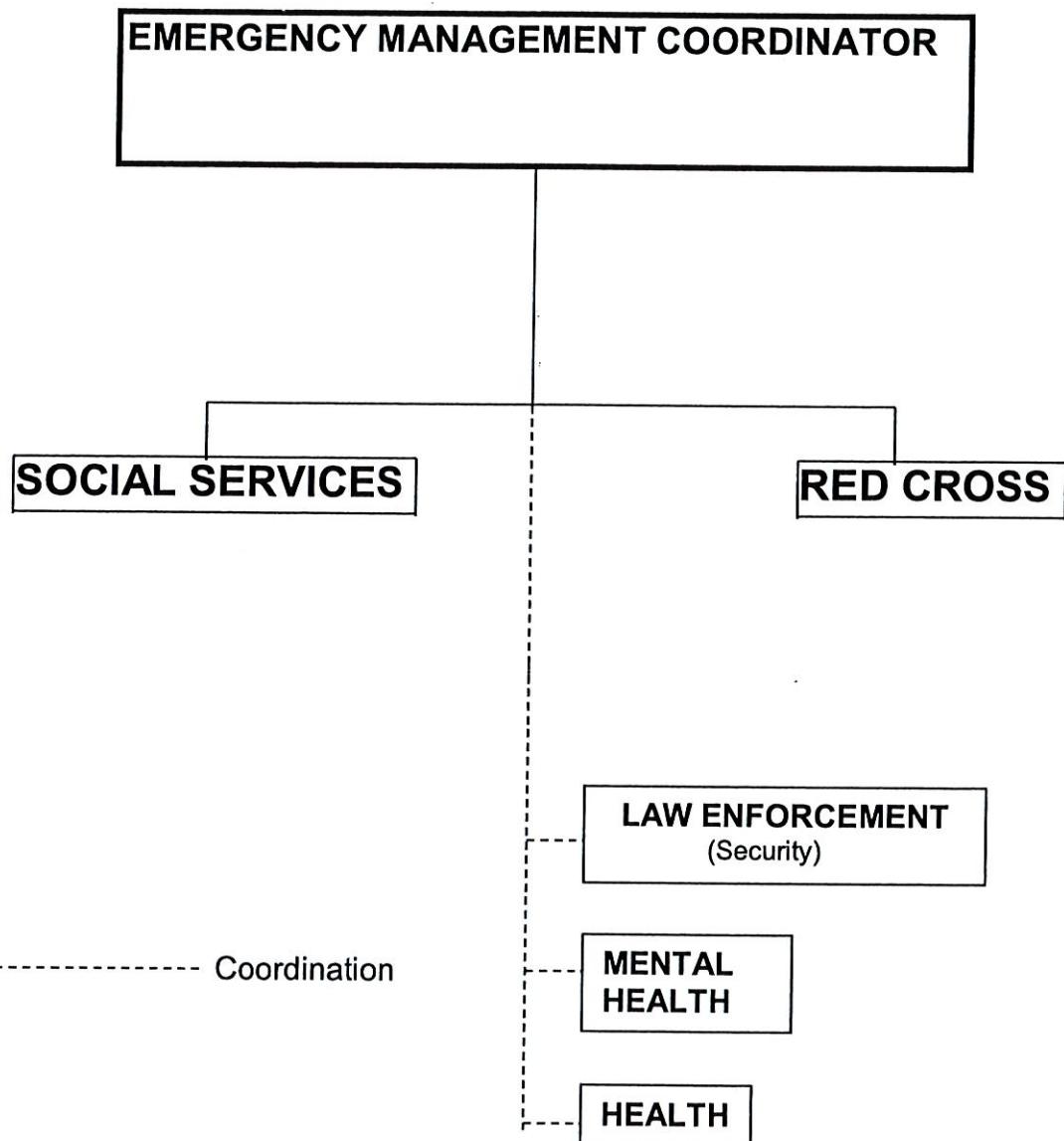


ANNEX F
APPENDIX 1
SHELTER AND MASS CARE
ORGANIZATIONAL STRUCTURE



VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX G

LAW ENFORCEMENT

I. PURPOSE

This annex provides for crime prevention, maintenance of law and order and traffic control during emergency situations.

II. SITUATION AND ASSUMPTIONS

- A. Situation - During emergencies law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous federal, state and Village law enforcement agencies are available to support local law enforcement agencies within the Village.
- B. Assumptions - Activities of local law enforcement agencies will increase significantly during emergency operations. Adequate law enforcement resources and services will often be available through existing mutual aid agreements. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

- A. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency has occurred. Using NIMS and ILEAS protocol.
- C. Law enforcement agencies will have responsibility for warning the public, for traffic control and security in and near an evacuated area and in other areas of emergency or disaster operations.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Organization
 - 1. The Chief of Police is responsible for coordinating law enforcement operations within the Village. The Village will coordinate law enforcement activities under mutual aid ILEAS SMART jurisdictions.

2. Other law enforcement agencies will support emergency law enforcement activities.

3. Routine law enforcement procedures will be followed during emergency situations if feasible.

B. Responsibilities

1. Police

a. Develop and update on an annual basis the SOPs to support this annex.

b. Obtain mutual aid agreements with other law enforcement agencies.

c. Maintain current internal notification/recall rosters and communications systems.

d. Provide direction and control for law enforcement operations.

e. Assist in warning and notifying the affected population of an existing or impending emergency.

f. Provide traffic control during emergencies.

g. Assist in evacuation of the disaster area and movement to shelter.

h. Provide security and protection for the damaged area and critical facilities and control access to affected areas.

i. Provide security in the EOC, reception centers, and shelters, lodging and feeding facilities during emergency operations.

j. Relocate and house prisoners when necessary during periods of evacuation.

k. Coordinate additional law enforcement support with County and State Police and other counties and/or municipalities during response activities ILEAS.

l. Limit access to the evacuation area during response and recovery operations.

2. Municipal Law Enforcement Agencies ILEAS Box Alarm
 - a. Maintain law and order within local jurisdictions.
 - b. Provide mobile units for warning operations.
 - c. Provide security for essential facilities.
 - d. Provide vehicle security in reception center parking areas.

V. DIRECTION AND CONTROL

- A. The Sheriff is responsible for the direction and control of law enforcement activities during emergencies that occur outside the municipalities.
- B. The Chief of Police for each municipality will be in charge of law enforcement for their municipality.

VI. ADMINISTRATION AND LOGISTICS

- A. Records and Reports -The Sheriff/Police Chief will maintain records and reports including expenditure reports, detailing law enforcement operations and activities during the emergency.
- B. Communications - The communications network between Village and municipal law enforcement agencies will make maximum use of available radio and telephone communication resources.
- C. Vehicle Passes - The decision to require passes will rest with the Chairman, Village Board of Commissioners. The order for requiring passes will be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon the direction of the EOC.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. Departments within the Village that have a role in this annex will maintain SOPs, personnel rosters and telephone numbers

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX H

FIRE SERVICES

I. PURPOSE

This annex provides for the coordination of fire services activities to ensure the safety of life and property within the Village during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention, fire suppression, and hazardous materials operations are daily problems faced by fire service personnel.

B. Assumptions

Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

III. CONCEPT OF OPERATION

- A.** During emergencies, fire services must be prepared to support each other utilizing available expertise, equipment and manpower.
- B.** In an emergency which requires a number of emergency services (eg. fire, rescue, law enforcement, etc.) to respond, all units, regardless of service, will be coordinated by an incident commander.
- C.** On scene, the chief officer of the district in which the incident occurred is the incident commander.
- D.** Under the North Carolina Hazardous Material Right to Know Law, the Fire Chief should survey facilities within his jurisdiction to identify types and volume of hazardous materials located within the Village. He should consider this information when developing response plans for hazardous materials accidents within the Village. Coordination of facility emergency response plans with the Local Emergency Planning Committee will be included in fire service planning.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Palos Fire District (Lemont FPD) is made up of organized and trained units utilizing paid or volunteer personnel and serve a specific geographical area, providing service to local governments. The primary concern of these departments is structural fires within their jurisdictions. All fire departments include personnel with Rescue, ALS, EMS and EMT training.
2. The control and prevention of forest fires is the responsibility of the Cook County Forest Preserve District with local fire resources.

B. Responsibilities

1. **Fire Chiefs**
 - a. Analyze fire potential and identify fire service requirements.
 - b. Assist in the preparation of SOPs for coordination of fire fighting during emergencies.
 - c. Develop mutual aid agreements.
 - d. Prepare inventories of fire equipment and personnel resources.
 - e. Report to EOC, as necessary upon activation, and coordinate fire services operations.
 - f. Assist in warning and notifying the affected population of an existing or impending emergency.
 - g. Deploy fire personnel and equipment during emergencies.
 - h. Provide for protective equipment, and clothing to perform assigned tasks in a hazardous chemical.
 - i. Provide fire equipment and personnel to supplement staging areas for emergency personnel.
 - j. Direct and dispatch fire fighting aid from municipalities (if applicable) and other counties to the disaster site.

- k. Designate staging areas for mutual aid and volunteer forces responding from other areas.
- l. Alert all emergency support services to the dangers associated with technological hazards and fire during emergency operations.
- m. Advise decision makers on the hazards associated with hazardous materials.
- n. Support rescue operations.
- o. Provide radiological and hazardous material decontamination and monitoring support.
- p. Provide fire protection for emergency shelters.
- q. Assist in handling inquiries and informing families on the status of individuals injured or missing due to a disaster event.
- r. Provide support personnel to assist in traffic control and damage assessment operations.
- s. Conduct fire safety surveys during recovery.

V. DIRECTION AND CONTROL

- A. Direction and Control of local fire district is exercised by the executive branch of government under the supervision of the Village of Palos Park and Fire Protection District during EOC activation and under the Fire Chief of the Fire Districts.
- B. Coordination of fire services in an emergency is accomplished by the Fire Chiefs, utilizing mutual aid agreements developed with local units; and statewide, through the State Emergency Response Team.

VI. ADMINISTRATION AND LOGISTICS

- A. A listing of personnel and equipment for fire services located in the Village will be maintained by the Village Emergency Management Office.
- B. Reports and records of fire services activities during an emergency/disaster will be collected and maintained by the Village Emergency Management Office.

- C. Agreements between fire services and related organizations will be kept on file in the Village Emergency Management Office.
- D. Fire services will maintain current maps and charts and current notification/recall rosters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each fire department will maintain procedures that reflect their operational capabilities.
- B. This annex will be reviewed on an annual basis.

C. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX I

HEALTH AND MEDICAL SERVICES

I. PURPOSE

This annex provides for protection of the public health and provisions for medical services during natural and technological emergencies.

II. SITUATION AND ASSUMPTIONS

- A. Situation CCDPH & IDPH
 - 1. Most emergency situations can lead to public health and medical problems.
 - 2. A well-planned health and medical support network is essential during emergency situations.
 - 3. Existing medical facilities located in the Village are listed in the Village Resource Manual.
 - 4. Depending on the nature of the incident, complications may include general health problems, traumatic injury, and communicable disease, contamination of food and water and mental health ailments.
 - 5. The release of toxic or hazardous materials may result in air, water or soil contamination.

B. Assumptions

1. A large-scale emergency may result in increased demands on hospitals, EMS and health and medical personnel.
2. Many injuries, both minor and relatively severe, will be self-treated by the public.
3. Many of the injured will be transported to medical facilities by people other than medical personnel.
4. EMS is most critical within the first 30 minutes of the emergency. Mutual aid assistance usually arrives after this critical period.
5. Resources available through area and regional medical, health and mortuary services mutual aid agreements will be provided.
6. When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional resources and/or to assume control of the response.
7. Catastrophic disasters may affect large areas of the Village and medical resources may be damaged, destroyed, or unavailable.
8. In an attack or disaster situation it may be necessary to relocate hospital facilities and seriously ill patients.

III. CONCEPT OF OPERATION

A. General

1. Emergency operations for public health and medical services will be an extension of normal agency and facility duties.
2. Coordination between Health/Medical providers is necessary to ensure emergency operational readiness.

B. Health

1. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
2. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.

C. Medical

1. EMS will provide ALS care as needed during emergency situations and coordinate necessary medical transportation.
 2. EMS capabilities will be supported by the Rescue Squad and fire departments serving their respective response districts.
 3. During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas.
 4. When necessary an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the Village Communications Center (or EOC).
 5. Transfer of authority on-scene will be in accordance with established procedures.
- D. Mortuary - The Medical Examiner will identify and take charge of the proper recovery of human remains.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The CCDPH and IDPH will coordinate, organize and supervise emergency public health operations.
2. The EMS Director will coordinate emergency medical service operations.
3. The Medical Examiner will coordinate activities relating to the identification of the dead and mortuary services.
4. Emergency health and medical teams will be provided with safety and health equipment for response to hazardous materials incidents.

2. Emergency Medical Services Director MABAS POD Hospitals
 - a. Develop EMS procedures and mutual aid agreements.
 - b. Coordinate with all medical facilities and air medical services; as well as maintain field communications with other response groups.
 - c. Maintain liaison with American Red Cross (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster situations.
 - d. Provide for the dispatch of ambulances and the transport of victims to medical facilities.
 - e. Coordinate response capabilities utilizing the emergency rescue, medical and ambulance units.
 - f. Maintain a casualty tracking system.
 - g. Provide for nursing care to the extent that local medical standing orders allow.
3. Rescue Squad Chief
 - a. Provide trained personnel to support EMS as first responders and back up personnel to operate EMS unit.
 - b. Provide trained personnel to conduct search operations, in conjunction with local EM and local Law Enforcement agencies.
 - c. Conduct rescue operations as deemed necessary by the Incident Commander or the EOC.
 - d. Provide personnel and equipment to respond to Aquatic Emergencies, both on and below the surface.
 - e. Assist in traffic control as necessary.
 - f. Assist other agencies with personnel and expertise as needed in a disaster situation.

4. Hospital Disaster Coordinator

- a. Maintain listing of medical facilities.
- b. Provide direction and control for hospital staff during emergencies, coordinating transportation of casualties and medical resources to health care facilities.
- c. Identify facilities that could be expanded into emergency treatment centers.
- d. Prepare procedures for reducing patient populations (e.g., discharge of less critically ill patients.)
- e. Implement hospitals disaster plans.
- f. Maintain liaison with EMS Coordinator and provide medical guidance as needed to field units.
- g. Establish and maintain field and inter-hospital medical communications.
- h. Provide for emergency treatment and hospital care of disaster victims and arrange for a hospital triage team when appropriate.
- i. Dispatch triage physician teams to disaster site as requested.
- j. Provide for medical care centers in the hazard area and provide for the medical care and preventative medical treatment of essential workers and injured persons.
- k. Arrange for the restocking of medical supplies and equipment during the recovery phase.
- l. Provide for medical care of relocated persons at shelters and congregate care/reception centers.

5. Cook County Medical Examiner

- a. Develop procedures for the recovery, identification, registration and disposition of the dead. These procedures should include use of professionals and volunteers to sort, document, identify dead and the establishment of a morgue.

- b. Identify resource equipment and supplies (e.g., refrigerated trucks; body bags.)
 - c. Coordinate with search and rescue teams.
 - d. Determine cause of death and issue death certificates.
 - e. Notify next of kin and release remains and personal effects of the deceased.
 - f. Issue press releases in conjunction with the Village Emergency Public Information Officer (PIO).
 - g. Coordinate with funeral directors, ambulance services, pathologists, ARC, dentists, X-ray technicians and law enforcement in a mass casualty incident.
 - h. Ensure continuity of mental health treatment and medication for relocates.
 - i. Provide crisis counseling to professionals and support staff working with the relocated population.
 - j. Arrange Critical Incident Stress Debriefings for emergency workers and disaster victims.
8. Superintendent of Schools
- a. Provide trained medical/health personnel (e.g., school nurses, counselors, etc.) as available.
 - b. Provide school facilities for temporary medical treatment facilities, as needed.
 - c. Provide buses and drivers, on request, for evacuations of medical and health care facilities.
9. American Red Cross Liaison (ARC)
- a. Provide food for emergency workers and patients.
 - b. Maintain a medical evacuee tracking system.
 - c. Provide blood through blood donor program.
 - d. Provide nursing staff and nursing aides as requested.

- e. Support the emergency response by medical/health and mental health agencies as requested.
 - f. Provide volunteers to assist in the care of special needs population.
 - g. Answer inquiries and inform families on status of individuals injured or missing.
10. Volunteer Groups (e.g., Salvation Army, Ministerial Association)
- a. Provide support personnel for counseling services for disaster victims.
 - b. Provide appropriately trained personnel, as available, to response teams.
 - c. Assist ARC in handling inquiries and informing families on the status of individuals injured or missing.

V. DIRECTION AND CONTROL

- A. Emergency public health operations will be directed from the EOC by the Health Director.
- B. The EMS Director will direct and control EMS operations. For on-scene incidents, the senior officer will assume direction and control.
- C. The Medical Examiner will direct and control all activities connected with identification of the dead and mortuary services.
- D. The Health Director and EMS Director will maintain communications with their field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.

VII. ADMINISTRATION AND LOGISTICS

- A. General
 - 1. The CCDPH and IDPH will arrange for the collection and processing of vital statistics and other documentation.
 - 2. Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.
 - 3. Health inspections will be conducted with increased frequency.

4. The Health Director and EMS Director will determine what operating records will be essential for post disaster analysis and will require maintenance of these records.

B. Logistical Support

1. Arrange for mutual aid medical response teams.
2. Provide for augmentation personnel to support medical response teams.
3. Provide for the acquisition of medical/health equipment and supplies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Health Director, EMS Coordinator and Medical Examiner will develop/maintain procedures to support this Annex.
- B. Involved agencies will maintain current internal notification/recall rosters.
- C. This annex will be reviewed on an annual basis.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX J

RESOURCE MANAGEMENT

I. PURPOSE

This section provides for the identification and management of resources that may be utilized during emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event, and others may be critical for long term recovery operations.
2. Several categories of resources have been identified in Village of Palos Park and its municipalities to include:
 - Personnel
 - Equipment
 - Facilities
 - Information
3. Village of Palos Park Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.
4. Village of Palos Park's resource inventory is updated on a regular basis.

B. Assumptions

1. During or following an emergency/disaster situation, the initial emergency response will be dependent upon local public and private resources.
2. Adequate local resources do not exist to cope with a catastrophic emergency/disaster response.

3. Identified public and private sector resources will be available when needed for emergency/disaster response.
4. Necessary personnel and supplies will be available to support emergency resource response.

III. CONCEPT OF OPERATIONS

- A. Village of Palos Park and Municipality Departments and Agencies will use their own resources and equipment during emergency/disaster situations and will have control over the management of the resources as needed to respond to the situation.
- B. The commitment of resources from outside Village government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.
- C. Resource management will be coordinated by the Village of Palos Park Emergency Management Office and the Village of Palos Park from the Village EOC during Village wide emergency/disaster situations and by local officials from Palos Park in the EOC during smaller in-town emergencies.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX K

ANIMAL PROTECTION AND CONTROL

I. Purpose Statement:

To protect wild and domesticated animal resources, the public health, the public food supply, the environment, and to ensure the humane care and treatment of animals in case of a large-scale emergency, including hurricanes, tornadoes, floods, wind driven water, drought, fire, explosion, building collapse, commercial transportation accidents, chemical spills, nuclear power plant accidents, foreign animal disease outbreaks, incidents of bioterrorism, or other situations that cause animal suffering.

II. Scope:

This Plan is intended for use by local government to take immediate action in providing a means of care and control to minimize animal suffering in the event of a large-scale emergency. This action will be aimed at all animals that may need help whether such animals are owned, stray, domestic, or wild. Within Village of Palos Park, the Emergency Management Coordinator or his authorized representative(s) may place into effect established plans and procedures and direct both the emergency and recovery aspects of the incident. He may deviate from these procedures when, in his judgment, immediate and direct action is necessary to protect the public safety.

III. Affected Agencies/Responsibilities:

IV. Primary Agencies:

A. Village of Palos Park, Cook County Animal Control, PAWS, Chicago Ridge Animal Welfare League:

1. Coordinate support agencies to manage animal protection in large-scale emergencies.
2. Provide and coordinate personnel, equipment, and shelter as required to protect displaced, sick, and/or injured domestic and non-domestic animals.

B Village of Palos Park Emergency Management:

Activate the Emergency Operations Center, if necessary. Responsible for overall direction and control of the emergency incident.

V. Support Agencies:

A. Village of Palos Park, Cook County Animal Control & Private Vendor
Coordinate the disposal of deceased animals that may impact the public health. Provide services to control injuries / bites / diseases related to the protection of animals. Investigate all potential rabies exposures.

B. Village of Palos Park. When possible, provide personnel, equipment, and shelter as required to shelter and care for pets of evacuated citizens and in cases when established shelters are filled or destroyed.

C. American Red Cross:

Provide volunteers to assist in the protection of animals during an emergency shelter situation. Work with Emergency Management personnel in the coordination of animal shelters in Village of Palos Park.

VI. Additional Resources:

A. Illinois Veterinary Medical Association:

Provide personnel to aid in the medical treatment of animals. Activate regional Veterinary Medical Assistance Teams (VMAT).

B. Humane Society of the United States:

Provide personnel and equipment as required to rescue and care for domestic and nondomestic animals.

C. American Humane Association:

Provide personnel and equipment as required to rescue and care for domestic and nondomestic animals.

D. Illinois Department Natural Resources

Provide personnel and equipment as required to protect wildlife.

E. Private Boarding Kennels, Stables, Dog Clubs, and Horse Clubs:

Provide personnel, equipment, and shelter as required to shelter and care for pets from evacuated citizens and in cases when established animal shelters are filled or destroyed.

F. Private Farms:

Provide shelter and supplies to care for displaced livestock.

VII. Planning Assumptions:

- A.** The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- B.** Natural, technological, or manmade disasters could affect the well-being of domesticated or non-domesticated animals.
- C.** The Village should plan both for emergency situations and to carry out response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large-scale emergencies affecting the Village.
- D.** Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release.
- E.** Public information statements will be issued through the various media outlets. This information will include locations where domestic and nondomestic animals (including livestock and wild animals) may be accepted during emergency situations.
- F.** A large-scale emergency in Village of Palos Park may warrant immediate response from State and local personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and also require activation of additional specialized agencies through mutual aid.
- G.** Through effective animal protection planning and organization, disaster relief efforts would be more expedient.

VIII. Concept of Operations:

IX. General:

- A.** The primary and support agencies identified in this Standard Operating Procedure will manage and coordinate local animal protection activities. These agencies will use established animal control and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs in the event of a large-scale emergency lies primarily with the Village of Palos Park Emergency Management in cooperation with the Sheriff's Department, Animal Control Division, Cook County Health Department, and local resources, Fitzroy Farms, and The Center Children's Farm.
- B.** Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from the local Emergency Management Office to the State Emergency Management Office. Should the need for Federal or State resources exist, the State Emergency Operations Center will coordinate the requests for assistance.
- C.** Animal protection operations will be managed under the Village of Palos Park National Incident Management System (NIMS). Public health concerns will be managed in accordance with appropriate Village of Palos Park Health Department plans and procedures.
- D. Animals Included Under the Plan:**
 - 1.** The sheltering and protection of domestic and non-domestic animals (including livestock) are the responsibility of their owners.
 - 2.** Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of municipal or Village of Palos Park animal control officials, or other identified agencies. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.
 - 3.** Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility Illinois Department of Natural Resources personnel, in cooperation with

local animal control officials, and returned to their natural habitat if possible.

X. Notification:

This plan and implementing procedures will be activated in the event of a large-scale emergency causing a significant need for animal protection. The Village of Palos Park and County Animal Control Supervisor will determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies. The Village of Palos Park and Cook County Animal Control Division will maintain a call down notification system. Notifications/activations will be coordinated through.

XI. Communications:

Communications between the primary and support agencies will occur primarily through telephone, facsimile and cellular telephone transmission. EMA and Fire personnel, when available, will accompany field units to provide both tactical support and communications with the EOC. Amateur radio will be used as a backup system if other communication is impossible due to the nature of the emergency situation.

XII. Public Information (PI):

A spokesperson from Village of Palos Park will be responsible for the coordination of all media activities and press releases associated with the protection of animals.

PI responsibilities may include:

1. Notifying the public of appropriate shelters to drop lost/stray animals, animals that they cannot care for, or animals that need immediate medical assistance.
2. Delivering instructions to the public to prepare their pets for an impending emergency (See attached Annex A) and/or instructions for minor "at home" medical responses for pets injured in an emergency situation (Annex to be developed).
3. Initiating a system to direct inquiries on lost pets to the appropriate animal shelters.

4. Other information as appropriate to the situation.

XIII. Response:

The owners of pets or livestock, when notified of an emergency, will take all reasonable steps to shelter and provide for animals under their control.

A. Search and Rescue:

1. Domestic Pets:

Domestic pets at large, or in need of assistance due to the emergency or to the death or evacuation of their owners, will be the responsibility of municipal or county animal control officials.

2. Stranded Animals:

In the event that animals cannot be rescued due to the emergency situation, food and medical assistance may be delivered to the animals by the appropriate agency when possible.

3. Additional Aid:

In the event that municipal and Cook County Animal Control are unable to meet the need for search and rescue personnel, a representative from Village of Palos Park may request search and rescue assistance from the American Humane Association, the Humane Society of the United States, or other available rescue groups.

B. Shelters:

1. Evacuated Domestic Pets:

a. Private Resources:

Domestic pets from evacuated citizens will be sheltered at the Animal Welfare League Shelter, private boarding kennels, or veterinary hospitals as close to the evacuation shelters as possible.

Upon the activation of evacuation shelters for citizens, a representative from a local Veterinary Medical Association will be contacted by the shelter manager and requested to initiate the opening of prearranged private boarding kennels and veterinary hospitals as boarding facilities.

b. Animal Evacuation Shelter:

If possible and if the need arises, the Village may try and open an evacuated pet shelter. Pets of evacuated citizens will be transported to this shelter as citizens arrive with their pets at the citizen's evacuation shelters.

c. Evacuated Citizens with Special Needs:

Citizens with special needs (individuals with mental or physical handicaps who require evacuation assistance) may require assistance in evacuating their pets.

2. Stray/Lost Domestic Pets:

All stray/lost domestic pets recovered by Animal Control will be sheltered PAWS or Chicago Ridge Animal Shelter, or temporary shelters set up for this purpose. Any pets whose owners cannot care for their pets or domestic pets found by citizens will also be sheltered at these locations. Private boarding kennels and veterinary hospitals may serve as overflow shelters and will be requested to open through the Village of Palos Park

3. Wild Animals:

If possible, wild animals outside of their natural habitat endangering the public, will be transported back to their natural habitat. If the responsible agencies are unable to transport the animal back to its natural habitat due to the nature of the emergency or to injuries that the animal may have sustained, the animals may be transported to an Animal Shelter, a local licensed wild animal rehabilitator, U of I Veterinary Medicine for shelter or medical treatment or disposed of in accordance with established animal control procedures.

5. Incapacitation of Shelters:

In the event that established shelters are destroyed or incapable of functioning due to the nature of the emergency situation, private

boarding kennels, veterinary hospitals, stables, may be requested to open as boarding and/or medical facilities. In rare cases, during large-scale emergencies, animals may be moved outside Village of Palos Park for care and protection.

C. Medical:

1. Hospitals:

The Village of Palos Park and Cook County Animal Control Division will coordinate the resources for a medical facility for domestic animals which cannot be accommodated by the various shelters due to the animals' injuries.

2. Staff:

Volunteers from the Village of Palos Park Veterinary Medical Association and others will assist in providing the veterinary medical care in these shelters.

XIV. Recovery:

A. Release/Destruction:

1. Domestic Pets

The Village of Palos Park and Cook County Animal Control will support efforts to identify owners of stray/lost animals. If owners cannot be found, PAWS and Chicago Ridge Animal Welfare, with the assistance of the Humane Society will attempt to adopt or sell those animals according to established animal control procedures.

B. Disposal of Animal Carcasses:

Disposal of deceased animals will be the responsibility of the Village of Palos Park Health Department, Environmental Services Section. They will arrange for disposal of:

1. Euthanized animals

2. Animals killed in the emergency situation

XV. Review and Update

On a regular basis, this procedure will be reviewed and updated as appropriate by the Village of Palos Park and Cook County Animal Control Division, and, the Village of Palos Park Emergency Management, and other affected agencies.

Village of Palos Park Disaster Planning Tips For Pets, Livestock, and Wildlife Domestic Pets

- If you evacuate your home, DO NOT LEAVE YOUR PETS BEHIND. Pets most likely cannot survive on their own, and if by chance they do, you may not be able to find them when you return.
- For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets. Include your local animal shelter's number in your list of emergency numbers-they will be able to provide information concerning pets during a disaster.
- Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. Make sure you have a current photo of your pet for identification purposes.
- Make sure you have a secure pet carrier, leash or harness for your pet so that if the animal panics, it cannot escape.
- Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit and other supplies with you in case they are not available later.
- Make sure you have a copy of your pet's medical records. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and -animal shelters require that your pet's vaccinations are current.
- If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

Wildlife

- Wild animals often seek higher ground which, during floods, eventually become submerged (i.e., island) and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species. Animals have a flight response and will flee from anyone approaching too closely. If the animal threatens to rush into the water, back away from the island.
- Wildlife often seek refuge from floodwater on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but don't panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job.
- Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians and small mammals that have been drowned or crushed in their burrows or under rocks.
- Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis and other diseases may occur. Contact your local emergency management office for help.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX L

DONATIONS MANAGEMENT

I. PURPOSE

This section describes the management of goods donated as disaster relief to the people of Village of Palos Park, as well as the collection and shipment of goods donated by the people of Village of Palos Park to victims in other areas.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.

2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donations will result in chaos.
3. The timely release of information to the public regarding needs and points of contact is essential to management of donated goods.
4. Donated goods are essential to recovery in most cases.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the Village level.
7. The Salvation Army has been designated as the lead agency in Village of Palos Park to manage the collection, handling, storage, and distribution of donated goods. Working in conjunction with other service organizations IE.. Red Cross, private sector partners
8. Monetary donations, staple goods, and those items specifically requested best serve the needs of victims.
9. Distribution of donated goods must be coordinated with the identification of unmet needs.

B. Assumptions

1. Suitable space and equipment will be available to receive, sort, and store the influx of donated goods.
2. Adequate personnel for donated goods operations will be available.
3. Local distribution sites will be convenient to the affected populations.
4. A regional reception and distribution site for donated goods will be established by the State.
5. Unsolicited donations of goods can be expected.
6. Donations of non-useful and unwanted goods can be expected; these include loose, unsorted clothing, extremely perishable items, and worn-out items.
7. People unaffected by the disaster will seek to receive donated goods.
8. Some donors will seek to bypass the distribution system established by the Village.
9. An aggressive public information effort will expedite the distribution of goods as well as limit an influx of unwanted items.
10. Citizens and businesses of Village of Palos Park will elect to donate money and goods to disaster victims elsewhere; they will need and seek guidance on methods of participation.
11. Transportation will be available to ship donated goods from the Village to other destinations.
12. It is inevitable that there will be a surplus of some donated goods which will require disposal.

III. CONCEPT OF OPERATIONS

A. Receipt of Donated Goods for Village of Palos Park

1. The Salvation Army will serve as the lead agency for the reception and distribution of donated goods.

2. The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods.
3. Ideally, a central reception and sorting center for donated goods should be established, and separate locations convenient to the affected areas of the Village should be utilized as distribution centers.
4. The Salvation Army will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of effort.
5. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.
6. Public information regarding distribution sites, needed goods, volunteers, and other pertinent matters will be coordinated by the Public Information Officer.
7. Requests for needed goods and re-supply of needed goods will be channeled through the State EOC.
8. Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
9. When identified as not needed, unwanted goods should be refused.
10. Surplus donated goods will be sold or otherwise disposed of in a manner consistent with the donor's apparent intent.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX M

RECOVERY/DAMAGE ASSESSMENT

I. PURPOSE

This section presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazardous events which may affect Village of Palos Park have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:
 - a. The Village Immediate Situation Report results in notification to the State EOC, information on the severity of the problems and the determination of need for further assistance.
 - b. The State supported Impact Assessment results in the identification of immediate life support needs.
 - c. Federal/State supported Damage Assessment precedes the delivery of a Presidential Disaster Declaration and defines the specific needs for long term recovery.
3. Following a significant disaster/emergency occurrence, a multitude of independent damage assessment activities will be conducted by a variety of organizations including Village Damage Assessment Teams, American Red Cross, Insurance Companies, Utility Companies, Federal Agencies (Fish and Wildlife), etc. Village of Palos Park will utilize the personnel from the Village and County Departments, fire departments and the American Red Cross to conduct the official Village of Palos Park Damage Assessment.
4. Recovery from a significant disaster will be managed in two identifiable phases as follows:
 - a. Phase One is the emergency reaction phase and the implementation of emergency plans. Actions under this phase include emergency security, debris removal, mass care, and

Management Office will assume the lead role in coordination of this phase.

- b. Phase Two is the long term reconstruction phase. Actions under this phase include: rebuilding of damaged public buildings, rebuilding of roadways and bridges, rebuilding of private homes and private businesses, etc. The lead roles in this phase will be assumed by the Village Manager, Building / Code Department, the Village Finance Officer, and the Emergency Management.
- 5. If the magnitude and severity of the emergency or disaster warrants it, a Presidential Disaster Declaration can be granted thus making Federal Government Assistance available to Village of Palos Park.

B. Assumptions

- 1. The Village will continue to be exposed to various hazards resulting in damage to both public and private property.
- 2. A significant response of both solicited and unsolicited resources from outside the impacted area can be expected, and preparations must be made in order to manage this assistance.
- 3. Emergency public information is a critical tool in immediate post disaster response for informing the public about actions being taken, and for requesting help from outside the area of impact.
- 4. Damage to the utility systems and to the communications systems may hamper the recovery process.
- 5. Routine government agency operations such as delivery of social programs, legal processes, elections and cultural events may be postponed as a result of the disaster.
- 6. A major disaster could have a significant long term economic impact on the Village.
- 7. A major disaster affecting the Village could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the Village.

III. CONCEPT OF OPERATIONS

A. General

Responsibility for Immediate Situation Reports/Phase One of recovery operations lies with local government.

B. Specific

- 1. Emergency and recovery operations will initially be coordinated from the

2. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
3. The Damage Assessment Officer with assistance from the American Red Cross, will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator, and plot damaged areas on local maps.
4. The Emergency Management Coordinator (EMC) will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
5. The EMC will forward damage assessment reports and any requests for assistance to IEMA & FEMA.
6. By Executive Order, the Illinois State Police is authorized to commit any state resources to assist with the emergency/recovery efforts.
7. Based upon the local damage assessment reports, the State Emergency Operations Team will determine what recovery capabilities are available to meet the anticipated requirements.
8. The Governor may request a Presidential Declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.
9. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources.
10. The President, under a "major disaster" declaration may authorize two basic types of disaster relief assistance:
 - a. Individual Assistance (IA)
 - i. temporary housing (100% federal dollars);
 - ii. individual and family grants (IFG) [75% federal, 25% state/local funds];
 - iii. disaster unemployment assistance;
 - iv. disaster loans to individuals, businesses, and farmers;
 - v. agricultural assistance;
 - vi. legal services to low-income families and individuals;
 - vii. consumer counseling and assistance in obtaining insurance benefits;
 - viii. social security assistance;
 - ix. veteran's assistance;
 - x. casualty loss tax assistance.

- i. debris removal;
 - ii. emergency protective measures;
 - iii. permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.
11. In the event a major disaster or emergency is declared:
- a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
 - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
 - c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
 - d. For IA only, Disaster Application Centers (DACs) will be established central to the affected areas where individuals may apply for assistance.
 - d. If the area is declared eligible for Public Assistance programs, an Applicant's Briefing will be conducted for officials of the Village, cities, and private nonprofit organizations to explain eligibility criteria. The Emergency Management Coordinator will be requested to assist with identifying and notifying eligible applicants

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX N

HAZARDOUS MATERIALS

I. PURPOSE

This section provides information for a response in Village of Palos Park to hazardous material emergencies, and assists the Local Emergency Planning Committee in meeting its requirements under the Emergency Planning/Community Right to Know Act - SARA Title III.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population. Our Village has some facilities storing hazardous materials and many trucks hauling hazardous materials along populated routes of our Village and has presented a lot of problems in emergency planning.
2. Hazardous materials emergencies could occur from any one of several sources including shipping, roadway and rail transportation, aircraft accidents, or fixed facility accidents. Over 90% of our hazardous material incidents involve hydro-carbon products.
3. Evacuation or sheltering in place may be required to protect portions of the population of Village of Palos Park.
4. Certain hazardous material incidents may require additional response capabilities that are not currently available in Village of Palos Park.
5. Victims of a hazardous materials incident may require unique or special medical care not typically available in Village of Palos Park.
6. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the chemical composition of the substance
7. Hazardous materials emergencies may occur without warning requiring immediate emergency response actions.
8. The local Fire Department and Emergency Services will respond to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering in place, immediate first aid, and isolation of the scene.
9. Currently Palos Fire District and CART has trained hazardous materials teams to response to hazardous materials incidents. The State Regional Response Team and the state RRT can be accessed through the State EOC.

B. Assumptions

1. Planning and training prior to an incident will significantly reduce the risk to personnel.
2. Emergency response personnel are knowledgeable in the use of available resources.
3. The U. S. DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.
4. Response time for resources requested from outside the Village will require a minimum of two hours.
5. Incidents in which the military can be identified as the responsible party, will generally be resolved by Federal resources.
6. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

III. CONCEPT OF OPERATIONS

- A. There are several types of incidents involving hazardous materials: (1) incidents at fixed facilities, (2) Shipping incidents, (3) Roadway or Rail transportation accidents, and (4) unknowns materials on the Cal Sag shore, railroad, or roadway.
- B. The level of response required for an incident is determined by:
 1. the quantity, quality and the toxic effects of the material involved in the release;
 2. the population and/or property threatened;
 3. the type and availability of protective equipment required for the released material, and;
 4. the probable consequences should no immediate action be taken.
- C. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in place sheltering, evacuation, and/or isolation of the contaminated environment.
- E. Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.

- E. This plan recognizes that a hazardous materials incident can change with time, and necessitate escalating the response, or downgrading the response as the situation dictates.
- F. The Local Emergency Planning Committee has been established at the Village level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. The LEPC is responsible for the following:
 - Develop procedures to ensure a perpetual chemical hazard identification and risk assessment program within the jurisdiction.
 - Ensure development of procedures for notification and warning in the event of an incident involving hazardous materials.
 - Maintain status of training for all responders to hazardous material incident (including management) in accordance with applicable laws, policies, procedures and standards.
 - Identify resources needed for response to hazardous material incidents from public and private sources to make recommendations to the Village/Municipal Officials about emergency response matters.
 - Support an on-going cooperation for plan implementation, maintenance, training and exercising.
 - Ensure that facility personnel are trained in emergency response procedures, including but not limited to, determining that a release has occurred and notifying appropriate facility personnel.
- G. Specific hazardous materials facility information has been gathered and is available to the response community through the Fire District & Village of Palos Park Office of Emergency Management.
- H. Coordination between jurisdictions will be achieved through regional coordination with the Central Branch Office or through direct contact with towns and other counties.
- I. Training programs for emergency responders in the Village will be through individual agency in-service training, community college courses, and other offerings of related training. Exercise schedules for this plan are developed and maintained by the emergency management office.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX O

VITAL FACILITIES

I. PURPOSE

This section provides for the identification and management of critical/vital facilities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these identified facilities would be vital to emergency response during a major emergency or disaster event. Other facilities would be critical for immediate and long-term recovery operations.
2. Several categories of vital facilities and resources have been identified in Village of Palos Park including:

Vital Facilities:

- a. Shelter Facilities
- b. Health/Medical Facilities
- c. Government Facilities
- d. Communications Facilities
- e. Public Buildings
- f. Emergency Service Facilities

Vital Utilities:

- a. Communications network components
- b. Electric distribution system components
- c. Transportation networks
- d. Water distribution/waste water facilities

Special Needs Facilities:

- a. Correctional Facilities
- b. Congregate Care Facilities

c. Day Care Facilities

Vital Resource and services sites:

- a. Private Shelter/Reception Centers
- b. Landfill and debris collection sites
- c. Public/Private supply centers
- d. Helicopter landing sites

3. Village of Palos Park Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.

4. Village of Palos Park vital facility information is updated on a regular basis.

B. Assumptions

- 1. Identification of vital facilities will make it possible to predict the consequences of disaster, and to expedite the response of necessary resources from outside the area of impact.
- 2. Knowledge of vital facilities will reduce the dependence on "unwritten" and "assumed" information.
- 3. Knowledge of vital facilities will expedite damage assessment and loss estimation.
- 4. The identification of vital facilities allows for the prioritization of post-disaster areas and restoration.

III. CONCEPT OF OPERATIONS

- A. Information pertaining to vital facilities and resources will be maintained in the Village of Palos Park Emergency Management Office, and accessible to agencies in Village of Palos Park that would have a need to use it.
- B. Continuous update of the vital facilities inventory will be maintained.
- C. Vital facilities may serve as the basis for establishing mutual aid and statements of understanding with other governmental or non-governmental agencies.
- D. Knowledge of vital facilities allows for the implementation of planned mitigation approaches/projects in an attempt to reduce vulnerabilities.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX P

PUBLIC WORKS

I. PURPOSE

The purpose of this annex is to provide essential public works services during an emergency/disaster to reduce the impact of the emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In an emergency, there is frequently a need for manpower and equipment to remove obstructions or clear a way to an accident site for emergency debris removal and for restitution of essential utilities.
2. The public works presently have capabilities for building, grounds and street maintenance, water, utility services, equipment maintenance and an outside contractor handles trash collection. Cook County Highway Department and IDOT also has numerous resources to maintain and clear roadways in Village of Palos Park.

B. Assumptions

1. The Village may require extensive assistance during disaster operations for debris removal and restoration of essential utilities.
2. Additional public works resources will be available from the Cities and towns, local contractors, contiguous counties through mutual aid, CCHD, IDOT and the Federal government.

III. CONCEPT OF OPERATION

During emergencies, the public works function expands and the coordination of public works emergency operations is essential. Public works arranges for support services for emergency response agencies and coordinates with the private sector.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. During emergencies, public works in Village of Palos Park will be coordinated by the Public Works Director/s of the various support staff, Village Engineer etc...
2. Public works must be prepared to assist in lengthy operations which start in response and continue through recovery involving clean-up activities and the return of resources.

B. Responsibilities

1. Public Works Director

- a. Prepare procedures to provide public works functions during emergencies.
- b. Develop and maintain resource lists with source, location, availability of equipment, fuel, and operational personnel to support response/recovery operations.
- c. Develop mutual aid agreements.
- d. Jointly with the CCHD IDOT, direct and dispatch public works mutual aid from other jurisdictions and the state.
- e. Maintain emergency power, water and sanitation resources at vital facilities in the village during emergencies.
- f. Prepare required reports and forward to the Village EOC.
- g. Conduct debris clearance operations.
- h. Provide emergency potable water.
- i. Store and provide fuel for emergency vehicles.
- j. Provide sanitation services during emergencies.
- k. Assist in damage assessment operations and relay damage assessment information to the EOC.

V. DIRECTION AND CONTROL

- A. The Public Works Director will direct and control public works activities during emergencies and coordinate with the EOC and other response forces.
- B. The Public Works Director will maintain direct communication with on-site personnel via the public works communications system.
- C. When notified of an emergency situation, the Public Works Director will determine the resources to be committed and alert appropriate personnel.

VI. ADMINISTRATION AND LOGISTICS

A. Records and Reports

- 1. Records of personnel and equipment will be maintained.
- 2. Informational data and maps pertaining to City and Village facilities, streets and utility systems will be maintained.

3. Records and reports regarding expenditures incurred during emergency response/recovery activities (i.e. personnel, equipment, supplies) will be kept.

B. Communications

The communications system will make maximum use of available radio and telephone communications.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Review of this annex on an annual basis will insure that needed changes are made.
- C. The Public Works Director and the Village Emergency Management Office will develop and maintain procedures as well as personnel notification and recall rosters to support this annex. WCD
- D. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN**

ANNEX Q

WEAPONS OF MASS DESTRUCTION/CHEMICAL/BIOLOGICAL ATTACK

I. PURPOSE

The purpose of this document is to provide guidance to responders of local government to an incident involving terrorist activity. It is meant as guidance only.

II. SCOPE

It is imperative that each level of government and each response organization (at all levels) be aware of the roles and responsibilities that are required for a professional response.

The legal foundation for this plan can be found in the Presidential Decision Directive (PDD) PDD-39 dated June 1995 and PDD-62 dated May 1998.

III. CONCEPT OF OPERATIONS

As part of the awareness program associated with acts of terrorism, the first responders must first ensure their own protection and the protection of all responding departments.

IV. COMMAND AND CONTROL

This function is perhaps the most critical for ensuring a successful operation. It is **Absolutely Imperative** that a team approach for command and control be used.

The person(s) in charge of the first arriving Emergency unit shall be considered in charge and will assess the incident situation, report conditions, request necessary mutual aid and remain in charge until properly relieved by an appropriate individual of authority.

The Incident Command (IC) will determine the best place for staging area(s), and direct that responding resources report to the staging area, unless otherwise directed.

V. ROLES, RESPONSIBILITIES, AND CHECKLISTS

This section outlines the primary areas of responsibility for the primary responding organizations. The checklist will identify critical items of concern for all organizations.

All responding organizations will implement the alerting of their people to the following areas of concern.

All Agencies (Local):

- Develop internal notification procedures for responding departmental personnel
- Ensure internal distribution of response plan
- Follow directions of IC and EOC
- Adhere to site entry protocols
- Ensure adequate training programs are implemented in their department
- Adjust work schedules for 24-hour operations for a minimum of 96 hours (4 days)
- Develop control measures for Chain-of-Evidence process
- Provide department representatives to incident site and EOC
- Document all response activities from time of notification until termination
- Participate in Command and Control team as directed by IC or EOC
- Be ready to commit all available departmental resources to responses and recovery effort
- Provide department needs assessment for operation to IC or EOC
- Develop a need-to-know list for internal operations
- Other as directed by IC or EOC

Law Enforcement Agencies - will have the responsibility for both warning and assisting the public relative to an evacuation, crime scene investigation, and scene control.

- Develop or enhance intelligence gathering capability for acts of terrorism
- Establish distribution or notification process for sharing of information
- Initiate notification process to all participating organizations
- Maintain open lines of communication on intelligence with state and federal agencies
- Review Personal Protective Equipment (PPE) requirements and site entry
- Protocols
- Initiate a meeting of organizations based on assessment of conditions
- Establish site security based on **Hot** zone, **Warm** zone, and **Safe** areas
- Assist in site evacuation of personnel
- Provide shelter security for activation of shelters resulting from incident
- Provide guidance or training for maintaining Chain-of-Evidence process
- Establish ICS if first on scene
- Provide standby capability for security at hospitals and medical facilities
- Other as identified by local law enforcement

Fire and Rescue Services - responsible for scene operations to include recovery, rescue, HAZMAT, and operations.

- Provide fire suppression at site and surrounding location as required
- Determine **Hot** zone, **Warm** zone, and **Safe** areas
- Provide rescue and search resource operation
- Provide Emergency Medical Technician (EMT) level for medical assistance
- Assist in evacuation of personnel from site
- Determine area to be evacuated for public safety
- Work with law enforcement for preservation of site evidence
- Interface with EMS provider on medical assistance issues
- Develop new site entry protocols
- Identify, to maximum extent possible, injured personnel and fatalities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Be prepared to assume IC position as conditions change
- Arrange to assist with medical coverage at shelter
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Observe site entry protocols
- Assist with mass decontamination of on-site personnel

Emergency Medical Service - responsible for mass casualties' recovery, triage, and transportation of medical patients.

- Assume lead role for on-site medical assistance
- Develop interface with medical doctors for on-site triage of patients
- Develop procedures for notification of medical service providers
- Identify, to maximum extent possible, injured personnel and fatalities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Be prepared to assume IC position as conditions change

- Provide or arrange for medical coverage at shelter site
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC or EOC with needs assessment for incident resolve
- Observe site entry protocols
- Assist with mass decontamination of on-site personnel

Village Emergency Management - responsible for state and federal coordination of resources, consequence management, and recovery. Emergency management will develop, organize and maintain a Weapons of Mass Destruction (WMD) Standard Operation Procedures', Radiological Protection (RADPRO) Systems, and HAZMAT response data for Village Resources.

Health Department – responsible for coordinating public health response

- Consult and act as liaison with state and federal (CDC) public health authorities
- Provide recommendations regarding decontamination and medical management for biological agents, including post exposure prophylaxis
- Provide agent-specific medical information and medical counseling to exposed individuals and general public a necessary.
- Conduct necessary surveillance and epidemiologic investigations in conjunction with state and federal (CDC) public health authorities.
- Interpret, implement, and enforce required communicable disease control measures (including any necessary isolation and quarantine orders) as required/provided for by NC G.S. 130A-135; 130A-144; and NC AC T15A: 19A.0201 or other appropriate authority
- Together with EMS, act as liaison with medical community regarding incident and recommendations for further medical management and follow-up.

Private Industry

- Develop a Standard Operating Guide (SOG) for terrorism related events at your facility based on hazard analysis's.
- Advise law enforcement of any planned events that would be considered high profile such as strikes, creditable threats etc.
- Develop internal notification procedures for mass evacuations of facilities and assure the plan addresses staging areas for employees.
- Make immediate notification to 911 of the threat with as much details as available.
- Make notifications to Senior Management of the threat.
- Provide on site personnel to local public safety officials for facility intelligence and general information. Safety professionals and Human Resource professionals should be available to provide information to local public safety officials.
- Have Maintenance and Engineering available for assistance as needed (items such as water supplies, utilities, chemical reactions, facility layouts, etc.)
- If chemicals are involved, assure proper access Material Safety Data Sheets and other chemical specific information is available including personnel such as chemist.
- For major process facilities, have a schematic of the process available for public safety officials (Risk Management Plan (RMP), Process Safety Management (PSM) plans, etc.).
- Annoint a Public Information Officer (PIO)

- Assist public safety officials with establishing Hot, Warm, and Cold Zones.
- Provide resources as requested if available.

VI. MASS DECONTAMINATION

The ability to conduct mass decontamination of large numbers of people in a very short period is imperative to limit exposure, possible burden to hospitals, and spread contamination. The primary department assigned to this program is The Palos Fire Protection District. And MABAS Assist Units (DOE, DOD, NRC)

Mutual aid fire departments for:

- Dependable source of clean water
- Adequate resources to conduct operation
- Adequate workforce to perform mission
- Ability to conduct operations at multiple locations

VII. DEMOBILIZATION/DEACTIVATION

This part of response to and from terrorist incidents will be determined by the Incident Commander based on feedback and information from law enforcement agencies and will be based on the threat level as defined by the FBI.

VILLAGE OF PALOS PARK DEPARTMENT OF EMERGENCY MANAGEMENT

COORDINATION/RESPONSE

(Be prepared to handle on own for 72 hours)

Coordination/Response:

1. Park vehicle upwind/upgrade and in a **Safe Zone**
2. Set up the command post in a place away from direct involvement with casualties and personnel.
3. Consider need for a forward command post.
4. Give detailed situation report and establish incident command:
 - Estimate the number of casualties and designate an exclusion zone
 - Alert all personnel to use their SCBA and personal protective clothing
 - **Don your own SCBA and be prepared to use it.**
5. Contact Chicago Field office of the FBI;
6. Request more resources immediately.
7. Assign radio tact channels to sectors to improve both operational control and efficiency.

8. Establish and Maintain direct telephone line or discreet radio tactical channel to the EOC.
9. Assign company(ies) to the command post for staff and command support.
10. Request the senior ranking law enforcement officer to report to and remain at the command post to: coordinate evacuation; cordon area; provide scene security; designate and maintain scene access for arriving and departing ambulances, medic units, and other emergency apparatus; and serve as liaison with the FBI.
11. Establish sectors immediately and ensure use of vests/tagging system:
 - EMS (triage, treatment, disposition, EMS communications, transportation, and resources)
 - Safety - Law enforcement
 - Hazmat - Rehabilitation
 - PIO - Staging
 - Decontamination (SOT/Hazmat) - Operations
 - Accountability - Fire/Rescue
12. Alert Regional Medical Centers EMS Coordinator, CCDPH IDPH to imminent mass casualties. (Many may arrive in their own vehicles.)

Assess whether patients are symptomatic. (Depending on the particular agent, symptoms do not show until hours or days after exposure. People who complain of "symptoms" may be psychogenic, have other unrelated ailments or have been chemically exposed.)

13. Suppress boundary fires
14. Emphasize possibility of secondary devices
15. Consider impact of using fixed ventilation system to control the spread of chemical agent vapors. Determine where vapors will be exhausted and cordon area.

Assess the physical state of the suspect material. (Biological agents do not pose an immediate respiratory threat if in liquid form. If the agent is in powdered form and is not disturbed, it does not pose a respiratory threat.)

16. Use Public Works to set-up corridor to help better control scene.
17. Search for victims in surrounding area. Determine the **time** between when people were first "exposed" and when the accident was reported. Was it immediate? Delayed?
17. Set up (Buses if possible), to transport ambulatory patients. School District 118 Buses
18. Set up Morgue area - removal of bodies

Crime Scene:

19. Remember that the incident is also a crime scene. Preserve suspected evidence where applicable. Find containers such as, Dumpsters to store material and evidence from sectored

Decontamination:

20. Establish pre-decon areas to temporarily control citizens who may need decontamination. Separate people who are symptomatic from those who are not.
22. Use tank water from one or more pumpers for gross decontamination of patients.
23. Set up and staff separate decontamination sites for civilians and emergency services personnel.

Rehabilitation:

24. Request rehydration fluids
25. Designate port of entry for deliveries
26. Control quality of food. Keep food separate from bathroom facilities.
27. Use volunteers to clean up areas, especially sleeping areas.

Administration:

28. Be prepared to direct and/or coordinate the inflow of resources from local, state, and federal agencies. Assign a liaison officer to assist with coordination.
29. Make arrangements for replacement of contaminated personal protective equipment (PPE). Provide Tyvek/suits for protection from body fluids.
30. Consider the need for interpreters
31. Keep track of donated, borrowed, bought supplies.
32. Conduct pre-diffusing briefing before allowing people on site
33. Prepare to handle mail. NOTE: Must account for currency donations.
34. NO non-prescription drugs. Keep control of this.
35. Review/Set-up contracts with /for unusual equipment (Cranes, dumpsters, etc..)
36. Provide tours for VIP's
37. Provide information to local media - Media Center/PIO

VILLAGE OF PALOS PARK

SPECIFIC THREAT

Responding to Anthrax Letters/Threats/Hoaxes

1. Park vehicles upwind/upgrade and not too close to the scene. The first arriving unit (police, fire, EMS) should attempt to isolate and evacuate the area where the suspected mail/package is found. Treat the area as a "Hot Zone" until proved otherwise by competent authorities. Medically evaluate, Decontaminate (if necessary) and debrief (by local law enforcement authorities) all personnel evacuated from the "Hot Zone".
2. Handling of mail or packages that are suspected of containing potential chemical or biological materials should be kept to an absolute minimum. **Be cautious of any potential secondary devices.**
3. Notify: Palos/ Lemont Fire Haz-Mat Team
 - Haz-Mat will be utilized to retrieve the evidentiary Nuclear, Biological, Chemical, or Radiological threat items.
 - Contact FAA to "clear airspace" and declare a no-fly zone over potential or real WMD release scene.
4. In incidents involving known or suspected "weapons of mass destruction" (WMD), contact:
 - FBI Headquarters (Chicago) .
5. Set-up an effective multi-jurisdictional command post to coordinate the actions of all agencies on the scene.
6. Triple bag threat item(s) in plastic and place in a clean evidence/arsen paint can (Assuming it will fit). Send item(s) to laboratory for results. Results of laboratory's analysis may take 72-96 hours.
7. **Decontamination:** At the scene, obtain the names, addresses and phone numbers of persons who were potentially exposed to the alleged anthrax and have them remain at the scene until Incident Command has determined decontamination status. Additionally, obtain the names, addresses and phone number of other persons in the affected facility for future interview and medical monitoring. They should also remain at the scene until Incident Command has determined whether there is a potential they also will need decontamination conducted.

Persons who require decontamination will be under the supervision of HAZMAT personnel and will be provided a location to:

- remove their clothing and personal effects
- place their clothing and personal effects in a plastic bag sealing the bag tight
- placing their name, contact phone number and inventory of contents on the bag on a label firmly attached to the outer area of the plastic bag
- then take a shower utilizing lots of soap and warm water

HAZMAT personnel will direct the operation and provide guidance if further decontamination procedures are to be followed.

Personal items may be kept as evidence in a criminal trial or returned to the owner if the threat is unsubstantial. For incidents involving possibly contaminated letters the environment

in direct contact with the letter or its contents should be decontaminated with a 0.5% hypochlorite solution (i.e., one part household bleach to 10 parts water) following a crime scene investigation. Personal effects may be decontaminated similarly.

8. Be prepared for massive media interest. Past incidents have drawn reporters, helicopters, and mini-cams from miles around. Institute an effective Public Information effort early in the incident. This will help to minimize panic among citizens and benefit scene management activities.

Important Notes:

In many cases, post exposure preventive treatment may not be indicated. Consult with SORT and/or public health authorities prior to releasing any possibly exposed individuals from the scene. Possibly exposed persons should also be provided with a point of contact with either the local hospital or health department and advised to report any illness they suspect may be associated with their suspected anthrax exposure. Medical evaluation will then be conducted on a case by case basis.

TELECOMMUNICATIONS

PROTOCOLS

REPORTS OF CHEMICAL/BIOLOGICAL TERRORISM

911 Dispatchers must be involved in this entire process, as they will take the initial reports and are in a vital position to ascertain details that will aid investigators and /or alert responders to the possibility of a potential WMD incident. Dispatchers must be trained in WMD recognition and be familiar with responder's objectives and responsibilities.

Chemical/Biological Terrorism

Callers Voice:

Male Female

Estimated Age _____

Probable Race _____

Accent Detected?

Mood of Caller: Rate of Speech:

Calm: Slow:

Angry: Normal:

Excited: Fast:

Loudness of Voice: Attitude of Caller:

Soft: Sincere:

Normal: Disguised:

Voice Characteristics:

Accent: Decent:

Lisp:

Intoxicated:

Alcohol and/or Drugs

Other: _____

For Threat

Reported to: _____ Telephone: _____

1. When will this happen? _____
(How long do I have) _____
2. Where will this happen? _____
3. What kind is it? _____
4. What does it look like? _____
5. What will cause it to explode? _____
6. Why did you do this? _____
7. Who is your target? _____
8. Are you acting alone or as a group? _____
9. Who do you represent? _____
10. What is your address? _____
11. What is your name? _____

For Actual Incidents

1. What is happening? _____
2. Where is this happening? _____
3. How many people are involved? _____
4. What do you see? _____
5. What is your name? _____
6. What is your phone number? _____
7. What is your address? _____

FACILITIES RECEIVING THREATS

ACTIONS TO TAKE

If You Receive An Actual Threat:

1. Dial 9-1-1 and report the threat to proper Agencies.
2. Notify Agency/Plant Manager.
3. Make decision to evacuate building/area to a safe distance of location.
4. Try to keep a clear recollection of the threat so you can advise investigators on the incident.
 - A. Callers voice _____
 - B. Callers mood/rate of speech _____
 - C. Callers loudness/attitude _____
 - D. Voice characteristics _____
1. Accent _____

2. Lisp _____
- E. Background noises you heard _____
1. Street noises _____
 2. Railroad/airport noises _____
 3. Bar noises _____
 4. Household noises _____
 5. Other _____
- F. What did the caller actually say? _____

If You Have An Actual Incident:

1. Be prepared to give some important information.

1. What's happening? _____
2. Where did it happen? _____
3. When did it happen? _____
4. How many are hurt/injured or needs assistance? _____
5. What do you see? _____
6. What is your Name? _____

Phone#? _____

Address? _____