

PROCEDURE MANUAL
CHAPTER 7

Chapter 7 / Emergency Management Plan

Comprehensive Emergency Mgmt. Plan / 99pgs.

The Village of Palos Park, Illinois Comprehensive Emergency Management Plan 2012 & Beyond

No Police Department is an Island

The old adage that says "The sum of the parts is greater than the whole" is so true in the area of current law enforcement. To this end, the Palos Park Police Department and Emergency Management Agency is a member of numerous regional task forces which handle everything from searches to murder investigations.

The beauty of these arrangements is found in both the tremendous cost savings, but also in the extraordinary high level of training and expertise the members of these task forces bring to the table. In Cook County for example, the largest departments, the Cook County Sheriff's Office and the Chicago Police Department, as well as smaller departments, are all members of one or more of these task forces. The philosophy of Palos Park is to take advantage of these resource-sharing situations whenever possible.

Dan Polk, MD Commissioner of Public Health and Safety

Mayor John F. Mahoney

**Village of Palos Park Police Department
Emergency Management Agency Team**
Bill Leddin, FF/PM
Fernando "Frank" Flores, IPEM
Matt McCurry, Bomb Technician
Joe Miller, MS, MBA

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STATEMENT OF PURPOSE

The Palos Park Emergency Operations Plan was developed to address multiple hazards which threaten a jurisdiction. Through use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disaster; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of skills, people and resources. IEMS recognizes that plans developed for one type of emergency are extremely useful for other emergency situations and a significant amount of emergency operational capability can be established by addressing broadly applicable functions.

This plan presents a basic plan, which serves as a summary document to seventeen (17) functional annexes. The annexes define who will be responsible for each function. Defining the roles of each response agency reduces the confusion, chaos and conflict during emergency; and significantly decreases vulnerability of the public and their property to hazardous threats.

This plan meets the requirements of FEMA planning guidance, CPG 1-8 and CPG 1-8A, and the legal responsibilities identified in Illinois Statutes. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

Palos Park Police Department EMERGENCY OPERATIONS PLAN

INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by the Palos Park response organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the village. The format utilized is:

Basic Plan: Defines the roles and responsibilities of key officials and their organizations.

Annexes: Identifies the specific functions of the plan as well as the individual/agency responsible for the coordination of activities for that function.

Each section of the plan contains a purpose statement for that section. All individuals with assigned responsibilities should be familiar with the entire plan, however added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those things that do occur but not specifically addressed herein.

**Palos Park
EMERGENCY OPERATIONS PLAN
BASIC PLAN**

I. PURPOSE

This plan predetermines actions to be taken by the government agencies and private organizations of Palos Park to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Palos Park is located in southwest Cook County and works with The Cook Country Emergency Management & Homeland Security, Illinois Emergency Management, EMA SMART Unit and FEMA. Its geographic location is the north west portion of the State of Illinois, southern suburbs of Cook Village. It is bound on the East by Palos Heights, on the south by Orland Park, on the North by Palos Hills and, on the West Lemont. The current population of the Palos Park is approximately 4,900.
2. The major traffic arteries are: Rt. 45, Rt 7, Rt. 83, 80th Ave, 86th Ave, 104th Ave, Wolf Road, Will-Cook Road, 123rd St and 131st st. Bell Road is just to the west of the current limits
3. Railroads is: Metra.
4. Two airports are in close proximity, Lewis University Airport and Midway Airport.
5. Through CC EMA and IEMA we have identified exposure hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards identified for Palos Park are:

Hazardous Materials Accidents (including pipeline)
Transportation Accidents (Roads, Rail and Air)
Hurricanes/Tornadoes/Windstorms
Flooding
Winter Storms/Ice Storms
Drought
Major Fires (to include forest fires)
Civil Disorder/Terrorist Incidents
Fixed Nuclear Facility (within the 50 mile EPZ)

B. Assumptions

1. It is necessary for the Village to plan for and to carry out disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be available in most major disaster situations affecting the Village.
2. Officials of the Village are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fill these responsibilities as needed.
3. Implementation of this plan will reduce or prevent the loss of lives and damage to property.

III. CONCEPT OF OPERATION

A. General

1. For Emergency Management planning and operations the Village plans and organizes each phase with the Palos Fire Protection District, the area west of Will Cook Road is the Lemont Fire Protection District. These fire districts serve the incorporated and unincorporated parts of the Palos and Lemont Townships.
2. At the onset of a serious emergency or sustained situation drawing resources, the Village Emergency Operations Center (EOC) at the KAC will be activated to coordinate a Village-wide response. The back up EOC (s) would be Lower Level 8901 W 123rd, and Palos Fire Protection District House #2 13010 S. 104th Ave.
3. The Village Emergency Management Coordinator (EMC) will coordinate and activate existing agreements with adjoining counties during emergencies that have the potential to threaten the safety of its citizens or the citizens of the neighboring Village. Response to this emergency will be coordinated by the Emergency Operations Center.
4. The Village Emergency Management will be supported, as necessary, by Cook County EMA / DPH and the State Emergency Management IEMA which can provide direct support and serve as a channel for obtaining and providing resources from the state and federal government and adjoining states.
5. As the emergency situation develops, the Chairman of the Village Commissioners and/or Mayor of any municipality, or his designee, may declare a "State of Emergency" to exist within the Village/

City/Town and begin implementing emergency procedures. (Reference PROCLAMATION OF A STATE OF EMERGENCY).

6. The Village Administrator / Manager / Mayor, **acting for the Chairman of the Village Commissioners**, with the assistance of the Village Emergency Management Coordinator, will coordinate and control Village resources and advise municipalities of needs or progress.
7. Termination of a State of Emergency shall be declared by the authority by which it was proclaimed. (Reference PROCLAMATION TERMINATING A STATE OF EMERGENCY).

B. Phases of Comprehensive Emergency Management

1. **Mitigation:** Mitigation activities are those designed to either prevent the occurrence of an emergency or minimize the potentially adverse effects of an emergency. Some mitigation activities include development of public health and zoning/building code ordinances and enforcement of those regulations on a day-to-day basis.
2. **Preparedness:** Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.
3. **Response:** Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation, mass care, and other similar operations.
4. **Recovery:** Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

C. Federal Assistance With Resources

The Federal Government can provide federal resources to local governments through State channels to provide 12 Emergency Support Functions (ESFs) listed in the Federal Response Plan (FRP). These functions are:

Transportation
Communications
Public Works
Fire Fighting
Information and Planning
Mass Care
Resource Support
Health and Medical
Search and Rescue
Hazardous Materials
Food
Energy

The primary method recommended for channeling the Federal ESFs to local governments, when requested, is to place in the State EOC one Federal representative with one State representative for each Emergency Support Function. Thus, when requests for assistance from local governments are received at the State EOC, and the State resource is exhausted, the request can immediately be turned over to the Federal representative responsible for that ESF. These requests can be fulfilled on a mission basis with the State retaining direction and control authority.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization: Most of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own Standard Operating Procedures (SOPs) for their assigned emergency responsibilities which are outlined below under the following section entitled "Responsibilities" as well as in the functional annexes of this plan. Responsibilities for some organizations which are not a part of local government are also presented. See Continuity of Government Operations Annex

B. Responsibilities

1. **Chairman, Village Commissioners (Mayor)**

- a. Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.
- b. Declare a state of emergency at the Village level and assume direction and control of emergency operations, through the Village Manager.

- c. Request assistance from County or State government, through the Emergency Management Coordinator, to assist with control of an emergency.
- d. Insure that emergency information and reports are forwarded through the Area Office of IEMA State Division of Emergency Management.
- e. Coordinate efforts by elected officials from other local governments.
- f. Coordinate efforts of appointed boards.
- g. Authorize funds necessary for emergency operations not available in departmental budget.
- h. Report to the EOC, upon activation.

2. **Village Administrator/Mayor/or Designee**

- a. Ensure Village agencies develop and continually update Standard Operating Procedures (SOPs) to respond to emergencies.
- b. Serve as Public Information Officer (PIO) during an EOC activation.
- c. Ensure that exercises and tests of the emergency systems are conducted on a regular basis.
- d. Ensure that representatives from various departments are designated to report to the EOC upon activation to provide assistance.
- e. When directed, act on behalf of the Chairman, Village Commissioners in the control of emergency operations.
- f. Ensure that financial records of expenditures are kept during emergencies.
- g. Report to the EOC, upon activation.

3. **Emergency Management Coordinator EMA**

- a. Perform assigned duties according to state statutes and local ordinances.

- b. Responsible for planning in accordance with Federal and State guidelines and coordinating of emergency operations within the jurisdiction.
- c. Establish and equip the Village Emergency Operating Center (EOC) to include primary and backup communications (fixed and mobile), and provide for operations on a continuous basis as required.
- d. Ensure adequate training for the emergency management organization.
- e. Recruit and insure training of staff to handle response and recovery operations.
- f. Maintain current list of available resources.
- g. Coordinate exercises and tests of the emergency systems within the jurisdiction.
- h. Maintain liaison with utility companies to arrange for back-up water, power and telephone service during emergencies.
- i. Maintain administrative records as required.
- j. Alert and activate, as required, the Village Emergency Management organization when informed of an emergency within the Village.
- k. Receive requests for assistance from municipalities within the Village and direct aid to areas where needed.
- l. Ensure that narrative and operational journals are kept during the emergency.
- m. Ensure necessary information and reports are issued on schedule.
- n. Develop mutual aid agreements and/or memorandums of understanding, as needed.
- o. Report to the EOC, upon activation.

4. Public Information Officer

- a. Prepare procedures for the conduct of public information services during disasters.

- b. Maintain current listing of points of contact with the news media in the area.
- c. Coordinate all media releases pertaining to emergency planning and operations.
- d. Provide for rumor control and emergency instructions.
- e. Develop media advisories for the public.
- f. Provide emergency information for the public including the visually impaired, hearing impaired and non-English speaking groups.
- g. Report to the EOC, upon activation.

5. **Police Chief**

- a. Plan for the coordination of traffic control, security and other law enforcement operations with the law enforcement agencies in the Village during emergencies/disasters.
- b. Develop mutual aid agreements with surrounding law enforcement agencies. ILEAS MABAS SMART SSERT SSMCTF, SWMCU CCSPD ISP
- c. Coordinate security for personnel and equipment at shelters and at the EOC.
- d. Report to the EOC, upon activation.

6. **Fire Services Primary Palos Fire Protection District**

- a. Plan for coordination of fire fighting operations throughout the Village during time of emergency/disaster.
- b. Provide for coordination of manpower, as needed, during disaster operations. MABAS Box Alarm System
- c. The Cook County Forest Preserve District will direct and control activities for all forest preserve grass and woods fires with manpower assistance from the Village fire departments, as needed.

- d. Provide manpower and equipment to assist with debris clearance activities.
- e. The Fire Chiefs are responsible for fire activities within their respective districts with overall coordination coming from the EOC.
- f. Individual fire departments will provide facilities to be used, as needed, for a command post to be established serving as a link to the EOC.
- g. The Fire Chief will report to the EOC, upon activation.

7. **Emergency Medical Services Cook County Department of Public Health, local POD Hospital Christ Advocate, Primary Hospital Palos Community Hospital**

- a. Plan for coordination of on-scene patient care and ambulance activities throughout the Village.
- b. Develop mutual aid agreements with regards to EMS activities.
- c. Coordinate with hospital disaster coordinator on use of medical facilities within the Village for mass casualty incidents.
- d. Report to the EOC, upon activation.

8. **Rescue Squad under the Fire Chief**

- a. Conduct search operations, in conjunction with Emergency Management and law enforcement agencies in the Village assisting.
- b. Conduct rescue operations, as deemed necessary by the Incident Commander/EOC.
- c. Assist EMS with patient care and transport.
- d. Provide medical assistance at shelters, as needed.

9. **Social Services Red Cross**

- a. Plan for coordination of social services operations during disaster.
- b. Coordinate with medical/health care facilities (e.g. nursing homes, rest homes, etc.) to insure development of emergency procedures in conjunction with appropriate agencies to provide for these citizens with special needs.
- c. Coordinate emergency activities during response and recovery with American Red Cross, and other volunteer organizations working with shelter, feeding and clothing.
- d. Provide vehicles and personnel to assist with emergency transportation, as needed. Palos School District 118

10. **Communications (Communications Director SWCD & CCSPD
Inter op Radio Communications Mobile Command & ISP
StarCom 21)**

- a. Plan and direct communications and warning systems, including two-way radio systems throughout the Village, describing methods of communications between EOC, field forces, shelter facilities, adjacent jurisdictions and area/State EOC.
- b. Coordinate activities with law enforcement communications centers within the Village.
- c. Disseminate warning information.
- d. Coordinate message flow between 911 PSAPS and the EOC.
- e. Insure that an adequate backup system of communications is set up through Amateur Radio Emergency Services (ARES). Civil Air Patrol
- f. Develop staffing patterns and shift schedules for operation during EOC activation.
- g. Develop call-back procedures to communications personnel.
- h. Develop procedures for testing all emergency power for EOC.

- i. Provide messengers between communications and the EOC for information transmission.
- j. Report to the EOC upon activation.

11. **Public Works Director**

- a. Plan for emergency repair and restoration of vital facilities and public utilities during disasters. Utilize IPWMAN
- b. Coordinate with NCDOT and Village of Palos Park Solid Waste to assist with debris clearance/ removal.
- c. Provide needed equipment and supplies to the EOC staff as needed.
- d. Store and provide fuel for emergency vehicles.
- e. Coordinate all animal protection/control activities the Village of Palos Park.
- f. Report to the EOC, as needed.

12. **Health Director Currently contracted Cook County Department of Public Health**

- a. Develop procedures for emergency public health operations.
- b. Plan for inspection of food and water throughout the Village and issuance of instructions for decontamination, distribution and usage.
- c. Conduct sanitation inspections of shelters, restaurants, and livestock operations.
- d. Provide health care professionals to assist Red Cross in the operation of shelters.
- e. Direct/coordinate animal control and protection activities within the Village.
- f. Report to the EOC, upon activation.

13. **Hospital ILDPH & CCDPH /Cook County Medical Examiners Office**

- a. Develop and maintain procedures to handle mass casualty incidents.
- b. Respond to notifications of fatalities from local authorities and establish an adequate morgue.
- c. Supervise the location and transportation of the remains of the deceased.
- d. Certify the causes of death of the deceased victims and issue death certificates.
- e. Notify next-of-kin and release the remains and personal effects to proper authorities.
- f. Issue press releases in conjunction with the Public Information Officer.

14. **Transportation (School Transportation District 118)**

- a. Plan for transportation of Village residents in a disaster, including special population groups (handicapped; elderly, etc.).
- b. Coordinate transportation operations using available school system vehicles/personnel, supplemented by DSS vehicles and personnel.
- c. Coordinates the use of school system facilities for Red Cross shelters.
- d. Report to the EOC, upon activation as needed.

15. **Finance Management/Accounting (Finance Officer)**

- a. Under the direction of the Village Manager, and in coordination with the Emergency Management Coordinator, handle all documentation relating to Village funds being spent on all personnel and equipment during the emergency.
- b. Develop financial accounting record procedures for agencies to report their emergency expenses.

- c. Ensure that all municipalities designate a person to maintain financial accounting records during emergencies/disasters and that these records are coordinated with the Village.

- d. Report to the EOC, upon activation.

16. **Damage Assessment Officer**

- a. Coordinate disaster assessment teams conducting field surveys. Mutual Aid as needed Building / Code/ Structure integrity and review
- b. Collect data and prepare damage assessment reports.
- c. Report to the EOC on activation, as needed.

17. **American Red Cross 24/7 operation center Chicago, Illinois**

- a. Coordinate with Social Services regarding shelter/mass care operations.
- b. Provide direct assistance to citizens affected by the disaster.
- c. Provide personnel to support and assist the Damage Assessment Officer with damage assessment activities.
- d. Report to the EOC, upon activation.

18. **Donations Management (Parks and Recreation)**

- a. Coordinate the management of material goods which have been donated to the affected population.
- b. Coordinate offers and request for volunteer services to the affected population.

19. **Resource Management (Engineering/Inspections)**

- a. Develop procedures to access and operate equipment to support Village wide needs during emergency/disaster situations.
- b. Mobilize and manage Village personnel to support the needs of the EOC during times of disaster.
- c. Report to the EOC, upon activation.

V. DIRECTION AND CONTROL

- A. Direction and Control provides for an efficient response to an emergency by coordinating all response and recovery activities through one central location. The Emergency Operating Center (EOC) is the base of operation for all emergency management activities for the Village. Members of the Emergency Management organization will be familiar with plans and procedures to cope with an emergency. The overall direction and control of emergency activities in a crisis situation is vested with the Chairman, Village Commissioners and carried out by the Village Manager.
- B. Upon declaration of an emergency or disaster, the Chairman of Village Commissioners, Village Manager, Emergency Management Coordinator, and other key personnel from various departments and agencies will operate from the Emergency Operating Center (EOC).
- C. On-site direction and control will be established by the senior officers of the emergency service having primary responsibility for the situation utilizing the National Incident Management System (NIMS).

VI. CONTINUITY OF GOVERNMENT

A. General

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available.

B. Line of Succession

- 1. The line of succession for the Village proceeds from the Chairman of the Village Commissioners to the Vice-Chairman, then to the members of the board (by seniority), then to the Village Manager, in accordance with Village policy.
- 2. Lines of succession for Emergency Services and other department/agency heads will be directed by the Village Manager in conjunction with the appropriate department/agency heads.

C. Preservation of Vital Records

- 1. It is the responsibility of the **Register of Deeds, the Clerk to the Board of Commissioners, and the Clerk of the Circuit Court** to

insure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances.

2. Each department/agency is responsible for the preservation of their essential records to ensure continued operational capabilities.

D. Relocation of Government

1. The Village provides for the relocation of the governing body to the EOC during times of emergency.
2. If the primary EOC, located in the Village of Palos Park Office Building KAC 8999 W 123rd, is determined inoperable, the governing body will relocate to an alternate EOC facility, located in the Recreation Center 8901 W 123rd

VII. ADMINISTRATION AND LOGISTICS

A. General

1. Currently the communications center for the Village of Palos Park. SWCD operates continuously 24 hours per day. The Village 911 PSAP located in the Village of Palos Heights serves as the Village Warning Point.
2. The operational readiness of the EOC is the responsibility of local Emergency Management.

B. Records and Reports

1. Records of expenditures and obligations during emergency operations must be maintained by Village/ City/Town governments.
2. Narratives and operational journals of response actions will be kept by Emergency Management.

C. Consumer Protection - Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.

D. Non-Discrimination

1. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.

2. This policy applies equally to all levels of government, contractors, and labor unions.

E. Agreements and Understandings

1. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
2. Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the Emergency Management Coordinator to the Area Office. From there, such requests are forwarded to the State Emergency Operating Center (EOC).
3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Village Manager, through the Emergency Management Coordinator, will insure that development and annual review of this plan is conducted by all officials involved and will coordinate necessary revision efforts. That shall include review of those portions of the plan actually implemented in an emergency.
- B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four-year exercise plan to insure a readiness posture for those who have an emergency responsibility. Training is scheduled and coordinated by Emergency Management.

IX. AUTHORITIES AND REFERENCES

- A. See attached
- B.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures.
2. Many hazards exist within or near the Village which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control (EOC) function in order to conduct effective and efficient emergency operations.
3. Municipalities within the Village may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the Village EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the Village EOC and coordinated through the Village Emergency Management Coordinator.
4. Centralized Village-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
 - a. there exists an imminent threat to the public safety/health;
 - b. extensive multi-agency/jurisdiction response and coordination is necessary to resolve or recover from the emergency situation;
 - c. local resources are inadequate/depleted and significant mutual aid, state and/or federal resources must be utilized to resolve the emergency situation;
 - d. the disaster affects multiple political jurisdictions within the Village which are relying on the same emergency resources to resolve the emergency situation;

- e. local emergency ordinances are implemented to control the emergency situation.
- 5. The Village Emergency Operations Center serves as the central direction and control point for Village-wide emergency response activities.
- 6. The primary Village Emergency Operations Center (EOC) is located in the Village of Palos Park Office Building at 8999 W 123rd Street. Our EOC operations room is in the adjoining office next to the Village's communications center (Village warning point).
- 7. In the event the primary EOC is inoperable, an alternate EOC will be at the Recreation Center 8901 W 123rd Street or the Palos Fire Protection District Station #1

B. Assumptions

- 1. The designated EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to the EOC as soon as possible.
- 2. The Village EOC facility and equipment is adequate for coordinating Village-wide emergency operations.
- 3. Sufficient procedures have been developed to effectively direct and control disaster operations/recovery.
- 4. Emergency operations and coordination at all levels of government will be carried out according to plans and procedures.

III. CONCEPT OF OPERATION

A. General

- 1. Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the Village.
- 2. The Emergency Management Coordinator (EMC) will activate, organize and operate the EOC in a flexible manner based on the magnitude of the situation.
- 3. The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the

demands of the emergency. Municipalities will provide representation in the Village EOC for inter-jurisdictional coordination when the event severely affects the jurisdiction or as requested.

4. The Chairman of the Board of Commissioners will be notified by the Emergency Management Coordinator or Village Manager when EOC activation is warranted to direct and control emergency operations.
5. The EOC will be managed in accordance with the Village EOC Standard Operating Procedures.
6. On-scene activities of emergency response personnel will be managed utilizing the National Incident Management System (NIMS).

B. Staffing

Personnel assigned to the EOC will operate in one of five functional sections as assigned by the EMC.

1. The Executive Group, under the direction of the Chairman of Village Commissioners, consists of the elected officials, jurisdictional management and liaison officials, jurisdictional Public Information Officer (PIO) and is responsible for:
 - a. the approval of policies and strategies pertinent to the emergency/disaster situation.
 - b. conducting briefings of the EOC staff to assure coordination of information.
2. The Operations Group, under the direction of the Operations Officer (EMC) and consisting of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, EMS, others as appropriate), is responsible for the direct supervision of on-scene operations including the allocation of resources necessary to implement the approved strategies and policies.
3. The Planning Group, consisting of the radiological officer, the damage assessment officer and other technical advisors pertinent to the type of emergency/disaster, may be established to:

- a. collect, evaluate, display and disseminate information regarding the incident and status of resources;
 - b. maintain a journal, post data and maintain status boards;
 - c. analyze the predictable probable course of emergency incident events;
 - d. develop strategies (action plans) and alternatives to control operations for the incident; and,
 - e. anticipate resource requirements.
- 4. The Logistics Group, consisting of the communications/warning supervisor, and representatives of emergency support agencies (i.e. shelter and mass care, public works, communications, etc.), may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.
- 5. The Finance Group, under the direction of the Village Finance Officer, may be established to:
 - a. compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;
 - b. perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

IV. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. Organization

- 1. The onset of an emergency adds to the normal day-to-day role of existing agencies and organizations within the Village in order to protect the population and property . Where possible, the emergency responsibilities in this plan have been assigned similar to the day-to-day responsibilities of the agencies/organizations.

2. Through the Village Office of Emergency Management, the Village Board of Commissioners exercises its emergency responsibilities during emergencies and disasters to provide for the health and safety of the public.
3. The Emergency Management Coordinator is appointed in accordance with Village personnel policy to manage the Village emergency management program.
4. When activated, the EOC serves as a central, coordinating point for obtaining, analyzing, reporting and retaining disaster related information.
5. The senior emergency response official responding to an emergency shall become the individual in charge of a site-specific National Incident Management System (NIMS). Each responding agency/organization shall send a senior representative with communications capability to remain at the Command Post and all activities and communications shall be coordinated and controlled through the individual in charge of the NIMS assisted by that senior official present for each organization.
6. For long-term emergency/disaster situations, the "Incident Commander" will be designated by the on-scene senior officials of the emergency response agencies, or by the Village EOC (when activated) based on the type, nature, or location of the incident.
7. In situations where the disaster effects are widespread (many incident sites), the EOC may select to establish the Village fire districts or any other distinguishable boundaries as the "incident sites" in order to achieve a manageable span of control.
8. **A single "Command Post" will be established near the scene of each emergency/disaster situation by the Incident Commander Patrol UNIT 236 NIMS, STARCOM & INTER OPS equipped.** Senior officials of the emergency agencies involved in the emergency response shall report to this location to afford optimum coordination. This location will serve as the central command and control point for all on-scene activities. The Staging Area, as well as the location for the media shall remain separate and apart from the Command Post.

V. DIRECTION AND CONTROL

- A. The responsibility for the direction and control of disaster situations is vested in the Village Board of Commissioners and is routinely exercised through the appointed Emergency Management Coordinator.
- B. The EOC is the operational area from which emergency response activities are directed, controlled and coordinated and utilizes the local communications center.
- C. The mechanics of the EOC operation are contained in the EOC Standard Operating Procedures (SOP).

VI. CONTINUITY OF GOVERNMENT

- A. Staffing assignments for positions in the EOC will allow for continuous 24-hour operations. Selection and assignment of personnel will be the responsibility of the agency. See Continuity of Government Operations.
- B. In the event that the primary EOC is not functional, the alternate EOC will be activated.

VII. ADMINISTRATION AND LOGISTICS

- A. Facilities to be used as an EOC are provided by Village of Palos Park. This includes furnishings, equipment and communications necessary for the operations staff. Expendable supplies and displays will be provided through the Emergency Management Office.
- B. The mechanics of activating, arranging and internal functioning of the EOC are contained in the EOC SOP.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The EOC SOP will address staffing, activation, internal functions and administrative and logistical support.
- B. Operational plans and procedures will be developed by service chiefs and department heads to support both this plan and the activities of their department personnel in the EOC.
- C. Periodic review and amendment of this plan will be identified in the plan by signature and change of the approval date of the plan. This action will be accomplished at least annually.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX B

WARNING

I. PURPOSE

This annex describes the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for dissemination of warning information to response agencies and the general public throughout the Village.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Village Warning Point (Village of Palos Park's Central Communications SWCD) will normally initiate warning and notification.
2. Broadcast media will be relied upon as the primary means to assist in the dissemination of warning to the general public.
3. Operational telephone and/or radio communications may be utilized to notify public officials, EOC staff, emergency personnel and others as required.
4. Emergency service vehicles are available for back- up warning to the general public via siren and PA. Reverse 911 can be utilized and the E Alert system.
5. Special needs populations in health care facilities and those with vision, hearing or language needs will have to be provided special warning notification. These locations should be pre-identified and planned for to receive warning by on site assistance by emergency services personnel.

III. CONCEPT OF OPERATION

- A. Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means.

- C. Dissemination of Warning to the General Public of major emergencies will be by:
 - 1. Emergency Information System
 - 2. Weather alert radios
- D. Dissemination of Warning to Special Populations
 - 1. Hearing impaired, special care groups, persons in group quarters and non-English speaking groups are notified by the most expedient means possible.
 - 2. Public schools, and other special warning locations are notified by emergency personnel from the Village Warning Point.

IV. ORGANIZATION

- A. Organization
 - 1. The Village Warning Point (Village of Palos Park's Central Communications SWCD), located in Palos Heights on a continuous 24-hour basis from which key officials and the public can be alerted. The Village Warning Point has the capability to simultaneously activate warning devices for the public.
 - 2. The Emergency Information System provides an operational public warning capability to national, state and local governments.

V. DIRECTION AND CONTROL

- A. The Chairman of the Village Board of Commissioners, or designee, has the authority to direct and control the Village warning system.
- B. The Director of Village of Palos Park Central Communications is designated as the Village Warning Coordinator and will follow established Village warning procedures.

VI. ADMINISTRATION AND LOGISTICS

- A. The Village has the following warning systems available for use in an emergency:
 1. Emergency Broadcast System
 2. NOAA Weather Radio System
- B. Special needs populations in the Village (e.g. handicapped; hearing impaired; non-English Speaking) will be identified to ensure that they are contacted during alert conditions.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. Law enforcement agencies and fire departments with warning duties will develop and maintain departmental SOPs, mutual aid agreements, personnel rosters, emergency telephone lists and equipment inventories.
- C. The Village notification list will be updated as required.

D. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX C

COMMUNICATIONS

I. PURPOSE

This annex describes the communications systems within the Village and presents available communications sources and policies to be used by local governmental agencies during emergency and disaster situations.

II. SITUATION AND ASSUMPTIONS

- A. Situation
 - 1. Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout the Village. Properly coordinated, these facilities provide for effective and efficient response activities.

2. The Village Communications Center SWCD is in Palos Heights, with Oak Forest as back up PSAP.
- B. Assumptions: It is assumed that the communications system will survive and/or withstand the effects of a disaster. This annex will provide coordination of all communications systems during an emergency situation facilitating timely response activities.

III. CONCEPT OF OPERATIONS

A. General

1. Our main communications center is located within the City of Palos Heights (SWCD)
2. The Village Warning Point is operated 24 hours a day and serves as the Emergency Communications Center.
3. The Emergency Communication Center will be expanded as required.
4. Emergency communications procedures will be implemented and backup capabilities activated as necessary.
5. Appropriate communications personnel will be notified.
6. Communications equipment is vulnerable during time of emergency particularly during periods of national emergency.
7. Communications personnel must possess appropriate security clearances to send or receive classified information.

2. Two-Way Radio Systems

- a. Two-way radio systems throughout the Village are designated to be used for direction and control of activities. They provide voice communications between mobile units operated by governmental agencies within the Village with the various Communications Centers. The principal operators are:
 - (1) Law Enforcement, City and Village
 - (2) Emergency Management
 - (3) Fire Services

(4) EMS/Rescue

b.

- c. d. Two-way communications systems which may be used to communicate with the State EOC during emergencies include:
- (1) State Emergency Management FM Voice Radio Network
 - (2) Amateur Radio Emergency Service (ARES)
 - (3) Commercial Telephone and Fax Machine
 - (4) Cellular Phones

IV. ORGANIZATION

Organization

1. The Communications Directors are responsible for planning and developing emergency communications systems and operating procedures.
2. The Village Warning Point is the central control point for coordinating communications.

V. DIRECTION AND CONTROL

- A. The Village EMC will be notified when a major emergency situation has occurred or is imminent. The Village EMC will then inform Village officials in accordance with the Village procedures.
- B. Authority to direct and control the use of communications systems and services available to Village departments and agencies is delegated to the Communications Directors.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. All departments/organizations within the Village providing emergency communications will develop and maintain communications SOP's, mutual aid agreements, personnel rosters, including 24-hour emergency telephone numbers and communications equipment inventories.

C. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX D

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This annex presents a plan of action to provide prompt, authoritative and understandable emergency information to the public for natural and technological emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Village is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best respond to them.
2. The Village is served by the news media outlets listed in the Village Resource Data Base.
3. During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.
4. The public may accept as valid rumors, hearsay and half-truth information which may cause unnecessary fear and confusion.

B. Assumptions

1. Local print and broadcast media have agreed to cooperate in broadcasting and publishing detailed disaster-related instructions to the public.
2. Depending on the severity of the emergency, telephone communication may be disrupted. Local and regional radio/television stations without emergency power may also be off the air. If this occurs, public address systems and door-to-door sweeps may be initiated.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency Public Information (EPI) efforts will focus on specific, event-related information.
2. This information generally will be of an instructional nature focusing on such things as warning, evacuation and shelter. It also is important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions. Rumor control will be a major aspect of the information program and will operate from the EOC.
3. The PIO will be responsible for the coordination of special measures to warn the visually impaired, hearing impaired and non English speaking groups.
4. The PIO will serve as the single point of contact for the media during an emergency to ensure coordination of local public information activities with all local, state, and federal agencies, in conjunction with the Emergency Management Coordinator.

B. Execution

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses.
2. The Village Public Information Officer (PIO) will coordinate with Village media to provide information and education programs relating to emergency management.
3. EPI documents for major hazards will be prepared and maintained during normal periods of readiness. When evacuation is imminent, public information will expand its capabilities to answer public inquiries and prepare new or modified public announcements.

IV. ORGANIZATION

Organization

1. A designated staff member (trained) will serve in the capacity of Public Information Officer (PIO).
2. The Village will establish an emergency information center at or near the EOC as a point of contact for the media during an emergency and provide necessary staff and equipment to support its operation.

V. DIRECTION AND CONTROL

- A. General - The Public Information Officer is responsible for all news releases and public information disseminated at the Village level. In times of emergency the PIO will operate from the EOC if appropriate.
- B. Educational and Public Information Programs - The PIO in conjunction with the Emergency Management Coordinator will provide the media with information on new developments affecting emergency management. The PIO also will utilize other types of information and programs on emergency management such as delivering lectures or presentations, organizing tours of the EOC, distributing education brochures and showing films.

VI. ADMINISTRATION AND LOGISTICS

- A. Media Organizations - A list of media organizations involved in local emergency management programs can be found in the Village Resource Data Base.
- B. Videos and Publications - videos and publications dealing with various aspects of emergency management are available from various sources including the local, area and State Office of Emergency Management and the Federal Emergency Management Agency
- C. Pre-scripted news releases for various natural and technological hazards are contained in this annex under the section titled SAMPLE NEWS RELEASES.
- D. Accounting procedures to recover costs incurred for emergency operations will be established by the Village Finance Officer.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Public Information Officer will develop and maintain PIO programs to support this plan.
- B. This annex will be reviewed on an annual basis.

SAMPLE NEWS RELEASES

- A. Shelters opened for Natural or Technological Hazard

SHELTERS OPENED FOR NATURAL OR TECHNOLOGICAL HAZARD VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

_____, Chairman of the Village Commissioners, announced today that due to (the loss of electrical power) the Village of Palos Park Plan for Emergency Shelters would be implemented. Emergency shelters are being established at _____ and _____. The shelters are being set up in coordination with the Red Cross, Village Social Service and Health Departments and will provide shelter and food for () Village citizens who are without heat.

Chairman _____ pointed out that although the shelters are being opened, space is limited and a visit to friends or relatives who have electrical power and heat would be a good idea. Also he said that pets are not allowed in the shelters and should be left at the animal shelter, animal hospital, kennel, or other safe place.

_____, Emergency Management Coordinator for Village of Palos Park, said all persons coming to the shelter should bring bedding, special medicines and foods, including foods for babies and flashlights. If transportation is needed, call the Village Warning Point at telephone number _____.

Many disabled and elderly persons who live at home may require assistance in order to relocate to the reception area. If neighbors or nearby relatives are unable to assist you, please contact Village of Palos Park Department of Social Services, phone _____.

NOTE: Radio and television, please repeat release at 15 minute intervals.

B. Evacuation Plan

EVACUATION PLAN VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

The Governor has directed State and Local Emergency Management Personnel, Village officials and allied support services to begin preparation for possible implementation of the State and Village Evacuation Plans.

The Governor's action was taken due to current tensions and advice by Federal officials of the distinct possibility of an enemy attack on this nation.

_____ have been designated as host areas for approximately _____ relocates from the _____ Village hazard area. Host Areas are considered to be safe from the direct effects of a nuclear weapon - heat and blast waves. School District 230 Carl Sandburg High School is federal De contamination site.

The Village Evacuation Plan contains details for moving residents out of the hazard area into the various shelters for a period of time. This plan also provides for a phased and orderly movement of people to be completed within three days. Movement of the hazard area residents would be initiated only by the Governor of Illinois. and only at the request of the President. Massive mutual aid supported by logistics, supplies, transportation, security and medical components comprised of local ,county, state and federal resources (CC EMA, IEMA, FEMA planning has been completed to prepare for this possibility.

C. Initial News Release Format EMERGENCY PUBLIC INFORMATION VILLAGE OF PALOS PARK



Contact: _____ Date: _____ Time: _____

Phone: _____

Governor _____ today directed evacuation be implemented following the announcement of a national emergency by President _____.

Residents of _____ Village will begin arriving in _____ Village according to a spokesman for the _____ Office of Emergency Management.

The Governor said the evacuation plan will afford the maximum safety possible for those citizens asked to leave their homes and he assured them their property would be protected by law enforcement authorities.

Village officials asked that all residents of _____ Village assist those coming into the communities in any way possible. He said they would be traveling via car and bus and would be registered and assigned to emergency shelters at the reception centers located in _____ Village. He also noted that volunteers to serve as host families are needed. Anyone interested in serving in that role should contact the Office of Emergency Management located in _____.

Governor _____ also urged all residents to conserve resources, particularly fuel. He said he could not predict the duration of the evacuation, but he assured everyone it would end as soon as possible.

All residents of _____ Village should remain tuned to _____ for the duration of the crisis for current information.

D. Rumor Control

RUMOR CONTROL VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

Because of the uncertain international situation and confusion that sometimes accompanies population evacuation, rumors are likely to spread. These stories could cause public panic and make an already strained situation worse.

Believe only official information released by the Village Public Information Officer, _____ and disseminated over radio, TV and in the local newspapers.

A number has been established to assist in correcting rumored information.

Any person who has a question about the validity of any information may call _____ 24 hours a day, during this crisis situation.

Again, believe only official information released through the Public Information Officer.

E. Information for "Stay Puts"

**INFORMATION FOR "STAY PUTS"
VILLAGE OF PALOS PARK**

Contact: _____ Date: _____ Time: _____

Phone: _____

Note: This should not be broadcast until after the evacuation phase is complete.

Those persons who have not relocated from the _____ hazard area are strongly urged to do so immediately. Preparations have been made to provide housing, food and other necessities in the reception areas.

Keep in mind that normal services in the hazard area will be severely curtailed. Essential supplies and services will be redirected to the host areas in _____.

If you decide not to relocate to the host areas, there is certain important information that you will need to know. Life-sustaining services will be maintained at only a few locations within the hazard area. Their primary purpose is to support key

personnel that are operating within the area to maintain essentials. If you need assistance, go to one of these areas _____.

F. Hazardous Materials

HAZARDOUS MATERIALS EMERGENCY VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

_____ have advised that an accident has occurred at the _____.

The accident involves the (potential) release of hazardous materials from the facility at a level which might be hazardous to the public.

(Select one or both options)

1. Those people living or working within _____ of the facility should remain indoors, close all windows and doors, turn off fans, air conditioners, and forced-air heaters, and move to the basement or part of the building that offers the most protection.

REPEAT:

2. Those people living or working within _____ of the facility should evacuate their homes and businesses. A shelter will be set-up for you at _____.
PLEASE REGISTER AT THIS SHELTER.

REPEAT:

If anyone in your area is working with loud machinery, please inform them of the emergency situation.

(If the emergency occurs at night, read: If your neighbors' houses are dark, try to wake them and inform them of the emergency situation.)

Stay tuned to a radio or television station serving your area for additional important information.



VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX E

EVACUATION AND TRANSPORTATION

I. PURPOSE

This annex provides for an orderly, coordinated evacuation of the Village population during emergencies/disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several emergency situations may require evacuation of all or part of the Village. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a Village-wide disaster.
2. A hazard analysis has been completed which identifies the types of threats and the areas and population in the Village that are most vulnerable to these threats.
3. A demographic analysis has been completed. Facilities and populations within the Village that pose special evacuation problems have been identified.
4. An evacuation may require substantial physical resources for transportation, communication and traffic control. Available public and private resources have been identified.
5. Large scale disasters may necessitate the rapid evacuation of nursing/rest homes and non-ambulatory populations.

B. Assumptions

1. Sufficient warning time will normally be available to evacuate the threatened population.
2. The principal mode of transportation will be private vehicles supplemented by the Village Transportation Services (ACTS).

3. Particular areas of the Village, or special populations within the Village, will need additional time to accomplish an evacuation.
4. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate dangerous areas promptly when advised to do so.
5. If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government. If a municipality is to be evacuated, the Mayor will issue the order. If the evacuation involves more than one jurisdiction, or an area outside of a municipality, the order will be issued on a Village level by the Chairman of the Village Commissioners, or his designated representative.
2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options can be implemented.

B. Specific

1. Movement Control and Guidance
 - a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
 - b. Traffic movement during evacuation will be controlled by use of designated routes and traffic control points. The evacuation area will identify at least two routes of

- egress. One lane of each route will be kept open to permit ingress of emergency vehicles.
- c. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.
 - 2. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)
 - a. Institutions within the Village should develop procedures for evacuation.
 - b. Most patients and staff of the Village's medical facilities will be evacuated by buses. Ambulances and vans will be provided for evacuation of non-ambulatory individuals. Procedures for rapid evacuation and/or in-place sheltering have been included for facilities in the danger zone from hazardous materials spills.
 - c. Schools will develop evacuation procedures. Predesignated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
 - d. The public will be given a telephone number(s) for handicapped or disabled persons without transportation. The Village Emergency Management Coordinator will plan for help to come from the Village Transportation Resources to arrange pick-up of these citizens. The Village Department of Social Services will need to advise the EMC of individuals known to need transportation assistance.
 - e. The jail and detention center within the Village will develop procedures for the relocation of prisoners to jails outside of the threatened area.
 - f. Evacuation from Village parks and recreation areas will be coordinated by the Emergency Management Coordinator.
 - g. Large employers within the Village have procedures for evacuation of their employees. These procedures include, if needed, the temporary shut-down of their facilities.

4. Emergency Public Information Procedures

Warnings to the public and information concerning evacuation will be broadcast over the EBS network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

IV. ORGANIZATION

A. Organization

1. Law Enforcement in the Village is responsible for implementing the Village Evacuation Annex to facilitate the evacuation process during emergencies.
2. During an evacuation, Village emergency operations will be directed by the Chairman of the Village Commission and coordinated by the Village Office of Emergency Management. The Village Transportation Services Director will provide coordination of all transportation resources.

V. DIRECTION AND CONTROL

- A. Direction and control of evacuation is the responsibility of the Chairman, Village Board of Commissioners. In the Chairman's absence, the commissioner next in line of succession will serve as replacement representative.
- B. During large scale evacuations involving the relocation of the population from an entire municipality, Village, or several counties, the Governor may declare a State of Disaster. At that point the Governor assumes direction and control of the situation and evacuation operations will be coordinated by the State Emergency Response Team (SERT) upon activation of the State EOC.
- C. When an emergency situation requires timely evacuation and before the EOC can be activated, the "on-scene" commander can call for evacuation in accordance with the Village's State of Emergency ordinance.

VI. ADMINISTRATION AND LOGISTICS

- A. Instructional materials identifying evacuation zones, routes, parking facilities and shelters will be developed for evacuees.

- B. Emergency public information instructions (EPIs) for a nuclear attack/disaster will be prepared in advance and distributed as necessary.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. Emergency response forces which participate in an evacuation effort are responsible for maintenance of departmental SOPs, mutual aid agreements, equipment inventories and personnel rosters including 24-hour emergency notification telephone numbers.

Police, EMA & Local Government Aid Channels:

155.3700 000.0 Point to Point Base stations only (Except Wisconsin)
155.4750 000.0 ISPERN Illinois State Police Emergency Radio Network
155.0550 000.0 IREACH Illinois Radio Emergency Answering Channel
155.0250 000.0 ESMARN Emergency Service Mutual Aid Radio Network
045.4400 103.5 EMA ESDA/EMA Statewide Channel
045.3600 103.5 IESRN IL Emergency Services Radio Network
045.5600 103.5 EMA ESDA/EMA

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX F

SHELTER AND MASS CARE

I. PURPOSE

This annex provides for the protection of the population from the effects of hazards through the identification of shelters and provision of mass care and social services in shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

Based upon the Village's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents and fires.

B. Assumptions

1. Sufficient in-Village sheltering exists to meet the needs of an evacuation during emergencies or disaster.

2. For out-of-Village evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

III. CONCEPT OF OPERATIONS

- A. Shelter and mass care matters. The American Red Cross through written agreements with the State of Illinois CC EMA, SMART, IEMA, MABAS and ILEAS, may provide shelter and mass care to the general population in non-war caused emergencies. Shelter care is made available to complement American Red Cross services, and in those situations in which American Red Cross cannot provide shelter and mass care.
- B. Village social services efforts, arrange for shelters at 8901 W. 123rd st., and/or 12313 Forest Glen and / or 10700 W. 131 (Stand by sites Holly Family Village and Cook County Forest Preserve Police parking area 123rd west of Will Cook Road

Social services personnel to the affected area as needed and will work in conjunction with the American Red Cross, Salvation Army and volunteer organizations to provide care for disaster victims.
- C. In conjunction with the Village Emergency Management Coordinator, the Village and the American Red Cross will coordinate shelter location and operation, and will mutually support shelter operations with shared personnel and support services whenever possible. These agreements will be included in the local written plan.
- D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans which are approved by land emergency management, and for continued care of their clientele when in shelter.

IV. ORGANIZATION

- A. Organization
 1. The Emergency Management Coordinator is responsible for developing a comprehensive shelter program.

2. DSS is designated as the lead governmental agency for shelter activation and operation.
3. When the local American Red Cross provides shelter care, it will be administered in accordance with a Letter of Understanding between the Red Cross and the Village and the CCDPH.
4. The Village remains responsible for answering the provision of shelter care as follows:
 - a. for special needs groups within the general population;
 - b. for the general population in which American Red Cross does not provide shelter and mass care; and
 - c. for all citizens in the event of a war caused situation.
5. Resources support of local emergency management by all public and private special needs care providers plan for shelter and mass care needs of their populations and that public shelter is provided when necessary for comprehensive shelter care.

V. DIRECTION AND CONTROL

- A. Shelter/mass care operations for the Village with the American Red Cross will direct and control American Red Cross shelter/mass care operations.
- C. Assumption of financial responsibility dictates direction and control.

VI. ADMINISTRATION AND LOGISTICS

- A. Shelter supplies consisting of appropriate forms, handbooks and identification will be provided by the Red Cross. The shelter supplies will include, but not be limited to shelter registration forms, shelter occupancy reports, inventory reports and event log forms.
- B. The primary communications link between shelters and the EOC will be telephone. Amateur radio operators and/or law enforcement personnel assigned to the shelters will provide additional radio support. The Red Cross will also have access to portable radios with local government frequencies.
- C. Shelters will be stocked with appropriate supplies, as time allows.

- D. Sheltering will follow a non-discrimination policy; however shelter assignments may be required for evacuees with special needs.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis and after each exercise where this function is tested and evaluated.
- B. All involved agencies will maintain departmental SOP's, letters of agreement, personnel rosters and resource inventories.