

Village of Oak Park  
Emergency Operating Plan

## **ANNEX A1 - EMERGENCY OPERATING CENTER**

### **STATEMENT OF PURPOSE**

The Village's primary Emergency Operations Center (EOC) is located at 201 South Blvd in the Public Works Center. The EOC serves as the primary crisis management center for the Village. Operations conducted in response to major emergency/disaster require careful coordination and direction.

In the event that the primary EOC has been rendered unusable, the following locations will be utilized as the alternate EOC site: the first alternate is the Oak Park Police Department Roll Call Room, 123 Madison Street, Oak Park, Illinois. The second alternate site is Fire Department Training Room, 100 North Euclid Avenue, Oak Park, Illinois.

In the Village, these operations are coordinated by the Village Manager or his or her designate and the management team. Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information, prompt decision-making, and expeditious response to present or likely dangers. The Village's management team is outlined in the General Plan.

The purpose of this annex is to identify those personnel who comprise the Village's management team, Village department responsibilities for maintaining the EOC in a state of readiness, and procedure for activating and operating the EOC.

### **SITUATION**

Major emergencies and disasters, whether natural or man-made, place extraordinary strains on all levels of government. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a need for government officials to direct and control Village-wide operations under the most adverse circumstances. The Village's management team must cooperate and work closely together to make decisions and direct the necessary actions of all Village departments.

### **ASSUMPTIONS**

The EOC is designed to be functional in response to all types of major emergency and disaster situations. Members of the Village management team will be trained to perform their duties and responsibilities. Supporting supplies and equipment are stored in the communications closet at the west end of the Public Works Center lunchroom, ready for immediate use should a major emergency or disaster occur.

### **CONCEPT OF OPERATIONS**

The Village Manager has overall responsibility for the protection of life and property and the provision of effective response and recovery operations.

The Oak Park Emergency Services Disaster Agency (ESDA) Coordinator has been identified as the Village official responsible for the development of disaster plans, and coordination of operations within the EOC.

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Department Heads or their designee(s) are responsible for the operations of their own departments and when directed, will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources.

The Village Manager or his/her designee has the authority to activate the EOC and order designated EOC staff members to report to the EOC.

The EOC will only be activated under one of the following circumstances:

1. in response to an emergency or disaster.
2. in preparation for a potential emergency.
3. during emergency or disaster drills.
4. at any other time designated by the Village Manager.

The EOC is maintained by the ESDA Coordinator. Maintenance includes ensuring that communications, operational systems and personnel rosters are accurate and in operable condition.

Following the onset of an emergency when the on-scene Incident Commander determines the situation exceeds the capabilities in the field, the Incident Commander will contact the ESDA Coordinator or Village Manager to request implementation of the jurisdiction's emergency plan and activation of the EOC. Based on this request, the Village Manager, or his/her designee, will decide whether to activate the EOC. The Village Manager can issue a Declaration of Emergency, which authorizes the activation of the jurisdiction's emergency plan, thereby implementing predetermined emergency procedures and allowing access to additional resources. The Village Manager or his or her emergency interim successor will be responsible for all emergency operations within the Village of Oak Park. The on-scene Incident Commander, responsible to the Village Manager, will serve as the lead agency for the community providing tactical direction related to the mitigation of the incident.

Should the EOC be activated, the Incident Command System (ICS) will be implemented and the EOC Unified Command (currently designated as the Police and Fire Chiefs) will coordinate the Village response and provide the necessary support requested and/or required by the on-scene Incident Commander. Should the incident be of a nature where an on-scene Incident Commander is not active, the EOC Unified Command will provide all necessary tactical and strategic direction to mitigate the incident. In any EOC activation, a briefing room will be located near the EOC to allow for VIP briefings with a minimum of travel for on-duty personnel.

Following the signing of the declaration, the Village Clerk will attest to the signing and the declaration will be posted in the appropriate place designated by the jurisdiction for posting of legal documents.

Tactical decisions related to mitigation of the incident will be made by the on-scene Incident Commander. Strategic decisions regarding the impact of the incident on the community at large, impacts on neighboring communities, and supporting the requests of the unified command group will be made in either the Oak Park EOC or a forward operations center in conjunction with the on-scene Incident Commander. If these assets and resources are not sufficient to manage the incident or emergency, the Cook County Department of Homeland Security and Emergency Management (CCDHSEM) Duty Officer will be notified and appropriate assistance requested.

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## ACTIVATION LEVELS

The Village Manager, or designee, determines the level of activation for the Emergency Operating Center using the following guidelines:

### **Level 5 - Normal Conditions**

Day-to-day operations.

### **Level 4 – Watch**

EOC Staff/Department heads are notified of the potential for opening the EOC.

### **Level 3 - Partial Activation**

The activation of the EOC happens at the recommendation of the ESDA Coordinator or when an Incident Commander makes a formal request for the resources of other Village services (e.g. Damage Assessment Team, Evacuation, Shelter, etc., and/or multiple incidents are occurring in the Village that will impact Village services. Partial Activation may also take place when an incident spans two or more operational periods.

The Incident Commander(s) and the ESDA Coordinator will meet to make a decision if the incident level should be elevated.

Those IMT members needed to fill the request and the EOC support staff will report to the EOC. The Village President will be notified and the Village Manager and other IMT members will be called to the EOC.

### **Level 2 - Full Activation**

The Village Manager, or designee, will authorize a Level 1 EOC activation during a major catastrophe, accident, storm or terrorist attack.

Full activation of the EOC automatically occurs at the time the Incident Commander and the EOC Manager see a need for all of the Village resources, and mutual aid agreement are exhausted to mitigate the emergency. All IMT members will be notified and report to the EOC.

All Village Departments will follow their SOPs/SOGs for that incident under their Chief or Director.

If it is determined that a situation can be handled by the Village of Oak Park government, with the available usual mutual aid and County resources, the President should declare a State of Emergency. This declaration authorizes the activation of the Village of Oak Park Emergency Operation Plan, and authorizes the rendering of assistance by Cook County.

### **Level 1 - State, and Federal Response**

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If the Village can no longer manage the incident with normal and mutual aid resources, a formal request for State or Federal resources is made by the ESDA Coordinator through the County and State EOCs. A declaration of "State of Disaster" will be initiated. This disaster declaration formally identifies that the situation is larger than the Village and Cook County can handle and IEMA and FEMA assistance is formally requested. This Disaster Declaration is forwarded to the Cook County Emergency Agency as soon as possible.

### **NOTIFICATION OF VILLAGE'S MANAGEMENT TEAM**

The Village's management team will be notified to report to the EOC by the Rapid Notify System. The system can be activated by the West Suburban Consolidated Dispatch Center (WSCDC) (primary communication center for Oak Park Police and Fire), the Fire Chief, the Deputy Fire Chief, Police Chief, or the Public Health Department Director. In the case of a failure of the Rapid Notify System, the management team can be notified via direct communication using home or mobile phones. The phone calls to staff will be made by the ESDA Coordinator, Police Department, Fire Department or WSCDC.

Communications with the on-scene Incident Commander at the Forward Command Post and the jurisdiction's EOC will be established via radio communications, or cellular phones. Following the activation of the jurisdiction's EOC, the Cook County Department of Homeland Security and Emergency Management (CCDHSEM) will be notified and advised of the nature and extent of the incident. Initial notification of the County will be accomplished via telephone (708-865-4766). Continued communication between the jurisdiction's EOC and county EOC will be accomplished primarily via telephone.

### **ORGANIZATION AND RESPONSIBILITIES**

The Village Manager has overall responsibility for command of emergency operations. Department Heads are responsible for developing plans, coordinating operations, communications with their personnel, resource allocation, information collection, analysis and dissemination. The Department Heads also have the responsibility of assuring the EOC has the necessary supplies and equipment to support the requirements of the Incident Commander, the Unified Command Team and support personnel.

The following is a list of non-emergency departments in the Village of Oak Park and a list of responsibilities assigned to that department in the event of an emergency:

#### **Village Manager's Office**

- Declaration of State of Emergency with emergency powers to establish curfews, regulate store hours and restrict sales of hazardous or dangerous materials during the State of Emergency
- Monitoring and recording of all events related to the emergency
- Acquisition, assignment and financial responsibility for all equipment and personnel required to protect and preserve the resources and residents of Oak Park
- Coordination of evacuation and shelter operations with the Police and Public Health

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### **Department**

- Establishment and operations of the EOC as defined in the Emergency Operation Plan of the Village of Oak Park
- Coordinate all departments in an emergency
- Provide for media relations

### **Adjudication Office**

- Coordinate and document the removal/relocation of vehicles
- Coordinate and document the removal/relocation of private property

### **Development Customer Services**

- Provide staff for the EOC as requested by the Village Manager
- Provide logistical and administrative assistance at the EOC
- Use personnel to assess building and other structural damage following the disaster
- Recommend measures to take to limit further damage and to salvage useable property after an emergency
- Provide personnel to issue emergency permits and inspect emergency repairs
- Provide population estimates for any areas being evacuated
- Coordinate activities of all divisions in the DCSD

### **Finance Department**

- Establish access to emergency funds to be used in the event of contingency prior to emergency
- Staff, as required, for the EOC
- Supply required forms so authorization may be obtained as needed for purchases of equipment or services to control or remove any hazard
- Recording of expense during the emergency

### **Human Resources**

- Provide staff for an EOC as requested by the Village Manager

### **Information Technology**

- Provide staff for the EOC to maintain equipment and communications

### **Law Department**

- Provide staff as required for the EOC
- Provide information as to the legal authority of Village officers to act and procure needed resources
- Identify needed records and information in order to conclude the emergency.

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- Within their means, assist the Village with services for seniors and residents with functional needs including sheltering, feeding, and transportation.

### **Parking Services**

- Parking Division will identify Village parking areas which may be used for Field Command Posts, vehicle relocation areas or staging areas as needed, assist in parking and traffic control and provide clerical or telephone communication assistance where possible

### **Parks District of Oak Park**

- Provide supervisory staff for a Field Command Post and/or EOC to assist command in determining how personnel and equipment may be used
- To open and assist Public Health Department personnel in operating temporary shelters
- Assist police in operating a staging area as designed by command
- Supply equipment or personnel as requested by command or EOC

### **Public Health Department**

- Provide staff for the EOC
- Provide assistance at Field Command Post in event of toxic or hazardous materials incident to monitor public health
- Assist Water and Sewer Division in monitoring the purity of the water supply if threatened by contamination
- Organize and operate emergency shelter(s) as needed
- Provide for nursing care to injured or affected persons
- Coordination with local hospitals and the American Red Cross for emergency medical care
- Monitor infectious disease incidents or threats
- Animal Control and the coordination of support from Village animal shelters and veterinarians

### **Public Works**

- In an emergency requiring coordinated efforts of departments within the Village, the Public Works Department shall function according to the Emergency Operations Plan
- Public Works Administration shall provide staff for the EOC as requested by the Village Manager
- Coordinate efforts of the Public Works Divisions
- Provide equipment and manpower as requested by the EOC or Incident Command
- The Engineering Division shall assist in assessment of damages to public right-of-ways such as: sidewalks, curbs, pavements, sewer and water mains, street lighting, traffic signals and parking lots
- Engineering shall also determine the appropriate course of action to protect the public safety relative to the damage incurred to the Village's infrastructure
- Fleet Services Division shall provide emergency road service to all Village vehicles

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- employed in the handling of the emergency
- Forestry Division shall clear fallen trees and branches from streets, sidewalks and alleys
- Forestry Division shall abate hazards posed by trees, limbs and branches in precarious positions on or above public thoroughfares
- Street Lighting Division shall clear all obstructions to public right-of-ways caused by downed street lights and traffic signal poles
- Street Lighting Division shall secure any exposed electrical wiring, make repairs as necessary to keep all lighting circuits operational, ensure safe operation of all traffic signals, maintain lighting in all Village parking structures and lots, and all viaducts-
- Water and Sewer Division shall maintain an uncontaminated water supply for personal use, insure uninterrupted source of water for fire suppression, maintain combined sewer system including catch basins, inlets and manholes

The Oak Park Police Department will provide security and restrict access to the EOC upon activation. Only those personnel identified as members of the Village's management team, their designees, support staff, and personnel authorized by the Village Manager/ESDA Coordinator will be permitted access to the EOC.

Members of the media will not be allowed access to the EOC. Security personnel at the entrance will direct media personnel to the Media Briefing Center situated in the Village Hall Council Chambers.

As soon as possible, following activation of the EOC, the Village Manager or designee will hold a briefing to determine if the Village of Oak Park can handle the situation without outside assistance other than in-place mutual aid agreements. If it appears outside assistance will be required, the Village Manager will issue a Declaration of Disaster. This document will be delivered to the CCDHSEM via the quickest means available. CCDHSEM will be notified and periodic updates will be provided to ensure that all levels of government are aware of the current status of events.

Continued intelligence will be received at the local EOC to assist in situation assessment, decision-making, and requests for outside assistance. Updates and request from the Incident Command and Unified Command Post will be sent back to the EOC to allow the Village Manager and EOC staff to make strategic plans and allocate resources.

The Village Manager will designate one member of his/her staff to maintain a Significant Event Log. The log will be started as soon as possible following the opening of the EOC. The log will track any significant event, the time, and any notifications made during the emergency or disaster.

Records will be maintained of all actions taken by the management team and of all official releases of information to the media and/or general public. Each member of the management team shall ensure that their department is maintaining a log of requests made by the EOC or the Incident Commander, allocation of resources from their respective departments, requests for outside additional resources, activation of department personnel, and any significant decisions made by that department.

The jurisdiction will notify CCDHSEM following a determination to close the Village EOC. Following the close of the Village EOC, the facility will be cleaned and restocked in preparation of the next activation.

As soon as practical following the disaster or emergency, a Village management team debriefing will

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be held and an after-action report prepared. An after-action debriefing shall be held within 72-hours following the closing of the EOC. The ESDA Coordinator and Deputy Village Managers shall be responsible for compiling an after-action report. A copy of the final report will be filed with CCDHSEM

### **DIRECTION AND CONTROL**

The EOC is the primary direction and control facility for collecting, recording, analyzing, authenticating, and retaining major emergency and disaster related information. This will include such information as damage assessments, evacuee lists, and casualty lists for EOC and field personnel. The EOC will be supported by a field command post. Personnel from departments operating at the scene of a major emergency or disaster will report to and coordinate their actions through the command post. All information collected at the EOC will be disseminated to EOC personnel, command post personnel, local, state, and federal government agencies, and other agency identified as having a vested interest in the incident. The EOC will be further supported by a media-briefing center

### **LINES OF SUCCESSION**

The line of succession for command of the Emergency Operations Center is as follows:

1. Village Manager
2. Deputy Village Manager
3. Chief of Police
4. Fire Chief
5. ESDA Coordinator (if not the Chief of Police)

In the absence of the Village Manager, any of the above persons has the authority to activate the Emergency Operations Center.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the ESDA Coordinator for the maintenance, review, and updating of this annex.

### **APPENDICES**

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| Appendix A2 | Response Operation Checklist           |
| Appendix A3 | Recovery Operation Checklist           |
| Appendix A4 | Village Management Team Listing        |
| Appendix A5 | Emergency Operations Center Floor Plan |



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**APPENDIX A1 - PRE-EMERGENCY OPERATION CHECKLIST**

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| Complete: Yes/No | Maintain an up-to-date listing of Village management team personnel.   |
| Complete: Yes/No | Periodically test emergency telephone and communications circuits to ensure operability in times of emergency.   |
| Complete: Yes/No | Prepare operations packets for each member of the management team. This packet should include: <ul style="list-style-type: none"><li>• Department Annex</li><li>• Scratch paper</li><li>• Pens/pencils</li><li>• Message log</li><li>• EOC name card</li><li>• EOC floor plan-with telephone numbers</li><li>• ID Badges</li></ul> |
| Complete: Yes/No | Develop training and exercising program to ensure that all members of the management team are familiar with EOC operations.  |
| Complete: Yes/No | Determine food and water requirements for the EOC  |
| Complete: Yes/No | Stock administrative supplies and equipment as necessary.  |
| Complete: Yes/No | Develop an EOC message form and a system to record major decisions that enter and leave the EOC.   |
| Complete: Yes/No | Train the EOC staff in the use of the EOC message form.  |
| Complete: Yes/No | Train supporting staff in EOC operations procedures.   |

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**APPENDIX A2 - RESPONSE OPERATION CHECKLIST**

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| Complete: Yes/No | Following the determination that a situation has occurred, the department head having the greatest familiarity with the details of the disaster will contact the Village Manager and recommend activation of the EOC. In the Manager's absence the Deputy Village Manager should be contacted.   |
| Complete: Yes/No | The Village Manager, or designated alternate, will authorize the activation of the EOC and subsequent notification of the management team  |
| Complete: Yes/No | West Suburban Consolidated Dispatch Center (WSCDC) will be responsible for notifying the management team using the Rapid Notify System. The Public Health Dept. Director, Fire Chief, Village Manager or Police Chief can also notify the management team using Rapid Notify remotely.   |
| Complete: Yes/No | An Emergency Operations Log, identifying dates and times of all incidents, situations, and responses will be started and maintained by the Village Manager's Office throughout the crisis.   |
| Complete: Yes/No | Following authorization to activate the EOC, available village personnel will set up the EOC in accordance with the following steps: <ul style="list-style-type: none"><li>• Set up table and chairs as shown in the EOC diagram.</li><li>• Connect telephone as shown in the EOC diagram.</li><li>• Place operations packet at the respective operations positions as shown in the EOC diagram.</li><li>• Set up name cards and displays as shown in the EOC diagram.</li><li>• Set up the Media Briefing Center in the Village Council Chambers and fix signs directing the media to the briefing center</li></ul> |
| Complete: Yes/No | The Fire Chief, Police Chief, or their alternates, will ensure that a Forward Command Post has been established at or near the scene of the emergency.   |
| Complete: Yes/No | The heads of each department operating in response to the emergency should ensure that a command level representative from their department is sent to the Forward Command Post to coordinate field operations.  |

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| Complete: Yes/No | The Police Department will ensure that a photographic team is dispatched to the disaster site, if appropriate, to record initial damage and conditions for inclusion in later documentation.   |
| Complete: Yes/No | <p>Following an initial situation assessment, the Fire Chief, or his/her designee, will notify CCDHSEM at 312-603-8185. This initial notification will include:</p> <ul style="list-style-type: none"> <li>• Identification of the disaster agent (if applicable).</li> <li>• Initial response by the Village.</li> <li>• Preliminary estimate of damage.</li> <li>• Immediate assistance required.</li> </ul> |
| Complete: Yes/No | The Village Manager will hold an initial staff briefing as soon as practical to ensure the thorough understanding of the situation by members of the management team. Additionally, hourly briefings will be conducted to provide status updates to members of the Team.   |
| Complete: Yes/No | The Village Manager in coordination with the Police Chief, Fire Chief, ESDA Coordinator, and other department heads, will issue a statement to the public as soon as possible. The statement shall include identifying the situation, outlining initial government response, and recommending citizen actions.   |
| Complete: Yes/No | The assigned Information Officer will schedule an initial media briefing and post a schedule for additional media statements.  |
| Complete: Yes/No | Appropriate department heads will request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the county or the state will be forwarded to CCDHSEM at 312-603-8185. This will be done by the Unified Command in consultation with the Village Manager.   |
| Complete: Yes/No | The management team will ensure that all available village resources, as well as resources from mutual aid municipalities, have been committed prior to requesting outside assistance from either the County, State and/or Federal government.   |
| Complete: Yes/No | The Village Manager or ESDA Coordinator will be the principle liaison between the Village of Oak Park and the County, State and/or Federal Governments.  |
| Complete: Yes/No | The Village Manager or ESDA Coordinator should, if possible, provide hourly briefings to CCDHSEM at 312-603-8185.  |

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**APPENDIX A3 - RECOVERY OPERATION CHECKLIST**

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| Complete: Yes/No | <p>Following the determination that operations have returned to a normal level, complete the following action:</p> <ul style="list-style-type: none"><li>• Release mutual aid assistance.</li><li>• Resume normal governmental functions.</li><li>• Determine the necessary continuing assistance required from either the County, State, or Federal Government</li><li>• Return borrowed or rented equipment.</li><li>• Identify remaining supplies and other replacement stocks.</li></ul> |
| Complete: Yes/No | Prepare formal damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.  |
| Complete: Yes/No | Clean and return the EOC to its pre-emergency condition.   |
| Complete: Yes/No | Perform maintenance on damaged EOC equipment.  |
| Complete: Yes/No | As soon as possible following the close of emergency operations, management team personnel should meet to critique the operations and, if necessary, modify operational procedures.  |

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**APPENDIX A4 - VILLAGE MANAGEMENT TEAM LISTING**

VILLAGE MANAGER

DEPUTY VILLAGE MANAGER

ASSISTANT VILLAGE MANAGER

ADJUDICATION DIRECTOR

COMMUNICATIONS DIRECTOR

COMMUNITY RELATIONS DIRECTOR

DEVELOPMENT CUSTOMER SERVICES DIRECTOR

FINANCE DIRECTOR

FIRE CHIEF

HUMAN RESOURCES DIRECTOR

INFORMATION TECHNOLOGY DIRECTOR

PARKING AND MOBILITY SERVICES DIRECTOR

POLICE CHIEF

PUBLIC HEALTH DEPARTMENT DIRECTOR

PUBLIC WORKS DIRECTOR

VILLAGE ATTORNEY

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APPENDIX A5 - EMERGENCY OPERATING CENTER FLOOR PLAN

EMERGENCY OPERATIONS CENTER - PUBLIC WORKS LUNCHROOM

