

Village of Oak Park
Emergency Operating Plan

ANNEX A5 - PUBLIC WORKS

STATEMENT OF PURPOSE

In times of a major emergency or disaster, there is a great need for the services provided by the Public Works Department. Tasks such as opening closed roads, performing emergency road repair, removing debris, maintaining adequate lighting, repairing water and sewer mains, establishing detours, maintaining and repairing vehicles and equipment, and placing and removing barricades are all, critical operations that government officials often overlook.

The purpose of this annex is to ensure a coordinated disaster response through the identification of those departments responsible for providing support services to the Public Works Department during a major emergency/disaster, and to assign specific functions to those departments.

SITUATION

The Public Works Department is responsible for maintaining 110 centerline miles of roads, 110 miles of sewer mains, 105 miles of water mains, vehicles and equipment owned by the Village, Village-owned buildings, street lights and traffic signals, and over 19,000 parkway trees.

During any major emergency/disaster situation, it is conceivable that the existing transportation system will be curtailed into and out of the affected area. The Public Works Department has the responsibility to open and clear transportation routes to the affected area and also, to supply needed services including manpower, equipment, and materials to assist in recovery operations. During an emergency, the County Highway Department and IDOT may be called upon to assist the Public Works Department with roadway maintenance and clearance.

Water for drinking, firefighting and other emergency services is supplied by the City of Chicago and is distributed throughout the entire Village through 105 miles of water mains. The Village is within the jurisdiction of the Metropolitan Water Reclamation District of Greater Chicago, which provides out-fall sewers to the Village and treats all waste waters discharged from the Village. The Village has a combined sanitary and storm sewer system which consists of 110 miles of sewer mains ranging in size from 9-inch drain sewer pipes to 10-foot diameter sewer mains. The sewer system serves all properties within the Village's corporate limits.

The following non-Village owned utilities are also located in the Village: electrical service by ComEd; telephone service by SBC Network with long distance service to the Municipal telephone system by ATT; natural gas service by Nicor; cable television service by Comcast; residential refuse collection by Waste Management; commercial refuse collection by others.

During times of a major emergency/disaster situation, a strain on the Public Works Department resources (manpower and equipment) could require the use of private contractors to sustain needed operations. The Illinois Public Works Mutual Aid Network (IPWMAN) includes public works departments throughout the state and can be called upon to provide manpower and equipment when needed.

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CONCEPT OF OPERATIONS

The Village Manager, or his/her designee, would be responsible for overall command of disaster response and recovery operations within the Village.

The Public Works Department is responsible for the day-to-day maintenance of the Village road system and the removal of debris on and along that road system. During disaster situations the Public Works Department may also provide manpower, equipment, barricades and other traffic control devices.

The Public Works Director is generally responsible for managing departmental operations during major emergency or disaster situations. Public Works response during an emergency or disaster situation would be guided by the procedures and recommendations set forth in the Public Works Department's Emergency Management Plan. This plan contains provisions for:

- Command Structure.
- Authorities of Incident Commander
- How information will be obtained, analyzed and disseminated
- Maintenance of a significant events log

Initial requests from the public for emergency response would be received by the West Suburban Consolidated Dispatch Center (WSCDC) located at 400 Park Avenue in River Forest, Illinois. In the event the WSCDC is out-of-service due to a catastrophic event affecting its location, duties will be shifted to the La Grange Park Dispatch Center (L-TAC). Dispatch responsibilities for ILEAS call-out alarms will be the responsibility of Northwest Central Dispatch Center.

ORGANIZATION AND RESPONSIBILITIES

The Public Works Director is responsible for the operation of the Public Works Department. The Public Works Department provides road maintenance services through the use of its internal resources.

- Coordinate emergency public works activities
- Develop mutual aid agreements
- Develop resource list including private resources
- Update Public Works Annex as needed
- Repair roads and bridges
- Maintain sewers
- Conduct debris removal operations
- Perform detailed damage assessment
- Assist in decontamination operations
- Provide equipment, as needed
- Store and provide fuel for emergency vehicles
- Maintain and repair Village owned street lighting and traffic systems
- Manufacture and install signs for Village use
- Maintain all parkway trees
- Remove debris and fallen or damaged trees from rights-of-way.
- Provide snow and ice control operations

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- Maintain water pressure
- Provide potable water
- Provide temporary sanitary facilities
- Coordinate with the Public Health Department on water testing
- Decontaminate water system
- Assess and repair damages to municipal facilities

DIRECTION AND CONTROL

During an emergency situation, the Incident Commander would direct the Public Works Director to respond to the additional tasks, as well as to maintain adequate staffing to respond to normal requests for assistance. Assistance from private agencies or surrounding municipalities (IPWMAN) would be obtained if needed to aid in emergency response efforts, and to ensure that normal operations continue and services are provided.

The Village's EOC Incident Commander would manage and control the operations and would call upon the Public Works Director to oversee the operations and report back to the EOC. The Public Works Director would delegate responsibilities and duties to the Superintendents and Supervisors throughout the department who would then report back to the Public Works Director.

Off duty personnel would be called out on a seniority basis, and shifts would be established to ensure the maximum allowable coverage throughout the crisis situation.

The EOC functions from the 2nd floor lunch room of the Public Works Center and shall be the primary direction and control facility for operations during a major emergency/disaster. The Incident Commander would function from the EOC and direct all Public Works Department operations from that facility. Cook County Highway Department and IDOT crews working in the field would coordinate their operations through the Highway Department representative at the EOC.

CONTINUITY OF GOVERNMENT

The line of succession for the public works operations:

1. Director of Public Works
2. Building Maintenance Superintendent
3. Streets Superintendent
4. Village Engineer

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Public Works Director to maintain, review and update this annex.

APPENDICES

Appendix A20	Public Works Pre-emergency Operation Checklist
Appendix A21	Public Works Response Operation Checklist
Appendix A22	Public Works Recovery Operation Checklist

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FIRST PRIORITIES - INITIATE IMMEDIATELY

Actions that the Public Works Department would take within the first two (2) hours of the disaster impact include such actions as: responding to the command post for a briefing; implementing the Emergency Management Plan, activating department personnel; maintaining water pressure to support firefighting; removing debris from roadways; fueling vehicles and equipment; repairing critical equipment.

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APPENDIX A20 - PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify private sources of vehicles and heavy equipment that could be used in an emergency for debris removal and transportation of personnel, equipment and supplies. If possible, have the contractor sign an agreement indicating that during times of emergency, only normal rental rates would be charged.
Complete: Yes/No	Periodically check all vehicles and specialty equipment to ensure their operational readiness.
Complete: Yes/No	Provide training to department personnel in other functions to which they might be assigned during times of emergency (traffic and/or crowd control, first aid, etc.).
Complete: Yes/No	Coordinate preplanning with other agendas to ensure effective operational plans to deal with specific hazards, i.e. hazardous materials diking and run-off procedures, etc.
Complete: Yes/No	Check all emergency operating equipment.
Complete: Yes/No	If warning time permits, prior to an emergency, alert and call in all department personnel.
Complete: Yes/No	Preplan storage and marshaling areas for personnel, equipment and supplies.
Complete: Yes/No	Maintain up-to-date records of all Village owned buildings, facilities and infrastructure.
Complete: Yes/No	Review plan with all Public Works employees.

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SECONDARY PRIORITIES

Actions that the Public Works Department would take through the end of the first eight (8) hours following the disaster impact may include such actions as: conducting a briefing for the EOC; continuing to remove debris; ensuring the availability of potable water and sewage systems; repairing critical equipment; deploying additional personnel.

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APPENDIX A21 - RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Following the determination that a major emergency or disaster has occurred, the Incident Commander will ensure the notification of the Public Works Director, or his alternate.
Complete: Yes/No	The Public Works Director will ensure the notification of the remainder of his department.
Complete: Yes/No	The Public Works Director will report to the EOC for a briefing on the extent of the situation.
Complete: Yes/No	Public Works Department personnel will respond, as requested, to open any blocked routes needed for ingress or egress from impacted area.
Complete: Yes/No	Following the completion of their primary mission, Public Works Department personnel will be available to assist other departments by providing support manpower. This assistance might include: traffic control, crowd control, barricade placement, participation in damage assessment survey teams, etc.
Complete: Yes/No	If resources are exhausted, activate IPWMAN as necessary. If IPWMAN assets are not readily obtainable, contact CCDHSEM to request equipment.

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CONTINUING PRIORITIES

Actions that will be taken from the eighth hour of the disaster until its conclusion may include: continuing to brief the EOC; conducting damage assessment activities; continuing to remove debris; continue ensuring the availability of potable water and sewage systems; repairing critical equipment, infrastructure and roadways; deploying additional personnel; maintaining water pressure to support firefighting; fueling vehicles and equipment; implementing decontamination efforts if necessary; obtaining the assistance of outside private agencies or surrounding municipalities; obtaining additional and/or replacement equipment; establishing the provision of sustenance for personnel; administering first aid and obtaining additional first aid equipment; establishing sleeping quarters and rest schedules for personnel; ensuring that adequate personal protective equipment and/or clean, fresh and warm clothes/uniforms are available for personnel.

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APPENDIX A22 - RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	As soon as possible, following the conclusion of emergency operations, begin repairs to essential governmental facilities, infrastructure and equipment. Keep itemized records of all repair costs for inclusion into disaster record for possible reimbursement.
Complete: Yes/No	Support any decontamination operations under the direction of the ESDA Director.
Complete: Yes/No	Compile complete reports for inclusion into the official record and later critique.