McDONOUGH COUNTY
ILLINOIS

EMERGENCY OPERATIONS PLAN

AUGUST 2010

Emergency Services & Disaster Agency

Dan Kreps
ESDA Coordinator

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PROMULGATION DOCUMENT

In accordance with the provisions of the Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992) and the Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors (dated February 11, 1976), the Chairman of the McDonough County Board is authorized to cause to be prepared and maintained a comprehensive emergency management plan and program for the County of McDonough. This McDonough County Emergency Operation Plan (EOP) has been developed and updated to meet this requirement. The Plan has been developed in cooperation with representatives of Emergency Response Groups, County Offices or agencies, the American Red Cross and other volunteer agencies. McDonough County ESDA is responsible for coordination of this effort.

The Plan identifies the hazards which the County is vulnerable; sets down responsibilities of all County and volunteer agencies and outlines a means for the County's resources to be used to assist the citizens and political subdivisions of the County. The planning authorities and responsibilities conveyed to the individual agencies are recognized and acknowledged.

The Plan describes a coordination mechanism for response to and recovery from disasters and incidences arising therefrom. On my implementation, all agencies shall abide by and cooperate fully with the provisions described or referenced herein.

All tasked organizations' responsibility to prepare and maintain standard operating procedures (SOPs) and commit them to the training, exercising, and plan maintenance efforts needed to support the Emergency Operation Plan is declared.

As Chief Executive Officer, I affirm my support for emergency management in McDonough County.

Sincerely,

_____
(Name)
Board Chairman
McDonough County

MCDONOUGH COUNTY EMERGENCY OPERATIONS PLAN

_____ _____
Date

McDonough COUNTY BOARD CHAIRMAN

_____ _____
Date

MCDONOUGH COUNTY ESDA COORDINATOR

APPROVED: _____
Date

_____

IEMA REGIONAL COORDINATOR

AUTHENTICATION

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

All regulations and/or parts of regulations, conflicting with any of the provisions of this plan, shall be replaced.

This emergency operation plan shall be in force and effect the date of it's approval by the McDonough County Board Chairman.

Approved this _____ day of _____, 20___.

By: _____
McDonough County Board Chairman

By: _____
McDonough County ESDA Coordinator

SIGNATURE PAGE

We, the undersigned, have read, written, or approved our respective part or parts of the McDonough County Emergency Operations Plan. I accept the duties and responsibilities as assigned and written, and acknowledge the relationships thereby established. I further agree to provide to the extent possible, manpower, equipment, and material to perform the assigned duties.

Signed: _____ Date: _____
Illinois Emergency Management Agency - Region 6

Signed: _____ Date: _____
McDonough County Board Chairman

Signed: _____ Date: _____
McDonough County ESDA Coordinator

Signed: _____ Date: _____
McDonough County Sheriff

Signed: _____ Date: _____
McDonough County Highway Department

Signed: _____ Date: _____
McDonough County Health Department

Signed: _____Date: _____
McDonough County Coroner

Signed: _____Date: _____
McDonough County Supervisor of Assessments

Signed: _____ Date: _____
McDonough District Hospital

Signed: _____ Date: _____
McDonough County Chapter of American Red Cross

Signed: _____ Date: _____
McDonough County State's Attorney

Signed: _____ Date: _____

McDonough County Animal Shelter

Signed: _____ Date: _____
McDonough County 911

Signed: _____ Date: _____
Salvation Army

Signed: _____ Date: _____
Lamoine Emergency Amateur Radio Club

RECORD OF DISTRIBUTION

1. Illinois Emergency Management Agency, Region #6
2. McDonough County Board Chairperson
3. McDonough County ESDA Coordinator
4. McDonough County Assistant ESDA Coordinator
5. McDonough County Sheriff's Department
6. McDonough County Highway Department
7. McDonough County Health Department
8. McDonough County Coroner
9. McDonough County Supervisor of Assessments
10. McDonough County 911
11. McDonough County State's Attorney
12. McDonough County Chapter of Red Cross
13. McDonough District Hospital
14. Salvation Army
15. Lamoine Emergency Amateur Radio Club
16. McDonough County Animal Shelter
17. McDonough County Board Secretary

RECEIPT OF PLAN

I hereby acknowledge that I have received copy #_____ of the McDonough County Emergency Operations Plan from the McDonough County Emergency Services and Disaster Agency.

I also understand this document contains privileged information, and any reproduction or duplication requires prior written approval from the Emergency Services and Disaster Agency Coordinator.

Date Received: _____

Signature: _____

Printed Name: _____

Title: _____

Dept. / Organization: _____

RECORD OF CHANGES

When changes are made to this plan, the following procedures should be followed.

1. Major changes will be issued by McDonough County ESDA on hard copy pages. New pages should be inserted as directed. The old pages removed and destroyed.

2. Pen and ink changes will be promulgated by memorandum and accomplished directly on existing pages.

3. When any change is made, an entry should be made on the following log.

CHANGE NUMBER	DATE ENTERED	PAGES OR SECTIONS CHANGED	ENTERED BY

PLAN ABSTRACT

The Basic Section of the McDonough County Emergency Operations Plan is an overview of the approach to emergency management in McDonough County. It established the general foundation for coping with major emergencies and disasters. The Basic Section explains the general concept of operations and assignment of responsibilities for emergency planning and operations.

The functional annexes to the Emergency Operations Plan provides more information for carrying out assigned tasks. It emphasizes responsibilities, tasks, procedures, and actions that relate to the function being covered, (Public Information, Law Enforcement, Public Health, etc.). The annexes are written for emergency responders of McDonough County.

Checklists appear at the end of each functional annex. These are intended as a quick reference for the assigned tasks, responsibilities, procedures, and actions that are appropriate for that particular annex.

PLANNING GOALS

The goal in the planning process of this Emergency Operations Plan was to develop the capabilities of the various organizations who would be involved in a major emergency/disaster situation to better enable them to have lives and protect property.

McDonough County ESDA's goal is also to develop this plan to improve community awareness and emergency response for McDonough County. This will be done by developing our plan to allow agencies to work together in an organized team effort. ESDA will be upgrading all inventory and equipment lists for our county and working toward quicker dispatch times for this equipment. ESDA will continue to provide or assist other agencies in a varied field of training for our county.

The purpose of our county's mandated and approved EOP is to give written comprehensive emergency/disaster response and authority within the County of McDonough during such incidents, so all agencies can work more effectively together.

DIRECTION AND CONTROL ANNEX

I. PURPOSE

The purpose of this annex is to provide overview information on the means McDonough County will use to direct and control those activities of government that are essential to saving lives, protecting property, and restoring government services during and following emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Natural or man-made disasters may occur which would warrant a multi-response group effort. During such an event, the command structure of the entire response effort must be organized and a timely notification of the response groups must be achieved to restore the county to normalcy.

B. Assumptions

1. The Emergency Operations Center (EOC) will be operational around the clock.

2. Capacity limitations, resource shortfall, use of personnel or resources from outside the jurisdiction (mutual aid) to augment the jurisdiction's response organization or other considerations that may directly impact the ability of the jurisdiction to respond to emergency situations.

3. An Incident Command System (ICS) will ensure that the appropriate response leader will assume proper command of all response groups without the questioning of that individual's authority.

III. CONCEPT OF OPERATIONS

A. Command Structure

1. The EOC will be the centralized management center for policy making, coordination, and overall direction of responding forces in large scale emergency situations.

2. The Chief Elected Official (CEO) of the jurisdiction or appropriate designee (usually the ESDA Coordinator) directs all response and

recovery activities from the EOC.

3. The on-scene control system vests the responsibility for the direction and control of all response actions with a senior emergency response group individual that has reported to the scene of an emergency. The on-scene control will utilize the incident command system.

B. Authorities and Limitations

1. The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.

2. The incident command provides overall management at the incident site including public safety and public information actions.

3. The incident command directs, controls and orders resources including people and equipment.

4. When more than one scene is involved, the ICs coordinate activities with the EOC.

5. The ICS concentrates direction and control activities on the field operation of the emergency services organizations that have responded to the scene of an emergency. ICS uses top-down direction and control structure that includes five functions: Command, Operations, Planning, Logistics, and Finance/Administration.

C. Notification Procedures

1. McDonough County 911 shall contact the emergency response groups by the following means: telephone, paging, or the emergency response group's own radio system.

2. The EOC will notify emergency response groups using the responding groups' radio system or by telephone.

D. Information

1. The IC shall initiate disaster intelligence gathering upon arrival and relay it to the EOC via any means possible.

2. The EOC shall monitor all public safety frequencies and local commercial broadcast media.

3. All the emergency representatives at the EOC will review all the information collected to analyze pertinent data. Pertinent information will be forwarded to the Public Information Officer (PIO) and to the IC.

4. All information gathered will be written down and not transmitted over radio, if possible. Messages will be delivered by runners. If runners are not available, radio will be used discriminately to avoid rumors or misinformation by the general public. If available, electronic messages: such as email, texting, Groove software, etc., may be used.

E. EOC and ICP relationship

1. The Incident command Post (ICP) is in charge of tactical operations.

2. The EOC is in charge of strategic operations

3. The ICP is responsible to the EOC.

F. Coordination and Communications

1. All response groups will utilize their respective frequencies, whenever possible.

2. Distributed radios will serve as secondary communications.

3. All emergency response groups must identify themselves with their standard call signs with all transmissions.

4. Cell phones may be used but not relied on.

G. Incident Command System

1. The Incident Command Systems (ICS) will be used in all responses to disasters.

2. On single emergency group response, the ICS may be reduced to solely one incident commander.

H. Inter-jurisdictional Relationship

1. The initial emergency response will, to the maximum extent possible, be by the local jurisdiction.

2. Emergency response groups shall address any formal arrangements in order to request assistance from or to provide assistance to other jurisdictions during emergency situations.

3. Any emergency response group requiring mutual aid agreements shall maintain the agreements and shall supply a copy of the agreements to McDonough County ESDA for EOC reference.

4. Requests for state resources from IEMA will be made through McDonough County ESDA.

5. Requests for federal resources from FEMA will be made through IEMA.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following organizations shall: when notified of an emergency situation, send a representative to the EOC, if appropriate.

A. Chief Executive Official

1. Activates EOC (full or partial activation), when appropriate.

2. Directs tasked organizations to ensure response personnel report to the appropriate locations (EOC, emergency scene, work center, staging area, etc.) in accordance with the organization's SOP.

3. When notified, reports to the EOC.

4. If appropriate, identifies and establishes contact with the ICs in the field.

5. Provides overall direction of emergency response operations, until an emergency scene is established and an IC assumes this responsibility. (For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the CEO.)

6. As appropriate, designates an IC to direct tactical operations at each emergency scene.

7. As appropriate, directs implementation of protective actions for public safety.

8. If necessary, directs EOC staff to relocate to the alternate EOC to

continue operations.

9. When appropriate, terminates response operations and release personnel.

B. Fire Department

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as appropriate.

2. Identifies an IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff.

3. Performs IC duties at the emergency scene, if appropriate.

4. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.

5. Notifies the EOC of the situation if the original notification did not come from the EOC.

6. Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.

7. Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.

8. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.

C. Law Enforcement

1. Identifies an IC and establishes an ICP if appropriate; assigns appropriate personnel to IC staff.

2. Performs IC duties at the emergency scene, if appropriate.

3. Notifies the EOC of the situation if the original notification did not come from the EOC.

4. Sends a senior representative to the EOC, when the EOC has been

activated during an emergency.

5. Manages law enforcement resources and directs law enforcement operations. Duties may include:

   a. Directing and controlling traffic during emergency operations.

   b. Assisting in the evacuation of people at risk in and around the emergency scene.

   c. Controlling access to the scene of the emergency or the area that has been evacuated.

   d. Providing security in the area affected by the emergency to protect public and private property

D. EOC Manager

1. Is assigned by the ESDA Coordinator

2. Immediately notifies the CEO of significant emergency situations that could affect the jurisdiction. When directed by the CEO, or the ESDA Coordinator or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.

3. Activates EOC when directed to do so by the CEO or ESDA Coordinator or when the situation warrants such action.

   a. In the event the primary EOC has to be shut down, the EOC manager will be responsible for moving control operations to the alternate EOC site.

   b. Ensures that the secondary EOC is appropriate.

4. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:

   a. Information processing

      1) maintaining a significant events log.

2) message handling.

3) aggregating damage information from all available sources.

4) identifying resource needs.

5) preparing summaries on status of damage.

6) preparing briefings for senior management officials.

7) displaying appropriate information in the EOC.

8) preparing and submitting necessary reports when required (re: situation, critical resource status, etc.), including situation reports to the State EOC, as appropriate.

b. Coordinating logistical support for response personnel and disaster victims.

c. When directed by the CEO, or ESDA Coordinator or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.

d. When directed by the CEO, or ESDA Coordinator, terminating operations and closing the EOC.

E. Public Works Coordinator

1. Is assigned by the County Engineer.

2. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.

3. Identifies IC and establishes ICP, if appropriate; assigns appropriate personnel to IC staff.

4. Performs IC duties at the emergency scene, if appropriate.

5. Notifies the EOC of the situation if the original notification did not come from the EOC.

6. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.

7. Manages public works resources and directs public works operations. Duties may include:

   a. Performing debris removal operations.

   b. Assisting in search and rescue efforts.

   c. Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the EOC.

   d. Assisting in the evacuation of people at risk in and around the emergency scene.

   e. Coordinating with utility companies to restore power to disaster victims.

   f. Responsible for debris removal from the incident site and the proper disposition thereof.

F. ESDA Coordinator (Emergency Manager)

1. Ensures appropriate staff members report to the EOC.

2. Duties may include:

   a. Coordinating and/or managing EOC operations.

   b. Staffing the Information Processing Section.

   c. Advising/briefing the CEO and other key members of the emergency response organization on the emergency situation.

   d. Recommending to the CEO actions to protect the public from the life-threatening consequences associated with the emergency situations.

G. Public Information Officer

1. Is assigned by the CEO or IC.

2. When notified, reports to EOC or incident scene as appropriate.

3. Handles inquiries and informs the public about disaster damage, restricted

areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.

4. Will work with response organizations/agencies to coordinate press releases through the Joint Information Center (JIC) based on the established Joint Information System (JIS).

H. Health and Medical Coordinator

1. Is assigned by the McDonough County Health Department Administrator.

2. When notified of an emergency situation, sends a representative to the EOC, if appropriate.

3. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.

4. Works with the Coroner to coordinate necessary mortuary services, to include operations of temporary morgues, and identification of victims.

5. Collects information and reports damage/status of health and medical facilities and equipment to the EOC.

I. Communications Coordinator

1. If needed, is assigned by the ESDA Coordinator.

2. Serves as a member of the EOC team.

3. Ensures the emergency communications section in the EOC is equipped with the appropriate communication gear.

J. Warning Coordinator

1. If needed, is assigned by the ESDA Coordinator.

2. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring jurisdictions, and the State EOC of an emergency situation.

3. Develops and maintains a phone list or other means for warning special locations, such as schools, hospitals, nursing homes, major industrial sites, institutions, and places of public assembly.

4. Identifies public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the jurisdiction's warning capabilities.

K. Evacuation Coordinator

1. Is assigned by the Sheriff or IC.

2. When notified of an emergency situation, reports to the EOC, if appropriate.

3. Coordinates implementation of evacuation actions with the appropriate tasked organizations.

L. Mass Care Coordinator

1. Is assigned by the American Red Cross.

2. When notified of an emergency situation, reports to the EOC, if appropriate.

3. Coordinates implementation of mass care actions for the public with the appropriate tasked organizations.

M. Resource Manager

1. If needed, is assigned by the ESDA Coordinator.

2. When notified of an emergency situation, reports to the EOC, if appropriate.

3. Coordinates implementation of resource management activities with the appropriate tasked organizations.

N. Legal Department Representative

1. Is assigned by the State's Attorney.

2. When notified of an emergency situation, sends a representative to the EOC, if appropriate.

O. School Superintendent

1. When notified of an emergency situation, sends a representative to the

EOC, if appropriate.

2. Protects students in school when an emergency situation occurs.

3. Evacuates students, if appropriate.

4. When directed by appropriate authority, closes school facilities and releases students.

5. When directed by appropriate authority, makes schools available for use as mass care facilities.

6. Conducts damage assessment of school facilities.

P. Financial Officer

1. Is assigned by the county Treasurer.

2. When notified of an emergency situation, reports to the EOC, if appropriate.

3. Provides the Resource Manager and the CEO summary briefings on status of financial transactions.

4. Maintains records of all financial transactions during response operations.

5. Handles all procurement requests initiated by response organizations.

6. Establishes a procedure for the jurisdiction to accept cash donations, where statute permits such action; however, jurisdictions may wish to avoid competing with non-profit organizations' efforts to fund their activities.

7. Becomes familiar with the protocol and procedures required by the Stafford Act that are applicable to reimbursing the jurisdiction for eligible expenses associated with Presidentially Declared Disasters.

8. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the jurisdiction during the emergency situations.

Q. Illinois National Guard

1. Provides personnel and equipment to support direction and control actions at the scene and/or the EOC (at the direction of the

Governor.)

R. Volunteer Organizations

1. Amateur Radio Club Representative

a. When notified of an emergency situation, sends a representative to the EOC, if appropriate.

b. Provides emergency communications for emergency response groups and the EOC, if appropriate.

c. Provides weather spotters during severe weather.

2. Salvation Army Officer

a. When notified of an emergency situation, sends a representative to the EOC, if appropriate.

b. Assists with mass and mobile feeding.

c. Coordinates the warehousing and distribution of donated goods.

S. Private Utility Companies

1. When notified of an emergency situation, send a representative to the EOC.

T. Animal Control Officer

1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.

2. Manages public and private sector efforts to meet the animal service needs that arise including:

a. The rescue and capture of animals that have escaped confinement and displaced wildlife.

b. Evacuation.

c. Sheltering.

d. Care of the injured, sick, and stray.

e. Disposal of dead animals.

3. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.

4. Prepares a resource list that identifies the agencies/ organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.

5. Coordinates response activities with the appropriate representative in the EOC (EOC Manager, Evacuation Coordinator, Mass Care Coordinator, ARC, PIO, Health and Medical Coordinator, Resource Manger, etc.)

U. Other Organizations

1. Organizations not listed which may be utilized during disasters shall send a representative to the EOC.

2. Provide services in accordance with their capabilities.

V. All Tasked Organizations

1. Activate their own control center to support and facilitate the organization's response activities.

2. If appropriate, send a representative to the EOC.

3. Establish a procedure to identify damage to organizational resources and facilities, and report to the EOC such as:

a. Emergency service facilities and equipment (fire stations; police stations; custodial facilities, such as jails; hospitals and other health care facilities; rescue squads; public works facilities, etc.)

b. Communications networks (telephones, emergency service radio systems, repeater sites and base stations, television and radio stations, etc.)

c. Water supply system/facilities, to include waste water treatment.

d. Utilities (power plants, substations, power lines, etc.)

e. Transportation networks (roads, bridges, airports, rail terminals.)

f. Homes, businesses, public facilities, etc.

4. Where appropriate, ensure that organization staff member(s) tasked to work in the EOC during emergencies have **authority** to commit resources and set policies.

5. Provide support to the IC, as required.

6. If appropriate, establish a protocol for interfacing with State and Federal responders.

7. Coordinate with the PIO and clear press releases with the CEO before releasing information to the media for public consumption.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Agency heads shall submit reports to the EOC relating to their agency's expenditures and obligations during emergency conditions.

2. Local governments shall submit daily situation, resource consumption, resource shortfall, etc. report(s) to the State EOC, if applicable.

3. Emergency Services and Disaster Agency (ESDA) shall report daily on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.

B. Logistics

1. Each tasked organization is expected to provide its own logistical support during the initial phase (the first 24 hours) of response operations.

2. The American Red Cross will be responsible for feeding the emergency response group members.

3. Drinking water may be available from other communities.

4. Fire Departments shall supply their own generators, if possible. The EOC maintains its own generator.

5. Fuel for equipment and generators can be obtained at various filling stations which are open 24 hours. Response groups should retain all receipts.

6. Each emergency response group is responsible for maintenance and replacement of their own equipment.

7. Each emergency response group is responsible for re-stocking their own supplies.

8. All emergency response groups shall maintain and provide copies of agreements and understandings to McDonough County ESDA for use at the EOC.

VI. ADDRESSES OF EOC AND OTHER DIRECTION AND CONTROL FACILITIES (Classified)

VII. SUCCESSION OF COMMAND (Classified)

VIII. DEVELOPMENT AND MAINTENANCE OF THE DIRECTION AND CONTROL ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

IX. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

C. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

VI. APPENDICES (Classified)

A. Addresses of EOC and Other Direction and Control Facilities

B. Line of Succession

PUBLIC INFORMATION ANNEX

I. PURPOSE

The purpose of this annex is to establish policies and procedures to ensure a capability to disseminate accurate, timely, and useful information to the public on emergency situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. McDonough County has the potential to experience a major emergency or disaster.

2. The public needs information regarding actions to be taken to minimize the loss of life and property.

3. The media would provide a means of disseminating emergency information to the public.

4. Government officials will provide accurate and complete information and cooperate with the media to the extent possible.

5. Tornadoes, hazardous material spills, and other localized and wide-spread disasters may occur which would necessitate warning the public and informing them of actions that they must take.

6. The principal means by which the public would be informed of potential threats to their health and safety would be disseminated by warning sirens, television, radio, cable outlets, newspaper, and websites. There is a possibility that vehicle-mounted public address systems, door-to-door notification, and reverse calling systems would be used.

7. The area covered by local commercial broadcast stations is the entire county. Warning sirens cover approximately a mile and one-half diameter.

8. The local radio stations can be contacted by telephone, personal contact, Emergency Alert System, and via NOAA Weather Warning Radios.

9. Due to the population size of the county and the self-reliance of the people of the county, the vast majority of the public has been made aware that in the event of an emergency, turning to local radio stations is their best source of information.

B. Assumptions

1. During an emergency the public will want information on proper survival/response actions to take.

2. The media will demand information about the situation.

3. The number of media personnel responding to the emergency will depend on the magnitude.

4. The local media will usually cooperate with officials in disseminating information to the public.

5. The general public will turn to local and area media as sources of information and guidance.

6. There may be times when disaster strikes without warning and the Public Information System cannot react rapidly enough.

7. Rumors can be expected during any emergency.

8. The county has a high level of preparedness, although public awareness campaigns cannot be 100% effective due to many tourists and transients.

III. CONCEPTS OF OPERATIONS

A. The McDonough County ESDA Coordinator will initiate an awareness program to inform the public of potential hazards and appropriate actions to take.

B. During the response and recovery phases of a major emergency/ disaster situation, a Public Information Officer (PIO), designated by Incident Command, will assure that information is disseminated to the public by any means necessary (radio, TV, print, etc.). The PIO will work out of a designated information office which will serve as the official point of contact for the media during the emergency.

C. Response organizations will coordinate information with the PIO and clear all

press releases with Incident Command before releasing information to the media for public consumption. The PIO shall also arrange to obtain information from the private sector and voluntary organizations engaged in response and recovery efforts. Information of a technical nature shall be obtained from the appropriate local, state, or federal government or private sector agency.

1. PIO will work with response organizations/agencies to coordinate press releases through the Joint Information Center (JIC) based on the established Joint Information System (JIS).

D. The above mentioned procedures are intended to provide for the complete and accurate dissemination of information.

E. The PIO shall supervise the information office and communicate with the Emergency Operations Center (EOC) to advise decision makers and coordinate public information efforts. News conferences should be scheduled as appropriate to inform the media of developments.

F. Information regarding the status of injured or missing persons, location of damaged/restricted areas, and emergency welfare services, shall be coordinated with the appropriate response agency. Information concerning the deceased shall be released by the McDonough County Coroner.

G. The PIO shall arrange a schedule for the activation and release of public information personnel to provide for a continuous 24-hour manning capability of public information jobs during emergency operations. Should additional public information assistance be needed, the Public Information Office shall notify the McDonough County ESDA Coordinator, who will notify IEMA and request related assistance from nearby jurisdictions, the state or federal government.

H. The PIO will as soon as possible start the dissemination of information to the public, and also receive public inquiry through the public information office. The PIO will monitor the news media, maintain a working relationship, and also immediately act on any rumors.

I. The establishment of a public information center will be given top priority so citizens and the news media can obtain immediate information on the incident.

J. Forecasted Events:

1. Coordinate with Chief Executive Official (CEO), Evacuation

Coordinator, Mass Care Coordinator, and Warning Coordinator to determine status of plans and timing of actions.

2. Establish and maintain contact with media. Provide preparedness information and any instructions, as cleared by the CEO.

3. Arrange for accelerated printing of camera-ready emergency public information (EPI) material (e.g., evacuation instructions/maps and Family Protection Program leaflets), if needed to supplement/restock existing print material.

4. Ensure distribution of printed material to broadcast media, to preselected locations (e.g. grocery stores), and/or via newspaper.,

5. Monitor media.

6. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.

7. Message Content: the following is a suggested, but not limited to, general content for a forecasted event.

    a) Hazard.

    b) Estimated area and time of impact.

    c) Property protection measures (e.g., sandbagging, taping windows).

    d) Disaster supply kit for surviving 72 hours.

    e) Evacuation instructions (departure time, routes, mass care facility locations, etc.), if feasible to evacuate.

    f) Instructions on how to protect and care for young children, pregnant women, and senior citizens.

    g) Instructions on how to protect and care for companion and farm animals (location of animal shelters, provisions and requirements e.g., use of leashes or cages for transport of companion animals, etc.)

    h) Other do's and don'ts, if not feasible to evacuate, (e.g. stay

indoors, close all doors and windows, etc).

i) How (and how often) government will be in touch with the public during the emergency.

j) Telephone numbers for specific kinds of inquiry (if staffed).

K. Limited Warning

1. Coordinate with CEO and Evacuation Coordinator to determine what protective action will be taken, (limited) evacuation or in-place shelter.

2. Complete standby EPI instructions with particulars of the event. Coordinate with Warning Coordinator to ensure warning system (e.g., route alerting, door-to-door canvassing) is activated and ensure EPI is being disseminated.

3. Contact media to repeat and update initial warning and provide EPI contact name(s) and telephone number(s).

4. Monitor media.

5. Message Content: the following is a suggested, but not limited to, general content for a limited warning event.

a) Hazard; kind of risk posed to people and property.

b) Area at risk and predicted time of impact.

c) Protective action instructions. These may address specific groups (e.g., parents with school children in the area) as well as the general public.

d) Reference to any useful information at hand (e.g., in telephone book).

e) What government is doing or will do.

f) How (and how often) government will be in touch with the public during the emergency.

L. After Impact: the following are, but not limited to, EPI actions that may be taken after the emergency.

1. Establish and maintain contact with media. Provide information and any instructions, as cleared by the CEO or his/her designee.

2. Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.

3. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.

4. Arrange for printing of camera-ready EPI material (e.g., Family Protection Program leaflets and health and safety instructions), if needed.

5. Ensure distribution of printed material to broadcast media, to preselected locations (e.g., grocery stores) to volunteer groups or other response and recovery personnel that may go into residential areas, and/or via newspaper.

6. Compile chronology of events.

7. Message Content: the following is a suggested, but not limited to, general content for a limited warning event.

    a) Current situation assessment.

    b) Current government actions.

    c) Survival instructions (for those affected or still potentially affected).

    d) How/where to get what help (for those affected).

    e) Health hazards information.

    f) How/where to get help for companion and farm animals.

    g) Restricted areas (for those not affected).

    h) Telephone number for inquiries regarding survivors.

    i) What to do and whom to contact in order to offer help.

    j) Telephone number for donations offers and inquiries,

accompanied by donations policy (send money and make check payable to..., critical needs include X but please don't send Y..., package donations such and such way.)

k) How and how often government will be in touch with public during the emergency.

l) Instructions for evacuees to return home.

M. Internal Coordination/Control

1. The PIO and designated alternate will be appointed by the CEO, ESDA Coordinator, or IC.

2. No government employee, elected official or emergency response group member will talk to the media unless given specific authority to do so by the PIO, CEO, ESDA Coordinator, or IC.

3. A location will be identified to be the primary location for press briefings, PIO office, and for EPI management.

4. Briefings by ICs to the PIO should begin immediately at the onset of the event. Prior to media interviews, PIO shall be briefed by IC, the CEO, and ESDA.

5. Any information received over telephone or word-of-mouth should be verified or substantiated before acceptance.

6. General guidelines for media convergence:

   a) Law enforcement will not allow the media to interfere with emergency response group duties.

   b) The PIO will designate an area reserved for media vehicles and equipment.

   c) All media personnel must wear photo IDs unless they are locally recognized media representatives.

   d) Media personnel must obtain permission from the IC before entering an incident area.

7. Press secretaries may augment PIO duties.

N. Inter-jurisdictional Coordination

1. Local PIOs will coordinate their duties with county-assigned PIOs.

2. The National Response Framework (NRF) calls for maximum coordination of agencies' information releases through a Joint Information Center (JIC) to ensure consistency and accuracy. There will be a single location for media access to the JIC. If a single local/state/federal JIC is not a viable option, public affairs personnel, decision-makers, and news centers are to be connected by e-mail, fax, or telephone in a Joint Information System (JIS).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. May serves as primary spokesperson before media, but should delegate the function to PIO.

2. Gives final approval to release of emergency instructions and information, or delegates function to PIO.

3. In cases where IC has been established, provides policy guidance on the transfer of authority to release information from the ICP to the EOC, should the incident exceed a predetermined level.

4. Designates location for media briefings.

5. Approves implementation of any special provisions for media convergence.

B. Public Information Officer

1. Assigned by CEO or IC.

2. Manages all aspects of EPI on behalf of CEO.

3. Assumes EPI functions delegated by CEO.

4. Ensures timely preparation of EPI materials and their dissemination.

5. Ensures that public is able to obtain additional information and provide feedback (e.g., with hotline for public inquiries).

a) May establish center for disaster welfare information, and cooperate with any Disaster Welfare Information (DWI) services provided by the American Red Cross (ARC).

b) Coordinates with appropriate officials (Mass Care Coordinator, Health and Medical Coordinator, etc.) to obtain necessary information.

6. Ensures gathering of necessary information and timely preparation of news releases.

7. Briefs public affairs officers who go to the incident site.

8. Schedules news conferences, interviews, and other media access (subject to any special media convergence provisions).

9. Supervises the media center.

10. Assigns print and broadcast monitors to review all media reports for accuracy.

11. Coordinates rumor control activity.

12. At the request of the Resource Manager, obtains media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donations policy, and other donations-related matters.

13. Maintains a chronological record of disaster events.

14. Reports to EOC, if applicable, based on the CEO's decision.

C. Emergency Manager

1. Advises CEO on when to disseminate emergency instructions to the public.

2. Assists the PIO with news releases and rumor control.

3. Prepare and distribute to the PIO, materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

4. Prepare and distribute to the PIO, instructions that identify centrally located staging areas and pickup points for evacuees without

private vehicles or other means of transportation.

5. Establish and maintain a working relationship with the local media.

D. Commercial Broadcast Stations

1. Disseminate information when requested to do so by CEO or his/her designee.

E. Local Media Organizations

1. Store/maintain advance emergency packets for release at the PIO's request.

2. Verify field reports of emergency's development with PIO.

3. Cooperate in public education efforts.

F. Chief School Official

1. Disseminates emergency information to school population as appropriate.

G. Resource Manager

1. Provides PIO with unmet needs requests from Donations Team to be solicited from businesses and the public, as well as other donations-related information.

H. Voluntary Organizations

1. Provide support to public inquiry telephone lines, as requested by PIO.

2. Provide support in disseminating printed EPI material, as requested by PIO.

I. All Tasked Organizations

1. Provide information as requested by PIO.

2. Clear all emergency-related news releases with the jurisdiction's PIO.

3. Provide public affairs officers to support EPI activities, as requested by PIO.

4. Refer media inquiries to PIO.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. All ICs and emergency response groups should inform the PIO of any significant event in a timely manner.

2. Information which may cause distress, panic, or may fuel rumors should be relayed to the PIO by telephone, written messages or personal contact.

3. The PIO should give hourly reports to all ICs.

4. The PIO should submit press coverage summaries, public reactions and concerns twice daily to the CEO.

5. The PIO will submit a chronology of events to the CEO, ESDA office, and IC at the end of the incident.

B. Logistics

1. The PIO staff is to be augmented by volunteers designated by the PIO. Standard office and communication skills are recommended for PIO volunteers.

VI. DEVELOPMENT AND MAINTENANCE OF PUBLIC INFORMATION ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

C. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

D. 47 CFR, Part 73, Subpart G, Emergency Alert System.

VIII. SUCCESSION OF COMMAND

1. Public Information Officer

2. Assistant Public Information Officer

3. Or Designee

VIV. APPENDICES

A. Pre-emergency Operations Checklist.

B. Response Operations Checklist.

C. Recovery Operation Checklist.

D. Local Media Outlets.

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Designate a Public Information Officer.

2. Develop a disaster preparedness program.

3. Develop the local EAS message.

4. Train Public Information staff and volunteer augmenters to perform Public Information emergency functions.

5. Establish a procedure for acknowledging and authenticating information reports.

6. Prepare emergency information packets for release during emergencies and distribute pertinent materials to the media.

7. Negotiate, coordinate, and prepare mutual aid agreements, if necessary.

8. Prepare materials for the visually impaired and non-English speaking groups, if necessary.

9. Update Public Information annex as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Continue to train assigned Public Information staff and volunteer augmenters to perform Public Information emergency functions.

2. Activate EAS if necessary.

3. Distribute press releases and emergency information packets.

4. Coordinate rumor control.

5. Schedule news conferences.

6. Authenticate all sources of information being released and verify for accuracy.

7. Provide evacuees with appropriate information regarding evacuation routes, reception areas, etc. Coordinate with ESDA Coordinator.

8. Collect information from EOC.

9. Coordinate inquiries and inform families of the status of individuals injured or missing due to the disaster.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
2. Continue Public Information programs.
3. Compile a chronological record of events.
4. Assess effectiveness of information and education programs.

APPENDIX D. LOCAL MEDIA OUTLETS

Radio

Television/Cable

Newspapers

WARNING/EMERGENCY INFORMATION ANNEX

I. PURPOSE

This annex describes the warning systems in place in McDonough County and the responsibilities and procedures for using them. All components of the system will be identified and the provisions that have been made to implement warning described.

II. SITUATION AND ASSUMPTIONS

A. Situations

1. Hazardous material spills, tornadoes, or other hazards will require warning the general public and emergency response groups in an expeditious manner. Warning sirens and commercial radio and television announcements are methods which will be used to alert the citizens of the county. Other possible methods would be websites, emails, and reverse calling systems.

B. Assumptions

1. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.

2. Special needs groups such as the hearing impaired, sight impaired, physically disabled, or institutionalized (e.g., in mental treatment facilities, jails/prisons/detention facilities, etc.) require special attention to ensure a workable warning system is established.

3. Emergency response organizations such as the fire and police may be called upon to help warn the public.

4. Radio/TV stations will be willing to issue warning announcements.

5. Where available, National Oceanic and Atmospheric Administration (NOAA) Weather Warning Radio stations will disseminate watches and warning issued by the National Weather Service (NWS); NOAA tone alert radios are automatically activated when such watches and warnings are issued.

6. The need to warn the public and alert government officials is common to all disaster situations.

7.The time available for warning may vary, depending on the speed of onset.

III. CONCEPT OF OPERATIONS

A. The UHF/VHF radio system and pagers will be the primary source to notify emergency response organizations concerning warnings about to be issued.

B. Appropriate government officials will be notified by telephone.

C. The dissemination of alerts and warnings to the general public can be accomplished in the following ways:

1. Activation of the Outdoor Warning Siren System: The 911 center may activate sirens to alert residents to an actual or impending emergency. The Outdoor Warning Siren System should only be activated for extreme emergency situations.

2. Commercial radio station broadcasts: Radio stations in McDonough County can be requested to make emergency announcements.

3. Activation of cable over-ride systems: The 911 Center can activate the TV over-ride system to alert residents to an actual disaster or impending emergency.

4. Emergency service vehicle PA systems: Most emergency service vehicles have sirens with a PA system that can be used to broadcast emergency information.

5. Telephone: This should only be used to notify a small number of people, due to the time-consuming process.

6. Door-to-door notification: This should only be used for an isolated area with few residents in a slowly-developing situation.

D. Warning for special locations such as schools, hospital, nursing homes, recreational facilities, child daycare and adult daycare, public assembly areas, and major industrial sites may be accomplished by phone, person, or NOAA weather warning radios. Warnings will be augmented by commercial radio and TV broadcasts as well as warning sirens.

E. A single tone warning siren signal will be sounded for all warnings. No all clear tone will be given.

G. Inter-jurisdictional Relationships

1. The 911Center has the authority to activate the warning sirens and notify commercial radio and TV stations to broadcast warnings.

2. McDonough County ESDA, the Sheriff, and/or the EOC have authorization to activate the warning sirens and notify commercial radio and TV stations to broadcast warnings.

3. Industrial complexes and transportation services that use, produce, store or transport hazardous materials should immediately alert the 911 Center when an emergency situation involving hazardous material occurs. Any warning, if necessary, will be instituted by the 911Center, the EOC, or ESDA.

4. Any affected nearby jurisdiction shall be warned of the HazMat incident by any means possible to alert them of the potential threat of the situation.

IV. ORGANIZATION OF ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Specifies who has authority to order activation of warning systems.

2. Assigns a single organization the responsibility of activation of the various warning systems in the jurisdiction. The organization must be able to initiate the warning systems around-the-clock. In McDonough County, the 911 Center has this responsibility.

3. Designates public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's warning capabilities.

B. Warning Coordinator (ESDA Coordinator)

1. When notified of an emergency situation, reports to the EOC. (However, when practical, this individual should be permanently assigned to the EOC.)

2. Implements call-down rosters to alert emergency responders or provide situation updates.

3. Activates public warning systems.

4. Implements contingency plans to provide warnings if established warning system fails to work.

5. Coordinates warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.

6. Works with the Public Information Officer (PIO) to ensure pertinent warning information is provided to the print media for distribution to the public.

C. EOC Manager

1. Activates warning section in the EOC.

2. Ensures emergency warning systems are activated when directed to do so.

3. Issues cancellation of warning notice or otherwise ensures emergency responders and the public are aware of the fact that the emergency situation is terminated.

D. All Tasked Organizations

1. Upon receipt of a warning message or signal, initiate internal organization notification actions to:

   a. Alert employees and volunteer augmenters assigned emergency response duties to the emergency situation.

   b. As appropriate to the situation:

      1) suspend or curtail normal business activities.

      2) recall essential off-duty employees.

      3) send non-critical employees home.

      4) evacuate the organization's facilities.

2. If appropriate, augment the EOC's effort to warn the public through the use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Listing of all phone numbers and radio frequencies of emergency response groups can be found in the Resource Manual.

2. Maps of the warning siren system and coverage area can be found in Appendix A and B of this section.

B. Logistics

1. The 911Center will test warning sirens the first Tuesday of every month at 10:00 A.M., if weather conditions permits.

2. Individual jurisdictions will be responsible for maintaining, repair, and/or replacement of damaged warning siren equipment.

3. Agreements with the private sector such as commercial broadcast stations to augment warning capabilities are not needed.

4. ICs shall maintain warning equipment at their immediate disposal such as PA systems and mobile sirens.

VI. DEVELOPMENT AND MAINTENANCE OF WARNINGS ANNEX

1. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

2. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

2. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

3. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

VII. APPENDICES

A. Siren Locations in McDonough County.

APPENDIX A. SIREN LOCATIONS IN MCDONOUGH COUNTY

Macomb

Colchester
Tennessee

Blandinsville

Sciota

Good Hope

Bushnell

Prairie City

Bardolph

Adair

Industry

PUBLIC INFORMATION ANNEX

I. PURPOSE

The purpose of this annex is to establish policies and procedures to ensure a capability to disseminate accurate, timely, and useful information to the public on emergency situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. McDonough County has the potential to experience a major emergency or disaster.

2. The public needs information regarding actions to be taken to minimize the loss of life and property.

3. The media would provide a means of disseminating emergency information to the public.

4. Government officials will provide accurate and complete information and cooperate with the media to the extent possible.

5. Tornadoes, hazardous material spills, and other localized and wide-spread disasters may occur which would necessitate warning the public and informing them of actions that they must take.

6. The principal means by which the public would be informed of potential threats to their health and safety would be disseminated by warning sirens, television, radio, cable outlets, newspaper, and websites. There is a possibility that vehicle-mounted public address systems, door-to-door notification, and reverse calling systems would be used.

7. The area covered by local commercial broadcast stations is the entire county. Warning sirens cover approximately a mile and one-half diameter.

8. The local radio stations can be contacted by telephone, personal contact, Emergency Alert System, and via NOAA Weather Warning Radios.

9. Due to the population size of the county and the self-reliance of the people of the county, the vast majority of the public has been made aware that in the event of an emergency, turning to local radio stations is their best source of information.

B. Assumptions

1. During an emergency the public will want information on proper survival/response actions to take.

2. The media will demand information about the situation.

3. The number of media personnel responding to the emergency will depend on the magnitude.

4. The local media will usually cooperate with officials in disseminating information to the public.

5. The general public will turn to local and area media as sources of information and guidance.

6. There may be times when disaster strikes without warning and the Public Information System cannot react rapidly enough.

7. Rumors can be expected during any emergency.

8. The county has a high level of preparedness, although public awareness campaigns cannot be 100% effective due to many tourists and transients.

III. CONCEPTS OF OPERATIONS

A. The McDonough County ESDA Coordinator will initiate an awareness program to inform the public of potential hazards and appropriate actions to take.

B. During the response and recovery phases of a major emergency/ disaster situation, a Public Information Officer (PIO), designated by Incident Command, will assure that information is disseminated to the public by any means necessary (radio, TV, print, etc.). The PIO will work out of a designated information office which will serve as the official point of contact for the media during the emergency.

C. Response organizations will coordinate information with the PIO and clear all

press releases with Incident Command before releasing information to the media for public consumption. The PIO shall also arrange to obtain information from the private sector and voluntary organizations engaged in response and recovery efforts. Information of a technical nature shall be obtained from the appropriate local, state, or federal government or private sector agency.

1. PIO will work with response organizations/agencies to coordinate press releases through the Joint Information Center (JIC) based on the established Joint Information System (JIS).

D. The above mentioned procedures are intended to provide for the complete and accurate dissemination of information.

E. The PIO shall supervise the information office and communicate with the Emergency Operations Center (EOC) to advise decision makers and coordinate public information efforts. News conferences should be scheduled as appropriate to inform the media of developments.

F. Information regarding the status of injured or missing persons, location of damaged/restricted areas, and emergency welfare services, shall be coordinated with the appropriate response agency. Information concerning the deceased shall be released by the McDonough County Coroner.

G. The PIO shall arrange a schedule for the activation and release of public information personnel to provide for a continuous 24-hour manning capability of public information jobs during emergency operations. Should additional public information assistance be needed, the Public Information Office shall notify the McDonough County ESDA Coordinator, who will notify IEMA and request related assistance from nearby jurisdictions, the state or federal government.

H. The PIO will as soon as possible start the dissemination of information to the public, and also receive public inquiry through the public information office. The PIO will monitor the news media, maintain a working relationship, and also immediately act on any rumors.

I. The establishment of a public information center will be given top priority so citizens and the news media can obtain immediate information on the incident.

J. Forecasted Events:

1. Coordinate with Chief Executive Official (CEO), Evacuation

Coordinator, Mass Care Coordinator, and Warning Coordinator to determine status of plans and timing of actions.

2. Establish and maintain contact with media. Provide preparedness information and any instructions, as cleared by the CEO.

3. Arrange for accelerated printing of camera-ready emergency public information (EPI) material (e.g., evacuation instructions/maps and Family Protection Program leaflets), if needed to supplement/restock existing print material.

4. Ensure distribution of printed material to broadcast media, to preselected locations (e.g. grocery stores), and/or via newspaper.,

5. Monitor media.

6. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.

7. Message Content: the following is a suggested, but not limited to, general content for a forecasted event.

    a) Hazard.

    b) Estimated area and time of impact.

    c) Property protection measures (e.g., sandbagging, taping windows).

    d) Disaster supply kit for surviving 72 hours.

    e) Evacuation instructions (departure time, routes, mass care facility locations, etc.), if feasible to evacuate.

    f) Instructions on how to protect and care for young children, pregnant women, and senior citizens.

    g) Instructions on how to protect and care for companion and farm animals (location of animal shelters, provisions and requirements e.g., use of leashes or cages for transport of companion animals, etc.)

    h) Other do's and don'ts, if not feasible to evacuate, (e.g. stay

indoors, close all doors and windows, etc).

i) How (and how often) government will be in touch with the public during the emergency.

j) Telephone numbers for specific kinds of inquiry (if staffed).

K. Limited Warning

1. Coordinate with CEO and Evacuation Coordinator to determine what protective action will be taken, (limited) evacuation or in-place shelter.

2. Complete standby EPI instructions with particulars of the event. Coordinate with Warning Coordinator to ensure warning system (e.g., route alerting, door-to-door canvassing) is activated and ensure EPI is being disseminated.

3. Contact media to repeat and update initial warning and provide EPI contact name(s) and telephone number(s).

4. Monitor media.

5. Message Content: the following is a suggested, but not limited to, general content for a limited warning event.

a) Hazard; kind of risk posed to people and property.

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c) Protective action instructions. These may address specific groups (e.g., parents with school children in the area) as well as the general public.

d) Reference to any useful information at hand (e.g., in telephone book).

e) What government is doing or will do.

f) How (and how often) government will be in touch with the public during the emergency.

L. After Impact: the following are, but not limited to, EPI actions that may be taken after the emergency.

1. Establish and maintain contact with media. Provide information and any instructions, as cleared by the CEO or his/her designee.

2. Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.

3. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.

4. Arrange for printing of camera-ready EPI material (e.g., Family Protection Program leaflets and health and safety instructions), if needed.

5. Ensure distribution of printed material to broadcast media, to preselected locations (e.g., grocery stores) to volunteer groups or other response and recovery personnel that may go into residential areas, and/or via newspaper.

6. Compile chronology of events.

7. Message Content: the following is a suggested, but not limited to, general content for a limited warning event.

    a) Current situation assessment.

    b) Current government actions.

    c) Survival instructions (for those affected or still potentially affected).

    d) How/where to get what help (for those affected).

    e) Health hazards information.

    f) How/where to get help for companion and farm animals.

    g) Restricted areas (for those not affected).

    h) Telephone number for inquiries regarding survivors.

    i) What to do and whom to contact in order to offer help.

    j) Telephone number for donations offers and inquiries,

accompanied by donations policy (send money and make check payable to..., critical needs include X but please don't send Y..., package donations such and such way.)

k) How and how often government will be in touch with public during the emergency.

l) Instructions for evacuees to return home.

M. Internal Coordination/Control

1. The PIO and designated alternate will be appointed by the CEO, ESDA Coordinator, or IC.

2. No government employee, elected official or emergency response group member will talk to the media unless given specific authority to do so by the PIO, CEO, ESDA Coordinator, or IC.

3. A location will be identified to be the primary location for press briefings, PIO office, and for EPI management.

4. Briefings by ICs to the PIO should begin immediately at the onset of the event. Prior to media interviews, PIO shall be briefed by IC, the CEO, and ESDA.

5. Any information received over telephone or word-of-mouth should be verified or substantiated before acceptance.

6. General guidelines for media convergence:

   a) Law enforcement will not allow the media to interfere with emergency response group duties.

   b) The PIO will designate an area reserved for media vehicles and equipment.

   c) All media personnel must wear photo IDs unless they are locally recognized media representatives.

   d) Media personnel must obtain permission from the IC before entering an incident area.

7. Press secretaries may augment PIO duties.

N. Inter-jurisdictional Coordination

1. Local PIOs will coordinate their duties with county-assigned PIOs.

2. The National Response Framework (NRF) calls for maximum coordination of agencies' information releases through a Joint Information Center (JIC) to ensure consistency and accuracy. There will be a single location for media access to the JIC. If a single local/state/federal JIC is not a viable option, public affairs personnel, decision-makers, and news centers are to be connected by e-mail, fax, or telephone in a Joint Information System (JIS).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. May serves as primary spokesperson before media, but should delegate the function to PIO.

2. Gives final approval to release of emergency instructions and information, or delegates function to PIO.

3. In cases where IC has been established, provides policy guidance on the transfer of authority to release information from the ICP to the EOC, should the incident exceed a predetermined level.

4. Designates location for media briefings.

5. Approves implementation of any special provisions for media convergence.

B. Public Information Officer

1. Assigned by CEO or IC.

2. Manages all aspects of EPI on behalf of CEO.

3. Assumes EPI functions delegated by CEO.

4. Ensures timely preparation of EPI materials and their dissemination.

5. Ensures that public is able to obtain additional information and provide feedback (e.g., with hotline for public inquiries).

a) May establish center for disaster welfare information, and cooperate with any Disaster Welfare Information (DWI) services provided by the American Red Cross (ARC).

b) Coordinates with appropriate officials (Mass Care Coordinator, Health and Medical Coordinator, etc.) to obtain necessary information.

6. Ensures gathering of necessary information and timely preparation of news releases.

7. Briefs public affairs officers who go to the incident site.

8. Schedules news conferences, interviews, and other media access (subject to any special media convergence provisions).

9. Supervises the media center.

10. Assigns print and broadcast monitors to review all media reports for accuracy.

11. Coordinates rumor control activity.

12. At the request of the Resource Manager, obtains media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donations policy, and other donations-related matters.

13. Maintains a chronological record of disaster events.

14. Reports to EOC, if applicable, based on the CEO's decision.

C. Emergency Manager

1. Advises CEO on when to disseminate emergency instructions to the public.

2. Assists the PIO with news releases and rumor control.

3. Prepare and distribute to the PIO, materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

4. Prepare and distribute to the PIO, instructions that identify centrally located staging areas and pickup points for evacuees without

private vehicles or other means of transportation.

5. Establish and maintain a working relationship with the local media.

D. Commercial Broadcast Stations

1. Disseminate information when requested to do so by CEO or his/her designee.

E. Local Media Organizations

1. Store/maintain advance emergency packets for release at the PIO's request.

2. Verify field reports of emergency's development with PIO.

3. Cooperate in public education efforts.

F. Chief School Official

1. Disseminates emergency information to school population as appropriate.

G. Resource Manager

1. Provides PIO with unmet needs requests from Donations Team to be solicited from businesses and the public, as well as other donations-related information.

H. Voluntary Organizations

1. Provide support to public inquiry telephone lines, as requested by PIO.

2. Provide support in disseminating printed EPI material, as requested by PIO.

I. All Tasked Organizations

1. Provide information as requested by PIO.

2. Clear all emergency-related news releases with the jurisdiction's PIO.

3. Provide public affairs officers to support EPI activities, as requested by PIO.

4. Refer media inquiries to PIO.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. All ICs and emergency response groups should inform the PIO of any significant event in a timely manner.

2. Information which may cause distress, panic, or may fuel rumors should be relayed to the PIO by telephone, written messages or personal contact.

3. The PIO should give hourly reports to all ICs.

4. The PIO should submit press coverage summaries, public reactions and concerns twice daily to the CEO.

5. The PIO will submit a chronology of events to the CEO, ESDA office, and IC at the end of the incident.

B. Logistics

1. The PIO staff is to be augmented by volunteers designated by the PIO. Standard office and communication skills are recommended for PIO volunteers.

VI. DEVELOPMENT AND MAINTENANCE OF PUBLIC INFORMATION ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

C. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

D. 47 CFR, Part 73, Subpart G, Emergency Alert System.

VIII. SUCCESSION OF COMMAND

1. Public Information Officer

2. Assistant Public Information Officer

3. Or Designee

VIV. APPENDICES

A. Pre-emergency Operations Checklist.

B. Response Operations Checklist.

C. Recovery Operation Checklist.

D. Local Media Outlets.

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Designate a Public Information Officer.

2. Develop a disaster preparedness program.

3. Develop the local EAS message.

4. Train Public Information staff and volunteer augmenters to perform Public Information emergency functions.

5. Establish a procedure for acknowledging and authenticating information reports.

6. Prepare emergency information packets for release during emergencies and distribute pertinent materials to the media.

7. Negotiate, coordinate, and prepare mutual aid agreements, if necessary.

8. Prepare materials for the visually impaired and non-English speaking groups, if necessary.

9. Update Public Information annex as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Continue to train assigned Public Information staff and volunteer augmenters to perform Public Information emergency functions.

2. Activate EAS if necessary.

3. Distribute press releases and emergency information packets.

4. Coordinate rumor control.

5. Schedule news conferences.

6. Authenticate all sources of information being released and verify for accuracy.

7. Provide evacuees with appropriate information regarding evacuation routes, reception areas, etc. Coordinate with ESDA Coordinator.

8. Collect information from EOC.

9. Coordinate inquiries and inform families of the status of individuals injured or missing due to the disaster.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
2. Continue Public Information programs.
3. Compile a chronological record of events.
4. Assess effectiveness of information and education programs.

DISASTER INTELLIGENCE/DAMAGE ASSESSMENT ANNEX

I. PURPOSE

The purpose of this annex describes the procedures used in the assessment of damages caused by a major emergency/disaster. McDonough County plans to use the damage assessment finding to assess the degree of need for assistance from state and federal agencies and also the type of assistance that will be needed.

II. SITUATIONS AND ASSUMPTIONS

A. *Situation*

1. McDonough County has the potential to experience damages caused by a major emergency/disaster.

2. A planned procedure for damage assessment is necessary for effective response and recovery operations.

B. *Assumptions*

1. Timely and accurate assessments of damage to private and public property will be vital concerns to county officials following a disaster or emergency.

III. CONCEPT OF OPERATIONS

A. Training of volunteers, for initial damage assessment, is conducted yearly through the combined efforts of the American Red Cross and McDonough County ESDA.

B. During the response phase to a major emergency/disaster, the McDonough County ESDA Coordinator will alert the Red Cross of the need of volunteers to perform an initial survey of damages which include:

1. Number of residential structures damaged.

2. Number of residential structures destroyed.

3. Number of public buildings damaged.

4. Number of public buildings destroyed.

5. Damage done to major streets, roads, bridges, and other critical facilities.

C. The damage assessment information gathered will be displayed in the EOC on maps and charts. Maps will be obtained from ESDA, County Highway Department, the GIS Center, and the Assessor's Office.

D. DATs are provided by the American Red Cross.

E. A designated DAT representative may need to report to the EOC to coordinate damage assessment operations and to advise decision makers of the findings. The McDonough County ESDA Coordinator will advise IEMA and Incident Command of the findings.

F. The work and control center used to manage organizational resources and operation and control of damage assessment will be in the Emergency Operations Center (EOC). If required, an Incident Command Post will be established near the impacted area with the periodic update being relayed to the EOC. If the Incident Command Post is needed, the ESDA Coordinator will appoint a person to act as an incident commander.

G. If necessary, the DAT may contact voluntary organizations or the private sector to obtain necessary assistance during the surveys.

H. The County Board Chairperson and Mayors, in conjunction with the ESDA Coordinator, will determine the number of damage assessment teams required. Should assistance from nearby jurisdictions, the state, or federal government become necessary, the McDonough County ESDA Coordinator shall request assistance by contacting IEMA.

I. The McDonough County ESDA Coordinator shall provide the necessary logistical support to damage assessment personnel during emergency operations.

J. Damage assessment personnel should see that essential records for continuing government and conducting of emergency operations are protected.

K. During the recovery phase, damage assessment personnel may need to monitor restoration activities to evaluate recovery operations.

L. If applicable, the responding State or Federal Chief Officer will be notified to aid in managing the procedures required for hazardous material or radiological decontamination of response personnel.

M. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated

successors. These authorities should be outlined in an SOP.

1. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may upon necessity appoint the successor to fulfill his duties upon this inability to serve, such as absence, injury, sickness, commitment elsewhere, or off duty.

2. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in the EOC and having each EOC member replay the information to their agencies.

N. The Damage Assessment Officer or his designee will be assigned to staff the EOC, if necessary, to advise decision makers and coordinate damage assessment activities in the field.

1. The damage assessment officer will determine the areas to be surveyed and when damage assessment personnel can enter the crisis area.

O. It may become necessary to designate and establish an Incident Command Post to manage damage assessment resources and response personnel. A DAT member will contact the ICP representative to advise on damage assessment operations.

1. Damage Assessment teams will make reports to the ICP representative every hour they are in the field. They may also contact the ICP representative if they encounter a special need situation.

2. Damage assessment will be done in towns by assessing every square block and in urban areas by assessing every mile.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The McDonough County ESDA Coordinator will:

1. Assist Red Cross in training personnel to perform surveys.

2. Alert Red Cross to perform surveys.

3. Advise IEMA of damage assessment information.

4. Advise local officials of damage assessment information.

5. Provide logistical support to damage assessment personnel.

6. Update Damage Assessment Annex as needed.

B. The Damage Assessment Team will:

1. Have total access to the affected area except when all emergency response groups are prohibited by the IC safety officer.

2. Conduct damage assessment surveys as needed.

3. Monitor restoration activities to evaluate recovery operations, when needed.

C. The McDonough County Supervisor of Assessments will provide necessary property records.

D. The WIU GIS Department will provide data for affected areas.

E. All Local and County Government Agencies will:

1. Report damages to critical facilities in their jurisdictions.

2. Report overall damage observations in their area.

V. SUCCESSION OF COMMAND

If the official or department head is not available to direct emergency response operations, the chain of command listed below will be followed.

The line of succession for Damage Assessment Coordinator will be:

A. Damage Assessment Coordinator

B. Assistant Damage Assessment Coordinator

C. Designee of McDonough County ESDA Coordinator.

VI. APPENDICES

A. Pre-emergency Operations Checklist.

B. Response Operations Checklist.

C. Recovery Operations Checklist.

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Obtain documentation indicating a pre-disaster condition that would illustrate the impact of the event.

2. Train assigned Damage Assessment personnel to perform emergency functions.

3. Make provisions for the display of Damage Assessment information in the EOC.

4. Pre-stock Damage Assessment forms.

5. List critical facilities requiring priority restoration.

6. Maintain a current list of all emergency response sources.

7. Make provisions to protect records and other essential items needed for continuing operations.

8. Develop procedures to ensure successful response during a major disaster.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Provide training to response staff and personnel.

2. Notify Damage Assessment personnel.

3. Perform initial damage survey indicating:

    a. Number of residential structures damaged.

    b. Number of residential structures destroyed.

    c. Number of public buildings damaged.

    d. Number of public buildings destroyed.

    e. Damage done to major streets, roads, bridges, and other critical facilities.

    f. Estimate the number of persons injured/deceased.

4. Report the appropriate damage information to the EOC during emergency operations.

5. The ESDA Coordinator will relay the initial damage information to the IEMA Regional Office or to IEMA EOC.

6. Display damage assessment information in EOC.

7. Provide logistical support to the personnel (response, dispatch, work control) such as food, fuel, lighting, emergency power, etc.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.

2. Monitor restorations activities.

3. Compile final damage estimate report for inclusion into the official disaster record.

4. Work with the proper authorities, if necessary, to establish new ordinances or land-use regulations to lessen the impact of future disasters.

EVACUATION ANNEX

I. PURPOSE

The purpose of this annex is to provide procedures for the orderly and coordinated evacuation of residents of McDonough County due to any emergency situation.

II. SITUATION AND ASSUMPTIONS

A. *Situation*

1. Residents of McDonough County may be advised to evacuate due to various emergency operations, including, but not limited to, fire, flooding, hazardous materials release, etc.

2. There are two types of evacuations that may be utilized: general and limited**.**

   a. A general evacuation would involve the relocation of a large portion of the public from a risk area.

   b. A limited evacuation would involve the relocation of a smaller portion of the public from a risk area.

3. General evacuation routes have been designated for use when evacuating from the risk area.

B. *Assumptions*

1. First responders (fire, police, EMS, rescue) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.

2. The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.

3. Some residents may refuse to evacuate after being advised to do so.

4. Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.

5. Residents may try to re-enter a risk area before safe to do so.

6. Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.

7. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.

8. Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care facilities.

9. Where available, Illinois National Guard (as approved by the Governor) will be available to support evacuation efforts.

10. Evacuation of people at risk for emergency situations that occur with little or no warning, will be implemented on an individual basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions should be based on known or assumed health risks associated with the hazard.

III. CONCEPT OF OPERATIONS

A. The McDonough County ESDA Coordinator will designate general evacuation routes for residents to use. The evacuation should attempt to be made along routes where evacuees can obtain fuel, water, medical aid, vehicle repair/maintenance, information, etc.

B. Emergency responders (fire, police, EMS, rescue) would be the first on scene to an emergency, or potential emergency, requiring an evacuation. They may recommend evacuation to residents, taking into consideration the following characteristics of the emergency:

1. Magnitude of the emergency.

2. Intensity of the emergency.

3. Time until onset.

4. Expected duration of the emergency.

C. Following the evacuation recommendation by an emergency response

organization, ESDA and the McDonough County Sheriff shall be notified and they will coordinate the evacuation efforts, including:

1. Identifying the number of people requiring transportation to evacuate.

2. Designating an assembly point for evacuees without their own transportation for assembly.

3. Arranging transportation for evacuees without their own vehicles.

4. Arranging shelters to house evacuees.

5. Providing evacuation information to the local media to be disseminated.

D. Provisions, to the extent possible, will be made for providing the elderly, persons with mobility impairments, the handicapped, and hospital/nursing home patients proper transportation methods, medical assistance, and other related support during emergency situations.

E. The McDonough County Sheriff will be responsible for evacuating McDonough County jail inmates.

F. The McDonough County Sheriff with the local municipal police agency is responsible for overseeing and controlling the evacuation routes.

G. School personnel will be responsible for evacuating students, who are at school.

H. For major evacuations the Emergency Operations Center (EOC) will be activated. Decisions will be made at the EOC and transmitted to the Incident Command Post.

I. Evacuees should use the designated evacuation routes. This will allow emergency personnel to monitor and evaluate evacuation operations.

J. Impediments to evacuation must be countered to ensure effective evacuation operations. If an evacuation becomes blocked due to a physical barrier, traffic congestion, etc., action must be taken to either remove the barrier or to establish another evacuation route and reroute the traffic. Inoperable vehicles must be moved to the side of the road or towed away to keep traffic moving.

K. If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for

transportation, officials should request persons with vehicles who are evacuating to give the persons without a vehicle a ride to the shelter. Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation. As a last resort, officials may recommend in-place sheltering.

L. Should efforts of public response agencies be inadequate, assistance from the private sector and local voluntary organizations will be requested.

M. Each agency/organization providing evacuation assistance shall arrange for the activation and release of their personnel to provide for a continuous 24-hour manning of jobs during emergency operations. In addition, each organization will be responsible for providing necessary logistical support for their personnel.

N. If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, or the state, or federal government. Assistance requests to nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the IEMA, by ESDA.

O. If necessary, coordination with a host jurisdiction will be conducted to ensure adequate sheltering for evacuees.

P. Any radiological response personnel from the state or federal government teams will be notified, if appropriate, to provide radiological decontamination of response personnel, equipment, supplies, instruments, facilities, and civilians.

Q. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.

1. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may, upon necessity, appoint the successor to fulfill his duties upon his inability to serve, such as sickness, injury, or commitment elsewhere.

2. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in the EOC and having each EOC member relay the information to their agencies.

R. Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the

state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)

S. The McDonough County Highway Department in conjunction with the Sheriff and ESDA Coordinator should review all identified evacuation routes to assess potential problem areas.

T. Transients

1. Hotel and motel guests will be expected to use their own modes of transportation for evacuation.

2. Street people and those lacking transportation will be transported via public vehicles.

U. Commercial radio and television stations will be the primary means of keeping the evacuees and general public informed.

V. Assembly areas for picking up people will be selected by the Evacuation Coordinator.

W. Access to controlled areas will be controlled by law enforcement. Persons wishing access must show proper identification. Law enforcement will patrol all evacuated areas unless officers are at risk.

X. The hospital is responsible for arranging the evacuation of patients.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Requires the evacuation coordinator to report to the EOC when notified of an emergency situation.

2. Issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.

3. Issues evacuation instructions or an evacuation order when appropriate.

B. Evacuation Coordinator (upon arrival at the EOC)

1. Reviews known information about the emergency situation and make recommendations to the Emergency Coordinator on the appropriate evacuation options to implement.

2. Determines any scene(s) where IC(s) may have already evacuated.

   If so, identifies perimeters and verify extent of abandonment.

3. Identifies assembly areas for picking up people that do not have their own transportation.

4. Identifies evacuation routes.

   a. Estimates the traffic capacity of each designated evacuation route.

   b. Selects evacuation routes from risk area to designated mass care facilities.

   c. Examines access to evacuation routes from each part of the risk area.

   d. Prepares the evacuation movement control plan.

   e. Coordinates with ESDA and law enforcement officials.

5. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.

C. Emergency Manager (ESDA Coordinator)

1. Makes recommendations to the CEO on the appropriate evacuation option to implement.

2. Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.

3. Coordinates with and assists the animal care and control agency staff to identify facilities that may be used to house evacuated animals.

D. Law Enforcement

1. Provides traffic control during evacuation operations. Operational considerations include:

a. Route assignment departure scheduling.

b. Road capacity expansion.

c. Entry control for outbound routes.

d. Perimeter control on inbound routes.

e. Traffic flow, including dealing with breakdowns.

f. Establishment of rest areas.

2. Secures, protects, and houses those prisoners that must be evacuated.

3. Assists in the evacuation of the risk area, as necessary.

4. Protects property in the evacuated area.

5. Limits access to the evacuated area.

6. Coordinates with the Evacuation Coordinator.

E. Public Works

1. Verifies the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.) that will be used to evacuate people. Also provides barricades and manpower.

F. Public Information Officer (PIO)

1. Disseminates the following types of instructional materials and information to evacuees.

a. Identification of the specific area(s) to be evacuated.

b. List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).

c. Departure times.

d. Pickup points for people requiring transportation.

e. Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, etc.)

f. Location of mass care facilities outside of the evacuation area.

2. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.

3. Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.

G. Mass Care Coordinator

1. Activates staff and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority.

H. Health and Medical Coordinator

1. Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.

2. Ensures transport and medical care are provided for the patients being evacuated.

3. Ensures continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

I. School Superintendent

1. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.

2. Closes school facilities and releases students from school when directed to do so by appropriate authority.

3. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.

J. Animal Control Agency

1. Based on information from the Evacuation Coordinator on the high-hazard areas in the jurisdiction, makes an initial estimate of the numbers and types of animals that may need to be evacuated.

2. Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, etc. and wildlife (as appropriate) from the risk area.

3. As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.

4. Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.

5. As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.

K. All Tasked Organizations

1. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.

2. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

3. Assist with evacuation.

L. The State's Attorney

1. Shall obtain a court order to evacuate persons in the affected area.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Records and Reports

a. Evacuation Coordinator shall maintain in chronological order a listing of all public notices given related to evacuation.

b. Realizing that only approximate numbers of evacuees can be documented, all tasked organizations should be aware and relay to the Evacuation Coordinator any approximation of

people evacuated.

c. Mass Care Coordinator shall maintain the number of and information on evacuees in mass care facilities.

2. Primary and Alternative Evacuation Route Maps (see Appendix D)

B. Logistics

1. Evacuating essential supplies and equipment

a. Requesting or requisitioning the use of trucks from local dealers to haul food, medical supplies, and water.

b. Supplies for companion animals shall be the responsibility of the owner.

c. Sanitation devices (Port-a-Potty) will be requisitioned from the local sanitation services.

d. Generators and lighting equipment will be requisitioned from emergency response groups, and if necessary, retailers.

e. Gas and diesel fuel will be transported with requisitioned semi tankers and trucks.

f. Public works equipment and vehicles will be evacuated as necessary by the Public Works Coordinator.

g. Police, fire, and emergency vehicles will be evacuated as per the recommendation of the IC.

VI. DEVELOPMENT AND MAINTENANCE OF COMMUNICATIONS ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as

amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

C. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

VII. SUCCESSION OF COMMAND

The line of succession for the Evacuation Coordinator will be:

1. Evacuation Coordinator

2. Assistant Evacuation Coordinator

3. Or Designee

VII. APPENDICES

A. Pre-emergency Operations Checklist

B. Response Operations Checklist

C. Recovery Operations Checklist

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Train assigned evacuation response staff and volunteer augmenters to perform emergency functions.

2. Identify potential risk areas that may require evacuation.

3. Identify on maps the primary and alternate evacuation routes for the established risk areas of the jurisdiction.

4. Identify traffic capacity estimates for the designated evacuation routes.

5. Attempt to identify population groups requiring special assistance during evacuation (disabled, hospital, nursing homes, prisoners, etc.).

6. Develop a system to track resources deployed during a disaster.

7. Attempt to designate movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, etc.

8. Develop SOPs in sufficient procedural detail to ensure successful response during a major disaster.

9. Maintain current inventory of all emergency response resources.

10. Update Evacuation Annex as necessary.

11. Each agency should obtain the necessary protective respiratory devices, clothing, equipment, and antidotes for evacuation personnel so they can perform assigned tasks in hazardous, radiological or chemical environments.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Recommend evacuations when necessary.

2. Identify the number of people requiring transportation to reception areas, designated assembly point, and the means to get these people to the destination point.

3. Arrange to evacuate special populations.

4. Activate shelter operations or contact reception area, as appropriate.

5. Provide security for evacuated areas.

6. Provide traffic and perimeter control.

7. Attempt to designate movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, etc.

8. Report the appropriate evacuation information to the EOC during emergency operations.

9. Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information (see Public Information Annex).

10. Continue to train assigned evacuation personnel and volunteer augmenters to perform emergency functions.

11. ESDA notifies the IEMA of large-scale evacuations.

12. Maintain response exposure records for all response personnel.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support recovery operations during disaster events.

2. Arrange for early return of persons needed to staff essential service operations, or to reactivate vital business activities.

3. Initiate general return of evacuees to area as soon as possible.

4. Provide traffic control for return of evacuees.

5. Support cleanup and recovery operations.

MASS CARE ANNEX

I. PURPOSE

The purpose of this annex is to describe the provisions that have been made to ensure disaster victims receive the appropriate services when at a mass care facility.

II. SITUATION AND ASSUMPTIONS

A. Situation

The community is vulnerable to floods, tornadoes, blizzards, man-made emergencies, and hazardous material accidents. Although the majority of the people will seek shelter with family and friends, the remaining will seek shelter in local government-provided shelters.

B. Assumptions

1. The ultimate responsibility for mass care services for citizens rests with local government.

2. The American Red Cross (ARC) will serve as the principal organization responsible for operating mass care facilities during disasters.

3. Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for the people that have been evacuated.

4. Approximately 80 percent of evacuees will seek shelter with friends or relatives rather than go to an established mass care facility.

5. Where available, military support (as approved by the Governor) will be available to support mass care operations.

6. The jurisdiction may have to enter into an agreement with adjacent jurisdictions to arrange for mass care services for evacuees that cannot be taken care of in the home jurisdiction or to provide similar services to other jurisdictions when their evacuees cannot be cared for in their home jurisdiction.

III. CONCEPT OF OPERATIONS

A. Mass care services may be provided for, but not limited to, the following situations:

1. Evacuees

2. Extreme heat

3. Extreme cold

4. Hazardous material spills

5. Large-scale damage (ex. tornadoes)

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

1. Magnitude of disaster (area, population)

2. Intensity (severity)

3. Speed of onset (speed of impact)

4. The duration

5. The impact on community (economic, psychological, infrastructure, etc.)

C. The McDonough County Chapter of the American Red Cross and the McDonough County Health Department will be responsible for sheltering and health care of all victims.

1. The location of all shelter locations are shown in the Resource Manual.

2. The Public Information Office (PIO) will ensure that all evacuees and the general public will be informed on mass care facilities through the local media.

3. Upon the determination of the need for mass care by the Chief Elected Official (CEO), the Incident Commander (IC), ESDA Coordinator, the ARC shall initiate sheltering and mass care procedures.

4. The staffing and management structure will be the responsibility of the ARC utilizing their standard operating procedure.

5. ARC shall maintain complete records including name, age, address, and other vital statistics of each evacuee. McDonough County Health Department shall maintain health records.

6. The local agencies involved will provide the following services to evacuees: shelter, feeding, and medical care.

7. The ARC will provide communications among shelters and to the EOC, if needed. The Amateur Radio Club will augment communications if necessary.

8. Each shelter shall report to the EOC twice daily and immediately when any significant incident occurs, or when the shelter is 75 percent full.

9. Determination of services will be determined by the EOC, IC, or the ESDA Coordinator.

10. Each mass care facility will respond to inquiries from family members accordingly:

    a) Mass care facilities will give written reports to the EOC of victim information. The Emergency Public Information Coordinator will be in charge of disseminating the injured victim's information to family members.

11. Special assistance will be required in the mass care facility for the following: the elderly, and persons with disabilities, and others with special needs.

12. Provisions for providing mass care services for the special needs population:

    a) School districts will be responsible for the children in their schools.

    b) Daycare providers will be responsible for children in their care.

    c) McDonough District Hospital will be responsible for the care of its patients.

    d) Law Enforcement will be responsible for the care of its inmates.

    e) For short-term care, nursing homes will provide care for their residents.

f) Transient population such as, street people, motel guests, seasonal workers, people without transportation shall be the responsibility of the ARC.

g) Animal control, county veterinarian services, and the Humane Society shall coordinate mass care for animals. Animal control will be responsible for the safety and the identification of ownership of all animals taken to shelters.

13. No formal arrangements have been made with emergency management organizations in neighboring jurisdictions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Requires the Mass Care Coordinator (ARC) to report to the EOC when notified of an emergency condition.

2. Issues an order to open mass care facilities through ESDA.

B. Mass Care Coordinator (ARC) upon arrival at the EOC:

1. Assesses the situation and make recommendations to the Emergency Manager on the number and locations of mass care facilities to be opened.

2. Reviews listing of available mass care facilities.

3. Notifies persons and organizations identified in the mass care resource list about possible need for services and facilities.

4. Selected mass care facilities for activation in accordance with:

a) Hazard/vulnerability analysis considerations.

b) Locations in relation to evacuation routes.

c) Services available in facilities.

d) Input from the Emergency Manager.

5. When directed, coordinates the necessary actions to ensure mass

care facilities are opened and staffed, as needed.

6. Notifies mass care facility managers to do one of the following, when appropriate:

   a) Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.

   b) Take the necessary action to open the facility they are responsible for managing.

7. Coordinates with Resource Manager for supplies needed (including bulk emergency relief items) and ensures each mass care facility receives its supplies.

8. Coordinates with EOC staff to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established.

9. Ensures each mass care facility has a highly visible identity marker and sign that identifies its location.

10. Provides each Mass Care Facility Manager a listing of the location of the animal shelters that have been opened to house and care for companion animals.

11. Assists, as appropriate, the animal care and control agency's efforts to feed, shelter, and provide medical treatment for animals during catastrophic emergencies.

12. Ensures appropriate mass care information (number of occupants, meals served, etc.) is made available to the information processing section in the EOC.

13. Collects information from Mass Care Facility Managers to support the jurisdiction's efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.). The Coroner shall make all notifications of deaths.

14. Upon termination of emergency, submits a mass care expenditure statement to appropriate authorities for reimbursement.

C. Mass Care Facility Manager (ARC)

1. When notified, stands by for further instructions or report to assigned

mass care facility, as appropriate.

2. Contacts team members and instructs them to take whatever actions that may be appropriate.

3. Staffs and operates the mass care facility. Upon arrival at the facility, takes the necessary actions to open it, receive evacuees, and provide for their health and welfare.

4. Contacts the EOC when the facility is ready to open.

5. Opens and keeps the facility operating as long as necessary.

6. Implements registration procedures for all evacuees that enter the facility.

7. If tasked, provides the Mass Care Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.

8. Ensures individual and family support services are provided at the mass care facility.

9. Ensures space is available for service animals that belong to people with disabilities.

10. If companion animals are not permitted in the facility, provides information to their owners about shelters that have been opened to house and care for animals

11. Each day, reports the following to the EOC:

    a) The number of people staying in the facility.

    b) The status of supplies.

    c) Condition of the facility and any problem areas.

    d) As necessary, a request for specific types of support.

12. Maintains records of expended supplies.

13. Arranges for the return of evacuees to their homes or for transportation to temporary housing, if necessary.

14. When appropriate, terminates operations and closes the facility.

15. Cleans facility and returns it to original condition.

16. Submits mass care facility status report to the Mass Care Coordinator. The report identifies the equipment and supplies that are needed to restock the facility and any other problems that will need to be resolved before the facility is used again.

D. Emergency Manager (ESDA Coordinator)

1. Makes recommendations to the CEO on the number and locations of the mass care facilities to be opened.

2. Coordinates with the PIO to facilitate dissemination of information to the public on both the location of the mass care facilities that will be opened and directions to them.

3. Coordinates with the Mass Care Coordinator to activate the jurisdiction's mass care facilities.

E. American Red Cross (local ARC)

1. If appropriate, provides personnel to manage and staff mass care facilities.

F. Salvation Army (local)

1. If appropriate, provides personnel to manage and staff mass care facilities.

2. Provides clothing and other services as needed.

G. Non-profit Public Service Organizations

1. If appropriate, provide personnel to manage and staff mass care facilities.

H. School Superintendent

1. If appropriate, provides personnel to manage and staff mass care facilities.

2. Shelters students in school buildings when the situation warrants or when directed to do so by the appropriate authority.

I. Law Enforcement

1. Provides security at mass care facilities, if needed.

2. Provides traffic control during evacuee movement to mass care facilities.

3. Maintains order in mass care facilities.

J. Public Works

1. Ensures power, water supply, and sanitary services at mass care facilities are maintained during emergency conditions.

K. Public Information Officer (PIO)

1. Makes public announcements about availability of mass care facilities and animal shelters and their locations.

L. Illinois National Guard

1. Informs Mass Care Coordinator of mass care facilities available on military installations
2. Coordinates use of mass care facilities on military installations.

3. Provides logistical support for mass care operations.

M. Human Services

1. Will provide stress management care for shelters.

N. Animal Control Agency

1. Assesses the situation and makes a decision on the number and location of shelters that will be used to house animals. Typical facilities include the jurisdiction's animal shelter, veterinary hospitals, boarding kennels, pet stores, and fairgrounds. Facilities for agricultural animals could include sale barns, boarding stables, horse farms, poultry barns, dairy farms, and fairgrounds.

2. Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed.

3. Ensures each animal shelter has a highly visible identity marker and

sign that identifies its location.

4. Coordinates with the PIO to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.

5. Informs the Mass Care Coordinator of the locations(s) of the shelters that have been opened.

6. If appropriate, coordinates with the Mass Care Coordinator to place personnel in public shelters to act as referral source for animal disaster operations.

7. Opens shelters and provides food, water, and medical care, as needed, for the animals in the shelter.

8. Keeps shelters open as long as necessary.

9. Ensures each shelter receives the necessary supplies to sustain itself.

10. When appropriate, terminates shelter operations and closes the facility.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. The following records and reports must be submitted to the EOC: facility locations in use, facility capacity, and number of occupants, beds available, stock levels, medical supplies, food, water, sleeping supplies, and communication, phone lists, and emergency power.

2. The following will be found in the shelter appendix of the Resource Manual: facility locations, people capacity, number and type of kitchen, restroom facilities, and vehicle parking.

VI. DEVELOPMENT AND MAINTENANCE OF THE MASS CARE ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

C. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

VIII. SUCCESSION OF COMMAND

1. Mass Care Coordinator

2. Assistant Mass Care Coordinator

3. Or Designee

HEALTH AND MEDICAL ANNEX

I. PURPOSE

This annex is intended to minimize the loss of life, subsequent disability, and human suffering by insuring that timely and coordinated public health services are provided to McDonough County residents as needed due to a major natural disaster, technical incident, or man-made incident.

II. SITUATION AND ASSUMPTIONS

A. *Situation*

1. In the event of a national emergency, natural disaster, or a local disaster, wounded, disabled, and displaced persons will have to be provided with emergency care, mental health services, and sanitation services.

B. *Assumptions*

1. It may be assumed that there may be complete or partial disruption of the public and private sewer disposal systems and public and private water supplies within McDonough County. This disruption would create a definite public health hazard which would have to be eliminated to ensure public health and safety.

2. It may be assumed that disaster victims and/or emergency services personnel who report to established shelters may be in need of triage and treatment of minor injuries.

3. It may be assumed that there may be displaced persons and emergency personnel who will have to be provided with a wholesome and unadulterated food supply, potable water, and adequate basic emergency sanitation in established shelters.

4. It may be assumed that environmental conditions may exist which may be conducive to the spread of communicable disease. This may necessitate any of the following services:

   a) insect and rodent control,

   b) immunization services,

c) isolation or quarantine procedures for cases of infectious disease, when indicated.

d) epidemiological investigations.

5. It may be assumed that there may be a number of bodies, both human and animal, which will have to be disposed of safely and immediately to protect the public health and safety of the citizens of McDonough County.
6. It may be assumed that disaster victims, their families, and friends and/or personnel may be in need of mental health services to cope with the injury, death, and/or destruction caused by the disaster.

7. A large-scale emergency or disaster event would cause sufficient casualties and/or fatalities to overwhelm local medical, health, and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources.

8. Public and private medical, health, and mortuary services resources located in the jurisdiction may be available for use during disaster situations.

9. Large-scale emergencies and disaster threat situations (earthquakes, hurricanes, nuclear power plant accidents, floods, etc.) may affect large areas of the jurisdiction, the State, or other States, requiring the use of mutual aid.

10. Public and private health and medical resources located in the jurisdiction generally will be available for use during disaster situations, but many of these resources, including human resources, will themselves be impacted by the disaster.

11. Emergency measures to protect life and health during the first 12 to 24 hours after the disaster in all likelihood will be exclusively dependent upon local and area resources.

12. Resources available through area and regional medical, health, and mortuary services mutual aid agreements will be provided for use during the disaster situation.

13. It may be necessary to relocate hospital facilities under austere conditions to contingency field hospitals, or to permanent or temporary buildings that will provide patients and medical staff adequate protection from the effects of the disaster.

14. Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

A. The senior paramedic will establish a medical command post and triage at the disaster site(s). If there is more than one disaster site(s), location of command posts shall be identified to all responding agencies by radio communications.

B. McDonough County Health Department Administrator shall be responsible for coordinating health and medical response.

C. Human Services will assist with stress management for responders and victims.

D. Ambulance services will be the primary medical care and transport providers for the injured. Public transportation could be used for those patients without life threatening injuries.

E. The McDonough County Coroner shall maintain a SOP for the identification, transportation and disposition of the deceased.

F. McDonough District Hospital shall establish a holding and treatment area for the injured. An off-campus triage area should be considered.

G. McDonough District Hospital shall isolate, decontaminate and treat victims of hazardous chemical or infectious diseases, as needed. Decontamination should be done at the scene to avoid vehicle and responder contamination.

H. McDonough County Health Department shall identify infectious diseases, control their spread, and report their presence to the appropriate state or federal health or environmental authorities.

I. The PIO will issue all health and medical advisories to the public, such as: emergency water supplies, waste disposal, mass feeding services, immunizations, disinfection, etc.

J. McDonough District Hospital maintains mutual agreements with mutual aid groups. McDonough County Health Department also has a mutual aid agreement with other agencies.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Requires the Health and Medical Coordinator to send a representative to the EOC when notified of an emergency situation.

B. Health and Medical Coordinator (upon activation, or upon declaration or imminent declaration of an emergency or disaster)

1. Is assigned by McDonough County Health Department and MDH.

2. Reports to the EOC or other designated location as deemed appropriate; sends a representative to the EOC if unable to report in person.

3. Rapidly assesses health and medical needs.

4. Oversees and coordinates the activated health and medical organizations to assess their needs, helps them obtain resources, and ensures that necessary services are provided.

5. Ensures that emergency medical teams responding to a disaster site establish a medical command post.

6. Coordinates with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance

7. Screens and coordinates with incoming groups such as the Regional Medical Emergency Response Team (RMERT) as well as individual health and medical volunteers; ensures that positive identification and proof of licensor is made for all volunteers. This may also be done by pre-arranged database systems.

8. Maintains a patient/casualty tracking system.

9. Coordinates the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.

10. Provides information through the PIO to the news media on the number of injuries, deaths, etc.

11. Ensures appropriate health and medical services information is made available to the information processing section in the EOC.

12. Coordinates support to the jurisdiction's efforts to respond to inquiries

from family members concerned about loved ones.

C. Emergency Medical Services (EMS)

1. Respond to the disaster scene with emergency medical personnel and equipment.

2. Upon arrival at the scene, assume appropriate role in the ICS. If ICS has not been established, initiate in accordance with the jurisdiction's emergency management system and report implementation to the EOC.

3. Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.

4. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone communications with hospitals, as appropriate.

5. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers as needed.

6. Evacuate patients from affected hospitals and nursing homes if necessary.

D. McDonough District Hospital

1. Implement internal and/or external hospital disaster plan.

2. Advise the Health and Medical Coordinator or appropriate representative in the EOC of conditions of the hospital and number and type of beds.

3. Establish and maintain field and inter-hospital medical communications.

4. Provide medical guidance as needed to EMS.

5. Coordinate with EMS, other hospitals, and any medical response personnel at scene to ensure that casualties are transported to the appropriate medical facility. Distribute patients to and among hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, and

bed capacity. Take into account special designations such as trauma centers and burn centers. Consider the use of clinics to treat less than acute illnesses and injuries.

6. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.

7. Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken.

8. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.

9. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.

10. Provide patient identification information to the ARC upon request.

E. Public Health Officer

1. Is assigned by McDonough County Health Department.

2. Coordinates all public health services in the jurisdiction.

3. Inspects for purity and usability all foodstuffs, water, drugs, and other consumables that were exposed to the hazard.

4. Provides epidemiological surveillance, case investigating, and follow-up.

5. Provides laboratory services for identification required to support emergency health and medical services.

6. Coordinates operations for immunizations or quarantine procedures, if required.

7. Establishes preventive health services, including the control of communicable diseases such as influenza, particularly in shelters.

8. Monitors food handling and mass feeding sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding and facilities that are used to feed disaster victims.

F. Environmental Health Officer

1. Is assigned by the McDonough County Health Department.

2. Provides for the monitoring and evaluation of environmental health risks or hazards as needed and ensures the appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public.

3. Implements actions to prevent or control vectors such as flies, mosquitoes, and rodents.

4. Detects and inspects sources of contamination.

5. Inspects damaged buildings for health hazards.

6. Coordinates with the water, public works, or sanitation departments to ensure the availability of potable water, an effective sewage system, and sanitary garbage disposal.

7. Ensures that adequate sanitary facilities are provided in emergency shelters and for response personnel.

G. Mental Health Agencies

1. Are assigned by McDonough County Health Department and MDH.

2. Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community care-givers during response and recovery. Services may include crisis counseling, critical incident stress debriefings, information and referral to other resources, and education about normal, predictable reactions to a disaster experience and how to cope with them. There should be a capacity to provide specialized assistance for those affected by a traumatic event or who become traumatized by cumulative stress related to the disaster experience.

3. Provide outreach to identify and serve those in need of mental health support.

   a) Coordinate with the PIO to arrange for dissemination of information to the public.

   b) Coordinate with the Mass Care Coordinator to identify shelter

occupants that may require assistance.

H. Mortuary Services (McDonough County Coroner)

1. Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and locating and notifying the next of kin.

2. Establish temporary morgue sites.

3. Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality numbers.

4. Coordinate with:

a) Search and rescue teams, hospitals, EMS, and other emergency responders.

b) Funeral directors, morticians, and assets for transportation of deceased persons.

c) Other pathologists.

d) The ARC for location and notification of relatives.

e) Dentists and x-ray technicians for purposes of identification.

f) Law enforcement agencies for security, property protection, and evidence collection.

I. American Red Cross

1. Provides food for emergency medical workers, volunteers, and patients, if requested.

2. Maintains a Disaster Welfare Information (DWI) system in coordination with hospitals, aid stations, and field triage units to collect, receive, and report information about the status of victims.

3. Assists with the reunification of the injured with their families.

4. Provides blood, blood substitutes, and blood byproducts, and/or implementing reciprocal agreements for replacement of blood items.

5. Provides first aid and other related medical support at temporary treatment centers, as requested, and within capability.

6. Provides supplementary medical, nursing aid, and other health services upon request, and within capability.

7. Provides assistance for the special needs of the handicapped, elderly, and those children separated from their parents, within capability.

J. Social Service Agencies

1. Assist in providing for the special needs of the handicapped, elderly, and children separated from their parents; also provide for special needs of orphaned children.

K. Animal Control Agency

1. Coordinates with veterinarians and animal hospitals to arrange for services for animals as needed. These might include service, companion, or farm animals, etc.

L. Law Enforcement

1. Maintains emergency health services at jail facilities.

2. Assists Mortuary Services in the identification of fatalities.

3. Provides security assistance to medical facilities and to health and medical field personnel upon request.

M. All Tasked Organizations

1. Adhere to all professional and legal standards in the performance of duties.

2. Provide ongoing status reports to the Health and Medical Coordinator, including number of deaths, injuries, etc.

3. Provide and/or receive mutual aid in coordination with the Health and Medical Coordinator.

4. Provide information to the Health and Medical Coordinator for dissemination of public advisories as needed.

5. As needed, coordinate with other emergency health and medical

services; with emergency services such as fire, police, and public works; and with the Health and Medical Coordinator.

6. Refer all media requests for information concerning health and medical status to the Health and Medical Coordinator. All other requests for information should go to the PIO.

7. Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.

8. Arrange for security to protect vulnerable work sites such as remote aid stations, temporary morgues, etc.

9. Develop plans to evacuate and/or shelter, as appropriate, patients, staff, equipment, supplies, and vehicles before, during, and after disasters.

10. Prepare detailed SOPs that include, but are not limited to: call-down rosters for notifying personnel; step-by-step procedures for performing assigned tasks; telephone numbers and addresses/locations of similar services in other jurisdictions.

11. Designate staff to perform disaster duties.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Since there are no medical response teams currently in McDonough County, initial medical actions will be the responsibility of the responding EMS services and McDonough District Hospital.

2. Augmentation personnel

a) McDonough County Health Department will be responsible for checking credentials of all volunteer health and medical responders.

b) Local emergency medical services personnel from medical and public health agencies and fire, police, public works, and other emergency services departments. Among these would be general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance

crews, etc.

c) State-employed general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.

d) Volunteer/bystander health professionals including general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.

e) Medical school residents and teaching staff from throughout the State.

f) Public Health Service (to include Federally sponsored DMATs and Veterinary Medical Assistance Teams).

g) Other volunteer medical personnel from throughout the State.

h) Armed Forces.

i) Department of Veterans Affairs Clinic personnel.

j) Volunteer medical personnel from other States.

k) Business and industry medical departments.

l) The Illinois Medical Emergency Response Team (IMERT) must be requested through IEMA.

B. Logistics

1. Sources of medical supplies and equipment:

a) Refer to the Resource Manual for listing of pharmacies, medical clinics, and local medical suppliers.

b) Mutual aid from hospitals outside the local jurisdiction.

c) National Disaster Medical System (NDMS includes U.S. Department of Defense, Department of Health and Human Services, Department of Veterans Affairs, and FEMA.) Note: Local jurisdictions will work through ESDA, which in turn will work through the Illinois Emergency Agency and FEMA to

obtain resources under the control of the State and/or Federal Government.

2. Acquisition of medical/health equipment and supplies including

   a) McDonough District Hospital shall supply and re-supply field medical operations.

   b) McDonough County Health Department will supply and re-supply for health services.

   c) The McDonough County Coroner's Office will supply and re-supply mortuary service.

   d) McDonough District Hospital must maintain mutual aid agreements with neighboring hospitals and other medical response teams.

3. Transportation of medical/health supplies, personnel, and equipment:

   a) Local government-owned vehicles will provide transportation.

   b) Public ambulance services will provide transportation services.

   c) Water transportation will be accomplished by volunteers and milk-hauling services.

   d)The McDonough County Coroner's Office will provide transportation for mortuary services.

   e) Volunteers with four-wheel-drive vehicles will provide transportation for medical evacuations under bad weather or terrain conditions.

4. Shelter and feeding of field, health, medical personnel, and patients shall be the responsibility of ARC, Salvation Army, and Emergency Medical Response Groups.

5. The McDonough County Coroner has a small facility that could serve as a temporary morgue. If they are overwhelmed, IEMA may provide temporary morgues.

6. The acquisition of embalming supplies, body bags, etc. for dealing with a mass fatality situation will be through McDonough County ESDA to the Illinois Emergency Management Agency.

VI. DEVELOPMENT AND MAINTENANCE OF HEALTH AND MEDICAL ANNEX

A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

C. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

VIII. SUCCESSION OF COMMAND

1. Health/Medical Coordinator

2. Public Health Officer

3. Or Designee

VIV. APPENDICES

A. Pre-emergency Operations Checklist

B. Response Operations Checklist

C. Recovery Operations Checklist

(HEALTH & MED) APPENDIX A

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Establish/update plans and procedures for procurement of medical supplies, vaccines, potable water, and refrigeration units.

2. Identify shelters and develop procedures for staffing and supplying.

3. Maintain current and up-to-date lists of physicians, nurses, and other personnel within the county.

4. Provide specialized training in disaster operations for the staff of McDonough County Health Department.

5. Develop and maintain emergency plans for mutual aid response of public health departments and medical assistance outside of McDonough County.

6. Contact local ministerial association and (local) Mental Health for support.

7. Prepare news releases for disaster situations.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Activate Administrative, Nursing, and Environmental Health Staff.
2. Activate shelters.
3. Notify appropriate state and federal agencies.
4. Provide staging area for mutual aid forces.
5. Establish communication lines to shelters and Director of Environmental Health.
6. Provide triage and first-aid at shelters.
7. Ensure potable water supply during the emergency.
8. Provide sanitation services during the emergency.
9. Ensure adequate refrigeration during the emergency.
10. If deemed necessary, inoculate individuals to prevent the threat and / or spread of disease.
11. Distribute supplies, antidotes, vaccines, etc. to the shelters.
12. Maintain records of all resources used (personnel, equipment, and supplies).
13. Establish and operate emergency first-aid station at the shelters for emergency personnel.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Re-stock health and medical supplies.
2. Complete records and reports for local, state, and federal agencies.
3. Revise Public Health Annex as a result of the disaster operations.
4. Participate in the critique and review of the response and recovery efforts.
5. Re-assess personnel assignments.
6. Continue response and treatment activities, as necessary.

MORTUARY SERVICES ANNEX

I. PURPOSE

The purpose of this annex is to define, outline, and describe, the role and functions served by the McDonough County Coroner's office pertaining to locating, recovering and processing fatalities that may occur during disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A disaster is any situation where the demand for resources exceeds the available supply.

2. Provided with only minimal manpower, equipment, and resources, any unusual demand would tax the capabilities of the office and require supplementation from external sources.

3. The county could suffer mass casualties from transportation, weather related, industrial, weapons of mass destruction (WMD) and nuclear incidents.

B. Assumptions

1. First response would be by fire, rescue, and police agencies.

2. Initial response by this office would be by staff on hand.

3. Supplemental resources would be from the local community.

4. More extensive assistance would come from other governmental entities and the private sector.

III. CONCEPT OF OPERATIONS

Under Illinois law, the Coroner is responsible for the investigation of unusual deaths. This includes identifying fatalities and arranging for the disposition of the remains. As needed, the Coroner may establish one or more temporary morgues, and call on those state and federal agencies which can assist in identification.

A. The Coroner will maintain rosters of his office's personnel and any volunteers that will assist in disaster operations. These will include the local funeral directors who have agreed to assist.

1. Staff personnel will utilize necessary resources to provide needed levels of coverage.

B. If needed, the Coroner will establish a temporary morgue away from the disaster site.

1. Mortuary services personnel will operate from that site, maintaining communication with the Emergency Operations Center (EOC) by phone or radio.

C. Morgue facilities will be provided dependent upon the location, volume, cause and weather conditions present at the time.

D. The Coroner is responsible for notifying his personnel and determining if the situation warrants 24-hour operations. If around-the-clock operations are required, then available personnel will be assigned to shifts.

1. Staff personnel will utilize necessary resources to provide needed levels of coverage.

E. Access to disaster teams would be provided by office staff to secure necessary services from such organizations such as Illinois Coroner's Association and Illinois Funeral Director's Association.

F. Responding radiological teams from the State and Federal Government will be consulted to help manage the procedures required for radiological decontamination of response personnel.

G. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.

1. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may upon necessity appoint the successor to fulfill his duties upon his inability to serve such as injury, sickness, or commitment elsewhere.

2. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement to the EOC and having each EOC representative relay the information to their agencies.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Coroner has developed SOPs for the coordination of emergency mortuary services, the establishment and operation of temporary morgues, and the identification of remains.

1. The SOPs will be located in the Coroner's office.

2. Basic responsibilities for operation would be divided into locating, recovering, and processing areas which would be overseen by the Coroners command structure and supplemented by the police, fire, and rescue agencies, the Coroner's association personnel and the Director's association personnel.

3. Assess to personnel, associations, and resources would be affected by the office staff dependent upon the demand at the time.

B. The responding radiological response teams in conjunction with ESDA, Incident Command, and the EOC will make the arrangements to provide Coroner personnel with the necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.

V. LINE OF SUCCESSION

If the Coroner is not available to direct emergency response operations, the chain of command shall be:

A. McDonough County Coroner

B. McDonough County Deputy Coroner

C. Designee of the McDonough County Coroner

VI. APPENDICES

A. Pre-emergency Operations Checklist

B. Response Operations Checklist

C. Recovery Operations Checklist

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Train assigned mortuary service response staff and voluntary augmenters to perform emergency functions.

2. Maintain personnel list and emergency response resources.

3. Update Mortuary Services Annex as needed based on emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency operations.

4. Negotiate, coordinate, and prepare mutual aid agreements.

5. Identify and make provisions to protect records or other items essential for continuing operations.

6. Develop SOPs to ensure successful response during a major disaster.

7. Develop a system to track deployed resources for disaster response.

8. Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for mortuary personnel to perform assigned tasks in hazardous radiological or chemical environments.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Continue training assigned mortuary service response staff and voluntary augmenters to perform emergency functions.

2. Report appropriate information to the EOC during emergency operations.

3. Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for mortuary personnel to perform assigned tasks in hazardous radiological or chemical environments.

4. Expand mortuary services in an emergency.

5. Designate and establish an emergency mortuary to manage organization resources and response personnel and to maintain contact with the EOC during emergency situations.

6. Provide Public Information Officer with necessary information.

7. Ensure logistical support is providing necessary food, water, emergency power, lighting, fuel, etc.

8. Maintain necessary radiation exposure records for all Coroner personnel and required dosimeter readings.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
2. Decontaminate mortuary equipment.
3. Release unneeded mortuary personnel.
4. Continue mortuary services until last identifications are made and remains released to next of kin.
5. Arrange for appropriate disposal of unidentified remains.

RESOURCE MANAGEMENT ANNEX

I. PURPOSE

The purpose of this annex is to provide for the proper management of resources in order to effectively respond to an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. McDonough County may experience a major emergency or disaster such as tornadoes, a major hazardous materials spill, or a large fire conflagration, or a county-wide ice storm resulting in power outages to the extent that local and immediate resources would be depleted. Resources such as fuel in winter, potable water, backhoes, dump trucks, generators, as well as transportation routes, and shelter space might be depleted.

2. A resource manual has a listing of resources available to the Incident Commander. The resources include, but are not limited to, personnel, communications, equipment, vehicles for passengers, cargo, and debris removal. Heavy equipment, pharmacies, medical supplies, and construction and building materials are also listed.

3. There are mutual aid agreements between the county fire departments and police departments. Also, the Hospital, Health Department, fire departments, police departments, highway/public works departments, and ESDA have regional mutual aid agreements in place.

B. Assumptions

1. Organized resource management activities will enhance response and recovery operations.

2. The resource manual will be able to provide a thorough listing of resources that are likely to be needed.

3. Resources will become available in a reasonable amount of time.

4. Response agencies will sustain themselves during the first 24 hours of an emergency. Households and businesses located in the area directly

affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.

5. Evacuees located in a mass care facility will receive necessary life sustaining services from the facility

6. There is a potential for donations, with any emergency that generates sustained media coverage.

7. Performance of the resource management function will depend on the availability of a large pool of volunteers. Offers of help will be received.

8. If the jurisdiction is depending on mutual aid to cover resource shortfalls, it assumes some parties to the agreement will themselves be affected and unable to provide the resources. To resupply themselves, the aforementioned parties shall submit reimbursement requests for the depleted supplies to the County Clerk's Office.

9. Pressure on the resource management function to supply unmet needs of response agencies may be reduced by assistance from the next higher level of government. (However, the resource management function will still be necessary given uncertainty over the timing, form, and amount of threat assistance relative to the jurisdiction's needs. Resource management planning is also necessary to generate detailed information on needs and logistics that the higher level of government may not have.)

III. CONCEPT OF OPERATIONS

A. General Policies

1. *Priorities.* Disaster victims will take precedence in the allocation of resources. Specific priorities will be set by the Resource Manager in consultation with the CEO or a designated official in the EOC.

2. *Initial sustainability.* Response agencies will sustain themselves during the first 24 hours of an emergency.

3. *Supplier of last resort.* Emergency services agencies should exhaust their own channels of support (e.g., mutual aid agreements with similar agencies in other jurisdictions) before turning to the resource management function.

4. *Costs.* Costs should initially be considered the responsibility of the

requesting agency. All Emergency Response Groups and agencies shall keep all receipts pertaining to the incident.

B. Sequence of Activities

1. *Notification.* The Resource Manager should be among those initially notified of an emergency. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.

2. *Activation and deployment.* The CEO or the Emergency Manager activates the resource management function. The Resource Manager has the discretion and authority to activate additional functions such as: a Needs Manager, a Supply Manager, and a Distribution Manager.

3. *Emergency activity.*

a) Determining needs.

1) All agencies are tasked to report to the Resource Manager whether directly or through the EOC when they are unable to acquire, through their own channels, any emergency resource.

2) The following essential information is needed by the Resource Manager:

- WHAT is needed and WHY, as specifically as possible (since a different item might work as well or better and be readily available).
- HOW MUCH is needed.
- WHO needs it.
- WHERE it is needed.
- WHEN it is needed.

3) *Prioritization (ongoing)*. The Resource Manager will apprize the Needs Manager of priorities set by the CEO or a designated representative.

- *Top Priority*; relates to the immediate safety of

life.

- *Priority*; relates to the immediate safety of property.

- *Low Priority*; needs that can be addressed at a later time.

4) *Follow-up.* All resource requests shall be logged, prioritized and passed to Supply Manager. The Supply Manager will, in turn, submit the request to the Distribution Manager. Upon distribution of the resource, the Distribution Manager shall report to the Supply Manager and the Resource Manager of the distribution.

b) Obtaining Supplies.

1) *Notification of suppliers.* When warning is available, the Supply Manager shall notify the suppliers with whom agreements exist. The Supply Manager will also verify the availability of resources and reserve any critical resources.

2) *Evaluation of requests against known supplies (ongoing).* Upon receipt of a request, the Supply Manager should attempt to fill the need with jurisdictional resources or resources for which agreements are in place. If the needed resource is on hand, the Supply Manager contacts the supplier, confirms transportation responsibilities and provides necessary information (e.g., to pass checkpoints), notified the Distribution Manager of the incoming resource (or of the need to pick it up) and its priority, and informs the Needs Manager that action has been taken on the request. If the needed resource is not listed among prearranged supplies, the next step is to see if a workable offer to donate it has been made (assuming a Donations Coordination Team has been activated). If not, the options are to procure (or hire) or to solicit a donation of the needed resource.

3) *Procurement and Hiring.* When requests are of top priority for the jurisdiction, an expedited procurement or hiring process may be used, in coordination with the Financial

Officer and Legal Advisor, if necessary. The Supply Manager, Distribution Manager, and Needs Manager will be notified. This allows for an easier procedure for purchases of large ticket items.

4) *Soliciting Donations.* When top priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a consideration, an appeal can be made through the PIO for donations of the goods or service in question.

c) *Maintaining financial and legal accountability*. The Finance Officer shall keep the Resource Manager and the Supply Manager aware of their authorized budget, log and process transactions, track accounts, and secure access to more funding as necessary and feasible (e.g., ensuring jurisdictional access to cash donations, where law permits). The Legal Advisor shall keep them aware of their legal obligations and also of any special powers granted by law to expedite their tasks.

d) *Distributing goods (and services).*

1) *Activating and operating key facilities.* The Resource Manager shall determine what facilities (e.g., donations receiving areas, checkpoints, warehouses) will be required to handle the flow of resources into and through the jurisdiction. The Resource Manager shall then direct the Distribution Manager to set up and operate the facilities.

2) *Traffic control.* The Distribution Manager shall ensure that high priority resources are dispatched quickly to where they need to be. Unnecessary traffic should be held back or rerouted.

3) *Hauling.* Procurement and donations efforts shall ensure that suppliers of a resource also supply transportation for it as the jurisdiction's transportation resources may be almost fully committed. However, the Distribution Manager may be tasked to pick up resources.

4) *Reporting and coordination.* From the EOC, the Distribution Manager would notify checkpoints and other facilities (as applicable) of incoming resources to expect, as well

as their priority designation. Checkpoints and other facilities (as applicable) would provide regular reports on resources passing through (or inventory), allowing the Distribution Manager to track location of resources and timeliness of delivery.

4. *Post-emergency activity (recovery).* When needs have largely been met, the crisis subsides, and the jurisdiction's government can begin to function in its normal, day-to-day mode, the resource management function will address four areas.

a) *Disposal of excess stocks.* Loaned equipment will be returned to its owners. Surplus property can be dealt with through normal procedures except perhaps where hazardous materials are concerned. Warehouse space may be needed for excess donations as local and area volunteer agencies attempt to absorb them; a Donations Manager would then have a role in finding takers for the excess.

b) *Stand down.* Facilities and staff should be deactivated as soon as is feasible, with all reports and documentation filed.

c) *Financial settlement.* The jurisdiction may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address the jurisdiction's financial liability for any assistance received under the Stafford Act.

d) *Thank-you's.* Suppliers and donors who came through for the jurisdiction should receive some acknowledgment from the CEO or the PIO. New suppliers will be polled about their interest in developing a memorandum of agreement in time for the next emergency.

C. Coordination with Voluntary Agencies

1. The Resource Manger will coordinate resource donations from voluntary agencies. Monetary donations will referred to the County Treasurer.

2. All volunteer labor must sign the loyalty oath.

3. All volunteer labor will be assigned a supervisor.

D. Local, State, and Federal Coordination

1. The Resource Manager, will coordinate with ESDA to maintain communications with the Federal Emergency Management Agency through the Illinois Emergency Management Agency.

2. The Resource Manager shall request State resources through ESDA who will in turn contact the IEMA through the State EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Resource Manager

1. Is assigned by the ESDA Coordinator.

2. Directs and supervises the activities of the Needs, Supply, and Distribution Managers, who are assigned by the Resource Manager.

3. Coordinates with the EOC Manager and key organizations' representatives in the EOC regarding needs and priorities for meeting them.

4. During the emergency, monitors potential resource shortages in the jurisdiction and advises the Emergency Manager or CEO on the need for action.

5. Identifies facilities/sites that may be used to store needed resources and donations.

6. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources.

7. Makes arrangements for work space and other support needs for resource management staff.

B. Needs Manager

1. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.

2. During multiple scene emergencies or disasters, monitors resource demands from Incident Command Logistics Officers and maintains list of all staging area resources, itemized by incident location.

3. Tabulates needs assessment and specific requests.

4. Prioritizes needs for Supply Manager, with concurrence of Resource Manager.

5. Provides regular reports to Resource Manager on the status of requests (e.g., pending, en route, met.)

6. When notified of an emergency, report to the EOC or other location specified by the Resource Manger.

7. Receive specific requests, eliciting essential information from requesting parties.

C. Supply Manager

1. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.

2. Determines appropriate means for satisfying requests (with concurrence of Resource Manager.)

3. Handles unsolicited bids.

4. Keeps Needs Manager informed of action taken on requests.

5. Keeps Distribution Manager informed of expected movement of resources, along with the priority designation for the resources.

6. Requests transportation from Distribution Manager (with concurrence of Resource Manager.

D. Donations Manager/Financial Officer

1. Is assigned by the County Treasurer

2. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.

3. Oversees the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of
the jurisdiction).

4. Receives offers of donated goods and services.

5. Matches offers to needs (whether those of its own separate needs assessment or those of the larger jurisdictional needs assessment).

6. Through PIO, disseminates information to ensure that offers are not inappropriate to needs.

7. Makes special requests as directed by the Supply Manager

8. Ensures that Resource Manager is apprised of the needs/unmet needs list and that physical distribution efforts are coordinated with the Distribution Manager.

E. Procurement Manager

1. Undertakes *ad hoc* procurement as directed by Supply Manger.

2. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.

3. When warning is available and as directed by Supply Manager, notifies private industry parties to any memorandum of agreement of the jurisdiction's intent to activate the agreement, confirms availability of resources specified by the agreement, and reserves supply.

4. Locates needed resources using database and/or resource listings for the jurisdiction and participating suppliers.

5. As directed by Supply Manager, seeks to procure resources not available through pre-arranged channels.

6. In all cases, contacts suppliers, settles terms for transportation, and provides information necessary to pass checkpoints.

7. Informs Supply Manager when the jurisdiction must provide transportation in order to make use of the resource.

8. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.

9. As directed by Supply Manager, recruits personnel to meet emergency staffing needs.

F. Legal Advisor/Counsel

1. Is assigned by the State's Attorney

2. When notified of an emergency, reports to the EOC or other location as specified by the Resource Manager.

3. Advises Supply Manager and Procurement Manager on contracts and questions of administrative law.

G. Distribution Manager

1. Ensures delivery of resources by overseeing routing, transportation, collection, sorting/aggregating, storage, and inventory.

2. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.

3. Oversees transportation and physical distribution of resources.

4. Controls movement of resources.

5. Performs materials-handling work.

6. Heads Distribution Group.

7. Ensures facilities are activated as directed by Resource Manager.

8. When multiple scene emergencies or disasters occur, establishes liaison with all Incident Command Staging Officers to monitor location, passage, and inventory of resources.

9. Monitors location, passage, and inventory of resources.

H. Emergency Manager (ESDA Coordinator)

1. Assists the Resource Manager as needed during response operations.

I. Law Enforcement

1. Provides escort and security as appropriate for the delivery, storage, and distribution of resources.

J. County Highway Department

1. Provides knowledgeable staff to serve with Distribution Manager.

2. Assists in procuring and providing transportation.

K. All Agencies

1. Provide staff knowledgeable in a particular resource category to work with Needs Manager and/or Procurement Manager.

2. Provide updated emergency resource listings on a regular basis or as requested by Resource Manager.

3. Make personnel/resources available as needed in an emergency.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. All records and reports are found in the EOC Annex, Appendix E, and the Resource Manual.

2. All forms should be filled out in triplicate with the original copy routed to the EOC and kept on file by McDonough County ESDA. The second copy will be retained by the reporting emergency response group or agency. The third copy will go to the County Clerk's Office for safekeeping and filing.

3. All funds appropriated shall be solely for the use for incident response and recovery. Any remaining funds are to be returned to the County Treasurer or to the proper line-item in the county budget as determined by the Tax and Finance Committee. Contingency funds are available when three county board members sign a voucher.

4. Emergency procurement of resources must be approved by the CEO, ESDA Coordinator, or Incident Commander. All procurement must be listed on ICS Form 104 found in the EOC Annex, Appendix E, and the Resource Manual.

5. All normal procedures for matters of hiring and/or assigning work that is not in an employee's job description or at an employee's normal duty station, etc., will be waived during the response to and recovery from an incident contingent upon the approval of the CEO or IC.

B. Logistics

1. Staffing

a) The staff needed to perform resource management will consist of Resource Manger, Supply Manager, Distribution Manager, and Needs Manager.

b) The augmentation of a staffing shortfall in Resource Management shall be the reassignment of jurisdictional personnel, aid from other jurisdictions, or area volunteers.

2. Facilities

a) Basis Resource Management activities will be conducted at the EOC with a secondary location of the Incident Command Post(s).

b) The Macomb Airport could be a good location to serve as the point of arrival for staff, supplies, and equipment.

c) The Macomb Airport could serve as the mobilization center for receiving and processing resources and personnel, prior to their deployment.

d) The McDonough County 4-H Fairgrounds or the McDonough County Highway Department could serve as initial staging areas.

e) If warehouses or other storage facilities are needed, they will be requisitioned from local warehousing businesses.

f) The Macomb Airport could serve as the donations coordination center with the County Treasurer's Office serving as lead financial agency.

g) The Salvation Army and Red Cross shall supervise the distribution of donated goods. Area churches and volunteer agencies' facilities will be used for distribution centers.

h) Shelters and/or local motels will be used for volunteers and government workers in need of lodging

3. Communications

    a) The number of telephone lines, fax machines, and other standard equipment required will depend on the size of the Resource Management operations. Local telephone companies will set up emergency phone lines. Equipment such as fax machines will be obtained from county agencies or purchased locally. Citizen band radios could be used for communicating with semi-truck and warehouses. Amateur radio could also be used for inter-communications among Resource Management personnel.

4. Computers

    a) Because the likelihood of an incident that would involve large amounts of information is possible, computer systems may be deemed necessary to assist with resourcing. These computers would be available from existing County inventory.

5. Office Equipment and Supplies

    a) Available office equipment and supplies shall first be used, and when exhausted, will then be obtained through local retailers.

6. Forms

    a) The EOC will supply pre-printed forms to be used by Emergency Response Groups. The EOC will supply copies of the forms if the Emergency Response Groups run out of the forms and do not have copying capabilities.

7. Transportation

    a) The McDonough County Highway Department will direct transportation of all resources to their designated locations. Volunteers will be under the direction of the McDonough County Highway Department.

VI. DEVELOPMENT AND MAINTENANCE OF RESOURCE MANAGEMENT ANNEX

1. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA.

2. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

3. All Emergency Response Groups, County Highway Department, and Township Highway Departments shall send a basic inventory report of their resources to McDonough County ESDA to be placed in the Resource Manual on an annual basis. Any mutual aid agreements that are new or revised shall be immediately sent to McDonough County ESDA.

4. McDonough County ESDA will hold meetings with private industry, professional and labor associations, volunteer groups for maintaining the Resource Manual.

VIII. SUCCESSION OF COMMAND

1. Resource Manager
2. Supply Manager
3. Distribution Manager
4. Needs Manager
5. Or Designee

VIV. AUTHORITIES AND REFERENCES

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

2. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).

3. The Illinois Civil Defense Act as adopted by the McDonough County Board of Supervisors, February 11, 1976.

4. The FEMA/National Donation Steering Committee, *Donations Management Guidance Manual,* January 1995.

5. Sample forms such as Resource Inventory, Donations, etc. can be found in the EOC Annex, Appendix E, and in the Resource Manual.

VIII. APPENDICES

A. Pre-emergency Operations Checklist

B. Response Operations Checklist

C. Recovery Operations Checklist

(Appendix A)

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Train assigned Resource Management Staff and volunteer augmenters to perform emergency functions.

2. Obtain and maintain radiological and hazardous material detection devices.

3. Analyze resource requirements and determine availability.

4. Develop and maintain a Resource Manual.

5. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Activate Resource Management personnel.

2. Continue to train assigned Resource Management staff and volunteers to perform emergency functions.

3. Organize, manage, coordinate, and channel donations and services of individual citizens and volunteer groups during the emergency situation.

4. Record services and resources rendered during the emergency.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations.
2. Coordinate resource management during recovery.
3. Assess needs of victims.
4. Estimate costs to provide resources.
5. Maintain records of resource utilization.
6. Record resource needs and available supplies.

INCIDENT COMMAND

Statement of Purpose

By a resolution dated March 16, 2005, the McDonough County Board adopted the National Incident Management System (NIMS) as the comprehensive approach to incident management for all hazards across the county. In accordance with NIMS, the incident command system (ICS) will be utilized in any major incident, the purpose being to provide an integrated command system to assist the Incident Commander in fulfilling his responsibilities to the mitigation, response and recovery in any major incident within McDonough County.

Situations and Assumptions

Situations

Most incidents are managed locally. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multidiscipline, multijurisdictional incidents requiring significant additional resources and operational support.

Assumptions

Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, the ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in this instance.

Concept of Operations

The NIMS requires that the ICS will be taught at the appropriate level to emergency responders and others in McDonough County. Based on this training, field command and management functions will be performed in accordance with a standard set of ICS organizations, doctrine, and procedures. However, Incident Commanders will retain the flexibility to modify procedures or organizational structure to align, as necessary, with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a particular hazard scenario. Incident Commanders will also direct the identification and location of operational and support facilities based on such scenario.

McDonough County will ensure its integrated communications capability through the development and use of a common communications plan which will include

interoperable communications processes and architectures. This planning will address equipment, systems and protocols necessary to achieve integrated voice and data incident management communications.

For effective and efficient incident management and emergency response, the ICS will have interactive management components and will be:

- suitable for operations within a single jurisdiction or single agency, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement;
- readily adaptable to new technology and to any emergency or incident to which domestic incident management agencies would be expected to respond;
- have a scalable organizational structure that is based on the size and complexity of the incident with a scalable organizational structure where objective setting begins at the top and is communicated throughout the entire organization;
- user-friendly and applicable across a wide spectrum of emergency response and incident management disciplines;
- using common terminology for organizational functions, resource descriptions, and incident facilities; and
- using measurable objectives to ensure fulfillment of incident management goals.

Implementation of ICS will be done such that the least possible disruption is caused on existing systems and processes. Its organizational structure will be modular based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with the Incident Commander, who makes these decisions based on the requirements of the situation.

As incident complexity increases, the ICS organization expands from the top down and functional responsibilities are delegated. Concurrently with structural expansion, the number of management positions expands to adequately address the requirements of the incident. In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, a Unified Command structure will be used to allow agencies with different legal, geographic, and functional authorities and responsibilities to work together without affecting individual agency authority, responsibility, or accountability. See Appendix 1.

Incident Action Plans will be relied upon to provide a coherent means of communicating the overall incident objectives in the context of operational and support activities. ICS will follow an approach called “management by objectives” that begins at the top and is communicated throughout the entire ICS organization which includes:

- establishing overarching objectives;
- developing and issuing assignments, plans, procedures, and protocols;

- establishing and directing efforts to attain specific, measurable objectives for various functional activities in support of defined strategic objectives; and
- documenting results to measure performance and facilitate corrective action.

The command function will be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. It will also be responsible for gathering, sharing and managing incident-related information and intelligence. When command is transferred, the process will include a briefing that captures all essential information for continuing safe and effective operations.

The following principles will be followed for the effective management and accountability of manpower and resources:

- all responders, regardless of agency affiliation, will report in to receive an assignment in accordance with procedures established by the Incident Commander;
- response operations will be directed and coordinated as outlined in the Incident Action Plan;
- personnel and equipment will respond only when requested or dispatched by an appropriate authority;
- each individual involved in incident operations will be assigned to only one supervisor;
- supervisors will be given a manageable span of control with three to seven subordinates;
- supervisors will adequately supervise and control their subordinates;
- supervisors will communicate with and manage all resources under their supervision by categorizing, ordering, dispatching, tracking, and recovering such resources; and
- supervisors will record and maintain an accurate, up-to-date picture of resource use, reporting resource status changes as they occur.

If necessitated by the complexity of an incident or incident management span-of-control considerations, an Area Command will be activated. Area Command should not be confused with the functions performed by an Emergency Operations Center (EOC). An Area Command oversees management of the incident or incidents, while an EOC coordinates support functions and provides resources support. See Appendix 2.

Appendices

1. ICS Organization and Operations
2. Roles of an Area Command and the EOC
3. Responsibilities of Command Staff
4. Responsibilities of General Staff

APPENDIX 1

ICS ORGANIZATION AND OPERATIONS

The ICS organization has five major functions: command, operations, planning, logistics, and finance and administration. The Incident Commander and Command Staff are responsible for the command function.

Command Staff positions are established to accept responsibility for key activities not specifically identified in the General Staff functional elements. These positions will include, at minimum, the Public Information Officer (PIO), Safety Officer, and Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the Incident Commander. The Command Staff is responsible for the overall management of an incident. The PIO, Safety Officer and Liaison Officer report directly to the Incident Commander who will assign to each their responsibility. See Appendix 3.

The General Staff comprises incident management personnel who represent the major functional elements of the ICS including the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. Command Staff and General Staff will continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the Incident Commander. See Appendix 4.

A single Incident Commander will be designated for incidents that occur within a single jurisdiction with no functional agency overlap or when all parties to a cross-jurisdictional or multifunctional response agree to a single Incident Commander. The Incident Commander will develop incident objectives upon which subsequent incident action planning is to be based. The Incident Commander will approve the Incident Action Plan and all requests pertaining to the ordering and releasing of incident resources.

The Incident Commander will be responsible for determining whether the full nature of an event calls for the establishment of a Unified Command structure. Unified Command is an important element in multijurisdictional or multiagency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

All agencies with jurisdictional authority or functional responsibility for any or all aspects of the event and those able to provide specific resource support will participate in the Unified Command structure. These agencies will contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing, and making optimum use of all assigned resources. Unified Command will be run from the Incident Command Post where participating individuals will be directed to collocate to represent their agencies.

The key individual in a Unified Command structure is the Operations Section Chief. This person will normally come from the agency with the greatest jurisdictional involvement in the event and will be selected with the full agreement of all participating agencies. All participating agencies must also approve the consolidated Incident Action Plan which will be developed under the direction of the person chosen as the Planning Section Chief. The tactical implementation of the Incident Action Plan will be directed by the Operations Section Chief. A new Operations Section Chief will be selected for each operational period, generally 12 to 24 hours.

To further the efficiency of the Unified Command structure, its participating members will also keep each other informed of specific requirements for their agencies and establish procedures for joint decision making and documentation. These procedures will be used to evaluate and update the Incident Action Plan at regular intervals being certain that it adequately addresses the mission and policy needs of each jurisdictional agency, as well as the interaction between jurisdictions, functional agencies, and private organizations.

APPENDIX 2

ROLES OF AN AREA COMMAND AND THE EOC

An Area Command will be activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. The Chief Executive Officer will make the decision to establish an Area Command.

An Area Command will be established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed or evolve over longer periods of time (such as a bioterrorism event). In this sense, acts of biological, chemical, radiological or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between Federal, State, local, private-sector and nongovernmental organizations.

For incidents which are under its authority, an Area Command will be responsible for:

- setting overall incident-related priorities;
- allocating critical resources according to priorities;
- ensuring that incidents are properly managed;
- ensuring that incident management objectives are met and do not conflict with each other or with agency policy;
- identifying critical resource needs and reporting them to the EOCs and/or the multiagency coordination entities; and
- ensuring that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

If the incidents under the authority of an Area Command are multijurisdictional, a Unified Area Command will be established. This allows each jurisdiction to have representation in the command structure.

An Area Command will also be used when there are a number of incidents in the same area and of the same type, such as two or more hazardous material incidents or tornado touchdowns. These represent incidents that may compete for the same resources.

When incidents do not have similar resource demands, they will be handled separately and be coordinated through the EOC. The core functions of the EOC are coordination; communications; resource dispatch and tracking; and information collection, analysis and dissemination.

The multiagency coordination entities at the EOC, when established, will be responsible for:

- ensuring each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
- establishing priorities between incidents and/or Area Commands in concert with the Incident Commander or Unified Command(s) involved;
- acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Commander or Unified Command;
- anticipating and identifying future resource requirements;
- coordinating and resolving policy issues arising from the incident(s);
- providing strategic coordination as required;
- ensuring improvements in plans, procedures, communications, staffing, and other capabilities are acted upon, following the incident(s); and
- ensuring necessary improvements are coordinated with appropriate preparedness organizations following the incident(s).

APPENDIX 3

RESPONSIBILITIES OF COMMAND STAFF

Public Information Officer

The PIO will be responsible for interfacing with the public, the media, and other agencies with incident-related information requirements. The PIO will also perform a key public information-monitoring role. Whether the command structure is single or unified, only one incident PIO will be designated. Assistants for the PIO, as needed, will be assigned from other agencies or departments involved.

The PIO will not release any incident-related information without the Incident Commander's approval. The PIO will:

- represent and advise the Incident Commander on all public information matters relating to the management of the incident;
- develop accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption;
- handle functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, including handling media and public inquiries, emergency public information and warnings, rumor monitoring and response, and media monitoring;
- coordinate public information at or near the incident site;
- serve as the on-scene link to the Joint Information System (JIS), see Note 1;
- serve as a field PIO, during a large-scale operation, with links to the Joint Information Center (JIC), see Note 2; and
- coordinate and integrate public information functions across jurisdictions and across functional agencies; among Federal, State, and local partners; and with private sector and nongovernmental organizations.

Note 1 - The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during incident operations and encompass all public information operations related to an incident, including all Federal, State, local, and private organization PIOs, staff, and JICs established to support an incident. Key elements include the following:

interagency coordination and integration; developing and delivering coordinated messages; support for decision makers; and flexibility, modularity, and adaptability.

Note 2 - A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. It is important for the JIC to have the most current and accurate information regarding incident management activities at all times. The JIC will include representatives of each jurisdiction, agency, private sector organization, and nongovernmental organization involved in incident management activities. JICs may be established at each level of incident management, as required. Multiple JIC locations will be established when required by the circumstance of an incident. The JIC provides the structure for disseminating official information with procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

Safety Officer

The ultimate responsibility for the safe conduct of incident management operations rests with the Incident Commander or Unified Command and supervisors at all levels of incident management. The Safety Officer, in turn, will be responsible for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations.

In a Unified Command structure, a single Safety Officer will be designated, in spite of the fact that multiple jurisdictions and/or functional agencies are involved. Assistants will be assigned to the Safety Officer from other agencies or departments constituting the Unified Command, when required.

The Safety Officer, Operations Section Chief, and Planning Section Chief will coordinate closely regarding operational safety and emergency responder health and safety issues. The Safety Officer will also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations.

Liaison Officer

The Liaison Officer is the point of contact for the representatives of other governmental agencies, nongovernmental organizations, and/or private entities involved in incident management activities. In either a single or Unified Command structure, the representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or organizational representatives assigned to an incident will have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership.

APPENDIX 4

RESPONSIBILITIES OF GENERAL STAFF

Operations Section Chief

The Operations Section Chief will be responsible to the Incident Commander or Unified Command for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, generally 12 to 24 hours, with other section chiefs and unit leaders establishing their own supporting objectives.

The tactical implementation of the Incident Action Plan will be directed by the Operations Section Chief. A new Operations Section Chief will be designated for each operational period and will have direct involvement in the preparation of the Incident Action Plan for the corresponding period of responsibility.

The Operations Section Chief will organize and manage resources for the Incident Commander. Resources include the combination of personnel and equipment required for incident management operations and will be organized and managed in three ways, depending on the requirements of the incident:

1. Single Resources which are individual personnel and equipment items including the operators associated with them;

2. Task Forces which are combinations of resources assembled in support of a specific mission or operational need, where all resource elements within a task force have common communications and a designated leader; and

3. Strike Teams which are a set number of resources of the same kind and type that have an established minimum number of personnel.

When the number of resources exceeds the manageable span of control of the Operations Section Chief (or Incident Commander), such resources will be divided into either Divisions or Groups. Divisions will be established to divide an incident into physical or geographical areas. Groups will be established to divide an incident into functional areas of operation.

When the number of Divisions or Groups exceeds the recommended span of control for the Operations Section Chief, these resources will be divided further into Branches. The NIMS recommends that span of control be one supervisor to between three and seven subordinates.

Planning Section Chief

The Planning Section Chief directs the collection, evaluation, and dissemination of incident situation information and intelligence to the Incident Commander or Unified Command and incident management personnel. Under his direction, the Planning Section will also prepare status reports, display situation information, and maintain the status of resources assigned to the incident.

The Planning Section Chief will direct the development and documentation of the Incident Action Plan, based upon guidance from the Incident Commander or Unified Command. An Incident Action Plan will be developed to meet the need to document actions and decisions, including, but not limited to, incidents which will effectively span several operational periods, which require resources or authorities from multiple agencies and/or jurisdictions, or which require changes in shifts of personnel and/or equipment.

Incident Action Plans will include the overall incident objectives and strategies established by the Incident Commander or Unified Command, specifically addressing tactical objectives and support activities required for each operational period. The Incident Action Plan will also contain provisions for continuous incorporation of "lessons learned" as incident management activities progress.

The Planning Section Chief will also be responsible for the intelligence and information function. This includes developing, conducting, and managing information related security plans and operations as directed by the Incident Commander, safe-guarding sensitive information of all types, and coordinating information and operational matters with the public awareness activities of the PIO. He will direct the gathering of intelligence information critical to the incident and assure that it is appropriately analyzed and shared with personnel designated by the Incident Commander, who have a proper clearance and a "need-to-know" to ensure that they support decision making.

Logistics Section Chief

The Logistics Section Chief will be responsible to the Incident Commander or Unified Command for directing all support requirements needed to facilitate effective and efficient incident management. This includes ordering resources from off-incident locations and providing facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required.

Finance/Administration Section Chief

The Finance/Administration Section Chief will be responsible for directing financial and other administrative support services. Not all incidents will require a separate section for these duties. When an incident requires only one specific Finance/Administration function, such as cost analysis, to be performed, the Incident Commander or Unified Command will assign this duty to a technical specialist in the Planning Section.

McDonough County

Local Emergency Planning Committee

Hazardous Material Plan

December 2007

McDonough County

I. Purpose

This plan establishes the policies and procedures under which McDonough County will coordinate with local responders in the event of a hazardous material incident, oil spill, or other release. This document is written to ensure McDonough County has a means to minimize exposure to or damage from materials that could adversely impact human health and safety or the environment.

II. Situations and Assumptions

A. Situation

1. Hazardous materials are commonly stored and used in McDonough County.
2. Hazardous materials are transported throughout the county using roads, rail lines, pipelines, or flight paths.
3. Illegal drug labs have been previously discovered in the community.
4. Numerous industries and businesses use chemicals that pose a threat to their own private property and employees. These industries and businesses are required to provide Material Safety Data Sheets (MSDS) to the supporting fire agencies which would encounter these chemicals when fighting fires on private property.
5. Upon notification of a hazmat incident, dispatch initiates emergency call-out of fire and other resources to the incident.
6. Local fire departments and districts have the lead role in the initial response to a hazmat incident that occurs within McDonough County and have been provided training in hazmat response.
7. The state has established Regional Hazardous Materials Emergency Response Teams (HMRT) dispersed geographically around the state. These teams provide assistance to local government during hazardous materials emergencies. The county has one HMRT located in Macomb.

B. Assumptions

1. An accidental release of hazardous materials could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during emergencies, such as a major fire or motor vehicle accident.
2. Some hazardous materials releases can contaminate and/or injure people, up to and including creating a mass casualty incident. Some patients may leave the scene prior to arrival of emergency

responders. Hospitals may receive contaminated patients who did not arrive by EMS transport.

3. Dispatch will notify local authorities upon notification of a hazmat incident within the county.
4. A major hazardous materials incident may require the evacuation and/or shelter-in-place of citizens at any location within the county.
5. The length of time available to determine the scope and magnitude of a hazardous materials incident will impact protective action recommendations.
6. During the course of an incident, wind shifts and other changes in conditions may necessitate changes in protective action recommendations.
7. If an evacuation is recommended because of an emergency, a large percentage of the population receiving notification in an affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility. There may be some who will not evacuate or will resist mandatory evacuation. There will also be people who try to re-enter the affected area.
8. Not everyone in an affected area will receive notification of protective action in a timely manner. The actual proportion of those receiving notification depends on several factors, including time of day, day of week, and method(s) of notification.
9. Residents with special needs may require assistance when evacuating.
10. Hazardous materials could possibly enter water or sewer systems and could necessitate the shutting down of those systems.

III. Concepts of Operations

A. Regulated facilities report chemical inventories at or above reportable quantities using Tier 2.
B. If a hazardous materials incident has occurred in the county, the authorized representative of the regulated facilities and transportation companies is responsible to promptly notify McDonough County LEPC of the incident and make recommendations to emergency responders for containing the release and protecting the public and environment.
C. Upon receiving calls regarding hazmat incidents, dispatch notifies and dispatches fire and hazmat resources as per protocols.
D. Upon receiving calls regarding suspected illegal drug labs with off-site release, dispatch notifies and dispatches fire, hazmat and law enforcement resources as per protocols.
E. For incidents generating potential or confirmed chemical exposures and/or contamination, dispatch will notify the hospital.
F. All hazmat incidents are managed under NIMS ICS, including the establishment of Unified Command if multiple jurisdictions are involved.
G. Emergency medical treatment of any injured persons follows established EMS protocols.

H. The IC will make appropriate protective action recommendations for the public, disseminate such recommendations through the PIO, and implement the recommendations. These include recommendations for evacuation and Shelter-In-Place (SIP). LE may be called to provide assistance in implementing evacuation and SIP.
I. If the hazmat incident has the potential for significant impact upon the community or affects more than one jurisdiction, one or more city EOCs and the county EOC may be activated to support on-scene operations and coordinate response, information, and policy decisions throughout the affected jurisdictions.
J. Clean-up and restoration operations are incident scene activities which include removing the hazardous material and all contaminated debris and returning the scene to as near normal as possible. Once an incident is stabilized, it is the responsibility of the IC to ensure the site is secure and that appropriate steps for cleanup operations are initiated.

The Comprehensive Emergency Response Plan

The McDonough Co. LEPC is required under Title III of the Superfund Amendments & Reauthorization Act of 1986 (SARA), otherwise known as the Emergency Planning & Community Right–to–know Act (EPCRA) to create a Comprehensive Emergency Response Plan (CERP).

The purpose of the CERP, which you are now reading, is to document Hazardous Materials planning in McDonough County. Initially, the CERP is expected to plan for releases of Extremely Hazardous Substances (EHS) as defined by EPCRA. The CERP is a living document and we expect it to be updated frequently as we suggest and initiate improvements. Feedback from the public is not only welcomed, it is encouraged. If there is any part of this plan that you feel needs improvement, please let us know.

CERP Requirements

This McDonough County CERP must, at a minimum, comply with the requirements of **EPCRA** (specifically 42 USC §11003 — Comprehensive Emergency Response Plans). The required elements in the CERP under EPCRA are:

1. List of facilities that store **EHS**, routes likely to be used in the transport of EHS, and those facilities that contribute or subjected to additional risk due to proximity to facilities that store EHS. *§11003(c)(1)*
2. Methods and procedures to be followed by facility owners and local emergency and medical personnel to respond to any release of such substances (EHS). *§11003(c)(2)*
3. Designation of a community emergency coordinator and facility emergency coordinators. *§11003(c)(3)*
4. Procedures providing reliable, effective, and timely notification to persons designated in the emergency plan and to the public, that a release has occurred (consistent with §11004). *§11003(c)(4)*
5. Methods for determining the occurrence of a release, and the area or population likely to be affected by such release. *§11003(c)(5)*
6. Description of emergency equipment and facilities in the community and at each facility in the community (with EHS) and identification of persons responsible for such equipment and facilities. *§11003(c)(6)*
7. Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. *§11003(c)(7)*

1.

Comprehensive Emergency Response Plan

Section 1 — Regulated Facilities

EPCRA 42 USC §11003(c)(1) reads:

*List of facilities that store **EHS**, routes likely to be used in the transport of EHS, and those facilities that contribute or subjected to additional risk due to proximity to facilities that store EHS.*

EPA United States Environmental Protection Agency

The Local Emergency Planning Committee (LEPC) is required to identify facilities that use or store Extremely Hazardous Substances (EHS). A list of EHS can be found at the US Environmental Protection Agency (EPA) web site: www.epa.gov/ceppo/ehs/ehslist.html. This link is also repeated in Appendix B.

The LEPC is also required to identify routes that are likely to be used in the transport of EHS. In addition, the LEPC is also required to identify those facilities that contribute to or are subject to additional risk due to proximity to facilities that store EHS. The following sections of this page discuss the McDonough County LEPC's findings for each of these EPCRA requirements in turn.

Facilities that Store EHS

The LEPC has identified facilities with EHS from reviewing Tier II Reports. The data from these regulated facilities have been entered into the CAMEO database program suite. With the help of the regulated facilities in McDonough County, the LEPC will continually keep this information up to date.

Regulated facilities can most easily and accurately provide the Tier II Report information by using a computer program that has been specially designed for this. To learn more about how to obtain and use this free Windows program, see our tier2submit.exe web pages.

Transportation Routes for EHS

The LEPC is required to identify routes likely to be used in the transport of EHS.

McDonough County is largely a rural county, but with a major state university, several railroad lines extending to Chicago, and several pipelines traversing the county. This report will analyze the types of transportation used.

The following types of transportation have been identified by the LEPC:

- Roads
- Railroads
- Pipelines
- Air

The following sections of this page will discuss each of these in turn.

Roads

McDonough County is Equidistant between the Mississippi and Illinois rivers in west-central Illinois. The county center is approximately 75 miles south of the Quad Cities, 45 miles south of Galesburg, 75 miles west of Springfield, and 70 miles north of Quincy. Roadway transportation is a major method of transporting EHS. We have identified the different types of roadways that would be used to transport EHS.

Routes Used For Transport:

- U.S. routes 67,9,41 and 136 are the primary highways through McDonough County. These highways offer direct routing to interstates 74, 80 and 55.
- U.S. route 67 runs north and south through the county. Going through the northern half of the county this is a 4 lane divided highway. Going south through the county this is a two lane highway.
- U.S. route 136 runs east and west through the county. This is a two lane highway through the entire county except for a short loop through Macomb where it has four lanes.
- McDonough County is an agricultural area, having numerous two lane hard and graveled service roadways. Any roadway could be used for the transportation of agricultural chemicals.
- The principle means of transportation within the county is by private vehicle on state highways, county township roads, and community streets.

As of this CERP revision (2006), McDonough County does not restrict vehicular traffic aside from the State of Illinois' size and weight restrictions.

Many shipments of EHS are in transit through the region. Quantities can range from small shipments to tank cars. It is possible that any EHS could be shipped through the region. Typical accidents can include ruptured fuel tanks, low overhead clearance accidents, and collisions.

Major accidents often result in highway closures and traffic control. This can cause a large disruption in traffic and cause a large short–term economic impact. In addition, an accidental release of a large quantity could result in protective action for the vicinity, including possible evacuation and sheltering of the residents.

Emergency response may include activating the area's Mutual Aid Box Alarm System (MABAS), and coordinating highway closures with the McDonough County Sheriff's Department, along with the other various law enforcement agencies in the county, the State Police, and the McDonough County Highway Department, and other public works agencies.

Major Streets, Designated Truck Routes, and Established Shipments:

Many EHS shipments originate, traverse or terminate in McDonough County. Industrial areas are usually served by truck traffic routes along major streets. Quantities can range from small shipments to tank cars. Any EHS could be shipped to a facility. Typical accidents include ruptured fuel tanks, low overhead clearance accidents, and collisions.

Major accidents often result in street closures and traffic control. This may disrupt local traffic patterns. In addition, an accidental release of Hazardous Material could result in protective action for the vicinity.

Emergency response may include activating the area's MABAS system. Street closures may involve local police departments and emergency management agencies.

Other Routes:

Thoroughfares other than those listed above, such as streets located in downtown business districts and residential areas, generally have infrequent EHS shipments. These shipments are usually limited to small quantities delivered to local businesses. Typical accidents include ruptured fuel tanks, low overhead clearance accidents, low speed collisions, and loading and unloading accidents.

Accidents and small releases are usually handled by the local Hazardous Materials unit. Generally, the size and severity of the accidental release do not require extensive street closures or protective actions.

Railroads

- McDonough County is crossed by the Burlington Northern and Santa Fee Railroads (www.bnsf.com). Towns through which tracks travel through are Macomb, Bushnell, Blandinsville, Colchester, Industry, Adair, Bardolph and Prairie City.
- TP & W (Toledo Peoria & western) runs east and west through Bushnell, Good Hope, Sciota and Blandinsville, exclusively transporting freight.
- Macomb is served by Amtrak, which runs four trains daily between Quincy and Chicago. These trains travel through Tennessee, Colchester, Macomb, Bushnell and Prairie City.

Quantities of EHS carried on these railroads range from small shipments to 20,000+ gallon tank cars.

It is possible that any type of EHS could be shipped through the region. Possible accident types include ruptured fuel tanks, derailing, collisions, and low overhead clearance accidents. Major accidents often result in highway closures and traffic control. This can cause a large disruption in traffic and cause a large short–term economic impact. In addition, an accidental release of a Hazardous Material could result in protective action for the vicinity.

Emergency response may include activating the area's MABAS system, and coordinating highway closures with the Illinois State Police and Department of Transportation.

Pipelines

There are several transmission pipelines that run through McDonough County. These include:

- Natural gas pipelines, both supplying and traversing the county, and
- Petroleum products pipelines traversing the county.

Pipelines generally do not contain EHS, but they are included here as facilities that could contribute to additional risk. They are regulated by the Federal Government. In particular, the Pipeline and Hazardous Materials Safety Administration (PHMSA) of the US Department of Transportation (DOT) has the public responsibility for safe and secure movement of hazardous materials through the nation's pipelines. The LEPC maintains a list of Pipeline Emergency Contacts, and has mapped the pipeline locations in CAMEO.

Air

- The City of Macomb operates the Municipal airport through an airport authority. The airport is located approximately 2 miles north of Macomb and ¼ mile east of route 67.
- The Macomb Municipal airport has a paved 5,100 feet runway designed to handle small jet aircraft.
- McDonough County lies on the flight paths serving several airports. Municipal airports having flight paths over McDonough County are; Peoria, Moline, Burlington, Galesburg, Springfield, Air Guard out of Peoria and Springfield, St. Louis, and Chicago. Of course unknown origin and destination cross country flights also cross over McDonough County.

Airplanes may carry EHS, but these are regulated as "Dangerous Goods" by the US Federal Aviation Administration (FAA). The size, quantity, and packaging of dangerous goods are strictly controlled. The physical hazard from a plane crash and the resulting fuel fire would virtually outweigh any hazard from the cargo on board.

Additional Facilities

The LEPC is required to identify other facilities that contribute to additional risk as well as identify other facilities that are subjected to additional risk due to proximity to facilities that store EHS.

Facilities that Contribute to Additional Risk

The LEPC has determined any facility that stores Hazardous Material may contribute to additional risk. These facilities will be entered into CAMEO when Tier 2 reports are received, and this information will be made available to emergency responders.

The LEPC has also determined that pipeline facilities may contribute to additional risk. See the pipeline section above.

Facilities that are Subjected to Additional Risk

The LEPC has determined that the following facilities may be subjected to additional risk due to their proximity to an EHS and/or Hazardous Material facility or transportation route.

Hospitals:

One hospital in McDonough County has been identified and entered and mapped into CAMEO. We have also obtained contact information for each hospital.

Universities:

Both Western Illinois University , and Spoon River College in Macomb have been identified and will be entered into CAMEO. We are working on mapping every location and obtaining contact information.

Government Buildings:

We have the addresses and contacts for the Municipal Government in McDonough County from the county directory, including Mayor, Fire, Police, Emergency Management, and Public Works departments. We continually update this data in CAMEO.

Schools (Public and Private):

We have obtained addresses and phone numbers for every known public and private school in McDonough County. This data will be maintained in CAMEO.

Nursing Homes:

We have obtained address and contact information for every known Nursing Home in McDonough County. We will also obtain the number of licensed beds at each facility. We are working on mapping this data into CAMEO.

Daycare Centers and Homes:

We have obtained addresses for every known Daycare Center and Home in McDonough County. We are working on entering and mapping this data into CAMEO.

Parks and Recreation Departments:

The following parks and recreation departments are in McDonough County:

Other At–risk Facilities:

The LEPC will continue to identify and collect information on other types of facilities at risk.

Section 2 — Response Procedures

EPCRA 42 USC §10003(c)(2) reads:

*Methods and procedures to be followed by facility owners and local emergency and medical personnel to respond to any release of such substances [**EHS**].*

The LEPC is working to obtain agency and facility-specific information on emergency response procedures.

Facility Response Procedures

EHS facilities in McDonough County are regulated by the US Department of Labor's Occupational Safety & Health Administration (OSHA). These facilities are required to plan for chemical emergency response under OSHA's Hazard Communication (HazCom) standard (CFR 1910.120). for facilities handling hazardous materials.

The HazCom standard requires that facility workers are trained in the safe handling of hazardous substances. It also requires facilities to have adequate response procedures in the event of a release. Each hazardous material in their facility must be properly labeled, and there must be an MSDS for it. See Section 6 of this CERP for additional information regarding each facility's OSHA requirements.

The LEPC will continue to obtain facility-specific information and update our files and this plan regularly.

Local Emergency Responders

The Illinois Mutual Aid Box Alarm System (MABAS) provides coordination for mutual aid for Illinois Fire Departments. This includes hazardous material incident response coordination.

Medical Personnel

McDonough District Hospital in McDonough County has adopted emergency response procedures from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) guidelines. It is also working on a statewide mutual aid and response plan.

JCAHO requires all accredited hospitals to be able to perform decontamination for contaminated patients. Many hospitals are choosing to install more sophisticated decontamination equipment. Many hospitals are also working on providing adequate Mass Decontamination facilities in the event of a serious chemical release.

The Illinois Poison Center (IPC) has agreed to provide CAMEO chemical inventory data to any hospital in the state via their Poison Control hotline. This will give area hospitals access to the EHS Facility chemical inventories without having to train hospital staff in the program.

In addition, hospitals are also required to handle small industrial spills within their facility. Hospitals can either perform the cleanup themselves, or contract with an independent firm.

Section 3 — Emergency Coordinators

EPCRA 42 USC §11003(c)(3) reads:

Designation of a community emergency coordinator and facility emergency coordinators.

Community Emergency Coordinator

The **LEPC** is required to appoint a Community Emergency Coordinator who is responsible for implementing the **CERP**. McDonough County has appointed the McDonough Co. Emergency Services & Disaster Agency (ESDA) coordinator, whose office has representatives on the LEPC. The Community Emergency Coordinator is the McDonough Co. ESDA Coordinator. In the event that the position is empty, the LEPC Chair is responsible for implementing the CERP.

Facility Emergency Coordinators

Every Tier II facility is required by **EPCRA** to designate at least two emergency contacts. In addition, the LEPC may ask each **EHS**/Hazardous Material facility to designate a facility emergency coordinator. This person would be responsible for coordinating planning activities between the facility and emergency responders and planners. Emergency contact information (including phone numbers) for every emergency contact and facility

emergency coordinator who has been reported on Tier II Reports, is maintained in the CAMEO database.

Section 4 — Notification Procedures

EPCRA 42 USC §11003(c)(4) reads:

Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of §11004 of EPCRA).

Facility Notification Procedures

The McDonough County LEPC will send copies of the state and federal release notification handouts and a copy of the applicable section of the Federal EPCRA law (42 USC §11004) to all facility emergency coordinators.

These notification requirements are summarized as follows:

In the event of an accidental chemical release the owner or operator of a facility, or the transporter is required to properly notify federal, state and local agencies. Notification is required when the chemical released exceeds the reportable quantity of an extremely hazardous substance or a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, also known as Superfund, which pays for cleanup when liability cannot be assigned) hazardous substance.

Failure to follow these notification requirements may cause the LEPC to refer the matter to IEMA for enforcement.

When to Notify:

Immediate notification is necessary if a release occurs which results in:

- A member of the general public is hospitalized or killed
- An authorized official of an emergency agency recommends an evacuation for the general public
- Fire, breakage, release or suspected contamination occurs involving an etiologic agent
- A motor vehicle has overturned on a public highway
- Any release of oil that produces sheen of water and/or threatens, involving navigable waters

If a reportable quantity release has been exceeded, immediate notification is required.

Who to Notify (in order of notification):

1. Illinois Emergency Management Agency (IEMA)
   1-800-782-7860
2. National Response Center (NRC)
   1-800-424-8802
3. McDonough Co. ESDA
   309-333-1042
4. McDonough Co. Local Emergency Planning Committee (LEPC)
   309-318-0407

Transporters involved in an accidental chemical release must call the NRC and 911 in the area where the accident has occurred.

What to Notify:

Initial notification should include the following:

- Specific location of release
- Name and telephone number of the person to contact at the site
- The chemical name of substance that is released and whether or not it is hazardous
- Quantity of substance released
- Time and duration of release
- Medium or media (air, land, and water) where release occurred
- Proper precautions that need to be put in place in result of the release, including evacuations

- Health risks associated with the release of this chemical. Advice regarding the treatment of people who may get exposed

A written follow-up notification should be done after the initial notification. The owner or operator of the facility should send the follow-up report to the SERC or LEPC. The follow-up report should include the following:

- Actions taken to respond to and contain the release
- Any known or anticipated health risks associated with the release
- What is appropriate advice regarding medical attention for exposed individuals?
- Any changed or updated information from the initial notification

Additional follow-up notices shall be made as conditions and information change.

Community Notification Procedures

The Incident Commander or designee will be responsible for communicating notification of a local EHS/HM release. If you are not already familiar with the Incident Command System (ICS), today's standard tool for coordinating the activities of local public and private agencies in response to disasters, you might wish to review this overview: What is the ICS? (http://Training.fema.gov/emiweb/IS/is100.asp)
For more extensive incidents, involving multiple communities, the Unified Commander under UCS will be responsible for communications. You may wish to check out the glossary entries for UCS and for its national emergency equivalent, NIMS

Section 5 — Determining the Occurrence of a Release

EPCRA 42 USC §11003(c)(5) reads:

Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.

One of the LEPC's duties is determining the likelihood of a release and estimating the consequences of the release. This is done by performing a hazard analysis. The following procedure described the methods and techniques used to perform the hazard analysis:

- Review Tier II Reports and Identify **EHS** Facilities.
- Request additional information from EHS Facilities.
- Enter data and map data in **CAMEO**.
- Perform screenings and scenarios for each facility.
- Prepare and Review Hazard Analysis for each facility.

Review Tier II Reports and Identify EHS Facilities

The Illinois Emergency Management Agency (IEMA) and the LEPC receive Tier II reports from regulated facilities. IEMA will perform Tier II data entry for the LEPC and provide the database of information to the LEPC. The LEPC will review reports generated from this data and will identify EHS Facilities.

Request additional information from EHS Facilities.

The LEPC may send a letter asking the EHS facilities for additional information. We shall request the following additional information:

- The name, title, address, and contact information for each facility's emergency planning coordinator (see Section 3 for details).
- A list of all EHS currently in inventory at the facility. For each EHS we request the following information:
    - What is the physical state of the EHS (solid, liquid, or gas)?
    - What is the maximum quantity (in pounds) in the largest reservoir (or connected reservoirs) at the facility?
    - Is there any diking associated with this reservoir?
    - What is the surface area in square feet of the diked area?

The LEPC determined that this data was the minimum additional data required in order to begin Hazard Analysis for EHS facilities.

Enter data and map data in CAMEO

In May 2002, the US Environmental Protection Agency (US EPA) released a new version of the CAMEO emergency planning software. CAMEO stands for "Computer–Aided Management of Emergency Operations" and is freely available to LEPCs and emergency responders nationwide. CAMEO is a database program optimized for chemical emergency planning. It works with other free programs from the US EPA: MARPLOT, ALOHA, and LANDVIEW. The four programs are commonly referred to as the CAMEO Suite.

Once the inventory information is entered into CAMEO and MARPLOT, we are able to map a Screening and Scenario and determine the number of people and the area impacted by major chemical releases.

Perform screenings and scenarios for each EHS facility.

McDonough Co. LEPC will perform screenings and scenarios for each EHS facility.

Prepare and Review Hazard Analysis for each EHS facility.

McDonough Co. LEPC will prepare and review hazard analysis for each EHS facility.

Comprehensive Emergency Response Plan

Section 6 — Emergency Response Resources

EPCRA 42 USC §10003(c)(6) reads:

*Description of emergency equipment and facilities in the community and at each facility in the community (with **EHS**) and identification of persons responsible for such equipment and facilities.*

Community Emergency Response Resources

The LEPC must have a good understanding of the communities' resources. McDonough County is a largely agricultural county with many independent municipalities and a state university, Western Illinois University. The LEPC is working on obtaining information on fire departments, emergency management agencies, public works departments, and parks and recreation departments.

The LEPC is working with other organizations to obtain comprehensive lists of community emergency response equipment. The LEPC does not intend to recreate these lists when other organizations maintain similar listings.

Fire Departments

The Illinois Mutual Aid Box Alarm System (MABAS) maintains a comprehensive list of McDonough County Fire Department apparatus, equipment, and resources. In addition, MABAS maintains a comprehensive list of all HazMat equipment and resources in the area.

The LEPC has obtained the following information for each Fire Department:

- Fire Chief
- Address
- Contact information

The LEPC needs to obtain additional information from each department:

- Designated contacts
- The department's MABAS division.
- Radio frequencies (primary and alternate).

The LEPC would also like to obtain the following information for each fire station:

- Address
- Radio signatures (callsigns) at each fire department.
- Apparatus at each fire station.
- Special squads on duty (Rescue squad, HazMat squad).
- Special Equipment and other available resources.

All of this data will be entered in CAMEO and mapped in MARPLOT.

Emergency Management Agencies

The McDonough County LEPC will obtain the following information for each ESDA/EMA:

- Director
- Address
- Contact information

The LEPC seeks to obtain the following information:

- Designated contacts
- Emergency phone numbers and non-emergency phone numbers
- Radio signatures and frequencies
- A list of vehicles and support equipment (which can include the following):
    - squad vehicles
    - light wagons
    - generators
    - capacities
    - portable lights
    - pumps: types and sizes

All of this data will be entered in CAMEO and mapped in MARPLOT.

Public Works

Many municipalities maintain a Public Works department. The LEPC will obtain the following information for each Public Works department:

- Public Works Superintendent
- Address
- Contact information

The LEPC seeks to obtain the following information on the types and quantities of equipment on hand:

- Dump trucks (including capacity)
- Tractor
- Trailers
- Approximate quantities of clean sand/gravel

All of this data will be entered in CAMEO and mapped in MARPLOT.

Facility Emergency Response Resources

The LEPC is working on obtaining facility-specific listings of emergency response resources.

EHS facilities in McDonough County are regulated by the Occupational Safety & Health Administration (OSHA). These facilities are required to plan for chemical emergency response under OHSA's Hazard Communication standard (CFR 1910.120) for facilities handling hazardous materials.

Facilities are required to have response equipment on hand, or contract with an outside emergency response contractor. Many facilities will stock spill remediation materials such as absorbent pads or booms.

Comprehensive Emergency Response Plan

Section 5 — Determining the Occurrence of a Release

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McDonough Co. LEPC will perform screenings and scenarios for each EHS facility.

Prepare and Review Hazard Analysis for each EHS facility.

McDonough Co. LEPC will prepare and review hazard analysis for each EHS facility.

Section 8 — Training Classes

EPCRA 42 USC §11003(c)(8) reads:

Training programs, including schedules for emergency response and medical personnel.

Training and education is a continuous process. In order to ensure that our community is receiving the highest level of service, we must continue to improve performance standards. The cycle of excellence begins with being prepared and having adequate training.

Local:

The McDonough County LEPC regularly facilitates training for First Responders and Emergency Personnel, as well as for personnel of regulated facilities. In most cases, interested members of the public may also attend, provided they notify the LEPC in advance so there will be adequate seating.

American Red Cross:

The American Red Cross (ARC) is one of the nation's largest independent disaster relief agencies. By Congressional charter and mandate, it is the primary agency responsible for sheltering and feeding in the event of disasters. It also regularly provides training courses in first aid and CPR, and in topics related to disaster management.

ARC Classes in the McDonough County area; call McDonough County Chapter at 309-837-1594.

ARC Disaster Services Training in the McDonough County area

Call the McDonough County Chapter at 309-837-1594.

Illinois Emergency Management Agency (IEMA):

IEMA also provides training classes in Illinois.

IEMA Training Schedule: http://www.state.il.us/iema/training/Training.htm

Federal Emergency Management Agency (FEMA)

FEMA's Emergency Management Institute (EMI) has many courses dealing with Emergency Management. They are available to Emergency Management professionals.

EMI's Independent Study Program: http://training.fema.gov/EMIWeb/IS/

EMI's list of Independent Study Courses: http://training.fema.gov/EMIWeb/IS/crslist.asp

Additional (in–person) classes are available from EMI. Here is where to find those classes (warning: the catalog is a 5 MB PDF file): EMICatalog0506.pdf (5 MB)

Occupational Safety and Health Administration (OSHA):

OSHA is the federal agency responsible for worker safety.

OSHA Training Resources (includes class schedules): http://www.osha.gov/dcsp/ote/index.html

Illinois Fire Service Institute (IFSI):

IFSI provides certification for Fire Fighters in Illinois.

The ISFI website, with links their various course is at: http://www.fsi.uiuc.edu/content/courses/

CAMEO Training:

Here's a link to an organization that provides training on use of the CAMEO suite of programs: http://www.cameosupport.com/training.html

Other Organizations:

Organizations will be added on as more programs are found that are applicable to our needs.

Comprehensive Emergency Response Plan

Section 9 — Emergency Plan Exercise

EPCRA 42 USC §11003(c)(9) reads:

Methods and schedules for exercising the emergency plan.

Introduction

The purpose of this section is to describe how and when the LEPC will exercise the emergency plan. The exercise assists in the development and coordination of emergency preparedness. The exercise is designed to evaluate emergency operation plans, procedures or facilities; train personnel in emergency management duties; and demonstrate operational capability.

Objectives and Goals

Plan — Practice — Learn — Replan

The goal of the exercise is to provide an atmosphere where emergency response agencies work together. Local jurisdictions will implement the plan by involving many parts of an integrated emergency management system.

The exercise is intended to create a realistic situation. The response will be evaluated based on strategic measures taken during the exercise. The lessons learned will identify areas where planning can be improved.

The LEPC will prepare a tabletop exercise. The LEPC intents to exercise this plan annually. As the plan improves, the LEPC intends to rewrite this section and eventually hold Functional and Full Scale exercises.

Statement of Purpose

The purpose of the emergency plan exercise is to improve emergency operations including the following:

- Communications
- Hazardous Materials monitoring
- Fire–fighting and HazMat tactics
- Response Mitigation
- Evacuation warning and shelter management

... by involving stakeholders from the following organizations:

- Emergency Management
- Fire Department
- Police Department
- Emergency Medical Service
- Hospital
- Local Businesses
- Community Groups
- Public Works
- Health Department

Plan Review and Update

The maintenance and updating of this plan is a coordinated effort between the LEPC and ESDA.