

Village of Oak Park
Emergency Operating Plan

ANNEX A3 - LAW ENFORCEMENT

STATEMENT OF PURPOSE

The purpose of this annex is to describe the role of the Oak Park Police Department in responding to major emergencies or disaster situations.

SITUATION

The Village of Oak Park is a medium-sized suburban community located adjacent to the City of Chicago in west Cook County. Oak Park has approximately 4.5 square miles of area and has a population of approximately 53,000. The Village is primarily composed of residential areas with some retail and commercial areas located throughout. Contained within the Village are two Chicago Transit Authority rail lines (Green Line - Lake, and Blue Line - Congress). Also, the Metra West commuter rail line and two commercial rail lines are also located within Oak Park. There are also several Chicago Transit Authority and Pace bus routes that operate throughout Oak Park. There is an expressway that transects Oak Park east to west (I-290 Eisenhower Expressway) as well as many highways (Rt. 64, North Avenue; Rt. 12, Roosevelt Road; Rt. 43, Harlem Avenue) and other main thoroughfares connecting the City of Chicago to the western suburbs of Cook County.

ASSUMPTIONS

The Oak Park Police Department will be responsible for providing the initial law enforcement response to any major emergency or disaster occurring within the corporate limits of the Village. In the event that an emergency requires additional manpower and equipment, these resources will be available through the Illinois Law Enforcement Alarm System (ILEAS) and through other mutual aid agreements. Additional support for special situations may also be obtained through County, State or Federal agencies.

CONCEPT OF OPERATIONS

By statute, local government is ultimately responsible for the protection of life and property. The Village Manager is thereby responsible for ensuring that any disaster response is carried out effectively.

The Police Department's responsibilities to the citizens in times of major emergencies or disasters are essentially the same as in its daily operations. In performing their primary functions, Police Department personnel may be required to perform additional "non-routine" tasks and may be required to coordinate their operations with those of other agencies.

Initial requests from the public for emergency response will be received at the West Suburban Consolidated Dispatch Center (WSCDC) located in the River Forest Administration Building. In the event that WSCDC is out of service due to a disaster affecting its operations, the primary back up dispatch center duties will be shifted to La Grange Park Dispatch Center (L-TAC). Dispatch responsibilities for ILEAS call-out alarms will be the responsibility of Northwest Central Dispatch Center.

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ORGANIZATION AND RESPONSIBILITIES

The responsibility for providing law enforcement services within the Village of Oak Park rests with the Oak Park Police Department. The Chief of Police is responsible for the administration of the Police Department and reports directly to the Village Manager. Maintenance, review, and updating the plan are the responsibilities of the Police Chief.

The Deputy Chief of Field Services is generally responsible for managing departmental operations during major emergency or disaster situations. Police response during an emergency or disaster situation will be guided by the procedures and recommendations set forth in the Oak Park Police Department's critical incident response plan. This plan contains provisions for:

- Communications
- Field command posts
- Casualty information
- Community relations/public information.
- Other law enforcement agency support
- Military support
- Public facility security
- Traffic control
- Equipment requirements
- De-escalation procedures
- Rumor control
- Availability for command
- Post occurrence duties
- Analyzing, disseminate information for requesting assistance
- Maintenance of reports

In the event that an emergency exceeds the capabilities and resources of the Oak Park Police Department, the Chief may recall off-duty personnel as set forth in Department Operational Bulletin 2001-03 (Alert Status) or may obtain additional manpower and resources through the ILEAS and other mutual aid agreements.

DIRECTION AND CONTROL

The Village of Oak Park EOC shall be the control point for all major decisions concerning law enforcement operations. Representatives of the village government shall staff at the EOC all times during a major emergency or disaster.

The Chief of Police shall report to the EOC and retain responsibility for law enforcement efforts and will act as liaison to other departments and agencies involved in the operations. The Deputy Chief of Field Services shall report to the field command post and coordinate law enforcement operations.

CONTINUITY OF GOVERNMENT

The succession of command for the Oak Park Police Department during emergency operations shall be:

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1. Chief of Police
2. Deputy Chief – Administration
3. Deputy Chief – Field Services
4. On-Duty Watch Commander
5. Investigations Commander

The individuals listed above will be responsible for either functioning from or coordinating with the EOC during an emergency.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Police Chief for the maintenance, review, and updating of this annex.

APPENDICES

- Appendix A9 Pre-emergency Operation Checklist
- Appendix A10 Response Operation Checklist
- Appendix A11 Recovery Operation Checklist
- Appendix A12 Securing Disaster Perimeter Checklist
- Appendix A13 Oak Park Police Department - Disaster Pass System

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APPENDIX A9 - PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Review Police Department agreements with ILEAS and other law enforcement agencies.
Complete: Yes/No	Review and update the Oak Park Police Department's disaster manual.
Complete: Yes/No	Provide specialty training to Department personnel that include Hazardous Materials and Radiological response. Aircraft Accident procedures, and Bomb and Explosives procedures.
Complete: Yes/No	Participate in annual disaster exercises to ensure readiness to respond.
Complete: Yes/No	If warning time permits prior to an emergency, alert and call-in all Department personnel or place personnel on standby status.

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APPENDIX A10 - RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Watch Commander shall assume command of law enforcement operations at the incident site and set up field command post.
Complete: Yes/No	Evaluate disaster area and initial assignment of on-duty Police personnel.
Complete: Yes/No	If necessary, begin mutual aid requests
Complete: Yes/No	Insure notification of Police command personnel by communications dispatchers.
Complete: Yes/No	Insure notification of key Village officials by communications dispatchers.
Complete: Yes/No	Secure disaster site.
Complete: Yes/No	Assign officers to field command post duties: personnel officer, log officer, and permit officer.
Complete: Yes/No	Assign officer for security at EOC located in the Public Works Center, 201 South Blvd, Oak Park or alternate site if necessary.
Complete: Yes/No	Initiate and plan evacuation procedures if necessary.
Complete: Yes/No	Insure traffic and crowd control procedures have been implemented.
Complete: Yes/No	Continue to respond to law enforcement requests from the community with back up personnel.
Complete: Yes/No	Upon notification of stand-down, begin releasing additional manpower, as their need no longer exists.

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APPENDIX A11 - RESCOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continue to respond to requests for police assistance as needed in the Village.
Complete: Yes/No	Provide traffic and crowd control during recovery and cleanup operations.
Complete: Yes/No	Provide site security for any remaining hazardous locations such as down wires.
Complete: Yes/No	Repair or replace worn or damaged supplies and equipment.
Complete: Yes/No	Prepare detailed reports on the incident for inclusion into the official record.
Complete: Yes/No	Provide critical incident debriefing for all response personnel.
Complete: Yes/No	Critique Police Department operations as soon as possible after stand-down.

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APPENDIX A12 – SECURING DISASTER PERIMETER CHECKLIST

Complete: Yes/No	Confer with Fire Department officials to determine the boundaries of the disaster area. When possible, conform to natural barriers e.g. streets, fence lines, etc.
Complete: Yes/No	Establish perimeter security as soon as manpower permits: define responsibilities and duties of perimeter detail.
Complete: Yes/No	Keep perimeter security informed of any developments that could change their duties or assignment areas.
Complete: Yes/No	Ensure that perimeter security is informed about authorized personnel, officers, and other personnel having permits.
Complete: Yes/No	Ensure that perimeter security remains at assigned post until relieved by the disaster commander.