

ANNEX A2 - EMERGENCY MANAGEMENT

STATEMENT OF PURPOSE

The Village does not have a dedicated Emergency Management Agency. There is an Emergency Services Disaster Agency (ESDA) Coordinator who serves as the primary coordinator for the preparation of the Village of Oak Park in the event of an emergency or disaster (Oak Park Village Code, Article 27, Chapter 2). Operations conducted in response to a major emergency/disaster require careful coordination and direction.

In the Village, the coordination of the Village management team, as it pertains to emergencies or disasters, is the responsibility of the ESDA Coordinator. 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 purpose of this annex is to identify the role of emergency management in the day-to-day operations and the emergency operations of this village.

SITUATION

Major emergencies and disasters, whether natural or man-made, place an extraordinary strain on all levels of the village 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 the Village's government officials to direct and control the village-wide operations under the most adverse circumstances. The Village management team must cooperate and work closely together to make decisions and direct the necessary actions of all Village departments.

ASSUMPTIONS

The Village's management team will direct their respective departments to function in the preparedness, response, recovery and mitigation to all types of major emergency and disaster situations. Members of the management team will prepare their departments to perform their duties and responsibilities in the event of an emergency or disaster. Supporting resources must be ready for immediate use should a major emergency/disaster occurs in the village.

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 ESDA Coordinator has been identified as the Village official responsible for the development of disaster plans and coordination of operations within the EOC.

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

Village of Oak Park Emergency Operating Plan

The Emergency Services Disaster Agency operates under one of the following circumstances:

- a) In response to preparedness, mitigation, response and recovery of the village.
- b) In day-to-day preparation for a potential emergency.
- c) During emergency or disaster drills.
- d) At any other time designated by the Village President.

The goal of the ESDA program is to save life, prevent injuries, to protect property and the environment if an emergency occurs, and the identification and removal of potential hazards, or to militate against other hazards in the community by establishing safety measures.

Major emergencies can cover several jurisdictions and may require large-scale government and voluntary agency response. The EOP is made to save lives and property and to prevent or mitigate the effects of emergencies. When an emergency threatens, hundreds of people need to be warned and protected. Emergency services must be ready to care for the injured and to give shelter to those who cannot remain in their homes. The Village's Communications system is in place and the EOC must direct the response activities to assess damage caused by the emergency, to return people safely to their homes after the danger has passed, and to help people and businesses return to normal as soon as possible.

Efforts by the Village will be made to increase safety in the face of future emergencies. This village-wide protection process, which encompasses all five phases of activities (mitigation, preparedness, planning, response, recovery) is designed to ensure the safety of the village.

Achieving a comprehensive network of emergency management involves systematic planning on the part of the Village, other local communities, county, state, and federal governments to identify the potential hazards that could threaten each community and apply the five phases of emergency management to develop sound emergency plans for each potential hazard. The Village will be prepared to use local resources for dealing with each emergency. When local resources are taxed, the coordination with other local, county, and state governments (so as to share resources needed to protect citizens, property, and government) in the event of any large-scale emergency is vital.

ORGANIZATION AND RESPONSIBILITIES

The Village Manager has overall responsibility for command of emergency operations. The ESDA Coordinator and Department Chiefs/Directors are responsible for developing plans, coordinating operations, and assuring the EOP has the necessary support of the Village's management team and support personnel.

The Incident Commander and the Forward Command Post will report back to the EOC with frequent status reports of the conditions at the scene. Request for additional support or resources will be sent from the Forward Command Post to the EOC to the respective section chiefs. Reports will be sent via dedicated radio frequencies, telephone lines or cell phones, written, or verbally. The EOC will analyze the requests and reports and coordinate with the Village management team in the dissemination of the information.

DIRECTION AND CONTROL

The Emergency Operations Center is the primary direction and control facility for collecting recording,
Annex A2 – Emergency Management

Village of Oak Park Emergency Operating Plan

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. All information collected at the EOC will be disseminated to EOC personnel, command post personnel, local, state, and federal government agencies, and other agencies identified as having a vested interest in the incident.

LINES OF SUCCESSION

The line of succession for command of the Emergency Services Disaster Agency is as follows:

1. ESDA Coordinator/Police Chief
2. Fire Chief
3. Deputy Fire Chief
4. Deputy Police Chief
5. Emergency Preparedness and Response Manager

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

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

APPENDICES

- | | |
|-------------|-----------------------------------|
| Appendix A6 | Pre-emergency Operation Checklist |
| Appendix A7 | Response Operation Checklist |
| Appendix A8 | Recovery Operation Checklist |

Village of Oak Park
Emergency Operating Plan

EMERGENCY MANAGEMENT

APPENDIX A6 - PRE-EMERGENCY OPERATION CHECKLIST

Complete: Yes/No	Call the management team personnel to report to the EOC.
Complete: Yes/No	Determine the Village's vulnerability to the emergency/disaster and activate the EOP
Complete: Yes/No	Identify facilities, agencies, personnel, and resources to support EOC activities; develop procedures to control access to facilities. Determine the availability of equipment required in the EOC under emergency conditions.
Complete: Yes/No	Survey communications and auxiliary power needs; identify and provide facilities and equipment to meet these needs.
Complete: Yes/No	Analyze EOC location in relation to potential hazards and disaster conditions. Select and equip alternate EOC.
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	Activate the plans and standard operating procedures (SOP's) for EOC operations.
Complete: Yes/No	Prepare displays; identify and assemble equipment and furnishings to outfit the EOC, (maps, charts, etc.).
Complete: Yes/No	Develop and maintain schedule for staffing the EOC.
Complete: Yes/No	Activate the system to manage information handled within and disseminated from the EOC.

Village of Oak Park
Emergency Operating Plan

EMERGENCY MANAGEMENT

APPENDIX A7 - RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Coordinate all operations through the EOC.
Complete: Yes/No	Establish contact with County, State, and Federal Government as necessary.
Complete: Yes/No	Establish contact with other jurisdictions involved and/or affected by disaster conditions
Complete: Yes/No	Hold initial briefing for staff and announce briefing schedules for staff.
Complete: Yes/No	Provide support of EOC and personnel within, and families of essential workers.
Complete: Yes/No	Review plans, personnel assignments, and fill staff vacancies.
Complete: Yes/No	Alert public and assisting organizations.
Complete: Yes/No	Obtain back up power and communications as needed
Complete: Yes/No	Activate shelter program from the EOC, including feeding facilities
Complete: Yes/No	Activate evacuation program from the EOC.
Complete: Yes/No	Request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the county or the state will be forwarded to the Cook County Department of Homeland Security and Emergency Management (CCDHSEM) Duty Officer 312-603-8185.

Village of Oak Park
Emergency Operating Plan

EMERGENCY MANAGEMENT

APPENDIX A8 - RECOVERY OPERATION CHECKLIST

Complete: Yes/No	Clean and return equipment to pre-emergency conditions and replenish ESDA supplies
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	Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
Complete: Yes/No	As soon as possible following the close of emergency operation, management team personnel should meet to critique the operations and, if necessary, modify operational procedures.