATs) are required to conduct field assessments. The Assessment teams are typically divided into two types, one dealing with residential & business, the other with public infrastructure. These teams require training prior to being deployed into any incident area.

- Damage assessments will be undertaken at different periods during a disaster event. A “windshield survey”, or Rapid Needs Assessment (RNA), most likely will be performed initially to get an overall general impression of the impacted area, while a more detailed report will be needed for state/federal aid assistance.
- The use of designated report forms will ensure that the data required for local use and state and federal assistance are captured. Regular updates to this plan that include the newest forms will be vital if the information collected is to be accurate and complete.
- Village departments should collect and record information on the utilization of labor, materials, equipment, and disaster-related costs. This documentation should begin as soon as possible, as the state and/or federal government may later provide reimbursement of documented costs associated with disaster response.
- To safely move about areas that have been impacted by the disaster, damage assessment teams may require assistance from public works and or law enforcement.
- Safety of all assessment teams is paramount. Disaster circumstances require precautionary measures beyond that of normal activities.

Assessment teams can expect to experience trip/fall hazards, structural hazards, transportation hazards, loose animals, people defending property, and others.

Assumption

IEMA 310.240b3

The Incident Command System (ICS) will be used to manage disasters and/or emergencies in accordance with the National Incident Management System. Damage assessment will be performed on an urgent basis and be based upon actual observation and inspection. Damage assessment also includes those administrative tasks and responsibilities of agencies and staff that are not part of the fieldwork.

A. In General

1. The lead agency will be the Village Engineer. The Village Engineer in the Emergency Operation Center will help coordinate communication between local agencies and state and federal agencies involved in the damage assessment process. IEMA 301.240g2
2. The Village Engineer will maintain ICS management responsibilities of all damage assessment field staff.
3. The lead agencies will coordinate identifying qualified personnel from the stakeholder agencies and provide damage assessment training on a regular basis to maintain knowledge and skills.
4. In the event that the EOC is operational, the Damage Assessment Team reports damage information to the EOC Manager or Planning Section Chief.

B. Rapid Needs Assessment

1. RNA is different from other forms of damage assessment that come later in the event. The purpose of RNA is not to estimate the dollar value of the damage, but to assess the nature, magnitude and scope of the event so that the decision-makers can assign the appropriate priorities to their response and request outside resources that are the most beneficial.
2. RNA takes place during an incident and focuses on addressing immediate lifesaving and life sustaining needs. The ability of the Village of Schiller Park Incident Management Team to perform a rapid assessment accurately and within the first few hours of an incident is critical to providing an adequate response for life-threatening situations and imminent hazards.
 - a. RNA should include the status or impact to the areas of; life safety, transportation systems, communications, utilities, emergency services, public services, and imminent hazards.
3. RNA involves teamwork among local public and private personnel. Depending on the time of the incident and the amount of warning, it may initially include personnel from law enforcement, fire, public works, utility, special district, non-governmental volunteers.
4. RNA most likely will be accomplished by driving through the affected areas; however, walking or the use of aircraft is acceptable if required. Depending on the severity and scope of the damage, security support from law enforcement agencies may be needed.
5. General guidelines for Rapid Needs Assessment teams include: look for the perimeter of the damaged area, not the interior; survey as many streets as possible, noting which ones have damage, not detailed addresses. Rapid Needs Assessment teams observe (they do not fix), refer media personnel to PIO, report any hazardous conditions to the 911 Communications Center and then to the EOC.
6. During RNA, take as many pictures as necessary to record the severity and type of damage. Some of these pictures will be used in the EOC/Planning Section to identify the type of damage experienced and where the damage is located, along with detailed maps of the overall incident area.

See Rapid Needs Assessment checklist in Damage Assessment Plan.

C. Scene Access and Security

1. If possible, law enforcement will secure the perimeters of the affected areas and restrict access as the situation warrants.
2. All agencies entering a restricted access area require special access permission from the established law enforcement organization. Each agency member must carry and display official identification when entering the restricted area.
3. The law enforcement organization will determine if/when residents are allowed to enter restricted areas.
4. Unauthorized parties within the disaster area are subject to local and state laws and incident specific policies regarding security of a disaster area.
5. Village Council may enact certain local laws temporarily restricting certain actions and behaviors.

D. Situation Report

1. The Emergency Operations Center/Planning Section is responsible for creating and disseminating an event situation report. The purpose of the report is to keep involved jurisdictions, first responders, emergency managers, special districts, volunteer groups and state agencies informed of the happenings and needs of the event.
2. Damage assessment should be part of this report and may include information such as: areas of reported damage, extent of damage, nature of damage (residential, business, infrastructure), and impacts to critical facilities/services, casualty estimates, resources deployed to assess the damage, outside assistance needed or anticipated.

E. Initial Damage Assessment

1. The Initial Damage Assessment (IDA) provides timely and comprehensive information on the scope and impacts of a disaster. Along with a summary of the impacts to people, estimates are made (in dollars) of the damage sustained and the costs incurred to respond to the incident. The purpose of an IDA is to: support effective decision making regarding response/recovery priorities, measure the economic impacts of the disaster and identify the need for or justify a Village of Schiller Park disaster declaration, provide situation report information, substantiate disaster-related expenditures, support the request for state and federal aid, provide a basis for the more formalized Preliminary Damage Assessment (PDA) with state and federal officials, and keep the public advised and news media up-to-date on disaster statistics.
2. IDA surveys are conducted by qualified inspector/engineer teams. Damage Assessment Teams (DATs) can be made up of individuals from many disciplines, but all should take damage assessment training before being deployed to the field. Disciplines for possible DAT members may include:
 - a. Village/County Engineers, County Assessors, Village Public Works, Utility Representatives, Village/County Building Officials/Inspectors, Mutual Aid Agreements, Private Vendors, and individuals with skill sets the Damage Assessment deems vital.
3. DATs can be divided into two functional groups, Residential–Business and Public Infrastructure.
 - a. Residential - Business Teams are led by the Community and Economic Development and Village Engineering and assess damages to individuals, families and businesses.
4. Residential-Business assessments are needs-based and estimate the degree of damage to homes and businesses, including habitability, insurance coverage and the impacts to the community at large (e.g. lost jobs and lost income to owners and employees).
5. All inspected/assessed structures shall be placarded with standard damage assessment signage. The placard shall include the name of the inspector and a call-back phone number.
6. Public Infrastructure Teams are led by the Public Works Department and assess damages to:
 - a. Public Buildings
 - b. Roads
 - c. Bridges
 - d. Water Control Structures
 - e. Public Utilities
 - f. Parks & Recreation Facilities
7. The appropriate utility provider or special district will assess damage to utilities such as electrical, communications, cable, etc.
8. Initial damage assessments for public infrastructure are cost driven and are based on a description of the damages or the scope of work to be performed.
9. The DAT may establish an intergovernmental liaison position to coordinate damage assessment responsibilities with special districts, private utilities, and other quasi-governmental entities.
10. The DAT may establish a GIS Support Unit to document incident damages and consequences using data as reported by field teams.
11. The DAT will fall under the incident management organization. Most likely, it will coordinate its actions through the Emergency Operations Center.
12. Organizational Structure Guidelines are set by NIMS and the ICS.
13. Data collected by assessment teams can be summarized on the Damage Assessment Summary Form (see Community and Economic Development and Engineering Damage Assessment Plan), which can then be

used to provide information to local officials, the general public, State EOC, congressional offices and the media.

14. Each field unit shall have at least two qualified assessors to assist each other and act as an external monitor while the other enters the property.
15. All field assessors/inspectors shall undergo a pre-assignment briefing that will cover the following:
 - a. DAT teams will maintain communications using the designated protocol and keep the Damage Assessment Branch Director apprised of progress.
 - b. DAT personnel will most likely encounter homeowners and members of the media while out in the field surveying damage. The media should be referred to the designated PIO or media liaison. Home-owners who have sustained damage will be under a great deal of stress as they recover from a disaster. DAT personnel need to be compassionate and understanding. (See Annex –Public Information.)
 - c. The Damage Assessment Branch Director is responsible for properly equipping staff with safety equipment, credentials, and high-visibility official outerwear; coordinating with law enforcement for securing damaged areas. Taking all of these measures will lessen the risk of injury and the possibility of mistaken identity.
 - d. Each respective incident may require special instructions or guidelines for assessing residential or commercial properties. The Damage Assessment Coordinator will establish those standards, if possible, prior to conducting field work.
16. Use standardized forms and procedures, as acknowledged in the Community and Economic Development Assessment Plan
17. It may be necessary to conduct a supplemental damage assessment to gather additional information, inspect placarded structures, and/or perform any other fieldwork that makes collected data more accurate.

F. Human Needs Assessment

1. The American Red Cross performs damage assessment as the basis for their disaster relief program. The intent of the assessment is to establish a level of damage on which the level of Red Cross assistance is based. The Red Cross does not set a dollar value to the estimated loss. Affected living units are categorized as having no damage, minor damage, major damage or being destroyed.
2. After the initial “windshield” survey, individual casework for clients may begin and a home visit to accomplish a detailed damage assessment is often performed. This is not to determine a dollar value loss, but to determine what items were damaged or lost that fall within the Red Cross disaster assistance program for repair or replacement.
3. Village of Schiller Park will coordinate with the American Red Cross for conducting a human needs assessment and provides support during case management.

G. FEDERAL – Preliminary Damage Assessment

1. The Preliminary Damage Assessment (PDA) is a more formalized process to document the damage identified during the IDA. A FEMA or State team will usually visit and view their damage first-hand.
2. Directed by FEMA, the PDA is requested by the State on behalf of the locally affected jurisdiction. The report will determine if the impacts are severe enough to warrant a federal disaster or emergency declaration.
3. The forms required for the PDA will depend on the severity and type of damage sustained. In general, PDA data collection for large disasters may include the areas of:
 - a. Damage description and impact to the community
 - b. Site-specific evaluations – scope of work, cost estimates, and impacts
 - c. Equipment inventory (both owned and rented)
 - d. Payroll
 - e. Historic reviews
 - f. Personnel (employee, mutual aid, volunteer, contract)
 - g. Contract work
 - h. Materials used
 - i. Special considerations

4. Forms to capture this information are available on FEMA's website at: Preliminary Damage Assessment Summary - FF 90-80
www.fema.gov/media-library/assets/documents/10742
5. FEMA PDA Coordinator is responsible for all field activity relative to FEMA teams. The coordinator gathers information from the different teams and finalizes the write-up, estimating the extent of the disaster and its impact on individuals and public facilities.
6. Illinois PDA Coordinator is responsible to the Illinois Emergency Management Director and works with the FEMA PDA to ensure an accurate assessment is completed. PDAs are also responsible for initiating contact with potential applicants and coordinating specialized transportation.
7. To ensure that relevant and accurate data is collected, each jurisdiction should coordinate the data collection process with the Illinois and FEMA PDA Coordinators.

The Village Engineer, with the assistance of the Public Works Director, Building Official, and Finance Director will coordinate Damage Assessment functions from the EOC during times of emergency or disaster.

The Public Works Department is responsible for the inspection and analysis of all buildings, structures, and elements of the Village's public infrastructure including all right-of-way (roads, bridges, sewers, streetlights, traffic signals, etc.) that may be affected by the disaster. The Community Development Department will be responsible for the inspection of all privately owned buildings and structures directly affected by the disaster for damage. The Finance Department will be responsible for all assessment documentation and interface with the state and Federal liaison for reimbursement.

The damage assessment process will be accomplished by the municipality, and potentially will be supported by the County and State, as outlined in the following procedures.

Preliminary Damage Assessment

When the disaster scene is safe and stabilized sufficiently for damage assessment activities, the Emergency Management Director will authorize The Village Engineer to conduct of a preliminary assessment designed to gather the following information:

- A geographic overview of the area damaged or impacted by the incident,
- Identification of the makeup of the area, i.e.: residential, commercial, industrial, etc.,
- A general assessment of damage.
- A foundation for the deployment of emergency response resources.

Small Scale Disasters

If the damaged area is small enough to survey locally, a detailed damage assessment survey will then be conducted by Village of Schiller Park agencies. The Village will use the IEMA Initial Damage Assessment Form to gather the necessary data.

Within eight hours after detailed damage assessment is complete, the data will be forwarded to the Cook County Emergency Operations Center. This assessment information will be forwarded to the Illinois Emergency Management Agency.

This data will be included into a consolidated countywide damage estimate. This consolidated damage estimate will be forwarded by Cook County staff to the Illinois Emergency Management Agency.

Large Scale Disasters

If the damage to the community is widespread, the Village of Schiller Park may request support through the activation of a regional or state damage assessment task force. Once the Damage Assessment Strike Team has arrived in the Village, the Village will form Individual Assessment Teams and Public Assessment Teams.

Individual Assessment (IA) teams will focus their efforts on residential and business damage.

Public Assessment (PA) teams will be broken into two categories, facilities, and infrastructure. Facility teams will focus their efforts on public utility structures. Infrastructure teams will focus on roadways, bridges, and drainage systems.

The Village may be requested to identify a staging area within, or adjacent to the impacted area where damage assessment teams can stage and receive a briefing prior to deployment. Village damage assessment personnel will work to assign adequate numbers of teams to effectively cover the damaged area(s). The IAs and PAs will then conduct the detailed damage assessments.

Once the assessments are complete, data developed by the damage assessment teams will be forwarded to the County Emergency Operations Center and entered into the DMIS computer system at the County EOC.

State Declared Disasters

If the Governor declares the County a disaster area, State and Federal Preliminary Damage Assessment (PDA) teams will tour the stricken jurisdiction(s) to determine if the area suffered sufficient damage to warrant a Federal declaration.

Assignment of Responsibilities

A. General

1. All involved agencies will:
 - a. Develop department specific procedures and protocol to support their role in damage assessment.
 - b. Ensure that the Incident Management Team is aware of all damage assessment specific plans for emergency preparedness, mitigation, response, and recovery.
 - c. Obtain and maintain mutual aid agreements (MOUs), and/or other agreements to fulfill their specific task responsibilities as defined in Damage Assessment.

B. Task Assignments

[IEMA 301.240g1](#)

1. The Damage Assessment Branch Director will:
 - a. Act as the Damage Assessment Field Coordinator for residential, businesses and public infrastructure throughout Village of Schiller Park.
 - b. Establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and local economy, in conjunction with Incident Management Team and the EOC staff.
 - c. Coordinate the Village wide home and business damage assessment process by gathering loss estimates from all reporting sources.
 - d. Coordinate the type of information that damage assessment teams will collect during field surveys, in conjunction with the Assessor.
 - e. Coordinate and escort State and Federal damage survey officials on inspections of damaged areas, in conjunction with the Emergency Management Director.
 - f. Assist in developing damage assessment reports.
2. The Community and Economic Development will:
 - a. Act as Damage Assessment Data Coordinator for residential, business and public infrastructure.
 - b. Provide oversight in the compilation of all damage assessment reports, in conjunction with Building Department.
 - c. Establish damage assessment priorities based on public safety needs, continuity of government services, and maintaining the local economy, in conjunction with the Incident Management Team and Planning Section.
 - d. Utilize GIS capability to develop data layers that help capture damage assessment figures such as damage pattern recognition, costs incurred by neighborhoods or communities, loss estimates, etc.
 - e. Assist in developing damage assessment reports.
3. The Finance Department will:

- a. Provide technical assistance for the collection and tracking of expenditures incurred from emergency response activities (force accounts).
 - b. Assess economic effects, including projections/forecasts for the current year and the following year, and provide information to the EOC.
 - c. Conduct risk management activities including insurance coverage assessment and providing analysis to decision makers in the IMT.
4. The Village Engineer, Community Development and the Public Works Department will:
 - a. Establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and local economy, In conjunction with the Community and Economic Development, IMT and EOC Staff.
 - b. Assess the damage to roads, bridges, and traffic controls for areas falling under their jurisdiction.
 - c. Providing technical specialists that inspect buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster.
 - d. Evaluate damage to Parks and Community Resources facilities.
 - e. Evaluate damage to Village-owned and operated buildings.
 - f. Perform a safety assessment of public buildings and facilities and report damages to Community Development Director.
 5. The Police Department will:
 - a. Provide initial information for the Rapid Needs Assessment of damages that have occurred in a disaster or emergency.
 - b. Assess costs of emergency protective measures.
 - c. Coordinate with the Damage Assessment Branch Director(s) and provide security for Damage Assessment Teams in damaged areas.
 6. The Geographic Information Technology – GIS will:
 - a. Assist the damage assessment function with spatial data analysis and mapping support.
 7. The American Red Cross will:
 - a. Notify the EOC of ARC involvement.
 - b. ARC will attempt to provide initial event information such as:
 - i. The type of disaster
 - ii. The potential number of people impacted
 - iii. General information about the type or extent of damage that has occurred
 - iv. ARC response efforts
 - v. Providing a trained government liaison to the EOC to coordinate ARC emergency response functions.
 8. Fire Department and mutual aid agencies (MABAS) will:
 - a. Provide initial information for the Rapid Needs Assessment of damages that have occurred in a disaster or emergency.
 - b. Assess costs of emergency protective measures.
 9. The Board Health will:
 - a. Board of Health: As needed, provide support to American Red Cross in human needs assessment and case management.
 - b. Village Nurse: Assist the Damage Assessment Teams in determining health related issues inside and outside the damaged area during Rapid Needs Assessment and initial damage assessment.
 10. Local special districts, private utilities (communications, cable, and gas, electric), and other quasi-governmental agencies will:
 - a. Conduct damage assessment of their resources, in coordination with local, state, and federal personnel as appropriate.
 - b. Provide timely damage assessment information to the Damage Assessment Coordinator, especially as it relates to interruptions of critical services.
 11. The Emergency Management Director will:

- a. Coordinate assistance from state government agencies in support of Village of Schiller Park when it has been determined by the Governor that an incident is beyond the response capabilities of the local jurisdiction (including mutual aid).
- b. The execution of incident management activities at the Village level is guided by the Village's Emergency Operation Plan. The EOP is intended to provide a seamless link between local, state and federal operations in conformance with the National Framework Plan (NFP). The NFP is supported by:
 - i. The Statewide Intergovernmental Agreement for Emergency Management,
 - ii. The Illinois Resource Mobilization Plan, and the
 - iii. Emergency Management Assistance Compact (EMAC).

The direction of state resources in support of local government during response operations will take place at the Illinois Emergency Operations Center/Multi-Agency Coordination Center.

- 12. The Federal Emergency Management Agency will:
 - a. When warranted, participate in a joint Preliminary Damage Assessment (PDA) to determine the magnitude and impact of an event's damage. A FEMA/State team will usually visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs.
 - b. Open Disaster Field Offices (DFO) in or near the affected communities, if a federal disaster is declared and financial assistance offered. The DFO will serve to coordinate with local jurisdictions in the determination of the types of assistance being offered.
- 13. The Village Engineer and the Director of Public Works will coordinate damage assessment responsibilities. The Director of Public Works will report to the Village Engineer and provide timely updates. The Village Engineer will report financial needs to the Finance Director. The Village Engineer will coordinate the response of assisting agencies, supplies and equipment with appropriate staging areas and resource management.

Lines of Succession

The chain of command listed below shall be followed:

- 1. Village Engineer
- 2. Building Official
- 3. Public Works Director

Maintenance, Review and Updating this Annex

IEMA 301.240b5

It is the responsibility of the Public Works Director and Emergency Management Director for the maintenance, review and update of this Annex.

DEBRIS MANAGEMENT – ANNEX F

IEMA 301.240, IEMA 301.240c2e

State of Purpose

IEMA301.240b1

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety and welfare of the impacted citizens and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Situation and Assumption

IEMA301.240b2, IEMA 301.240b3

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc.:

- The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.
- In a major or catastrophic disaster, Village of Schiller Park may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.
- Private contractors play a significant role in the debris removal, collection, reduction, and disposal process.

The debris management program implemented by the Village's Recovery Plan under NIMS will be based on the waste management approach of reduction, reuse, and reclamation. Resource recovery, incineration, and land filling operations will meet FEMA 44 CFR: Title 44 of the Code of Federal Regulations – Emergency Management and Assistance Program.

Concept of Operation

IEMA 301.240b4

Public works is responsible for the debris removal function. The Public Works Department will work in conjunction with designated support agencies including utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal need following a disaster. PW will be responsible for removing debris from the public right-of-way. Only when pre-approved and deemed in the public interest will PW remove debris from private property. The Public Works Branch Director will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision-maker's flexibility for employment of the equipment, and allow the clearing crews to begin work immediately after the disaster.

The Public Works Department will develop and maintain a list of approved contractors (FEMA 44 CFR: Title 44 of the Code of Federal Regulations – Emergency Management and Assistance Program) who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster.

Organization and Responsibilities

The Director of Public Works is responsible for the developing debris management guidelines (SOGs). Village Departments will be organized under NIMS as follows:

- A. Finance and Administration Section: Tracking expenditures, housekeeping, supplies, equipment, funding, and accounting functions will operate under NIMS guidelines.
- B. Logistics Section: Bidding requirements, forms, bid solicitation, and contract development

functions.

- C. Legal Officer: Review contract, right of entry permits, community liability condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance.
- D. Operations Section: Supervise government and private contract resources in the completion Incident Action Plan and the Recovery Plan.
- E. Planning Section: Damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.
- F. Public Information Office: Coordinates press releases, contacts with local organizations, individuals, and media; prepares public notices for debris removal and disposal contracts.

The Incident Command staff shall coordinate with all State and Federal agencies responsible for disaster response and recovery operations and are assigned the following tasks:

- A. Develop a Debris Management Plan.
- B. Develop an analysis and debris management capability.
- C. Segregate non-hazardous material into the proper debris zone.
- D. Develop public information and education programs.
- E. Train personnel in debris management techniques.
- F. Maintain pre-disaster maps, blueprints, photos and other documents.
- G. Make a list of critical facilities (streets, roads, and bridges).
- H. Identify non-government groups that could assist.

Direction and Control

The Director of Public Works will direct all Department operations under the ICS System.

SITE SELECTION

Debris storage and reduction sites will be identified and evaluated by interagency site selection teams comprised of a multi-disciplinary staff that is familiar with the area. A listing of appropriate local, State, and Federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in pre-determined temporary holding areas, until a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. When feasible, collection sites will be on public property to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Public Works Branch Director, and will be coordinated with other recovery efforts through the Emergency Operations Center.

Site selection criteria will be developed into a checklist format for use by the interagency site selection teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site. A site selection priority list will be up dated by the Public Works department.

DEBRIS REMOVAL PRIORITIES

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads, providing access for emergency vehicles and resources into the impacted area.

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority in assigning debris removal resources is to provide access to critical facilities pre-identified by State and local governments. Critical facilities in the Village have been identified and a list is kept and updated by Public Works.

The third priority debris removal team's address is the elimination of debris-related threats to public health and safety. This includes such things as the repair, demolition, or barricading of heavily damaged/structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

DEBRIS CLASSIFICATION

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations be standardized. The Village will adopt the categories established for recovery operations by the U.S. Army Corps of Engineers following Hurricane Andrew. Debris removed will consist of two broad categories; 1) clean wood debris and construction and 2) demolition debris. Definition of classifications of debris is the following:

- A. Burnable Materials: Burnable materials will be of two types with separate burn locations.
- B. Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken, and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition material debris.
- C. Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.
- D. Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.
- E. Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
- F. Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and Downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

Estimating Debris Quantities

The formula for estimating debris quantity is:

Q=H (C) (V) (B) (S)	
H (Households)=Population/3 (3 persons per household) C(Category of Storm)=Factor (See table below)	
V (Vegetation Multiplier)= Factor (See table below)	
B (Commercial Density Multiplier)= Factor (See table below) S (Precipitation Multiplier)= Factor (See table below)	
Hurricane Category	Value of “C” Factor
1	2CY
2	8CY
3	26CY
4	50CY
5	80CY
Vegetative Cover	Value of “V” Multiplier
Light	1.1
Medium	1.3
Heavy	1.5
Commercial Density	Value of “B” Multiplier
Light	1.0
Medium	1.2
Heavy	1.3
Precipitation	Value of “S” Multiplier
None to Light	1.0
Medium to Heavy	1.3

Once the volume of debris has been estimated, the Village will require temporary storage sites the size of which can be determined by considering the following factors:

The debris pile shall be stacked to a height of no more than 10 feet.
60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
10 foot stack height = 3.33 yards
1 acre = 4,840 square yards (sy)
Total volume per acre = 4,840 sy/ac x 3.33y = 16,133 cy/ac.

Using the above assumptions, the estimate of total debris from any hurricane will be within 30% plus or minus of the actual amount of debris accumulated.

Public Works has estimated the under the worst scenario, e. g., is a Category 5 hurricane, heavy vegetation cover, heavy commercial density, and heavy precipitation, the amount of acres needed for a temporary landfill is 3,352 acres.

The calculation (assuming a population of 500,000) is as follows:

$Q = H(C)(V)(B)(S)$
$Q = 166,667 \times 80 \times 1.5 \times 1.3 \times 1.3$ $Q =$
33,800,068 cy of debris.
$33,800,068 \text{ (cy of debris)} / 16,133 \text{ (cy/ac)} = 2,095 \text{ acres of debris. } 2,095 \text{ acres} \times 1.66 \text{ (60\% more area needed for roads, etc.)} = 3,352 \text{ acres}$
Note: To help visualize what 33,800,068 cy of debris looks like, picture a building occupying 1 acre. 1,000,000 cy of debris would create a stack 62' high on one acre. That building would be 2,046 feet high or approximately 200 stories high.

DEBRIS DISPOSAL AND REDUCTION

Once the debris is removed from the damage sites, it will be taken to the temporary landfills. The three methods of disposal are burning, recycling, and grinding/chipping.

Grinding and chipping will be utilized as a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio. For grinding and chipping to be feasible, 25% of volume remaining must have some benefit or use.

The three primary burning methods are open burning, air curtain pit burning, and incineration. Controlled open burning is a cost-effective method for reducing clean wood debris in rural areas. Burning reduces the

volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a “curtain effect” to hold smoke in and to feed air to the fire below.

- Portable incinerators use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth/limestone pit.
- Metals, wood, and soils are prime candidates for recycling. Most of the nonferrous metals are suitable for recycling. Specialized contractors are available to bid on disposal of debris by recycling if it is well sorted.

SITE CLOSE-OUT PROCEDURES

Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use:

- Before activities begin, ground and aerial photos will be taken and important features such as structures, fences, culverts, and landscaping will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds.
- After activities begin, constant monitoring of air quality and soil and water samples will take place. Photo, maps, and sketches of the site will be updated and fuel spills will be noted.
- At closeout final testing of soil, water, and air quality will be compared to original conditions. All ash will be removed and any remediation actions will be taken.

DEBRIS MANAGEMENT ACTIONS

The Debris Management Plan is separated into four stages:

A. Normal Operation:

1. Develop local and regional resource list of contractors who can assist in all phases of debris management.
2. Develop sample contracts with generic scopes of work to expedite the implementation of their debris management strategies.
3. Develop mutual aid agreements with other local governments, as appropriate, following guidelines established in the Village’s procurement guidelines.
4. Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
5. Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.
6. Develop site selection criteria checklists to assist in identifying potential debris storage sites.
7. Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
8. Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.
9. Establish debris assessment processes to define scope of problem.
10. Develop and coordinate pre-scripted announcements with the Public Information Office (PIO) regarding debris removal process, collection times, and temporary storage sites use of private contractors, environmental and health issues, etc.

B. Increased Readiness *(A natural or man-made disaster is threatening the Cook County area):*

1. Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
2. Alert Village departments with debris removal responsibilities, ensuring that personnel, facilities, and equipment are ready and available for emergency use.
3. Relocate personnel and resources out of harm's way and stage in areas where they can be

effectively mobilized.

4. Review potential local, regional, and debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.
5. Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

C. Response

1. Activate debris management plan under the NIMS.
2. Documenting costs
3. Coordinate and track resources (public and private).
4. Establish priorities regarding allocation and use of available resources.
5. Identify and establish debris temporary storage and disposal sites (local, regional).
6. Address any legal, environmental, and health issues relating to the debris removal process.
7. Continue to keep public informed through the PIO.

D. Recovery:

1. Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
2. Continue to document costs.
3. Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
4. Perform necessary audits of operation and submit claim for Federal assistance.

CONTRACT AND COOPERATIVE

The Finance Director will be responsible for managing the debris contract from project inception to completion. Managing the debris contract includes such things as performance monitoring, contract modifications, inspections, acceptance, payment, and closing out of activities. The Public Works Director is encouraged to enter into cooperative agreements with other local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All area local governments wishing to participate in such agreements should be identified prior to the development and implementation of the agreement.

The three types of contracts required are the:

- A. Time and Materials Contract. Will be limited to the first 70 hours of operation and only after all State and local equipment has been committed. The price for equipment applies only when the equipment is operating, the Public Works Director can terminate the contract at his convenience, and the Village does not guarantee a minimum number of hours.
- B. Lump Sum Contract. The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts will be calculated on either the "area" method or the "pass" method. The lump sum contract shall only be used when the scope of work is clearly defined and the areas of work can be specifically quantified.
- C. The Unit Price Contract. Gives the most accurate account of actual quantities removed. The contract should require field inspectors to eliminate possible contractor fraud. All contractor trucks must be measured. Requires load tickets identifying truck number, contract number, contractor's name, date, time-departed site, and estimated volume.

The Village has established Mutual Aid Agreements with the following entities to provide assistance with debris removal in the event of a disaster resulting in copious amounts of debris (see the Basic Plan under Mutual Aid Agreements).

These agreements include utilization of personnel, equipment, temporary landfill sites, emergency services, and law enforcement.

The Emergency Management Director has further identified certain volunteer (VOAD), State, and Federal agencies ready to assist. These agencies include Civic Clubs, Church organizations, Salvation Army, State Department of Transportation, National Guard, scrap dealers, and U.S. Department of Labor. The Incident Command Post will coordinate these VOAD organizations.

Maintenance, Review, and Update This Annex

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director and Public Works Director for the maintenance, review and updating of this Annex.

DONATIONS – ANNEX G

IEMA 301.240

State Of Purpose

IEMA 301.240b1

The purpose of this Annex is to outline the concept of operation, organizational arrangements and responsibilities for coordinating the efforts of the government to manage donations of goods and services that may occur in the aftermath of an emergency.

Situation

IEMA 301.240b2

Should a major disaster or a lesser emergency where there is a high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims and/or participate in the recovery process. The volume of donations offered could be sizable, and extreme difficulties could be faced in receiving, storing, securing, sorting, transporting, accounting for, and distributing donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.

The Village of Schiller Park does not wish to operate a system to collect, process, and distribute donations to disaster victims. This system is best operated by community-based organizations (CBOs) and other voluntary agencies who have successfully handled donations in the past. Emergency Management does, however, desire to coordinate its donation management efforts with community-based and volunteer organizations and agencies.

Recognized local and national charities (i.e., community-based organizations and the voluntary disaster relief agencies (VDRA) have been accepting, handling, and distributing donations for many years. These CBOs and VDRA are skilled in the donations management process, and they should be the first recourse for collecting and managing donations after a major emergency or catastrophic disaster. Donors outside the jurisdiction should be encouraged to work through recognized community, state, or national social service organizations or voluntary human resource providers in the community in which they live. These organizations are capable of receiving donations in areas across the state or nation and then earmarking assistance for a particular disaster.

Donations of cash to CBOs and VDRA for disaster relief allow those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods. Therefore, cash is generally the preferred donation for disaster relief.

Assumption

IEMA 301.240B3

Should a major emergency or disaster occur, donations may be given and delivered to the Village of Schiller Park ***whether*** or not they are requested. In large quantities, such donations may overwhelm the capability of the community to handle and distribute them. In a catastrophic disaster affecting the Village, local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.

- Donated goods may be offered to CBOs and VDRA.
- Many individuals donate goods or services that are not needed by disaster victims or in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills, wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.
- In some cases, the volume of donations received by the community may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims.
- The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media on current needs and those items and services that are not required.

Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have “strings attached”, or not really be donations at all. They may be:

- A. Given with an expectation of some sort of repayment, publicity, or a tax write-off.
- B. Items that are out-of-date (such as expired foodstuffs or pharmaceuticals), unusable (broken furniture, dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in August).
- C. Volunteer services that do not meet the announced or advertised expectations or capabilities, or skilled trades that are not properly licensed or certified.
- D. Provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
- E. Offered at a “discount” to disaster victims, with any real savings being minimal or nonexistent.
- F. Offered in limited quantity as a deception to simply show an “association” with government or disaster relief as a basis for future advertising or publicity.

Donated goods may arrive in the Village without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.

Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, or garbage bags; some items may be in bins or on pallets. When such goods are received, they typically must be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.

Donors may want to:

- A. Know what is needed in the community -- cash, goods, and/or services.
- B. Know how they should transport their donation to the area, or if there is someone who can transport it for them.
- C. Start a “drive for donations” to help disaster victims, but have no knowledge of what to do and how to do it.
- D. Have their donation received by an official and/or receive a letter of appreciation or public recognition.
- E. Be fed and provided with lodging if they are providing volunteer services.

Disaster victims may:

- A. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
- B. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
- C. Have unmet needs which can be satisfied by additional donations.

Concept of Operation

IEMA301.240b4

The objective of this donations management plan is to detail the roles and responsibilities of the CBOS AND VDRA. Through CBOS AND VDRA, Village of Schiller Park is better prepared to assist the citizens of the community during a time of disaster by providing for the timely delivery of needed supplies and services. Additionally, this plan will identify procedures for the handling of solicited and unsolicited goods and services.

The donations management program is composed of several organizational elements and several operating units that are activated as needed at a level suitable for the anticipated workload. The organizational elements include the CBOS AND VDRA Coordinator, CBOS AND VDRA Steering Group, and the Unmet Needs Committee. The operating units include: CBOS AND VDRA Operations Station/Area, a Staging Area, a Phone Bank, one or more Distribution Points, and a Volunteer Center.

Phases of Emergency Management

Donations Management, as a function, usually occurs during the recovery phase of an emergency. However, some donations management activities should occur during the preparedness and response phases.

- A. Prevention
 - a. Establish a donated goods warehouse with CBOS AND VDRA.
 - b. Prepare a public awareness campaign to inform citizens the type and quantity of items needed.
- B. Mitigation
 - a. Identify agencies and resources available in the community.
 - b. Review and update role of the CBOS AND VDRA.
 - c. Prepare and update local CBOS AND VDRA donations management plans.
 - d. Preparedness
 - e. Develop standard operating guidelines (SOGs) for CBOS AND VDRA and donations management.
 - f. Assign a CBOS AND VDRA Coordinator
 - g. The Coordinator shall coordinate the donation management efforts of volunteer groups and Village and other local government agencies.
 - h. Establish the CBOS AND VDRA Steering Group to oversee pre-disaster donations management planning and assign responsibilities for various donations management activities.
 - i. Identify possible sites for the CBOS AND VDRA Operations Station/Area, Resource Staging Area (SA), Phone Bank, Distribution Points, and a Volunteer Center and determine how these facilities will communicate with each other.
 - j. Develop tentative operating procedures for the Phone Bank, Resource SA, Distribution Points, and Volunteer Center.
 - k. Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
 - l. Brief elected officials, department heads, and local volunteer groups on a periodic basis about the CBOS AND VDRA and donations management program.
 - m. Brief the local media so they understand how the CBOS AND VDRA and donations program will work so they can be prepared to advise the public of specific donation needs, discourage donation of unneeded items, disseminate information on the availability of donated goods, and provide other information, as applicable.
 - n. Brief citizens groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates. Also, discourage donations of unneeded items.
 - o. Include consideration of CBOS AND VDRA activation and donation management in the emergency management exercises to test donations management plans and procedures. Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.
 - p. Ensure CBOS AND VDRA representative is verifying organizations operating relief fund efforts.
- C. Response
 - a. Review the donations management program with senior government officials.
 - b. Activate the CBOS AND VDRA Donations Management Team.
 - c. Activate the Donations Management Plan.
 - d. Identify and prepare specific sites for donations management facilities, and begin assembling needed equipment and supplies.
 - e. Identify and activate staff for donations management facilities.
 - f. Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update with information.

- g. Coordinate with the County and/or State Donations Management Coordinators.
- D. Recovery - The CBOS and VDRA Steering Group will:
 - a. Determine which donations management facilities will and will not be activated.
 - b. Set up the donations management facilities that are activated and determine logistical support for each facility.
 - c. Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
 - d. Collect, sort, store, distribute, and properly dispose of donations, if necessary.
 - e. In coordination with the PIO, provide regular updates to the media on donations procedures, progress, and the continually assess donations management operations; determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
 - f. Keep records of donations received and, where appropriate, thank donors.
 - g. Activate the CBOS and VDRA to provide continuing assistance to victims in need, depending upon the donations available.
 - h. Continue coordination with the County and/or State Donations Management Coordinators to work with the CBOS and VDRA.
 - i. Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records are necessary.

Responsibilities

A Donations Coordinator (Human Resources Officer) has been selected with primary responsibility for the overall Volunteer Management Support Team (VMST). The Donations Coordinator will also be responsible for recommending critical stress debriefing when necessary. A Donations Coordinator has been appointed with the responsibility for the utilization of Village of Schiller Park volunteer programs as needed.

Direction and Control

The Donations Coordinator will be prepared to act indefinitely until channels and chain of command have been established with the IAP.

- The Donations Coordinator will be prepared to activate the Volunteer Reception Center (VRC) organizational units in those divisions, where applicable, and supervise and direct VRC activities in accordance with the directives issued from the Incident Command or the EOC.
- The Donations Coordinator shall report to the EOC Manager during an emergency to advice decision-makers and coordinate volunteer efforts with other responding organizations.
- Operations and Planning Section Chiefs of shall provide operational period status reports of volunteers resource requests to the Donations Coordinator so that these reports can be relayed to the EOC Manager.
- The Donations Coordinator will initiate those phases of the VRC program which can be feasibly placed into operation, when and where necessary.

Maintenance, Review, and Update this Annex

EMA 301.240b5

It is the responsibility of the Emergency Management Director and the human Resources Officer for the maintenance, review and update of this Annex.

EVACUATION - ANNEX H

IEMA301.240a6

State Of Purpose

IEMA301.240b1

Incidents may occur that require the evacuation, dispersal, or relocation of residents from threatened or hazardous areas within the Village of Schiller Park, other municipalities and unincorporated Cook County. Evacuation is defined as “the temporary or long-term relocation of a community and its residents and workers from a potentially dangerous area to one that offers safety and protection.”

The two types of evacuations that are utilized:

- A. **GENERAL EVACUATION** involves the relocation of large portions of the public from a dangerous or potentially dangerous area, to an area, which provides safety from the impending situation.
- B. **LIMITED EVACUATION** involves the relocation of one or a few persons from a dangerous or potentially dangerous area, to an area, which provides safety from the impending situation.

The purpose of this Annex is to identify the agencies involved in coordinating and effecting an evacuation.

Situation

IEMA 301.240b2

The Village of Schiller Park is subject to disaster, whether natural or man-made. During certain incidents, some of the Village residents may be asked to relocate. Relocation routes have been identified, and a methodology developed to implement an evacuation plan at a moment’s notice. A map displaying these pre-determined evacuation routes are located in the Police Department and the Emergency Operation Center.

Assumption

IEMA 301.240b3

If a general or limited evacuation is recommended, the Village of Schiller Park can assume mutual aid assistance from neighboring and encompassing governmental agencies. Some residents may refuse to leave their homes and/or property, even if the major emergency or disaster is clearly visible. Following an evacuation, the threat of looting becomes a viable concern. Security measures will be addressed and implemented. Once relocated, residents should remain in shelters as long as danger is apparent. However, some residents may attempt to return before it is safe for them to do so. IC will anticipate the need for residents who will have functional needs assistance in multiple areas.

Concept of Operation

IEMA 301.240b4

The Incident Commander and the EOC Manager are responsible for recommending protective actions. The Village President or designee is responsible for ordering the appropriate level of evacuation.

The protection of residents during periods of emergency or following a disaster may be accomplished in one of the following ways:

- A. **Shelter in Place** - Occupants of structures will be advised to remain indoors, to close windows and doors, and shut down outside ventilation equipment. This method will be utilized if a hazard is present and area residents will be placed at greater risk by their movements outdoors.
- B. **Limited Evacuation** - Occupants of a small area, probably smaller than a square block, need to be relocated due to the hazard present.
- C. **General Evacuation** - A large area or the entire community needs to be evacuated.

The type of protective actions and the area to be included in the recommendation will be based on the nature and extent of the hazard and the potential to harm area residents. The Incident Commander and the EOC Manager, based on their authority, without coordination with the Village President, can initiate issuance of a “Shelter-in-Place” or “Limited Evacuation” recommendation. This recommendation would be used for small incidents such as a structure fire, small hazardous materials leak, or a crime scene.

Issuance of a “General Evacuation” recommendation requires a formal Declaration of Emergency by the Village President or his/her designee. The Village President will confer with the Incident Commander and EOC Manager and if appropriate, the Incident Management Team (IMT), prior to issuing a recommendation.

The Village President or their designee, are responsible for making a protective action recommendation within the corporate boundaries of the Village. If the recommendation will affect an adjoining municipality or the unincorporated area of the county, the recommendation should be coordinated with the adjacent municipality and/or the Cook County EMA.

The Cook County Department of Homeland Security and Emergency Management and IEMA will be notified, as soon as possible, that a “shelter-in-place” or “evacuation” recommendation has been made. Considerations must be made by IC for the residents with functional needs assistance (ADA).

If recommended, “general evacuations” will be conducted based on the following stages:

- Level 1 - Prevent access to those without official business.
- Level 2 - Evacuate residents, business and industry.
- Level 3 - Evacuate support personnel and the media.
- Level 4 - Evacuate all but necessary workers.
- Level 5 - Total evacuation.

Notification to Village residents of the recommended protective action will be the responsibility of the Emergency Management Director or designee and the 911 Communications Center (Reverse 9-1-1 System).

Note the following:

[IEMA 301.240h1](#)

- A. The Emergency Management Director has identified Functional (ADA) Needs Populations who require notification.
 - B. Any Long-term Care Facilities has the responsibility of the residents and staff as outlined in their Emergency Operation Plan. Before the Long-term Care Facilities resources for evacuation are exhausted, the Fire Department Branch Director designee will coordinate evacuation operations with the Cook County Department of Public Health and the Illinois Department of Public Health. This will be in accordance with the Illinois Administrative Code - Title 77 Public Health, Section 300.670 - Disaster Preparedness.
 - C. Emergency Management Director is responsible for coordinating transportation for the within the Village.
- [IEMA 301.240h2](#)
- D. The Police Department Chief is responsible for the safe and orderly evacuation of the public.
 - E. While most residents will use privately owned vehicles, should an evacuation be recommended, it is recognized that some transportation will be required.

Functional (ADA) -Needs Populations

The following facilities have been identified by Emergency Management Director as having populations with special transportation needs. A list of functional (ADA) needs populations or facilities: i.e., schools, hospitals, nursing homes, day care centers, handicapped, etc. are kept in the 911 Communication Center and the EOC.

Not all disasters require individuals to flee their homes or businesses. However, safe and effective evacuation of all people with varying levels of functional (ADA) need should be a central objective. Functional (ADA) Needs residents and families should have:

- A. A functional (ADA) needs family plan.
- B. A 3 day disaster supplies kit and a go-kit.
- C. A safe evacuation route with prearrange transportation and safe place to stay outside the incident area.
- D. To notify the relevant Functional (ADA) needs Program of your evacuation.
- E. An out-of-town contact.
- F. A plan for pets.

The Incident Management Team will consider the demographic composition of the community, the transportation necessary for evacuation, and the capacity of the Village to provide shelters that meets the range of needs that exist within the community. The Village and the American Red Cross will take into account regulations, licensing, and other mandated responsibilities as well as resources, hazard analyses, and evaluation of emergency circumstances. Shelters for functional (ADA) needs residents may not be within the Village limits, but at a location dictated by the event and the need for such shelters.

Issues such as personal assistance devices, service animals, supplies, equipment, help and support of family members, friends, pets, and/or directly employed aides are important to many people with functional (ADA) needs. It is importance to allow individuals with disabilities to bring personal care assistants or family members, service animals and mobility, communications and medical devices with them. Provisions should be made to assure safe transport of mobility, communications and other assistive equipment if resources are available.

In general, if a person says it is important to bring particular people, animals or equipment with them, they should be allowed to do so unless granting the request would likely result in imminent harm to the person or others.

Residents with disabilities without a functional (ADA) needs family plan should not be routinely transported to health care facilities simply because they have disabilities. Fire Service/EMS triage decisions should include an understanding that there is a difference between living with a disability and needing to be transported to a health care facility because of illness.

Exercises of evacuation plans for adult day programs, schools, day care centers, nursing/group homes, institutions, and large public buildings should be conducted at least once a year and is their responsibility.

Animal Control Section

The Emergency Management Director and Police Animal Control Section will be notified when any level of evacuation has been

recommended and it appears that shelter and feeding resources will be needed. If it appears that a shelter will be needed outside the Village, the Emergency Management Director will coordinate the opening of that facility with the American Red Cross, Cook County DHS&EM, and IEMA.

Following the completion of an evacuation, traffic control posts will be converted to access control posts. The Police Department is tasked with providing security for the evacuated area, traffic, and crowd control. Only emergency response personnel will be permitted into the evacuated area.

The Police Department and Public Works Departments are tasked with maintaining primary and alternate evacuation routes in an open and passable condition. The evacuation routes for the Village are identified in Police Department Evacuation Guidelines.

A recommendation to re-enter an affected area will be forwarded to the EOC by the Incident Commander. This recommendation will be made in cooperation with supporting agency officials involved in the incident. If

a reentry recommendation is made from a higher level of government (County, State, or Federal), verification of that recommendation will be made prior to an announcement to re-enter being made.

The announcement to re-enter an evacuated area will be made by the Village President. If the evacuated area includes portions of a neighboring municipality or an unincorporated county, the re-entry recommendation will be coordinated with the appropriate Village President and/or the Cook County Board President.

Following a general evacuation, re-entry to an affected area will be allowed based on the following stages:

- Level 0 - Unrestricted re-entry
- Level 1 - Residents, property owners, and unrestricted media
- Level 2 - Utility workers and escorted media
- Level 3 - Damage assessment personnel and escorted media
- Level 4 - Emergency workers only.

Further operational procedures and routes are maintained in the Police Departments Evacuation Guidelines.

Direction and Control

By Illinois law, the Village President is ultimately responsible for the protection of life and property. Under NIMS, the Incident Commander is responsible for ensuring that evacuation operations are effective. Ensuring the safety of the Village population during an evacuation is one of those critical functions.

Within the Village of Schiller Park, the Incident Commander through the Emergency Management Director is the official responsible for recommending the implementation of a “General Evacuation” to the Village President. If a disaster is widespread and extends into unincorporated portions of the Village, the Director of Cook County Department of Homeland Security And Emergency Management, through the Cook County President, is responsible for recommending the implementation of a General Evacuation for those unincorporated areas.

The Police Department, EOC and Incident Commander will be the direction and control point for all major decisions concerning evacuation. The Evacuation Officer and Incident Commander will direct the major evacuation effort from the ICP. Communications to the public will be accomplished through the PIO SOPs.

Maintenance, Review, and Update This Annex

[IEMA 301.240b5](#)

It is the responsibility of the Police Chief and Emergency Management Director for the maintenance, review and updating of this Annex.

FIRE FIGHTING / EMS – ANNEX I

State Of Purpose

Fire and EMS Services in the Village of Schiller Park are the responsibility of the Schiller Park Fire Department. The Schiller Park Fire Dept. maintains Emergency Operation Guidelines that is operated within the policy and procedures of the National Incident Management System.

The Fire Chief will be responsible for coordinating the Fire Rescue and Emergency Medical functions from the EOC during time of emergency/disaster.

Situation and Assumption

The Village of Schiller Park is a small sized suburban Community located in Cook County just west of Chicago and east of O'Hare International airport. Schiller Park is just under 3 square miles in area with a population of just under 12,000 residents. The village is composed of primarily residential areas with some retail shopping and light industry throughout the village. The Fire Department will be responsible for the initial Fire, Rescue and EMS responses to any major disaster occurring within the village corporate limits. In the event an emergency requires additional manpower and equipment, these resources will be available through Mutual Aid Box Alarm System (MABAS) and through the Cook County Department of Homeland Security (CCDHS). Additional help may also be requested through state and federal agencies.

Concept of Operation

In cases of emergency the Fire Department may be charged with fire suppression, rescue and medical care. The Fire Departments initial response to emergencies is 1 Battalion Chief in a Command Vehicle, 1 Engine with a minimum of 3 personnel, 1 truck with a minimum of 2 personnel and 1 ambulance with a minimum of 2 paramedics.

The Battalion Chief will become the Incident Commander at any Fire, Rescue or EMS scene or for any other incident as spelled out in this plan.

Initial requests from the public for emergency response will be received at the Village 9-1-1 Communications Center. In the event that the Schiller Park-9-1-1 center is out of service due to a disaster affecting its operation, NorCom dispatch center will serve as the primary back up. Dispatch responsibilities for MABAS Box Alarms will be the responsibility of the Schiller Park Communication Center to Notify NorCom for Activation.

Organization and Responsibilities

The department consists of a Fire Chief, 3 Battalion Chiefs, 3 Lieutenants, 21 fighter/paramedics. The minimum manning for the department on any given shift is 8 personnel. The Fire department responds to many diverse emergency and operates under specific Standard Operating Guidelines.

In the event that an emergency exceeds the capabilities of the on-duty and auto aid capabilities, the Incident Commander may authorize a call back of all off-Duty personnel or obtain additional resources and manpower through the MABAS system.

The Incident Commander is responsible for resources derived from a MABAS Box alarm activation and shall see that a secure staging area is established. Responding Mutual Aid resources will communicate with the Incident Commander through the Approved Fire Ground Radio Frequency assigned to the incident.

Direction and Control

The Fire Department Chief is the top executive for the fire department. The fire department works closely with Village of Schiller Park leaders and department heads in the everyday and emergency operations of critical events.

Maintenance, Review, and Update This Annex

It is the responsibility of the Emergency Management Director and the Fire Chief for the maintenance, review and updating of this Annex.

LAW ENFORCEMENT – ANNEX J

State Of Purpose

The Police Department is responsible for law enforcement and crime prevention activities in addition to traffic and crowd control during periods of emergency. Additional law enforcement resources are available from neighboring communities, Cook County Sheriffs' Office, the Illinois State Police, and Federal law enforcement agencies. National Guard assistance is available only following the declaration of a local emergency and through direct request of the Village President to the Cook County EMA for relay to the Illinois Emergency Management Agency, provided that the guard is not already activated as part of its national mission. The State of Illinois will determine whether the National Guard or other State law enforcement asset is appropriate to handle the requested mission.

The Chief of Police will be responsible for coordinating the law enforcement function from the EOC during time of emergency.

Situation and Assumption

The Village of Schiller Park is a small sized suburban community located in Cook County on the west side of Chicago and East of O'Hare International airport. Schiller Park has approximately 2.5 square miles of area and a population of 11,800. The Village is composed primarily of residential areas with some retail shopping centers, commercial and industrial businesses located throughout.

The Schiller Park Police Department will be responsible for providing the initial law enforcement response to any major emergency or disaster occurring within the corporate limits of the Village. In the event that an emergency requires additional manpower and equipment, these resources will be available through ILEAS (Illinois Law Enforcement Alarm System), NIPAS (Northern Illinois Police Alarm System) and through other mutual aid agreements. Additional support for special situations may also be obtained through county, state or federal agencies.

Concept of Operation

In times of emergency, the Police Department may be charged with traffic/access control, emergency notification of the public, provision of security in disaster relief facilities or shelters, etc.

In cases of disasters or civil unrest, the Disaster Plan Procedure takes effect in its entirety. The primary radio frequency for coordination of procedures shall be the police emergency frequency. The Police Department is designated as the Police Command Center. See the procedure for alternate command center sites. The Chief of Police will serve as the Command Center Commander. In the Chief's absence, command will be according to the lines of succession spelled out in the procedure.

Initial requests from the public for emergency response will be received at the Village 9-1-1 Communications Center. In the event that the Schiller Park-9-1-1 center is out of service due to a disaster affecting its operation, the Rosemont Public Safety Com Center will serve as the primary back up. Dispatch responsibilities for ILEAS/NIPAS call-out alarms will be the responsibility of the Schiller Park Police Department.

Organization and Responsibilities

Resources derived from a mutual aid request will be staged and deployed throughout the involved area according to General Order. Responding mutual aid organizations will communicate with the police department via ILEAS.

- A security perimeter will be maintained around incident site(s) in accordance with outlined procedures.
- These procedures include the Illinois State Police Disaster Pass System.
- The responsibility for providing law enforcement services within the Village of Schiller Park rests with the Schiller Park Police Department.
- The Chief of Police is responsible for the administration of the Police Department and reports directly to the Village President.

The Commander is generally responsible for managing departmental operations during major emergency or disaster situations. Police response during an emergency or disaster situation will be guided by the procedures and recommendations set forth in the Schiller Park Police Department's disaster manual. This manual contains provisions for:

- Communications
- Field command posts
- Casualty information
- Community relations/public information
- Other law enforcement agency support
- Military support
- Public facility security
- Traffic control
- Equipment requirements
- De-escalation procedures
- Rumor control
- Availability for command
- Post occurrence duties
- Analysis and dissemination of information for requesting assistance
- Maintenance of reports

In the event that an emergency exceeds the capabilities and resources of the Schiller Park Police Department, the Chief or his designee may recall off-duty personnel, according to General Order, or may obtain additional manpower and resources through the ILEAS/NIPAS alarm system and other mutual aid agreements. If mass arrests are required, they will be carried out according to the Police Department's procedure.

Part-time/Auxiliary

The Schiller Park Police Department's Part time & Auxiliary Police Forces are well established and report to the Chief of Police or his designee. Part time/Auxiliary Officers are paid volunteers who provide law enforcement and community support services to the Patrol Division. Upon receiving this basic training, the Part time/Auxiliary Officers are ready to perform regular assignments as spelled out in Policy 200/10. Part time/Auxiliary Officers also perform traffic and crowd control functions during parades and other local events.

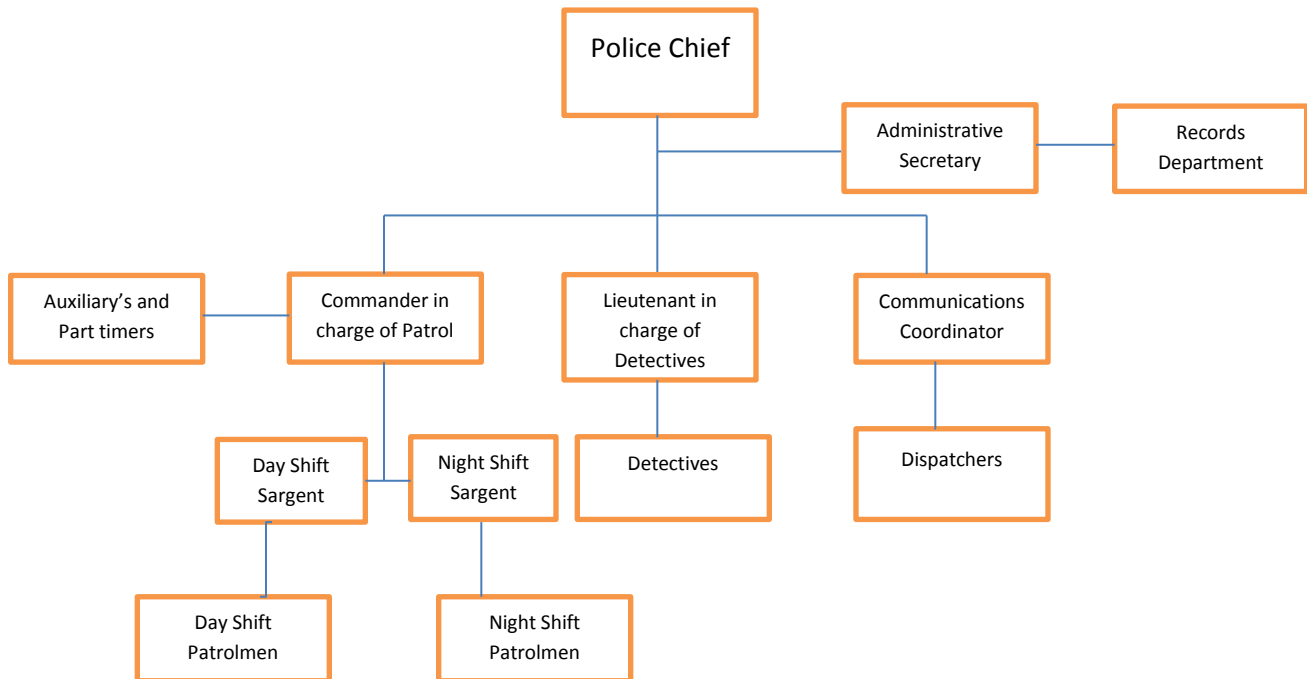
By Ordinance and State Statute, a Part time Police Officer has full police authority while on duty, including power of arrest. An Auxiliary Officer does not have full police powers and cannot be give this power by the Chief. Auxiliary Officers will be use only for community service activities, crowd control, and traffic direction.

In the event of a disaster or emergency, the Chief may grant Part time /Auxiliary Unit members the authority to perform normal and regular police duties independent of full-time officers. Full time officers can then handle assignments requiring their greater degree of proficiency. Under our current policy, Part time /Auxiliary Officers may, while not under the direct supervision of a full time Officer, direct traffic and conduct crowd control. At no time in the event of an Emergency or Disaster does this plan give Auxiliary Officers any Police/Arrest Powers.

Direction and Control

The Emergency Operations Center (EOC) shall be the control point for all major decisions concerning law enforcement operations. Representatives of the village government shall staff at the EOC all times during a major Emergency or Disaster. The Chief of Police, or designee, shall report to the EOC and retain responsibility for Law Enforcement efforts and will act as liaison to other departments and agencies involved in the operations. The Commander shall report to the field command post and coordinate law enforcement operations.

Police Department Organizational Chart



Lines of Succession

The succession of command for the Schiller Park Police Department during emergency operations shall be:

1. Chief of Police
2. Commander
3. Lieutenant
4. Sergeant

Maintenance, Review, and Update This Annex

It is the responsibility of the Emergency Management Director and Police Chief for the maintenance, review and updating of this Annex.

LOGISTICS MANAGEMENT AND RESOURCE SUPPORT – ANNEX K

State Of Purpose

This annex describes the procurement of outside resources that might be needed in the event of a disaster within the Village boundaries. Disaster experiences in other cities have shown the importance of a pre-planned resource system.

Situation and Assumption

The Village normally keeps in stock a sufficient quantity of equipment, material, and supplies to support the everyday activities. The resources can handle most day-to-day emergencies on hand at any given time. However, if the emergency turns into a disaster, more equipment, supplies, material, and volunteers will be needed to respond. Furthermore, a good system must be in place to warehouse and distribute donated goods and services that are customarily sent into a disaster area by concerned outside benefactors.

Concept of Operation

Access to resources, including personnel and equipment, following the onset of a disaster is critical to effective response and recovery efforts. In like fashion, management of resources should be centralized with one department or agency to prevent duplication of requests for the same resource.

Organization and Responsibilities

Requests for resource support will be generated by the Incident Commander, at the scene of the incident, or from members of the Crisis Management Team, within the EOC. Following the activation of the emergency plan, the Director of Finance will be responsible for coordinating requests for resources for the Village, and shall report to the EOC.

The Emergency Management Director and the various department heads concerned shall immediately begin to produce additionally needed items through mutual aid agreements, memoranda, letter of understanding, or loan contracts. These agreements memoranda, letter of understanding, or loan contracts are on file in the Village Administration and Finance Offices.

Additional help may be sought from County EMA, IEMA, and the Federal Governments, if necessary.

An inventory of resources, provided by the community, can be found in various Village department files. Local EMA and Public Works resources can be found in the County Emergency Municipal Resource Guide. Additional listing of resources available from the public and private sector can be provided through County EMA and IEMA.

In the event of a major emergency or disaster affecting multiple jurisdictions or unincorporated portions of the County, resource requests should be coordinated through the County EMA. The County EMA can consolidate similar requests from multiple jurisdictions. Additionally the County(ies) may be requested to coordinate the acquisition and scheduling of emergency response resources, i.e.: light trucks, fuel re-supply vehicles, debris removal equipment, etc., during the early hours of a disaster to take that burden from municipal officials, thereby allowing them to coordinate emergency response activities.

Requests for resources provided from the state or federal government including hardware, vehicles, and personnel will be routed through the County EOC. The County will forward the requests to the Illinois Emergency Management Agency.

American Red Cross and Salvation Army

The American Red Cross and Salvation Army will be asked to help with the procurement and distribution of emergency food and water supplies. Food and water can be acquired from any of the chain food stores in the village.

Private Manpower and Equipment

If a shortage of any of everyday items and personnel the Village used begins to seem likely, there will be a need to purchase materials, supplies, equipment and manpower. An inventory of vendor resources, provided to the village, can be found in the Village's Vendor Resource Book.

When it is necessary to contract for services or purchase needed resources, the following procedure will be initiated by the Finance Department.

Finance

Following the onset of a major emergency or disaster, the tracking of financial and personnel costs are essential. The local declaration of emergency or disaster allows the village to make expenditures necessary to respond to and recover from the effects of the disaster, bypassing the normal competitive bidding process.

The Director of Finance is responsible for ensuring that adequate funding is available for the Village's response and recovery efforts. The Director of Finance should immediately establish a budget line item for disaster-related expenditures and personnel costs. Funding for emergency / disaster related expenses is based on the following policies:

Tracking of expenditures should begin as soon as possible. These expenses must be backed based on the following categories:

Emergency Work:

Category A - Debris Removal - Includes the removal of debris and wreckage from public and private property, demolition of unsafe structures, clean out of foreign material in reservoirs, catch basins, and drainage channels.

Category B - Emergency Protective Measures – Includes search and rescue, security force deployment, flood fighting activities including sand bagging, pumping, etc., and sheltering costs.

Permanent Work:

Category C - Road Systems - Includes restoration of damaged road and bridge systems, culverts and traffic control systems.

Category D - Water Control Facilities - Includes restoration of damaged dikes, dams, levees, drainage channels, and similar facilities.

Category E - Buildings and Equipment - Includes restoration of damaged buildings, building contents and equipment.

Category F - Utility Systems - Includes water, sanitary and storm sewer, and electric utilities.

Category G - Other (Recreational Facilities) - Includes restoration of parks, recreation facilities and other types of damaged facilities that do not fit into other categories.

Tracking of expenditures, based on the preceding categories is required by FEMA in the event that the incident is large enough to warrant a federal disaster declaration.

Financial Management Forms

Blank financial management forms packets are provided by the IEMA and Federal Emergency Management Agency for tracking personnel and equipment costs, contract labor, and equipment rental costs related to a federally declared disaster. On the back of the sample form are detailed instructions indicating what information should be placed in each column/row. While the use of these forms is not mandatory for a non-federal declared disaster, the use of these sheets for all local emergencies will insure that correct information is immediately available without extra work should the event be escalated to a federal disaster.

The Finance Department has separate forms to be used for each job site and each category of work. Categories of these forms are:

- a. Force Account Labor Record
- b. Force Account Equipment Record
- c. Force Account Materials Record
- d. Contractual Services Record
- e. Rental Equipment Record

Donations

In time of emergency/disaster the need for the general public to help his/her fellow man is great. This can be in the form of donated equipment, food, clothes, other items and money. The timely provision of donated resources can mean the difference between an effective and ineffective response and recovery operations. Recent disaster experiences have highlighted the importance of a smooth running donation resource system.

Monetary Donations

The Finance Department has the responsibilities of receiving, banking and accounting for all monetary donations sent to the Village in an emergency/disaster. The Village President and Village Board will set the proper ordinance for the use of this disaster relief money. The police department will be responsible for the security of these funds.

See the Finance Department SMOs for Monetary Donations. These SMOs are kept in the EOC.

Other Donations

The Public Works Department has the responsibilities of receiving, storing, distributing and accounting for all material and supplies donations sent to the Village in an emergency/disaster. The Village's EOC and Emergency Management Director will set the proper procedures for the use of these disaster relief supplies/materials. The police department will be responsible for the security of these donations. The Donations SMOs are kept in the EOC.

Maintenance, Review, and Update This Annex

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Annex.

MASS CARE – ANNEX L

IEMA 301.240a7

State Of Purpose

IEMA301.240b1

The purpose of this Annex is to establish plans, procedures, policy, and guidelines for providing protective shelters, temporary lodging, emergency feeding, and clothing of persons forced to leave their homes due to an emergency, disaster, or precautionary evacuation.

Situation

IEMA 301.240b2

The community is vulnerable to floods, tornadoes, blizzards, and hazardous material accidents. Although the majority of the people will seek shelter with family and friends, the remaining will seek shelter in local government or American Red Cross provided shelters.

During an emergency or disaster, the situation in the Village may be as follows:

- A. Facilities may be needed in the Village for both the direct and indirect effects of the event.
- B. Mass care facilities for the Functional (ADA) Needs Population are addressed in different areas within the EOP. Search the document for the term “Functional Needs Population (ADA).” Most of the information is found in the Evacuation Annex and the Warning and Emergency Information Annex.
- C. American Red Cross Reception and Care (RAC) facilities may be required in the catastrophic events.
- D. Damage Assessment Teams in coordination with the Planning Section Chief will identify hazards that could cause an evacuation of portions of the Village.
- E. The most likely scenarios requiring sheltering range from a few families to a large segment of an outside Village of Schiller Park jurisdiction’s population.
- F. This could occur with severe weather storms, severe flooding, forest preserves fires, or hazardous materials incidents in or near a community.

Assumption

IEMA 301.240b3

Personnel will handle the initial response to any disaster or unusual occurrences within the geographical limits of Village. It is quite possible that in the event of a disaster or unusual occurrence, citizens will be displaced from their homes, hotels, or senior housing. The Mass Care Unit will assist in finding temporary housing and supplies for displaced citizens. The Village assumes the following:

- A. The ultimate responsibility for mass care services for citizens rests with Village of Schiller Park.
- B. The American Red Cross (ARC) will serve as the principal organization responsible for operating mass care facilities during disasters.
- C. Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for the people that have been evacuated.
- D. Approximately 80 percent of evacuees will seek shelter with friends or relatives rather than go to an established mass care facility.
- E. The Village may have to enter into an agreement with adjacent jurisdictions to arrange for mass care services for evacuees that cannot be taken care of in the Village’s jurisdiction.
- F. Until such time that the Red Cross arrives, local government (Board of Health) will manage and coordinate all shelter and mass care activities.
- G. Other professional and volunteer organizations that normally respond to disaster situations will do so.

- H. Assistance from outside or within Village of Schiller Park, through mutual aid agreements and from State and Federal level emergency agencies, will be available.
- I. Where available, Cook County and the State of Illinois will be available to support mass care operations.
- J. Facilities planned for shelter and mass care use will be available at the time of need.

Concept of Operation

IEMA 310.240b4

Mass care services will be provided for, but not limited to, the following situations:

- A. Evacuees
- B. Severe weather
- C. Extreme heat
- D. Extreme cold
- E. Man-made events
- F. Hazardous material spills
- G. Large-scale damage (ex. tornadoes)

Elements to be considered in setting up mass care facilities will include:

- A. Magnitude of disaster (area, population)
- B. Intensity (severity)
- C. Speed of onset (speed of impact)
- D. Duration
- E. Impact on the Village (economic, psychological, infrastructure, etc.).
- F. The American Red Cross, in partnership with the Village, will be responsible for sheltering and/or congregate care facilities, feeding and the health and medical care of all victims. IEMA 301.240i1A
- G. The Salvation Army, Red Cross and other NGOs will be responsible for the receipt, sorting, and distribution of all donated foods received at the regional distribution center. IEMA 301.240i1B
- H. The Fire Department EMS Division Coordinator or designees will coordinate all short term health and/or medical care with local Hospital EMS Coordinator and long care with the Cook County Department of Public Health. IEMA 301.240i1C
- I. The Public Information Office (PIO) will ensure that all evacuees and the general public will be informed on mass care facilities through the local media. IEMA301.240i3
- J. Upon the determination of need for mass care by the Incident Commander, the EOC Manager shall initiate sheltering and mass care procedures.
- K. The Mass Care Unit Manager (Board of Health) will report to the EOC for coordination of the mass care operations. IEMA 301.240i2
- L. Staffing and management structure will be the responsibility of the American Red Cross (ARC) utilizing their standard operating procedure.
- M. ARC shall maintain complete records including name, age, address, and other vital statistics of each evacuee. ARC shall maintain health records.
- N. The Village, in partnership with the ARC, will provide the following services to evacuees: shelter, feeding, and medical care.
- O. The ARC will provide communications between the shelters and the EOC.
- P. Each shelter shall report to the EOC twice daily, and immediately when any significant incident occurs, or when the shelter is 75 percent full.
- Q. Determination of services will be determined by the EOC, IC, or the Emergency Management Director.
- R. The IMT, School Districts and Library will work together to develop an education plan during a disaster.

- S. The IMT and Rec. Department will work together to develop a recreation plan during a disaster.
- T. Each mass care facility will respond to inquiries from family members according to the following:
 - a. Mass care facilities will provide written reports to the EOC containing victim information.
 - b. The ARC Emergency Public Information Coordinator is in charge of disseminating information to family members.
 - c. Under the Federal Response Plan (FRP), the ARC and Emergency Support Function 6 (ESF-6) may operate a Disaster Welfare Information (DWI) System.
 - d. The DWI system uses information from shelter lists, casualty lists, hospitals, the State EOC, and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones.

Provisions for providing mass care services for the functional (ADA) needs population are as follows:

1. School districts will be responsible for the children in their schools.
2. Daycare providers will be responsible for children in their care.
3. Long-term Care Facilities has the responsibility of the residents and staff as outlined in their Emergency Operation Plan. Before the Long-term Care Facilities mass care resources are exhausted, the Fire Department Branch Director designee will coordinate mass care operations with the Cook County Department of Public Health and the Illinois Department of Public Health. This will be in accordance with the Illinois Administrative Code - Title 77 Public Health, Section 300.670 - Disaster Preparedness.
4. Because the population of hearing-impaired, sight-impaired, mentally- impaired, and mobility-impaired citizens are minimal, their care will be the responsibility of the care-givers, although shelters will make every effort to accommodate functional (ADA) needs population.
5. The non-English speaking population exists and should fall under the Functional needs population.
6. Law Enforcement will be responsible for the care of its inmates.
7. Transient population such as, street people, motel guests, seasonal workers, and people without transportation shall be the responsibility of the ARC.
8. Cook County Animal Control, Police Department, and the Humane Society shall coordinate mass care for animals including shelters. Animal control will be responsible for the safety and ownership identification of all animals taken to shelters.
9. Mutual aid agreements have been made with emergency management organizations in local jurisdictions.

Special assistance will be required in the mass care facility for the elderly, persons with disabilities, and others with functional (ADA) needs.

Sheltering

The IEMA and the Illinois Department of Public Health is the lead for the ESF Mass Care and Sheltering. They will work with the American Red Cross, Village of Schiller Park and other local Emergency Management Coordinators to designate and coordinate shelters during times of a pre-emergency or a disaster. The management, operation, and staffing of the shelter is the shared responsibility of the local jurisdiction (Board of Health) and the American Red Cross. Regardless of who operates a shelter, the ADA generally requires shelter operations to be conducted in a manner that offers individuals with disabilities the same benefits provided to people without disabilities (e.g., safety, comfort, medical care, support of family and friends). To the maximum extent possible, shelter and support plans should include persons with functional (ADA) needs along with others in their community and the co-location of a shelter for pets.

Shelter-in-Place

Evacuation will not always be possible or desirable in an emergency, and people with functional (ADA) needs must also prepare to shelter where they are. This plan includes performing well-being checks and obtaining personal care assistance for those in-needs.

Deciding to evacuate a fixed facility setting and individuals with special health care needs residing in private residences requires careful planning and assessment of risk. Facilities should have plans in place for emergencies. These facilities are ultimately responsible for their residents. Their EOPs should pre-identify alternate facility locations and provide an estimate of the number of individuals requiring relocation. The Emergency Management Coordinator and facility managers should work together to help ensure plans adequately and realistically address hazards and emergencies common to that location.

When advance warning permits and sheltering-in-place poses a greater risk to the individual than evacuation, individuals who require acute medical care should be evacuated 24-hours before the general population. Facilities in neighboring jurisdictions should be prepared to receive those displaced individuals (agreements should be in place before the incident), and proper resources, including medical supplies and appropriate staff, should be in place at the receiving facilities.

Transportation

Populations requiring transportation assistance during emergency response and recovery include:

1. Individuals who do not have access to a vehicle but can independently arrive at a pick-up point;
2. Individuals who do not have access to a private vehicle and will need a ride from their home;
3. Individuals who live in a group setting or assisted living environment and will need a ride from such facilities;
4. Individuals who are in an in-patient medical facility or nursing home;
5. Individuals who are transient, such as people who are homeless, and have no fixed address; or
6. Individuals with limited English proficiency.

Vans and buses vary as to the number of individuals they can accommodate and the types of lifts, ramps and wheelchair securing devices they employ. The Logistic Section Chief will identify resources available through the County and State EOCs.

Service Animals

Service animals are permitted in all places that serve the public as long as the animal poses no direct threat to the health or safety of individuals. Access includes transportation with their owners/handlers during evacuations. In assessing forms of transportation, Planning and Logistic Section Chiefs should consider the presence of service animals and the potential need to for them to travel with their owners during evacuations. According to the Americans with Disabilities Act, only two questions may be asked to determine if an animal is a trained service animal:

1. Is the animal a service animal required because of a disability?
2. What tasks or work has this animal been trained to perform?

If the answers to these questions reveal that an animal has been trained to assist a person with disabilities, that person should be allowed to access services, programs, activities, and facilities while accompanied by the service animal. Service animals do not require certification, identification cards or licenses, special equipment, or professional training. The animal should be kept with the handler to the greatest degree possible to minimize movement trauma and general safety to both. Emergency personnel and owners must address

potential medical needs of the service animal to maintain the animal's health. As a result, transportation must include provisions to carry any necessary medications for animals, just as they would for human passengers.

Short and Long Term Housing

The Emergency Management Director will coordinate with IEMA and FEMA for the following:

1. Provide assistance for the short- and long- term housing needs of victims.
2. Identify the various factors that could impact incident-related housing needs and help develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.
3. Identify solutions for the short- and long –term housing needs of victims, as appropriate. Housing assistance provided to victims may include rental assistance, temporary housing, loans for the repairs and/or replacement of primary residences, etc.

RESPONSIBILITIES

A. General

The ultimate responsibility for the care of evacuees and displaced disaster victims rests with the Emergency Management Director and the Incident Commander. The Mass Care Branch Director (Board of Health) is the designated member of the IC staff that serves as the Village's liaison to the ARC to coordinate shelter. Services will be provided through the coordinated efforts of staff members, Red Cross, Salvation Army, other State-supported agencies, volunteer agencies, and mutual-aid agreements with various support groups.

B. Task Assignments

1. The Mass Care Branch Director shall:
 - a. Coordinate with the ARC and other NGOs in the development of the Mass Care Program;
 - b. Notify the ARC of the need to shelter (how many) persons, and the evacuation routes the evacuees may use; and
 - c. Keep the Emergency Management Director and PIO informed of disaster and mass care issues.
2. The Mass Care Branch Director shall:
 - a. Establish American Red Cross contacts;
 - b. Identify volunteer agencies;
 - c. Identify potential protective shelters and mass care facilities;
 - d. Ensure mass care facilities are staffed and feeding is available; and
 - e. Coordinate with area officials for supplementary food stocks from USDA and/or approved sources.
3. The Operations Chief shall:
 - a. Ensure law enforcement security at shelters and mass care facilities where possible.
 - b. Ensure the inspection of shelter and mass care sites for fire safety.
 - c. Ensure the inspection of shelter and mass care sites for public health safety.
4. The Logistics Chief shall:
 - a. Assist evacuees with transportation to shelters.
 - b. Assist in providing/coordinating public transportation to emergency feeding sites and food distribution points.
 - c. The American Red Cross, Salvation Army and/or other NGOs will:

- d. Staff and operate shelter and mass care facilities.
- e. Register evacuees.
- f. Provide emergency food.
- g. Process inquiries from concerned family members outside the disaster area.

Direction and Control

All activities will be coordinated through the Incident Command Post and the EOC under the Incident Management System.

Maintenance, Review, and Update This Annex

[IEMA 301.240b5](#)

It is the responsibility of the Board of Health and Emergency Management Director for the maintenance, review and updating of this Annex.

MEDICAL EXAMINER FORENSIC SERVICES - ANNEX M

IEMA301.240a9

State Of Purpose

IEMA301.240b1

The purpose of this Annex is to identify the role of the Village of Schiller Park and the Cook County Medical Examiner during natural or manmade emergencies or disasters. The Medical Examiner Forensic Services Annex establishes policies and procedures for the recovery, identification, and disposition of decedents during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected. Next of kin must be located and notified.

Situation

IEMA 301.240b2

A disaster is any situation where the demand for resources exceeds the available supply provided with only minimal manpower, equipment, and resources, any unusual number of fatalities would tax the capabilities of the Medical Examiner's Office and require supplementation from external sources such as the Medical Examiners Disaster Response Team and Federal assistance. The county could suffer mass casualties from transportation, weather related, industrial, weapons of mass destruction (WMD) and nuclear incidents.

Assumption

IEMA 301.240b3

First response would be by fire, rescue, and police agencies. Initial response by the Medical Examiner's Office would be by county staff. Supplemental resources would be from the state and federal mortuary services. More extensive assistance would come from other governmental entities and the private sector.

Concept of Operation

IEMA301.240b4

Under Illinois law, the Cook County Medical Examiner is responsible for the investigation of sudden unexpected or unusual deaths. This includes identifying fatalities, manner and cause of death, and arranging for the disposition of the remains. The Medical Examiner will maintain rosters of the office's personnel, Disaster Response Team, any governmental, and NGOs that may assist in disaster operations. These may include local funeral directors who have agreed to assist.

If needed, the Medical Examiner will establish a temporary morgue away from the disaster site. Medical Examiner personnel will operate from that site, and maintain communications with the Incident Command Post by radio or other source of communication.

Temporary morgue facilities will be provided dependent upon necessity and compliance. The Medical Examiner is responsible for notifying personnel and determining if the situation warrants 24-hour operations. If around-the-clock operations are required, then available personnel will be assigned accordingly. Staff personnel will utilize necessary resources to provide needed levels of coverage. Should the Medical Examiner be unable to fulfill their duties due to injury, sickness, or other commitments, a successor shall be appointed according to the Medical Examiners EOP Annex 9 under the section Continuity of Government. When a succession takes place for a particular function, all agencies will be notified by either making the announcement to the ICP and EOC, or having each ICP representative the information relayed to their agencies.

Cook County Medical Examiner Mutual aid agreements with the IEMA and FEMA are in place. Logistical support for operations will be accessed from the Cook County EOC and the Cook County Medical Examiners ICS.

Organization and Responsibilities

IEMA301.240k1

The Cook County Medical Examiner has developed Standardized Operational Guides (SOGs) for the coordination of emergency forensic services, the establishment and operation of temporary morgues, and the recovery and identification of remains.

- A. The SOGs will be located in the Medical Examiner's office and CCDHSEM Office.
- B. The responsibilities for the Medical Examiners Fatality Management Operations would be organized into securing the fatality scene, recovering of remains and personal effects, identifying the remains, cause and manner of death, and their disposition.
- C. Supplemental support would be provided by police, fire, and rescue agencies, and the Illinois Coroner's and Medical Examiners Association.

Direction and Control

IEMA 301.240K2

The Village of Schiller Park Emergency Operations Center is the primary direction and control facility during major emergency or disaster situations. A designated field commander from the Medical Examiner Staff, if feasible, shall report to and coordinate through the Incident Command Post. In smaller emergency situations, all operations may be conducted from the Incident Command Post, or near-site command post.

Medical Examiner Liaison Officer

The Fire Department EMS Division Coordinator will serve as the liaison to the Cook County Medical Examiner's Office, and will coordinate all operations with the Cook County Medical Examiner, Incident Command Post, and other agencies as needed.

Cook County Medical Examiner

When a disaster is declared, all Medical Examiner operations will come under the direction of the Chief Medical Examiner. Among the responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the disaster plan:

- A. Insure the mobilization, organization and operations of the Medical Examiner's personnel, equipment and expertise at the time of a disaster.
- B. Provide for the recovery, request services for the removal of remains to a collection point, identification and processing of the decedents and their personal effects.
- C. Coordinate Medical Examiner activities with other agencies involved in a disaster situation.
- D. Request necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for medical examiner response personnel during emergency operations from CCDHSEM and IEMA.

Serve as representation to the County EOC via telephone or radio from the Medical Examiner's EOC. Functions assigned to the Medical Examiner are delineated in the Cook County's Emergency Operation Plan: Medical Examiner Forensic Services Annex 9.

Transportation

The Police Department should handle the transportation of the deceased victims. If additional transport vehicles are needed, contact the Cook County EOC.

Maintenance, Review, and Update This Annex

IEMA 301.240b5

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Annex.

MORTUARY SERVICES –ANNEX N

HEMA 301.240a9

Statement of Purpose

HEMA 301.240b1

The purpose of this annex is to identify the role of the Village of Schiller Park and the Cook County Medical Examiner during natural or manmade emergencies or disasters. The Mortuary Services annex establishes policies and procedures for the collection, identification, and disposition of dead persons during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected. Next of kin must be located and notified.

Situations

HEMA 301.240b2

The Village of Schiller Park and County of Cook is susceptible to a major emergency or disaster that could lead to a large number of fatalities. Transportation disasters, environmental or natural hazards, medical and health hazards or national attack can produce fatalities in Cook County that would strain or overwhelm normal capabilities of the Medical Examiner Officer. Under such adverse conditions, demands for services could increase readily while the ability to provide services, special skills and equipment diminishes.

Assumption

HEMA 301.240b3

The first response to a mass casualty/fatality incident that occurs within the Village of Schiller Park would be Fire and Police Services. As the need for Medical Examiner Services becomes evident, the Cook County Medical Examiner would be notified. The Medical Examiner would receive initial assistance from the Medical Examiners Deputies, if available, and local's funeral directors and morticians. Additional personnel for Medical Examiner Services may be obtained from adjoining counties, State and Federal Government Agencies.

Concept of Operations

HEMA 301.240b4

Initial request for Medical Examiner Services will be received at the County's 911 Communication Center from Schiller Park 911 Communication Center or Area Command. Additional resources will be provided as requested by the Medical Examiner in charge at the scene. Following the elimination of pending dangers by fire, police and Emergency Medical Services and after any injured have been rescued and removed, the Medical Examiner on the scene, in conjunction with Village's fire, police, EMA, and other authorized security and investigators, shall take charge of the death scene, and complete those actions deemed necessary.

In the event that the situation is too large for the Medical Examiner to assign county employees to Village of Schiller Park, the Police Department will have the responsibility as Mortuary Services Officer in the Incident Command Post.

At the activation of this Annex where public health issues are a concern, or where fatalities have occurred, the Schiller Park EOC will notify the CCSEMA and request additional assistance from the Medical Examiner Office. Representatives of the Medical Examiner's Office, operating within the County EOC, will be responsible for assigning missions in support of the Schiller Park request.

All incidents will present diverse and unique problems requiring prompt and efficient management. To clarify the roles and responsibilities of emergency response personnel expected to handle the triage, treatment, transport of injured, and the removal, documentation, identification and processing of the deceased, and restoring and maintaining order, specific responsibilities must be assigned to each response organization.

Planning and response may require the participation and cooperation of local agencies, such as, but not limited to:

1. Cook County Homeland Security & Emergency Management Agency
2. Schiller Park Fire/Emergency Medical Services
3. Hospitals

4. MABAS
5. Schiller Park Police Department
6. Cook County Medical Examiner
7. Cook County Department of Public Health
8. IEMA
9. NGO's (i.e., American Red Cross (ARC), Salvation Army and etc.)

The circumstances causing or surrounding the mass fatalities incident may require the involvement of organizations outside local response resources. All response personnel are encouraged to closely cooperate and coordinate activities with these organizations. They have a legal mandate to investigate the causes of the accidents causing multiple deaths. These organizations may include:

National Transportation Safety Board (NTSB) - The NTSB is an independent federal agency responsible for developing the rules and regulations governing the notification and reporting of mass transportation accidents. The NTSB is in charge of overall coordination of federal assistance, setting up a joint family support operations center and briefing the media. The NTSB has the sole authority to investigate the accident and determine the cause. Upon arrival at a crash site, the NTSB will take custody of the aircraft, which will be released to either police or the owner when the investigation is complete. The NTSB does not have to view the fatalities. They may be properly moved under the coroner's control prior to arrival of the NTSB.

Federal Aviation Administration (FAA) - The FAA is an integral part of the United States Department of Transportation. The FAA certifies and governs the operations of airports and sets the standards for providing emergency services at airports. The FAA will coordinate with NTSB on a crash investigation. The FAA is notified by IEMA (State EOC) when an air crash takes place. The FAA may act as custodian of the aircraft until NTSB arrives.

Federal Bureau of Investigation (FBI) - The FBI may become part of an investigation depending on the circumstances of the accident and the individuals and organizations involved. The cargo may be of interest to the Bureau in the event of suspected sabotage. The FBI also has excellent body identification capabilities. If the Medical Examiner needs this assistance, the IEMA EOC should be contacted to coordinate this request with the Attorney General, State Police and other federal and state law enforcement agencies. In the event the incident is perceived as terrorist activity, the FBI will be in charge of the Crisis Management phase as the lead federal agency.

Military Representative - If the incident involves military personnel, aircraft or vehicles, the expertise and extensive involvement of the military should be expected. In some cases, military personnel can take charge of an area through declaration of a "national security area." When this authority is implemented,

Schiller Park Incident Command System should notify IEMA immediately and follow the direction of the military personnel.

Armed Forces Institute of Pathology (AFIP) - The AFIP, located in the Washington, D.C. area, has excellent identification capabilities. If available, their services on-site (at a morgue) are furnished at no cost to the requesting agency. AFIP services can be requested through the IEMA EOC.

Department of Health and Human Services (DHHS) - Upon notification of a mass fatalities incident, the IEMA may request that the U. S. Public Health Service (USPHS) provide a team of experts to assist the coroner/medical examiner in assessing the situation to determine if federal government assistance is required. If the joint assessment so indicates, a recommendation will be made to the Cook County Medical Examiner by FEMA and DHHS, and seek his approval for receiving federal assistance.

If appropriate and requested, a portable morgue facility with necessary equipment and supplies to augment the local medical examiner's capabilities may also be made available.

Disaster Medical System (NDMS) Section under Emergency Support Function #8 (ESF #8) to provide victim identification and mortuary services. These responsibilities include:

1. Temporary morgue facilities
2. Victim identification
3. Forensic dental pathology
4. Forensic anthropology methods
5. Processing
6. Preparation
7. Disposition of remains

In order to accomplish this mission, Disaster Mortuary Operational Response Teams (DMORTs) were developed. DMORTs are composed of private citizens, each with a particular field of expertise, who are activated in the event of a disaster. DMORT members are required to maintain appropriate certifications and licensure within their discipline. When members are activated, licensure and certification is recognized by all States, and the team members are compensated for their duty time by the Federal government as a temporary Federal employee. During an emergency response, DMORTs work under the guidance of Schiller Park authorities by providing technical assistance and personnel to recover, identify, and process deceased victims.

The DMORTs are directed by the NDMS. Teams are composed of funeral directors, medical examiners, coroners, pathologists, forensic anthropologists, medical records technicians and transcribers; finger print specialists, forensic odontologists, dental assistants, x-ray technicians, mental health specialists, computer professionals, administrative support staff, and security and investigative personnel.

The Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Response Division, in support of the DMORT program, maintains two Disaster Portable Morgue Units (DPMUs). Both DPMUs are staged at FEMA Logistics Centers, one in Rockville, MD and the other in San Jose, CA. The DPMU is a depository of equipment and supplies for deployment to a disaster site. It contains a complete morgue with designated workstations for each processing element and prepackaged equipment and supplies.

American Red Cross (ARC) - The ARC, an independent non-profit organization with experience in disaster and post-traumatic communications with families has been designated by the FEMA to have primary responsibility for coordinating the emotional care and support of the families of passengers involved in the disasters.

Operational Considerations

Access and Security

The Police Department will secure the accident site, Incident Command Post(s), staging areas, temporary morgue and crisis incident stress debriefing areas is a critical, priority task. Depending on the nature and scope of the accident, media representatives, volunteers, the curious and souvenir hunters will flood the accident site and operational locations within minutes. The physical presence of security will deter other scavengers as well.

The scene and other operational areas must be clearly marked off and secured. The marked off areas must provide a buffer zone between the accident scene and operational location to prevent physical and electronic intrusion. If possible, the areas marked off should be distant enough to prevent close-up photographs of the accident site.

Security is critical to:

1. Maintaining scene and operational integrity.
2. Preserving evidence and maintaining the chain of custody of evidence.
3. Keeping onlookers from taking souvenirs.

4. Keeping authorized workers from being disturbed.
5. Controlling the spontaneous, untrained volunteers who often converge on the scene.
6. Maintaining the dignity and privacy of the families of victims with particular emphasis at the Joint Family Operations Center.
7. Keeping citizens from viewing mutilated bodies.
8. Controlling rumors.
9. Securing personal or/and local private property.

Access control is a key element in preserving the accident site and operational area security. The ICP must establish positive identification procedures and rostering for all persons authorized to enter the scene or operational areas. An accurate count will assure that all workers are accounted for and that no one is left, lost or hurt inside the perimeters. These procedures also establish time frames for workers' shifts.

The procedures should be changed daily to foil attempts by unauthorized persons to gain access. For instance, if color-coded armbands, vests, and caps are used to identify authorized personnel, the colors should be changed each day. In addition, different colors or badges may be used to indicate clearance to specific areas; e.g. to an operational area but not to the accident site. Photo identification provides the most positive access control. Identification procedures should be based on the mission at the specific incident. A uniform or position by itself does not justify entry to the scene; access is based on mission, not position.

Traffic patterns should be established for all incoming and outgoing emergency vehicles assisting in controlling access.

Media

A major mass fatality incident will attract immediate and sustained media interest. Unless carefully managed, media personnel and equipment can unintentionally impede rescue and response operations and interfere with command activities. The designation and staffing of a Joint Information Center immediately upon notification of the incident provides the means to manage media personnel and coordinate the flow of information.

The media (satellite vans and the like) should be established in and confined to a specific area, if possible. If not, media equipment and personnel should not be permitted to establish themselves in operational areas. However located, media representatives will be ingenious in their efforts to gain access to the accident site, command locations and to response personnel. The Police Department security and access procedures should recognize this.

It is important that the Village have an experienced public information officer (PIO) work with the media. The media has legitimate and recognized interests, and an experienced PIO can help accommodate those interests by scheduling interviews and briefings, setting up accompanied tours and arranging photo opportunities.

A public information center and/or a media briefing area (tent or other facility) should be set up early during the response period and a schedule of regular briefings should be published. The schedule should accommodate the deadlines that the various media have to meet their broadcast or publication times.

It may be necessary to have more than one PIO at more than one location; e.g., one at the EOC to answer questions directed there and another at the incident command location. More than one PIO should be pre-identified and trained to: give PIO personnel timely relief; ensure adequate time is available to return telephone inquiries; give live interviews and collect and update information.

All personnel should be instructed not to respond to press queries; they should be directed to the PIO. Casual remarks from response personnel can have adverse impacts on legal matters and on the families of the injured and dead. Families of the deceased should not be notified of the deaths of their loved ones via national news.

The media will want to get close to the site. Security problems with the media will be reduced if some general visual opportunity can be appropriately arranged. Designate someone to be responsible for media administration even if the designee is not a spokesperson.

Information releases to the media pertaining to family support areas of interest for a disaster will be provided by the PIO.

Following the notification of the next of kin, the names of the deceased will be provided by Schiller Park PIO to the Cook County Public Information Officer for release to the media at Level 1 activation. The release to the media of the number of fatalities and the names of the deceased will come only from the Medical Examiner Office.

Notification

The Cook County Medical Examiner is always in charge of the deceased and their possessions at a mass fatalities incident. The Medical Examiner may call upon funeral directors or others to assist. These interactions are being developed and clarified by the IMT for this Annex and will be completed by December 2008.

Staging

The quantity and variety of resources and personnel needed at a mass fatality incident must be assembled and brought to the site as soon as possible.

- A staging area is an area or areas (if the incident is very large or if multiple incidents are ongoing) where personnel and equipment are sent to wait for immediate assignment to the IC.
- The staging area should be close enough to the main disaster site to allow personnel and supplies to be deployed quickly.
- Staging areas should be within easy access to the scene, but should not interfere with incident operations. It is the area where all persons reporting to the scene should be directed. A staging area officer should be appointed.
- Personnel or resources arriving at the disaster site should be sent to the staging area.
- At a mass fatalities incident, there may be separate staging areas for morgue personnel and search and recovery personnel.
- There must be a procedure to record the arrival and departure of personnel and supplies to maintain accountability.

Mobilization Area

A mobilization area may be required if the response will extend into several days. This differs from a staging area in that personnel in the staging area are available for immediate response to a mission assignment, while those in a mobilization area are often located some distance from the actual site. The mobilization area also provides rest or sleeping areas, food services and shower facilities.

Medical Treatment Area

The medical treatment area should be established in an area that is accessible for the ambulances (preferably so they can drive in and drive out without reversing), and between the incident and ambulance loading point. The treatment area and ambulance loading point should not be co-located with the staging area.

Recovery

The physical removal of the dead from the immediate disaster site is part of the total recovery process. A temporary morgue must be set up and staffed to receive the remains. The Medical Examiner Office is in charge of the recovery of both the bodies and their possessions, and could be assisted by some or all of the following agencies and organizations:

1. Medical Examiner Offices of neighboring Counties
2. Fire departments
3. Police departments
4. State certified hazardous materials teams

5. Funeral directors
6. Health departments
7. National Transportation Safety Board (if it is a transportation accident)
8. Forensic dentists
9. Federal Bureau of Investigation, as requested
10. Military agencies (including Armed Forces Institute of Pathology)
11. Public works agencies
12. Monitor responding personnel and avoid untrained, spontaneous volunteers.

Temporary Morgue

A temporary morgue should be established after determining that the expected number of cases will exceed the capacity of normal operations. After an disaster and upon assessment by a D-MORT to determine the possible need for a temporary morgue, a recommendation will be made to the Cook County Medical Examiner to seek approval for receiving federal assistance in the identification and mortuary service effort, including site location for a temporary morgue.

The temporary morgue should be located close to the area where large numbers of deceased are located and should have:

1. Showers
2. Hot and cold water
3. Heat or air conditioning (depending on climate)
4. Electricity - adequate outlets for computers, faxes, printers, etc.
5. Floor drainage
6. Ventilation
7. Restrooms
8. Parking areas
9. Communication capabilities
10. Rest areas

The morgue site should be guarded during use and fenced in or locked for security of remains and personal property. It should be removed from public view, not be a school or other sites of local potential for long-term sensitivity and have sufficient space for body identification procedures. It should also be capable of being partitioned for separation of functions such as body handling, property inspection, X-ray, autopsy, records maintenance, interviewing, etc. Access to multiple telephones is a vital consideration for permitting temporary morgue personnel to acquire victim information.

Potential temporary morgue sites can be in existing mortuaries, hangers, large garages, National Guard armories or other areas without wooden floors. After a morgue site is established, coordinators should obtain refrigerated trailers, as necessary. The trailers can be moved to whatever location is directed by the Medical Examiner. If refrigerated trailers are not available, the Mortuary Service Officer should arrange for railroad refrigeration cars, vans or other cold storage to aid in the preservation of bodies. The functions carried out at each morgue site will be determined by the circumstance. (In the planning process, it should be understood whether the Medical Examiner or the Cook County EMA is responsible to obtain this type of equipment.) Careful consideration should be given to the selection of a morgue site.

The quality of the facility is more important than having it located in close proximity to the incident site. Consideration should be given to assigning a person to each body or body part. This person will become the tracker for that body, accompanying the body through the identification process and being accountable for all appropriate paperwork. This technique has been successfully used in several recent mass fatality incidents. However, exceptional care should be exercised in selecting those to perform this task. Relatively few people have been exposed to dramatically mutilated bodies (e.g., at an airplane crash) and many will be unable to handle the psychological aspect of the problem. Funeral directors who have expertise in handling family members or others who would not be overly stressed by this task should be considered. No one person should have a prolonged assignment at this task.

Documentation

Documentation refers to maintaining timely and accurate records concerning personnel involved and expenditures of time and money.

The Staging Officer will record all incoming personnel, equipment, the time of arrival, issue identification cards and a task description to personnel reporting to the incident area(s). As noted, preparing a method of identification before an incident will save time and help reduce confusion at the scene. Document all expenditures, ordered goods, services or equipment, to include the requestor, arrival and departure times.

Documentation is essential for:

1. Management of the crime scene
2. Effective handling of tasks during the incident
3. Reconstruction of incident events
4. Protection against lawsuits
5. Lessons learned for future events and modification of existing plans
6. Financial reimbursement

Precautionary note:

While it is important to document events and actions, consider that over-documentation can hinder the operations.

Special Considerations

Hazardous Materials Contamination

Unless there is certain knowledge to the contrary, the possibility of contamination must be considered during accidents/incidents. Upon arrival at the scene, a first responder is expected to recognize the presence of hazardous materials, protect self and public, secure the area, and call for the assistance of trained personnel in accordance with SOPs/SOGs and local Emergency Operation Plans.

When the deceased are contaminated, decisions concerning removal from the scene and decontamination will differ based upon the state certified material(s) involved. Technical assistance from qualified HAZMAT teams and technical information on specific decontamination routines is required.

Biological Hazards and Decontamination

Based on the historical precedent of the September, 1994 USAir Flight 427 plane crash, a crash site of any vehicle mode may be designated as a biohazard as a result of the danger from blood borne pathogens. The obvious hazard from exposure to any body fluids in minor accidents is so dramatically increased in a mass fatality incident that all such sites should be considered for biohazard precautions. This determination should be made by the Cook County Department of Public Health. In the Village of Schiller Park where a Village health department does not exist, it will be proclaimed by the designated county health official.

Once the site has been so designated, appropriate protective clothing covering the feet, body and hands will be worn by all personnel in contact with the scene. Depending upon the determination of the health official, masks may or may not be required.

Responders should have current Hepatitis B vaccine shots and have operational level hazardous material training prior to entering the safety zone. (All state certified HAZMAT team members should have been provided this protection as a routine part of their readiness and team membership requirement.) Only those people qualified should be tagged to enter the site.

Hepatitis B vaccine will be made available after an exposure to any emergency worker who has experienced an occupational exposure to blood or body fluids. Workers who do not wish to be vaccinated must sign a form declining the shot. All workers should be instructed to follow the decontamination procedures identified by health officials.

Decontamination sites with biohazard waste drums and decontamination troughs should be established at the perimeter of the safety zone. The relieving shift should assist the previous shift in removing the contaminated suits and placing them in the drums. Rubber boots should be sprayed at the site in decontamination troughs (see below). The team is then provided transportation to the Critical Incident Stress Management Site for debriefing.

Decontamination of vehicle parts follows a more complicated routine, in that the amount of the solution used will cause environmental damage to the site. A catchments trench should be dug and then lined with absorbent pads, covered with at least one layer of an un-seamed liner that is capable of trapping all the solution. The parts may then be washed over a pallet-like platform allowing the solution to drip into the catchments trench. A sewer vacuum truck should be used to collect this hazard. To reduce the amount of solution required, garden spray mixers, with Clorox replacing the fertilizer, can withstand the effect of the chlorine and minimize the amount of waste solution being used to hose down the metallic parts.

Based on the strength of the solution, prior consideration must be given to the disposal of the wastewater into the local sewage treatment facility so that the solution does not destroy the bacteria of the treatment site. This should be discussed with the treatment facility operators prior to transfer and drainage begins. Some small, older or less sophisticated facilities may not be able to handle this waste product.

Precautions against exposure, training and other biohazard matters are contained in U.S. Department of Labor, 29 CFR Section 1910.1030, Blood borne Pathogens.

Radiological Contamination

As with hazardous materials contamination, the first responder is expected to recognize a radiological hazard, take appropriate priority response actions and obtain assistance.

If there is any reason to believe radiological materials are present, contact the State of Illinois EOC to request monitoring assistance. Technical advice and assistance will be required for the decontamination and removal of the deceased. All HAZMAT team members are required to have radiological monitoring training. In the event the deceased is radiologically contaminated, the state EOC will notify the IEMA Division of Nuclear Safety or other state and federal regulatory agencies.

Protective Measure

All response personnel should be trained in the recognition and identification of the presence of hazardous materials. Appropriate levels of personal protective clothing and hazardous materials detection and monitoring equipment must be available with personnel trained and certified in their use.

Dignity of the Deceased

While every effort to assist survivors should be attempted, the dignity of the deceased should be respected. All responding personnel should be informed on the proper procedures for marking the location of and removing the deceased, a legal responsibility of the medical examiner. After removal from the site, the deceased should be moved to the temporary morgue, or to an intermediate area that is isolated from the public and media and guarded by police. The deceased must be treated with respect and dignity in thoughts and in actions.

Safety Precautions

OSHA Standard - Occupational Exposure to Blood borne Pathogens: Precautions for Emergency Responders, Title 29 Code of Federal Regulations, Part 1910.1030, provides a good planning and training standard protection level.

The assumption behind the universal precautions for infectious disease control is that every direct contact with body fluids is infectious. Therefore, every person exposed to direct contact must take the precautions prescribed by the above standard. At a mass fatalities incident, this includes all volunteers involved in search and recovery, transportation, body identification and disposition.

In addition, monitoring should be conducted throughout the incident site for flammable or toxic vapors and radiation exposure.

Family Assistance Center

The purpose of the Family Assistance Center is to provide relatives of victims with information and access to services they may need in the days following the incident and to protect families from the media and curiosity seekers. It also allows investigators and the Medical Examiner access to families so they can get information more easily.

A school or hotel is often a good location for a Family Assistance Center. It should have a large assembly area and rooms for privacy and resting. The Family Assistance Center needs to be separate from the accident or the scene of a natural disaster, media, curiosity seekers and temporary morgue and should include areas for counseling, security, transportation and registration. For a major aviation disaster, the airline will make provisions for a joint family support operations center to include space, communication and logistical support for assisting the federal staff. For other disasters the center will be established by the Village of Schiller Park Human Services working with Area Command and the Cook County Medical Examiner Office. If circumstances permit, a hotel can serve this purpose as the availability of onsite sleeping and food service can minimize logistics, privacy and security concerns.

Mental and Emotional Services

Crisis Counseling

When a disaster occurs, determine who would best be used to assist with crisis counseling, be it the American Red Cross, Cook County public or mental health offices or others.

Critical Incident Stress Management

Mass fatality incident responders are at particular risk of developing critical incident stress-related problems. While many of the responding personnel have routinely dealt with death and injuries, the magnitude and scope of a large- scale incident can overwhelm their mechanisms to deal with those situations. This might well include paramedics, emergency services chaplains, funeral directors and others who might seem immune to this, but are not. All responders should be trained to recognize the signs and symptoms of critical incident stress.

A critical incident stress program should be initiated for all responders, including a formal critical incident stress debriefing and follow-up actions, as required. The formal debriefing is a psychological and educational support group discussion that utilizes a specially trained team of mental health professionals and peer support personnel. The main objectives of the debriefings are to mitigate the impact of a critical incident and accelerate the return of personnel to routine functions after the incident. Plans should designate provisions for notification and use of these teams.

Organization and Assignment of Responsibilities

The Cook County Medical Examiner is responsible for the personnel, resources and capabilities of the following divisions within the Medical Examiner's Office:

- Administration,
- Investigation
- Toxicology Department

Schiller Park Emergency Medical Services and Polices Department will assist the Cook County Medical Examiner office as needed. The Mortuary Services Officer will coordinate all requests for services with Area Command, Incident Command Post(s) and County EOC.

Direction and Control

IEMA 301.240K1 AND IEMA 301.240K2

The Schiller Park Emergency Operations Center is the primary direction and control facility during major emergency or disaster situation. A designated field commander from the Medical Examiner Staff, if feasible, shall report to and coordinate through Area Command. In smaller emergency situations, all operations may be conducted from the Incident Command Post, or near-site command post.

Schiller Park Mortuary Service Officer

The Mortuary Services Officer will coordinate all operations in this Annex with Area Command, Incident Command Post(s), Cook County Medical Examiner Office and any other agencies as needed.

Cook County Medical Examiner

When a disaster is declared, all Medical Examiner operations will come under the direction of the Chief Medical Examiner. The basic responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the disaster plan:

1. To insure the mobilization, organization and operations of the Medical Examiner's personnel, equipment and expertise at the time of a disaster.
2. To provide for the recovery, removal, collection, identification and processing of the dead and their personal effects.
3. To Coordinate Medical Examiner activities with other agencies involved in a disaster situation.
4. Provide necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for mortuary response personnel during emergency operations.
5. Representation to the County EOC will be via telephone or radio from the Medical Examiner's EOC.
6. Functions assigned to the Medical Examiner are delineated in the Cook County's Emergency Operation Plan.

Transportation

The Schiller Park Police Department should handle the transportation of the deceased victims. If additional transport vehicles are needed, contact the Cook County EOC.

Maintenance, Review and Updating this Annex

IEMA301.240b5

It is the responsibility of the EMS Coordinator, Board of Health, police Chief and Emergency Management Director for the maintenances, review and updating of this annex.

MUTUAL AID - MULTIJURISDICTIONAL COORDINATION - ANNEX O

State of Purpose

The Village of Schiller Park is dedicated to providing assistance for area emergency responders and dependent on partner agencies for assistance. A list of mutual aid partner agreements or memorandums of understanding are located in APPENDIX 3.

Concept of Operation

To ensure that the maximum use is made of the resources available to the Village of Schiller Park and its political jurisdictions, a variety of mutual aid agreements are currently in place. These agreements include:

- Illinois Public Works Mutual Aid Network (IPWMAN) A Network of public works agencies in written agreement to provide equipment and manpower to a stricken community.
- Mutual Aid Box Alarm System (MABAS) – A comprehensive mutual assistance agreement in place for all of the fire services that service Cook County. The MABAS system is divided into divisions throughout Illinois and provides a structure to move up personnel and equipment during emergency and disaster situations.
- Northern Illinois Police Alarm System (NIPAS) – A comprehensive law enforcement agreement encompassing numerous participating law enforcement agencies to provide additional.
- Illinois Public Works Mutual Aid Network (IPWMAN) - A Statewide Mutual Aid System for ALL Public works agencies in Illinois.

Organization and Responsibilities

The Incident Commander is responsible for initiating calls for assistance from other agencies, regardless of existing agreements or MOUs.

EOP for Community Organizations

Community organizations listed below have EOP's that are on file with the police department. If these organizations are effected by the critical event, the leaders of these agencies should be brought to the Command Post or EOC:

Agency Address	Plan Date	Where Located
1. Schiller Park School District 81	August 2015	Dist 81/Firehouse
2. St. Maria Goretti School 10010 Ivanhoe Ave	September	School / Firehouse
3		

Maintenance, Review, and Update this Annex

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Annex.

PUBLIC HEALTH AND MEDICAL - ANNEX P

IEMA 301.240a8

State Of Purpose

IEMA301.240b1

A serious emergency or disaster greatly alters the environment of the Village of Schiller Park. Depending on the disaster's impact, extra measures to ensure Emergency Medical Services and Public Health may be required. These measures may include advance medical treatment (Paramedic or EMT Units), activation of the Village's MRC Unit, disease control, sanitation, rodent control and special needs for mental health.

Situation

IEMA 301.240b2

All emergencies and disasters place extraordinary strains on all levels of medical resources from EMS, hospitals to Public Health. The demand for medical services expands, while the ability to provide those services, in most cases diminishes. The skill, equipment, and facilities of the Cook County and Illinois Health Departments can become a much-needed resource to provide for the health and welfare of the Village's population.

Assumption

IEMA 301.240b3

In the event of a disaster or emergency, the Village of Schiller Park Community Health Services Department will coordinate efforts with the Cook County Bureau of Health Services and County Health Department to ensure appropriate utilization of services available.

The Fire Department has the primary responsibility to provide emergency medical and health services (EMS) within their jurisdiction in response to a disaster. The Fire Department EMS Resource Hospital (Village of Schiller Park Hospital) and IPH EMS Division will have medical control of incident(s) at all times and the EMS Units will follow Village of Schiller Park Incident Command System (NIMS).

Concept of Operation

IEMA301.240b4

Emergency Medical Services

IEMA 301.240j1

The Emergency Services Division of the Fire Department provides basic and advanced life support with State certified paramedics, water rescue and recovery, vehicle accident rescue and extrication, above and below grade rescue and other emergency services. In-service apparatus consists of four mobile intensive care units (ambulances). Further, EMS medical operational procedures are listed in in the Village of Schiller Park Hospital Standing Medical Orders. Fire Department EMS operational procedures are **confidential** and kept in the Fire Department SOPs/SOGs.

Community Health Services

Community Health Services protects, improves, and maintains the health of the residents of this Village through organized community efforts. Good health is the prevention of disease, prolonging life and promoting physical health efficiently.

Community Health Nurse

The Community Health Nurse incorporates into practice the knowledge of biological, psychological and social services, as well as clinical nursing care in the community by:

- A. Providing nursing care that incorporates health promotion and disease prevention.
- B. Providing support and supervises the Village's Medical Reserve Corps.
- C. Providing support and supervises the Village's Functional (ADA) Needs Program with Emergency Management and Health and Emergency Management Director.
- D. Working with other community groups.

- E. Assisting families and individuals who have increased risk of illness.
- F. Working with those with disabilities.
- G. Making referrals to other agencies in order to ensure comprehensive health and welfare services needed to support healthcare.
- H. Coordinating health related groups and relevant social action programs to advocate and develop programs of health promotion and disease prevention.

The Community Health Nurse will be responsible for monitoring the psychological health of emergency workers through their supervisors, and, if necessary, arranging crisis counseling for them.

[IEMA 301.240j1A](#)

Emergency Management Director, Board of Health and Community Development Departments will coordinate with the Cook County Department of Public Health, sanitation inspections of all shelters, businesses, schools, homes, and other structures during an emergency. Public Works will be responsible for the removal of all debris. If there are biohazards items the Resource Manager will contact the State of Illinois for a licensed for a biohazard removal contractor.

[IEMA 301.240j1B](#)

VILLAGE OF SCHILLER PARK HOSPITAL AND EMS RESOURCES

A list of the hospitals within and near the Village of Schiller Park can be located at this web link:

LURIE CHILDREN'S HOSPITAL

223 E, Chicago Ave., Chicago IL, 60611

773-880-4000

www.luriechildrens.org

LOYOLA MEDICAL CENTER

2160 S. First Ave., Maywood, IL 60153

GOTTLIEB MEMORIAL HOSPITAL

701 W. North Avenue, Melrose Park 60160

708-681-3200

www.gottliebhospital.org

LUTHERAN GENERAL HOSPITAL

1775 W. Dempster, Park Ridge 60068

847-723-2210

www.advocatehealth.com/luth

COMMUNITY FIRST MEDICAL CENTER

5645 W. Addison, Chicago 60634

773-794-8423

www.cfmedicalcenter.com

RESURRECTION MEDICAL CENTER

7435 W. Talcott, Chicago 60631

877-RES-INFO

www.resurrectionmedicalcenter.reshealth.org

WESTLAKE COMMUNITY HOSPITAL

1225 Lake Street, Melrose Park 60160

708-681-3000

www.reshealth.org/sub_wh/default.cfm

Emergency Department:

1. Personalized care provided by specially trained emergency medicine physicians and nurses.
2. Larger diagnostic and treatment areas specifically designed for patients who are critically ill and for those with minor injuries or illnesses.
3. Special Pediatric Emergency Department and on-site access to Children's Memorial Hospital pediatric specialists for consultations.

EMS System

The EMS for the Village of Schiller Park is under direct control of the Fire Department.

COOK COUNTY DEPARTMENT OF PUBLIC HEALTH

The Cook County Department of Public Health and the Cook County Environmental Control Department are responsible for ensuring quality environmental health for all Cook County residents.

Cook County Department of Public Health will provide for communities without a State Certified Health Department, and/or augment emergency medical and health services that exceed the capabilities of the local government operations in the event of an emergency or disaster. The Village of Schiller Park does not have a State Certified Health Department.

Following the impact of a major disaster or emergency, the priority of the health system is the prevention/control of disease and nuisance conditions, which would be the responsibility of the health department and the coordination of assistance for health and medical services, equipment and supplies.

A system has been established and will be maintained by the Cook County Health Department to protect and preserve all health records deemed essential for continuing government functions and conducting emergency operations. During emergency situations, all public health resources and response personnel will be managed from the Cook County Health Department located at 3010 Grant, Waukegan, IL 60085. Personnel at this facility will maintain contact with the Health Department representative at the Cook County EOC to advise regarding the status of disaster operations or request advice on actions which should be taken.

Throughout the emergency or disaster, the coordination of various Cook County agencies may be required to protect health records essential for public safety (Mutual Aid).

Organization and Responsibilities

Fire Department EMS - The Fire Department Emergency Medical Services Division has State of Illinois Certified Paramedics who operates two mobile intensive care ambulances. They provide basic and advanced life support medical care to all residents and visitors to the village.

Mass Casualty - The Fire Department will follow the MABAS Mass Casualty Plan. This Plan will be up dated by MABAS and EMS Hospitals as needed.

Village of Schiller Park **Board of Health**- The Village of Schiller Park Board of Health Division works with health professionals in the area to provide ongoing services to residents under normal circumstances and during critical events, either short or long term.

Cook County Department of Public Health

It is recognized that the responsibility for protection of lives and property of the residents of Cook County rests with the elected governments. In accordance with Illinois revised statutes, the County Board President or his/her successor shall be the only authority to declare a County-Wide Medical Emergency. Also the County Board President shall have direct responsibility for Organization, Administration, Training and Operation of the Cook County EOP and the CCDPH Medical Plan. During medical emergency or disaster, the Cook County Emergency Management Director shall support the response efforts undertaken by the Village of Schiller Park.

- At the onset of a local emergency impacting health and medical services, CCDPH will make the appropriate notifications to other primary and support department/agencies, per their prescribed standard operating procedures.

- Notifications will be based on the severity of the situation. If implementation of the County EOP, at the direction of the President of the Board of Commissioners, is ordered, appropriate County Department/Agencies will be notified.
- While the Cook County Emergency Management Director is responsible for the management and coordination of County resources in times of disaster, it is also recognized that the response to disaster relies on many other governmental levels as well, including municipal, township, supporting counties, regional, state and federal.
- The Cook County Health Department and the Cook County Department of Environmental Control will be responsible for ensuring the environmental and public health for Cook County.

Emergency Health and Medical Functions and/or services that will be coordinated through CCDPH include, but are not limited to (within this annex):

- A. Assessment of health and medical service's needs.
- B. Inspection and investigation of factors that could lead to food borne and/or water borne illnesses.
- C. Assistance with evacuation of hospital and/or long-term care facility patients.
- D. Coordination of assistance for health and medical services, equipment and supply.
- E. Assess and assist in decontamination of the chemically or radiological contaminated.
- F. Assist with the operations of shelters for special needs citizens who require more medical care than can be provided in a standard congregate care facility.
- G. Coordination of Critical Incident Stress Debriefing activities to protect the emotional health of emergency workers.

Cook County Health Department

- A. Coordinate with the County and Village of Schiller Park Animal Control Officer to ensure that loose animals are contained and controlled.
- B. Provide technical assistance and coordination with:
 1. Planning and implementing the evacuation of health care facilities.
 2. Village of Schiller Park Emergency Medical Services.
 3. Village of Schiller Park Health and Emergency Management Director Division.
 4. Providing safe and healthy living conditions at evacuation sites.
 5. Assisting with the inspections and investigations of structural and vertebrate pest and vector control.
 6. Providing technical assistance in assuring the safety of food and dairy products, non-community. IEMA 301.240j1B
 7. Public water supply and private water well.
 8. Providing additional consultation and technical assistance as required within CCDPH authorities.

Cook County Environmental Control

- A. Biochemical Monitoring
- B. Inspects Food and Water Supply

Animal Control - Support Village of Schiller Park Animal Control Unit (Police Department)

Illinois Department of Public Health

The State has a network of coordinated mutual support and a more systematic approach to responding to a large-scale catastrophe. Evaluating casualty events, determining that local resources are overwhelmed and determining what state and federal assistance is required is the primary mission.

The Illinois Medical Emergency Response Team (IMERT) Executive Council oversees this State resource. Members include emergency physicians, emergency nurses, and emergency medical personnel with leadership

experience in emergency medical services and disaster planning, as well as selected individuals with relevant military and technical expertise. Advisors from governmental agencies, such as the IDPH, Federal Bureau of Investigation (FBI), and US Public Health Service (USPHS) also sit on the IMERT Executive Council. The Executive Council is responsible for the following:

- A. Oversight and direction for planning, implementation and evaluation of all activities.
- B. Response to mass casualty incidents.
- C. Development, planning and coordination of educational sessions.
- D. Provision of necessary resources for the support and development of team members.
- E. Evaluation and review of documentation submitted from physician team leaders after an incident response; and
- F. Facilitation of research activities.

IMERT Mission

The IMERT will respond to and assist with emergency medical treatment at mass casualty incidents in Illinois, including, but not limited to, chemical, biological, and radiological incidents. The IMERT will also provide educational programs for chemical, biological, and radiological agents and other emergency medical response activities.

IMERT Team Composition

The standard IMERT response team will consist of four medical personnel comprised of a Medical Doctor (MD), Registered Nurse (RN), Emergency Medical Technician - Paramedic (EMT-P), and one other member, with the minimum of an Emergency Medical Technician - Basic (EMT-B) qualification. In the near future, other allied health professionals will be allowed to participate as team responders as well as physicians and nurses who specialize in pediatrics. Currently there are four fully equipped teams in which three serve the State and a fourth team is dedicated to the Metropolitan Medical Response System (MMRS) in the Village of Schiller Park Chicago. Currently there are approximately 270 medically trained volunteers that are located throughout the entire state.

Direction and Control

The Fire Department EMS Coordinator will coordinate with the Cook County Department of Public Health, Illinois Public Health and the U.S. Public Health Service – Region V, Office of Emergency Preparedness to prepare, and responses, mitigate and recover from any medical emergency.

The Emergency Operations Center will be the central point for direction and control for the Village of Schiller Park. The Command Post may be staffed by a representative from the Cook County Health Department. Representatives from the above-mentioned departments will coordinate all public health related activities from Incident Command with the Dispensing Site Incident Command Post(s).

The Fire Department IMT member will report to the EOC.

[IEMA 301.240j2](#)

Cook County Department of Public Health

The Cook County Department of Public Health Emergency Operations Center and the Cook County Emergency Operations Center will be the central points for direction and control for the County. Representatives from the above-mentioned departments will coordinate all public health related activities with the Cook County Public Health Area Command and the Village at the dispensing site Incident Command Post(s).

American Red Cross

1. Provides emergency first aid services for minor illnesses and injuries to disaster victims in mass care shelters, selected disaster cleanup areas, and other sites under the Village's Incident Command System (NIMS).

2. Supportive counseling for all disaster victims, family members of victims and disaster workers will be provided.
3. Acquaints families with available health resources and services and makes appropriate referrals as needed and requested.
4. Blood and blood products will be provided through Red Cross Regional Blood Centers as needed and requested by the Cook County Department of Public Health or the Illinois Public Health Department.
5. Coordination of appropriate casualty and/or patient information into the Disaster Welfare Inquiry System associated with the Mass Care function will be accomplished.

Maintenance, Review, and Update This Annex

[IEMA301.240b5](#)

It is the responsibility of the Emergency Management Director to obtain information from the Cook County Department of Public Health and Cook County EMA for the maintenance, review and update of this Annex.

PUBLIC INFORMATION – ANNEX Q

IEMA301.240a4

State of Purpose

IEMA301.240b1

The purpose of this Annex is to provide comprehensive Emergency Public Information capability within the Village of Schiller Park. The goal of this system is to ensure that timely and accurate information under NIMS can be disseminated to government agencies, the media, and members of the general public following the impact of an emergency or disaster.

Prior to an incident, the Emergency Public Information System is responsible for generating educational media releases, providing guidance to community residents about the hazards that might occur.

Situation and Assumption

IEMA 310.240b2 and IEMA 301.240b3

Accurate and expedited dissemination of information is critical when an emergency/disaster or WMD incident has occurred. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of an emergency/disaster or terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism helps clarify emergency information for the public. Initial interaction with the media is likely to be implemented by a PIO, as directed by the Incident Commander or the EOC Manager. To facilitate the release of information, the FBI may establish a JIC comprised of representatives from Federal, State, and information dissemination to the public, media, and businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and on-going communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

The Village President shall be the designated PIO unless otherwise directed by the Village President. The PIO will administer their office through coordinated information from other designees assigned by department heads. The office will follow all media standards and in accordance with NIMS. IEMA 301.240f1

Concept of Operation

IEMA301.240b4, NIMS II-C-1-a, NIMS II-C-1-b

Under Illinois law, local government is ultimately responsible for the protection of life and property. The Public Information Office will be responsible for ensuring the Emergency Public Information System is generating media releases and information that will be distributed directly to the public. This information will include self-help and general instructional materials including:

- A. Health risks associated with the event.
- B. Instructions for evacuees and affected residents.
- C. Identification of special facilities such as evacuation staging areas, shelters and reception centers, feeding stations, first aid stations, etc.
- D. Available assistance from the government and private relief agencies.
- E. Ongoing status reports on the progress of response and recovery efforts.

There may be more than one JIC established following a major disaster. Village of Schiller Park will have one JIC for the response and recovery period to ensure accurate and timely dissemination of information to the public and the media. This will maximize the scope and exposure for the Village, County, State, Federal, and private information that will be coordinated prior to its release. IEMA 301.240f2

The release of statistical data related to the incident(s) must be verified and approved prior to release. The Village of Schiller Park PIO Office is responsible for gathering all statistical data pertaining to the incident and coordinating that data with neighboring Municipalities and the Counties.

Only the Cook County Medical Examiner's PIO Office is authorized to release the numbers of fatalities and the identification of the deceased. The Village President, Emergency Management Director or the EOC Manager will approve all official information being released to the media. Official information will be released at the Media Briefing Center (MBC). The Forward Media Center (FMC) will respond to media requests for statements to the PIO at the MBC. No information will be disseminated without the prior approval of the Incident Commander or Chief Elected Official.

The Emergency Public Information System will activate one or more of the following facilities to accomplish its mission. These facilities include:

1. Emergency Operating Center - PIO is a member of the Incident Management Team and Incident Command Staff who updates information and intelligence regarding the incident/disaster. NIMS II-C-2-a
EMA 301.240f4
2. Citizen Information Center - This facility will be established in cooperation with the Village's JIC and other Municipal, County, State and Federal JICs. The EOC has a telephone bank which residents and concerned citizens can call to obtain factual information as well as be directed to areas where they can receive assistance. The EOC Communication Center is manned by trained staff.
3. Forward Media Center - This site will be located near the Incident Command Post(s), in a safe and secure area near the incident or disaster site as directed by the Logistics Section Chief and approved by the Safety Officer. The FMC location will be coordinated by the appropriate personnel as dictated by the ICS.
4. JIC - In the event of a multi-jurisdictional disaster, or if State or Federal agencies become involved in the incident, a JIC will be established. The JIC is a physical location where PIOs from the involved response and recovery agencies come together to ensure coordination of information to be released to the media and the public. This center becomes the central point for media access to the latest developments and emergency information. All information released should be coordinated among the departments and agencies involved to assure consistency and accuracy. NIMS II-C-2-B

The Village's JIC is located in the EOC. While activated, all official media releases issued by the Village will be cleared through this JIC. Further operational procedures are **confidential** and kept in the Village's PIO SOPs/SOGs.

Direction and Control

The Village of Schiller Park JIC in the EOC will be the central location for the direction and control of the Emergency Public Information System. The Village President, or his/her designee, will coordinate media releases with all other Village department heads, as well as with the Village PIO as necessary, to ensure timely and accurate information to the public. Following approval by the Village President and/or his/her designee, all official media releases will be provided to the media through the MBC. This facility may be used by the Village President for the purpose of making specific statements relating to the emergency or may be used by all department heads, with the Village President's approval, in a panel forum to discuss emergency operations. A copy of all media releases will be forwarded to any PIO(s) in the field and other Village department heads, if applicable. EMA 301.240f3

Maintenance, Review, and Update this Annex

EMA 301.240b5

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Annex.

PUBLIC WORKS AND ENGINEERING – ANNEX R

IEMA 301.260

State of Purpose

IEMA 301.240b1

In times of major emergency or disaster, there is a great need for the services provided by the Public Works. Tasks such as opening closed roads, emergency road repair, debris removal, repair of water and sewer pipes, establishing detours, barricades, damage assessment, and overall Village Recovery Plan.

The purpose of this annex is to insure a coordinated disaster response through the identification of those agencies responsible for providing support services to the Public Works and Village Engineers during a major emergency/disaster and to assign specific functions to those agencies.

Situation

IEMA301.240b2

The Public Works Department includes the maintenance and repair of the Village infrastructure, property, and equipment. The department also provides emergency services such as snow and ice control, flood assistance, and windstorm damage pick up. Divisions include Buildings and Grounds, Environmental Services, Sewers, Street Maintenance, Street Special Services, Water Maintenance, Water Meter, and Vehicle Maintenance.

The Village Engineers along with the Public Works Department is the administration office of public improvements within the Village. The Engineers will also review development plans and building permit applications as they pertain to site drainage and the construction of public improvements. The Village engineering personnel also perform construction inspections relative to these improvements.

The Both the Village Engineers and Public Works Department interfaces with various outside agencies, such as the Army Corps of Engineers, Metropolitan Water Reclamation District, Illinois Department of Transportation, Illinois Department of Natural Resources, Cook County Highway Department, private utility companies, railroads and reviews and coordinates their permits and plans.

The Village Engineer disseminates public information such as floodplain data, benchmark elevations, locations of Village utilities, and miscellaneous engineering data. Citizen requests pertaining to drainage, public improvements, and traffic concerns are investigated by the Department.

Assumption

IEMA 301.240b3

During times of a major emergency/disaster situation, a strain on the Public Works and Village Engineering resources (labor and equipment) could require the use of private contractors to sustain needed operations. Access to disaster areas will be dependent upon the reestablishment of priority routes. In many situations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

Rapid damage assessment of the disaster area will be required to determine the potential workload. See Damage Assessment Annex. The Village must identify priorities for repairs and maintain liaison with local communities. Emergency environmental permits and exemptions may be needed for disposal of materials from debris clearance and demolition activities. Missions will be coordinated by the Public Works team with the Village Engineer.

Concept of Operation

IEMA 301.240b4

Public Works Department

The Public Works Department is responsible for the day-to-day maintenance of the Village's road system and the removal of debris on and along that road system. During disaster situations, the Public Works Department may

The Village Engineer investigates citizen requests for public improvements and traffic control devices and provides information such as flood plain boundaries, aerial contour photographs, recorded locations of Village utilities and subdivision and site development requirements relating to drainage and public utilities.

Community Development Department

The Community Development Department issues building permits, provides inspectional services, and is responsible for zoning and planning functions. The department administers and enforces the provisions of the Village's Building Code and Zoning Ordinances and provides support for the Architectural Commission, Plan Commission, and Zoning Board of Appeals.

Other functions include health and sanitation inspections, enforcement of the Property Maintenance Code for residential and commercial properties, inspection of rental dwelling units, review of subdivisions, processing zoning applications, building code variations, and administration of the Community Development Block Grant. Staff advises the Mayor and Village Council in all matters affecting the growth, development, redevelopment, and overall planning of the Village.

The department involved with citizens, architects, contractors, developers and builders, providing assistance at every step in the building process from the initial design stage to final inspection of the completed project.

Further operational procedures are confidential and kept in the Engineering SOPs/SOGs.

State of Illinois Assistance Available

This section outlines the Public Works and Engineering emergency support services available by the State to local organizations from the immediate response through the recovery phases. Activities/ missions covered by this function include for debris removal:

1. Temporary construction of roads, bridges, etc.
2. Emergency structures (levees, sandbagging, etc.)
3. Damage assessments
4. Structural evaluations of buildings
5. Emergency demolition
6. Utility infrastructure coordination
7. Temporary power and generator support
8. Emergency contracting
9. Construction management
10. Real estate services
11. Engineering services
12. Procurement of construction material and equipment

Support Agencies

Illinois Department of Central Management Services

1. Procures vehicles and specialized equipment for use in response operations.
2. Procures equipment not typically available through state sources from commercial vendors or suppliers.
3. Maintains list of fuel vendors on contract with the state and assists in procurement of fuel for response vehicles.
4. Has staff of stationary and travelling mechanics.
5. Maintains list of contractual vendors for maintenance, repair, and parts for response vehicles.

Illinois Commerce Commission

1. Acts as liaison to utility (to include electric, telecommunications and gas pipeline) and railroad companies to facilitate communication for recovery and reconstruction.

2. Provides a list of track safety and hazardous material inspectors in the transportation division for response to railroad related emergencies.

Illinois Department of Corrections

1. Provides personnel to assist in preliminary building evaluations.
2. Supervises inmate labor to assist with debris removal and public works repairs.
3. Provides vehicles with operators for hauling materials and equipment.
4. Provides officers to perform (limited duties) security for affected areas.

Illinois Department of Military Affairs

1. Provides aerial reconnaissance to identify damaged infrastructure.
2. Provides portable generators and lighting for work in affected areas where utilities have been disrupted or for 24-hour emergency operations in remote locations.
3. Provides personnel and equipment for earthmoving, debris removal, refueling, and building trades support.

Illinois Department of Natural Resources

1. Provides engineers and technical staff with expertise on dams and other water control structures.
2. Provides trucks, bull dozers, excavators, scrapers, and tractors which can be used for debris removal or infrastructure repairs.
3. Provides boats and trailers with operators which can be used for law enforcement patrols, damage assessment of water control structures, and other emergency protective measures.
4. Provides chainsaws, portable generators, and pumps which can be used to conduct disaster response activities.
5. Provides support in the event of a catastrophic earthquake through use of mines and minerals analytical laboratory.

Illinois Environmental Protection Agency

1. Provides assistance in expediting permits, approval or oversight of disaster debris.
2. Provides engineering staff capable of providing technical assistance on operating and assessing damage to public water supply systems and waste water treatment facilities.
3. Has list of commercial contractors to perform hazardous material cleanup in the state of Illinois.

Capital Development Board

1. Provides technical engineering and architectural staff capable of evaluating damage to public facilities and conducting post-earthquake safety inspections of buildings.
2. Provides assistance in the expedient identification of state owned or controlled buildings that can be converted for use as emergency shelters.
3. Maintains a list of pre-qualified architectural and consulting/engineering firms which can be used on a contractual basis during emergencies.

Illinois Department of Transportation - Division of Aeronautics

1. Provides aircraft and personnel for aerial reconnaissance of damaged areas.
2. Provides technical assistance through civil engineers in the evaluation and repair of damages to airport facilities.
3. Maintains a list of pre-qualified consulting engineering firms which can assist state staff in the evaluation and repair of damages to airport facilities.

Office of the State Fire Marshal

1. Provides qualified personnel to perform inspections of flammable liquid and LP-gas storage tanks and facilities.
2. Provides additional expertise and manpower through the fire service.

Illinois Historic Preservation Agency

1. Provides staff liaison to Public Works Team at SEOC to assist in the identification of and recommend treatment approaches for known or potential significant historical, architectural, engineering, and archaeological properties within the disaster area.
2. Provides technical cultural resources, architectural engineering, and archaeological staff possessing the capabilities to identify and evaluate damage to and recommend prudent preservation approaches for affected historic resources.
3. Provides legal clearance for emergency actions affecting historic resources.
4. Maintains lists of architect/engineering firms and archaeological firms which could be contracted to perform damage assessment, design service, or survey/excavation work on historic resources.

Illinois Department of Public Health

1. Provides specialized health personnel to assist with response and recovery operations, as requested.

Organization and Responsibilities

Public Works

All major decisions concerning public works operations remain the responsibility of the Director of the Schiller Park Public Works Department. The Director of Public Works will function from the EOC/Area Command and direct all Public Works Department operations from that facility. Cook County Highway Department and IDOT crews working in the field will coordinate their operations through the Highway Department representative at the EOC.

Engineering

All major decisions concerning Disaster Intelligence/Damage Assessment operations remain the responsibility of the Schiller Park Village Engineer. The Community Development Department, Fire Department, and Public Works will support this department in this task. The Village Engineer will function from the EOC/Area Command and direct all Disaster Intelligence/Damage Assessment and the Village's recovery plan operations from that facility.

Community Development Department

The Community Development Department will support and assist the Village Engineer in Disaster Intelligence/Damage Assessment and the Village's recovery plan operations.

Direction and Control

The Director of Public Works and Village Engineer will function from the EOC/Area Command and direct all Public Works and Engineering operations from that facility.

Continuity of Government

The line of succession for the Engineering operations:

1. Director of Public Works
2. Public works Forman
3. Village Engineer

Maintenance, Review, and Updating this Annex

IEMA 301.240b5

It is the responsibility of the Public Works, Engineering and the Community Development Directors for the maintenance, review and updating of this annex.

RESOURCE MANAGEMENT – ANNEX S

IEMA 301.240a10

State of Purpose

IEMA301.240b1

This Annex will describe the means, organization, and process by which Incident Command will find, obtain, allocate, and distribute Village, and other government agencies or NGOs resources to satisfy needs that are generated by an emergency or disaster.

Situation and Assumption

IEMA 301.240b2 and 301.240b3

The Village of Schiller Park normally keeps in stock a sufficient quantity of equipment, material, and supplies to support the everyday activities of a thriving Village. The resources can handle most day-to-day emergencies on hand at any given time. However, if the emergency turns into a full-blown disaster, more equipment, supplies, material, and volunteers will probably be needed to respond to that disaster. Furthermore, a good system must be in place to warehouse and distribute donated goods and services that are customarily sent into a disaster area by concerned benefactors.

Under the Cook County and Illinois Emergency Operation Plans, these Agencies will send resources controlled by them as needed by the Village. After their resources are depleted, the FEMA National Response Plan has the National Mutual Aid and Resource Management System to send resources to the Village after County and State resources have been exhausted and their resources are depleted.

Concept of Operation

IEMA 301.240b4

Access to resources, including personnel and equipment, following the onset of a disaster, is critical to effective response and recovery efforts. In like fashion, management of resources should be centralized with one department or agency, preventing duplication of requests for the same resource.

Village's Resource Management System

IEMA 301.240I1

This section will describe how the Resource Management System will be activated and the sequence of tasks it will perform. The Resource Management System also sets forth the following policies:

- A. Priorities - Disaster victims will take precedence in the allocation of resources. Specific priorities will be set by the Area Unified Command and the Resource Officer in consultation with Incident Command General and Command staff and the Incident Command Post(s).
- B. Initial Sustainability - Response agencies will sustain themselves during the first 24 hours of an emergency.
- C. Supplier of Last Resort – Village Emergency Services Agencies should exhaust their own channels of support (e.g., mutual aid agreements with similar agencies in other jurisdictions) Before turning to the County and State for resource
- D. Costs - Purchase prices and contract costs, where possible, will be established by the Finance Department prior to an emergency. The Finance Department will maintain the Village's Emergency Vendor Resource List. Even if eligible for reimbursement, costs should initially be considered the responsibility of the Village.
- E. Notification – The Finance Director should be among those initially notified of a level 3 activation of the EOC. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.
- F. Activation and Deployment - The Direction and Control Annex specify that the Incident Commander activates the Resource Management System under NIMS.
- G. The Logistics Section Chief will have the discretion and authority to activate additional facilities and personnel (for example, a Donations Unit and associated telephone banks,

donations receiving areas, checkpoints, and warehouses) within the Incident Action Plan.

- H. Emergency Activity - The Logistics Section Chief and Finance Director will address the four basic concerns of emergency resource management activity: determine needs, obtain supplies, maintain financial and legal accountability, and distribute supplies.

Determining Needs

Needs Assessment (ongoing) - Needs assessment is an ongoing function of the Logistics Section Chief and the Operation Officer at the Incident Command Post(s). Resource needs should be addressed and included in the Incident Command Action Plan.

Resources for all incident Command Post(s) and the day-to-day operations of the Village will be addressed by the EOC and the Logistics Section Chief in the Incident Command Action Plan.

The EOC and the Logistics Section Chief will also address the basic needs for the residents who decide to shelter in place as well as those in operated shelters. Basic needs supplies (food, water and clothes) will be provided for two to three days.

The EOC and the Logistics Section Chief will ensure essential information is collected, and provided to those who required it. Essential information includes:

WHAT is needed and WHY, as specifically as possible (since a different item might work as well or better and be more readily available).

- A. HOW much is needed?
- B. WHO needs it?
- C. WHERE it is needed?
- D. WHEN it is needed?

Prioritization (ongoing) - The EOC along with the Planning and Logistics Section Chiefs will apprise “the Functional (ADA) Needs Group” of priorities set by the Action Plans. Functional (ADA) Needs Groups are described as shelter in place residents, Special Needs/Consideration Group (people with disabilities), Public Shelter occupants, Village Employees Family Shelters, EOC, Fire Stations, Nursing Homes, Schools, Incident Command Staging Areas, Base Camps, etc. The Logistics Section Chief will select a Needs Groups Manager to coordinate and prioritize requests with the Area and Incident Command Post(s) for resources for these groups.

Follow-up - Resource requests will be managed by the Resource Unit Leader. Planning and Logistics Section Chiefs will be updated on a regular basis regarding needs and the status of resources.

The Supply Unit stores equipment, supplies, food and basic needs items and fills request for these items. If a Donations Unit is established, it will work in concert with the Supply Unit to accept and store donated items and supplies for use. The EOC Manager and the Logistics Section Chief will have a building and/or space for needed supplies in disasters. The Logistics Section Chief will be responsible for staffing this unit.

Distribution Unit is classified as the unit that will deliver these supplies to the Functional (ADA) Needs Group or the requesting Incident Command Post. The Logistics Section Chief will be responsible for staffing this unit.

OBTAINING SUPPLIES

Notification of Suppliers - When warning is available, the Finance Department should notify suppliers with whom agreements exist, of the Village’s intent to activate the agreement. Availability of supplies should be validated and key items should be reserved.

Evaluation of Requests against Known Supplies (ongoing) - Upon receipt of a request, the Supply Unit should attempt to fill the need with Village resources or resources for which agreements are in place. If the

needed resource is not among the stock of donated items, it should be procured through the Village's Emergency Vendor Resource List.

Procurement and Hiring - When requests are high priority, an expedited procurement or hiring process may be in order. Procurement involves contacting suppliers, negotiating terms (in coordination with the Finance Director and Village Attorney if necessary), making transportation arrangements, notifying the Distribution Unit, and the Functional (ADA) Needs Group of the action has taken. Long-term recovery operations personnel may be hired through Local or State job service records, or applicant recorded which the Human Resources Division may have on file.

Soliciting Donations - When high priority needs cannot be satisfied quickly through procurement, or when cost begins to outweigh time as a consideration, an appeal can be made through a Donations Unit and the PIO for donations of the goods or services in question.

Maintaining Financial and Legal Accountability - The Finance Director should advise the Planning and Logistics Section Chiefs of their authorized budget, log and process transactions, track accounts, and secure access to additional funding as necessary and feasible (e.g., ensuring Village's access to cash donations, where law permits). The Village Attorney will advise the appropriate Section Chiefs of their legal obligations, and also of any special powers granted by law to expedite their tasks.

The Finance Director will have a Donation Banking System arrangement for any cash donation under Village Ordinance.

Distributing Goods (and Services)

Activating and operating key facilities - The Planning and Logistics Section Chiefs will determine which facilities (e.g., donations receiving areas, checkpoints, warehouses) will be required to handle the flow of resources into and through the Village. The Logistics Section Chief will direct the Supply Unit and Distribution Unit to set-up and operate these facilities.

Traffic Control - The Distribution Unit should ensure that high priority resources are dispatched quickly to their destination.

Hauling - Procurement and donations efforts should include a delivery component when possible as the Village's transportation resources may be almost fully committed. When necessary, the Distribution Unit may be tasked with resource delivery responsibilities.

Reporting and Coordination - The Logistics Section Chief will notify checkpoints and other facilities (as applicable) of incoming resources, as well as their priority. Checkpoints and other facilities (as applicable) will provide regular reports on resources passing through (or inventory), allowing the Distribution Unit to track location of resources and timeliness of delivery.

Post-emergency activity (recovery) - As the crisis subsides and the Village's government can begins to function in its normal, day-to-day mode; resource management will address four areas:

1. **Disposal of Excess Stocks** - Loaned equipment will be returned to its owners. Surplus property can be dealt with through normal procedures, except in the case of hazardous materials which should be appropriately dealt with by trained personnel. Warehouse space may be needed for excess donations until the Donations Unit can assist in identifying local and area volunteer agencies or other organizations to utilize them.

2. **Stand Down** - Facilities and staff should be deactivated as soon as is feasible, with all reports and documentation filed.
3. **Financial Settlement** - The Village may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address the Village's financial liability for any assistance received under the Stafford Act.
4. **Thank-You** - Suppliers and donors who supported the Village should receive acknowledgment of their efforts, as feasible and in coordination with the Office of the Village President and the PIO. New suppliers should be polled about their interest in developing a memorandum of agreement prior to the next emergency.

Organization and Responsibilities

The Village of Schiller Park Resource Management System organizational format used here is conceptual. It is meant to reflect the process of resource management activity:

- A. Determine needs
- B. Find a source for meeting the needs
- C. Ensure financial and legal accountability
- D. Transport and distribute the resources

Resource management operations will be coordinated amongst the IMT members in the EOC.

[IEMA 310.24012](#)

State Maintenance, Review, and Update this Annex

[IEMA 301.240b5](#)

It is the responsibility of the Finance Director and the Emergency Management Director for the review and update of this Annex.

SEARCH AND RESCUE (Ground) – ANNEX T

IEMA301.260

State of Purpose

IEMA 301.240b1

The purpose of the Search and Rescue (SAR) section of the EOP is to identify those individuals with responsibility for the search and rescue operations of an incident within the city. Also, to identify the relationships between responding organizations and how they will be integrated into the Incident Action Plan.

The SAR section of the plan is intended to address large-scale incidents involving multiple cases of human entrapment with prolonged, complex rescue or recovery activities.

Situation

IEMA 301.240b2

Village of Schiller Park, by virtue of its geographic location, may be subject to severe structural damages from floods, tornadoes, industrial plant disasters, water related disaster and national security threat, which could result among other things, in persons being trapped in damaged and collapsed structures, and missing young and elderly resident persons.

Assumption

IEMA 301.240b3

Situations occur on a daily basis which requires the response of the Village of Schiller Park Fire Department. The Fire Department has in place policies and procedures to manage their daily, internal operations. Additionally, the Mutual Aid Box Alarm System (MABAS), of which the city is a member, has policies and procedures in place for all mutual aid response. In an incident which activates this EOP, these same policies will be followed.

Concept of Operation

IEMA301.240b4

Initial notification of a request from the public will be received through Schiller Park Communication E-911center. In the event the EMERGENCY DISPATCH facility is directly impacted by the incident, they have an agreement in place to move operations to another E-9-1-1 center.

Marking of the building(s) being searched will be accomplished using the universal building marking system. The Incident Commander from the Village of Schiller Park Fire Department will assess the situation and decide if local search and rescue resources are adequate. If Federal USAR teams are required, a request will be made for FEMA USAR support through the EOC. This request will be made to the Cook County Emergency Operations Center to the Illinois Emergency Management Agency.

Once activated, FEMA will mobilize needed USAR resources and arrange transportation to the stricken jurisdiction. The USAR Incident Support Team (IST), an advanced management team, may arrive on the site within eight (8) hours to begin size-up and tasking assignments. Responding USAR teams, local fire, rescue, and EMS resources assigned to the incident, will function under the direction of the USAR.

Incident management, including the determination of the Incident Commander, will be conducted according the NIMS and ICS utilizing the RAE (responsibility, authority and expertise) concept.

A. General

1. Day-to-Day Search and Rescue (SAR) Operations

Village of Schiller Park emergency response agencies assist in providing 24-hour a day response support capability in the area of Search and Rescue throughout the Village. The Emergency Management Director and/or designee will be responsible for Search and Rescue Operations and training of employees and volunteers.

2. Village's Volunteer Search and Rescue Assistance

The day-to-day Search and Rescue force in the Village is augmented by volunteers working in association with established emergency response agencies. Under the direction and control of established emergency response agencies these volunteers are capable of assisting in ground search and rescue operations within the Village.

Responding volunteer search and rescue personnel will be managed by the chain of command under the Search and Rescue Incident Command System in affiliation with other established emergency response agencies, who will generally ensure that operation control, is maintained throughout the duration of the search and rescue operation. All participating units will coordinate their efforts through the Incident Command Post.

3. Mutual Aid Search and Rescue Assistance

The Mutual Aid Search and Rescue Units are augmented by volunteers working in association with established emergency response agencies. Under the direction and control of established emergency response agencies, these volunteers are capable of assisting in ground search and rescue operations within the Village.

Responding volunteer search and rescue personnel will be managed by the chain of command under the Search and Rescue Incident Command System in affiliation with other established emergency response agencies, who will generally ensure that operation control, is maintained throughout the duration of the search and rescue operation. All participating units will coordinate their efforts through the Incident Command Post.

B. Phases of Emergency Management

1. Preparedness

- a. Create a list of available resources required for performing search and rescue function.
- b. Employees and volunteers are trained on a regular basis in Search and Rescue skills and techniques in accordance with the Illinois Search and Rescue Council Guidelines.
- c. Rescue equipment is tested and maintained by the responsible agency or organization. Rescue equipment is repaired by qualified and capable unit personnel or by the manufacturer in order to maintain the integrity of the equipment in question.
- d. Revise this Annex at regular intervals and update accordingly by the personnel of the IMT
- e. The Search and Rescue Unit Standard Operating Guidelines (SOG) should be subject to annual update and revision in accordance with the Illinois Search and Rescue Council Guidelines. When deficiencies are noted during an actual emergency implementation, steps should be taken to change/correct or otherwise amend the deficient portion of the SOGs as soon as possible, following the termination of the emergency situation.

2. Response Services provided by rescue groups include but are not limited to:

- a. Initiation of search and rescue missions as necessary.
- b. Initiation of search and rescue ICP under the Incident Command System.
- c. ICP, base camp, traffic and perimeter control as needed.
- d. Air support – Civil Air Control.
- e. EOC coordination as appropriate.
- f. Mobilization of support activities as needed.
- g. Safety of responders.

3. Recovery

- a. Public information activities.
- b. Initiate return to normalcy when mission is completed.

- c. Inventory and replace losses.
- d. Secure and return to regular duty(s).
- e. After Action Report.

Organization and Responsibilities

The Fire Department will assume primary responsibility for command and control of any search and rescue incident. The NIMS and ICS, in accordance with local procedures, will be established by the Incident Commander (IC) in the field. He will be responsible for direction of field operations including, but not limited to, search and rescue, fire control, Emergency Medical Service (EMS) and other needed resources in accordance with established SOP's.

A. General

Although each of the following search and rescue components contains given specialties, many volunteers have established skills in multiple disciplines. This allows for frequent overlap in responsibilities, and flexibility of emergency responses.

B. Responsibilities

1. Schiller Park Fire Department members are the primary search and rescue team for the Village. The members are trained in search and rescue, survival, map and compass, evidence searches, missing person searches, and incident management.
2. The Police Department can assist with SAR, traffic control at the base camp and staging area, assist with logistical support, perform duties as base support, assist with radio communications, provide security for base camp or other areas, and can provide support personnel.
3. Radio Amateur Civil Emergency Service R. A.C.E.S is an amateur radio communication group has the primary responsibility to assist the Village with emergency radio communications. They maintain radio communications on search and rescue missions upon the request of the Emergency Management Director.
4. The Cook County Department of Homeland Security and Emergency Management is available to provide aerial surveillance, communications relays, and air and ground searching. Helicopters, and ground (road search) personnel are available.

Direction and Control

During extraordinary conditions, direction and control of the total SAR resources is the primary responsibility of the Fire Department Incident Commander. In the event of such a condition, all emergency responses requiring search and rescue operations and additional resource support will be channeled through the ICP.

Fire Department staff in the field will utilize existing policy and procedures to determine lines of succession.

Maintenance, Review, and Update this Annex

IEMA301.240B5

The Fire Chief and the Emergency Management Director will review update this annex annually in coordination with the fire district authority.

VOLUNTEER MANAGEMENT – ANNEX U

IEMA 301.240

State of Purpose

IEMA 301.240b1

The purpose of this Annex is to set forth processes by which volunteers become additional assets in a time of disaster. Services performed by either Citizen Corps, spontaneous, or registered disaster volunteers will include assistance to people, property and agencies during and after an event. Furthermore, this document puts forth a strategy for the identification, classification, registration, training and assignment of emergency volunteers. The primary vehicle through which this shall occur is the Illinois Volunteer Organizations Active in Disaster (IL VOAD).

Situation

IEMA 301.240b2

The population of Village of Schiller Park is vulnerable to the effects of various emergencies or disasters. Tornado and flood damage are but two of the examples of incidents that might trigger an outpouring of support from neighboring communities. Volunteer management teams, Volunteer Registration Centers (VRC) and processes/documentation must be identified to provide appropriate opportunity to utilize this resource.

There is an established and verified need for volunteers. Communities in need and agencies utilizing volunteers should have equal access to volunteers. Successful recovery efforts in a community impacted by a disaster require the effective use of volunteers.

During a disaster, residents who are not directly impacted by the event will respond to assist their neighbors. Experience has shown that spontaneous volunteers may number in the hundreds during a localized event.

A strategic and coordinated distribution of volunteers is preferred. All offers of volunteer service not accepted by the original recipient organization should be referred to a central point for wider consideration. All volunteers must be screened as part of an ongoing process. Additional screening is to be completed by individual agencies, using a range of methods. Background checks may be completed through the Police Department under the Public Safety and Security function.

This EOP assumes that resources available through mutual, auto, state and Federal aid will be available at the time of a disaster or major emergency.

In the event of a large-scale, Village wide disaster, existing public safety resources will be over-extended. As demonstrated in past disasters, private citizens often provide necessary services to human life and property, in lieu of professional responders during the initial aftermath of intense destruction.

Volunteers represent a potential resource to the community affected by a disaster, whether of natural or man-made origin. However, volunteers who respond spontaneously and without appropriate training and qualifications can easily overwhelm the capabilities of the government and other agencies. With a system in place for receiving and referring spontaneous volunteers, Village of Schiller Park and relief organizations can capture this valuable Illinois VOAD resource and thus provide more efficient and cost-effective service to the Village.

Volunteers and service program members who have pre-disaster training and are affiliated with government agencies or NGOs will report to their respective agency or organization at the time of a disaster, as previously arranged.

- The Village may delegate some of its volunteer coordination responsibilities to the IL VOAD from the Emergency Operations Center or through the Incident Action Plan(s) during response and recovery operations.
- The first priority in a disaster is to utilize volunteers that are already affiliated with the jurisdiction.
- All unaffiliated volunteers and unaffiliated service program members will be considered and processed from the IL VOAD Program.
- The IL VOAD Program is responsible for interviewing, screening, registering, training and the safe supervision of any volunteers that it involves in Village disaster operations. This provides for the protection of both the volunteer and the jurisdiction.
- The Safety Officer and Donations Coordinator are responsible for interviewing, screening, registering, training and the safe supervision of any volunteers that they involve in Village disaster operations. This provides for the protection of both the volunteer and the jurisdiction.
- Likewise, NGOs and National Service Programs that involve volunteers in their own operations are responsible for interviewing, screening, registering, training and the safe supervision of those volunteers under the ICS.

Concept of Operation
IEMA301.240b4

The Village President is responsible for ensuring that an emergency or disaster response is effective. Emergency responders and municipal government will exhaust their organizational resources before turning to the resource management function of the county EOC. Associated costs will be considered the responsibility of the requesting agency.

The Human Resources Director will ensure appropriate staffing of the function by trained volunteer managers of the Volunteer Management Support Team (VMST). A Volunteer Registration Center site will be chosen based on the weather, availability of resources and expected response from the community. All volunteers will be administered the IEMA Emergency Services and Disaster Agency (ESDA) oath prior to beginning a work assignment within the village.

Traditional response agencies will make their EOC representative aware of their human resource requirements. Non-traditional response agencies will request additional resources through the Volunteer Manager assigned to the operation. It is anticipated that donations of time and skill will be offered. The PIO (PIO) will ensure that appropriate news releases are developed which represent the community's status in relation to volunteers. Upon completion of the emergency/disaster, every effort will be made to recognize the commitment of the volunteers, recruit them to become affiliated into the village programs and prepare them for the next emergency/disaster by providing additional training.

The Donations Coordinator will be notified by the EOC Manager of an emergency condition that will involve the implementation of the Volunteer

Management Support Team (VMST).

To carry out the emergency preparedness functions of the Volunteer Management Support Team program, the following two (2) programs will make up the total program:

- A. Affiliated Volunteer Screening and Placement
- B. Unaffiliated Volunteer Screening and Placement

Formal statements of understanding exist between the Village of Schiller Park and several community-based agencies that may come to the aid of the community in a disaster. These statements clearly define a coordination of efforts that would be put into place if and when needed.

The Volunteer Branch Director shall have the responsibility to assign successors to each of the key positions in accordance the Incident Action Plan. Upon assignment of a successor, the authority and responsibility of the original responsible personnel shall be terminated.

Successors shall be assigned and assume emergency authority when the original responsible personnel are:

- A. Absent
- B. Injured
- C. Off-Duty
- D. Other causes which would render the originally assigned personnel ineligible of exacting their specific emergency authority.

The Volunteer Branch Director and/or the Volunteer Management Support Team Division/Group Supervisor shall have the primary responsibility of notifying the EOC Manager and other response agencies of any succession.

In the absence of the Volunteer Management Support Team Division/Group Supervisor, the Volunteer Branch Director shall have the responsibility of notifying the EOC and other responsible agencies.

Organization and Responsibilities

The Volunteer Branch Director has primary responsibility for the Volunteer Management Support Team (VMST). Volunteer Branch Director will also be responsible for recommending critical stress debriefing when necessary. When notified by the Emergency Management Director, Village President, dispatch center or other recognized authority, the EMA Deputy Director will report to the EOC to manage volunteer resources. The Deputy Director may assign field responsibilities to staff in order to manage volunteers and related information at staging areas. The Volunteer Manager will report to the Resource Unit Leader in the Planning Section.

Volunteer

Village Volunteer - Local residents have always helped out the Village on a day-to-day by volunteering their services. These volunteers provide service in many area of the government and are fully screened by the police department and fully covered by the Village insurance policy. The supervision and training of these volunteers are the responsibilities of the group/committee head that they volunteer with.

Spontaneous Volunteer

Illinois office of homeland security community guidelines for developing a spontaneous volunteer plan.

For the purpose of these guidelines, a spontaneous volunteer is an individual who arrives at a disaster scene without a specific request from, or an affiliation with, a traditional disaster agency. These guidelines illustrate how volunteer agencies traditionally involved in disaster response; other agencies and/or organizations and community members can participate in the execution of the emergency operations plan.

The local Emergency Management Director, together with traditional disaster agencies may host a “summit” inviting community agencies and/or organizations to discuss partnerships and roles in the event of a large-scale disaster.

1. Establish a core group of agencies and/or organizations which meets to help develop the community’s spontaneous volunteer disaster plan. This group should include both service providers traditionally involved in a disaster as well as social service and nonprofit agencies and/or organizations. Several Illinois communities already have this structure, in some cases it is a VOAD (Voluntary Organizations Active in Disaster). This group should work closely with the ESDA/Emergency Management Director and within the parameters of the county emergency operations plan and the state emergency operations plan.
2. Agencies and/or organizations in each community should ensure the following steps are completed to prepare their disaster plan. Emergency plans in each county’s jurisdiction should include the following:

Step 1: Educate and Engage Community Agencies in Disaster Service Delivery.

1. The core group will clarify the services of each agency and/or organization in the event of a disaster as well as define the new roles for agencies and/or organizations not already involved in disaster response.
2. These agencies and/or organizations should develop specific agreements with traditional disaster agencies or with the core group as a whole. (See Appendix B, Statement of Understanding).
3. Each agency and/or organization will develop job descriptions for the key leadership positions in times of disaster.
4. Develop written procedures and plans for security, volunteer liability, unwanted/unruly volunteers and volunteer credentialing. (See Appendix C, Related statutes regarding protections for volunteers).

Step 2: Solidify a Spontaneous Volunteer Plan.

1. The core group will work with its Emergency Management Director to amend the emergency operations plan to include the Spontaneous Volunteer Plan.
2. The Emergency Management Director will designate a Spontaneous Volunteer Manager. This individual will be responsible for coordinating the spontaneous volunteers in the event of a disaster. (See Appendix D, Spontaneous Volunteer Manager Job Description).
3. Identify a Volunteer Screening Coordinator. This individual will oversee the screening of spontaneous volunteers at the screening facility. Resources for that person might include: universal volunteer applications, job descriptions, code of conduct and local and statewide training courses.
4. Identify a Core Group Contact Person. In the event of a disaster the Emergency Management Director will contact this individual who in turn will contact the other members of the core group. This will ensure that the Spontaneous Volunteer Plan is properly implemented. It is recommended that the Spontaneous Volunteer Manager also serve as the Core Group Contact Person.
5. Determine where inquiries from spontaneous volunteers will be directed in the event of a disaster - for example Village hall, a local business, Red Cross Office, etc. Distinguish between offers of volunteer services and donations.
6. Determine a screening facility for spontaneous volunteers - for example, a local school, YMCA, United Way, etc.
7. Identify a respite center where volunteers and emergency service workers can receive supplies, food and anticipated mental health counseling.
8. Clarify mechanisms by which agencies and/or organizations will request volunteers in time of a disaster.
9. Determine a follow-up plan that involves gratitude for volunteers, incident wrap up and evaluation.

Step 3: Expand Education to the Community.

1. Create a campaign to encourage citizens to affiliate with traditional disaster agencies in the community.
2. Coordinate with the overall state public information and education program for disaster preparedness and relief.
3. Utilize outside resources to assist in the development and execution of the local education plan.
4. Share “best practices” of spontaneous volunteer coordination with neighboring communities.
5. This core group of agencies and/or organizations, along with the Emergency Management Director, will continue to meet periodically to review, enhance and update the community spontaneous volunteer plan.

JOB DESCRIPTIONS - Spontaneous Volunteer Manager

Establish spontaneous volunteer center at designated facility.

- Coordinate with participating agencies to determine the training and experience levels of needed volunteers and document opportunities.
- Process and oversee the fulfillment of volunteer requests
- Establish and clearly communicate job assignment rule and volunteer code of conduct.
- Consult with and act as a technical resource to volunteer supervisors regarding potential personnel problems.
- Investigate grievances and manage other personal action involving volunteer assigned through the spontaneous volunteer center.
- Oversee Volunteer Screening Coordinator.

Volunteer Screening Coordinator

Ensure individuals processed through the spontaneous volunteer center undergo a consistent, non-discriminatory screening procedure including an application, interview and proper identification.

- Initiate and maintain master filing system.
- Engage and supervise additional volunteer screeners as needed.
- Work with spontaneous volunteer manger to fulfill volunteer requests.
- Arrange for the proper follow-up and thanking of volunteers.
- Ensure proper disposition of volunteer records & files after operation.

Volunteer Application - Personal Information

Name: _____

Address: _____

Phone Numbers: _____ Email: _____

Employment Information (Title, Place of Employment): _____

Employment Contact Information (Name, Phone Numbers): _____

Describe any restrictions on your activities (physical, medical, mental): _____

Date _____ of _____ tetanus _____ shot:

Are you currently charged with or have you ever been convicted of a felony? Yes No

If yes, please explain:

General Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Do you have personal transportation? _____

Are you willing/able to do manual labor? Yes No

Skills & Qualifications:

Fluency in Language(s) Other than English _____

Licenses/Professional Certification: _____

Professional Background: _____

Education Background: _____

Computer Skills: _____

Prior or Current Volunteer Experience: _____

Prior Disaster Relief Experience:

Administrative/Secretarial

Human Resources (interviewing, recruiting, etc.)

Accounting/Finance/Bookkeeping

Mental Health Counselor/Social Worker

Civil Servant (Police, Firefighter, etc.)

Management

Child Care

Technical (IT professional, etc.)

Customer Service

Trade: _____

Food Service (prepares & serves meals)

Transportation

(Professional Trunk/Bus Driver)

Health Services (Doctor, Nurse, EMT)

other; _____

Volunteer Agreement

1. The information provided is complete and true. The information given on this application is incomplete or untrue; I understand my assignment may be terminated.
2. I have disclosed any felony convictions. I agree to a background check, verification of the statements contained herein and additional screening procedures.
3. I understand that my own insurance will be used as coverage for illnesses and injuries and that I am ultimately responsible for any costs incurred.
4. I agree to respect the rights, property and confidentiality of emergency worker and individuals affected by disaster.
5. I agree to adhere to the rules/instructions of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: _____ Printed Name _____ Date: _____

Direction and Control

The Volunteer Branch Director will be prepared to act indefinitely until ICS has been established.

- The Volunteer Branch Director will be prepared to activate the Volunteer Reception Center (VRC) organizational units in those divisions, where applicable, and supervise and direct VRC activities in accordance with the directives issued from the EOC.
- Volunteer Branch Director shall report to the EOC Manager during an emergency to advise decision-makers and coordinate volunteer efforts with other responding organizations.
- Operations and Planning Section Chiefs shall provide operational period status reports of volunteers resource requests to the Volunteer Branch Director so that this information can be relayed to the EOC Manager.
- The EOC Manager may advise the State EOC Citizen Corps Coordinator of the volunteer status in the area and make such recommendations that the situation demands.

Additional Resources

- A. Volunteer Resource Types** - It is helpful to recognize that each of the four primary volunteer groups should be approached and managed differently.
1. Professional - This group includes emergency personnel from jurisdictions within or outside the response area. They may be attached to emergency operations in their home regions. Professional personnel are certified or licensed, and include physicians, EMT's, nurses, fire fighters, police and emergency managers. Often regulatory agencies within the affected area may waive or relax local certification requirements when there is a need for these additional resources.
 2. Traditional Affiliated - These volunteers are attached to a recognized voluntary agency within or outside of the response area. They are pre-trained for disaster response by the agency with which they are affiliated and form the core cadre for paraprofessional and non-professional volunteers. Examples include emergency management, RACES, CERT, PMRC, American Red Cross, Salvation Army, etc.
 3. Spontaneous – Living within the Affected Area - These volunteers feel motivated by a degree of community pride. They have no association with recognized voluntary agencies and may have no formal training in response or emergency management.
 4. Spontaneous – Living Outside the Affected Area - These volunteers are not from the impacted area and have no prior affiliation with recognized voluntary agencies. They -may or may not have formal training.

A pragmatic approach dictates whether local volunteers or outside-the-area volunteers are used in a given situation.

National Voluntary Organizations Active in Disaster (NVOAD)

NVOAD is the national consortium of recognized Voluntary Organizations Active in Disaster (VOAD). Its mission is to foster cooperation in mitigation and response and more effective service to people imperiled or impacted by disaster. It does this through cooperation, coordination, communications, education, mitigation, convening mechanisms, and outreach. The Illinois State VOADs are chartered by NVOAD and collaborate in accordance with national precedents.

Local VOAD groups with national affiliations are especially helpful and can form the core of an effective Donations Management Team. There are more than 20 recognized agencies, each with decades of experience, utilizing volunteers in emergency response and recovery. Each agency has established procedures for managing, recruiting, training, and utilizing volunteers and common among them are systems that include: written enrollment, liability arrangements, formal training programs, command and supervision, planning and

organization. Some agencies have developed special abilities in screening, recruiting, and placing volunteers, while others have specialized in service delivery and organizing significant numbers of volunteers.

The Illinois Regional Volunteer Agency Coordinator (VOLAG) and the IEMA Donations should also be included in the planning and organizational efforts to lend expertise and ensure interface with all aspects of the relief program, the state Emergency Operations Plan and the Federal Response Plan, including reimbursement.

The Village's policy is to encourage the use of voluntary agencies that have a responsible method for covering the liability related to volunteers (such as a liability clause in their corporate insurance policy) and ensure that they are signing-in affiliated volunteers (obtaining a signature for each) to document liability. A standing policy of not working with organizations that do not have a sign-in procedure is appropriate. The Village will receive a letter from each voluntary agency, documenting that the agency provides liability coverage for all of its volunteers.

Agencies prefer to use affiliated volunteers because they have a demonstrated commitment of time and effort as well as the orientation, training, and expertise in response and recovery procedures. They are also disciplined and highly responsive to direction from the organization's managers, and they are generally loyal, protective, and supportive of their agency.

Maintenance, Review, and Update this Annex

IEMA 301.240b5

It is the responsibility of the Human Resources Administrator and the Emergency Management Director for the maintenance, review and updating of this Annex.

WARNING and EMERGENCY INFORMATION-ANNEX V

IEMA301.240a3

State of Purpose

IEMA301.240b1

This Annex will identify the role of the Warning/Emergency Information System and how the Village operates its EM Program and specifies actions to be taken during emergency periods.

Situation

IEMA 301.240B2

Key government officials and critical workers must be notified and the public warned, as soon as possible or appropriate, whenever a major emergency threatens or occurs. Warning capabilities and responsibilities need to be outlined to ensure that rapid alert and accurate dissemination of emergency information is accomplished.

Assumption

IEMA 301.240B3

The Village of Schiller Park *assumes* the following:

- A. A warning period will be available for many emergency situations, although the amount of lead time will vary from hazard to hazard.
- B. Warnings may be initiated by higher authority (State or Federal government) through use of the National Warning System (NAWAS) whenever a large area may be threatened by a major emergency (e.g., terrorist attack or severe weather conditions), or from the occurrence of the event itself.
- C. Telephone Mass Notification System will be considered the primary system for notification of key officials and critical workers.
- D. The electronic media will be considered the primary system for providing warning and emergency information to large numbers of the affected population, both through news bulletins and Emergency Alert System (EAS) broadcasts.
- E. The issuance of warning, and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on authority provide by Federal and State law and supporting guidance documents.

Pursuant to the provisions of federal law, the term emergency management is defined as those activities and measures designed or undertaken to:

- A. Minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States or by a natural disaster,
- B. Deal with the immediate conditions which would be created by any such attack or natural disaster, and
- C. Effectuate emergency repairs to, or the emergency restoration of vital utilities and facilities destroyed or damaged by such an attack or natural disaster. Such term shall include, but shall not be limited to:
 1. Measures to be taken in preparation for an anticipated attack or natural disaster,
 2. Regular testing of emergency warning systems,
 3. Communications with Utility companies regarding contingency planning, and
 4. Testing of the process during outages of a non-emergency nature.

This statement charges federal, state, and local agencies with developing and maintaining the capability of warning the civilian population of impending disasters.

The Illinois Emergency Management Act (Public Act 87-168 as amended) further clarifies and assigns these responsibilities to units of local government. The Act defines emergency management as:

- A. The coordination of such functions by the State and its political subdivisions,
- B. Other than functions for which military forces are primarily responsible,
- C. Necessary and proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes.
- D. These functions include, without limitation:
 1. Warning services,
 2. Communications,
 3. Damage assessment,

4. Search and rescue
5. Mass care
6. Debris Management
7. Together with all other activities necessary or incidental to protecting life or property.

Providing effective warning is accomplished by a variety of warning systems, which emanate from the federal government level and ultimately rest with units of local government.

Concept of Operation

IEMA 301.240d4

A. General

1. Existing communications systems available at the time of a major emergency shall be used for the dissemination of emergency information and warning. The warning function for the Village of Schiller Park requires a coordinated effort between the various levels of government and numerous politically independent agencies as outlined below. IEMA 310.240e3
 - a. **Communications Centers/Public Safety Answering Point (PSAP)** - The Village of Schiller Park Emergency Communications Center serves as the public safety answering point for the Village and is the primary warning point for emergency messages for the Village of Schiller Park.
 - b. **Emergency Management Agency** - The Deputy Emergency Management Director is responsible for outlining the intergovernmental warning process and once notified or aware of a major emergency or hazard, for ensuring that the necessary dissemination of emergency information occurs throughout the Village to all levels of government and citizens that may be adversely affected by the hazard. IEMA 310.240e4
 - c. **Emergency Operation Plan (EOP)** that is responsible for developing, maintaining and implementing a warning annex and procedures to implement the warning function for their jurisdiction, once the message is received.
 - d. **Police Department** - The Police department, as a public safety emergency response agency, is responsible for supporting and implementing procedures to warn the general public in the Village.
 - e. **Fire Department** - As a public safety emergency response agency, fire personnel are constantly on the scene as first responders and may have to implement local warning procedures for Village of Schiller Park using public safety capabilities or assisting those that do.
 - f. **State and County Governments** - State and County officials may issue warning information as a result of severe weather warnings or watches, or any major incident that may affect Northern Illinois. Such information may be transmitted over the National Warning System (NAWAS) or the Law Enforcement Data System (LEDS) to local communications centers and police departments and may be broadcast over the Emergency Alert System (EAS) to the public.
 - g. **Federal Government** - Warning information may be initiated by federal officials and disseminated over NAWAS. This information may include attack warnings, severe weather warnings, or other incidents which threaten a large area.

B. Dissemination of Emergency Information -The receipt and dissemination of warning information may utilize any or all of the following warning methods: IEMA 301.240e1, IEMA 301.240e2

1. **National Warning System (NAWAS)** - The National Warning System (NAWAS) is a nationwide private telephone communications system funded by FEMA, which originates at the National Warning Center at Colorado Springs CO (NORAD). The system has “drops” (telephone instruments with loudspeakers) located at strategic locations within each state. Each state, in turn, controls a system connecting the state with warning points in each County. State of Illinois’s NAWAS line is located at the IEMA Emergency Operation Center and is monitored on a 24 hour basis.
2. **Emergency Alert System (EAS)** - The Emergency Alert System is composed of AM, FM and TV broadcast stations and non-government industry utilities operating on a voluntary, organized basis during emergencies at national, state or local levels. It provides for the alert of participating stations, dissemination of standardized emergency information, and/or termination of non-emergency station activities until the emergency subsides.

3. **Media** - Print and electronic media can provide an effective method of disseminating emergency information. Community newspapers are effective in providing detailed self-help information in slow-developing emergency situations (i.e. inclement weather, drought, etc.). The electronic media can be helpful in issuing bulletins to inform the public of emergency conditions, with or without formal activation of the EAS.
4. **Sirens** –Village of Schiller Park has a Village-wide outdoor siren warning system. Village vehicles equipped with sirens and voice warning systems. These are viable means of getting the attention of the public in localized emergencies, but emergency instructions must be provided by use of public address systems.
5. **Public Address Systems** - Most police and fire vehicles are equipped with public address systems that may be used for warning the public in localized emergencies. These would be effective as an alternative to door-to-door notification in small areas with limited populations. In most cases, the public will be instructed to tune in to local television or radio for emergency information.
6. **Door-to-Door Warning** - In some emergencies, the most effective method of warning may be door-to-door contact. If time and emergency conditions allow, emergency services workers and volunteers can go door-to-door advising people of emergency instructions. This system would be effective only in those types of emergencies affecting limited areas and populations. Care must be given to keep unprotected workers from entering hazardous areas to disseminate warning.
7. **Telephone Warning** - In some localized emergencies, it may be possible to disseminate warning to affected populations through use of the telephone. If the threatened area is small, and a directory of telephone numbers by address exists, calls can be made advising people of the protective actions they should take. The Village of Schiller Park *utilizes* a reverse 911 system that can be utilized to disseminate preprogrammed information to the community.
8. **Functional (ADA) Needs Populations** – The Mass Care Unit is working with functional (ADA) needs populations and may assist in the dissemination of emergency information to such groups as the hearing impaired, non-English speaking, physically handicapped, homebound, etc. Schools, hospitals and nursing homes have emergency plans under federal law that is adequate in slow developing emergencies. In immediate life threatening emergencies, such facilities, including parks and campgrounds, should be contacted at the direction of the Incident Commander or other responsible key officials.

Direction and Control

Executive Actions

In emergency situations which pose an immediate threat to life, any public safety official in the Village serving as an Incident Commander or any other authorized Incident Management Team member may issue emergency information or warning by the most effective means. Such officials shall notify the Emergency Management Coordinator as soon as possible to facilitate further notifications and actions, as required.

Coordination

Overall coordination of the emergency information and warning process will be exercised from the Emergency Operations Center (EOC) under the Incident Command System when activated.

Responsibility for operation of the warning entry point is vested in the Supervisor of Communication who may delegate supervision and coordination of Communications Center and warning point activities to a Manager. The Emergency Management Director or his designee may share responsibility for the communications function in the EOC and Incident Commander with the 911 Center. All Departments Heads are responsible for maintaining communication with their own operations.

Maintenance, Review, and Update this Annex

EMA 301.240b5

It is the responsibility of the Emergency Management Director and Supervisor of Communication for the maintenance, review and update of this Annex.

WORKER SAFETY AND HEALTH – ANNEX W

State of Purpose

Worker safety and health is a top priority at all times.

Concept of Operation

The Incident Commander will assign a Safety Officer(s) to oversee worker safety and welfare of all paid or volunteer workers. The SO will ensure all supervisors and first responders are made aware and respond appropriately to the risks and hazards during and in the recovery operations of the emergency.

- A. Increased risk of injury during emergencies - Workers who must respond to emergency and disaster areas will be most at risk. This may include utility workers, law enforcement personnel, firefighters, emergency medical personnel, federal, state, and local government personnel (such as sanitation and highway workers), volunteers and military personnel.
- B. Safety and health hazards are associated with emergencies and their cleanup. Workers can expect to encounter safety and health hazards throughout the disaster zone. Some of the hazards associated with emergencies:
 - 1. Electrical hazards
 - 2. Carbon monoxide
 - 3. Musculoskeletal hazards
 - 4. Thermal stresses
 - 5. Heavy equipment operation
 - 6. Structural instability
 - 7. Hazardous materials
 - 8. Fire
 - 9. Drowning
 - 10. Hypothermia due to the cold weather and water exposure
 - 11. Falls from heights
 - 12. Burns from fires caused by energized line contact or equipment failure
 - 13. Exhaustion from working extended shifts
 - 14. Dehydration
 - 15. Biohazards
- C. Electrical hazards - Workers can expect to find standing water present throughout a flood zone. If water has been present anywhere near electrical circuits and electrical equipment, turn off the power at the main breaker or fuse on the service panel. Never enter flooded areas or touch electrical equipment if the ground is wet.
- D. Hazards exist when repairing downed or damaged power lines - The work activities involved with repairing downed or damaged lines include many of the activities involved in installing and removing overhead lines and general maintenance on overhead lines. The crucial difference is that in emergency conditions, such as winter storms, there are unknown hazards and the potential for changing hazards as work progresses. Under these conditions, workers must be extra vigilant. This type of work should be performed only by utility company workers or others who are properly trained. Potential hazards include:
 - 1. Electrocutation by contact with downed energized lines, or contacting objects, such as broken tree limbs, in contact with fallen lines.
 - 2. Falls from heights.
 - 3. Being struck or crushed by falling poles, towers, and tree limbs.
 - 4. Being injured in vehicular accidents when responding to an emergency incident.
 - 5. Burns from fires caused by energized line contact or equipment failure.

- E. Protective measures should be utilized when working on or around downed or damaged power lines:
 - 1. Stay well clear of any downed or damaged power lines. Establish a safe distance from the lines and report the incident to the responsible authority. Only properly trained electrical utility workers should handle damaged power lines.
 - 2. Electrical utility workers should first assess the hazards present in order to minimize the chances of exacerbating the situation. Ideally the lines involved should be de-energized, but this may not be possible in all situations.
 - 3. When working on downed or damaged power lines, electrical workers must utilize proper electrical safety work practices and personal protective equipment.
- F. Hazards exist during removal of downed trees and debris, and safety precautions that should be taken. Downed trees can block public roads and damage power lines. Potential hazards include:
 - 1. Electrocution by contacting downed energized lines or contacting broken tree limbs in contact with fallen lines.
 - 2. Falls from trees.
 - 3. Being struck or crushed by falling tree limbs.
 - 4. Being injured by emergency equipment such as chain saws and chippers.

Proper PPE, including gloves, chaps, foot protection, eye protection, fall protection, hearing protection and head protection, should be used when using chainsaws and chippers to clear downed trees.

Only appropriate power equipment that is built to be used outdoors and in wet conditions should be used. All saws, chippers, and other tools should be used properly and according to their intended application. All equipment should be well maintained and functioning correctly. In addition, all equipment should have proper guarding, working controls, and other safety features as installed by the manufacturer.

- G. Carbon monoxide exposures - Gasoline and diesel powered generators, pumps, and pressure washers all release carbon monoxide, a deadly, colorless, odorless gas. These devices must be operated out of doors and never inside confined spaces.
- H. Musculoskeletal hazards that can be anticipated. Workers involved in emergency preparation and cleanup activities are at risk of back, knee, and shoulder injuries from manual lifting and handling of building materials, sandbags, and fallen tree limbs. To help prevent injuries, use proper lifting techniques. Teams of two or more should be utilized to move bulky and heavy items.
- I. Chemical hazards that can occur due different emergencies - Liquefied Petroleum Gases (LPG) and underground storage tanks, along with other chemical containers, may break away and float downstream, crack and leak, rupture or explode causing hazards from their released contents.
- J. Fire is a concern around Disaster areas - damage to fire protection systems, delay response times of emergency responders, and disrupt water distribution systems. All of these factors lead to increased dangers from fire and decreasing firefighter capabilities.
- K. Avoid drowning. Fast moving water increases worker chances for accidental drowning. Even good swimmers are easily overcome by swift moving water. Workers should not work alone, and

should wear a Coast Guard-approved personal protection device when working in or near water.

- L. Hypothermia - Hypothermia is a condition brought on when the body temperature drops to less than 95° F. Standing or working in water that is cooler than 75°F will remove body heat more rapidly than it can be replaced, resulting in hypothermia. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.
- N. Avoiding hypothermia - Recognize the environmental and workplace conditions that lead to potential cold-induced illnesses and injuries. Learn the signs and symptoms of cold-induced illnesses/injuries and what to do to help those who are affected. Train the workforce about cold-induced illnesses and injuries. Select proper clothing for cold, wet, and windy conditions. This includes layering clothing to adjust to changing environmental temperatures, providing dry clothing, and wearing a hat and gloves, in addition to underwear that will keep water away from the skin (polypropylene). Take frequent short breaks in warm dry shelters to allow the body to warm up. Perform work during the warmest part of the day. Avoid exhaustion or fatigue because energy is needed to keep muscles warm. Use the buddy system (work in pairs). Drink warm, sweet beverages (sugar water, sports-type drinks). Avoid drinks with caffeine (coffee, tea, or hot chocolate) or alcohol. Eat warm, high-calorie foods like hot pasta dishes
- O. Exhaustion during an emergency response - Workers involved in response operations are often called upon to work extended hours under stressful conditions. This working environment increases the risk of injury due to inattentiveness and makes workers more vulnerable to stress-induced illness and disease.
- O. Biohazards that exist due to disasters and how to prevent contamination - Floodwaters may contain biohazards due to direct contamination by untreated, raw sewage, dead animals, rotting food, etc. rescue operations may cause workers to be exposed to blood borne pathogens. Avoiding contact, utilizing good personal hygiene practices, medical surveillance, and discarding all food that is exposed to flood waters are all important controls. Cook County Department of Public Health will monitor and have medical control over this part of the flooding operations.
- P. Safety precautions for first responders and the public while driving in an emergency area include:
 - 1. Cars and trucks can be easily swept away in just two feet of moving water.
 - 2. Never try to cross flooded roadways if you do not know the water depth or road condition.
 - 3. Roads normally traveled can washout unexpectedly during heavy rains.

Organization and Responsibilities

- A. Emergency Management:
 - 1. Training and coordination of this Annex to all Village personnel.
 - 2. Prepare Emergency Operation Plans for resources and useful equipment.
 - 3. Warning and alerting residents and the public of possible flooding in the Village.
- B. Emergency Operation Center:
 - 1. Warning and alerting of residents and the public of possible flooding in the Village.
 - 2. Issuing warning messages to Incident Management Team members.
 - 3. Coordinate and support the Incident Command Post flooding operations and day-to-day operations of the Village, including any other emergencies in the Village.

4. Arrange the necessary resources and personnel for departments, agencies or other personnel who are supporting the flooding operations and Village operations.
5. The evacuation and return of citizens of the Village including the reception arrangements with neighboring municipalities.
6. Availability of transportation
7. Assisting with damage estimation and advising citizens about disaster assistance.

C. Public Information Officer:

1. Act as a single point of contact for information
2. Provide emergency health advice and evacuation information
3. Advise residents of flood prone areas to obtain sandbags
4. Issue media statements
5. Issue situation updates

D. Incident Command Post:

1. Directing and controlling all emergency operations in the Village.
2. Coordinating emergency support
3. Arranging for the performance of specific disaster/emergency control tasks by the Village departments or agencies.
4. Returning the Village to pre-emergency conditions.

E. Village Engineering:

1. Damage Assessment
2. Protect utilities
3. Advise on weather, water flow and warnings

F. Public Works:

1. Flood alleviation e.g. clearing blocked culverts and drains
2. Providing road barriers and signs
3. Free obstructions to water drainage
4. Deploy sandbags for flood defense

G. Police Department:

1. Evacuation
2. Animal Care
3. Secure, protect and preserve the scene, and control traffic
4. Organize and disseminate casualty information
5. Provisionally identify dead people
6. Restore normality

H. Fire Department/EMS:

1. Rescue those who are trapped
2. Control fires, released chemicals and other hazards
3. Assess hazards concerning evacuation
4. Ensure safety of rescue personnel
5. Minimize environmental dangers

6. Liaison with IPH, CCDPH and Hospital
7. Recover the dead in conjunction with the police
8. Stand by during recovery

I. Emergency Medical Services is responsible for the following:

1. Save life in conjunction with other emergency services
2. Extricate, assist and stabilize injured people
3. Provide ambulances, medical staff, equipment and resources
4. Establish effective triage points and systems
5. Provide a central point for medical resources
6. Liaison with receiving hospitals
7. Provide transport for medical teams and their equipment
8. Arrange transport for injured people
9. Maintain emergency cover

J. Mass Care – Initial Care of evacuated or homeless people

Direction and Control

The Fire Chief will serve as the Safety Officer during critical events. The following is the line of succession:

1. Police Chief
2. Village Health Officer
3. Available Fire Officer

Maintenance, Review, and Update this Annex

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director for the maintenance, review and update of this Annex

SPECIFIC ANNEXES CONTENT GUIDE

HAZARD OR THREAT

These annexes describe emergency response strategies that apply to a specific hazard. Future CPGs will provide greater detail on developing these annexes.

Local communities may integrate hazard-specific information into functional annexes if they believe such integration would make the plan easier to read and use. Conversely, the unique functional needs generated by the hazard should be addressed in the hazard/threat annex.

Local communities may find it appropriate to address specific hazards or threats in completely separate and stand-alone plans. In this case, the EOP must specifically reference those plans and provide a brief summary of how the EOP is to be coordinated with the stand-alone plans.

Some hazards have unique planning requirements directed by specific state and Federal laws. This is currently The local emergency management agency must review those requirements and determine how the EOP can best address and meet those legal requirements.

HUMAN-CAUSED HAZARDS

These are disasters created by man, either intentionally or by accident.

CIVIL UNREST – ANNEX 1

State of Purpose

This section of the annex should address the hazard-specific methods the jurisdiction uses to prepare for and respond to civil unrest emergencies/disasters. The section should also identify and describe the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from civil unrest emergencies (e.g., riots, school shootings).

Situation

Assumption

Concept of Operation

Organization and Responsibilities

Direction and Control

The Unified Command Center will be operated by the Incident Commander. The coordination of the EOC will be governed by the Emergency Management Director. Assignments and delegation of the work will be consistent with the span of control concepts within NIMS ICS. The procedures followed for all activities will include those Annex materials a designated in this EOP. Each Annex of assignment will be made within the NIMS ICS frame work and each will have an individual Director as follows:

- A. Mass Care
- B. Worker Safety
- C. Assessment
- D. Public Information
- E. Warning Systems
- F. Debris Management
- G. Others as required.....

Maintenance, Review, and Update this Annex

It is the responsibility of the Emergency Management Director for the maintenance, review and update of this Annex.

TERRORISM – ANNEX 2

IEMA301.260

State of Purpose

IEMA 301.240b1

The purpose of this Annex is to describe the policies and procedures with which the Village of Schiller Park will operate in the event of a terrorist incident. This Annex is intended to be used as a guide for emergency response personnel to safely respond to and to protect themselves and the citizens of the community from the consequences of weapons of mass destruction (WMD).

Situation

IEMA 301.240b2

The situations in the Village of Schiller Park are the following:

- A. All government facilities, including public schools, libraries, water reservoirs and recreation facilities are potential targets for domestic or international terrorists, militant groups or any other person desiring to plant or mail an explosive or incendiary device containing some form of contaminant.
- B. Even though most of the bomb threats received is false, each situation has to be handled as if it were real, until determined to be otherwise.
- C. Most bombs, including mail bombs, are homemade and are limited in their design only by the imagination and the resources available to the bomber. The only common denominator that exists among bombs is that they are designed or intended to cause injury and/or damage.
- D. Increased physical security measures in response to terrorist threats can generate inconveniences for the public and for public employees.
- E. There is a slight possibility that a “Weapon of Mass Destruction” (WMD) may be used within the county or surrounding area.

Assumption

IEMA 301.240b3

The Village of Schiller Park can assume the following:

- A. Proper planning will instill confidence in the leadership and reduce the potential for personal injury and property loss in case a terrorist incident occurs.
- B. Proper planning can also reduce the threat of panic. When people become panicked, the potential for injury and property damage is greatly increased. In the context of a bomb threat, panic is the ultimate achievement of the perpetrator.
- C. Although the threat of chemical, biological or radiological materials is used in an attack is low, all responders need to be aware of this potential. As part of their situation assessment, all first responders need to consider the probability of such attacks when approaching or arriving at a scene of a possible terrorist incident.
- D. Local public safety personnel, hospitals, and emergency responders will have sufficient training and will follow their established standard operating procedures in response to any terrorist incident.

Concept of Operation

IEMA301.240b4

A. DIRECTION AND CONTROL

All actions involved in the response to, and recovery from a terrorism event fall into one of two categories:

1. Crisis Management and Consequence Management, which may function consecutively or concurrently.
 - a. Crisis Management is defined as “Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve the threat or act of terrorism.” Consequence Management is defined as “Measures to protect the public health and safety, restore essential

government service, and provide emergency relief to the government, businesses, and individuals affected by the consequence of terrorism.”

- b. Consequence Management will be implemented with Emergency Management Agency (EMA) as the lead agency. Crisis Management will be implemented through the National Incident Management System (NIMS). A key concept, which forms the cornerstone of this Annex, is that all response operations are conducted as a crime scene, and the ultimate prosecution of the perpetrators may be severely impacted by response and recovery operations. For these reasons, the inter-relationship between Crisis and Consequence Management is critical. At any event where terrorism is suspected, NIMS will immediately be established and include the lead Crisis and Consequence Management agencies as well as a command officer from all other on-site responding agencies. The structure of the Incident Command/Unified Command system will constantly evolve during the course of the incident, but will always include the lead Crisis and Consequence Management Agencies.
2. The Village President and the Incident Management Team has the responsibility of ensuring the incident response and recovery operations are effective. When necessary, department response will be prioritized with personnel and equipment deployed to the areas of greatest need, i.e., hospitals, nursing homes, schools.
3. If evacuation is necessary, the procedures found in the Evacuation Annex will apply, based on the recommendation of the on-scene Unified Commander/Incident Commander. Even if the emergency is clearly visible to residents, some may refuse to leave their homes or property. In Illinois, this is their right by law.
4. The Emergency Operations Center (EOC) is the focal point for coordination of policy and strategic resource requirements in support of on-scene activities and off-site protective action decisions. The EOC is managed by EMA Manager. The EOC is staffed, as necessary, with representatives from the Incident Management Team and private sector organizations.

B. COMMUNICATIONS

In the event of a WMD incident, rapid and secure communication is crucial to ensure a prompt and coordinated response. Strengthening communications among first responders, emergency rooms, hospitals, mass care providers, and emergency management personnel must be given top priority. In addition, terrorist attacks have been shown to overload non-dedicated telephone lines and cellular telephones. In these instances, the Internet may prove more reliable for making necessary communications connections, although it should be recognized that computers may be vulnerable to cyber-attacks in the form of viruses. Responders with different functions within the jurisdiction or from different jurisdictions may use different radio frequencies. During a terrorist incident, several State and Federal Agencies will be involved and interoperable communication frequencies will be necessary. Emergency response agencies will need interoperable radios to communicate with various agencies involved in a terrorist incident.

1. In the event of a creditable terrorist threat or a change in the terrorist advisory level:
 - a. The Emergency Management Director and/or the Deputy Emergency Management Director shall be responsible for notifying:
 - i. Village President
 - ii. Incident Management Team
2. The Emergency Management Director and/or the Deputy Emergency Management Director shall be responsible for notifying:
 - a. All Village, County, State and Federal government entities
 - b. When the Department of Homeland Security advisory system level of alert is transmitted, all Village entities shall follow the guidelines as directed by the Chief of Police, Emergency

Management Director.

C. WARNING

There may or may not be a warning of a potential WMD incident. Factors involved range from intelligence gathered from various law enforcement or intelligence agency sources to an actual notification from the terrorist organization or individual.

The warning or notification of a potential WMD terrorist incident could come from many sources; therefore, open communication among Local, County, State, and Federal law enforcement agencies and emergency response officials is critical. The Chicago FBI Field Office must be notified of any suspected terrorist threats. Similarly, the FBI informs State and local law enforcement officials regarding potential threats. The Department of Homeland Security has developed a Homeland Security Advisory System (HSAS). This system will be modified by the Chief of Police, Emergency Management Director and/or Deputy Emergency Management Director to meet local needs.

D. EMERGENCY PUBLIC INFORMATION

Terrorism is designed to be catastrophic. The intent of a terrorist attack is to cause maximum destruction to lives and property; create chaos, confusion, and public panic; and stress local, State and Federal response resources.

Accurate and timely information, disseminated to the public and media immediately and often over the course of the response, is vital to minimize accomplishment of these terrorist objectives. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of a terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an Information Officer, as directed by the Incident Commander/Unified Commander or Emergency Operations Center in accordance with the Public Information Annex of the EOP.

To facilitate the release of information, the FBI may establish a JIC comprised of representatives from Federal, State and local authorities for the purpose of managing the dissemination of information to the public, media, to facilitate ongoing communication of accurate and up-to-date information, helping to calm fears, reduce widespread panic, and limit collateral effects of the attack. Village of Schiller Park PIO will receive information via national and local radio stations and the local newspapers. It is anticipated any terrorist incident would result in national media coverage also. Every effort will be made to keep the public informed through regular public briefings as warranted.

E. PROTECTIVE ACTIONS

As referenced in the Evacuation Annex of the EOP, temporary “in-place sheltering” may be required if an area must be contained due to the need for quarantine, or if it is determined to be safer for individuals, to remain in place. These actions are also addressed in the EOP by designated personnel. Evacuation may be required from inside the perimeter of the scene to guard against further casualties from contamination by the primary release of a WMD agent, the possible release of an additional WMD, secondary devices, or additional attacks targeting emergency responders. Multi-jurisdictional issues regarding mass care, sheltering, and evacuation would be pre-coordinated among public health, law enforcement, EMA, Red Cross and elected officials in the affected areas to lessen the negative impact.

Protection from biological threats may involve coercive or non-coercive protective actions, including isolation of individuals who pose an infection hazard, quarantine of affected locations, vaccination, use of masks by the public, closing of public transportation, limiting public gatherings, and limiting travel. As with any emergency, State and local officials are primarily responsible for making protective action

decisions affecting the public. Protocols are established to ensure that important decisions are made by persons with the proper decision-making authority. Irrational public behavior will be dealt with by law enforcement according to established law.

F. MASS CARE

As referenced in the Mass Care Annex of the EOP, the location of mass care facilities will be based partly on the hazard agent involved. Decontamination, if it is necessary, may need to precede sheltering and other victim needs to prevent further damage from the hazardous agent, either to the victims themselves or to care providers. The American Red Cross is the primary agency for mass care. Temporary Shelters may be needed to move victims out of the way of immediate harm. This would allow responders to provide critical attention (e.g., decontamination, and medical services) and general lifesaving support, and then evacuate victims to a mass care location for further attention.

G. HEALTH AND MEDICAL

Refer to the Health and Medical Annex of this EOP for greater details. The response to a bioterrorism incident will require the active collaboration of the clinicians and local public health authorities responsible for disease monitoring, treatment/immunization, and outbreak investigation. Bioterrorism might involve infectious or communicable diseases, such as smallpox or plague. As with any facilities an investigation of incident is required. Patient tracking and treatment will be in accordance with State and Cook County Public Health Emergency Plan.

First responders may be entering an environment contaminated with biological or chemical agents, radioactive materials, or hazardous air pollutants from collapsed buildings. Building collapses might be imminent. Other incidents may pose environmental or physical risks to responders such as a structurally damaged and potentially deadly pipeline, tank truck or bridge. A bioterrorism incident raises several other special issues. Such an incident may generate an influx of patients requiring specialized care. If an infectious agent is involved, it may be necessary to isolate the patients and use special precautions to avoid transmission of the disease to staff and other patients. State planning should also consider the need to obtain and integrate supplementary medical professionals and technicians who may be needed to respond to a terrorist incident. Another consideration is the need for a primary triage area away from the main medical facilities to prevent additional contamination. Cook County Department of Health Bioterrorism Plan will be enacted. The Strategic National Stockpile SOGs are maintained by the Cook County Department of Health Department.

H. RESOURCE MANAGEMENT

Each branch under ICS should maintain an internal resource list to augment their anticipated needs. Any required resource should be referred to the Logistics Section; however, unique needs or resources may be addressed to the EOC who will refer the request to the County EOC then to State EOC as necessary.

I. RECOVERY

A WMD incident is a criminal act, and its victims or their families may be eligible for assistance under a State crime victim's assistance law. In addition, victims injured in a terrorist attack, those put at risk of injury, and the families of these persons, may have suffered psychological trauma as a result of the attack and may be in need of crisis counseling. In the event of an incident involving chemical or biological agents or radioactive materials, large areas or multiple locations may become contaminated.

Decontamination may be required before buildings can safely be re-occupied and farms can safely grow crops. While decontamination is taking place, or until damaged buildings are repaired or replaced,

persons must be relocated from office buildings. Government response is limited to sheltering persons. Businesses will be responsible for their own relocation.

J. URBAN SEARCH AND RESCUE

MABAS Division 20 Technical Rescue Team (TRT) Mission is to provide the very best intervention and scene management capabilities for incidents involving High Angle, Below Grade, Trench Collapse, Structural Collapse, or Urban Search and Rescue (USAR) that occur within the Village of Schiller Park

Members of the Technical Rescue Team (TRT) provide emergent intervention for all High Angle, Below Grade, Trench Collapse, Structural Collapse, or Urban Search and Rescue (USAR) incidents within all areas protected by the Fire Department. Besides participation in call-related activities, TRT members participate in an extensive ongoing continuing education program in TRT which includes practical reviews and updates. Members can also be called upon to participate in standby as a backup for intervention and remediation events being handled within the jurisdiction by private or federal agencies.

While team members' primary focus is within the Village's jurisdiction, they may also be called on to respond as Mutual Aid to other MABAS communities in MABAS Divisions 20 and beyond.

Organization and Responsibilities

- A. The Incident Management Team under the leadership of the Village President is responsible for response and recovery operations to ensure a return to normalcy.
- B. The functions of Law Enforcement Agencies are as follows:
 - 1. Enforce and maintain all laws and emergency regulations for the protection of life and property.
 - 2. Establish an Incident Command Post.
 - 3. Assume a perimeter position around the area using available personnel.
 - 4. Make mutual aid requests as needed (to Law Enforcement agencies) to ensure that security missions can be completed.
 - 5. Initiate the segregation of victims and witnesses from perpetrators.
 - 6. Provide perimeter, external, and special facilities security.
 - 7. Preserve evidence for later prosecution.
 - 8. Request laboratory and crime scene technical assistance from Illinois State Police and federal agencies.
 - 9. Initiate evacuation, if needed.
- C. The functions of the Fire Department are as follows:
 - 1. Identification and isolation of any hazardous material.
 - 2. Fire suppression operations.
 - 3. Emergency medical assistance when applicable and capable.
 - 4. Search and rescue operations.
 - 5. Request mutual aid assistance through the proper chain of command.
 - 6. Request support (MABAS) on hazardous materials decontamination procedures
- D. The functions of the Emergency Medical Services are as follows:
 - 1. Take precautions necessary to prevent, contain contamination, infection, or injuries to themselves and others involved in operations.

2. Initiate triage setup.
 3. Provide on-scene medical support.
 4. Initiate victim transport activities.
 5. Provide emergency medical care to emergency responders.
- E. The functions of Area Hospitals are as follows:
1. Detect and control disease-causing agents.
 2. Coordinate with County and State Public Health Departments on all control aspects to prevent further infections.
 3. Initiate disaster plans and strengthen security to ensure that hospitals do not become secondary target.
 4. Provide medical treatment to victims, families, and emergency responders.
 5. Initiate Mass Casualty Emergency triage when notified of the large influx of patients to arrive.
 6. Establish temporary patient care facilities.
- F. The functions of Illinois Department of Human Services are as follows:
1. Organize and coordinate the delivery of mental health services to the afflicted area.
 2. Dispatch trained mental health volunteers to key sites throughout the community.
 3. Provide monitoring and counseling at Reception Centers, Reunification Centers, Shelters, and the Hospital.
 4. Coordinate Critical Incident Stress Management Team for Emergency Responders.
- G. The functions of Cook County Department of Public Health are as follows:
1. Responsible for the detection and control of disease-causing agents.
 2. Supervision of sanitation and the purification of water sources.
 3. Provide a means of directing the management of distribution and utilization of health resources under county control or allocated by the county.
 4. Collecting data related to disease outbreaks.
 5. Forwarding data to the appropriate local, state, and federal agencies.
 6. Issue necessary health instructions to the general public.
- H. The functions of the Cook County Medical Examiner are as follows:
1. Assume responsibility for any deceased.
 2. Establish temporary morgue sites as necessary.
 3. Initiate the Disaster Mortuary Operational Response Team (DMORT), as needed.
 4. Assume responsibility for the recovery, staging, and identification of remains.
- I. The functions of the Emergency Management Agency are as follows:
1. Activate the Emergency Operations Center.
 2. Establish contacts with higher levels of government to ensure resource availability.
 3. Manage strategic resources within the affected area(s).
 4. Coordinate transportation support for emergency workers and response equipment.
 5. Coordinate intergovernmental and inter-jurisdictional operations through the Emergency Operations Center.
 6. Coordinate all Village Resources.
 7. Maintain a list of resources available to local government during a terrorism event.
 8. Commit all available resources necessary to protect lives, property, and to relieve suffering and hardship.
 9. Maintain all records of resources expended during a terrorism event.
 10. Request assistance through the County or State EOC if necessary.

- J. The functions of the Communications Center are as follows:
 1. Provide tactical communications to the ICP.
 2. Support interagency and intergovernmental communications.
 3. Activate emergency communications and warning procedures when requested by the Incident Commander and/or Emergency Management Director.
 4. Maintain all records of resources expended during a terrorism event.
 5. Screen and prioritize all calls from the public for dissemination.

- K. The functions of the Public Works Department are as follows:
 1. Maintain traffic routes and remove debris from roadways.
 2. Work in cooperation with the Water & Sewage Treatment Departments and the Public Health Department by assisting in the protection of sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination.
 3. Take steps necessary to prevent/isolate contamination of sewage system and water resources.

Direction and Control

- A. Administration
 1. The Village President shall have the ultimate responsibility for all local operations during a terrorism incident.
 2. Information which may cause distress, panic, or fuel rumors should be relayed to the Emergency Management Director, Police Chief and PIO via written or personal contact, or telephone (**NOT** cell phones or cordless phones).
 3. Contacts of any kind with State and Federal officials should be documented in triplicate. One copy will be for the UC/IC, one copy for the EOC, and one copy to the State or Federal entity.

- B. Logistics
 1. Office space for Federal and State response personnel shall be located in the Police department building, or empty space in the Village Hall.
 2. Lodging for State and Federal response personnel will be given priority in hotel/motels.
 3. Office equipment and supplies for State and Federal response personnel may be acquired or purchased through EMA.
 4. All Cities' Emergency Response Groups shall maintain an inventory of their resources.
 5. Finance Department maintains open credit accounts under the State of Illinois State of Emergency Guidelines. Supplies and resources purchased through these accounts must have prior approval of the Police Chief, Emergency Management Director or their designee.

Such expenses shall be reimbursed to the Village by the entity utilizing the supplies.

Maintenance, Review, and Update this Annex
IEMA301.240B5

The responsibility for revisions and developing the necessary documents for this Annex belongs to the Police Chief and Fire Chief.

WEAPONS OF MASS DESTRUCTION – ANNEX 3

State of Purpose

The purpose of this annex is to define the roles and responsibilities of various agencies in an effort to ensure a coordinated and effective response to acts of terrorism; additionally, to provide links to resources which may be secured from the State of Illinois and the Federal Government during these types of incidents including terrorism involving Weapons of Mass Destruction (WMD).

Situation and Assumption

While the probability of a terrorist incident in the Village of Schiller Park remains low, the vulnerability to an incident and the consequences of terrorism is moderate-to-high. Additionally, the proximity of the City to Chicago means that the Village of Schiller Park is in danger of residual impacts of an act in the region.

Presidential Decision Directive (PDD-39), U.S. Policy on counter terrorism, establishes policy to reduce the Nation's vulnerability to terrorism, deter and respond to terrorism, strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of weapons of mass destruction (WMD). PDD-39 states that, "The United States shall have the ability to respond rapidly and decisively to terrorism directed against Americans wherever it occurs, arrest or defeat the perpetrators using all appropriate instruments against the sponsoring organizations and governments, and provide relief to victims, as permitted by law."

The specific response to a terrorist incident depends largely on the type of incident. Similarly, the appropriate resource agencies, local, state, and federal, necessary for an effective response to an act of terrorism will vary depending on the type of incident. However, on a more general level, there exists a certain commonality relative to most acts of terrorism. The majority of terrorist acts involve a threat or act of violence. This threat is commonly directed toward a person or persons in a community, or targets some part of the community's infrastructure. Almost all acts of terrorism attempt to achieve some sort of political goal. These commonalities have been utilized in the development of response and consequence management plans to respond to incidents of this nature.

No single agency within the local, state, Federal or private sector level possess the authority or expertise to act unilaterally on the many issues that arise in response to a threat or act of terrorism. An act of terrorism involving a WMD may produce major consequences that would overwhelm the capabilities of local and state governments almost immediately. In incidents such as these, the full resources of the Federal Government would be brought to the situation.

An attack on any local targets could potentially cause mass casualties, major damage and/or the disruption of essential services and commerce. Acts of terrorism that may be perpetrated on the Village include, but are not limited to:

- Attacks on citizens gathered at sporting or cultural events;
- Attacks on specific groups of citizens;
- Attacks on critical infrastructure;
- Attacks on special use facilities;
- Destruction or disruption of utility infrastructure including electrical power, natural gas, potable water production and distribution, wastewater treatment and communication facilities including computer systems;
- Contamination of essential systems such as water or food supplies with chemical, biological or radiological agents;
- Destruction or disruption of fixed sites containing hazardous materials;
- Destruction or disruption of hazardous material transport vehicles;

- Destruction or disruption of transportation systems;
- Urban and/or rural fires;
- Covert acts of violence including assassination and kidnapping;
- Overt acts of violence or war;
- Threats of any of the above.

IDENTIFICATIONS OF MAGNITUDE OF CONSEQUENCES

As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are several factors surrounding WMD incidents that are unlike any other type of incident that must be taken into consideration when planning a response. First responders' ability to identify aspects of the incident (e.g., signs and symptoms exhibited by victims) and report them accurately will be key to maximizing the use of critical local resources and for triggering state and federal response.

Multiple Casualties. The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by methods used for explosives or firearms. Most agents can be carried in containers that look like ordinary items. There may be multiple incidents (e.g., one event in an attempt to influence another event's outcome). Responders are placed at higher risk of becoming casualties. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders may be targets for secondary releases or explosions.

Crime Scene. The location of the incident must be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize conflicts between law enforcement authorities, who view the incident as a crime scene, and others who view it as a hazardous materials or disaster scene.

Critical Facilities. Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to or through public transportation facilities, businesses, residences, doctors' office, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or police stations, hospitals, or to other locations of subsequent calls.

Airborne Agents. The scope of the incident may expand geometrically which may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.

1. **Spread and Fear.** There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes fear in most people. Fear of the unknown may also make the public's response more severe.
 - a. Time may be working against response elements. In addition, the effects of some chemical and biological agents worsen with time.
 - b. Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
 - c. Specialized local and state response capabilities may be overwhelmed.
 - d. No single agency at the local, state, federal or private sector level possesses the authority or expertise to act unilaterally on the many difficult issues that arise in response to a threat or act of terrorism, particularly if WMD are involved.

This EOP assumes that resources available through mutual, auto, state and Federal aid will be available at the time of a disaster or major emergency.

Concept of Operation

The Chief of Police and Fire will form a Unified Command at the EOC. The Emergency Management Director will coordinate the EOC operation and delegate and assign personnel accordingly. The Safety Officer will develop a plan for personnel safety and public warning using the above Annex materials. The Command Post will assign a Liaison Officer to contact and assist mutual aid partners and staging areas.

Direction and Control

The Unified Command Center will be operated by the Incident Commander. The coordination of the EOC will be governed by the Emergency Management Director. Assignments and delegation of the work will be consistent with the span of control concepts within NIMS ICS. The procedures followed for all activities will include those Annex materials a designated in this EOP. Each Annex of assignment will be made within the NIMS ICS frame work and each will have an individual Director as follows:

- A. Mass Care
- B. Worker Safety
- C. Assessment
- D. Public Information
- E. Warning Systems
- F. Debris Management
- G. Others as required.....

Maintenance, Review, and Update this Annex

It is the responsibility of the Fire Chief and the Emergency Management Director for the maintenance, review and updating of this Annex.

NATURAL HAZARDS

BIOLOGICAL INCIDENTS – ANNEX 4

IEMA 301.260

This section of the annex should identify and describe the jurisdiction’s specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from epidemic diseases and biological incidents (e.g., West Nile virus, hoof and mouth disease, smallpox). Include a hazard analysis summary that discusses where/how biological incidents are likely to impact the community.

State of Purpose

IEMA 301.240b1

The purpose of the Biological Incident Annex is to outline the actions, roles, and responsibilities associated with response to a disease outbreak of known or unknown origin requiring Cook County, State of Illinois and Federal assistance. Actions described in this annex take place with or without a Governor’s State of Illinois declaration of disaster or Presidential Stafford Act declaration or a public health emergency declaration by the Secretary of Health and Human Services (HHS). This annex applies only to potential or actual Incidents of local and national significance. This annex outlines biological incident response actions including threat assessment notification procedures, laboratory testing, joint investigative/response procedures, and activities related to recovery.

Other goals and objectives of the Biological Incident Annex include:

- To define and recommend preparedness activities that should be undertaken before a pandemic that will enhance the effectiveness of a biological incident response.
- To describe Village, state and state coordination of a biological incident response and collaboration with federal levels including definition of roles, responsibilities, and actions.
- To describe interventions that should be implemented as components of an effective biological incident response.
- To guide health departments, health care system, and first responders in the development of Village, county and state biological incident preparedness and response procedures.
- To provide technical information on which recommendations for preparedness and response are based.

Concept of Operations

IEMA 301.240b4

Direction and Control

The Unified Command Center will be operated by the Incident Commander. The coordination of the EOC will be governed by the Emergency Management Director. Assignments and delegation of the work will be consistent with the span of control concepts within NIMS ICS. The procedures followed for all activities will include those Annex materials a designated in this EOP. Each Annex of assignment will be made within the NIMS ICS frame work and each will have an individual Director as follows:

- A. Mass Care
- B. Worker Safety
- C. Assessment
- D. Public Information
- E. Warning Systems
- F. Debris Management
- G. Others as required.....

Maintenance, Review, and Update this Annex

It is the responsibility of the Fire Chief and the Emergency Management Director for the maintenance, review and updating of this Annex.

FOOD SAFETY AND EMERGENCY DISTRIBUTION - ANNEX 5

IEMA301.260

Purpose

IEMA 301.240b1

This Food Safety and Emergency Distribution Annex identifies, secures, and arranges for the transportation of food assistance to affected areas following a major disaster or emergency or other event requiring Village, County, State and Federal response. To accomplish this function, activities will be undertaken to identify food assistance needs in the aftermath of a major disaster or emergency. These activities will include coordinating with the Village, County, State, Federal, and voluntary organizations to determine food assistance needs; obtaining appropriate food supplies; arranging for transportation of those food supplies to designated staging areas within the disaster area; and authorizing disaster food stamp assistance.

Situation

IEMA 301.240b2

A significant disaster or emergency may deprive substantial numbers of residents and people access to food or the means to prepare food. In addition to substantial disruption to the commercial food supply and distribution network, a major disaster may destroy, partially or totally, food products stored in the affected area.

Assumptions

IEMA 301.240b3

Approval of requests from the Governor or disaster relief organizations for release of State-controlled food may be given by IEMA EOC to Schiller Park EOC depending on circumstances, within 24 hours of the disaster or emergency. Within the disaster area, the following conditions will exist:

1. Fifty percent of the food processing and distribution capabilities is disrupted.
2. Seventy-five percent of the water supply is unusable, requiring juices or potable water supplies to be made available to the affected population.
3. There is a near-total disruption of energy sources (e.g., electricity and gas).
4. The only sources available are oil for generators and propane tanks.
5. Most commercial cold storage and freezer facilities are inoperable.

In the Village there will be schools and small institutions having large inventories estimated to be sufficient to feed up to 10,000 people for 3 days and supply their fluid needs for 1 day (i.e., a minimum of 1,800 calories and 3 gallons of liquid per day per person). That the Village's food suppliers will be able to provide the Village with food and water for 72 hours or until Federal Food assistance arrivals.

Concept Of Operation

IEMA 301.240b4

Upon the activation of this Annex the below strategy will be followed:

1. Actions undertaken by this Annex will be guided by and coordinated with County, State and Federal disaster officials.
2. The Finance Department will secure food and water for 72 hours of provisions to the Village under the Village's Emergency Vendor Resource List.
3. The Finance Department will have a MOU with purveyors to store and distribution of emergency food and water.
4. Food supplies secured and delivered to the Village will be suitable for either household distribution or congregate meal service as appropriate.

At all times, requests for food, including types, amounts, and destination locations, will be processed through Area Command (Resource Director). It is expected that the Village's EOC will be the point of contact for all State and Federal initiated requests for food assistance.

- Transportation and distribution of food supplies within the affected area will be arranged by Area Command (Resource Director) by Federal, State, County and voluntary organizations.
- The Village will encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.
- Priority will be given to moving critical supplies of food into areas of acute need and then to areas of moderate need.
- FEMA, upon notification that commercial channels of trade have been restored, may authorize the use of disaster food stamp program procedures.

Cook County Level Response Structure

The Cook County Level Response Structure is described in the Cook County Emergency Operation Plan.

State of Illinois Level Response Structure

The State of Illinois Level Response Structure is described in the Cook County Emergency Operation Plan.

National-Level Response Support Structure

Because each support agency will be represented on the Emergency Support Team (EST) at the Department of Homeland Security (DHS) HQ and the Emergency Response Team (ERT) at the Disaster Field Office (DFO), the Disaster Coordinator will maintain 24-hour contact with those representatives as necessary at those locations for the duration of the emergency response period. Support agency representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authorities to commit resources to the response effort.

Notification

The DHS Secretary's Operations Center will notify the USDA Emergency Coordinator of implementation of the Federal Response Plan (FRP). USDA then will notify the Disaster Coordinator. The Disaster Coordinator will notify appropriate Incident Command officials, regional office(s), and support agencies.

1. Determine the critical needs of the affected population in terms of number of people, their locations, and usable food preparation facilities for congregate feeding.
2. Catalog available resources of food, transportation, equipment, storage, and distribution facilities and be able to locate these resources geographically.
3. Evaluate the adequacy of available resources relative to need on a geographical basis.
4. Ensure all identified USDA food is fit for human consumption.
5. Coordinate shipment of USDA food to staging areas within the disaster area.
6. Initiate direct market procurement of critical food supplies not available from existing inventories.

Continuing Actions

1. Expedite requests, if any, for emergency issuance of food stamps after access to commercial food channels has been restored.
2. Establish logistical links with organizations involved in long-term congregate meal services.
3. Establish need for, and effect replacement of, food products transferred from existing FNS program inventories.

RESPONSIBILITIES

Schiller Park

The Executive Coordinator, EMA Coordinator, Finance Director and EMA Resources Manager will maintain a vendors list for food and water for the Village to feed the population for 72 hours.

The Mass Care Manager will determine food needs of the population in the affected areas based on the following categories:

- acutely deficient,

- moderately deficient,
- self-sufficient, and
- surplus supplies.

This information will be forward to IEMA EOC.

FEDERAL AGENCIES

Department of Agriculture

1. Determine the availability of USDA foods, including raw agricultural commodities (e.g., wheat, corn, oats, and rice) that could be used for human consumption; assess damage to food supplies.
2. Coordinate with State officials to determine food needs of the population in the affected areas based on the following categories: acutely deficient, moderately deficient, self-sufficient, and surplus supplies.
3. At the discretion of the Secretary of Agriculture, and upon request by the State, approve emergency issuance of food stamps for up to 30 days to qualifying households within the affected area.
4. At the discretion of the Secretary of Agriculture, make emergency food supplies avail-able to households for take-home consumption in lieu of food stamps for qualifying households.
5. Develop a plan of operation that will ensure timely distribution of food in good condition to the proper location.
6. These designees will ensure requirements for food assistance are known and accomplished.

SUPPORT AGENCIES

All agencies included in support roles are necessary to ensure all Federal sources of food are included, along with agencies necessary to ensure logistical support and determine that the food is not a health hazard.

Department of Defense

1. Assess the availability of Department of Defense (DOD) food supplies and storage facilities capable of storing dry, chilled, and frozen food.
2. Assess the availability of DOD transportation equipment, material handling equipment, and personnel for support. This responsibility will be confined to the posts, camps, and stations within or adjacent to the disaster area.
3. Arrange for the delivery and distribution of resources identified in Sections

Department of Health and Human Services

1. Determine which foods are fit for human consumption and identify potential problems of contaminated foods (e.g., radiation, chemical, bacterial, viral).
2. Provide health education in the areas of food preparation and storage.

American Red Cross

1. Identify and assess the requirements for food and distribution services on a two-phase basis: critical emergency needs immediately after the disaster and longer term sustained needs after the emergency phase is over.
2. Coordinate the food distribution efforts of other voluntary organizations.

Environmental Protection Agency

1. Assist with determining the suitability of food resources for human consumption and identify potential hazardous materials impacts on the food supply.

Maintenance, Review and Updating this Annex

IEMA 301.240b5

It is the responsibility of the Fire Chief, Public Works Director, Human Resources Administrator and the Emergency Management Director for the maintenances, review and updating of this Annex.

Coordinating Floods Terms

River Flooding: Village of Schiller Park River or Creek flooding occurs when heavy rains or rapid snowmelt cause rivers to rise.

Flash Floods: Flash floods usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full peak in only a few minutes. The effects of these sudden downpours are worsened when terrain or the Village's sewer system will not absorb the recently deposited water.

Ice Jams: Ice sheets form on the surface of Schiller Park Rivers or creeks that are typically flowing lower than normal. As the weather warms and water flow increase, this ice breaks up and gets pushed downstream as huge slabs. These ice slabs pile up against obstructions forming a dam, causing pooling of water and flooding upstream of the obstruction.

Public Warnings Terms

Flood Watch: Flooding is now possible and the situation could worsen, so watch water levels, stay tuned to local radio or TV for further advisories, alert neighbors, check pets and livestock and reconsider travel plans. A Flood Watch will be issued for situations related to widespread general flooding.

Flood Warning: Take action - the flood is now expected, so put your flood plan into action. A Flood Warning will be issued when inundation of a normally dry area near a stream or other watercourse is expected, or unusually severe ponding of water is expected. At this time, you should move pets, vehicles, food, and valuables to safety. You should put sandbags or flood boards in place and prepare to evacuate your home by turning off the gas and electricity.

River Flood Warning: River Flood Warnings will be issued when a river at a gauge site is expected to, or has, exceeded flood stage.

Flash Flood Watch: A Flash Flood Watch will be issued for serious situations in which life and/or property are in danger. Flash Flood watch covers flash flooding, widespread urban and small stream, and headwater flood events.

Flash Flood Warning: A Flash Flood Warning will be issued in response to a few hours of locally heavy rainfall, a dam or levee failure, or water released from an ice jam rapidly flooding nearby land.

Urban and Small Streams Flood Warning/Advisory: An Urban and Small Streams Flood Warning or Advisory will be issued when flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

State of Purpose

IEMA 301.240b1

The Emergency Management Agency will provide for timely flood warning and initiate emergency response in order to protect the lives and property of citizens and visitors.

NATURAL ENVIRONMENT AND WATERSHED

The western 1.7 square miles of the Village Schiller Park lies within the Crystal Creek subwatershed of the Lower Des Plaines River watershed with the remaining eastern portion in the Lower Des Plaines River mainstem watershed. The local watersheds are generally urbanized with the exclusion of Forest Preserve property along the Des Plaines River.

Two types of flooding are likely to occur:

- A. Riverine: Periodic over-bank flow of the River and creeks.
- B. Local Drainage Deficiencies: The Village's sewer system is unable to convey the amount of water entering the system during a rain downpour.

Significant projects have been undertaken since the mid-1980s to improve water quality and reduce flood damages along Crystal Creek. In the early 1990s, surface runoff from much of O'Hare International Airport was diverted from the headwaters of Crystal Creek to a sewer system for treatment, and in 2014 the final of four construction phases was completed to improve conveyance in the creek. This project will remove over 400 structures from the Special Flood Hazard Area as designated by FEMA.

A set of FEMA flood insurance rate maps, illustrating the mapped special flood hazard areas in the Village, are available at the Village Hall. The flood limits identified in these maps would vary with the seriousness of the flood. These maps also reflect only areas potentially subject to overbank river flooding. They do not show areas of localized flooding.

Secondary effects of flooding must be planned for including hazardous materials, health issues, vector control, impacts to access and travel, and others.

A flood event will likely have the largest uninsured damage impact of any type of natural disaster. Flooding is not usually covered by homeowners' or business owners' insurance policies; it must be purchased separately as a special flood insurance policy. Although the program is widely publicized, history has shown that most people will not have this type of coverage.

Assumption IEMA 301.240b3

With adequate warning and timely reaction by municipal emergency response agencies, loss of life, injury, and property damage can be reduced. Where gradients are low, as in the Big Bend area of the River, the time of flood onset may be very short; careful planning and coordination is required to protect effected populations, including:

- A. The National Weather Service (NWS) will provide weather and flood warnings.
- B. Warning time will vary with the type of event.

Citizens will be advised of potential flood conditions through a variety of means, including:

- A. National Oceanic & Atmospheric Administration (NOAA) radio
- B. Emergency Alert System (EAS) broadcasts
- C. Standard radio announcements
- D. TV announcements, etc.

Initial notification is often very limited in detail; consequently, a follow-up call to the notifying party or agency will be made to obtain further detail. For example, a flash flood warning may be issued by the National Weather Service (NWS) for an area in which little danger exists to the public or property. This may result in some type of emergency actions for Engineering and/or Public Works Departments (level 4 watch activation), but perhaps not enough to call for a level 3 partial activation. If that follow-up information is not available in a timely fashion, then a flood warning may result in a precautionary EOC level 3 activation. Emergency response to potential and/or actual flood conditions will be accomplished in three phases:

A. Readiness

When a flood threat is identified, the 911 Communication Center Supervisor, Emergency Management Director will alert IMT members for possible level 4 or 3 EOC activation. Increased observation and surveillance procedures will be implemented. Normally, the initial threat notification will originate with the NWS in the form of watches and warnings; however, notification may also come from weather spotters or stream watchers.

Based on initial and any follow-up information gathered, an evaluation of the all threat(s) to life/property will be made by Engineering, Public Works, and Homeland Security and Emergency Management Agency and may include:

1. Potential inundation areas;
2. Warning and evacuation requirements;
3. Safe areas - temporary shelters;
4. Resources required; and
5. Potential need for up grading EOC level activation.

B. Emergency

When a flash flood warning or flood warning is issued and the risk is substantiated by National Weather Service or actual flooding occurs and life/property is threatened, the EOC will be at a level 3 activation (if not already activated during the Readiness Phase). Warning and evacuation will be completed, and shelter provided to those people requiring temporary housing according to the Mass Care, Evacuation and Health and Medical Functional Annexes. Resources not already pre-positioned to mitigate the threat will be moved into position. Search and rescue operations will be affected as deemed necessary.

An Incident Command Post (Engineering will be Incident Commander) will be established in the vicinity of the affected areas(s) to coordinate on-scene actions, and/or to provide a link between on-scene agencies and the Incident Command.

Information will be gathered from NWS, Flood Monitoring System, USGS, media, spotters and others regarding current flooding conditions and relayed through the NWS to the Incident Command.

Damage Assessment will begin with the Community Development Department in accordance with Disaster Intelligence Damage Assessment Functional Annex. Information/data will be collected and reported to the Incident Command.

Based on the damage assessment, a disaster declaration may be issued.

IEMA Emergency Operation Center

First response to a flood event will be by Village responders (i.e. Fire, Police, and Public Works). When the event is so large that local resources are unable to handle it, additional assistance may be requested via the process. Such assistance, when authorized, will be provided by state and federal agencies operating under their own authority, or as part of an effort coordinated between EOC and IEMA EOC operating on behalf of the Governor. The Governor may request assistance from the federal government if the capabilities and resources of both local and state governments are exceeded. The extent of the initial response will depend on warning time, which varies with the cause of the flooding, the numbers of people affected by the flooding, and the ability of Village of Schiller Park and other local jurisdictions to provide assistance.

C. Recovery

All departments/agencies will be represented in Incident Command will coordinate the Recovery Action Plan to sustain life and property.

All efforts will be taken to restore public facilities as quickly as possible. Damage assessment and evaluation will proceed as needed.

Maintenance, Review, and Update this Annex

It is the responsibility of the Fire Chief, Village Engineer and Emergency Management Director for the maintenance, review and updating of this Annex.

WARMING AND COOLING CENTER - ANNEX 8

IEMA 301.260

State of Purpose

IEMA 301.240b1

Schiller Park will provide for timely severe weather warming and cooling shelter at the Village Hall or other such designated shelters in order to protect the lives and property of citizens and visitors.

Situation

IEMA 301.240b2

In the case of excessive heat or extremely low temperatures this assistance should include, but is not limited to, transportation to an authorized medical facility, transportation to the Police Department facilities for short duration cooling/warming, request assistance from other community organizations (Schiller Park Health Board, American Red Cross, Religious Organizations, etc.) in providing cooling facilities or contacting the Chief of Police for recommendation to open an emergency center. Special attention should be paid to senior citizens and small children.

Assumption

IEMA 301.240b3

With adequate warning and timely reaction by municipal emergency response agencies, loss of life, injury, and property damage can be reduced. Where vulnerable populations exist, Schiller Park will communicate the opening of the warming and cooling center; careful planning and coordination is required to protect effected populations, including:

- A. The National Weather Service (NWS) will provide severe heat or cold weather warnings.
- B. Warning time will vary with the type of event.

Citizens will be advised of potential dangers of severe heat or cold through a variety of means, including:

Schiller Park Village Mass Notification system
National Oceanic & Atmospheric Administration (NOAA) radio
Emergency Alert System (EAS) broadcasts
Standard radio announcements

Concept of Operation

IEMA301.240b4

The police or fire department will assess the need for a warming or cooling center based on weather reports and citizen needs.

The primary location is the EOC, Village of Schiller Park, 9526 W. Irving Park Rd, Schiller Park, IL, 60176, 847 678-4794

Other locations are determined by this plan as needed.

The steps to follow:

- A. Police Commander will be directed to open the center.
- B. The location will be inspected by the Board of Health President or designee to determine the access, parking, utilities, and function of the building before moving forward.
- C. If the site is functional, notification will be made to the Mayor, the Police Chief, Fire Chief and the Emergency Management Director
- D. Open the center with appropriate personnel to welcome residents.
- E. Assure heat or cooling is adequate before people would arrive

- F. Assure proper supplies are or will be on hand which include the following:
 - a. Water
 - b. Food
 - c. Sleeping area if required
 - d. Other supplies
 - e. Contact the Red Cross or Salvation Army for assistance.
- G. Communicate the opening of the center in the order as follows:
 - a. All employees of Schiller Park using the Mass Notification system
 - b. All residents of Schiller Park using the Mass Notification system
 - c. If appropriate, use the Village outdoor warning sirens with a verbal command.
 - d. Notify the Cook County Emergency Management Duty Desk of the opening of the center (if appropriate).
 - e. Notify residents a second time if appropriate or depending on the length of the severe weather advisory as needed.
- H. The police department will arrange for transportation of residents as needed to the center.
- I. The closing of the center will be determined by the Police/Fire Chiefs.
- J. The Police chief will close the center, notify service agencies of the closing and the Cook County Duty Desk as appropriate.
- K. Residents will be notified of the closing of the center using the Mass Notification system.
- L. After Action Reports:
 - a. This information should be considered in the Cook County Natural Hazards Mitigation Plan.
 - b. The After Action report should include a review of the current policy and procedure of this plan
 - c. The After Action review should consider equipment needed for the next activation, communication, and capacity reviews for consideration.

Maintenance, Review, and Update this Annex

It is the responsibility of the Director of Community Development and Emergency Management Director for the maintenance, review and updating of this Annex.

TECHNOLOGICAL HAZARDS

These incidents involve materials created by man and that pose a unique hazard to the general public and environment. The jurisdiction needs to consider incidents that are caused by accident (e.g., mechanical failure, human mistake), result from an emergency caused by another hazard (e.g., flood, storm), or are caused intentionally. This Annex includes:

- A. Hazardous Materials
- B. Lethal Chemical Agents
- C. Munitions
- D. Radiological Incidents

HAZARDOUS MATERIALS – ANNEX 7

IEMA 301.250

State of Purpose

IEMA 301.240b1

The purpose of this Annex, from the MABAS Hazardous Materials SOPs and the Cook County EOP, is to define the roles of various agencies responsible for responding to and coordinating response and recovery efforts in the event of a hazardous materials incident.

This Annex is consistent with the Annex developed by the Cook County Local Emergency Planning Committee as part of the SARA Title III Regulations and MABAS. It is intended that this Annex developed for the Emergency Operation Plan will dovetail with the countywide plan, thereby ensuring effective coordinated efforts in the event of an incident involving the release of a hazardous material.

The Village of Schiller Park does not have a nuclear plant within ten miles from the Village limits and is not required by IEMA to have a nuclear/radiological annex. However, on a daily basis we do have radioactive material being transported through the Village. We have medical and manufacturing locations that store some radioactive material for usage. This material will fall under this hazardous material unit and will be handled as HazMat.

Situation

IEMA 301.240b2

The Village of Schiller Park has the potential of experiencing the effects of floods, tornadoes, fuel storage accidents, nuclear fallout, hazardous materials, pipelines, trains, plane, and transportation accidents.

All emergencies/disasters place extraordinary strain on all levels of government. The demand for governmental services expands, while the ability to provide those services, in most cases diminishes.

Assumption

IEMA 301.240b3

Many MABAS fire departments and hazardous materials teams are available to respond to hazardous materials incidents in the Village. Mutual Aid Agreements (MABA) between departments is already in place and functioning throughout the State of Illinois.

It is assumed that the majority of people will realize the dangers of and the necessity of evacuation. However, residents must be provided a high level of awareness of the need for a safe and timely evacuation, which is realistic, to prevent injury or death to any citizen.

Each county has a Local Emergency Planning Committee (LEPC) comprised of elected officials, law enforcement officers, emergency responders, emergency managers, media, community members, industry, transportation, and medical representatives. LEPC are mandated to develop and implement comprehensive emergency response plans regarding potential HazMat emergencies/disasters within their respective planning districts. LEPCs will maintain

a database of facilities that have reporting requirements under (430 ILCS 100/) Illinois Emergency Planning and Community Right to Know Act. Village of Schiller Park may recover HazMat emergency response costs in accordance with Illinois law 415 ILCS 5/ Environmental Protection Act.

Concept of Operation

IEMA 301.240b4

The Fire Department has been identified as the “lead agency” for responding to and mitigating a hazardous materials incident. Therefore, under NIMS, a fire officer from the Fire Department and/or MABAS will become the “Incident Commander” responsible for directing operations at the scene of the incident. Depending on the severity of the incident, a number of agencies may also respond and provide a variety of primary services (i.e., law enforcement, EMS, fire and rescue, public works, etc.), or support services (i.e., shelter and welfare, public health, and mortuary). The provision of these services shall be in accordance with the Village of Schiller Park and Cook County Emergency Operation Plans. Additionally, various State and Federal agencies, as well as private agencies and/or organizations may become involved in response and recovery operations. The Fire Chief or designee, and the Incident Commander with the support of the EOC will coordinate these organizations.

Immediately after an incident occurs, the owner/operator will conduct an initial assessment of the situation. Following this assessment, the owner/operator will classify the incident in accordance with the “Accident Classification System”. The owner/operator will be responsible for notifying the Fire Department, the Village of Schiller Park Emergency Management Coordinator, and the State Emergency Response Commission in accordance with SARA Title HI - Section 304. As soon as practical following the incident, the facility owner/operator will file a written report with the Cook County Emergency Planning Committee and the State Emergency Response Commission.

Upon arrival at the incident scene, the Incident Commander will be responsible for initiating a follow-up assessment to determine the resources necessary to manage the situation. Based on this second assessment, the Incident Commander may reclassify the incident to a higher or lower level. Additionally, the Incident Commander will activate a site-specific Incident Command System (ICS). All operating departments having a primary or secondary role in the emergency will be represented in the ICS. The representatives from these departments should be visually identifiable to ensure recognition by Incident Command Staff.

The Incident Commander will also appoint a “Safety Officer” who will be responsible for the overall maintenance of site safety. Specifically, the Safety Officer will be responsible for identifying and evaluating hazards and providing direction to the Incident Commander with respect to the safety of operations for the emergency.

Based on the incident assessment, protective actions may be recommended. These protective actions are broken into two categories: “Shelter-in-Place” or “Evacuation.” See Evacuation and Mass Care Functional Annex for further information.

Shelter-in-Place means area residents are directed to go indoors and close off outside ventilation systems. Residents would remain indoors until it is determined that it is safe to go outdoors.

Evacuation requires the physical movement of an affected population from an area of danger to one of safety, and requires the commitment of considerable resources and time. Implementation of an evacuation protective action requires the Declaration of a State of Emergency by the Village President, or a Disaster Declaration by the Village President or the County Board Chairman, or both, or their designated alternate(s). If time allows, the Village President or designee will issue the Declaration prior to the commencement of the evacuation; however if time does not permit, the Incident Commander will initiate the evacuation to ensure the preservation of safety and life. The Village President or designee will be notified immediately of the situation and the Declaration issued. Procedures for conducting an evacuation can be found in the Evacuation Functional Annex

of this Plan. Public notification of these protective actions will be accomplished through the following methods:

- A. Mass Notification Phone System
- B. Public Address Systems in Emergency Vehicles
- C. Bullhorns
- D. Door-to-Door Notification
- E. Mass Media (Radio and/or Television)
- F. Cable Television Announcement
- G. Telephone/Cell Phone
- H. Public Address System via Outdoor Warning Siren Speakers.

Activation of a Mass Care System capable of temporarily housing the affected population will be accomplished with the support of the American Red Cross as specified in the Functional Annex – Mass Care of this Plan.

Following the initial response phase in which life safety is the primary concern, a secondary response phase will commence. During this phase, primary considerations will center on detecting the presence of a material that is harmful to the environment, analyzing its intensity and effect, recommending appropriate continued protective actions, and supervising the containment, cleanup, and disposal of the material.

To accomplish these tasks listed, the Cook County Department of Public Health, assisted by the Illinois EPA, as well as appropriate Federal agencies will be responsible for inspecting and monitoring water supplies and food providers. The Public Works and Cook County Highway Departments, assisted by the Metropolitan Water Reclamation District, Illinois EPA, and appropriate Federal agencies will be responsible for monitoring and controlling the materials entering the sewer systems and waste water treatment facilities, as well as waterways.

Both Illinois EPA and U.S. EPA have the responsibility for assisting local health officials in monitoring, analyzing, and enforcing environmental regulations.

After the incident has been brought under control, the determination to recommend suspension of protective actions will be made by the Incident Commander in cooperation with appropriate governmental and private agencies. The final decision to suspend protective actions, however, will be made by the Village President or designee if the affected area is in the Village of Schiller Park or the County Board Chairman if the affected area is the unincorporated County.

Further operational procedures are confidential and kept in the Fire Department and MABAS Division SOPs/SOGs.

Organization and Responsibilities

The Fire Department is responsible for the coordination of all hazardous materials operations. The Emergency Management Director, Police Chief and Director of Public Works will provide support to the fire district operations.

The Unified Command Center will be operated by the Incident Commander. The coordination of the EOC will be governed by the Emergency Management Director. Assignments and delegation of the work will be consistent with the span of control concepts within NIMS ICS. The procedures followed for all activities will include those Annex materials

a designated in this EOP. Each Annex of assignment will be made within the NIMS ICS frame work and each will have an individual Director as follows:

- A. Mass Care
- B. Worker Safety
- C. Assessment
- D. Public Information
- E. Warning Systems
- F. Debris Management
- G. Others as required.....

Direction and Control

The Incident Commander for hazardous materials incidents shall be the highest ranking responder from the Fire Department and/or MABAS. The Incident Commander will be located at an Incident Command Post established at a site near the incident scene.

The Emergency Operations Center will be activated on a type 3, 2 and 1 HazMat incident to coordinate municipal emergency operations. Upon activation of the EOC, communications will be established between the Village's EOC, Cook County and IEMA EOC when necessary. In the event that protective actions are implemented, the County's or State's Emergency Operation Center will respond appropriate to coordinate inter-community operations and emergency public information.

The Fire Chief, or his designee, will report to the EOC when activated as soon as possible without jeopardizing life safety. The Chief or his designee will coordinate all activities of all divisions of this Department. The establishment of priorities and coordination between agencies will be effected through the EOC. Hazardous materials activities from the incident command post will be coordinated with the EOC.

Lines of Succession

If the Fire Chief is not available to direct emergency operations at the EOC during an incident, the chain of command listed below shall be followed:

- 1. Battalion Chief
- 2. Lieutenant

Fire Department staff in the field will utilize existing policy and procedures to determine lines of succession.

Maintenance, Review, and Update this Annex

IEMA301.240b5

It is the responsibility of the Fire Chief for the maintenance, review and update of this Annex

APPENDIX MATERIALS

TRAINING – APPENDIX 1

Incident Command Training

It is recommended that all emergency responder personnel and elected officials complete the on-line training courses in the appropriate content area for IS100, IS200, IS700, IS800 and Multi-Agency Coordination Systems. Additionally, IS300 and IS400 are required by command personnel for the police and fire departments. The agency should develop a training program centered on Independent Study Program offered by FEMA Emergency Management Institute. The agency's EOP Director should maintain all training certificates.

Reference:

Course#	Course Name	Who?	Link and materials
NIMS	Main Page	Resource	http://www.fema.gov/emergency/nims/
NIMS	Training Info	Resource	http://www.training.fema.gov/
NIMS	Online Course Catalog	Resource	http://training.fema.gov/occ/
NIMS	Disaster Declarations and Maps	Resource	http://www.fema.gov/hazard/index.shtm
IS100	Police	Police	http://training.fema.gov/EMIWeb/IS/is100LEb.asp
IS100	Public Works	PW	http://training.fema.gov/EMIWeb/IS/is100PWb.asp
IS100	Schools	School Adm.	http://www.training.fema.gov/EMIWeb/IS/IS100SCa.asp
IS200	Single Resources and Initial Action Incidents	All	http://training.fema.gov/emiweb/is/is200b.asp
IS700	Introduction	All	http://training.fema.gov/emiweb/is/is700a.asp
IS700	Multi-Agency Coordination	All	http://training.fema.gov/emiweb/is/is701a.asp
IS700	Public Information Systems	Adm.	http://www.training.fema.gov/emiweb/is/is702a.asp
IS700	Resource Management	Adm.	http://www.training.fema.gov/emiweb/is/is703a.asp
IS700	Mutual Aid	Adm.	http://training.fema.gov/emiweb/is/is706.asp
IS800	NIMS Framework	All	http://training.fema.gov/emiweb/is/is800b.asp
FEMA	Independent Study Program	Resource	http://training.fema.gov/is/crslist.asp?page=all
NIMS	Elected or appointed officials G-402 and G-191	Elected and Appointed	(Not currently on-line available).
NIMS	Multiagency Coordination Systems	Adm.	http://www.fema.gov/emergency/nims/MultiagencyCoordinationSystems.shtm

At a minimum, the Federal Emergency Management Agency (FEMA) suggests completing the following independent study courses offered by FEMA's Emergency Management Institute (<http://training.fema.gov/IS/>):

- IS-1: Emergency Manager: An Orientation to the Position
- IS-10: Animals in Disaster, Module A – Awareness and Preparedness
- IS-11: Animals in Disaster, Module B – Community Planning
- IS-100.a: Introduction to Incident Command System
- IS-120.a: An Introduction to Exercises
- IS-130: Exercise Evaluation and Improvement Planning
- IS-197.EM: Special Needs Planning Considerations – Emergency Management
- IS-200.a: ICS for Single Resources and Initial Action Incidents
- IS-208.a: State Disaster Management
- IS-230.a: Fundamentals of Emergency Management
- IS-235: Emergency Planning
- IS-288: The Role of Voluntary Agencies in Emergency Management
- IS-366: Planning for the Needs of Children in Disasters
- IS-547.a: Introduction to Continuity of Operations
- IS-650.a: Building Partnerships with Tribal Governments
- IS-700.a: NIMS – An Introduction
- IS-701.a: NIMS Multiagency Coordination Systems
- IS-702.a: NIMS Public Information Systems
- IS-703.a: NIMS Resource Management
- IS-706: NIMS Intrastate Mutual Aid – An Introduction
- IS-800.b: National Response Framework, An Introduction
- IS-860.a: National Infrastructure Protection Plan
- Additional Training Sources:
 - Center for Domestic Preparedness (<http://cdp.dhs.gov>)

MAPS – APPENDIX 2

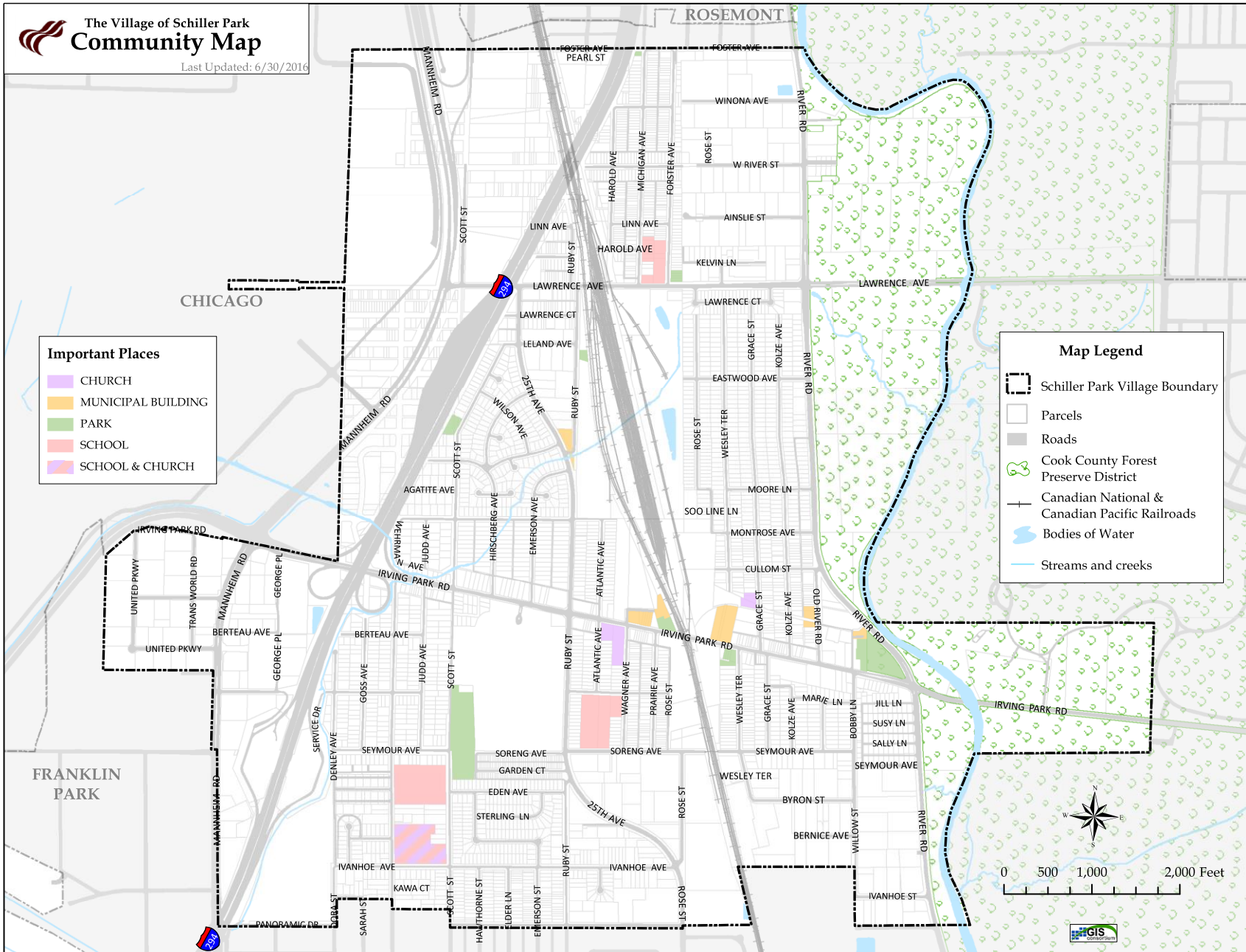
IEMA301.230b10

The Village of Schiller Park utilizes GIS Mapping Software.

The IT Coordinator is the contact person for all mapping needs and request.

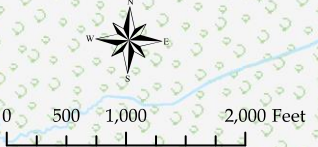
The Village of Schiller Park
Community Map

Last Updated: 6/30/2016

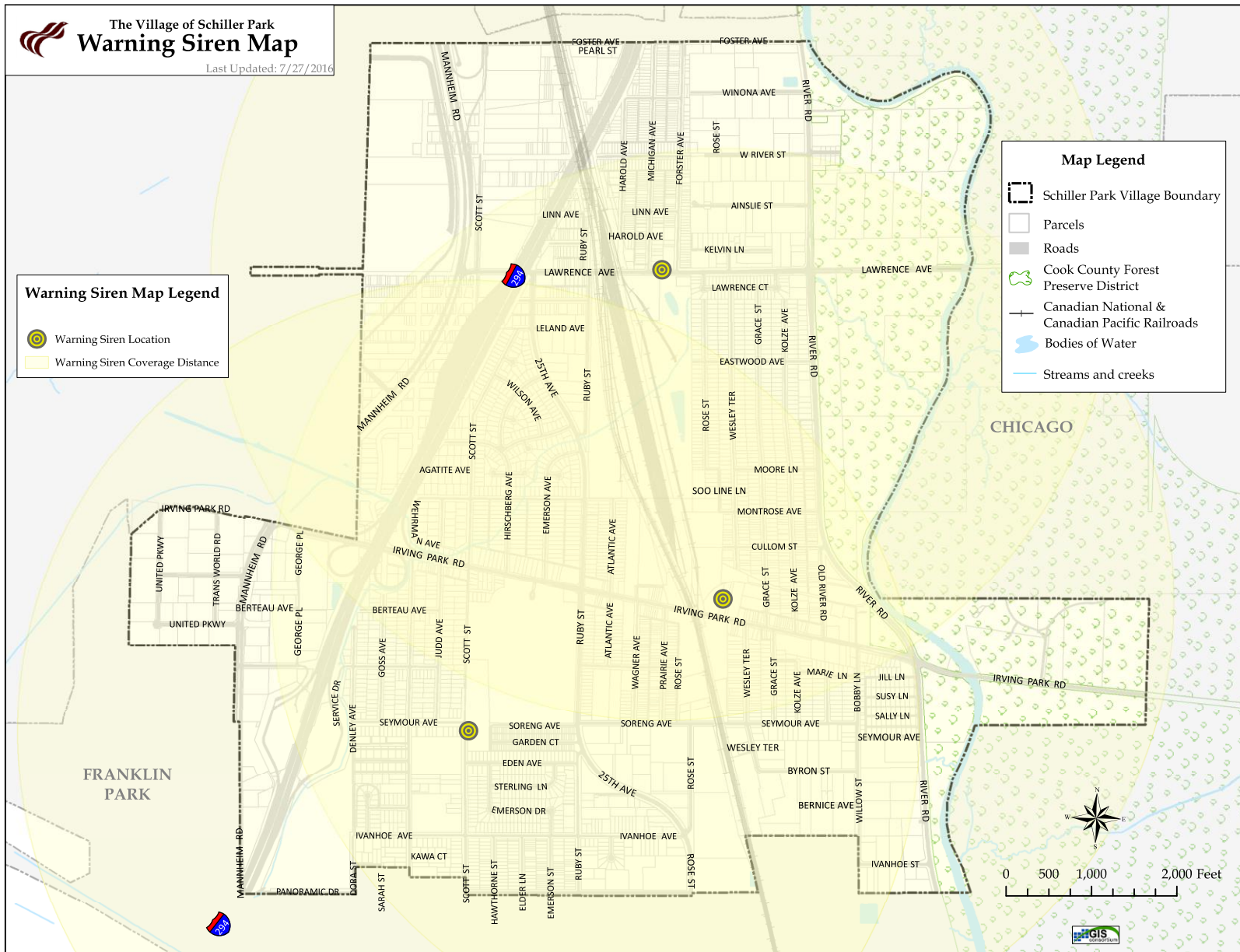


- Important Places**
- CHURCH
 - MUNICIPAL BUILDING
 - PARK
 - SCHOOL
 - SCHOOL & CHURCH

- Map Legend**
- Schiller Park Village Boundary
 - Parcels
 - Roads
 - Cook County Forest Preserve District
 - Canadian National & Canadian Pacific Railroads
 - Bodies of Water
 - Streams and creeks



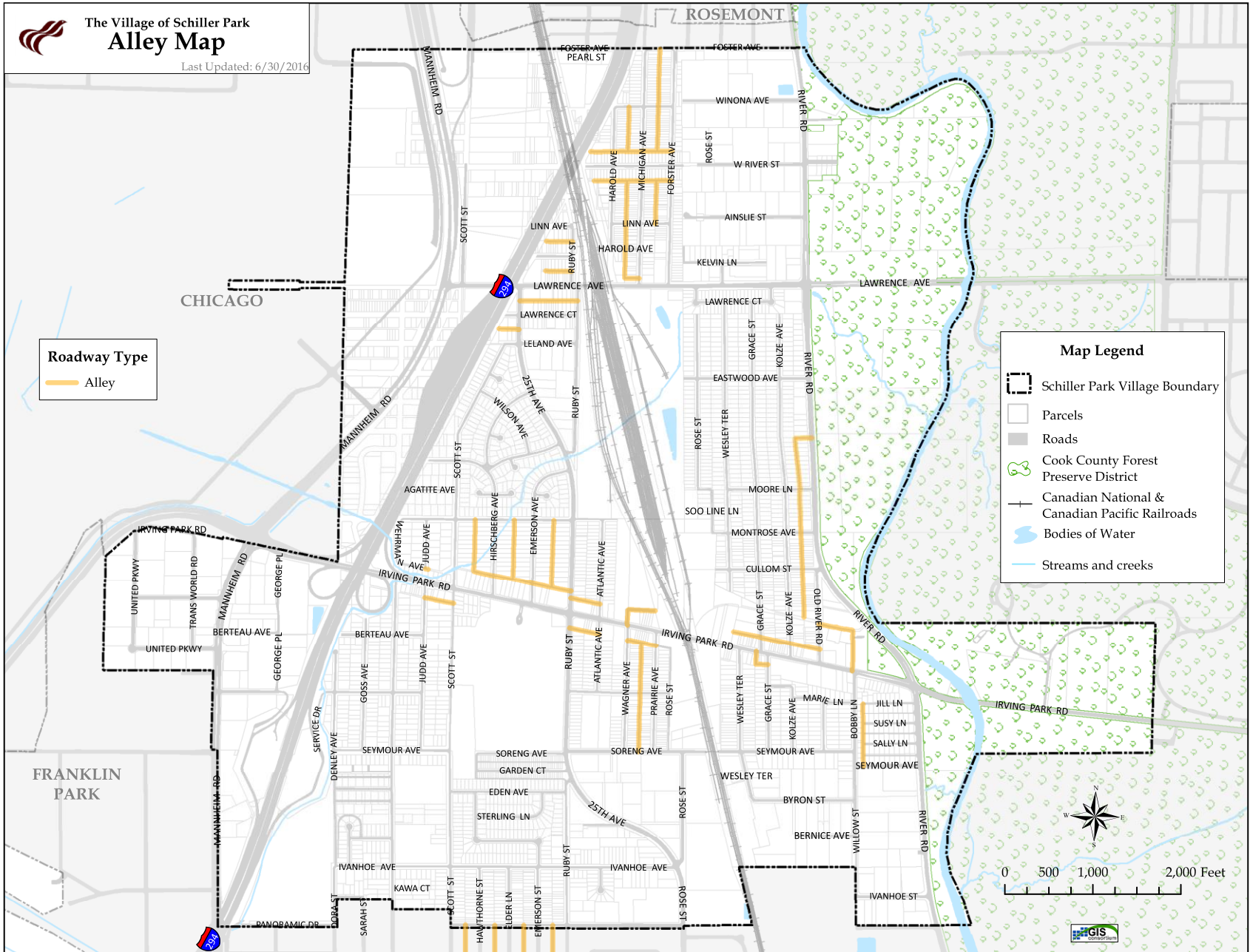
Early Warning Siren Map





The Village of Schiller Park Alley Map

Last Updated: 6/30/2016



Roadway Type

- Alley

Map Legend

- Schiller Park Village Boundary
- Parcels
- Roads
- Cook County Forest Preserve District
- Canadian National & Canadian Pacific Railroads
- Bodies of Water
- Streams and creeks

0 500 1,000 2,000 Feet

School District-Elementary School Boundary Map

School District – High School Boundary Map

Snow Route Map

Staging Areas

MUTUAL ASSISTANCE AGREEMENTS – APPENDIX 3

In this section list all mutual aid agreements and MOUs regarding emergency management.

Agreement with	Agency town	Type of agreement	Where is it found
NIPAS			Police
ILEAS			Police
Communication Center Backup	Rosemont		Rosemont / Police
West Municipal Conference		Equipment – but not written	
MCAT		Major Crimes Investigation	Police
Auto Aide - Fire	Norwood Park, Franklin Park Rosemont	Emergency fire response	Fire Department
MABAS		Emergency fire response	Fire Department
IGSA with School District 81	Lincoln Washington Kennedy	Shelter Facility agreement	Clerk
IGSA with High School District 212	East Leyden High School	Shelter Facility Agreement	Clerk

RADIO FREQUENCIES – APPENDIX 4

AGENCY	FREQUENCY	REPEATER
Fire Main	154.370	
Rosemont		
Elmwood Pk/Wescom	154.290	
Fire Ground Red		
Fire Ground White		
Fire Ground Blue		
MABAS	154.265	
Police	471.287	
Public Works		
School District 81		

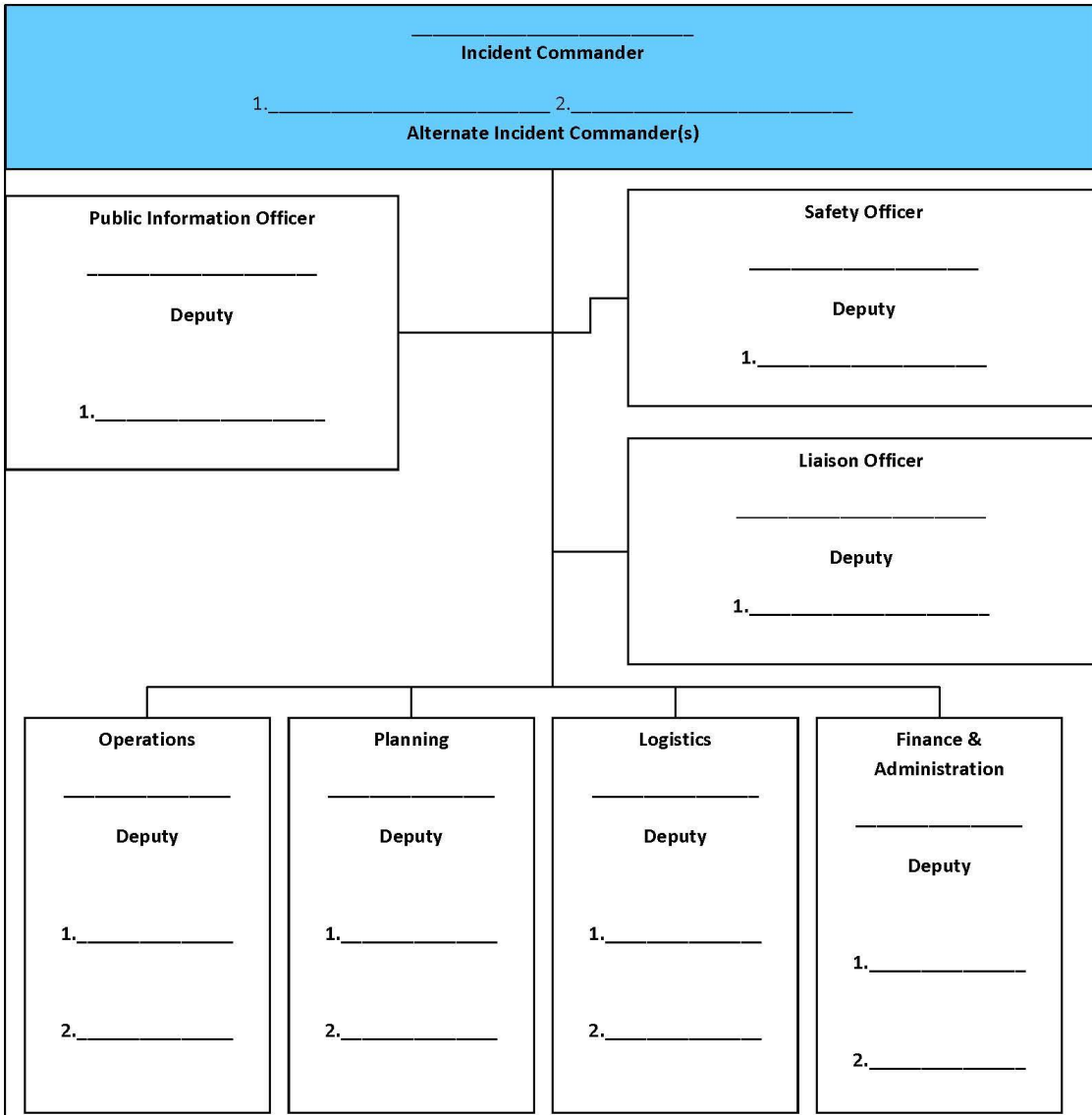
EMERGENCY CONTACTS – APPENDIX 5

Updated 3/14/2012

Type	Disaster Plan Contact List	First Name	Last Name	Agency	Street Address	City		Zip	Phone	Fax	Mobile	Email
Village	Village President	Nick	Caiafa	Village of Schiller Park	9526 W. Irving Park Rd	Schiller Park	IL	60176	847-671-8500		847-400-4437	
	Village Manager	Brad	Townsend	Village of Schiller Park	9526 W. Irving Park Rd	Schiller Park	IL	60176	847-671-8510		630-390-8800	
	Finance Director	Rob	Romo	Village of Schiller Park	9526 W. Irving Park Rd	Schiller Park	IL	60176	847-671-8506		708-275-5622	rromo@schillerparkil.us
	Communications Director	Ron	Gross	Municipal Consolidated Dispatch					708-867-4353		708-790-9461	-
	EMS Coordinator,	Greg	Swiontek	Village of Schiller Park	9526 W. Irving Park Rd			60176				
	Engineer, Village	Paul	Flood	Edwin Hancock Engineering	9933 W. Roosevelt Rd.	Westchester	IL		708-865-0300		708-774-7382	
	Emergency Operation Center			Village of Schiller Park	9526 W. Irving Park Rd	Schiller Park	IL	60176	847-678-2550			-
	Emergency Management Director	Charles	Leiser	Village of Schiller Park	9526 W. Irving Park Rd	Schiller Park	IL	60176	847-671-8540	847-671-8541	708-768-4688	cleiser@schillerparkil.us
	Fire Chief	Peter	Chiodo	Village of Schiller Park	9526 W. Irving Park Rd	Schiller Park	IL	60176	847-671-8545			pchiodo@schillerparkil.us
	Hazardous Materials Coordinator	Charles	Leiser	Village of Schiller Park	9526 W. Irving Park Rd	Schiller Park	IL	60176	847-678-5136		708-768-4688	cleiser@schillerparkil.us
	Building Inspector				4501 25 th Ave		IL					-
Health Department Inspector			Village of Schiller Park	4501 25 th Ave.	Schiller Park	IL	60176					

	IT Coordinator - Schiller Park	Scott	Stephens	Proxit	70 W. Madison Suite 1400	Chicago	IL	60602	708.794.8100			
	Mapping GIS	Alisa	Pump				IL					
	Police Chief	Tom	Fragakas	Schiller Park Police Department	9526 W. Irving Park Rd	Schiller Park	IL	60176				ifragakas@schillerparkil.us
	Public Works Director	Eric	Oscarson	Schiller Park Public Works	9526 W. Irving park Rd	Schiller Park	IL	60176				
	Veterinary Shelter			VCA Franklin Park Animal Hospital	9846 W. Grand Ave	Franklin Park	IL	60131	847-847-2114			-
School	School District 81	Dr. Kimberly	Boryszewski	Lincoln Kennedy Washington			IL	60176				
	St. Maria Goretti					Schiller Park	IL	60176				
	St. Beatrice					Schiller Park	IL	60176				
	School District 212					Franklin Park	IL					-
Mutual Aid	Fire Auto Aid - Norwood Park			NOPK			IL					-
	Fire Auto Aid - Franklin Park	Bill	Brem	FRPK			IL					-
	Fire Auto Aid - Rosemont	Don	Stephens III	RSMT			IL					-
	Tax Assessor - Leyden Township	Al	Biancalana		2501 N. Mannheim Rd	Franklin Park	IL					-
	Food, Clothing, Shelter			Red Cross					800-784-3272			-
	Heavy Equipment Towing			O'Hare Towing	2139 N. Mannheim Rd	Northlake	IL	60164	800-227-6890			

INCIDENT COMMAND FLOW CHART – APPENDIX 6



CRITICAL FACILITIES- APPENDIX 7

Municipality Name: Village of Schiller Park

VILLAGE HALL

	Name generation (Y/N)	Street Address	Town	Phone	Back up
1	Schiller Park Municipal Building	9526 W. Irving Park Road	SP	847-678-2550	Y-Diesel

POLICE/911 CENTER

	Name generation (Y/N)	Street Address	Town	Phone	Back up
1	Police Department/911 Center	9526 W. Irving Park Road	SP	847-678-4794	Y-Diesel

FIRE FACILITY

	Name generation (Y/N)	Street Address	Town	Phone	Back up
1	Fire Station #1	9526 W. Irving Park Road	SP	847-678-5136	Y-Diesel
2	Fire Station #2	4499 N. 25 th Avenue	SP	847-671-8544	N

PUMPING/LIFT STATIONS

	Name generation (Y/N)	Street Address	Town	Phone	Back up
1	Delta Lift Station	4309 Transworld	SP	None	N
2	Denley Lift Station	4034 Denley Avenue	SP	None	N
3	Stalica Park Pump Station	9248 W. Irving Park Road	SP	None	Y
4	Irving Park Pump Station	9525 W. Irving Park Road	SP	None	Y

PUBLIC WORKS FACILITIES

	Name generation (Y/N)	Street Address	Town	Phone	Back up
1	Delta Lift Station	4309 Transworld	SP	None	N
2	Denley Lift Station	4034 Denley Avenue	SP	None	N
3	Stalica Park Pump Station	9248 W. Irving Park Road	SP	None	Y
4	Irving Park Pump Station	9525 W. Irving Park Road	SP	None	Y

Schiller Park Critical Facility List

COOLING/WARMING/EVACUATION SHELTERS (i.e. Churches, Schools, PAD Centers)

	Name	Street Address	Town	Phone	Back up generation (Y/N)
1	Community Center	4501 N. 25 th Avenue	SP	847-671-8555	N
2	Schiller Park Municipal Building	9526 W. Irving Park Road	SP	847-678-2550	Y-Diesel
3	Lincoln School	9750 Soreng Avenue	SP	847-678-2916	Y
4	Washington School	4835 Michigan Avenue	SP	847-671-1922	N
5	Kennedy School	3945 Wehrman Avenue	SP	847-671-0250	N
6	East Leyden	3400 Rose Street	FP	847-451-3000	Y

Key Municipal Emergency Contacts

Name	Address	Position	Cell Phone #	Office Phone #	E-Mail
Brad Townsend	9526 Irving Park Road	Village Manager	630-390-8800	847-678-8510	btownsend@schillerparkil.us
Tom Fragakis	9526 Irving Park Road	Police Chief	847-833-0587	847-671/8536	tfragakis@schillerparkil.us
Pete Chiodo	9526 Irving Park Road	Fire Chief	630-973-9600	847-671/8545	pchiodo@schillerparkil.us
Eric Oscarson	9526 Irving Park Road	PW Director	708-710-6479	847-671-8554	toscarson@schillerparkil.us
Charlie Leiser	9526 Irving Park Road	EM	708-768-4688	847-671-8540	cleiser@schillerparkil.us
Nick Caiafa	9526 Irving Park Road	Mayor	847-400-4437	847-671-8500	mayor@schillerparkil.us

Other Critical Location

Name	Address	Phone Number	Occupancy
AT&T Switching Station	9659 Soreng Ave	847-678-9960	Phone Switching Station
Rail Road Container Yard	9655 Lawrence Ave	847-233-0813	Rail Road
United Atlas Propane	5053 Rose St	847-244-0001	30,000gal Propane tank
Castle Metal Finishing	4631 25 th Ave	847-678-6041	Metal Plating
Grace Park Condo	9355 Irving Park Rd		Senior Housing Facility

AUTHORITIES AND REFERENCE – APPENDIX 8

This plan is written based on the authority provided by the Robert T. Stafford Disaster Relief Act, Public Law 93-288 as amended; the State of IEMA Act, 20 ILCS 3305 et. seq. as amended; and the Village of Schiller Park and its Emergency Management Ordinance.

Local References:

- Village of Schiller Park Ordinance

Illinois References:

- Emergency Management Agency (IEMA) Act 20 ILCS 3305/1
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=368&ChapAct=20%26nbsp%3BILCS%26nbsp%3B3305%2F&ChapterID=5&ChapterName=EXECUTIVE+BRANCH&ActName=Illinois+Emergency+Management+Agency+Act>
- IEMA Administrative Rule on Local Emergency Operations Plans
<http://www.ilga.gov/commission/jcar/admincode/029/02900301sections.html>
- State of Illinois Executive Order Number 12 (2004) Authorizing the Implementation of the National Incident Management System (NIMS)
<http://www.illinois.gov/Gov/pdfdocs/execorder2004-12.pdf>
- Title 29 Illinois Administrative Code Sub Chapter c, Part 301, Emergency Services, Disasters and Civil Defense
<http://www.ilga.gov/commission/jcar/admincode/029/02900301sections.html>
- Emergency Interim Executive Succession Act 5 ILCS 275/7
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=99&ChapAct=5%26nbsp%3BILCS%26nbsp%3B275%2F&ChapterID=2&ChapterName=GENERAL+PROVISIONS&ActName=Emergency+Interim+Executive+Succession+Act%2E>

FEMA References

- Executive Order 12148 - Federal Emergency Management
<http://www.archives.gov/federal-register/codification/executive-order/12148.html>
- Robert T. Stafford Disaster Relief Act, public Law 93-288 as amended
<http://www.fema.gov/about/stafact.shtm>
- Department of Homeland Security, *National Incident Management System*, 2004
<http://www.fema.gov/emergency/nims/index.shtm>
- Department of Homeland Security, *National Response Framework*
<http://www.fema.gov/emergency/nrf/>
- Federal Emergency Management Agency, *State and Local Guide 101*
<http://www.fema.gov/plan/gaheop.shtm>
- Department of Homeland Security, Homeland Security Act of 2002
http://www.dhs.gov/xabout/laws/law_regulation_rule_0011.shtm

Federal

- Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980)
- P.L. 81-920, Federal Civil Defense Act of 1950 as amended
- P.L. 99-499, Title III, Emergency Planning and Community Right-to-Know, Oct. 17, 1986
- Chapter 7 The ADA and Emergency Management
<https://www.ada.gov/pcatoolkit/chap7emergencymgmt.pdf>
- Comprehensive Preparedness Guide (CPG) 301
<serve.mt.gov/wp-content/uploads/2010/10/CPG-301-Bookmarks.doc>

Checklists

for the

EMERGENCY OPERATIONS PLAN (EOP)

FOR

Village of Schiller Park

in Cook County

Last Updated September 2016

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Schiller Park Checklist # 1 - ELECTED OFFICIALS

ELECTED OFFICIALS

Responsible for: protection of the municipal government, its citizens and their property
Reports to: the voters

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Notification and Resource Manual
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address)
			Checklist reviewed.
			Established communication with other elected officials.
			OPERATIONS
			Community's response to the emergency monitored.
			Needs evaluated and municipal resources committed as needed.
			Assumed role of Incident Commander
			Delegated role of Incident Commander
			Disaster Declaration
			Determination made whether to declare a disaster emergency.
			Declaration prepared and signed by majority of the board of elected officials (see attachment to this checklist).
			Protective Actions
			Recommendation made to the population to evacuate or to shelter the population, as needed.
			Continuity of Government
			Chief Elected Official is _____
			Next in Line is _____
			Next in Line is _____
			In the absence of the above, responsibility for municipal government goes to _____
			If the EOC cannot be used, the EOC staff and functions relocated to the alternate facility at: _____
			In case of evacuation, important documents collected to be transported to safe location.
			In case of evacuation, electronic documents "backed up" and the back-up transported to alternate location.

Schiller Park Checklist # 1 - ELECTED OFICIALS

Completed or N/A	By (initials)	Time	Item
			RECOVERY AND MITIGATION
			Federal Recovery Programs
			Appointed an “Applicant’s Authorized Agent”.
			Signed Notice of Intent to apply for federal aid.
			Mitigation
			Modified land use/zoning plan.
			Enacted/enforced more stringent building codes.
			Construct/maintain storm water management system.
			Improve public information about hazards.

Schiller Park Checklist # 1 - ELECTED OFFICIALS

ATTACHMENT 1 TO ELECTED OFFICIALS CHECKLIST

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about _____ a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of Schiller Park, Illinois; and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing in Schiller Park, Illinois and threatens to create problems greater in scope than Schiller Park may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in Schiller Park, Illinois:

NOW, THEREFORE, we, the undersigned Mayor/Trustees of Schiller Park, Illinois, pursuant to the provisions of Section 11 of the Illinois Emergency Management Agency Act, (20 ILCS 3305/11), as amended, do hereby proclaim the existence of a disaster emergency in Schiller Park, Illinois

FURTHER, we direct the Schiller Park Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of Schiller Park, Illinois to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Proclamation shall take effect immediately.

(MAYOR/TRUSTEES/CLERK)

(President/Mayor)

(member)

(Vice/President/Mayor)

(member)

(Clerk)

(member)

Attest: _____

Date: _____

**Schiller Park Checklist # 2 – EOC MANAGER/EMERGENCY MANAGEMENT
COORDINATOR
EOC MANAGER/EMERGENCY MANAGEMENT COORDINATOR (EMC)**

Responsible for: overall emergency management program, activating and managing the EOC
Reports to: the Elected Officials

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			EMERGENCY NOTIFICATION (METHOD)
			Notification verified.
			Action Log Initiated. (see Attachment 1 to this checklist)
			Elected officials notified.
			Increased readiness
			Increased readiness received from Homeland Security Alert System (HSAS).
			Watch/Warning received from National Weather Service (NWS).
			Notification received from County Emergency Management Agency (EMA).
			Consulted with elected officials.
			Recommendation re: Emergency Operations Center (EOC) Activation made to elected officials.
			Affected Emergency Support Functions notified.
			Key staff put on stand-by.
			Partial mobilization of EOC begun.
			Critical facilities notified.
			HSAS procedures implemented.
			EOC Materials Inventory
			Copy of the County Emergency Operations Plan (EOP)
			Copy of the Municipal Emergency Operations Plan (EOP)
			Copy of EOC Checklists
			Notification and Resource Manual
			Action Log
			Sign-In/Out Log (see Attachment 2 to this checklist)
			Organization Chart
			EOC floor plan sketch
			Staff schedule for 24-hour operations (2 shifts)
			Action Status Board
			Municipal map
			Office supplies
			EOC Activated
			EMC present at EOC at _____ (name of facility and street address)
			Deputy EMC notified/present.

**Schiller Park Checklist # 2 – EOC MANAGER/EMERGENCY MANAGEMENT
COORDINATOR**

Completed or N/A	By (initials)	Time	Item
			Elected official(s) notified/present (Mayor _____).
			Elected official(s) notified/present (Trustee _____).
			Elected official(s) notified/present (Trustee _____).
			Elected official(s) notified/present (Trustee _____).
			Elected official(s) notified/present (Trustee _____).
			Elected official(s) notified/present (Trustee _____).
			Elected official(s) notified/present (Trustee _____).
			Public Information Officer (PIO) notified.
			Operations Section Chief notified.
			Planning Section Chief notified.
			Logistics Section Chief notified.
			Admin-Finance Section Chief notified.
			Liaison Officer notified.
			Branch Director(s) notified for _____ and _____
			Security in place.
			Status Board initiated.
			Message Log initiated.
			County notified that EOC is operational.
			Communications
			Phone lines tested.
			Radios tested
			Amateur Radio operator on site.
			Emergency Alert System (EAS) station monitored. (Station ID _____)
			Operations
			EMC Initial Briefing on situation conducted.
			Staff to maintain maps and status boards appointed.
			Municipal map posted with important information (affected area, Traffic Control Points (TCPs), Access Control Points (ACPs), evacuation routes, etc).
			Contact established with neighboring municipalities.
			EOC Relocation
			Alternate Site Open at _____. (name of facility and street address)
			Equipment & logs packed.
			County notified.
			Other EOCs notified.
			Responders notified.
			EOC OPERATIONS
			Elected Officials and EOC staff informed when things change.
			Verification complete that schools, businesses and other population concentrations are aware of the problem.
			Available resources monitored.
			Requirements reviewed and “unmet needs” reported to county.

**Schiller Park Checklist # 2 – EOC MANAGER/EMERGENCY MANAGEMENT
COORDINATOR**

Completed or N/A	By (initials)	Time	Item
			Route alerting accomplished (Firefighting Branch).
			Additional briefing of the county EOC conducted.
			Established a “victim accountability system” to track missing citizens who are forced to leave their homes.
			Worked with Mass Care/Housing to identify location of displaced victims.
			EOC Manager
			Assumed responsibilities of IM/IC _____
			Deferred the role of EOC Manager to _____
			Delegated the role of Operations Section Chief to _____
			Delegated the role of Planning Section Chief to _____
			Delegated the role of Logistics Section Chief to _____
			Delegated the role of Finance Section Chief to _____
			Branch Director(s) appointed for: _____ name _____ and name _____
			PROTECTIVE ACTIONS
			Protective Action Decision made by elected officials (EMC in their absence).
			Shelter in Place Recommended.
			Evacuation Recommended.
			Shelter in Place
			PIO Notified.
			Public announcement and instructions prepared.
			Non-English speaking citizens addressed.
			Announcement broadcast over EAS.
			Route alerting conducted (if appropriate).
			Mass Care Shelter
			County ESF # 6 contacted to set up mass care shelter.
			County unable to provide mass care. designated local emergency shelter at _____
			Shelter Manager appointed.
			PIO announced location of temporary shelter.
			Evacuation
			Routes and other parameters (when, who, how many, to where) of the evacuation planned.
			Sirens and EAS (if practical) sounded.
			Non-English speaking citizens addressed.
			Assistance provided for mobility impaired residents
			Reviewed Traffic Control Points (TCPs) and Access Control Points (ACPs) for police in emergencies (Public Safety and Security (ESF

**Schiller Park Checklist # 2 – EOC MANAGER/EMERGENCY MANAGEMENT
COORDINATOR**

Completed or N/A	By (initials)	Time	Item
			Notified the Route/Sector Alert Team leaders and assigned personnel to route alert teams (Firefighting (ESF #4) Branch).
			Reviewed and updated list of hearing impaired residents requiring special notification to ensure it is current (Public Health & Medical Services (ESF #8) Branch).
			Verified list of non-ambulatory residents requiring ambulance assistance to ensure it is current (Public Health & Medical Services (ESF #8) Branch).
			Reviewed transportation planning. (Transportation (ESF #1) Branch)
			Reviewed “unmet needs” of the municipality and reported them to the County EMA.
			Verified that emergency fuel supplies, towing and repair services are available for evacuees.
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams (Communications Firefighting and Public Safety and Security Branches).
			Verified notification of major businesses and industries, camp sites, motels/hotels, and other transient sites once the siren alert sounded (Communications (ESF #2) Branch).
			Provided for sufficient buses and/or other transportation to pick up those residents without means of transportation (Transportation)
			Designated guides for buses being used to pick up persons who do not have transportation (Transportation Branch)
			Establishment of TCPs and ACPs verified (1Public Safety and Security Branch).
			Evaluated selected TCPs and determined suitability and adequacy as evacuation routes (Public Safety and Security Branch).
			Monitored the process.
			Notified County EMA when Route alerting finished.
			After citizens have evacuated, relocated the EOC (if necessary).
			Notified County EMA when evacuation complete.
			DAMAGE REPORTING
			Obtained sufficient copies of the Initial Damage Report (see Attachment 5 to this checklist) for distribution to teams.
			Notified Damage Reporting Team leaders and placed them on alert.
			Obtained vehicles to conduct damage survey.
			Coordinated the need for radios to conduct damage reporting with the Communications Branch.
			Assembled all damage reporting personnel and dispatched in teams.
			Established a telephone number for call-in and established reporting time frames.
			Reviewed damage reporting plan and listed the "unmet needs".
			Coordinated damage survey plan with Red Cross.

**Schiller Park Checklist # 2 – EOC MANAGER/EMERGENCY MANAGEMENT
COORDINATOR**

Completed or N/A	By (initials)	Time	Item
			Assigned Damage Reporting Teams to conduct an initial damage survey (teams should consist of a minimum of two individuals and should be assigned to certain sectors).
			Instructed teams to keep the EMC informed of the damage survey status.
			As information is obtained, compiled the Damage Reports and provided same to the county.
			Provided liaison to the county for damage assessment.
			Provided tax and insurance information on the private and public sector buildings to the Federal/State Damage Assessment Teams.
			Assigned one member of the Damage Reporting Team, who is familiar with the location of the damage, to accompany each Federal/State Damage Assessment Team (as necessary).
			Maintained records of all expenditures related to damage reporting and assessment activities and submitted to the requesting authorities.
			DISASTER PROCLAMATION
			Assisted Elected Officials in preparation of the disaster proclamation document (see Elected Officials Checklist).
			Obtained signature of a majority of the membership of the board of elected officials.
			Sent copy of proclamation to county EMA.
			DISASTER RECOVERY OPERATIONS
			Federal Recovery Programs
			Maintained records to document expenditures by the municipality.
			Assisted county and state EMA in establishing a Disaster Recovery Center (DRC).
			Returning evacuees and recovery
			Adequate supplies of food arranged.
			Adequate supplies of fuel arranged.
			Assisted public utility with finding and repairing utility outages.
			Notified evacuees of status of return.
			Checked with county before closing the EOC Log, and the EOC.
			DEVELOPED AN AFTER ACTION REPORT (AAR) FOR THE INCIDENT
			FEMA form 95-44 submitted (as an AAR).
			Local or county format utilized.
			INCORPORATED LESSONS LEARNED DURING EMERGENCIES OR EXERCISES INTO THE EXISTING PLAN AND PROCEDURES.

Schiller Park Checklist # 3- PUBLIC INFORMATION OFFICER

PUBLIC INFORMATION OFFICER (PIO)
(External Affairs - ESF # 15)

Responsible for: coordination with news media outlets, preparing press releases, rumor control
Reports to: the EOC Manager (emergency management coordinator)

DATE OF ACTIVATION:

REASON FOR ACTIVATION:

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Copy of this checklist
			Notification and Resource Manual
			Action Log
			Listing of area news media
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) <hr style="width: 20%; margin-left: 0;"/> (name of facility and street address)
			Reviewed the checklist.
			Notified the Deputy Public Information Officer and placed him/her on standby.
			Opened and maintained ESF # 15 Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Public Information Officer.
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in External Affairs.
			OPERATIONS
			Kept the EOC Manager informed of External Affairs status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			If requested by EOC Manager, established and staffed rumor control line – reported patterns and recurring rumors to the EMC.
			Coordinated with all EOC staff sections for the latest information on the status of their operations.
			Monitored media coverage of the emergency.
			Responded to the Joint Information Center (w/other municipalities or the county) as needed.
			News Media
			Established a media reporting area for the PIO and chief elected official to meet with news media.

Schiller Park Checklist # 3- PUBLIC INFORMATION OFFICER

Completed or N/A	By (initials)	Time	Item
			News Releases
			Coordinated any public release of information with the County Public Information Officer prior to release.
			Used pre-formatted releases if practical. (See Attachment 2 to this checklist)
			EOC Manager informed of the public information status.
			Prepared to relocate with the EOC, if necessary.
			Recommended that victims contact their insurance carrier.
			Returning evacuees and recovery
			Notified evacuees of status of return.
			DISASTER RECOVERY OPERATIONS
			Notified evacuees of status of return.

Schiller Park Checklist # 3- PUBLIC INFORMATION OFFICER

ATTACHMENT 2 TO PIO CHECKLIST

SAMPLE RADIO/TV MESSAGES

ROADS CLOSED

This is an emergency notification from the Schiller Park Emergency Management and Preparedness Agency. The recent storm has caused severe flooding in many areas. As of 10:30 a.m. today, law enforcement officials closed the following roads/streets:

1. All of River Road within _____ City/Township/Borough.
2. Norman St. from corner of First Ave. to Fifth Ave.
3. Mott St. from corner of Second Ave. to Fourth Ave.

Please avoid these roads/streets. If you must travel, use alternate routes.

Again, those roads/streets that have been closed are:

1. _____
2. _____
3. _____

Please stay tuned to this station for additional road closure information.

EVACUATION RECOMMENDATION

The following announcement has been released by the _____ Emergency Management Agency:

The flooding continues and may worsen. For your safety, the (elected officials) recommend(s) that you leave the _____ area as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items--medicine, special foods, personal items, baby supplies, clothing, money and valuable papers--but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) located at _____.

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the _____ area (give boundaries), you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

Schiller Park Checklist # 4 - LIAISON OFFICER

LIAISON OFFICER CHECKLIST

Responsible for: Assisting and cooperating with agency representatives from outside agencies, including other governments, private organizations or voluntary organizations.

Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of the Liaison Officer.
			Developed list of all outside agencies involved in the response (those beyond normal municipal responders).
			Established contact with outside agencies and made self available for liaison with each outside agency.
			Coordinate intergovernmental cooperation.
			Identified location for agency representatives from outside agencies to work in or near the EOC.
			Identified and attempted to resolve problems or complaints arising between agencies involved in the response.
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures.

Schiller Park Checklist # 5 - SAFETY OFFICER

SAFETY OFFICER CHECKLIST

Responsible for: identifying, monitoring and assessing hazardous and unsafe situations; developing measures to ensure personnel safety, correcting unsafe acts or conditions; stopping or preventing unsafe acts when immediate action is warranted.

Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of the Safety Officer.
			Compiled list of potentially hazardous situations for presentation at planning meetings.
			Attended planning meetings to advise on safety matters.
			Reviewed field reports to identify safety concerns.
			Stopped unsafe operations – if warranted.
			Investigated accidents and prepared accident report.
			Recommended corrective action in case of unsafe situations.
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures.

Schiller Park Checklist # 6 – OPERATIONS SECTION

OPERATIONS SECTION CHIEF CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of Operations Section Chief
			Delegated the role of Communications (ESF # 2) Branch Director to _____
			Delegated the role of Firefighting (ESF # 4) Branch Director to _____
			Delegated the role of Public Health and Medical Services (ESF # 8) Branch Director to _____
			Delegated the role of Search and Rescue (ESF # 9) Branch Director to _____
			Delegated the role of HAZMAT (ESF # 10) Branch Director to _____
			Delegated the role of Public Safety and Security (ESF # 13) Branch Director to _____
			Retained the responsibilities of ESF# _____
			Developed an after action report (AAR) for the incident.
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures.

Schiller Park Checklist # 6 – OPERATIONS SECTION

COMMUNICATIONS BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			Communications (ESF # 2)
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Communications Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county Communication Branch Director.
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in signal communications.
			Operations
			Kept the Operations Section Chief informed of Communication status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Established radio and telephone communication with responders and county.
			Checked with county for amateur radio operators.
			Set-up battery operated AM/FM radio to monitor the EAS.
			Portable or hand mobile radios available
			Supervised handling of message traffic via message forms (see Attachments 2 and 3 to this checklist).
			Notified schools, hospitals, nursing homes and other places where there may be a concentration of people who may be affected by the emergency (see Notification and Resource Manual) (NARM).
			Notified major businesses and industries, camp sites, motels/hotels and other transient sites before the siren alert has sounded, if possible (see Notification and Resource manual (NARM).
			<i>Sounding of sirens to alert citizens</i>

Schiller Park Checklist # 6 – OPERATIONS SECTION

Completed or N/A	By (initials)	Time	Item
			Coordinated w/ Public Information Officer (PIO) if there was to be a message associated with the sounding.
			Coordinated w/ Fire Services if there was to be route alerting in conjunction with the siren sounding.
			Sirens & EAS (if practical) sounded to announce Protective Action Recommendation.
			Confirmed siren activation.
			Verified notification of major businesses and industries, camp sites, motels/hotels, and other transient sites once the siren alert sounded
			Non-English speaking citizens addressed
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams

Schiller Park Checklist # 6 – OPERATIONS SECTION

FIREFIGHTING (ESF #4) BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government,
its citizens and their property

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			FIREFIGHTING (ESF # 4) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Fire Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county ESF #4.
			Notified Operations Section Chief of "unmet needs" in Fire area.
			Operations
			Kept the Operations Section Chief informed of firefighting status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Monitored the status of firefighting and rescue organizations in the municipality.
			Kept the Operations Section Chief informed of the fire/rescue status.
			Assisted with/Identified personnel to assist with emergency shut-off of electric and gas utilities.
			Coordinated provision of emergency lights and power generation.
			Assisted with emergency debris clearance.
			Assisted with evacuation of affected citizens.
			Directed emergency fire & rescue workers to decontamination stations, when appropriate.
			Route/sector alert
			Notified, gathered and briefed route alert teams (2 persons per team).
			Prepared maps and messages for each team.
			Provided each team with list of hearing impaired and special needs citizens along their route.

Schiller Park Checklist # 6 – OPERATIONS SECTION

Completed or N/A	By (initials)	Time	Item
			Dispatched Route/Sector Alert Teams on orders from the EMC.
			Kept Operations Section Chief informed of the alert notification status.
			Dispatched Route Sector Alert Teams a second time, if necessary.
			Coordinated the establishment and operation of chemical or radiological decontamination site for emergency workers or the general public.
			Assisted with rescue operations.
			Assisted public utility with finding and repairing utility outages.
			Assisted with rescue operations.

Schiller Park Checklist # 6 – OPERATIONS SECTION

PUBLIC HEALTH AND MEDICAL SERVICES BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government,
its citizens and their property

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			PUBLIC HEALTH & MEDICAL SERVICES (ESF # 8) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Name and location of hospital(s) and ambulance services in the area
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____
			(name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Public Health & Medical Svcs Branch Director and placed him/her on standby.
			Opened and maintained Public Health & Medical Svcs Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county Public Health & Medical Svcs Director.
			Reviewed list of hearing impaired and special needs residents requiring special notification in the Notification and Resource Manual and verified that it is current.
			Contacted non-ambulatory and special needs citizens to confirm the status of their medical needs, including requirements for special equipment.
			Notified Operations Section Chief of "unmet needs" in Emergency Medical Services.
			Operations
			Kept the Operations Section Chief informed of the Community Medical status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Monitored and coordinated emergency medical resources.
			Notified hospitals and nursing homes by telephone of the emergency condition.
			Determined available hospital bed space and put medical facilities on standby.

Schiller Park Checklist # 6 – OPERATIONS SECTION

Completed or N/A	By (initials)	Time	Item
			Coordinated the assignment of mass casualties to medical facilities.
			Ensured hospitals are prepared to receive contaminated injured victims.
			Directed emergency medical workers, when appropriate, to decontamination stations.
			Monitored the location of victims evacuated for medical treatment and reported their location to Operations Section Chief for inclusion in “victim accountability system.”
			Coordinated inoculation for the prevention of disease.
			Assisted county coroner with deceased (as needed).
			Kept the Operations Section Chief informed on the numbers and status of dead and injured handled by medical facilities.
			<i>Evacuation</i>
			Coordinated the pickup and evacuation of residents with special medical requirements.
			Coordinated transportation for the evacuation of hospitals, nursing homes, mental health/mental retardation facilities, daycare and adult care facilities.
			Verified the evacuation of hospitals, nursing homes, mental health/mental retardation facilities.
			Evacuation assistance provided for mobility impaired residents
			Reviewed and updated list of hearing impaired residents requiring special notification to ensure it is current
			Verified list of non-ambulatory residents requiring ambulance assistance to ensure it is current
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams

Schiller Park Checklist # 6 – OPERATIONS SECTION

SEARCH AND RESCUE BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government,
its citizens and their property

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			SEARCH AND RESCUE (ESF # 9) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____
			(name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Search and Rescue Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county Search and Rescue Branch Director.
			Notified Operations Section Chief of "unmet needs" in Search and Rescue.
			Operations
			Kept the Operations Section Chief informed of Search and Rescue status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Opened and maintained Operations Section Chief Action Log (see Attachment 1 to this checklist).

Schiller Park Checklist # 6 – OPERATIONS SECTION

OIL AND HAZARDOUS MATERIALS BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			OIL & HAZMAT RESPONSE (ESF # 10) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy HAZMAT Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Notified Operations Section Chief of "unmet needs" in HAZMAT response.
			Operations
			Kept the Operations Section Chief informed of HAZMAT response status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Monitored the status of Hazardous Materials (HAZMAT) team and other specialized resources.
			Identified need for HAZMAT and (recommended) dispatch/request for support.
			Coordinated the establishment and operation of chemical or radiological decontamination site for emergency workers or the general public.
			Advised Operations Section Chief of the hazards posed by chemical or radiological HAZMAT.

Schiller Park Checklist # 6 – OPERATIONS SECTION

PUBLIC SAFETY AND SECURITY BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government,
its citizens and their property

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			PUBLIC SAFETY & SECURITY (ESF #13) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Map and listing of Traffic Control Points (TCPs) & Access Control Points (ACPs)
			Map of municipal and county evacuation routes
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____
			(name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Public Safety and Security Director and placed him/her on standby.
			Opened and maintained Public Safety and Security Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county ESF #13.
			Notified Operations Section Chief of "unmet needs" in Public Safety and Security.
			Operations
			Kept the Operations Section Chief informed of the Public Safety and Security status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Provided a security guard(s) for the EOC upon its activation and initiated sign-in logs (see Attachment 2 to this checklist).
			If requested, verified notification of major businesses and industries, camp sites, motels and other transient sites before the siren alert had sounded, if possible.
			Provided police security at critical locations.
			Restricted access to hazardous areas as necessary.
			Assisted ESF#4 in route alerting, if required.

Schiller Park Checklist # 6 – OPERATIONS SECTION

Completed or N/A	By (initials)	Time	Item
			Directed emergency Public Safety and Security workers to decontamination stations, when appropriate.
			Posted police at designated TCPs and ACPs.
			Requested/Coordinated towing services, as required.
			Checked on traffic flow and determined potential bottlenecks.
			Established mobile police (marked car) route patrols throughout the municipality to visibly show the public that police protection and assistance are available.
			<i>Evacuation</i>
			Supervised evacuation through Traffic Control Points and assisted the EMC in determining when the area being evacuated is clear of personnel. (See Attachment 3 to this checklist).
			Reviewed Traffic Control Points (TCPs) and Access Control Points (ACPs) for police during emergencies.
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams
			Evaluated selected TCPs and determined suitability and adequacy as evacuation routes
			Consider use of PEMA Evacuation Guide

Schiller Park Checklist # 6 – OPERATIONS SECTION

ATTACHMENT 1 TO OPERATIONS CHECKLIST

(Sample) MUNICIPALITY TRAFFIC AND ACCESS CONTROL POINTS

A. Traffic Control Points (TCP)

POST NUMBER	LOCATION	RESPONSIBLE POLICE ORGANIZATION	NUMBER OF OFFICERS
1			
2			
3	(others)		

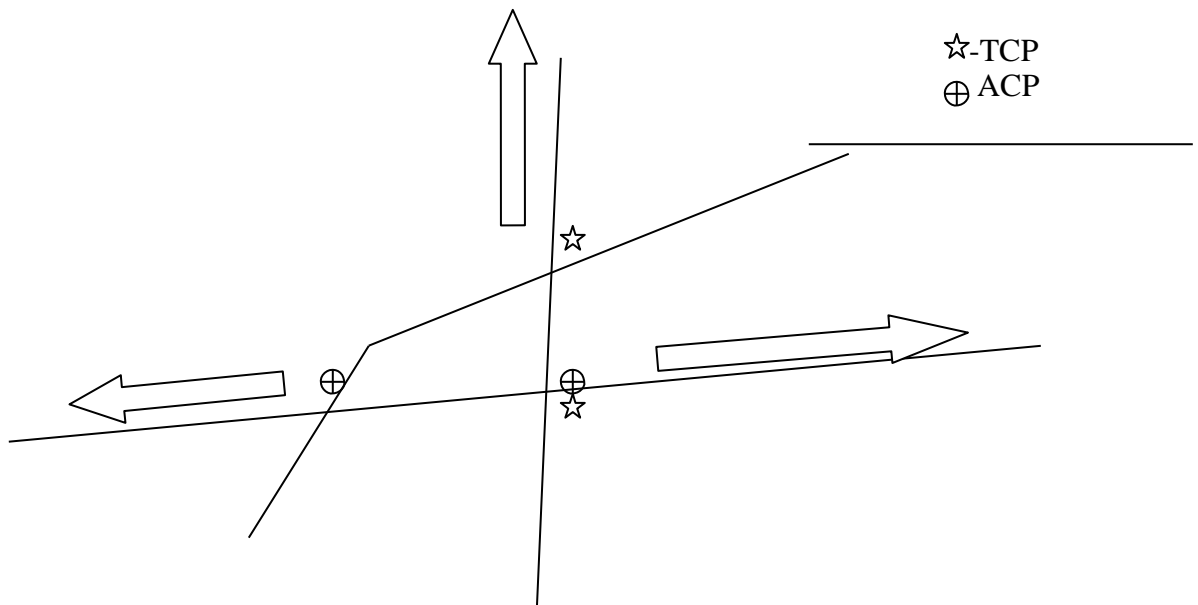
B. Access Control Points (ACP)

POST NUMBER	LOCATION	RESPONSIBLE POLICE ORGANIZATION	NUMBER OF OFFICERS
1			
2			
3			

C. Police officers manning local TCPs should have the following:

1. Reflector vests;
2. Lighted batons; and
3. Radio communications with the EOC using a portable radio.

SAMPLE EVACUATION MAP



Schiller Park Checklist # 7 - PLANNING SECTION

PLANNING SECTION CHIEF CHECKLIST

Responsible for short term (operational) planning
Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of planning Section Chief
			Delegated the role of Emergency Management (ESF # 5) Branch Director to _____
			Emergency Management Organization Chart
			EOC floor plan sketch
			Staff schedule for 24-hour operations (2 shifts)
			Action Status Board
			Municipal map
			Staff to maintain maps and status boards appointed.
			Develop an after action report (AAR) for the incident
			Local or county format utilized.
			Incorporate lessons learned during emergencies or exercises into the existing plan and procedures.
			EMERGENCY MANAGEMENT (ESF #5) BRANCH DIRECTOR
			Materials and Information Inventory
			Copy of this Plan (EOP)
			Copy of this checklist
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) _____ (name of facility and street address)
			Reviewed the checklist.
			Notified the Deputy Emergency Management Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations within ESF.
			Notified EOC Manager/Emergency Management Coordinator (EMC) of "unmet needs" in ESF # 5

Schiller Park Checklist # 7 - PLANNING SECTION

Completed or N/A	By (initials)	Time	Item
			OPERATIONS
			Prepared Incident Action plan for next ICS Operational Period
			Assumed lead in developing an After Action Report (AAR) for the incident
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures.

Schiller Park Checklist # 8 - LOGISTICS SECTION

LOGISTIC SECTION CHIEF CHECKLISTS

Responsible for: provision of resources, personnel and material to aid in the protection of the municipal government, its citizens and their property

Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of Logistics Section Chief
			Delegated the role of Transportation (ESF # 1) Branch Director to
			Delegated the role of Public Works and Engineering (ESF # 3) Branch Director to
			Delegated the role of Mass Care, Housing and Human Services (ESF # 6) Branch Director to
			Delegated the role of Resource Management (ESF # 7) Branch Director to
			Delegated the role of Agriculture and Natural Resources (ESF # 11) Branch Director to
			Delegated the role of Energy (ESF # 12) Branch Director to
			Retained the responsibilities of ESF #(s)
			Developed an after action report (AAR) for the incident
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures.

Schiller Park Checklist # 8 - LOGISTICS SECTION

TRANSPORTATION BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			TRANSPORTATION (ESF # 1) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Transportation Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county Transportation Branch Director.
			Operations
			Kept the Logistics Section Chief informed of transportation status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Gathered and provided information on availability and serviceability of transportation infrastructure
			Assisted in planning (route designation and clearance) for evacuation.
			Monitored status and availability of transportation assets (trucks, vans, buses, trains, vehicles for special needs victims)
			Coordinated the use and dispatch of transportation assets

Schiller Park Checklist # 8 - LOGISTICS SECTION

PUBLIC WORKS AND ENGINEERING BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government,
its citizens and their property

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			PUBLIC WORKS AND ENGINEERING (ESF # 3) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____
			(name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Public Works and Engineering Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Public Works and Engineering Branch Director.
			Operations
			Kept the Logistics Section Chief informed of Public Works and Engineering status.
			Be Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Coordinate & assist with debris removal.
			Coordinate the procurement of large equipment for search & rescue or other needs

Schiller Park Checklist # 8 - LOGISTICS SECTION

MASS CARE, HOUSING AND HUMAN SERVICES BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			MASS CARE, HOUSING AND HUMAN SERVICES (ESF #6) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Mass Care and Human Services Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Mass Care and Human Services Branch Director.
			Operations
			Kept the Logistics Section Chief informed of Mass Care and Human Services status.
			Be Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Mass Care Shelter
			County ESF #6 contacted.
			County unable to help – Designated local facility at _____ as temporary shelter.
			Shelter Manager appointed.

Schiller Park Checklist # 8 - LOGISTICS SECTION

RESOURCE SUPPORT BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			RESOURCE SUPPORT (ESF # 7) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Adequate supply of Resource Request Forms (Attachment 2 to this checklist) on hand
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Resource Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established Logistics with the County Resource Branch Director.
			Operations
			Kept the Logistics Section Chief informed of Resource Management status.
			Be prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Resource Request Status Log established (see Attachment 3 to this checklist).
			Resource requests logged and acted on
			Resource requests followed through to completion.
			Verified that emergency fuel supplies, towing and repair services are available for evacuees.

Schiller Park Checklist # 8 - LOGISTICS SECTION

AGRICULTURE AND NATURAL RESOURCES BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			AGRICULTURE AND NATURAL RESOURCES (ESF #11) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Agriculture and Natural Resources Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Agriculture and Natural Resources Branch Director.
			Operations
			Kept the Logistics Section Chief informed of agriculture and food supply status.
			Kept the Logistics Section Chief informed of cultural and natural resource issues.
			Be prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			<i>Returning evacuees and recovery</i>
			Adequate supplies of food arranged.

Schiller Park Checklist # 8 - LOGISTICS SECTION

ENERGY BRANCH DIRECTOR CHECKLIST

Responsible for: provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			ENERGY (ESF # 12) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Energy Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Energy Branch Director.
			Operations
			Kept the Logistics Section Chief informed of energy supply status.
			Be prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Adequate supplies of fuel arranged.
			Assisted public utility with finding and repairing utility outages.

Schiller Park Checklist # 9 - FINANCE/ADMIN SECTION

FINANCE AND ADMINISTRATION SECTION CHIEF CHECKLIST

Responsible for: maintaining records of personnel, resources and supplies used in the response to the emergency. Includes application for federal recovery funds and other similar programs.

Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of Finance and Administration Section Chief
			Delegated the role of Recovery and Mitigation (ESF # 14) Branch Director to _____
			Develop an After Action Report (AAR) for the incident
			Incorporate lessons learned during emergencies or exercises into the existing plan and procedures.
			Maintained records of all expenditures related to damage assessment activities and submitted to the requesting authorities.
			LONG TERM RECOVERY AND MITIGATION (ESF # 14) BRANCH DIRECTOR
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Recovery and Mitigation Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Recovery and Mitigation Branch Director.
			Operations
			Kept the Finance and Administration Section Chief informed of recovery & mitigation status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in Recovery and Mitigation.

Schiller Park Checklist # 9 - FINANCE/ADMIN SECTION

Completed or N/A	By (initials)	Time	Item
			<i>Mitigation</i>
			Modify land use/zoning plan.
			Enact/enforce more stringent building codes.
			Construct/maintain storm water management system.
			Improve public information about hazards.
			<i>Damage reporting</i>
			Obtained sufficient copies of the Initial Damage Report (see Attachment 2 to this checklist) for distribution to teams.
			Notified Damage Survey Team leaders and placed them on alert.
			Obtained vehicles to conduct damage survey.
			Coordinated the need for radios to conduct damage survey with the Communications (ESF #2) Branch Director.
			Assembled all damage survey personnel and dispatched in teams.
			Established a telephone number for call-in and established reporting time frames.
			Reviewed damage reporting plan and listed the "unmet needs".
			Assigned Damage Survey Teams to conduct an initial damage survey (teams should consist of a minimum of two individuals and should be assigned to certain sectors).
			Coordinated damage survey plan with Red Cross.
			Instructed teams to keep the Finance and Administration Section Chief informed of the damage survey status
			As information is obtained, compiled the Damage Survey Reports and provided same to the county.
			Provided liaison between the municipality and the county for damage assessment.
			Provided available tax and insurance information on the private and public sector buildings to the County Damage Assessment Teams.
			Assigned one member of the Damage Survey Team, who is familiar with the location of the damage, to accompany each Federal/State Damage Assessment Team (as necessary).
			Maintained records of all expenditures related to damage survey activities and submitted to the requesting authorities.
			<i>Federal Recovery Programs</i>
			Maintained records to document expenditures by the municipality.
			Assisted county and state EMA in establishing a Disaster Recovery Center (DRC)
			Appoint an "Applicant's Authorized Agent"
			Signed Notice of Intent to apply for federal aid

BLANK FORMS

BLANK FORMS

The forms provided here are to support and document the activities outlined in the checklists. Recognizing that the needs of each municipality differ, the use of these particular forms is not mandatory. But it is strongly recommended.

As Schiller Park moved toward totally integrating the Incident Command System and the National Incident Management System, a large part of the standardization that is a hallmark for these systems will be reflected in the use of standardized forms. As standardized forms are developed and implemented, they will be distributed for the use of all emergency responders.

A first step in this process is the Unit Log (ICS 214) that is included as a form of Action Log. This form is designed for each unit, branch, section or even individual, in that it leaves space for a list of those persons who contribute to the efforts it describes, and their position in the organization. It provides space to record major activities, and serves the role of an EOC log. For that reason the second (and subsequent) page(s) are completely devoted to activity log. You will note that the ICS 214 has a place for the Operational Period, indicating that a new unit log should be started every shift.

BLANK FORMS

EOC Incident Message Form

Incident No: _____
Message No: _____
Time: _____

FROM: Name _____ Address _____
 Municipality _____ Telephone _____ Date _____

MESSAGE: _____

SECTION CHIEF AND ESF ROUTING INFORMATION:

Action Info

COMMAND

A	I	Elected Official
A	I	EMC
A	I	Public Information (15)
A	I	County Dept Head
A	I	Liaison Officer

Action Info

OPERATIONS

A	I	Communication/Warning (2)
A	I	Firefighting (4)___
A	I	Public Health and Medical Services (8)
A	I	Search & Rescue (9)
A	I	Hazardous Materials (10)
A	I	Public Safety and Security(13)

Action Info

LOGISTICS

A	I	Transportation(1)
A	I	Public Works & Engineering (3)
A	I	Mass Care, Evac & Human Services (6)
A	I	Resource Support (7)
A	I	Agriculture and Natural Resources (11)
A	I	Energy (12)

Action Info

PLANNING

A	I	Emergency Management (5)
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Action Info

FINANCE/ADMINISTRATION

A	I	Finance
A	I	Administration
A	I	Long Term Recovery & Mitigation(14)

ACTION TAKEN: _____

OPEN CLOSED (Time: _____ Initials: _____) A = Action I = Information

LOG Copy ____ EOC Mgr Copy ____ Section Chief Copy ____ ESF Copy ____ Close Out Copy ____

BLANK FORMS

ICS 214 (Page 2)

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time
8. Activity Log (Cont)			
Time			
Prepared By:			

BLANK FORMS

RESOURCE REQUEST FORM

RESOURCE REQUEST NUMBER _____

FROM: _____

DATE: _____

AUTHORITY: _____

TIME: _____

DESCRIBE RESOURCE BEING REQUESTED: _____

HOW MANY ARE NEEDED: _____

PURPOSE (How will resource be used?) _____

LOCATION WHERE RESOURCES TO BE PICKED UP _____

RESOURCE USE LOCATION (if different from delivery location): _____

CONTACT PERSON: (Name) _____ **(Phone)** _____

HOW LONG WILL IT BE NEEDED? _____

Agency Tasked _____ Date & Time _____

AVAILABLE FROM _____

E.T.A. _____ TIME DELIVERED _____

Initial Damage Report Worksheet

Name of Event: _____ **Date:** _____

County: _____ **Municipality:** _____ **Time of Report:** _____

Disaster Declared: Yes/No _____ **Date & Time:** _____ **EOC Activated: Full/Partial/None** _____ **Time:** _____

Person Completing This Report: _____ **Phone No:** _____

<u>Casualties</u>	<u>IA</u>	<u>Damages</u>				
		Destroyed	Major	Minor	Affected	Inaccessible
Fatalities _____	Single Family	_____	_____	_____	_____	_____
Major Injuries _____	Multi-Family	_____	_____	_____	_____	_____
Minor Injuries _____	Mobile Homes	_____	_____	_____	_____	_____
Missing _____	Businesses	_____	_____	_____	_____	_____

<u>Human Impact</u>	<u>PA</u>	<u>Destroyed</u>	<u>Major</u>	<u>Minor</u>
No. Hospitalized _____	Fire/EMS Facility	_____	_____	_____
Evacuated _____	Hospital	_____	_____	_____
No. Sheltered _____	Nursing Home	_____	_____	_____
<i>Comments:</i> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Park	_____	_____	_____
	Power Supply	_____	_____	_____
	Public Building	_____	_____	_____
	Road	_____	_____	_____
	Sanitary Sewer	_____	_____	_____
	School	_____	_____	_____
	Sewer Treatment Plant _____	_____	_____	_____
	Storm Sewer	_____	_____	_____
	Water Control Facility _____	_____	_____	_____
	Water Supply	_____	_____	_____
Water Treatment	_____	_____	_____	
Bridges & Culverts	_____	_____	_____	
Other	_____	_____	_____	
	Debris Removal <i>Yes/No</i>			

Emergency Protective Measures *Yes/No*

(Map attached – and/or Addresses and/or GPS
Coordinates)

45