

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 249-P

REFERENCE STANDARDS:

SUBJECT: Strategic National Stockpile

POLICY: The Strategic National Stockpile Program mission is the Federal government's response for a chemical, biological and/or radiological attack on this country. They will move medical countermeasures and other medical material to the site of a national emergency. The concept is to provide rapid delivery of a broad spectrum of support for an ill-defined threat in the early hours of an event. The program provides large shipments of specific material when a threat is known and provides technical assistance to receive and distribute program material during an event.

The government will provide these needed materials within 12 hours to the states. These supplies are packaged in what is called a "push pack."

The push packages are pre-packed and configured in transport-ready containers to go to the states and local authorities. In summary, this program is designed to arrive in 12 hours or less with medical countermeasures and other medical material and equipment, continue to provide support for as long as it is needed, constantly update what is needed in stock to ensure it supports the needs of states, purchase what states need from the private sector if it is not stocked, and assist states for use of the material that is provided.

The following procedures outline the steps that the Village of Hanover Park will take upon implementation of the Strategic National Stockpile.

I. RECOGNITION OF INCIDENT

- A. Upon recognition of an incident, the Strategic National Stockpile Program is initiated. The Illinois Department of Public Health is the lead agency for initiating the program. The State of Illinois has their own medical countermeasures stockpile, and DuPage County has its own medical countermeasures stockpile. Therefore, this program can be initiated very quickly at the DuPage County level.
- B. The Hanover Park Police Department will be notified of an Strategic National Stockpile Activation by DuComm. DuComm will contact the on-duty sergeant or lieutenant via radio and will request them to call the dispatcher immediately for an *important message*.

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

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When contacting DuComm the supervisor will be advised that the “*DuPage County SNS Plan has been activated.*”

- C. Upon receipt of this notification, the on-duty police supervisor will make immediate notification to the Chief of Police, and the Deputy Chiefs.
- D. The procedure for opening and operating the Strategic National Stockpile distribution site for the Village of Hanover Park is contained in the village Emergency Operation Plan.

II. STRATEGIC NATIONAL STOCKPILE FOR EMERGENCY RESPONDERS

- A. A separate stockpile of medication and supplies is maintained to be provided to the village’s emergency responders. This supply will be released and distributed to emergency responders prior to opening a public distribution site, to ensure that village employees remain healthy enough to continue to provide essential services to the population.
- B. When the Emergency Responder Strategic National Stockpile has been called up, the Illinois Department of Public Health will contact the DuPage County Department of Public Health.
- C. DuPage County Department of Public Health will contact the designated Hanover Park village official to determine the number of first responder medical countermeasures needed for the Village’s first responders.
- D. The DuPage County Health Department will then be advised to deliver the Strategic National Stockpile medical countermeasures to the Police Department’s south garage (Door #7). Simultaneous to the above actions, the on-duty shift supervisor shall insure that personnel set up Room 214 as outlined in Appendix A. (HPFD Standard Operating Guideline)
- E. The on-duty supervisor shall insure that notification of the chief, deputy chiefs and lieutenants is made.

III. DISTRIBUTION AT THE POLICE DEPARTMENT

- A. Once the medical countermeasures are delivered, Police and Fire Department personnel receiving the medical countermeasures, will then secure them in the patrol sergeant’s storage room. If the medical countermeasures are not pre-packaged to distribute to the individual first responders, Fire Department personnel will utilize the patrol conference room so that the medical countermeasures can be divided into separate allotments. The medical countermeasures will be divided into four categories, those being: Fire, Police,

Public Works, and Administration. This will be based on the number of pre-designated allotments identified on the master list.

IV. DISPERSAL PROCEDURES

- A. Once the distribution site has been set up in room 214 of the Village Hall, Police and Fire Department personnel will transport the medical countermeasures to the sally port adjacent to Inspectional Services Division at the Village Hall. Once the transport vehicle is secure in the sally port, the medical countermeasures will be loaded on the "med cart" (crash), which is maintained by the Fire Department and stored in the old Police Department Jail Facility locked storage area. The "med cart" will then be taken to room 214 by Police and Fire Personnel. The purpose of the "med cart" is for medical emergencies that may occur in room 214 during dispersal. The "med cart" will also have an up-to-date printed list of persons who will receive the medical countermeasures. It will include a master list and is broken down by department.
- B. The fire department will periodically update the information contained in the dispersal lists per fire department Standard Operating Procedures, to ensure the information is accurate.
- C. A designated recorder will be assigned to each department to maintain the records of dispersal.
- D. The on-duty shift supervisor will assign a member of the police department to serve as incident commander in Room 214. That designated incident commander will handle issues of concern.
- E. In Room 214 the fire fighter/paramedics will be responsible for dispensing the medical countermeasures to those persons designated on the dispersal list.
- F. After receiving the medical countermeasures, the recipients will leave Room 214.

V. SECURITY OF VILLAGE HALL DURING DISPERSAL

- A. Upon notification of initiation of the Strategic National Stockpile, non-essential Village employees will be released from duty.
- B. The Village Hall will be closed for non-emergency business and secured.
- C. Police will provide building security to include one entry/exit point for persons receiving the medical countermeasures.

- D. The entry point of the building will be the rear south side doors. Police security personnel will be posted to insure security.

VI. PERSONNEL NOTIFICATIONS/DISPERSAL

- A. On-duty, covered police personnel will be notified by the on-duty supervisor to report to Room 214 to receive their medical countermeasures package. They will immediately return to their assigned duty. They will not be relieved from duty until ordered by a supervisor.
- B. Following on-duty inoculations, off-duty police officers, CSO's and CEO's will be notified. The on-duty shift commander will insure this notification. They will be advised to respond to Room 214. It is up to the employee to notify their covered family members. Those family members can respond to receive inoculations.
- C. Adult family members of employees not accompanied by the employee will be required to produce a government issued photo ID to verify their identity.
- D. Off-duty personnel will report to the incident commander in Room 214 for possible assignment (after receiving inoculations).
- E. Covered personnel may receive their family dosages. If on-duty, these personnel will not be relieved from duty to deliver the packets unless receiving prior supervisory approval.