

Village of Oak Park
Emergency Operating Plan

ANNEX L - RESOURCE MANAGEMENT

STATEMENT OF PURPOSE

This annex describes the procurement of outside resources that might be needed in the event of a disaster within the Village boundaries. Disaster experiences in other cities have shown the importance of a pre-planned resource system. Ongoing work should be done to secure and maintain agreements and contracts with other public and private organizations for timely provision of resources and services in emergencies.

SITUATIONS AND ASSUMPTION

The Village normally keeps in stock a sufficient quantity of equipment, material and supplies to support the everyday activities of a thriving village. The resources on hand can handle most day-to-day situations at any given time. However, if the emergency turns into a full-blown disaster, more equipment, supplies, material, and volunteers will probably be needed to respond to that disaster. Furthermore, a good system must be in place to warehouse and distribute donated goods and services that are customarily sent into a disaster area by concerned outside benefactors.

CONCEPT OF OPERATIONS

Access to resources, including personnel and equipment, following the onset of a disaster is critical to effective response and recovery efforts. In like fashion, management of resources should be centralized with one department or agency to prevent duplication of requests for the same resource.

RESOURCES

Other Local Governmental Manpower and Equipment

Requests for resource support will be generated by the Incident Commander at the scene of the incident or from members of the management team within the Emergency Operations Center. Following the activation of the emergency plan, the Village Incident Commander, along with other Village officials, will be responsible for coordinating requests for resources for the Village, within the EOC.

The ESDA Coordinator and the various department heads concerned shall immediately begin to produce additionally needed items through review and activation of mutual aid agreements, memoranda, letter of understanding, or loan contracts. These agreements, memoranda, letter of understanding, or loan contracts are maintained on file in the various Village Departments by department managers and in the EOC by the ESDA Coordinator. Additional help may be sought from CCDHSEM, IEMA and the Federal Government, if necessary.

An inventory of resources, equipment and services provided by the Village's various departments is maintained in each respective department. Department managers should be consulted to assess an overall Village inventory of resources and equipment available to be used in emergency response.

In the event of a major emergency or disaster affecting multiple jurisdictions or unincorporated portions of Cook County, resource requests should be coordinated through the CCDHSEM. CCDHSEM can consolidate similar requests from multiple jurisdictions. Additionally the County may be requested to coordinate the acquisition and scheduling of emergency response resources, i.e.:

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light trucks, fuel re-supply vehicles, debris removal equipment, etc., during the early hours of a disaster to take that burden from municipal officials, thereby allowing them to coordinate emergency response activities.

American Red Cross and Salvation Army

In addition to agreements and contracts for food and supplies which are maintained by the Village, The American Red Cross and Salvation Army will be asked to help with the procurement and distribution of emergency food and water supplies. Food and water can be acquired from any of the chain food stores in the Village.

Private Manpower and Equipment

If a shortage of any of the everyday items and personnel the Village uses begins to seem likely, there will be a need to purchase materials, supplies, equipment and manpower. An inventory of vendor resources, provided to the Village, can be found in the Village's Vendor Resource Book, located in the Finance Department.

When it is necessary to contract for services or purchase needed resources, the following procedure will be initiated by the Finance Department.

FINANCE

Following the onset of a major emergency or disaster, the tracking of financial and personnel costs are essential. The local declaration of emergency or disaster allows the Village to make expenditures necessary to respond to and recover from the effects of the disaster, bypassing the normal competitive bidding process (Municipal Code: 2-27-9).

The Finance Director is responsible for ensuring that adequate funding is available for the Village's response and recovery efforts. The Finance Director should immediately establish a budget line item for disaster-related expenditures and personnel costs.

Tracking of expenditures should begin as soon as possible. These expenses must be backed based on the following categories:

Emergency Work:

Category A: Debris Removal: Includes the removal of debris and wreckage from public and private property, demolition of unsafe structures, clean out of foreign material in reservoirs, catch basins, and drainage channels.

Category B: Emergency Protective Measures: Includes search and rescue, security force deployment, flood fighting activities including sand bagging, pumping, etc., and sheltering costs.

Permanent Work:

Category C: Road Systems: Includes restoration of damaged road and bridge systems, culverts and traffic control systems.

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- Category D:** Water Control Facilities: Includes restoration of damaged dikes, dams, levees, drainage channels, and similar facilities.
- Category E:** Buildings and Equipment: Includes restoration of damaged buildings, building contents and equipment.
- Category F:** Utility Systems: Includes water, sanitary and storm sewer, and electric utilities.
- Category G:** Other (Recreational Facilities): Includes restoration of parks, recreation facilities and other types of damaged facilities that do not fit into other categories.

Tracking of expenditures, based on the preceding categories is required by FEMA in the event that the incident is large enough to warrant a federal disaster declaration.

Financial Management Forms

In the event that emergency financial management forms are not currently on hand, sample financial management forms packets are provided by IEMA and FEMA for tracking personnel and equipment costs, contract labor, and equipment rental costs related to a federally-declared disaster. On the back of the sample form are detailed instructions indicating what information should be placed in each column/row. While the use of these forms is not mandatory for a non-federal declared disaster, the use of these sheets for all local emergencies will insure that correct information is immediately available without extra work should the event be escalated to a federal disaster.

Separate forms are to be used for each job site and each category of work. Categories of these forms are:

- Force Account Labor Record
- Force Account Equipment Record
- Force Account Materials Record
- Contractual Services Record
- Rental Equipment Record

DONATIONS

In time of emergency/disaster the need for the general public to help his/her fellow citizens is great. This can be in the form of donated equipment, food, clothes, other items and money. The timely provision of donated resources can mean the difference between an effective and ineffective response and recovery operation. Recent disaster experiences have highlighted the importance of a smooth running donation resource system. The Village will work with external support agencies, primarily the American Red Cross, to assist and/or manage donations.

Monetary Donations

The Finance Department has the responsibilities of receiving, banking and accounting for all monetary donations sent to the Village in an emergency/disaster. The Village President and Village

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Board will set the proper ordinance for the use of this disaster relief money. The police department will be responsible for the security of these funds.

See the Finance Department SMO's for Monetary Donations.

Other Donations

The Public Works Department has the responsibilities of receiving, storing, disturbing and accounting for all material and supplies donations sent to the Village in an emergency/disaster. The Village's EOC and ESDA Coordinator will set the proper procedures for the use of the disaster relief supplies/materials. The police department will be responsible for the security of these donations.

VOLUNTEERS

Village Volunteers

Local residents have always helped out our Village on a day-to-day basis by volunteering their services. These volunteers serve in many areas of our government.

The following volunteer unit/committees may provide assistance to the Village in emergency situations:

- Public Health Department Medical Reserve Corp Unit (MRC)
- Fire/Police Volunteers
- Community Emergency Response Team (CERT)
- Parks Volunteers
- Housing Forward

The supervision, training and deployment of these volunteers are the responsibilities of that unit/committee head.

Spontaneous Volunteer Planning

The Oak Park Public Health Department maintains planning and agreements for management of spontaneous volunteers. In addition to the Public Health Department's planning, refer to the planning guidance on the following page, developed by the Illinois Terrorism Task Force.

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ILLINOIS OFFICE OF HOMELAND SECURITY COMMUNITY GUIDELINES FOR DEVELOPING A
SPONTANEOUS VOLUNTEER PLAN

The attached document, "Community Guidelines for Developing a Spontaneous Volunteer Plan" has been developed to assist communities along with the Emergency Services and Disaster Agency (ESDA) Coordinator in developing and executing a community spontaneous volunteer plan as part of the county emergency operations plan. This document outlines steps for volunteer agencies traditionally involved with disaster response, other community agencies and/or organizations, and the ESDA Coordinator to form a core group and develop a spontaneous volunteer plan to address those individuals who appear on the scene to volunteer in the event of a disaster.

As a result of the events of September 11, 2001, with over 40,000 unsolicited volunteers arriving at Ground Zero and no plan to deal with them, a Volunteers and Donations Committee was established in Illinois as part of the Illinois Terrorism Task Force (ITTF). While the Task Force has been established since May 2000, the Committee was established after September 11, 2001 in hopes of bettering our response during a large scale disaster here in Illinois. The Volunteers and Donations Committee was charged with dealing with issues on how and where to direct volunteers and donations and how to get unsolicited volunteers registered with an organization or agency in light of a disaster. More than 20 individuals who serve on this Committee represent the interests of many state and federal agencies, volunteer organizations in the communities such as the Voluntary Organizations Active in Disaster (VOAD), associations for volunteer administrators, senior programs, and voluntary programs.

I urge you to fully review this document and work with your ESDA Coordinator in your community or county to develop this plan and to include it in your emergency operations plan. Should you have any questions regarding these guidelines or any other issues surrounding volunteerism and homeland security, I would encourage you to contact the Illinois Emergency Management Agency at (217) 782-2700.

Thank you again for your continued support and cooperation.

Carl Hawkinson

Deputy Chief of Staff for Public Safety

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Community Guidelines for Developing a Spontaneous Volunteer Plan

For the purpose of these guidelines, a spontaneous volunteer is an individual who arrives at a disaster scene without a specific request from, or an affiliation with, a traditional disaster agency. These guidelines illustrate how volunteer agencies traditionally involved in disaster response; other agencies and/or organizations and community members can participate in the execution of the emergency operations plan.

- 1 The local ESDA Coordinator, together with traditional disaster agencies host a "summit" inviting community agencies and/or organizations to discuss partnerships and roles in the event of a large-scale disaster.
- 2 Establish a core group of agencies and/or organizations which meets to help develop the community's spontaneous volunteer disaster plan. This group should include both service providers traditionally involved in a disaster as well as social service and non-profit agencies and/or organizations. Several Illinois communities already have this structure, in some cases it is a VOAD (Voluntary Organizations Active in Disaster). This group should work closely with the ESDA Coordinator and within the parameters of the county emergency operations plan and the state emergency operations plan.
- 3 Agencies and/or organizations in each community should ensure the following steps are completed to prepare their disaster plan. Emergency plans in each county's jurisdiction should include the following:

Step 1: Educate and Engage Community Agencies in Disaster Service Delivery.

- The core group will clarify the services of each agency and/or organization in the event of a disaster as well as define the new roles for agencies and/or organizations not already involved in disaster response.
- These agencies and/or organizations should develop specific agreements with traditional disaster agencies or with the core group as a whole.
- Each agency and/or organization will develop job descriptions for the key leadership positions in times of disaster.
- Develop written procedures and plans for security, volunteer liability, unwanted/unruly volunteers and volunteer credentialing.

Step 2: Solidify a Spontaneous Volunteer Plan.

- The core group will work with its ESDA Coordinator to amend the emergency operations plan to include the Spontaneous Volunteer Plan.
- The ESDA Coordinator will designate a Spontaneous Volunteer Manager. This individual will be responsible for coordinating the spontaneous volunteers in the event of a disaster.
- Identify a Volunteer Screening Coordinator. This individual will oversee the screening of spontaneous volunteers at the screening facility. Resources for that person might include: universal volunteer applications, job descriptions, code of conduct and local and statewide training courses.

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- Identify a Core Group Contact Person. In the event of a disaster the ESDA Coordinator will contact this individual who in turn will contact the other members of the core group. This will ensure that the Spontaneous Volunteer Plan is properly implemented. It is recommended that the Spontaneous Volunteer Manager also serve as the Core Group Contact Person.
- Determine where inquiries from spontaneous volunteers will be directed in the event of a disaster -for example Village hall, a local business. Red Cross Office, etc. Distinguish between offers of volunteer services and donations.
- Determine a screening facility for spontaneous volunteers -for example, a local school, YMCA, United Way, etc.
- Identify a respite center where volunteers and emergency service workers can receive supplies, food and anticipated mental health counseling.
- Clarify mechanisms by which agencies and/or organizations will request volunteers in time of a disaster.
- Determine a follow-up plan that involves volunteer thank you's, incident wrap up and evaluation.

Step 3: Expand Education to the Community.

- Create a campaign to encourage citizens to affiliate with traditional disaster agencies in the community.
- Coordinate with the overall state public information and education program for disaster preparedness and relief.
- Utilize outside resources to assist in the development and execution of the local education plan.
- Share "best practices" of spontaneous volunteer coordination with neighboring communities.

4. This core group of agencies and/or organizations, along with the ESDA Coordinator, will continue to meet periodically to review, enhance and update the community spontaneous volunteer plan.

CONTINUITY OF GOVERNMENT

The line of succession for the Resource Management will be:

1. ESDA Coordinator
2. Public Works Director
3. Finance Director
4. Public Health Director

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MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

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

APPENDICES

Appendix L1	Resource Management Pre-emergency Operation Checklist
Appendix L2	Resource Management Response Operation Checklist
Appendix L3	Resource Management Recovery Operation Checklist
Appendix L4	Finance Pre-emergency Operation Checklist
Appendix L5	Finance Management Response Operation Checklist
Appendix L6	Finance Management Recovery Operation Checklist
Appendix L7	Volunteers Pre-emergency Operation Checklist
Appendix L8	Volunteers Response Operation Checklist
Appendix L9	Volunteers Operation Checklist
Appendix L10	Universal Volunteer Application
Appendix L11	Resource Request Form

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FIRST PRIORITIES -INITIATE IMMEDIATELY

First priorities are actions that department managers and community representatives will take within the first 2 hours of the disaster impact. These may include but are not limited to receiving requests for resources from the Command Post, initiating requests for locally provided resources, alerting the County of specialty resource needs, etc.

RESOURCE MANAGEMENT

APPENDIX L1 - PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify the agencies, organizations, commercial industrial establishment and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Maintain current inventory lists of all emergency response resources.
Complete: Yes/No	Develop/refine procedures/SOP's for contacting resources.
Complete: Yes/No	Develop procedures for tracking resources deployed for emergency operations
Complete: Yes/No	Provide training for department personnel and volunteers to prepare them for emergency response.

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SECONDARY PRIORITIES

Secondary priorities in this section are actions that the community will take through the end of the first 8 hours following the disaster impact. These may include: reviewing resource inventories and supplier lists, locating sources of additional resources, establishing shift staffing schedule, briefing CMT members of status of resources, making emergency purchases, requesting the County assist in acquiring specialty resources, requesting the County coordinate the acquisition and scheduling of emergency response resources, etc.

RESOURCE MANAGEMENT

APPENDIX L2 - RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	After the EOC is activated, the staff shall collect, monitor, and provide periodic reports to the EOC and IC relative to procurement of goods, services and other support services as requested by the IC or other Village departments.
Complete: Yes/No	Organize, manage, coordinate and channel the services and supplies to the IC or scene of the disaster.
Complete: Yes/No	Provide all the necessary logistical support for the staging and response of food, materials, manpower, and other items used during emergency operations.

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CONTINUING PRORITIES

This section suggests actions that the community could take through the end of the first 8 hours following the disaster impact. Included are considerations such actions as: locating sources of additional resources, establishing shift staffing schedule, briefing CMT members of status of resources, making emergency purchases, requesting the Cook County assist in acquiring specialty resources, requesting Cook County coordinate the acquisition and scheduling of emergency response resources, etc.

RESOURCE MANAGEMENT

APPENDIX L3 - RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Support cleanup and recovery operations.
Complete: Yes/No	Returned borrowed resources to owner(s) in pre-use conditions.
Complete: Yes/No	Restock materials and supplies to pre-disaster conditions.

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FIRST PRIORITIES -INITIATE IMMEDIATELY

This section suggests actions that the community could take within the first 2 hours of the disaster impact. Finance representatives need to be prepared to respond to the EOC for a briefing on the event; advise operating departments of appropriate purchasing/funding policies; begin tracking expenditures and personnel costs, etc.

FINANCIAL MANAGEMENT

APPENDIX L4 - PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify agencies, organizations, and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Develop produces for contacting finance staff.
Complete: Yes/No	Provide training for department personnel to prepare them for emergency response.
Complete: Yes/No	Participated in the annual exercise to ensure the department's emergency

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SECONDARY PRIORITIES

This section calls for actions that the Finance Department may take through the end of the first 8 hours following the disaster impact. Finance may be asked to ensure that adequate funding is available to support response efforts; establish budget accounts for labor, materials, and equipment costs; establish payroll codes to ensure tracking of personnel costs, etc.

FINANCIAL MANAGEMENT

APPENDIX L5 - RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Following the occurrence of a major emergency/disaster situation, the 911 Center, or Village Manager through the Rapid Notify system, will advise the Finance Director of the need to report to be EOC.
Complete: Yes/No	The Finance Director will report to the EOC.
Complete: Yes/No	The Finance Director, or designated, will contact additional finance staff to report to work for assignments.
Complete: Yes/No	The Finance staff will collect, record, and bank all monetary donations.
Complete: Yes/No	The Finance staff will help collect and record all other donations with other departments.
Complete: Yes/No	The Finance staff will collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services as requested by other EOC participants

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CONTINUING PRIORITIES

The Finance Department will play an integral role in executing actions that will be taken from the 8th hour of the disaster until its conclusion. These actions may include providing briefings for the EMF on the financial status and related constraints processing necessary budget transfers to support emergency operations; briefing the legislative body on the need for budget transfers and emergency appropriations; filing applications on behalf of the jurisdiction for federal disaster assistance, if appropriate; etc.

FINANCIAL MANAGEMENT

APPENDIX L6 - RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	The Finance staff will continue to collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services as requested by other EOC participants as long as necessary.
Complete: Yes/No	Assist in damage assessment activities, as requested.
Complete: Yes/No	Prepare reports on situation for inclusion into the official record and later critique.
Complete: Yes/No	Inventory supplies and contents needed to restock the Village supplies and materials.

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FIRST PRIORITIES -INITIATE IMMEDIATELY

Included in this section are actions that the community leaders who have volunteer resources available will take within the first 2 hours of the disaster impact. These may include such actions as: consulting with EOC representatives in determining need for volunteers; contacting pre-registered volunteers; etc.

VOLUNTEERS

APPENDIX L7 - PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify sources of volunteer agencies for emergency operations and develop a working relationship to ensure their assistance, if needed, during an emergency.
Complete: Yes/No	Develop and train Village's volunteer units.

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SECONDARY PRIORITIES

This section outlines actions that departments will take through the end of the first 8 hours following the disaster impact. These actions may include: identifying additional volunteer resources, initiating the advertisement for walk-in volunteers; implementing spontaneous volunteer management planning and agreements; arranging volunteer shift rotation; arranging any needed training; briefing the CMT on volunteer efforts: etc.

VOLUNTEERS

APPENDIX L8 - RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Following the opening of the EOC the Volunteer Coordinator will report to the EOC to liaison with volunteer organizations such as American Red Cross and Salvation Army
Complete: Yes/No	The Village ESDA Coordinator and CCDHSEM will coordinate the request for outside ESDA/ESDA Volunteer Units to assist in the Village's needs.
Complete: Yes/No	Follow the Village plan for spontaneous volunteers with the Illinois Homeland Security Guidelines.
Complete: Yes/No	Staging area, food and rest area for volunteers as needed.
Complete: Yes/No	Procedures/guidelines being followed for the use of the volunteers as needed.

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CONTINUING PRIORITIES

Described in this section are the actions that will be taken from the 8th hour of the disaster until its conclusion. These actions may include: continuing briefing the CMT; responding to inquiries and offers of assistance; verifying that volunteer comfort and feeding stations are in place and adequately supplied; establishing Critical Incident Stress Management Programs for volunteers; releasing volunteers; etc.

VOLUNTEERS

APPENDIX L9 - RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	When it is evident that the emergency can be handled through the use of local resources, volunteer and mutual aid resources should be released.
Complete: Yes/No	The ESDA Coordinator will ensure that residents who have volunteered, as well mutual aid communities, receive official recognition for the services.
Complete: Yes/No	The ESDA Coordinator and Volunteer Coordinator will complete reports on the emergency for the inclusion in the official record and for later incident review.

APPENDIX L10 – UNIVERSAL VOLUNTEER APPLICATION

Personal Information

[illegible]

Employment Information (Title, Place of Employment): _____

If yes, please explain:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

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SKILLS & QUALIFICATIONS:

Fluency in Language(s) Other than English: _____

Licenses/Professional Certification: _____

Professional Background: _____

Education Background: _____

Computer Skills: _____

Prior or Current Volunteer Experience: _____

Prior Disaster Relief Experience: _____

Other Skills:

☐ Administrative/Secretarial

☐ Human Resources (interviewing, recruiting, etc.)

☐ Accounting/Finance/Bookkeeping

☐ Mental Health Counselor/Social Worker

☐ Civil Servant (Police, Firefighter, etc)

☐ Management

☐ Child Care

☐ Technical (IT professional, etc.)

☐ Customer Service

☐ Trade: _____

☐ Food Service (help prepare & serve meals)

☐ Transportation
(Professional Trunk/Bus Driver)

☐ Health Services (Doctor, Nurse, EMT)

☐ other; _____

Volunteer Agreement

1. The information provided is complete and true. The information given on this application is incomplete or untrue; I understand my assignment may be terminated.
2. I have disclosed any felony convictions. I agree to a background check, verification of the statements contained herein and additional screening procedures.
3. I understand that my own insurance will be used as coverage for illnesses and injuries and that I am ultimately responsible for any costs incurred.
4. I agree to respect the rights, property and confidentiality of emergency worker and individuals affected by disaster.
5. I agree to adhere to the rules/instructions of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: _____

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APPENDIX L11 - RESOURCE REQUEST FORM

VILLAGE OF OAK PARK, IL
DISASTER RESOURCE REQUEST FORM

Date of request:	Time of request:
Requesting agency:	Contact person:
Call back phone:	

Resource requested:
Size:
Amount needed:
Location where it is needed:
Duration of time resource is needed:

GENERATOR INFORMATION:	PUMP INFORMATION
Voltage:	Type of water (clean/trash):
Amperage:	Distance to be pump:
Phasing:	How will pump be powered?
	Is staff available to man pump?

Comments:

Request Received by:	Time Received:
Request Filled by:	Time Filled: