

Village of Oak Park
Emergency Operating Plan

ANNEX D - EVACUATION

STATEMENT OF PURPOSE

Incidents may occur that require the evacuation, dispersal, or relocation of residents from threatened or hazardous areas within the Village, other municipalities and unincorporated Cook County.

Evacuation is defined as "the temporary or long-term relocation of a community and its residents and workers from a potentially dangerous area to one that offers safety and protection." There are two types of evacuations that may be utilized:

General Evacuation involves the relocation of large portions of the public from a dangerous or potentially dangerous area, to an area which provides safety from the impending situation.

Limited Evacuation involves the relocation of one or a few persons from a dangerous or potentially dangerous area, to an area which provides safety from the impending situation.

The purpose of this annex is to identify the departments and external agencies that would be involved in coordinating and carrying out an evacuation.

SITUATION

The Village is subject to disaster, whether natural or man-made. During certain incidents, some of the Village residents may be asked to relocate. Relocation routes have been identified and methodology developed to implement an evacuation plan at a moment's notice. A map displaying these pre-determined evacuation routes is located in the EOC Command Center.

ASSUMPTIONS

If a general or limited evacuation is recommended, the government of the Village of Oak Park can assume mutual aid assistance from neighboring and encompassing governmental agencies. Some residents may refuse to leave their homes and/or property, even if the major emergency or disaster is clearly visible.

Following an evacuation, the threat of looting becomes a viable concern. Security measures will be addressed and implemented. Once relocated, residents should remain in shelters as long as danger is apparent. However, some residents may attempt to return before it is safe for them to do so.

CONCEPT OF OPERATIONS

The Incident Commander has the initial responsibility of deciding the first course of action in protecting the public. After the activation of the EOP and the opening of the Emergency Operations Center, the Village Manager will have the responsibility to decide the best course of action to protect the public. The Village's management team will provide the Village Manager with the latest information and intelligence reports from the field to assist in his/her decision.

The protection of the population of the community residents during periods of emergency or following a disaster may be accomplished in one of the following ways:

Village of Oak Park Emergency Operating Plan

Shelter in Place: Occupants of structures will be advised to remain indoors and to close windows and doors and shut down outside ventilation equipment. This method will be utilized if a hazard is present and area residents will be placed at more risk by their movements outdoors.

Limited Evacuation: Occupants of a small area, probably less than a square block, need to be relocated due to the hazard present.

General Evacuation: A large area or the entire community needs to be evacuated. The type of protective action and the area to be included in the recommendation will be based on the nature and extent of the hazard and the potential to harm area residents.

The Incident Commander, based on his/her authority, without coordination with the Village Manager, can initiate issuance of a "Shelter-in-Place" or "Limited Evacuation" recommendation. This recommendation would be used for small incidents such as a structure fire, small hazardous materials leak, or a crime scene.

Issuance of a "General Evacuation" recommendation requires a formal Declaration of Emergency by the Village President. The Village President will confer with the Village Manager who will consult with Village's management team prior to issuing a recommendation.

The Village President is responsible for making a protective action recommendation within the corporate boundaries of the Village. If the recommendation will affect an adjoining municipality or the unincorporated area of the County, the recommendation should be coordinated with the adjacent municipality and/or the County.

The CCSEMA and IEMA will be notified, as soon as practically possible, that a "shelter-in-place" or "evacuation" recommendation has been made. If recommended, "general evacuations" will be conducted based on the following stages:

Level 1	Prevent access to those without official business (curious, sightseers, etc.)
Level 2	Evacuate residents
Level 3	Evacuate support personnel and the media
Level 4	Evacuate all but necessary workers
Level 5	Total evacuation

Notification of community residents of the recommended protective action will be the responsibility of the Director of the Public Health Department. Notification will be accomplished through the following methods: Rapid Notify Notification System, local cable television access, and police patrol loudspeaker announcement.

The Village of Oak Park ESDA Coordinator/Police Department Chief will be responsible for the safe and orderly evacuation of the public.

While it is anticipated that most residents will use privately owned vehicles, should an evacuation be recommended, it is recognized that others will need transportation. The Director of Public Works is responsible for coordinating transportation for the special needs population within the community. Should these assets not be sufficient to move residents safely, additional transportation will be coordinated with the Cook County Department of Homeland Security and Emergency Management (CCDHSEM).

Village of Oak Park
Emergency Operating Plan

The following facilities have been identified as having populations with special transportation needs:

Rush Oak Park Hospital	520 S. Maple	708-383-9300
West Suburban Medical Center	3 Erie Court	708-383-6200
Heritage House	201 Lake	708-848-1800
Holley Court Terrace	1111 Ontario	866-907-7719
Mills Park Tower	1025 Pleasant Place	708-386-7536
Oak Park Arms	408 S. Oak Park	708-386-4040
Oak Park Health Care	625 N. Harlem	708-848-5966
The Oaks	114 S. Humphrey	708-386-5812
Ryan Farrelly Apartments	435 S. Humphrey	708-386-7536
Berkeley Nursing and Rehab	6909 North Avenue	708-386-1112
Oak Park-River Forest High School	201 N. Scoville	708-383-0700
Fenwick High School	505 Washington	708-396-0127
Beye School	230 Ontario	708-524-3070
Brooks Middle School	325 N. Kenilworth	708-524-3050
Hatch	1000 N. Ridgeland	708-524-3095
Holmes	508 N. Kenilworth	708-524-3100
Irving	1125 S. Cuyler	708-524-3090
Julian Middle School	416 S. Ridgeland	708-524-3045
Lincoln	1111 S. Grove	708-524-3110
Longfellow	715 Highland	708-524-3060
Mann	921 N. Kenilworth	708-524-3085
Whittier	713 N. Harvey	708-524-3080
Alcuin Montessori	324 N. Oak Park	708-366-1882
Children Garden Montessori	165 N. Lombard	708-383-6570
Oak Park Building Blocks	171 N. Cuyler	708-386-1033
First Baptist Church	820 Ontario	708-383-1190
First United Nursery	848 Lake	708-848-4910
Good Shepherd Learning Center	328 Lake	708-386-2060
Oak Park Christian Academy	931 Lake	708-445-3030
Our Lady Immaculate Academy	410 Washington	708-524-2408
Ascension	601 Van Buren	708-386-7282
St. Catherine/St. Lucy	38 N. Austin	708-386-5286

The community Mass Care Coordinator will be notified when a "general evacuation" has been recommended and it appears that shelter and feeding resources will be needed. If it appears that a shelter will be needed outside the community, the Mass Care Coordinator will coordinate the opening of that facility with the CCDHSEM and IEMA.

Following the completion of an evacuation, traffic control posts will be converted to access control posts. The Oak Park Police Department is tasked with providing security for the evacuated area, traffic control, and crowd control. Only emergency response personnel will be permitted into the evacuated area.

Village of Oak Park Emergency Operating Plan

The Public Works Department is tasked with maintaining primary and alternate evacuation routes in an open and passable condition. The evacuation routes for the Village are identified in Appendix D4 to this Annex.

A recommendation to re-enter an affected area will be forwarded to the Village Manager by the Incident Commander. This recommendation will be made in cooperation with supporting agency officials involved in the incident. If a re-entry recommendation is made from a higher level of government (County, State, or Federal), verification of that recommendation will be made prior to an announcement being made.

The announcement to re-enter an evacuated area will be announced by the Village Manager. If the evacuated area includes portions of a neighboring municipality or the unincorporated County, the re-entry recommendation will be coordinated with the appropriate Village President and/or the Cook County Board President.

Following a general evacuation, re-entry to an affected area will be allowed based on the following stages:

Level 4	Emergency workers only
Level 3	Damage assessment personnel and escorted media
Level 2	Utility workers and escorted media
Level 1	Residents, property owners, and unrestricted media
Level 0	Unrestricted reentry

Functional-Needs Populations (FN-ADA).

A list of functional-needs populations or facilities: i.e., schools, hospitals, nursing homes, day care centers, handicapped, etc. are maintained by WesCom, the EOC, and are shown on previous pages of this annex.

Not all disasters require individuals to flee their homes or businesses. However, safe and effective evacuation of all people with varying levels of functional need should be a central objective. Functional Needs residents and families should have:

- A. A functional needs family plan
- B. A 3 day disaster supplies kit and an go-kit
- C. A safe evacuation route with prearrange transportation and safe place to stay outside the incident area
- D. To notify the relevant Functional Needs Program of your evacuation
- E. An out-of-town contact
- F. A plan for pets

The management team will consider the demographic composition of the community, the transportation necessary for evacuation, and the capacity to provide shelters that meets the range of needs that exist within the community. The Village and the American Red Cross will take into account regulations, licensing, and other mandated responsibilities as well as resources, hazard analyses, and evaluation of emergency circumstances. Shelters for functional needs residents may not be within the Village limits, but at a location dictated by the event and the need for such shelters. Issues such as personal assistance devices, service animals, supplies, equipment, help and support of family members, friends, pets, and/or directly employed aides are important to many people with functional needs.

Village of Oak Park Emergency Operating Plan

It is important to allow individuals with disabilities to bring personal care assistants or family members, service animals and mobility, communications and medical devices with them. Provisions should be made to assure safe transport of mobility, communications and other assistive equipment if resources are available.

In general, if a person says it is important to bring particular people, animals or equipment with them, they should be allowed to do so unless granting the request would likely result in imminent harm to the person or others.

Residents with disabilities without a functional needs family plan should not be routinely transported to health care facilities simply because they have disabilities. Fire Service/EMS triage decisions should include an understanding that there is a difference between living with a disability and needing to be transported to a health care facility because of illness.

Exercises of evacuation plans for adult day programs, schools, day care centers, nursing/group homes, institutions, and large public buildings should be conducted at least once a year and is their responsibility. (FN-ADA).

Animal Control Section

The ESDA Coordinator (if not the Police Chief) and Animal Control Officer will be notified when any level of evacuation has been recommended and it appears shelter and feeding resources will be needed. If it appears that a shelter will be needed outside the Village, the ESDA Coordinator and Director of Public Health will coordinate the opening of that facility with the American Red Cross, Cook County DHS&EM, and IEMA.

The Oak Park Police Department and Public Works Department are tasked with maintaining primary and alternate evacuation routes in an open and passable condition. Evacuation routes for the Village are identified in Police Department Guidelines.

DIRECTION AND CONTROL

By Illinois law, the Village Manager of Oak Park is ultimately responsible for the protection of life and property. He or she is also responsible for ensuring that evacuation operations are effective. Ensuring the safety of the community population during an evacuation is one of those critical functions.

Within the Village, the Village Manager is the official responsible for recommending the implementation of a "General Evacuation" for the Village. If a disaster is wide-spread and extends into the unincorporated portions of the Village, the Director of the CCDHSEM through the Cook County President is responsible for recommending the implementation of a General Evacuation for those unincorporated areas.

The Village EOC will be the direction and control point for all major decisions concerning evacuation. The Village Manager will direct the major evacuation effort from this facility. Communications to the public will be accomplished through the use of mobile units and local media.

Village of Oak Park
Emergency Operating Plan

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

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

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Evacuation Plan.

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

APPENDICES

Appendix D1	Pre-emergency Operation Checklist
Appendix D2	Response Operation Checklist
Appendix D3	Recovery Operation Checklist
Appendix D4	Evacuation Routes

Village of Oak Park
Emergency Operating Plan

EVACUATION

APPENDIX D1 - PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify potential hazard area, which may require evacuation (Hazard Analysis).
Complete: Yes/No	Develop a public information program to increase citizen awareness, to include: a. Reasons for possible evacuations. b. Appropriate food, clothing, and other essential items to pack when evacuating. c. Evacuation routes. d. Evacuation staging areas. e. Shelter locations. f. Telephone number(s) for emergency assistance.
Complete: Yes/No	Identify special concern groups, i.e., senior citizens, handicapped, etc.
Complete: Yes/No	Plan evacuation routes.
Complete: Yes/No	Review plans with the Public Works Department, the Cook County Highway Department, and the Illinois Department of Transportation to insure evacuation routes will remain open during a time of emergency or disaster.
Complete: Yes/No	Develop road service agreements with local towing companies and garages.
Complete: Yes/No	Conduct small-scale exercise to test the system.

Village of Oak Park
Emergency Operating Plan

EVACUATION

ANNEX D2 - RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	If an evacuation is necessary, the Village President will notify the local ESDA Coordinator and request activation of shelter locations.
Complete: Yes/No	Notify appropriate agencies at the county, state and federal levels.
Complete: Yes/No	When directed by the Village Manager, ESDA Coordinator, Fire Chief, Police Chief, and Director of Public Works, will dispatch available equipment and manpower to notify the public by mobile public address systems and doors to door contact, if necessary.
Complete: Yes/No	The Director of Public Works will coordinate transportation resources.
Complete: Yes/No	Provide traffic and perimeter control, as needed
Complete: Yes/No	Call road service support groups, if appropriate.
Complete: Yes/No	Arrange to evacuate special concern groups.
Complete: Yes/No	Keep the public informed about emergency conditions, evacuation routes, shelter locations, and other vital information.
Complete: Yes/No	Provide security for evacuated areas and institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas.
Complete: Yes/No	Arrange for continuing operation or rapid re-start of essential services to the evacuated area.

Village of Oak Park
Emergency Operating Plan

EVACUATION

ANNEX D3 - RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Assess scene to insure safety prior to allowing the public to re-enter the area.
Complete: Yes/No	Arrange for the early return of essential personnel.
Complete: Yes/No	Initiate general return to area as soon as possible.
Complete: Yes/No	Provide re-entry information to the EOC and local media to inform local residents of re-entry instructions and remaining hazards, and update information as necessary.
Complete: Yes/No	Provide access and traffic control for returning residents.
Complete: Yes/No	Develop public information program to disseminate recovery and disaster assistance information
Complete: Yes/No	Complete reports for inclusion in the official record and later critique.

Village of Oak Park
Emergency Operating Plan

EVACUATION

APPENDIX D4 – EVACUATION ROUTES

Refer to the Illinois State Police for the identification of north, south, east, and west evacuation routes within the community. Also identified are traffic / access control posts, located within each community, necessary to effectuate an evacuation.

Primary and secondary evacuation routes have been identified in the Evacuation SOP's and are labeled on a Village map, which is stored and readily available for reference in the EOC.

.