

Village of Oak Park Emergency Operating Plan

BASIC PLAN

The Village of Oak Park's (Village) Emergency Operation Plan set forth below and Annexes attached hereto and incorporated herein by reference are in accordance with the Illinois Emergency Management Act (IEMA), 20 ILCS 3305/1 et seq., Title 29 (Emergency Services, Disasters, and Civil Defense), Chapter I (Emergency Management Agency), Subchapter c (Administration and Organization of Political Subdivision Emergency Services and Disaster Agencies), Part 301 (Political Subdivision Emergency Services and Disaster Agencies) of the Illinois Administrative Code, and Chapter 2 (Administration), Article 27 (Oak Park Emergency Service Disaster Agency), all as amended and as applicable. In case of a conflict between a provision of the Village Code, the IEMA and/or a provision the Illinois Administrative Code, the Village Code shall control pursuant to the Village's home rule powers as applicable.

STATEMENT OF PURPOSE

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

In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. All emergencies and disaster situations have certain commonalities. This plan focuses on developing an emergency management system under the National response Framework (NRF) and National Incident Management System (NIMS) capable of operating in any type of emergency or disaster whether natural, technological or man-made. Specific actions that are further described in the Concept of Operations Section will be outlined in Functional Annexes and Hazard Specific Annexes developed for each operational department of Village government.

FUNCTIONAL NEEDS (FN-ADA)

(FN-ADA) The Functional Needs Annex, and sections through this plan, also provide the framework for the Village response for functional needs populations, including assignment of responsibilities and a description of the actions to be taken by the Village upon a disaster; and

- A. Establishes a Village-wide understanding of the unique operational concepts, organization, tasks, and coordinated emergency actions of public agencies, special districts, and other organizations and institutions to address functional needs populations during disasters. Detailed descriptions of how Village departments or jurisdictions respond to functional needs populations will be located in their respective department specific plans or procedures.
- B. This Section and Annexes consolidates information from other Federal and State existing plans and procedures that address functional needs populations before, during, and after disasters. This Annex is intended for use in conjunction with these other plans and to highlight the key preparedness, response, and recovery steps that the Village will take in addressing functional needs populations.

SITUATION

The Village is exposed to a variety of natural, technological, civil/political, physical, and specific

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hazards that can and have posed a threat to the lives and property of the residents. These hazards have the potential for disrupting the community, causing physical damage, and creating casualties. These hazards are outlined in the Identification of Hazards in this section of the Emergency Operation Plan.

ASSUMPTIONS

This Section is based on the following assumptions:

- A. Key components highlighted in the Emergency Operation Plan will be incorporated into response and recovery responsibilities, checklists, and integrated into the emergency response system to create a fully inclusive approach;
- B. In a Village of approximately 53,000 residents, local business workers, visitors and motorists, there are significant, diverse functional needs populations with needs during emergencies;
- C. Village departments must create strong networks with the community to reach those residents and the functional needs community (FN-ADA);
- D. Populations with functional needs, as well as their caregivers and families, must be empowered to take steps to learn about preparedness and make plans for disasters (FN-ADA);
- E. Non-Government Organizations (NGOs) providing temporary or long-term residential services or custodial care to residents and functional needs must develop comprehensive emergency plans according to their regulatory authorities, and ensure that emergency policies and procedures are adequate and up-to-date (FN-ADA);
- F. This Emergency Operating Plan will be reviewed at least every two years and updated as needed;
- G. The period during response and recovery shall remain the responsibility of those officials as outlined herein. Village resources shall be first used, then mutual aid resources, and finally County, State and Federal resources. Individuals and department heads shall be used in familiar roles to the extent practical, and non-essential functions will be offered so that these resources may be diverted to the emergency and/or special event;
- H. The ESDA Coordinator shall serve as the senior advisor to the Village Manager for all protocols in Emergency Management. All department heads will continue to manage their departments at the direction of the Village Manager;
- I. The ESDA Coordinator serves as the liaison between the Village and Illinois Emergency Management Agencies and other stakeholders in the Emergency Management community;
- J. Representatives of all designated local organizations, for the purpose of coordination and centralized direction and control shall staff the Emergency Operation Center (EOC) when requested;
- K. The Village has capabilities and resources, which, when effectively employed, can minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster;
- L. Initial response to any emergency(s) will be made by the first response departments of the Village including the Police, Fire/EMS, Public Health, and Public Works;
- M. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance to control the situation. This assistance may be provided in the form of trained volunteers from the Oak Park Medical Reserve Corps and the Community Emergency Response Team (CERT). Additional assistance may be provided from outside governmental mutual aid associations or from the private sector;

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- N. This Plan has been prepared, integrating all Village operational departments, in a comprehensive effort to prepare for major emergencies and disasters following the “all hazards” approach. Each department has developed standard operating procedures or guidelines to support both everyday operations and their assignments as outlined in this plan;
- O. The primary audience for this Plan is Village Departments with responsibility for implementing this Emergency Operation Plan (EOP) and/or having responsibilities detailed herein.

SPECIAL CONSIDERATIONS REGARDING WEAPONS OF MASS DESTRUCTION (WMD)

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

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

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CONCEPT OF OPERATIONS

The difference between normal day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, operational departments go about their daily business under the direction of a department head or chief. During a period of emergency or disaster, the Village President is held ultimately responsible for the preservation of life and protection of property as set forth in Illinois State Law. Department heads who previously provided direction to their staff continue to do so in time of emergency. During a major emergency or disaster situation however, department heads function and coordinate responses from the Emergency Operating Center (EOC) at the Public Works Center, 201 South Blvd, Oak Park, IL. Departments tasked with response and recovery missions under this plan make up the Incident Management Team (IMT) with the help of the ESDA Coordinator. The IMT, functioning from the Village's EOC, is responsible for making strategic decisions necessary to support any Homeland Security Presidential Directive, State, and/or Federal regulations from IEMA, FEMA, National Response Plan, and NIMS and to ensure the overall safety of the community. A briefing room will be located near the active EOC. This nearby location will allow for VIP briefings as needed with a minimum of travel for on-duty personnel.

The Village is required to obtain the approval of the EOP by the Cook County Department of Homeland Security and Emergency Management (CCDHSEM) in accordance with the Illinois EMA Administrative Code and FEMA - NIMS.

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

PRE-INCIDENT MITIGATION

Mitigation activities are those that eliminate or reduce the probability of a major emergency or disaster's occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Examples include establishing building codes, flood plain building restrictions, etc.

PREPAREDNESS

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, training, exercising, and development of public information and warning systems are among activities conducted under this phase. Following the onset of an emergency or disaster, government and private agencies must be prepared to immediately swing into action and provide a variety of services. NIMS indicates in Type 3, 2 and 1 incident(s) that the EOC should be activated at the correct level of activation. As such, this plan is written to include those activities that will occur within the Village following the activation of this plan. The pre-incident mitigation and preparedness activities, described above, which are taken prior to the onset of an emergency or disaster, are not formally addressed in this document.

Functional Needs Planning (FN-ADA)

A. Planning Networks

Effective functional needs planning involves engaging disability navigators, direct/supportive care organizations, community and faith-based organizations, non-governmental organizations and other private sector groups with the Village's emergency planners. A multi-

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department and community approach to the planning process, including the initial assessment of plan purpose, situational needs and assumptions, and the development of concept of operations is necessary.

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

B. Oak Park Functional Needs Advisory Committee

This Oak Park Functional Needs Advisory Committee, known as the “Disability Access Commission” consists of individuals with special needs who reside in the jurisdiction, as well as representatives from Village departments, disability and special needs provider organizations, advocacy groups, and other local agencies.

C. Education

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

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

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

D. Registries

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

1. Fear their financial assets will be taken.
2. Fear of legal consequences (in the case of undocumented workers).
3. Privacy issues - medical information will not be protected, making them targets of crime and fraud.

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4. If function-based or medical needs are new, temporary, or incurred as a result of the disaster.
5. A belief that assistance is not needed.

A registry system exists with the West Suburban Consolidated Dispatch Center (WesCom)

RESPONSE

During the response phase, emergency services necessary to reduce injury and death and protect property are provided. These activities help to reduce casualties and damage and to speed recovery. Response activities include communications, warning, public information, evacuation, firefighting and rescue, emergency medical services, law enforcement, public works and other similar operations addressed in this plan.

Cook County, State of Illinois Emergency Operation Plans, and the National Response Framework can provide a timely response of County, State, Federal, and NGOs resources to the Village of Oak Park if needed.

Presidential Decision Directive (PDD) 39 divides response activities for a WMD incident into two operational phases; crisis management, and consequence management.

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

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

RECOVERY

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent

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disaster. Examples of recovery actions include temporary housing, restoration of non-vital governmental services, and reconstruction of damaged areas.

FUNCTIONAL NEEDS (FN-ADA)

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

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

- A. Access to Social Services, Temporary Lodging or Housing, and Other Benefit Programs –** Village services and other benefit programs to assist people harmed by emergencies and disasters will be accessible to all, including functional needs populations. Following are some important points to remember:
1. Application procedures should not limit access for residents with disabilities. Multiple methods of application – providing supplemental services and reasonable modifications to application procedures when people with disabilities need them – is the most effective way to ensure equal access.
 2. Information regarding social services and other benefit programs should be available in formats that persons with communication disabilities can use. (FN-ADA)
 3. Crisis counseling services will not be accessible to people who are deaf or hard of hearing unless appropriate aids and services are provided. (FN-ADA)
 4. Temporary ADA compliant lodging or housing programs may not be available to all people requiring it unless ADA compliant transportation, hotel rooms and/or temporary housing are available in appropriate numbers. (FN-ADA)

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

Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth. Individuals with functional needs and representatives of agencies/organizations that serve them will be included in the decision-making process through the Disability Access Commission to the greatest degree practicable. (FN-ADA)

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When moving programs from a damaged facility to another location, the Village must ensure that the programs remain accessible to people with disabilities. This requirement applies whether the program is relocated permanently or temporarily.

POST-INCIDENT MITIGATION

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

NATIONAL INCIDENT MANAGEMENT SYSTEM

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive– 5. HSPD–5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provide a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.

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

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

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

Homeland Security Presidential Directive Number 5 (NIMS)

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

Some of the more important “transitional steps” that are necessary to apply ICS in a field incident environment include the following:

- A. Recognize and anticipate the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate;
- B. Establish incident facilities as needed, strategically located, to support field operations;
- C. Establish the use of common terminology for organizational functional elements,

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- position titles, facilities, and resources; and
- D. Provide oral direction to the development of a written Incident Action Plan.

Village INCIDENT COMMAND SYSTEM

On September 9, 2004, the Village President signed a resolution adopting NIMS in the Village.

The Village's Incident Command System (ICS) is in compliance with NIMS in response to day-to-day emergencies and major emergencies/disasters in the Village limits. The Village ICS is based on an integrated incident management system, which includes Municipal and County involvement, and may require support and assistance from the State and Federal government. Operations conducted under this plan will be accomplished based on NIMS.

Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to the West Suburban Consolidated Dispatch Center or visual manifestation of the disaster, as in the case of a devastating tornado, a train derailment, or an airline accident.

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

- **Step 1 - Arrival and establishment of command** -Upon arrival at a scene, an Incident Commander will be identified and the Incident Command System initiated. A formal command post will be established and clearly identified; staff officers from each responding discipline will report to that site.
- **Step 2 - Assessment of the situation** -The Incident Commander and his / her staff will begin a rapid assessment of the situation to determine if first responders can handle the incident, or if additional assistance is needed. If the situation requires resources above those normal resources at the disposal of the Incident Commander, the Oak Park Village Manager or his designee will be notified.
- **Step 3 - Activation of the Village's emergency management system** - If the situation appears to exceed normal resources, the jurisdiction's management team will be notified, and the jurisdiction's EOC activated. CCDHSEM will be notified at this point. Once the EOC is activated, joint communications will be maintained between the forward Command Post Incident Commander, Oak Park's EOC, and the County's Emergency Operation Center or the County's Mobile Communication Center. CCDHSEM will notify the Illinois Emergency Management Agency (IEMA) of the potential emergency. CCDHSEM will follow their Standard Operation Procedures (SOP).
- **Step 4 - Assessment of the jurisdiction's ability to cope with the situation** – If it is determined that a situation can be handled locally, with the available normal resources, then the Village Manager or designee should declare a "State of Emergency". This declaration authorizes the activation of the local emergency plan, and authorizes the rendering of assistance by the jurisdiction. If the jurisdiction is not able to manage the situation, then a declaration of "State of Disaster" should be initiated. The disaster declaration formally identifies that the situation is larger than the jurisdiction can handle and County assistance is formally requested.
- **Step 5 - Requesting Assistance** -The mechanism for requesting disaster assistance is

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as follows:

- the Village Manager, or the Manager's designee, will contact CCDHSEM, 312-603-8185.
 - The County must expend its available resources, such as equipment owned by the county and that which is available from neighboring municipalities and townships, before going to the State.
 - If state government assistance is needed (i.e.: National Guard, etc.), the Village Manager must so indicate to CCDHSEM.
 - IEMA will forward that request to the Governor. CCDHSEM - 24/7 phone number 312-603-8185 and IEMA - Region 4 phone number 847-297-4717, after hours 217-782-7860. **IEMA 301.230b8**
- **Step 6 - Activation of the Cook County Emergency Management System.** Following a request for Cook County assistance, the County's primary agencies will be activated and respond. A situation assessment process will then begin. This assessment will assist County officials in determining if County resources will be adequate to meet the local request for assistance, or if State or Federal assistance will be required. Finally, a representative from the CCDHSEM will be dispatched to the local EOC to confer with local officials. This CCDHSEM representative can assist local officials as needed. A CCDHSEM representative can be dispatched to the Command Post to interface with the Incident Commander and his / her staff.

CONTINUITY OF GOVERNMENT

Effective emergency management operations depend on three important factors to ensure continuity of government:

- A. Lines of succession for the Village President
- B. Lines of succession for department heads and senior staff,
- C. Lines of succession for EOP implementation; and
- D. Preservation of records vital to the community.

A. LINES OF SUCCESSION FOR THE VILLAGE PRESIDENT

In the event that the President is unavailable, the powers of the office shall be exercised and duties shall be discharged by the President Pro Tem. The President Pro Tem shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the officer again becomes available to exercise the powers and discharge the duties of his or office pursuant to 5 ILCS 275/6-11,

The emergency interim successor will serve until the Village Board can exercise its statutory duties under Illinois Compiled Statutes - Vacancy by Death or Disability (65 ILCS 5/3.1-10-50(b))

B. LINES OF SUCCESSION FOR DEPARTMENT HEADS AND SENIOR STAFF

Awareness of possible consequences of terrorist incidents and emergencies (natural and man-made) has provoked preparations of governmental Continuity of Operations (COOP) Plans. Governmental agencies from local to federal levels should develop plans to

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continue their mission-critical processes across a broad spectrum of emergencies.

C. LINES OF SUCCESSION FOR EOP IMPLEMENTATION

In order to ensure the safety of the Village, it is necessary to designate those people who will have the authority to implement the EOP and direct the emergency response and recovery in case of emergency or disaster.

- a. Village Manager
- b. Police Chief/ESDA Coordinator
- c. Fire Chief

D. PRESERVATION OF RECORDS VITAL

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

ORGANIZATION AND RESPONSIBILITIES

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

The purpose of this section is to identify areas of major concern to the Village government, and further identify which Village department is responsible for managing that particular function. Specific details and supporting documentation can be found in annexes corresponding to the functional areas described below.

VILLAGE PRESIDENT

The President shall perform all duties that may be required of him or her by statute or ordinance.

The President shall serve as presiding officer of the Village Board and shall have such voting rights as provided for in the Village's Code and Ordinances.

The President shall perform such general duties as are prescribed by state statute and Ordinances of the Village.

VILLAGE MANAGER

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The Village Manager is responsible for assuring the efficient and effective management of day-to-day Village operations and to implement the policies of the President and Village Board.

The Village Manager assists the President and Village Board in developing policy alternatives and implementing Board policy decisions. Special attention is devoted to an ongoing analysis of the delivery of public services in order to maximize productivity and effectiveness.

During a period of emergency/disaster the Village Manager is responsible for the supervision and direction of the EOC Manager and Incident Commander with the assistance of the ESDA Coordinator.

VILLAGE ATTORNEY

The Office of the Village Attorney is the legal advisor to the Village and advises the President, Village Board, and Village staff on all legal matters in which the interests of the Village are involved. The Village Attorney's Office prepares all Village Ordinances and Resolutions that come before the Village Board for consideration. He or she shall draft and/or review any contracts, agreements, leases, and other documents pertaining to Village matters, and represent the Village before various administrative agencies and courts.

During a period of emergency/disaster the Village Attorney or his/her staff will serve as the Legal Officer in EOC for the President, Village Manager, EOC Manager and Incident Commander. The Village Attorney is a member of the IMT.

VILLAGE CLERK

The Village Clerk retains and administers the corporate seal, keeps all records, attends all meetings of the Village Board and maintains a full record of its proceedings as specified in the Village code and the state statute.

VILLAGE BOARD

The Village Board sets policy for the Village government.

FINANCE DEPARTMENT

Responsibilities of this department include collection and disbursement of Village resources; budget, debt, employee benefit and retirement administration; insurance and risk management; data processing; payroll and personnel; treasury management and administration; purchasing and accounting.

During a period of emergency/disaster the Finance Director and/or Staff serves as the Finance/Administration Section Chief in Incident Command and is responsible for tracking monetary donations, emergency finance, and the financial records for the response, recovery, and mitigation mission.

WEST SUBURBAN CONSOLIDATED DISPATCH CENTER

The West Suburban Consolidated Dispatch Center is responsible for the operation of the community-wide dispatch service. From its facility, dispatchers can communicate with all Village departments, local municipalities, county, state, and federal agencies.

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EMERGENCY SERVICES DISASTER AGENCY

The Oak Park Emergency Services Disaster Agency (ESDA), permanently staffed by the Police Chief and the Emergency Preparedness and Response Manager, shall have direct responsibility to develop and coordinate the implementation of a comprehensive strategy for emergency management for the protection of the Village of Oak Park from terrorist threats, attacks, natural or man-made disasters as well as special events.

The management team is comprised of selected department heads and staff trained to serve in Command and General Staff positions during the first 6–12 hours of a incident. Other Village employees and volunteers are trained to serve in Command and General Staff positions to support EOC operations after the first 6–12 hours of operations.

It is the responsibility of the Village management team to respond to a wide range of emergencies including fires, floods, earthquakes, tornados, riots, hazardous materials emergencies, and other natural or human-caused incidents and special events.

FIRE, RESCUE AND EMERGENCY MEDICAL SERVICES (EMS)

The Village's Fire Department is responsible for providing Fire, Rescue, and Emergency Medical Services in the Village and is part of MABAS Division 11. The Fire Department ensures disaster response and recovery operations are carried out effectively in addition to providing efficient and effective fire and emergency medical services.

The Fire Department has been identified as the agency for providing for urban search and technical rescue capabilities.

LAW ENFORCEMENT

The primary objective of the Village's Police Department is to provide twenty-four hour professional police service to the community, ensuring the protection of life and property. To accomplish this, the Department is divided into three divisions: the Field Division, Investigations, and the Support Services Division.

The Chief of the Oak Park Police Department is also tasked as the Emergency Services Disaster Agency (ESDA) Coordinator. The ESDA Coordinator is operationally responsible for the position of the Emergency Preparedness and Response Manager, housed on a day-to-day basis with the Public Health Department.

PUBLIC WORKS

All major decisions concerning public works operations remain the responsibility of the Director of the Village's Public Works Department.

The Public Works Department is responsible for the day-to-day maintenance of the Village's road system and the removal of debris on and along that road system, urban forestry, issues relating to solid waste, recycling and hazardous waste, along with beautification projects, operation and maintenance of the Village's sanitary and storm sewers, the repair and maintenance of centerline miles of streets, street signs, pavement marking, and various building maintenance activities, and maintenance and repair of all Village's vehicles and equipment.

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The Engineering Department resides within the Public Works Department and is responsible to review plans and designs, prepare contracts and specifications, and provide construction management for construction of public improvements within the Village.

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

During an emergency where the EOC is activated, the Director of Public Works would assume the responsibilities of the Operations Section Chief.

DEVELOPMENT CUSTOMER SERVICES DEPARTMENT

The Development Customer Services Department issues building permits, provides inspection services and is responsible for zoning and planning functions. The Department administers and enforces the provisions of the International Building Code and provides support for the Architectural Commission, Plan Commission, and Zoning Board of Appeals.

Other functions include enforcement of the property maintenance code for residential and commercial properties, inspection of rental dwelling units, processing zoning applications, building code variations, and administration of the Community Development Block Grant.

During an emergency, DCSD would assist in building and property inspections as well as damage assessments.

HUMAN RESOURCES

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

During an emergency, the Human Resources Director assumes the role of the Safety Officer in the EOC.

PUBLIC HEALTH DEPARTMENT

The Public Health Department carries out disease investigation and outbreak tracking, animal control and environmental health services including food protection.

The Public Health Department also carries out public health emergency preparedness and response programming

The Public Health Emergency Preparedness and Response Manager maintain an operational line of command to the ESDA Coordinator. During an emergency where the EOC is activated, the Emergency Preparedness and Response Manager assumes the role of EOC Director on the General Staff.

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RESPONSIBILITY MATRIX

P – Primary

S - Support

ASSIGNED AGENCY	HAZARDOUS MATERIALS (ANX N)	DONATIONS (ANX L)	VOLUNTEERS (ANX F)	LEGAL REVIEW (ANX M)	RESOURCE MANAGEMENT (ANX L)	MORTUARY (ANX K)	HEALTH AND MEDICAL (ANX J)	ANIMAL CARE & MEDICAL (ANX H)	MASS CARE (ANX F)	EVACUATION (ANX D)	DAMAGE ASSESSMENT (ANX E)	PUBLIC INFORMATION (ANX B)	WARNING/EMERGENCY INFORMATION (ANX C)	COMMUNICATIONS (ANX B)	PUBLIC WORKS (ANX A5)	FIRE & EMS (ANX A4)	LAW ENFORCEMENT (ANX A3)	ESDA (ANX A2)	EMERGENCY OPERATION CENTER (ANX A1)
VILLAGE MANAGER											P								
ANIMAL CONTROL							p												
COMMUNICATIONS												P							
DEVELOPMENT CUSTOMER SVC					S						P								
ESDA COORDINATOR					P													P	
FINANCE					P														
FIRE & EMS					S				S		S		S			P			
LEGAL																			
POLICE					S	S				P	S		S			P			
PUBLIC HEALTH					S			P	P				S						
PUBLIC WORKS					S						S			S					
AMERICAN RED CROSS									S	S									
PARK DISTRICT								S											
SCHOOL DISTRICT								S											
WSCDC													P	P					

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MUTUAL ASSISTANCE AGREEMENTS

A variety of mutual aid agreements are currently in place. These agreements include:

Mutual Aid Box Alarm System (MABAS) – MABAS a comprehensive mutual assistance agreement in place for all of the fire services that service Illinois. The MABAS system is divided into divisions throughout Illinois and provides a structure to move personnel and equipment during emergency and disaster situations.

Illinois Law Enforcement Alarm System (ILEAS) – ILEAS is a State-wide law enforcement mutual aid agreement and was created to meet the needs of local law enforcement throughout the State of Illinois in matters of mutual aid, emergency response and the combining of resources for public safety and terrorism prevention and response.

Illinois Public Works Mutual Aid Network (IPWMAN) – develop and maintain a statewide network of public works related agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies and disasters.

Illinois Public Health Mutual Aid System (IPHMAS) – IPHMAS is a statewide mutual aid network encompassing public health departments at the local, county, and state level to supply medical and non-medical personnel as well as medicines and equipment as needed.

MAPS

A general map of the Village can be found at the end of this basic plan. Additional maps of the Village of Oak Park are available from the Public Works Department and will be made accessible in the Emergency Operations Center. They include street maps, water system maps, utility map, and maps of all high-pressure lines (gas, petroleum) and transportation routes (road, rail) within Village boundaries. Public Works has the ability to produce many different types of updated local maps. In addition, Public Works will maintain a CD-ROM-based mapping program which will consist of diagrams and an underlying database of all industrial, commercial, and multi-family buildings and highlights building features and existing hazards at each location.

The Village maintains a geographic information system (GIS) through the GIS Consortium where data can be obtained on a 24/7 basis, including mapping of shelter locations, critical infrastructure, and other emergency preparedness issues.

AUTHORITY

This plan is written based on the authority provided by the Robert T. Stafford Disaster Relief Act, Public Law 93-288 as amended; the State of Illinois Emergency Management Agency Act 20 ILCS 3305 et. seq. as amended; and the Oak Park Village Code, Chapter 2, Article 27. These documents are detailed in Annex M to this document.

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PLAN DEVELOPMENT AND MAINTENANCE

Responsibility for the overall development and maintenance of the EOP for the Village of Oak Park is assigned to the ESDA Coordinator, as prescribed by law.

Emergency plan maintenance includes the annual review and periodic updating of the plan and its annexes. Additionally the ESDA Coordinator is responsible for document control. This includes the distribution of the plan and its updated sections as required. Each department, as prescribed in the annexes, is responsible for updating their own department's section.

Changes in personnel or equipment should be forwarded to the ESDA Coordinator as they occur to keep the plan updated.

A copy of the EOP will be forwarded to CCDHSEM for approval.

PLAN EVALUATION PROCEDURE

Responsibility for the overall evaluation of the EOP is assigned to the ESDA Coordinator as prescribed by the Act and Homeland Security Exercise and Evaluation Program (HSEEP).

Exercise Requirements for the Emergency Operations Plan

The ESDA Coordinator shall coordinate a biennial, evaluated exercise of the EOP as follows:

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

Exercise Planning

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

Exercise Evaluation and Approval for Non-Accredited ESDAs

- a. The ESDA Coordinator shall coordinate the evaluation of the exercise with IEMA using Homeland Security Exercise and Evaluation Program (HSEEP) Guidelines.
- b. IEMA shall determine if the exercise is approved in accordance with the IEMA Exercise Evaluation Guide, HSEEP, and issue written notice of the determination, personally with proof of notice or by certified or registered mail, to the ESDA Coordinator.
- c. If the exercise is not approved, the Village shall, within 30 days after receipt of the IEMA

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determination of disapproval:

- 1) Plan a suitable corrective exercise to correct the deficiencies identified by the evaluation;
 - 2) Notify IEMA no less than 10 days in advance of the corrective exercise; and
 - 3) Have IEMA coordinate the evaluation of the corrective exercise.
- d. IEMA shall determine if the corrective exercise is approved in accordance with the IEMA Exercise Evaluation Guide, HSEEP, and issue the final determination by written notice, personally with proof of notice or by certified or registered mail, within 30 days after completion of the corrective exercise documentation, to the ESDA Coordinator and to the Village President.
- e. In the event that the Village of Oak Park ESDA Coordinator fails to obtain IEMA approval of an exercise within the time frames established in this Subpart, IEMA may coordinate the planning and conducting of an exercise that complies with the exercise requirements of this Part in order to fulfill the IEMA mission of ensuring statewide disaster preparedness.

Waiver of Exercise Requirement

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

- a. The EDSA Coordinator shall submit documentation to IEMA that it was involved in an actual response to a disaster during the year in which the exercise is required. Such documentation shall include details about the response, including, but not limited to, the date, type of disaster, and type of response and recovery (After Action Plan).
- b. The ESDA Coordinator shall evaluate the actual response in accordance with HSEEP Guidelines. The ESDA Coordinator shall submit documentation of the actual response and evaluation to
 - i. IEMA within 30 days after the actual response.
 - ii. The actual response as an exercise shall be approved or accepted in the same manner as an exercise is approved or accepted pursuant to Sections 301.430 and 301.440 of this Part.

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

MAP OF THE VILLAGE OF OAK PARK

