

South Barrington, Illinois

# VILLAGE OF SOUTH BARRINGTON

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Emergency Operations Plan – 2016



Dated: May 12, 2016

Paula McCombie  
Village President

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## CHAPTER 1: INITIAL ANALYSIS AND ASSESSMENT

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### HAZARD IDENTIFICATION, ANALYSIS, PRIORITY

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The following are hazards to which the Village of South Barrington may be vulnerable. This information is kept in the office of South Barrington Emergency Management Agency (EMA) for use when needed. This plan identifies risks, and provides a protocol for management and responsibility in the event of emergencies.

South Barrington is vulnerable to different types of natural, technological or industrial, and civil/political hazards capable of creating a major emergency or disaster situation. Specific hazards that have been determined to be of major concern are listed below in order of their level of threat:

Natural		Probability
	Severe Thunderstorm/High Winds/Lightning	High
	Severe and/or Excessive Heat or Cold	High
	Winter Storm/Snow/Ice	High
	Floods	Moderate
	Tornadoes	Moderate
	Earthquakes - local	Low
	Disease/pandemic/epidemic	Low
Technological		
	Hazardous Materials (fixed site, transportation, etc.)	High
	Transportation accidents transportation (air, rail, roadway)	High
	Fire/Explosion	Moderate
	Utility Failure (electric, gas, water, sewer, phone)	Moderate
	Structural Collapse	Low
	Weapons of Mass Destruction	Low
Civil/Political		
	Civil Disturbance/Strikes	Moderate
	Extortion/Cyber terrorism	Moderate
	Hostage Situations	Moderate
	Terrorism	Moderate
	Sabotage	Low
	Riots	Low

## DEMOGRAPHIC AND STRUCTURAL DATA

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The Village of South Barrington is located in northwestern Cook County, in the northeast corner of the State of Illinois. Geographically, South Barrington consists of approximately 6 square miles of generally level topography with lakes, ponds, and streams. The village has a resident population of approximately 4,465, with nearly 1700 housing units.

South Barrington is served by various transportation systems including: Illinois and US Routes 62 and 72; Interstate I-90 to the south of the village and nearby Illinois Route 59. The railroad also runs through the Village and there is a pipeline located nearby.

The village primarily is a single family residential community; however, within its boundaries are retail shopping, health care facility, office facilities, and a number of commercial establishments. There is a retirement treatment facility called Autumn Leaves and a memory Day Care center for adults. For children there is Rose Elementary School and Crème de la Crème day care facility.

Additional facilities within the community include two farms of approximately 70 or more acres with horses and alpaca and agricultural land. Willow Creek Church has an office facility and large church complex (capacity 7,000) that provides a PADS shelter once a month. A health club and Swim school and Park District facility are also within the community.

Although there is no resident hospital within the village, the village lies between major hospitals within the area including; St. Alexius in Hoffman Estates, Northwest Community Hospital in Arlington Heights, and Good Shepherd Hospital in Barrington. The village is in Emergency Medical Service (EMS) Region 9, and Mutual Aid Box Alarm System (MABAS) Region 5. There is a satellite for Barrington Countryside Fire Department EMS in South Barrington from 8am-6pm daily.

RESPONSE CAPABILITY

Functional Annex A	1	2	3	4	5	6	7	8	9	10	ANIMAL WELFARE	HAZARDOUS MATERIALS	VOLUNTEER RESOURCES	WEAPONS OF MASS DESTRUCTION
	DIRECTION AND CONTROL	COMMUNICATIONS	WARNING/EMERGENCY INFORMATION	PUBLIC INFORMATION	DAMAGE ASSESSMENT	EVACUATION	MASS CARE	HEALTH AND MEDICAL	MORTUARY SERVICES	RESOURCE MANAGEMENT				
P = PRIMARY S = SUPPORT  VILLAGE DEPARTMENTS														
ADMINISTRATION	P	P	P	S	S	S	S	S	S	S	P	S	S	S
EOC-T	P	S			S	P	S	S		S	S	S	S	
EMA	P	P	S	S	P	S	P	P	S	S	P	S	P	P
FIRE	S	P	P		P		S	S	P	P	S	P		S
POLICE	S	P	P	S	S		S	S	S	S		P	S	S

## **BASIC PLAN REQUIREMENTS**

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### Approval

This Emergency Operations Plan shall be in full force in effect the date of its approval.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

If any section, provision or clause of this plan shall be held invalid, the invalidity shall not affect any other provision of this plan.

All regulations and/or parts of regulations, or ordinances, conflicting with any of the provisions of this plan, shall hereby be repealed

By: \_\_\_\_\_  
President, Village of South Barrington, Illinois

Attest: \_\_\_\_\_  
South Barrington Village Clerk

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## SIGNATURE PAGE OF GOVERNMENT DEPARTMENTS

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We, the undersigned, have read and provided our input into our respective part or parts of the South Barrington Emergency Operations Plan. We accept the duties and responsibilities as assigned and written, and acknowledge the relationships here established. We further agree to provide the resources, both manpower and material, to perform the assigned assigns, within the scope of our ability to do so. We also are aware that stated responses and actions may deviate from the assigned and written when at the time and place it may seem more practical to do so.

\_\_\_\_\_  
Village Administrator, Robert Palmer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Clerk, Donna Wood

\_\_\_\_\_  
Date

\_\_\_\_\_  
EMA Coordinator, Natalie Karney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief, Police Department, Thomas Roman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Committee Chair, Michele Bodie

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Safety Committee Chair, Linda Hooker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Committee Chair, Michael Moreland

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee, Joe Abbate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cook County Department of Public Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cook County Emergency Management

\_\_\_\_\_  
Date

COOK COUNTY EMERGENCY OPERATION PLAN CERTIFICATION

The attached Emergency Operation Plan meets the requirements of the Cook County Emergency Management Agency, and is in conformance with Title 29, Chapter 1, Part 301 of the Illinois Administrative Rules, regulating local emergency plans.

This plan is hereby approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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President  
Village of South Barrington

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Coordinator  
Cook County Emergency Management Agency

This plan is hereby approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## DISTRIBUTION LIST

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The Village of South Barrington Emergency Operations Plan is a CONFIDENTIAL document. The plan is not to be released outside of Village of South Barrington departments without prior approval of the EMA Coordinator. The following complete copies of the South Barrington Emergency Operations Plan are distributed to these authorized personnel/locations:

Copy #1	Issued to:	<b>Village President</b>
Copy #2	Issued to:	<b>Village Administrator</b>
Copy #3	Issued to:	<b>Emergency Operations Center</b>
Copy #4	Issued to:	<b>Emergency Management Coordinator</b>
Copy #5	Issued to:	<b>Finance office</b>
Copy #6	Issued to:	<b>Police Chief</b>
Copy #7	Issued to:	<b>Police Department</b>
Copy #8	Issued to:	<b>Village engineer</b>
Copy #9	Issued to:	<b>Engineer</b>
Copy #10	Issued to:	<b>Cook County Emergency Management</b>
Copy #11	Issued to:	<b>Trustee 1</b>
Copy #17	Issued to:	<b>Village Clerk</b>
Copy #18	Issued to:	<b>Cook County Department of Public Health, Rolling Meadows</b>
Copy #19	Issued to:	<b>Barrington/Countryside Fire Protection District</b>
Copy #20	Issued to:	<b>East Dundee Fire Protection District</b>
Copy #21	Issued to:	<b>Hoffman Estates Fire Department</b>

## **CHAPTER 2: BASE PLAN**

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### **PURPOSE**

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The purpose of this plan is to develop a comprehensive disaster and emergency plan which seeks to prepare for measures which will be taken to preserve life and minimize damage, to respond during emergencies and provide necessary assistance, and to establish a recovery system in order to return the community to its normal state of affairs. This plan defines, in a straightforward manner, who does what, when, where, and how to prepare for and respond to the effects of any natural disaster, technological accident or other major incident. It emphasizes that coordination must exist within and between services, levels of government, private and volunteer organizations, and many other individuals with emergency management experience.

### **ASSUMPTIONS**

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The Village of South Barrington is exposed to many different hazards, all of which have the potential to threaten the health, safety and welfare of the population. These hazards can be classified as natural, technological, and man-made. They have the potential to cause deaths, injuries, property damage and major disruption to the village.

In all but the more severe and widespread disaster situations, the Village of South Barrington has adequate resources and expertise available to respond and resolve the situation. The Village of South Barrington recognizes its responsibilities both statutorily and morally to provide for the safety of the population during time of disaster.

The Village of South Barrington has available capabilities and resources which, if effectively employed, could minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance through mutual aid associations or from the private sector.

This plan is written under the assumption that initial and primary response to disasters and emergencies is typically handled by local first responders though still the responsibility of the local government officials. If it is determined that a disaster or emergency is beyond the capabilities of the local community, additional assistance from the county, state, or Federal Government will be requested. Disaster assistance efforts are designated to supplement local resources, not supplant village responsibility. Some of the hazards that may impact the village may occur after implementation of warning systems and other preparedness measures, but others may occur with little or no warning.

Warning systems include the use of Blackboard Connect reverse calling system capable of alerting a portion of the residents within the municipal area. The Park District has sirens for lightening that reach a small portion of the community.

All local officials and department directors have a role in the emergency management system and should be familiar with the base plan as well as the appropriate sections of the plan for their response capabilities.

Depending on the severity and magnitude of the emergency, it will be necessary to request additional assistance to control the situation. This assistance may be provided in the form of auxiliary police and paid-on-call firefighters as well as trained volunteers. Additional assistance may be provided from outside governmental mutual aid associations, the private sector or untrained volunteers.

It is assumed that mutual aid resources discussed within this plan will be available at the time of plan activation. The State of Illinois is an Emergency Management Assistance Compact (EMAC) state and additional resources may be available through this mutual aid system or other various response agreements. Specialized support may be obtained through county, state or Federal resources.

This plan, its functional annexes, and supporting standard operating guidelines (SOGs) have been prepared, integrating all departments, in a comprehensive effort to prepare for major emergencies and disasters following the “all hazards” approach.

## CONCEPTS OF OPERATIONS

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**It is recognized that the responsibility for the protection of lives and property of the residents of the Village of South Barrington rests with the local government officials and that the ultimate authority and responsibility in a disaster or emergency situation rests with the Chief Elected Official (Village President).** In accordance with Illinois Revised Statutes, the Village President or his/her designee shall be the only authority to declare a local disaster or emergency. Any order or proclamation declaring, continuing or terminating a local disaster shall be given prompt and general publicity, and shall be filed promptly by the Village Clerk.

The effect of a declaration of local disaster is to activate the response and recovery aspects of any and all applicable local emergency operations plans and to authorize the furnishing of aid and assistance thereafter. Due to the overwhelming impact of disasters, it may become necessary to suspend some of the routine functions of the government which are not directly related to the disaster response effort. During a local disaster, the Village President may suspend the provisions of any village ordinance prescribing procedures for the conduct of village business, or the orders, rules and regulations of any village department if strict compliance with the ordinance, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency as authorized by the Illinois Emergency Management Act, provided that if the Village Board meets at such time, the Village President shall act subject to the directions and restrictions imposed by the body.

Due to the need to rapidly expand to multi-discipline, multi-jurisdictional response, the Village of South Barrington has adopted via formal resolution as specified and will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) structure for all field command and management functions in all operations within the village. These systems provide effective cross-departmental and cross-jurisdictional coordination which is absolutely critical in these instances.

In order to ensure minimal disruption on existing systems and processes, all Village of South Barrington departments will utilize NIMS and ICS processes in day-to-day operations, special events, exercises, and training. ICS is designed to have the following operating characteristics: suitable for single or multi jurisdiction, department or agency response; readily adaptable to new technology; offers a scalable organization structure that is based on the size and complexity of the incident. ICS offers interactive management components which set the stage for effective and efficient incident management and emergency response. ICS incorporates measurable objectives which ensure fulfillment of incident management goals. Objective setting begins at the top and will be communicated throughout the entire response organization. This will ensure continuity in the transition process from normal operations to emergency operations.

It is the basic concept that emergency operations will utilize all available resources (public and private) to combat the disaster or emergency. ICS is applicable to all emergency response and incident management disciplines and will enable communication, coordination and integration critical to an effective and efficient response effort. ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. Additionally, all entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

The normal day-to-day functions and operations of the village will be the primary resource under which all emergency preparedness operations develop. During non-emergency periods, operational departments conduct daily business under the department head. During a locally declared disaster or emergency, the Village President or appropriate successor will assume overall command. Along with the Village President, the EMA Coordinator and community stakeholders, as requested by the Village President, and the department heads, will function as the Emergency Operations Center Team (EOC-T) and will coordinate response from the Village of South Barrington Emergency Operations Center (EOC). The EOC-T will manage the operation by objectives allowing for and representing an approach that is communicated throughout the entire ICS organization. The EOC-T will utilize a NIMS protocol as a coherent means of communicating the overall incident in the context of both operational and support activities. This will be recorded by the Village Clerk.

The Village President and EOC-T will fill the requests either through village or external resources as appropriate. The Incident Commander (IC) will direct the identification of facilities based on the requirements of the situation at hand. Additional requests for incident locations or facilities (base, camp, staging, etc.) will be handled in the same manner. Each participant under the plan has procedures for emergencies in their functional area which are to be followed. Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources as appropriate. All requests for operational, planning, logistical, and administrative support, supplies, etc. will be directed through the EOC whenever the EOC and the EOP are activated and in use.

The incident command organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further subdivided to enhance internal

organizational management and external coordination. Command transfer will include a briefing that captures all essential information for continuing safe and effective operations.

**The Village President is responsible for overall command in disaster or emergency operations and he/she shall retain that authority regarding the response efforts undertaken within the village.** While the President has the ultimate command authority within the village, it is also recognized that the response to a disaster relies on many governmental levels including municipal, township, county, state, Federal, neighboring jurisdiction, support agencies and regional response organizations. It is therefore critical that any such response shall be entirely coordinated to insure a proper response to the situation. This coordination will include the development and use of a common communications plan Preparedness planning addresses the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

In incidents involving multi-agency involvement, multiple jurisdictions or multiple jurisdictions with multi-agency response, the Village of South Barrington will function under Unified Command which will allow effective management without affecting the individual agencies authority, responsibility, or accountability.

Personnel and equipment will respond only when requested or when dispatched by an appropriate authority for each discipline. All responders, regardless of discipline or affiliation will maintain the highest levels of accountability including the following:

- Check – in. All responders will check in to receive an assignment in accordance with the procedures established by the Incident Commander(IC) and/or EOC-T.
- IAP. Response operations will be directed and controlled as outlined in the Incident Action Plan (IAP).
- Unity of Command. Each individual involved with the response will be assigned to only one supervisor.
- Span of Control. Supervisors will be able to adequately supervise and control their subordinates, as well as communicate and manage all resources under their supervision.
- Resource Tracking. Supervisors will record and report resource status changes as they occur.

If a catastrophic disaster impacts the village causing the current resources to be overwhelmed, the Cook County Department of Homeland Security and Emergency Management (DHSEM) will provide support and assistance as set down by State of Illinois standards. The village has telephone and portable radio capability with DHSEM.

Should Cook County require additional support, DHSEM will work with the Illinois Emergency Management Agency (IEMA) through their regional coordinator, if available, or through the IEMA office in Springfield.

All necessary information regarding the impact of the disaster will be provided to DHSEM to be shared with IEMA. Coordination of state resources will be the responsibility of IEMA. If further support is necessary, Federal resources will be requested by the State of Illinois. Local officials will retain ultimate control and responsibility.

Mutual aid and spontaneous volunteers may be utilized to the extent of their capabilities when doing so will not place them at extreme risk. Volunteers will be utilized in accordance with the IEMA Act and following NIMS and ICS processes.

## PHASES OF EMERGENCY

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### Mitigation

Mitigation activities are designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury. The mitigation efforts of the community will provide information regarding corrective actions which are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises.

### Preparedness

Preparedness includes the range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management. This EOP, along with departmental or functional operating procedures/guidelines will identify a certain level of expectation of preparedness in regards to the process and schedule for identifying and meeting training needs of the community.

### Response

Response includes activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

## Recovery

Recovery is the development, coordination, and execution of service-restoration and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents. The Village of South Barrington will provide information services to all residents and business persons in order to aid in linkage for their recovery following a disaster.

## LEVELS OF EMERGENCY

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Due to the modular and expandable nature of this plan, it may be activated in full or in part dependent on the needs of the community and the type of disaster. A single function or every function may be activated in order to effectively manage the response. Activation will be at the level chosen by the Village President with input from CERT. At any time that a mass care shelter facility is opened within the village, this EOP will be activated. The following levels are from the Federal model and are the activation levels for the Village of South Barrington:

### **Level V:**

A local emergency handled by responders from the jurisdiction that is affected. Mutual aid resources may be utilized to handle the incident. Decisions are generally tactical in nature and a local EOC may or may not be involved in managing the incident.

### **Level IV:**

A significant local incident or a regional incident. Most Command and General staff positions are filled within the ICS. The local EOC will be involved and will make decisions of a strategic nature. Mutual aid resources are present and there may be a need to supplement these resources to bring the incident to a logical conclusion. A local disaster or emergency may be declared.

### **Level III:**

Regional incidents which may extend over multiple operational periods. The ICS Command and General staff positions will be filled and an Incident Action Plan (IAP) will be written. Some assistance from State of Illinois agencies may be required to resolve the incident.

### **Level II:**

Incidents affecting an entire region. The ICS Command and General staff positions will be filled and an IMAT may be operating with the local responders to develop an IAP for several operational periods. State resources will likely be involved and the incident will involve the issuance of a State Disaster Declaration.

### **Level I:**

These incidents qualify as Incidents of National Significance. There may be one or several Incident Management Teams (IMT) that are working to develop Incident Action

Plans (IAP) for each of several operational periods. There will most likely be a State Disaster Declaration and there may be a Federal Declaration of Emergency or a Declaration of a Major Disaster. State and Federal resources will be engaged in the management of the incident.

## LINES OF SUCCESSION

**The Village President is the individual with ultimate responsibility for the response and recovery efforts and provides the overall direction and control to the response. Specific responsibilities include: declaring a disaster or emergency; policy decisions; direction and control; information dissemination; legislative concerns; ensuring by appointment the staffing of the EOC; ensuring development and maintenance of response plans; ensuring staff training; and public education.**

After the Village President the responsibility will fall to the following chain of command:

Trustee: \_Joe Abbate\_\_\_\_\_

Village Administrator \_Robert Palmer\_\_\_\_\_

EMA Coordinator \_Natalie Karney\_\_\_\_\_

Resource Manager \_\_\_\_\_Michael Moreland\_\_\_\_\_

Public Information Officer \_Thomas Roman\_\_\_\_\_

Chief of Police \_\_Thomas Roman\_\_\_\_\_

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

**Upon receiving notification**, the chain of command staff will report to the South Barrington EOC (Emergency Operations Center) to coordinate emergency activities. A command post will be established near the site of the disaster or emergency. Field Personnel will report to the Reception Area to ensure overall coordination. 24 hour operations will be carried out when necessary. All preliminary damage assessment and other appropriate information will be forwarded through the Command Post to the EOC.

It is the responsibility of the Village of South Barrington to provide for a comprehensive emergency management system which will integrate all operating departments, levels of government, and the private sector into a single management team (Emergency Operations Center Team EOC-T). The EOC-T will establish a process for gathering, sharing, and managing incident-related information and intelligence.

The Planning Section Chief is responsible for the development of the Incident Action Plan (IAP). The Operations Section Chief directs the implementation of the IAP. Under a Unified Command (UC) operation, the UC participants will agree on the designation of the Operations Section Chief.

Each department and/or functional area is responsible for maintaining its own emergency management procedures, recall lists, and response equipment. This EOP is based on existing resources and operational capabilities. Experience in disasters or emergencies

have shown that when emergency plans are known to department directors and staff, reaction times are reduced and coordination is improved.

The purpose of this section is to identify which department director and/or other agency is responsible for managing that particular function. Additional detail and supporting documentation may be found in an annex corresponding to each functional area.

## ADMINISTRATION

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Under the direction of the Village Administrator, the village has the following responsibilities: provide information technology support for all normal activities as well as emergency operations with technological items; support EMA with regards to volunteer resource management; support Legal Committee (HR) with regards to welfare information services to the public and resources available for Critical Incident Stress Debriefing (CISD) for all staff and volunteers involved in the response to the emergency/disaster.

## BUILDING AND ZONING

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Under the direction of the Village engineer, this section is responsible for: coordination of damage assessment teams; preparation of damage assessment reports and documents in an expeditious manner; forwarding of completed reports to the appropriate EOC-T at the EOC; support prioritization of repair and recovery efforts; support of the EOC staff and operations as requested.

## COOK COUNTY DEPARTMENT OF PUBLIC HEALTH

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The County DPH is responsible for all public health issues during and after a disaster. Additional assistance for public health services may be obtained from local agencies, adjoining counties, state and Federal government agencies through the Cook County EMA.

## COOK COUNTY DEPARTMENT OF TRANSPORTATION

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The County DOT is responsible for emergency transportation systems including highway access during and after a disaster. Additional assistance for emergency transportation services may be obtained from local agencies, adjoining counties, state and Federal government agencies through the Cook County EMA.

## COOK COUNTY MEDICAL EXAMINER

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The County Medical Examiner is responsible for emergency mortuary services during and after a disaster. Additional assistance for emergency mortuary services may be obtained from local agencies, adjoining counties, state and Federal government agencies through the Cook County EMA.

## SOUTH BARRINGTON EMERGENCY OPERATIONS TEAM

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The Village of South Barrington Emergency Operations Team (EOT) is responsible for the operation of the village EOC. The EOC and secondary EOC locations have been chosen at the Village Hall of South Barrington.

The EOC serves as the central control point in the event of a disaster or emergency. The facility will be staffed by the EOC Management Team and support from external organizations as necessary based on the size and scope of the disaster. Personnel required to staff the EOC will be notified by the Village President and/or the EMA Coordinator. All personnel in the EOC will perform and coordinate their normal functions (i.e.: police to police, firefighting to firefighting, etc.). If necessary, additional duties may be assigned to the staff working within the EOC or additional staff may be notified to report to work within the EOC.

The alternate EOC is staffed in the same manner by employees and outside personnel as needed. Both the primary and alternate EOC have emergency power capabilities to sustain operations for an extended period of time.

The EMA Coordinator is responsible for the administrative operations of the EOC. He will ensure that the appropriate supplies are available for use. EMA staff will maintain the events log for the duration of the emergency and will assist in the display of pertinent information.

Under the direction of the EMA Coordinator, the EMA staff is responsible for EOC operations and support of all functions as requested. Specific responsibilities include: support of the Coordinator, coordination of volunteer efforts; coordination of all phases of emergency management; coordination of EMA operations; coordination of mutual aid; and communications support.

The EMA Coordinator is responsible for oversight and access to resources including Volunteer Resources. The EMA Coordinator will coordinate shelter locations and information. The EMA Coordinator, in conjunction with the Finance Committee Chair will manage all resource requests. The EMA Coordinator will ensure coordination and support of all Mass Care functions. The EMA Coordinator will coordinate and manage communications resources. The EMA Coordinator will ensure coordination of all transportation resources. EMA staff will assist in support of each of these functions.

## FINANCE

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Under the direction of the Finance Officer, the Finance Committee has the responsibility for: documentation of damage assessment information; development of procedures to assist local agencies in recording and reporting emergency expenses; development and maintenance of the financial documentation; authorization of emergency purchases and payments; development and maintenance regarding donated funds; and oversight of all major purchases required to provide response and recovery efforts to the community.

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## FIRE

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The Village of South Barrington fire services are provided by external departments including Barrington/Countryside, East Dundee and Hoffman Estates Fire Departments. A fire services staff person will be requested from one of those departments to supplement the EOC staff and provide support to the village in responding to fire service issues during the activation of the plan.

The Fire Departments are responsible for: Fire suppression; fire prevention; rescue operations; decontamination; radiological monitoring; emergency medical services; HAZMAT operations; support of emergency warning and notification; and coordination with area hospitals.

The South Barrington fire services will be supplemented with additional personnel by the use of the Mutual Aid Box Alarm System (MABAS-5). A considerable amount of mutual aid firefighting/rescue equipment can be utilized from surrounding communities.

## LOCAL SCHOOLS

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Under the direction of the local Superintendent of Schools for each district (District 220, District 15, District 300 and District 211, and Crème de la Crème daycare facility), the public school system is responsible for ensuring the safety and accountability of all students, staff and visitors to the site. Additionally, the Superintendents of the school districts may be asked to provide support to mass care operations as shelter facilities or with support for other operations or for providing transportation within the village to aid in the response efforts.

## LAW ENFORCEMENT

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Under the direction of the Chief of Police, the South Barrington Police Department (PD) is the primary agency responsible for providing law enforcement services. The PD is staffed by full time personnel. The PD is responsible for: law enforcement; various security responsibilities; crime prevention; traffic flow and control; evacuation process and procedures; reentry of victims into the impacted areas; and crowd control.

South Barrington PD is an active member of both Illinois Law Enforcement Alarm System (ILEAS) and the Northern Illinois Police Alarm System (NIPAS) which can render additional support.

## VILLAGE CLERK

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Under the direction of the Village Clerk, the Clerk's Office is responsible for: preservation of vital records; ensuring proper filing and accountability of all vital disaster or emergency documentation; acting as the Public Information Officer (PIO).

## VILLAGE PRESIDENT

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**The Village President is the individual with ultimate responsibility for the response and recovery efforts and provides the overall direction and control to the response. Specific responsibilities include: declaring a disaster or emergency; policy decisions; direction and control; information dissemination; legislative concerns; ensuring by appointment the staffing of the EOC; ensuring development and maintenance of response plans; ensuring staff training; and public education.**

## LINES OF SUCCESSION

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The Interim Executive Succession Act (see Legal Authorities section) provides authority to each jurisdiction to establish a chain of command for the President. The line of succession for the Village President utilizes the Village Board membership. Succession follows as provided in Village Ordinances.

The line of succession for each functional area of responsibility is outlined within the appropriate Functional Annex of this plan.

For any departments not outlined within this plan, the succession shall be as prescribed in the Standard Operating Procedures (SOPs) established by each department. Each department director will also designate in their SOPs the line of succession for each key emergency position that they have identified in their annexes, the absence of which would degrade the emergency operations of that department.

Equally important in a discussion of line of succession is the protection of records deemed essential for continuing government functions and the conduct of emergency operations. It is the responsibility of the elected officials, as well as department heads, to ensure that all legal documents of both public and private nature be protected and preserved to support continuing government functions as well as the conduct of emergency operations. It is the responsibility of the official in charge of each emergency response function to identify a minimum of two successors to manage emergency operations and personnel in the absence of those officials. In cases where there are not 2 qualified successors, mutual aid will be utilized (where available) and contractors will be utilized after mutual aid.

These successors may assume emergency authorities under the following circumstances:

- The original responsible person's absence
- The original responsible person's injury
- The original responsible person's inability to serve

When one assumes the responsibility for a particular function, all other response departments or agencies must be informed immediately. This can be done by making an announcement in the EOC or having each CMT member relate that to their individual department or agency.

When a disaster is expected to cover an extended period of time, plans must be made to relieve the first team that responded to the EOC at its opening. The Village should have a second team (and possibly a third) ready to relieve the original EOC team members. Additional teams should also be readied to relieve those operations assets working outside

of the EOC in their various duties.

- A review and revision must be made after an actual disaster has occurred, following the After-Action Review (AAR)

The plan is submitted to the Cook County DHSEM for review in compliance with statute and the Illinois Administrative Code.

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## MAPS

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Map of Upper Level Floor Plan and Lower Level Floor Plan

## MUTUAL AID AGREEMENTS

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Mutual aid agreements exist amongst the neighboring law enforcement agencies, fire departments, public works departments and Emergency Management Agencies. Agreements are being expanded to include neighboring states in order to ensure needed firefighting, rescue and emergency medical services are available.

Willow Creek Church  
Transportation Company  
Autumn Leaves  
Hilton Hotels (MOU for staff boarding)  
Marriot Hotels  
La Quinta hotels

## CHART OF PROCEDURE

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First Responders contact the Village President and request a declaration of an Emergency. President contacts the clerk to formalize the declaration and post at Emergency Operations Center.

A forward command post is set up at the emergency site and contact with the emergency operations center will be established.

Clerk witnesses and posts the declaration, contacts the Crisis Management Team and contacts Cook County Emergency Management (312)603-8185 via telephone. Clerk will prepare the Flash report and fax to CCEMA

EOC team gathers to assess situation, prepare team and Public Information Center, and determine course of actions for notifying residents of risks, and special needs populations. Security of the perimeter of the EOC will be maintained by South Barrington Police Department. Only authorized personnel will be allowed

The press will only be allowed at the Media Briefing Center, and all releases of information relating to the emergency will go through the Public Information Officer. (Any mortality can only be reported by the County Coroner)

Records and logs will be maintained by the Village Clerk of all actions taken by the CMT and of all official releases of information to the media and/or

At the close of the emergency CCEMA will be notified and all logs will be organized and EOC closed and prepared for future emergencies.

## LEGAL AUTHORITIES

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Nothing in this plan alters or impedes the ability of Federal, state, local, or tribal departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, Executive orders, and directives. Additionally, nothing in this plan is intended to impact or impede the ability of any department or agency head to take an issue of concern directly to the Chief Elected Official (Village President) or other members of the Village President's staff.

The legal authorities providing for the preparation of the Village of South Barrington's Emergency Operation Plan are:

- Executive Order 12148 - Federal Emergency Management;
- Department of Homeland Security, *National Response Framework*; Department of Homeland Security, *Homeland Security Act of 2002*;
- Homeland Security Presidential Director 5 (HSPD 5), *Management of Domestic Incident*
- Homeland Security Presidential Director 8 (HSPD 8), *National Preparedness*;
- Federal Emergency Management Agency, *State and Local Guide 101*;
- Illinois Emergency Management Agency (IEMA) Act 20 ILCS 3305/1; IEMA Administrative Rule on Local Emergency Operations Plans;
- State of Illinois Executive Order Number 12 (2004) Authorizing the Implementation of the National Incident Management System (NIMS);
- Title 29 Illinois Administrative Code Sub Chapter c, Part 301;
- Emergency Interim Executive Succession Act 5 ILCS 275/7;
- State of Illinois, *National Incident Management System Implementation Plan, 2006* revision;
- Village of South Barrington Title 2, Chapter 5 Code of Ordinances – Emergency Management Agency;

## PLAN REVIEW AND MAINTENANCE

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This Emergency Operations Plan (EOP) was developed with input from the Village Administrator and the SB EOC Team. The plan is consistent with the FEMA Comprehensive Preparedness Guide 101 (CPG101), the Cook County Crosswalk for Emergency Operations, and the Illinois Emergency Operations Plan and Cook County Regional Coordinator from Homeland Security and Emergency Management.

Each operating department director is responsible for ensuring the maintenance of his/her functional section of the EOP. Additionally, each department director is responsible for the development of procedures that translate the tasking to that organization into specific action-oriented checklists for use during incident management operations, including how each department will accomplish its assigned tasks .

The EMA Coordinator has the primary responsibility for coordinating the maintenance of the Emergency Operations Plan. Each department head has the responsibility of maintaining his or her portion of the plan. The final preparation of the plan, and its distribution, is the responsibility of the Village Administrator's Office.

All revisions of the plan will be forwarded to all delegated plan holders as soon as possible after the revision has officially been made. This will also be the responsibility of the Village Administrator's office. Review and update of this EOP will be conducted under the following conditions:

- A review and resubmission to the county EMA must be made at least bi-annually
- A revision must be made as changes occur in the personnel, equipment, resources, reporting measures or procedures
- A review and revision must be made after conducting an exercise of the plan, following the After-Action Review (AAR)
- A revision must be made as new emergency management services are established
- A revision must be made as new requirements are established by the county and/or state EMA office or with the National Incident Management System (NIMS)
- A revision must be made as new information and techniques are discovered that improve the efficiency and overall effectiveness of the emergency management system

## **CHAPTER 3: FUNCTIONAL ANNEXES**

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### **FUNCTIONAL ANNEX A DIRECTION AND CONTROL**

#### **PURPOSE**

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In the event of an emergency it is imperative for a community to understand their responsibilities and protocol for action. This Function describes the chain of command, and responsibilities and the personnel that will manage the Village during emergency operations. Since the village is responsible for the health and well-being of the community they will also function during emergencies with an Emergency Operations Center (EOC) that will function as the center of direction and control during emergencies.

This annex will identify those personnel who comprise the crisis management team, responsibilities of partners and team, and responsibilities for operating and activating the EOC. The Village and its response to emergencies are designed to be functional in all types of major emergency and disaster situations. Members of the crisis team will be trained to perform their duties and responsibilities. Supporting supplies and equipment are stored in the EOC ready for immediate use should a major emergency or disaster occurs.

#### **SITUATION**

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Major emergencies/disasters, will place extraordinary strains on all levels of government services. The Village of South Barrington is equipped to handle management of emergencies at their village offices, and in partnership with the village police force. Additional help will be required for emergencies that are multi-jurisdictional. The EOC will include the following core functions: coordination; communications; resource dispatch and tracking; information collection, analysis and dissemination.

Additionally, Multi-Agency Coordination (MAC) will occur in responses which involve multiple jurisdictions, disciplines, and preparedness organizations. This coordination will result in improved plans and capabilities necessary for improved incident management .

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

#### **CONCEPT OF OPERATIONS**

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The Village President of South Barrington is the Chief Elected Official (CEO) and is responsible for opening and activating the EOC as the direction and control center during emergency and disaster response operations. .

Upon the opening of the EOC, select department heads, select trustees and the Village Administrator will report to the EOC in order to facilitate immediate intelligence analysis and decision making. The Crisis Management Team consists of the Village President, department heads as requested by the Village President, the EMA Coordinator, and technical specialists. The CERT staff requested will be based on the size, scope and type of

the incident. Additional staff who may be called to work within the EOC include all EMA staff, select EMA volunteers, and administrative support staff as requested by the EOCT members.

The EMA Coordinator is responsible for supporting each department head in developing rosters for the notification and recall of EOC staff and other personnel and volunteers. In periods of heightened risk from a serious emergency or a disaster, both mitigation and preparedness actions will be taken to better prepare for the expected impact. Under the direction of the CEO, department heads will coordinate all of the support needs of the response personnel at the disaster site(s).

When necessary, radio communications will be the primary method of notifying the field units of the operational transfer from the primary EOC to the alternate one. The same mutual aid agreements that exist in day-to-day operations of the government will likewise be in force during a disaster or emergency.

When the EOC is activated, the Clerk will create status reports, on activation and activities surrounding incidents. Sample of the forms for these reports are included in the appendix.

Access to the EOC will be strictly limited to pre-approved individuals. Security and access to the EOC will be controlled by the Police Department.

Members of the media will not be allowed access to the EOC. Security personnel at the EOC entrance will direct media personnel to the media briefing center situated in the Board Room Chambers by posting a sign at the entrance and directing the media to the alternate entrance.

Following closure of the EOC, the facility will be cleaned and restocked in preparation of the next activation. An inventory of office supplies, food, cleaning, and sanitary supplies will be conducted by the EMA Coordinator and needed items will be purchased in order to bring stocks back up to predetermined levels.

As soon as practical following the disaster or emergency, an EOC-T debriefing will be held and an after-action report prepared. This will take place as quickly as possible following the incident. The session may be facilitated by the EMA Coordinator and, depending upon the circumstances of the actual incident; one or more Department Directors will be involved in preparing the after-action report, which will include suggested corrective actions and plans for mitigation programs. A copy of the final report will be filed with the Cook County Department of Homeland Security and Emergency Management.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The EMA is responsible for maintaining the primary EOC and ensuring that it can be activated in a timely fashion when needed.

Those assigned to the EOC may include, but not be limited to the CEO, Village Administrator, department heads, trustees, the EMA Coordinator and his/her assistants, communications personnel, administrative personnel, volunteer agency representatives, security personnel, Federal, state and county EMA representatives, plotters, and recorders.

In addition to the EMA responsibilities, the following groups have responsibility for support of the EOC:

Agency	Responsibility
Building Officer	The Village engineer (or appropriate members of the Building Committee) will ensure the initial set-up of the Emergency Operations Center
Law Enforcement	Responsible for maintaining a secure environment within and immediately outside of the EOC site, including limiting access to approved personnel in addition to providing support communications to the emergency response and vehicle maintenance and repair
PIO	Provide appropriate information to the general public regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Public Works	Responsible for: debris removal operations at all public facilities; on-site operational support which may include heavy equipment, shoring equipment, sludge pumping equipment through an IGA with Cuba Township.
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC-T

Additional Support Agencies	
Firefighting	The Fire Departments will have responsibility for fire prevention, detection, emergency medical services provision to all staff within the EOC.
School District	The superintendent of the school district may be present within the EOC in order to provide effective coordination of resources
Non-Governmental Organizations	May be present in the EOC to provide efficient information-sharing regarding available resources as approved by the CEO. Access to the EOC by community-based groups may be granted by the CEO or EMA Coordinator. Law Enforcement will ensure control of that access

Fire Departments will assume primary responsibility for command and control of any fire, emergency medical, hazardous material, or search and rescue incident. The NIMS and ICS, in accordance with local procedures, will be established by the Incident Commander (IC) in the field. He will be responsible for direction of field operations including, but not limited to, search and rescue, fire control, Emergency Medical Service (EMS) and other needed resources in accordance with established SOP's.

Support to other primary responding agencies for radiation or chemical decontamination operations will be provided by Fire Department personnel using equipment per established procedures.

In addition to the Fire Department responsibilities, the following groups have responsibility to support the function:

Agency	Responsibility
Law Enforcement	Support to the function in conducting light search operations when necessary, and providing re-routing and security to access-controlled operational areas
PIO	Provide appropriate information to the general public regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Public Works	Support to the function in re-routing and security to access-controlled operational areas; heavy equipment, detection equipment, shoring equipment, and sludge pumping equipment
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC-T

## DIRECTION AND CONTROL

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After the Village President the responsibility will fall to the following chain of command:

Trustee: Joe Abbate

Village Administrator Robert Palmer

EMA Coordinator Natalie Karney

Public Information Officer Thomas Roman

Chief of Police Thomas Roman

## COMMAND STRUCTURE AND KEY PERSONNEL

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If the EMA Coordinator is not available to direct emergency operations at the EOC, the chain of command listed below will be followed:

- 1) Coordinator, Linda Hooker
- 2) Staff assigned by the CEO or EOC-T
- 3) President and listed staff and teams

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with EOC responsibility is responsible for identifying a line of succession, at least three levels deep.

## NOTIFICATION OF EMERGENCY RESPONSE ORGANIZATIONS

In the event of a major emergency the SBEMA will keep in close touch with additional service agencies an operation under the direction of those agencies as needed. Depending upon the emergency, federal agencies, state agencies or county agencies may function as the lead during operations. Based upon the recommendations of local first responders, these agencies will be activated to coordinate the protection of the community.

The EMA Coordinator and staff are responsible for coordinating EOC operations and activities, including maintaining a Significant Events Log during an emergency. An EMA staff member will be assigned to initiate and maintain an events log throughout the time that the EOC is open (see forms in appendix). The Team will also communicate with IEMA when the emergency is over and the EOC is de-activated.

## MEANS OF INFORMATION

Communications with the Incident Commander at the Forward Command Post and the jurisdiction's Emergency Operating Center will be established via cell phone. Following the activation of the jurisdiction's EOC the Cook County Emergency Management Agency will be notified and advised of the nature and extent of the incident. Initial notification of the County will be accomplished via telephone followed by the transmission of a Flash Report via fax. Continued communication between the jurisdiction's EOC and county EOC will be accomplished via telephone and VEOCI.

## EMERGENCY OPERATIONS CENTER AND INCIDENT COMMAND

During an emergency, it is critical to have a central location where essential personnel gather to direct and control emergency operations. The South Barrington Emergency Operations Team) has primary responsibility for Emergency Operations Center (EOC) activation and operation and provides staff support to the EOC. When activated, the EOC serves as the central location for management of the emergency or disaster. Additionally, EOC Team has primary responsibility for, Mass Care Management Resource Management Communications Management, and Volunteer Resource Management, this annex will serve as a guide to the Team in outlining the responsibilities for operating the EOC and ensure the coordination of EMA personnel for the establishment of communication operations.

The EOC will be the primary direction and control facility for collecting, recording, analyzing, authenticating, and retaining disaster information. Each department is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. The EOC will be supported in the field by an Incident Command Post (ICP) or Unified Command Post (UCP).

In the event of the arrival of county, state or Federal officials for duty in the EOC, the Village of South Barrington CEO will maintain direction and control of the situation. The village Center of Operations located at **30 S. Barrington Road**, will function as the primary EOC.

The location of an alternate EOC will be determined at the time of the incident based on the availability of facilities. In the event of a large-scale emergency or disaster, the EMA will open the EOC at the direction of the CEO or designee to one of three levels of operations. The opening of the EOC in a major incident or event affords the most effective way to direct and control, through a unified approach, necessary manpower and resources. The IC/ICP and field staff will report all pertinent information to the EOC-T Emergency Operations Center Team member within their functional chain of command within the EOC.

## ACTIVATING THE EMERGENCY OPERATIONS CENTER (EOC)

Following the onset of an emergency when the Incident Commander determines the situation exceeds the capabilities in the field, he contacts the President to request implementation of the jurisdiction's emergency plan and activation of the EOC. Based on this request, the Village President will issue a Declaration of Emergency, which authorizes the activation of the jurisdiction's emergency plan, thereby implementing predetermined emergency procedures and allowing access to additional resources. The President, or his emergency interim successor functioning as the Principal Executive Officer, will be responsible for all emergency operations within the Village. The Incident Commander, responsible to the President, will serve as the lead agency for the community providing direction related to the mitigation of the incident.

Following the signing of the declaration, the Village Administrator/Clerk will attest to the signing and the declaration will be posted in the appropriate place designated by the jurisdiction for posting of legal documents. At this time the Village Administrator will notify members of the Crisis Management Team to assemble in the EOC. Reasons the EOC might be activated include:

- A. Level IV – A significant local incident or a regional incident. Most Command and General staff positions are filled within the ICS. The local EOC may be involved and would be making decisions of a strategic nature. Mutual aid resources are present and there may be a need to supplement these resources to bring the incident to a logical conclusion. A local disaster or emergency may be declared.
- B. Level III – Regional incidents which may extend over multiple operational periods. The ICS Command and General staff positions will be filled and an Incident Action Plan (IAP) will be written. The local EOC will be involved and would be making decisions of a strategic nature. An Incident Management Assistance Team (IMAT) may be utilized as well as the local and county EOC's. Some assistance from State of Illinois agencies may be required to resolve the incident.
- C. Level II – Incidents affecting an entire region. The ICS Command and General staff positions will be filled and an IMAT may be operating with the local responders to develop an IAP for several operational periods. State resources will likely be involved and the incident will involve the issuance of a State Disaster Declaration.
- D. Level I – These incidents qualify as Incidents of National Significance. There may be one or several IMAT that are working to develop IAP's for each of several

operational periods. There will most likely be a State Disaster Declaration and there may be a Federal Declaration of Emergency or a Declaration of a Major Disaster. State and Federal resources will be engaged in the management of the incident.

- E. **Terrorism Threat Level Red** – Homeland Security Alert System (HSAS) alert level; local or national.

Weather **WARNING** - Actual damaging weather has been sighted, or other actions have occurred.

Tactical decisions related to mitigation of the incident will be made by a unified command group functioning at a forward command post. Strategic decisions regarding the impact of the incident on the community at large, impacts on neighboring communities, and supporting the requests of the unified command group will be made in either the municipal or county emergency operating center (EOC).

## COORDINATION OF PRESS RELEASES

Information released to the public will be coordinated with the emergency operations team and the Public Information Officer. All information will be disseminated through the Media Operations Center and be approved by the CEO prior to dissemination. Only the County Coroner can report fatality figures

Members of the media will not be allowed access to the EOC. Security personnel at the entrance will direct media personnel to the Media Briefing Center (MBC) situated at the lower level of 30 S. Barrington Rd, South Barrington, Illinois. The Village PIO will coordinate all press releases among response organizations.

## MANAGING THE EMERGENCY OPERATIONS CENTER

The Village President has overall responsibility for command of emergency operations Department. The Village Administrator, assisted by the Crisis Management team is responsible for developing plans, coordinating operations, and assuring the EOC has the necessary supplies and equipment to support the requirements of the Crisis Management Team and support personnel.

The South Barrington Police department will provide security and restrict access to the EOC upon activation. Only those personnel identified as members of the Crisis Management Team, their designees, support staff, and personnel authorized by the Village Administrator, Trustees, and the ESDA Coordinator will be permitted access to the EOC.

Each department head will handle the same functions in the EOC that they normally handle in day-to-day operations of the village in addition to any other duties they have been assigned in this EOP or by the CEO. The EOC-T (Emergency Operations Team) will act as

advisors to the CEO. The CEO will be in command of all personnel and of all activities in the EOC.

## EVENT LOGGING

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During an emergency, it is the responsibility of the EOC team to log all activities beginning with the declaration of emergency and all major associated activities and actions including but not limited to: inspections, key personnel changes, key changes in response activities, Media briefings, emergency reports from incident command, and closing of the EOC. This documentation will serve as an important part of the recovery after an emergency. Sample forms are included in appendix.

## DEBRIS REMOVAL

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During or after an emergency is over, debris removal is a consideration. Immediate removal may be necessary when public safety, transportation thoroughfares, and access to emergency vehicles are an issue. When an on-going investigation requires debris to remain in place, the Village will act accordingly. The primary resource for debris removal for the village is: Cuba Township Highway Department.

## MAINTENANCE OF THE ANNEX

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This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan. This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## PRE-OPERATIONS CHECKLIST

### EMERGENCY OPERATION CENTER

Complete: Yes/No	Maintain an up-to-date listing of Crisis Management Team personnel.
Complete: Yes/No	Periodically test emergency telephone and communications circuits to ensure operability in times of emergency.
Complete: Yes/No	Prepare operations packets for each member of the Crisis Management Team. This packet should include: <ul style="list-style-type: none"><li>• Department Annex</li><li>• Scratch paper</li><li>• Pens/pencils</li><li>• Message log</li><li>• EOC name card</li><li>• EOC floor plan-with telephone numbers</li><li>• I.D. Badges</li></ul>
Complete: Yes/No	Develop training and exercising program to ensure that all members of the Crisis Management Team are familiar with EOC operations.
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	Train the EOC staff in the use of the EOC message form.
Complete: Yes/No	Train supporting staff, Message Controller, Group Chief, Plotters, etc. in EOC operations procedures.

## **FUNCTIONAL ANNEX B COMMUNICATIONS**

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### **PURPOSE**

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Emergency Support Functional Annex 2 – Communications ensures the provision of communications support to all EOC Team response efforts during a disaster or emergency. This Annex supplements the daily communications plan of the response departments of the village.

Functional Annex 2 coordinates telecommunications and the restoration of the telecommunications infrastructure. This annex supports all departments and agencies in the procurement and coordination of all telecommunications services from the telecommunications and information technology (IT) industry during an incident response.

Communications is information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

Where appropriate, communications services may be provided through various agencies including State of Illinois Terrorism Task Force (ITTF) ITECS, ITTF Command Vehicles, MABAS regional communications, RACES/ARES, Ham Radio Operator Clubs, National-Level Programs including the Shared Resources (SHARES) High-Frequency Radio Program, Telecommunications Service Priority (TSP) Program, Government Emergency Telecommunications Service (GETS), Wireless Priority Service (WPS) and VEOCI.

### **SITUATION AND ASSUMPTIONS**

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Historically, communications have been the one function which is prone to fail in a disaster or emergency. Proper preparedness beforehand and planning during the incident can provide a high level of support to the overall operations.

The initial communications response will be conducted through QuadCom E-911. When an incident escalates to require activation of the EOC, Emergency Communications (EC) will also be activated. EC will provide communications capabilities to all staff within the EOC and operationally through the backup Police Department communications. EC may also be activated in support of EMA emergency operations and call-outs at the discretion of the EMA Coordinator.

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

## CONCEPT OF OPERATIONS

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Initial notification of a request from the public will be received through QuadCom E-9-1-1. In the event the E-9-1-1 facility is directly impacted by the incident, they have agreements in place to move to an alternate facility. In the event that the communications with E-9-1-1 are disrupted, agreements are in place to have a neighboring community provide E-9-1-1 services. This Scope includes:

- Process and coordinate requests for communication support as directed under the Village Emergency Operations Plan (EOP)
- Report damage to communications infrastructure as a result of the incident
- Coordinate communications services in support of evacuation, mass care, damage assessment, life safety operations, etc. and support prevention, preparedness and mitigation efforts among communications infrastructure stakeholders at the local, regional and state levels.

When activated, the EOC coordinates and supports communications requirements. The following guidelines are observed to meet its domestic incident management responsibilities:

- Telecommunications management occurs on a bottom-up basis: decisions are made at the lowest level, with only those issues requiring adjudication or additional resources being referred to the next higher management level.
- EOC Team will coordinate with the county telecommunications officer to ensure state communications requirements do not conflict with local needs.
- EOC Team controls its communications assets in the incident area and coordinates their use in the operation. Other agencies that provide telecommunications assets in support of the response also control their assets, but coordinate use with EOC Team.
- Uniform emergency telecommunications management and operational plans, procedures, and handbooks are used throughout the entire operating environment.
- Primary communications will use normal, day-to-day equipment when possible. When necessary, radio communications will be the primary method of notifying the field units of the operational transfer from the primary EOC to any alternate or another organization's EOC.
- Communications will follow the standards called for under the ICS. The IC will manage communications at an incident, using a common communications plan and an incident-based communications center established solely for use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.
- Agencies must plan in advance for the effective and efficient use of information management technologies to tie together all command, tactical, and support units involved in incident management and to enable these entities to share information critical to the mission execution and the cataloguing of required corrective actions.
- Incident notification takes place at all levels. Although notification and situation report data must be standardized, it must not prevent information unique to a reporting organization from being collected or disseminated.

Standardized transmission of data in a common format enables the passing of appropriate notification information to a national system that can handle data queries and information and intelligence assessment and analysis.

Primary and support agencies are responsible for ensuring that a continuous flow of critical information is maintained as needed among multi-jurisdictional and multi-disciplinary emergency responders, command posts, agencies and the governmental officials for the duration of the emergency response operation in compliance with the National Incident Management System (NIMS).

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The EOC Team holds primary responsibility for communications however the village administration will play a major role in ensuring access to telecommunications systems. The village president, village administrator or police chief hold responsibility for notification to the community through the Blackboard (reverse 911) system. Information technology contractors will play a major support role in all technology based communications methods. The Police Department will be primary and the county will play support roles in managing radio communications. The Illinois Emergency Management Agency will play a role in acquiring additional resources in a major disaster or emergency and with technological support for the **Cook County Duty Desk at 312-603-8185, [duty.desk@cookcountyl.gov](mailto:duty.desk@cookcountyl.gov)**.

The Details of VEOCI are being worked out at this time on the support information that can be managed through this site. Those details may include:

- assessing anticipated/actual damage to communications infrastructure,
- identifying service requirements,
- prioritizing requirements,
- monitoring the developing situation/response,
- rendering status reports,
- coordinating service provisioning and restoration as required,
- identifying operational telecommunications assets available for use within the affected area,
- identifying telecommunications assets not within the affected area that may be brought physically or employed electronically to support the affected area,
- identifying actual and planned actions of commercial telecommunications companies toward recovery and reconstruction of their facilities, and obtaining information from transportation relative to road, rail, and other transportation conditions in the area and whether they can be used to get mobile telecommunications systems into the area.

## ASSIGNMENT OF RESPONSIBILITY FOR MAINTENANCE OF ANNEX

This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan. This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification. The EMA Coordinator is responsible for the Communications function. He will coordinate all activities from the EOC. In situations where the Emergency Communications Center has been activated, the

Emergency Communications (EC) Leader will report to the EMA Coordinator within the EOC.

## COMMUNICATION SYSTEM IN POLITICAL SUBDIVISION

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The village is responsible for organizing their communication systems. In the event of an emergency, any back-sup systems will be sought from support agencies to protect the health and safety of the community. Special attention will be paid to the functional needs community, and communication will be provided to this population through Blackboard Connect.

## BACKUP METHODS OF COMMUNICATION

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If the EMA Coordinator is not available to direct emergency operations at the EOC, the chain of command listed below will be followed:

- 1) Coordinator
- 2) Chief of Police
- 3) Staff assigned by the CEO or EOC Team.

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with EOC responsibility is responsible for identifying a line of succession, at least three levels deep.

## RESPONSIBILITY BY PARTY

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In addition to the EMA responsibilities, the following groups have responsibility for support of the function:

Agency	Responsibility
Law Enforcement	Responsible for maintaining a secure environment within and immediately outside of the EC site, including limiting access to approved personnel in addition to providing support communications to the emergency response Responsible for providing communication of information to the resident population through the use of the Connect CTY system. The Police Department has full responsibility for all Village owned communications equipment
PIO	provide appropriate information to the general public regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the provision of support with all technology including hardware, software, tech support, internet

	connectivity and other technology needs of the staff in the EC, EOC and ICP Ensure the availability of critical incident stress debriefing as requested by the EOC Team
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Additional Support Agencies	
Firefighting	The Fire Departments will have responsibility for fire radio communications, for the prevention of fires related to communications systems, and emergency medical services provision to all communications staff within the EOC, EC or in the field

### ORGANIZATION ASSIGNED FOR COMMUNICATION SYSTEMS

The operating guideline(s) and procedure(s) for this function will be written and maintained by the Emergency Management Agency.

### REPRESENTATIVES FROM TASKED ORGANIZATIONS

After the Village President the responsibility will fall to the following chain of command:

Trustee: \_Joe Abbate\_\_\_\_\_

Village Administrator \_Robert Palmer\_\_\_\_\_

EMA Coordinator \_Natalie Karney\_\_\_\_\_

Public Information Officer \_Thomas Roman\_\_\_\_\_

Chief of Police \_\_Thomas Roman\_\_\_\_\_

# **FUNCTIONAL ANNEX C WARNING AND EMERGENCY INFORMATION**

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## **PURPOSE**

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The purpose of this annex is to identify the law enforcement role in disaster situations. Maintaining law and order and providing for the protection of life and property is the primary mission of the South Barrington Police Department. The Police Department has primary responsibility for evacuation procedures and this annex includes information regarding emergency evacuation processes.

## **SITUATION AND ASSUMPTIONS**

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Following a disaster, it is understood that law enforcement will play a critical role in responding to and recovering from the effects of a natural or man-made disaster. Many of the disaster situations which are most likely to affect the village will require the evacuation of a portion of the population or restriction of movement within the impact area.

The Police Department is full-time and has the necessary capabilities to handle most operations, with the support of other village departments. If necessary, off-duty personnel can be called in.

In a major disaster, law enforcement may be overwhelmed and have a need to call upon outside resources through mutual aid. Additional resources may be provided through the Illinois Law Enforcement Alarm System (ILEAS) or the Northern Illinois Police Alarm System (NIPAS).

In disasters involving terrorism, the need for crime scene integrity, security and preservation of evidence will be necessary.

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

## **CONCEPT OF OPERATIONS**

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Initial notification of a request from the public will be received through E-911. In the event the QuadCom facility is directly impacted by the event, they have agreements in place to move to an alternate facility. In the event that the communications with QuadComm are disrupted, agreements are in place to have a neighboring community provide E-911 services.

All law enforcement personnel, regardless of service, will work under the operational control of the South Barrington Police Chief and established departmental chain of command.

The Police Department has in place procedures for staffing in an emergency or unusual occurrence. Procedures are located in the Unusual Occurrences Plan located in the Police Department.

When an Incident Command Post (ICP) is needed, it will be the responsibility of the first officer on the scene. The ICP will be marked as specified in existing procedures. The ICP may be moved as the situation changes.

The Police Department has mutual aid agreements in place to provide immediate supplemental personnel and equipment. Additional resources may be provided through the Illinois Law Enforcement Alarm System (ILEAS) or the Northern Illinois Police Alarm System (NIPAS) division and various automatic response agreements. Specialized support may be obtained through state or Federal resources.

The Police Department has a procedure in place for the security, protection, relocation and housing of prisoners in custody or detained at the time of an emergency. The Police Department will limit access to the incident/emergency scene and evacuation areas during response and recovery operations. Additionally, the Illinois State Police have a “**Disaster Pass System**” which may be utilized.

The Police Department has information regarding evacuation staging areas and evacuation routes, under separate cover in both the police station and the EOC. This information is updated frequently to include such considerations as road construction and other conditions that may require changes in staging areas and routes.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The Police Department will be the primary law enforcement agency to provide services within the Village of South Barrington. The Deputy Chief will be responsible for developing operational plans for law enforcement and will serve as the principle advisor to the Chief of Police.

In addition to normal law enforcement duties, police officers may be utilized to assist in the dissemination of warning to the public; secure evacuated areas; access-control and provision of security for shelters, EOC and other designated service sites; evacuation of residents and other non-traditional police activities.

The Police Department will maintain mobilization plans that include provisions for the following specific tasks:

- Incident communications
- Alert stage operational adjustments (such as weather or HSAS)
- Primary and alternate staging area management
- Equipment distribution
- Task force evaluation
- Personnel designations
- Evacuation
- Transportation requirements support
- Access control measure management

In addition to the Police Department responsibilities, the following groups have responsibility for support of the function:

Agency	Responsibility
EMA	Provide support to the Public Safety & Security function with necessary transportation for evacuees and victims.
PIO	Provide appropriate information to the general public regarding all phases of the emergency response including evacuation orders and procedures. When activated, this information may be referred to/released from the Joint Information Center
Public Works	Provide support to the function which may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC-Team
Additional Support Agencies	
Townships & CC DOT	Provide support to the function which may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair

## DIRECTION AND CONTROL

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The Chief of Police will report to the EOC to coordinate all law enforcement activities. The Senior Officer on the scene will make status reports to the EOC on at least an hourly basis, or when the situation changes significantly. Personnel at perimeter checkpoints, traffic checkpoints, shelters, etc. should make regular reports through the chain of command. The Deputy Chief or Sergeant will act as liaison to other law enforcement departments and agencies involved in the response including local, state and Federal agencies.

## LINES OF SUCCESSION

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If the Chief of Police is not available to direct emergency response operations, the chain of command listed below will be followed:

1. Deputy Chief
2. Sergeant (by time in rank)
3. Police Officer (full-time, by time on the job)

## PLAN DEVELOPMENT AND MAINTENANCE

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This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan. This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## **FUNCTIONAL ANNEX D PUBLIC INFORMATION**

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### **PURPOSE**

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The purpose of this function is to describe the means, organization and process by which the Village of South Barrington will provide timely accurate, and useful information and instructions to area residents throughout an emergency. This includes information disseminated to the public through the media and other information sources on what is happening what the response organization is doing, and what the public should do to preserve its safety.

### **SITUATION AND ASSUMPTIONS**

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The Village of South Barrington has a responsibility to protect the health well-being and safety of its residents. In the event of Disasters, the EMA team and its technical advisors must assess the importance of disseminating information to the public during and after emergencies. This can include, but not be limited to information via the mass media, and social media. It is important to maintain that information is accurate, timely, and appropriate to avoid panic and maintain the operation of the village.

Incidents that would trigger implementation of this annex include: warning of potential danger, warnings to take cover or be aware of dangers, needs to find dispensaries for common resources, needs for evacuation, road closures, detours, imminent dangers, or the need to shelter in place. This annex assumes that media resources would complement and take leadership in regional issues such as impending storms flooding, or other natural disasters, and that local law enforcement would also take the lead where imminent danger from technological or man-made threats might occur. The village responsibility is in the immediate care of residents of South Barrington and information they need to know as it relates to their homes, property, and ability to travel in the community.

### **CONCEPT OF OPERATIONS**

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The nature of this annex is to have methodology in place to reach the maximum amount of residents quickly in the event of emergencies. The Village does not operate a media venue, but does have access to the web site of the village. The village has a regional warning system, and reverse-911 to disseminate information to homeowners.

In the event of an emergency after activation of the EOC, the team will determine the most appropriate information needed for the public to keep them safe. The assigned public information office will be the primary source for all information dissemination, and dissemination will occur through the pre-determined public information center.

Information and the messaging will be written by the Public Information Officer and approved by the president before being disseminated. Public information will be kept in a journal after dissemination to document the messages disseminated to the public. No messaging will include mortality statistics (this can only be disseminated by the County

Coroner), nor include information that can be damaging to reputations, property values, or personnel. The PIO will not reveal confidential legal or intelligence information that would be provided by law enforcement personnel. Public information will be provided through the media Relations Center located at: Village Hall upper level.

## ASSIGNMENT OF RESPONSIBILITY FOR ANNEX

Maintenance of this annex will be taken care of by the assigned public information officer and reviewed annually to update and synchronize with current technology and standards for information dissemination.

## ASSIGNMENT OF PUBLIC INFORMATION OFFICER

The role of Public Information Officer will be determined by the President of the Village of South Barrington and follow the lead of the Village President. This person will likely be the Chief of Police and be responsible for coordinating information gathering and production, rumor control, public inquiries and media relations as well as social media sites for the village. The PIO will also manage the dissemination of information to the functional needs community of the village.

## PUBLIC INFORMATION CENTER/MEDIA BRIEFING CENTER

The media briefing center will be located in the lower level of the village hall in South Barrington where regular board meetings are held. All press releases shall be posted on the door of the center after announcements. Directions to the MBC shall be posted on the door of the EOC, once the EOC is activated and times of the next dissemination of information shall also be posted.

## ORGANIZATIONS TASKED WITH SPECIFIC RESPONSIBILITIES

Agency	Responsibility
EMA	Provide support to the Public Safety & Security function with necessary transportation for evacuees and victims.
PIO	Provide appropriate information to the general public regarding all phases of the emergency response including evacuation orders and procedures. When activated, this information may be referred to/released from the Joint Information Center
Public Works	Provide support to the function which may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC-T

## ASSIGNMENT AND ACTIVATION

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The South Barrington PIO will be the Chief of Police, Thomas Roman, and will report to the EOC to act as PIO when the EOC is activated.

# **FUNCTIONAL ANNEX E DISASTER INTELLIGENCE/DAMAGE ASSESSMENT**

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## **PURPOSE**

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In any disaster there is potential for extensive and widespread property damage, injury, loss of life, interruption of utility services, and the generation of significant debris. In such an event, a planned damage assessment process is necessary to ensure safe and effective recovery operations.

The Village of South Barrington EOP provides for a planned damage assessment procedure and the implementation of recovery operations. An accurate assessment of damage to public and private property will have great bearing on upon the manner in which recovery operations are effected. As necessary, the village will request state, county and Federal support as it regards requests for disaster declarations.

In a major disaster, personnel may have a need to call upon outside resources through mutual aid. This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

## **SITUATIONS AND ASSUMPTIONS**

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Some disasters impact structures and require assessment for recovery. Utilizing impact assessment information from the affected area, and mapping of the affected area will be completed will allow for faster recover from losses. The information available within the first hours after the impact of the incident will be utilized by the DA function to form a plan for surveying the affected properties. Priority will be given to critical structures including bridges, public buildings, and structures which have been reported to be in danger of suffering further damage or collapse.

The Village of South Barrington recognizes that there is no public works department to assist with this function and will therefore need the assistance of outside resources to assist the Village engineers, Michael Moreland and Natalie Karney in assessments.

## **CONCEPT OF OPERATIONS**

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The State of Illinois has in place an assessment procedure that will effect a prompt and accurate picture of the damage, immediate emergency needs, and the need for state or Federal assistance.

Furthermore, the Village's field teams and damage assessment teams will make determinations related to damage extent, damage impact and the required response. These predetermined damage assessment teams will make on-site evaluations of residences, business structures, and public facilities. Damage assessment management does have in place a management succession strategy to provide for continuity of operations.

All damage assessment findings will be reported to the village EOC and through the EOC to the Cook County Department of Homeland Security and Emergency Management EOC to be shared with the appropriate IEMA response staff for analysis. The village recognizes all IEMA approved forms to facilitate reporting and will remain compliant with new versions of forms as they are released:

<http://www.illinois.gov/iema/LocalEMA/Pages/DamageAssessmentForms.aspx>

(See forms in index as well)

Additional support exists through the state and Federal government in completing the necessary documentation in support of a state or Federal disaster declaration. Teams of inspectors will follow the objectives outlined in the Incident Action Plan (IAP) in proceeding with inspections of facilities. Additional support may be accessed through mutual aid systems. Where possible and when available, teams will be comprised of at least 2 persons.

Additional resources may be available through the Illinois Emergency Management Mutual Aid System (IEMMAS). This system has been utilized to provide Emergency Management staff to augment the local Damage Assessment staffing. Specialized support may be obtained through state or Federal resources.

Aggregate damage assessment data will be disseminated in the following manner by the EOC:

- To the Public Information Officer for incorporation into damage summaries for the release to the media and sharing with local PIOs
- To the county EOC to be shared with the following:
- To the County Departments of Human Services and Health to identify areas where human and health needs are currently unmet. This information may also be shared with the Red Cross, Salvation Army or similar relief agencies.
- To the Illinois Emergency Management Agency. This data may be used to assist in the justification of a request for state or Federal disaster declarations.
- To each impacted taxing body (school, library, fire, etc.) to assist in follow-up activities to each Township Assessor's office to be utilized to assist in property re-assessment requests

## PLAN DEVELOPMENT AND MAINTENANCE

This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

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When the EOC is activated, the team will report to the EOC. The Village engineer or his/her designee will determine the assignment of all personnel and equipment in order to meet the objectives of the Incident Action Plan (IAP).

The Village engineer will assign assessment areas to the teams of inspectors. All Initial Damage Assessment information collected on the State of Illinois DA Forms and will be returned to the Village engineer within the EOC by the inspection teams.

The Damage Assessment team's primary purpose is to determine the extent and dollar value of damage to homes, businesses, other structures, and public facilities. A secondary function is to determine which buildings within the village are unsafe for habitation and to "red tag" those buildings.

All members of the assessment team(s) will receive training prior to their deployment. Basic team composition would include but not be limited to building inspectors, realtors, insurance agents, real estate brokers, public works officials, and possibly volunteers. To supplement those basic teams, Engineering, Police personnel, township tax assessors may also be called upon.

In addition to the Village engineer responsibilities, the following groups have responsibility within the function:

Agency	Responsibility
Law Enforcement	Support to the Village engineer in completing the initial damage assessment and in securing areas which have been deemed too dangerous by the assessment process
EMA	Provide support to the Village engineer by ensuring maintenance of communications systems to support the damage assessment function
Finance Committee	Provide support in all reporting requirements of the damage assessment function and will interface with Federal staff to ensure the maximum benefit of the DA information in a declaration
PIO	Provide appropriate information to the general public regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Public Works	Support by ensuring removal of debris
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure IT support to the DA teams in the form of laptop computers and technology support as required by the Illinois Emergency Management Agency (IEMA) Ensure the availability of critical incident stress debriefing as requested by the EOC-T

Additional Support Agencies	
CC DOT	CC DOT will support the Public Works function will provide debris removal in order to facilitate the DA teams completing their assignments, will provide a detailed damage assessment of all public properties and in securing areas which have been deemed too dangerous by the assessment process

### DISASTER INTELLIGENCE ASSESSMENT REPRESENTATIVE

The Village engineer is responsible for the Damage Assessment function. He/she will coordinate all damage assessment activities from the EOC. Damage Assessment teams will coordinate their activities and report to the Village engineer or his/her designee.

## FUNCTIONAL ANNEX F EVACUATION

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### STATEMENT OF PURPOSE

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Incidents may occur that requires the evacuation, dispersal, or relocation of residents from threatened or hazardous areas within the Village of South Barrington, 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 agencies that would be involved in coordinating and carrying out an evacuation.

### SITUATION

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The Village of South Barrington is subject to disaster, whether natural or man-made. During certain incidents, some of the Village residents may be asked to relocate. Relocation routes may need to be identified, and methodology developed to implement an evacuation plan at a moment’s notice. A map of the Village demonstrates routes of evacuation and jurisdiction of roadways.

### ASSUMPTION

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If a general or limited evacuation is recommended, the government of the Village of South Barrington 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

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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:

**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 movement's 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 President, 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 is responsible for making a protective action recommendation within the corporate boundaries of the Village of South Barrington. 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 Cook County EMA 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 medical professionals
- 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 Village Administrator. Notification will be accomplished through the following methods: Blackboard, Phone and / or door – to door.

The Village of South Barrington Emergency Management Agency Coordinator and Cook County Sheriff's office 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 Village of South Barrington is responsible for coordinating transportation for the special needs population within the community. The Village will coordinate with the townships to provide transportation if necessary. Evacuations will take into account the functional needs of people with disabilities, and accommodations will be made by the appropriate department for the needs of the disabled population and service animals. If it appears that a shelter will be needed outside the community, the ESDA Coordinator will coordinate the opening of that facility with the Cook County EMA and IEMA.

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

The SB Police and Cook County Sheriff's Department is tasked with maintaining primary and alternate evacuation routes in an open and passable condition.

A recommendation to re-enter an affected area will be forwarded to the Village President by the Incident Commander. This recommendation will be made in cooperation with supporting agency officials involved in the incident. If a reentry 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 President. If the evacuated area includes portions of a neighboring municipality or the unincorporated County, the reentry recommendation will be coordinated with the appropriate Village President and/or the Cook County Board President.

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

- |                |  |
|----------------|--|
| <b>Level 4</b> | Emergency workers only                             |
| <b>Level 3</b> | Damage assessment personnel and escorted media     |
| <b>Level 2</b> | Utility workers and escorted media                 |
| <b>Level 1</b> | Residents, property owners, and unrestricted media |
| <b>Level 0</b> | Unrestricted re-entry                              |

Further operational procedures are confidential and kept in the Village Departments SOPs/SOGs.

## ASSIGNMENT OF RESPONSIBILITY

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By Illinois law, the President of the Village of South Barrington is ultimately responsible for the protection of life and property. He 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 of South Barrington, the President 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 CCEMA through the Cook County President is responsible for the recommending the implementation of a General Evacuation for those unincorporated areas.

The Village of South Barrington Emergency Operation Center will be the direction and control point for all major decisions concerning evacuation. The Village President 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 and door-to-door, if appropriate.

## MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

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It is the responsibility of the Village Administrator with assistance of the CMT for the maintenances, review and updating of this annex.

## RESPONSIBILITIES

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

South Barrington Chief of Police  
Village President  
EMA Coordinator  
Village Engineer

## TRANSPORTATION RESOURCES

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Reference Mutual Aid Agreements, page 30

## **FUNCTIONAL ANNEX G MASS CARE**

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### **PURPOSE**

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The purpose of the Mass Care annex is to support efforts to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by disasters or Incidents of National Significance.

### **SITUATION AND ASSUMPTIONS**

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The Village of South Barrington has a resident population of approximately 4,565. With nearly 1,700 housing units. Due to the large number of single family dwellings, many residents could have inadequate shelter in the event of a major disaster or if large areas of the village need to be evacuated.

If a large-scale disaster occurs, many residents may need to evacuate and/or move to temporary housing. Adequate facilities for this purpose would have to include dormitory, eating, and bathing areas, medical assistance, and adequate heat and/or cooling. A major incident would involve the movement of large groups of residents to the various churches, hotels, etc., that would provide adequate shelter to these residents.

“Functional needs” residents are those residents who for whatever reason require additional assistance during an emergency situation. It is assumed that these individuals will need additional assistance during an evacuation. They may require special shelter accommodations and other special personal consideration such as medicine, dietary, translation, physical accommodation, etc. Village departments and community organizations exist to provide assistance with these individuals. Populations of special needs residents have been identified by the village staff in advance to provide for appropriate planning.

Emergency Welfare Services (EWS) include measures for feeding; clothing; housing in private and congregate facilities; registering, locating and reuniting families; care of unaccompanied children, the aged, the handicapped and other groups needing specialized care or service; necessary financial or other assistance; counseling and referral services to families and individuals; and all other feasible welfare aid and services to people in need during an emergency.

It can be assumed that most village residents are not adequately prepared to evacuate their home and will need substantial assistance from the village and service organizations in order to begin their recovery from a disaster or emergency.

Approximately 98% of all housing units within the village are owner-occupied. Of the remaining rental units, it can be assumed that the majority do not have renter’s insurance and would require long-term recovery assistance as well as immediate support following a disaster. Additionally, the housing units which are not mortgaged present a probability of not having adequate insurance to meet their needs.

It can be assumed from the US Census Bureau information that the village may have a resident population of Functional Needs population. However, the village median income and the density of population within the region also show that a great majority of the population have means available to provide shelter for themselves in a disaster in which nearby resources have not been impacted, so the potential sheltering needs could be much lower if those resources are still in place.

The Village of South Barrington has community based resources and organizations who would be called upon to provide this temporary Mass Care service. Those resources include: Barrington Area Council on Aging, PACE for transportation, and Willow Creek Community Church.

## CONCEPT OF OPERATIONS

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Mass care includes the management and coordination of shelter and feeding activities, provision for the bulk collection and distribution of relief supplies, and the operation of a system to assist in reuniting displaced families.

The EOC Team will make a determination on the necessity of mass care services to support the residential population. The provision of mass care is the responsibility of the EMA Coordinator.

EMA staff will coordinate efforts with outside agencies, as well as the Public Information Officer, for the implementation of this annex. It is quite possible that in the event of a disaster or unusual occurrence, citizens will be displaced from their homes. Officials will assist in finding temporary housing and supplies for displaced citizens.

The mass care function includes overall coordination, shelter, feeding and other activities to support emergency needs of victims as described below:

- **Coordination:** This includes coordination of local, state and Federal assistance in support of non-medical mass care services, and gathering information related to sheltering and feeding operations in the impacted area.
- **Shelter:** Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and use of similar facilities outside the incident area, should evacuation be necessary.
- **Feeding:** Feeding is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards to include meeting requirements of victims with special dietary needs to the extent possible.
- **Emergency First Aid:** Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites.
- **Disaster Welfare Information (DWI):** DWI collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

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The Emergency Management Agency (EMA) is designated within the village to coordinate mass care services. The EMA Coordinator will have administrative responsibilities for shelter services.

In the event of an emergency or disaster situation, the EMA Coordinator will report to the EOC to coordinate mass care services. The Coordinator may delegate responsibility for the coordination of this function to a Mass Care Manager. The Coordinator will provide status reports, outlining community needs to the EOCTeam to support requests for Federal assistance.

The EMA is responsible for determining the needs to open a shelter, locating shelter facilities, for the administration of those shelter facilities, providing or ensuring communications between those facilities and the EOC, and for the development of the Mass Care Annex of the EOP.

The American Red Cross and Willow Creek Community Church are considered the primary resources and facility for setting up a mass care shelter.

In addition to the EMA responsibilities, the following groups have responsibility for support of the function:

Agency	Responsibility
EMA	As the lead for Communications, the EMA will ensure communications exist between village-based shelters and the appropriate work group within the EOC. EMA will also ensure mass care feeding operations for shelter facilities
Law Enforcement	Responsible for maintaining a secure environment within and immediately outside of all mass care sites including shelters when necessary, warehouse sites, and bulk distribution sites
PIO	The PIO will work with the EMA Coordinator to provide appropriate information to the general public regarding all phases of the emergency response including location and hours of operation for all mass care facilities. When activated, this information may be referred to/released from the Joint Information Center
Volunteer Resources	Provide additional manpower as available and needed in order to support the function.
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC-T

Additional Support Agencies	
BACOA	The Barrington Area Council On Aging may provide support to the function as it concerns the elderly population affected by the disaster
CCDPH	The Cook County Department of Public Health is currently working on a plan for mass humanitarian care in a major

	health incident including pandemic flu. Some resources for management of quarantined individuals exist through the county
Firefighting	The Fire Departments will provide support to the function in order to provide emergency medical services, inspection of all public shelters for basic fire prevention, and other life safety features. Fire extinguishers will be provided if not already available. It will be the responsibility of the Fire Prevention Division to conduct these inspections
School Districts	The Superintendent of the local School Districts may be asked to provide support to mass care operations as shelter facilities or with support for other operations

Additional resources which may be available to the residents through external organizations may include:

- Area social service organizations who offer shelter in emergencies
- Nursing homes may provide sleeping space to functional needs residents
- Local churches and PADS may provide shelter, personnel, food and/or clothing
- Local schools may provide shelters, food and/or transportation
- Salvation Army may provide clothing, supplies and manpower as needed.
- American Red Cross may provide personnel, food, water, clothing, medical assistance, and/or mental health services
- Local food pantries, Barrington and Cuba Townships may supply and store food. Townships may also provide clothing items
- Good Shepherd Hospital, Northwest Community Hospital, Sherman Hospital, St. Joseph's, and St. Alexius may provide medical supplies and expertise in the performance of first aid procedures
- Local hotels and motels may provide discounted shelter
- Emergency shelter equipment may be requested or purchased from the Salvation Army, American Red Cross, and area retail stores

## PLAN DEVELOPMENT AND MAINTENANCE

This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

This emergency operation plan provides for operating annexes, approved by the Emergency Management Team, to prevent such annexes from conflicting with other portions of the village Emergency Operations Plan (EOP). This plan is updated, as needed, however it is reviewed in its entirety every two years. Implemented revisions are submitted to village and county authorities for approval.

## RESPONSIBLE PARTY FOR COORDINATION AND FEEDING AND MEDICAL CARE

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The EMA Coordinator is responsible for the coordination of the Mass Care function. He will coordinate all services from the EOC. Mass Care teams will coordinate their activities and report to the EMA Coordinator or his/her designee.

Food would be coordinated through the EMA coordinator and medical services would be provided by shared resources. Whenever possible the facility would be merged with other local community efforts. And supplemented by Red Cross Services.

## LINES OF SUCCESSION

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When the EOC is activated, the person in charge of mass care would be assigned by the Village president. If the EMA Coordinator is not available to direct emergency operations at the EOC, the chain of command listed below will be followed:

- 1) Coordinator
- 2) Staff assigned by the CEO or EOC-T.

## MEDIA RELEASES

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Media coordination for mass care services will be facilitated by the team and mass care coordinator.

## **FUNCTIONAL ANNEX H PUBLIC HEALTH AND MEDICAL SERVICES**

### **PURPOSE**

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The purpose of this annex is to define activities and responsibilities for providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health and mental health service.

### **SITUATION AND ASSUMPTIONS**

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Many situations can arise which threaten public health such as food and water contamination, insect or rodent infestation, removal and burial of the dead, support to special needs populations, and mental health issues. Evacuation services, mass care, and search and rescues may also trigger the need for the village to be prepared to respond effectively to these situations in order to protect the welfare of its residents.

Public education is an extremely important part of any disaster response and can help to mitigate the effects of health hazards. Every effort will be made to educate the public regarding hazards prior to, during and following a disaster incident.

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

There exist within the village, persons who may require additional support with daily living, medical and other functional support services. Those requirements may be temporary or permanent. Those requirements may be caused by the disaster or be pre-existing. It is further assumed that social service and other support agencies which provide daily services will be available following a disaster.

### **CONCEPT OF OPERATIONS**

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In a major disaster, personnel may be overwhelmed and may have a need to call upon outside resources through mutual aid. The area Fire Departments which provide emergency medical services on a daily basis will be relied upon to provide those same services during an emergency. Those Fire Departments are members of the Mutual Aid Box Alarm System (MABAS) and have access to sufficient resources to conduct necessary response operations.

Additional support from the Cook County Department of Public Health may be utilized in determining the environmental hazards within the affected area.

## PLAN DEVELOPMENT AND MAINTENANCE

This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan. This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The local Fire Departments maintain primary responsibility for public health, including mental health services. The Fire representative will ensure that all health-related threats are mitigated following a disaster, that proper hygiene and environmental protective measures are taken, and that special needs populations are cared for in the most effective manner with the resources available to the community. The Fire Departments will work in coordination with Public Works and Support Function – Animal Care, and the Water Facility operators, in conducting health operations.

In addition to the Fire Departmental responsibilities, the following groups have responsibility for support of the function:

Agency	Responsibility
First Responders	Police and Fires serviced have day-to-day responsibility for initial responses in emergencies, and will retain that responsibility in a disaster or emergency operation. This will include all of the same types of facilities that they inspect on a regular basis
PIO	The PIO may provide news media releases and information detailing the hazards within the disaster area as well as information from public health regarding precautions, immediate medical steps and availability of medical or first aid support. When activated, this information may be referred to the Joint Information Center
Township, Water operators	Responsible for public water and sewage disposal and will retain that responsibility in a disaster or emergency operations, water sampling and recommending village boil orders Ensure removal and disposal of animal carcasses
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration/Waste management?	Ensure the availability of sanitation services Ensure the availability of critical incident stress debriefing as requested by the EOC-T
Mental Health services	Incident stress management and crisis counseling for volunteers and team

Additional Support Agencies	
CCDPH	The Cook County Department of Public Health is currently working on a plan for mass humanitarian care in a major health incident including pandemic flu. Some resources for management of quarantined individuals exist through the county

## DIRECTION AND CONTROL

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The Village Manager and EMA coordinator are responsible for coordinating all activities of the Health and Medical function with the approval of the Village President. He will coordinate all related activities from the EOC. Health teams will coordinate their activities and report to the Volunteer Coordinator or his/her designee. The Volunteer Coordinator has the authority to delegate these responsibilities to the Medical Volunteer Corps Director.

## LINES OF SUCCESSION

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When the EOC is activated, the coordinator for medical services will report and work under the leadership of the Village President and EOC team. If the Coordinator is not available to direct emergency operations at the EOC during a hazardous materials incident, the chain of command listed below will be followed:

- 1) Village Manager and EMA Coordinator
- 2) Assistant Coordinator
- 3) Staff member as appointed by CEO or EOC-T (Emergency Operations Center Team)

## **FUNCTIONAL ANNEX I- EMERGENCY MORTUARY**

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### **PURPOSE**

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The purpose of this annex is to define the activities and responsibility of collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.

### **SITUATION AND ASSUMPTIONS**

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Establishing emergency mortuary services after a major disaster is critical to prevent serious health problems for the population of South Barrington. Establishment of temporary morgues would require effective cooperation between the village and Cook County Medical Examiner (ME) office.

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency. The Illinois Funeral Directors Association Emergency Response System is a mutual aid resource that is available to the community through the County Medical Examiner's office.

### **CONCEPT OF OPERATIONS**

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The County Medical Examiner is responsible for the investigation of unusual deaths. As required, the County ME may establish one or more temporary morgues and call upon local mutual aid, state and Federal agencies to assist in identification. Communication will be maintained between the morgues and the EOC. Agreements that have been made with funeral homes may be activated. Any changes in authority will be communicated through the EOC to all interested parties.

Additional support from the Cook County Department of Public Health may be utilized in determining the environmental hazards within the affected area.

### **PLAN DEVELOPMENT AND MAINTENANCE**

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This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

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## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

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The County Medical Examiner has Standard Operating Procedures for the coordination of emergency mortuary services, the establishment and operation of temporary morgues and the identification of remains.

In addition to the ME's responsibilities, the following groups have responsibility for support of the function:

Agency	Responsibility
Law Enforcement	Provide additional security and access control services, intelligence gathering, protection of evidence, and other normal law enforcement responsibilities as requested by the respective County ME
PIO	Provide appropriate information to the general public regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Public Works	The Public Works Committee will provide support to the function which may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC Team

Additional Support Agencies	
Firefighting	The Fire Departments will provide protective respirator devices, clothing, equipment and antidotes for personnel assigned to perform duties in hazardous, chemical, radiological, or biological environments. The Fire Departments will also provide support to the ME regarding health issues related to the operation of a morgue

## DIRECTION AND CONTROL

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The Fire Departments assume primary responsibility for emergency mortuary response operations. The ME or his/her Deputy will report to the EOC. Hourly reports from the morgues will be made to the EOC. Remains identification information will be provided to the EOC prior to the release of any information to the public or media. The Fire Department representative will contact the Cook County Department of Public Health and the Illinois Department of Public Health.

If expansion of the mortuary is necessary during a mass casual incident it will be under the direction of the Cook County Medical Examiner.

## LINES OF SUCCESSION

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Once the EOC is activated the person in charge of health and medical services will make arrangement with shared resources to coordinate the mass casualty incident. If the EMA Coordinator is not available to direct emergency operations at the EOC during a mass casualty incident, the chain of command listed below will be followed:

- 1) Coordinator
- 2) Staff person assigned by CEO or the EOC Team

## **FUNCTIONAL ANNEX J RESOURCE MANAGEMENT**

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### **PURPOSE**

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During an emergency, the management of critical resources will play a key role in an effective and efficient emergency response. This annex will serve as a guide to the Crisis Management Team in identifying those agencies that will be involved in management of people, equipment, facilities suppliers and other resources to satisfy the needs generated by a disaster. resources and to define their respective roles.

### **SITUATION AND ASSUMPTIONS**

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The Chicago area is a resource-rich region; however, a major/catastrophic disaster or a widespread disaster will tax the local resources. Effective resource management is critical to ensure the response proceeds in a timely manner as well as a cost effective manner. The over-use or under-use of resources can cause serious challenges to a response.

The village has available sufficient resources to manage most incidents. In a large-scale or widespread emergency, support in the form of resources would be sought through all of the agreements that are in place. Initial response will utilize resources which are carried with the responders during their normal duties. Additional resources will be required immediately in a major incident. At some point in the response, resource requirements will arise that exceed the responding agencies capability. This may take the form of a need to obtain additional equipment, personnel, or services not normally provided by a responding agency.

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

### **CONCEPT OF OPERATIONS**

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The underlying concepts of resource management are:

- It provides a uniform method of identifying, acquiring, allocating, and tracking resources,
- It uses effective mutual aid and donor assistance and is enabled by the standardized classification of kinds and types of resources required to support the incident management organization,
- It uses a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations,
- Its coordination is the responsibility of EOC's and/or Multi-Agency Coordination (MAC) entities, as well as specified elements of the ICS structure,
- It should encompass resources contributed by the private sector and non-governmental organizations.

Deployment of resources will follow the Incident Action Plan for the operational period. The IAP will utilize resources in accordance with the following priorities: life safety, protection of property, and incident stabilization.

Emergency responders will exhaust their organizational resources prior to requesting support from the Resource Unit. Costs will be considered the responsibility of the requesting agency or department. The EMA staff will work with the Finance Committee Chair to ensure legal and financial accountability in the purchase, lease or rental of all resources.

Resource managers identify, refine, and validate resource requirements throughout the incident life cycle. This process involves accurately identifying 1) What and how much is needed; 2) Where and when it is needed; 3) Who will be receiving and/or using it.

Resources to be identified in this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams. If a requestor is unable to describe an item by resource type or classification system, resource managers provide technical advice to enable the requirements to be defined and translated into a specification. Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process.

Coordination will begin at the earliest possible point in the incident life cycle .

Emergency responders in the field will make their chain of command leadership in the EOC aware of their resource needs on a daily basis at a minimum. The following information should be shared by those requesting resources:

- 1) What is requested
- 2) Why it is needed
- 3) Who needs it
- 4) Where it is needed
- 5) When it is needed
- 6) How long it will be utilized.

It is anticipated that offers of donations will be received but it is unlikely that there will be a public request for donations. The PIO will ensure that news media releases provide appropriate and specific information regarding resource requirements and what community based groups are willing to receive donations of goods. Should unsolicited donations arrive, every effort will be made to get the items to a community-based organization which will ensure they are used to support local response efforts.

Resource managers use validated practices to perform key resource management tasks systematically and efficiently. Examples include: 1) Acquisition Procedures; 2) Management Information Systems; 3) Ordering, Mobilization, Dispatching and Demobilization Protocols (. The EMA Coordinator is responsible for supporting each department in identifying current resources and typing those resources in a NIMS-compliant database. The village utilizes NIMSCast to categorize and track resources. Resources are categorized by size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within the jurisdiction, across jurisdictions, and between governmental and non-governmental entities more efficient and ensures that IC's receive resources appropriate to their needs.

Requests for items which cannot be obtained locally through the EOC will be forwarded by EMA staff to the county EOC, state EOC, or Multi-Agency Coordination entity to be filled.

## PLAN DEVELOPMENT AND MAINTENANCE

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This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

This emergency operation plan provides for operating annexes, approved by the Emergency Management Team, to prevent such annexes from conflicting with other portions of the village Emergency Operations Plan (EOP). This plan is updated, as needed, however it is reviewed in its entirety every two years. Implemented revisions are submitted to village and county authorities for approval.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

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The EMA is responsible for overall resource management during a disaster or emergency. The EMA Coordinator, through delegation from the Mayor, is responsible for resource management activities during an Incident of Local or Regional Significance. Additional responsibilities include:

- Provide management and coordination for the Critical Resource Logistics and Distribution capability, from activation through demobilization
- Initiate the resource logistics and distribution process, including identifying and establishing a logistics staging area (LSA)
- Based on tasking from the EOC/MAC per field needs assessments, determine types of resources needed to support response operations
- Request and acquire resources from local, state, Federal or private providers
- Once a resource request has been filled, deploy the resource to the incident through the logistics staging area (LSA) and in coordination with the EOC

Each functional department is responsible for the management and maintenance of their internal resources. Motor vehicles are provided and supported in coordination with Cuba Township.

Requests for items which cannot be obtained locally through the EOC will be forwarded by EMA staff to the county EOC, state EOC or Multi-Agency Coordinating entity to be filled. Additional staff who may be called to work within the Resource Unit include: Volunteer Manager; Check-in/Status Recorder; and administrative support staff as requested by the EOC-T members. Support from the Finance and Logistics Sections will also be expected.

In addition to the EMA responsibilities, the following groups have responsibility for Resource support:

Agency	Responsibility
Finance Committee	Ensure that processes and procedures are in place that will allow for timely reimbursement of resource providers
Law Enforcement	Responsible for police equipment, resources and personnel.
PIO	Provide appropriate information to the general public

	regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Cuba Township	Provide support to the function which may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure support with all technology including hardware, software, tech support, GIS mapping and other technology needs of the staff in the EOC Ensure the availability of critical incident stress debriefing as requested by the EOC Team

<b>Additional Support Agencies</b>	
Firefighting	The Fire Departments will have responsibility for fire apparatus, resources and personnel.

## DIRECTION AND CONTROL

The EMA will be the primary direction and control for resource support and management activities. Each department is responsible for reporting resources needs and status of resources to the EMA within the EOC. The Resource Unit Leader will be supported by the Logistics and Finance Sections.

## LINES OF SUCCESSION

If the EMA Coordinator is not available to direct emergency operations at the EOC, the chain of command listed below will be followed:

- 1) Coordinator
- 2) Staff assigned by the CEO or EOC Team.

## **HAZARD SPECIFIC ANNEXES**

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### **HAZARDOUS MATERIALS**

#### **PURPOSE**

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The purpose of this annex (Oil and Hazardous Materials Response) is to define the responsibilities of emergency response to a hazardous materials incident within the village.

#### **SITUATION AND ASSUMPTIONS**

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There are industrial facilities located on the border of the Village of South Barrington. Many of these store and/or utilize large quantities of hazardous chemicals. All classes of hazardous chemicals, including etiological and radiological substances are present to some degree. Additionally, there are major transportation routes through the village which present the threat of transportation-related hazmat incidents.

Each county has a Local Emergency Planning Committee (LEPC) comprised of elected officials, law enforcement officers, emergency responders, emergency managers, media, community members, industry, transportation, and medical representatives. LEPC are mandated to develop and implement comprehensive emergency response plans regarding potential HazMat emergencies/disasters within their respective planning districts. LEPCs will maintain a database of facilities that have reporting requirements under (430 ILCS 100/) Illinois Emergency Planning and Community Right to Know Act. The Village of South Barrington may recover HazMat emergency response costs in accordance with Illinois law 415 ILCS 5/ Environmental Protection Act.

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

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#### **CONCEPT OF OPERATIONS**

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The Village of South Barrington has no resident Fire Department and relies on service provided by the Barrington Area Fire District, Hoffman Estates Fire Department and East Dundee Fire District which are a combination of departments with full-time and paid-on-call staff. These departments have the necessary capabilities to handle most fire responsibilities. When necessary, off-duty personnel can be called in.

Initial notification of a request from the public will be received through QuadCom E-911. In the event the QuadCom facility is directly impacted by the event, they have agreements in place to move to an alternate facility. In the event that the communications with QuadCom are disrupted, agreements are in place to have a neighboring community provide E-911 services.

Primary responsibility for mitigation of problems related to a hazardous materials incident rests with the Fire Departments. The responding department will activate the hazardous

materials response team. Incident Command will be established at the affected location and will report regularly to the EOC.

The Village holds responsibility for the support to residents displaced from their residence due to a hazardous materials incident and will do so utilizing the appropriate Annex from this plan.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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The Fire Department staff will direct response actions following applicable departmental SOP's and SOG's.

In addition to the Fire Departmental responsibilities, the following groups have responsibility for support of the function:

Agency	Responsibility
Law Enforcement	Provide additional security and access control services as requested
PIO	Provide appropriate information to the general public regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Cuba Township	Provide support which may include, heavy equipment, detection equipment, materials including gravel and sand, and will provide support with village vehicles.
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC Team

## PLAN DEVELOPMENT AND MAINTENANCE

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This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## DIRECTION AND CONTROL

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The Fire Chief or his/her designee will direct operations in the field. The Fire Chief will be the lead advisor to the CEO and the EOC Team within the EOC. If the EMA Coordinator is not available to direct emergency operations at the EOC during a hazardous materials incident, the chain of command listed below will be followed:

- 1) Coordinator
- 2) Staff person assigned by the CEO or the EOC Team

## **SUPPORT FUNCTION ANNEXES**

### **ANNEX A – ANIMAL CARE**

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#### **PURPOSE**

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The purpose of this support annex is to provide guidelines from which the Emergency Management Agency will facilitate the appropriate care of animals in a disaster setting.

#### **SITUATION AND ASSUMPTIONS**

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In disasters, animal owners may hinder effective emergency management by remaining with their animals during an evacuation, attempting entry to non-animal shelters, or by attempting re-entry to access-controlled areas to retrieve animals. In addition, the environment may be affected by disrupted livestock systems.

The Animal Care Support Annex to this Emergency Operations Plan was implemented through a collaborative effort among the local and county Emergency Management Agencies, and animal care providers within the area. This annex facilitates the care of the large segment of society that owns animals for companionship or revenue, maintains the quality of life that the human-animal bond provides, and ensures the optimal level of care for the environment and safety in public health.

There exist within the village, persons who may require additional support with daily living, medical and other functional support services that require service animals. Those requirements may be temporary or permanent. Those requirements may be caused by the disaster or be pre-existing. It is further assumed that social service and other support agencies which provide daily services will be available following a disaster.

#### **CONCEPT OF OPERATIONS**

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The Coordinator of the Emergency Management Agency will report to the EOC when called upon to do so. The Coordinator will designate a paid or volunteer staff person to act as the Animal Care Coordinator.

Consideration for pets, service animals, large animals, and exotic animals, must be made by the Coordinator. Each group has unique needs and potential support resources. A listing of potential support resources is located in the EOC.

Animal care must be coordinated with mass care, transportation, and public safety in order to ensure the safety of the animals as well as the general population.

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## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

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The EMA is responsible for Animal Care within this Emergency Operations Plan. The EMA Coordinator will assign an Animal Care Coordinator. The Animal Care Coordinator will manage the following:

- Assesses the situation and makes a decision on the number and location of shelters that will be used to house animals.
- Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed.
- Ensure that each animal shelter has a highly visible identity marker and sign that identifies its location.
- Coordinates with the PIO to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.
- Coordinates with the Mass Care Coordinator in all regards to sheltering activities.
- If appropriate, coordinates with the Mass Care Coordinator to place personnel in public shelters to act as a referral source for animal disaster operations.
- Opens shelters and provides food, water, and medical care, as needed, for the animals in the shelter.
- Based on information from the Evacuation Coordinator on the high-hazard areas in the jurisdiction, makes an initial estimate of the numbers and types of animals that may need to be evacuated.
- Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, zoos, pet stores, animal shelters, university laboratories, etc. and wildlife (as appropriate) from the risk area.
- As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
- As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.

In addition to the EMA responsibilities, the following groups have responsibility for support of the function:

Agency	Responsibility
Law Enforcement	Support to the Animal Care Coordinator with evacuation of animals
Public Works	Support by ensuring removal and disposal of animal carcasses
Volunteer Resources	Provide additional manpower as available and needed in order to support the function
Administration	Ensure the availability of critical incident stress debriefing as requested by the EOC-T

Additional Support Agencies	Responsibility
	County Animal Control
	County Forest Preserve District
	Animal welfare agencies
	clubs/organizations

## DIRECTION AND CONTROL

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When notified by the EMA Coordinator, dispatch center or other recognized authority, the EMA Coordinator or his/her designee will report to the EOC. The Coordinator may assign field responsibilities to staff in order to manage volunteers and related information at staging areas.

## LINES OF SUCCESSION

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If the EMA Coordinator is not available to direct emergency operations at the EOC, the chain of command listed below will be followed:

- 1) Coordinator
- 2) Staff assigned by the CEO or EOC Team
- 3) Police Chief
- 4) Deputy Police Chief

## PLAN DEVELOPMENT AND MAINTENANCE

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This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## RESOURCES

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If it is determined that the situation overwhelms the capabilities of the Village, the Cook County Department of Homeland Security and Emergency Management and the Illinois Emergency Management Agency will be notified and outside assistance will be requested. State assistance may be provided based on tasks assigned in the Illinois Emergency Operations Plan. Assistance may be in the form of personnel or supplies, or by providing state facilities or other resources. A resource book will be developed and maintained by the Animal Care Coordinator and will contain the following type of items:

- A. Memorandum of Agreement listing: the listing will contain information for all animal hospitals and veterinary offices who have a signed letter of intent with the Village stating that they will consider accepting animals during a disaster. Agreed upon veterinary organizations will list the type of animals that can be accepted and an expected duration of support.
- B. Wildlife may also be located in Village animal shelters when necessary. The Forest Preserve Districts will be listed in the resource book as a potential care agency. Contact personnel for the agency will be identified by name, position, location, and phone number.
- C. Other animal care facilities will be listed within the resource book in the same manner as Forest Preserve Districts.

- D. Animal Disaster Inquiry List: An animal disaster inquiry listing will be developed and maintained during any incident with animal care needs. The list will contain information indicating species, breed, gender, color, markings, ID tags or tattoos, and any other special feature of the animal. The list will also contain information regarding the location where, when, and how the animal was located, all dispositions and the current location of the animal. The list will be maintained in the same manner as all other records of the incident.
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## ANNEX B - VOLUNTEER RESOURCES

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### PURPOSE

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This Volunteer Resources annex supports both the Village of South Barrington Volunteer Corps (affiliated volunteer) as well as spontaneous volunteer utilization during a disaster. The EMA has developed a volunteer program to assist in these efforts.

### SITUATION AND ASSUMPTIONS

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The population of South Barrington is vulnerable to the effects of various emergencies or disasters. Tornado and storm water damage are but two of the examples of incidents that might trigger an outpouring of support from neighboring communities. Volunteer management teams, Volunteer Registration Centers (VRC) and processes/documentation must be identified to provide appropriate opportunity to utilize this resource.

The Volunteer Corps program of the village includes a medical reserve component. The volunteer programs will function under the principles of NIMS and ICS.

During a disaster, residents who are not directly impacted by the incident will respond to assist their neighbors. Experience has shown that spontaneous volunteers may number in the hundreds during a localized incident.

There is an established and verified need for volunteers. Communities in need and agencies utilizing volunteers should have equal access to volunteers. Successful recovery efforts in a community impacted by a disaster require the effective use of volunteers.

A strategic and coordinated distribution of volunteers is preferred. All offers of volunteer service not accepted by the original recipient organization should be referred to a central point for wider consideration.

All volunteers must be screened as part of an ongoing process. Additional screening is to be completed by individual agencies, using a range of methods. Background checks may be completed through the South Barrington EMA or South Barrington Police Department under the Public Safety and Security function.

This EOP assumes that resources available through mutual, auto (automatic), state and Federal aid will be available at the time of a disaster or major emergency.

### CONCEPT OF OPERATIONS

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The Village President is responsible for ensuring that an emergency or disaster response is effective. Emergency responders and municipal government will exhaust their organizational resources before turning to the resource management function of the county EOC. Associated costs will be considered the responsibility of the requesting agency.

The EMA is the lead for activation of both the affiliated volunteer program and the spontaneous volunteer management program. The EMA Coordinator will ensure appropriate staffing of the function by trained volunteer managers of the Volunteer Management Support Team (VMST). A Volunteer Registration Center site will be chosen based on the weather, availability of resources and expected response from the community. All volunteers will be administered the Illinois Emergency Management Agency (IEMA) Emergency Services and Disaster Agency (ESDA) oath prior to beginning a work assignment within the village.

Traditional response agencies will make their EOC representative aware of their human resource requirements. Non-traditional response agencies will request additional resources through the Resource Unit Leader or Volunteer Manager assigned to the operation.

It is anticipated that donations of time and skill will be offered. The Public Information Officer (PIO) will ensure that appropriate news releases are developed which represent the community's status in relation to volunteers.

Upon completion of the emergency/disaster, every effort will be made to recognize the commitment of the volunteers, recruit them to become affiliated into the village programs and prepare them for the next emergency/disaster by providing additional training.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

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EMA will retain primary responsibility for coordination of affiliated and non-affiliated volunteers. EMA personnel will ensure that all volunteers who are utilized in any function of the emergency where the Village of South Barrington holds primary responsibility will be administered the IEMA ESDA Oath in order to provide the greatest level of volunteer protection from liability.

Spontaneous volunteer management responsibility is assigned as follows:

Agency	Responsibility
VMST Manager	Assigned from the Emergency Management volunteer pool by the EMA Coordinator. The VMST Manager will work directly with the Resource Unit Leader.
VMST Coordinator(s)	Monitors requests for staff from the EOC and submits requests on logistical needs at the Volunteer Registration Center, to the EOC. The VMST Coordinator provides supervision to the staff at a VRC. If there is a need for multiple Volunteer Registration Centers, there will be a Coordinator assigned to each, and each Coordinator will report to the Volunteer Manager.
VMST Supervisor	Responsible for oversight of VMST Associate staff at the VRC. For a localized incident where only one Supervisor is assigned, the VMST Supervisor may be assigned as the VMST Assistant Coordinator.

In addition to the EMA responsibilities, the following groups have responsibility for support of the function:

Additional Support Agencies	
Barrington Township	Provide support staff and resources to operate a fully

	functional Volunteer Registration Center
School Districts	The Superintendents of each school district will coordinate with ESF – 1 the use of school buses for use as transportation for volunteers, if required, as well as the use of school property as Volunteer Registration Centers
Law Enforcement	The Chief Law Enforcement Officer (Sheriff or Police Chief) in the jurisdiction hosting the Volunteer Registration Center will provide necessary security at VRC. Additionally, law enforcement may provide traffic control at VRC facilities and assist in maintaining order in VRC facilities. Law enforcement will also provide at a minimum, a LEADS identity check, to the extent feasible for all spontaneous volunteers prior to their utilization in the response
Administration	Administration will ensure support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the EOC-T and support to the function with volunteer time management, record keeping practices and other similar tasks
PIO	The PIO may provide news releases and information detailing the availability of VRC locations. When activated, this information may be referred to the Joint Information Center

## DIRECTION AND CONTROL

When notified by the EMA Coordinator, dispatch center or other recognized authority, the EMA Volunteer Coordinator or his/her designee will report to the EOC. The Coordinator may assign field responsibilities to staff in order to manage volunteers and related information at staging areas. The Volunteer Coordinator will report to the Resource Unit Leader in the Planning Section.

## LINES OF SUCCESSION

If the EMA Volunteer Coordinator is not available to direct emergency operations at the EOC, the chain of command listed below will be followed:

- 1) Coordinator
- 2) Staff assigned by the CEO or EOC Team.

## PLAN DEVELOPMENT AND MAINTENANCE

This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## **INCIDENT SPECIFIC ANNEXES**

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### **WEAPONS OF MASS DESTRUCTION (WMD)**

#### **PURPOSE**

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The purpose of the Terrorism Annex is to provide a crisis and consequence management plan for responding to and recovering from a terrorist-initiated incident; to ensure a coordinated and effective response to acts of terrorism; additionally, to provide basic links to resources which may be secured from the State of Illinois and the Federal Government during these types of incidents. This annex supplements the Emergency Management Plan already in effect and is intended to be used in conjunction with any and all existing functional annexes that may need to be implemented in the course of responding to or recovering from such an incident.

#### **SITUATIONS AND ASSUMPTIONS**

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Terrorism is defined in the Code of Federal Regulations as "the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." The activation of this Annex will commence upon report of an event or potential event that is suspected (but unconfirmed) to constitute a terrorism incident. This Annex may be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential terrorist incident.

Terrorist attacks may be overt or covert. Due to the fact that the release of a Weapon of Mass Destruction (WMD) may not be immediately apparent, emergency responders are in danger of becoming casualties before the identification of a crime scene is determined. The presence of a secondary device must be assumed if there has been a suspected or confirmed terrorist act. It must be understood that incidents of this type can quickly escalate from one scene to multiple locations and jurisdictions.

Emergency responders may not immediately recognize a terrorist incident. A responder's ability to recognize the signs of a terrorist event is critical to their safety, as well as to mitigating the impacts of the event.

Secondary or delayed devices may be used to cause additional damage and injury to emergency personnel responding to the incident. In the event of biological or chemical releases, emergency responders may become contaminated or exposed before they are able to recognize the agent involved. No single agency within the local, state, Federal or private sector level possess the authority or expertise to act unilaterally on the many issues that arise in response to a threat or act of terrorism.

Some chemical and biological agents may not have immediate adverse effects or may not be detected by conventional methods and therefore may be spread beyond the original impacted area.

Evacuation may be necessary and long-term impacts to the area and surroundings may be felt based on the type of terrorist act.

There may be a need to consider quarantine and isolation, and that affected individuals may not fully cooperate.

An act of terrorism involving a WMD may produce major consequences that would overwhelm the capabilities of local and state governments almost immediately. In incidents such as these, the full resources of the Federal Government would be brought to the situation.

Coordination will be required between law enforcement, and other emergency responders. There may be a strong emotional reaction from the public and immediate need for timely and consistent information to the public. While natural disasters create a nurturing emotional reaction causing people to assist one another, a terrorist event could evoke a reaction of fear or anger.

As a terrorist incident escalates, local, state and federal responders will be challenged with the complexity of command, control and coordination. There will be a need for close coordination.

Federal assistance to support crisis and consequence management efforts should not be expected to be available for a period of time. Local and regional jurisdictions and organizations should be expected to sustain operations as best as possible in the interim.

There has never been a known terrorist incident in South Barrington. Currently, the probability of an incident remains low. However, the vulnerability to an incident and the consequences of terrorism is moderate-to-high.

## CONCEPT OF OPERATIONS

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All preceding sections of the Village of South Barrington Emergency Operations Plan will be in force and effect should a terror incident occur. The following information serves as an addendum to the overall plan.

Terrorism response differs from other emergency response because acts of terrorism are a crime and terrorist sites are treated as crime scenes. Responding to terrorism events involves crisis and consequence management.

“Crisis management” refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism and is predominantly a law enforcement response.

“Consequence management” refers to measures to protect public health and safety, restore essential government services, protect the economy, restore critical systems and services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to

respond to the consequences of terrorism; the federal government provides assistance as required. Consequence management is generally a multifunction response. It is recognized that the responsibility for protection of lives and property of the residents of the village rests with the local government officials and that the ultimate authority in disaster situations rests with the Chief Elected Official (Village President). During such disasters, the President shall retain sole overall command of the response efforts undertaken by the Village. In accordance with state law, the Village President or his/her successor shall be the only authority to declare a local disaster or emergency.

While the CEO has the overall authority within the Village, it must be recognized that the response to a confirmed terrorist incident relies on many governmental agencies, including local, state, and Federal. The key to a successful emergency response involves smooth coordination with multiple agencies and officials from various jurisdictions regarding all aspects of the response.

Presidential Decision Directive – 39 (PDD-39) validates and reaffirms existing lead agencies responsible for all facets of the U.S. counterterrorism effort. The Department of Justice has been designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice has assigned lead responsibility for operational response to the Federal Bureau of Investigation (FBI). The Federal Emergency Management Agency (FEMA) has been designated as the lead agency for "Consequence Management" for acts of terrorism within U.S. territory. To ensure that there is one lead Federal Agency, PDD-39 directs FEMA to support the Department of Justice (as delegated to the FBI) until the Attorney General transfers the overall lead Federal agency role to FEMA.

Few communities could expect to respond to the effects of a terrorist attack without the assistance of the state and/or Federal government. If an incident occurs that produces major consequences and appears to be caused by an act of terrorism, the Village will request such assistance. Requests for such assistance come through a declaration of emergency by written executive order and contact with the Illinois Emergency Management Agency (IEMA) at 800-782-7860.

The local FBI field office must be notified of any suspected terrorist threat or incident. The Chicago Division, North Resident agency office telephone number is 847-290-0525. The 24-hour phone number is 312-431-1333. If there is even slight suspicion that the jurisdiction has a possible terrorist incident, call the FBI immediately.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Police Department, Fire Department Mutual Aid Box Alarm System (MABAS), Hazardous Materials teams, and EMS, will be among the first to respond to a terrorist/WMD incident. As the response efforts escalate, the local EMA and Village Administrative staff will coordinate other needed services as outlined in the ESF Annexes of this EOP.

The Department of Defense has established National Guard WMD Civil Support Teams nationwide, with one based in Bartonville, Illinois. These teams work in support of civilian agencies and are under the control of the Governor of the host state. The teams work collaboratively with local and state first responders. Each team utilizes two major pieces of equipment, a mobile analytical lab and a mobile communications facility.

Upon determination of a credible terrorist threat, or if such an incident actually occurs, the Federal Government will respond through the appropriate departments or agencies. The Department of Justice, Federal Emergency Management Agency, and the FBI remain the lead agencies and will request appropriate response teams as necessary.

Additional ESF which may have responsibility:

Function	Responsibility
PIO	Provide appropriate information to the general public regarding all phases of the emergency response. When activated, this information may be referred to/released from the Joint Information Center
Communications	Coordinate communications between the different departments and responding agencies
Cuba Township	Responsible for clearing roadways and other infrastructure repairs
EOC Team	Responsible for operating the EOC and logistical support
Mass Care	Responsible for the feeding, sheltering and general well-being of those affected by the incident
USAR	Responsibility in Search & Rescue activities after the incident
Volunteer Resources	Responsible for management of volunteers

The Department of Health and Human Services (HHS) has been designated as the lead Federal agency responsible for health and medical response. The agency within HHS which plays a key role in the department's overall bioterrorism preparedness plan, is the Centers for Disease Control and Prevention (CDC). Other efforts have been the development of the Strategic National Stockpile (SNS), mandated by PDD-62, which has been placed under the control of the CDC. Once delivered, the SNS materials will be transferred to the Illinois Department of Public Health. It will then be the state's responsibility to get the materials to local officials who will distribute them to responders and the public.

## DIRECTION AND CONTROL

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The EOC will be opened upon notification of a Terrorism/WMD incident or severe threat of such an incident within the region. A determination to activate the EOC as well as overall command of emergency operations will remain with the EOC Team. Direction of individual departments will remain with the operating department head.

Terrorist incidents, especially those involving WMD, will require resources beyond those of the village, and state and Federal assistance will be required. The village must integrate its efforts with these agencies, and a smooth transition from the Incident Command System to Unified Command will facilitate both crisis management and consequence management activities.

## LINES OF SUCCESSION

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If the Police Chief is not available to direct emergency operations at the EOC during a terrorist, WMD, or mass casualty incident, the chain of command listed below will be followed:

- 1) Deputy Chief
- 2) Sergeant (by time in rank)
- 3) Police Officer (full-time, by time on the job)

Police Department staff in the field will utilize existing policy and procedures to determine lines of succession.

## PLAN DEVELOPMENT AND MAINTENANCE

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This annex has been drafted by the EMA, which has primary responsibility for overall planning efforts. This annex will be approved by the Village President and will not conflict with other portions of the Village Emergency Operations Plan.

This plan will be reviewed and updated as needed, but will be done at least every two years. Revisions will be submitted by the Village to County authorities for certification.

## CROSSWALK

Jurisdiction:	Date:			
Emergency Operation Plan Review Approval Sheet				
	<b>Yes</b>	<b>No</b>	<b>Incomplete</b>	<b>Comments</b>
Crosswalk				
Initial Analysis and Assessment				
301.220 a-1 <b>Identify hazards, including natural and technological.</b>				
301.220 a-2 <b>Profile hazards, considering frequency, magnitude, intensity, location, spatial extent, duration, seasonal pattern, speed of onset and availability of warning, using historical data, scientific methods or other sources.</b>				
301.220 a-3 <b>Compare and prioritize risks of the hazards identified.</b>				
301.220 b-1 <b>Collect demographic data (such as daily population patterns, traffic patterns, seasonal population changes, special needs populations) from public and private sources to determine potential consequences of identified hazards on people and community functions.</b>				
301.220 b-2 <b>Collect structural inventory data (including data on critical facilities, residential, commercial, and industrial structures, lifelines, and transportation) to determine potential consequences of identified hazards on community functions, property and sites of potential secondary hazards.</b>				
301.220 c <b>Assess response capabilities of the political subdivision, identify shortfalls in response capabilities and develop strategies to alleviate shortfalls, such as memorandums of understanding, mutual aid agreements or good Samaritan</b>				

<b>agreements.</b>				
Basic Plan Requirements				
301.230 a-1 <b>A document signed and dated by the principal executive officer of the political subdivision approving the plan.</b>				
301.230 a-2 <b>A register for recording changes and entering change dates.</b>				
301.230 a-3 <b>A signature page providing signatory evidence that the highest ranking officials of all governmental departments, including, but not limited to, fire and police, and private sector organizations with assigned emergency responsibilities, concur with the portions of the plan applicable to the entity they represent.</b>				
301.230 a-4 <b>For non-accredited EMA pursuant to Section 301.510 of this Part, a signature page providing signatory evidence that each county or multiple county ESDA coordinator serving the county in which the non-mandated ESDA is located, other than the county or multiple county ESDA reviewing the EOP for acceptance pursuant to Section 301.320 of this Part, concurs with the portions of the plan applicable to the ESDA they represent.</b>				
301.230 a-5 <b>A distribution list of the plan recipients, indicating whether complete plans or specific portions were distributed.</b>				
301.230 a-6 <b>A table of contents listing all sections of the plan.</b>				
301.230 b-1 <b>A general purpose statement of the EOP.</b>				
301.230 b-2 <b>A list of assumptions used in developing the plan.</b>				
301.230 b-3 <b>A concept of operations section, including, but not limited to, how the political subdivision will</b>				

<b>implement the concepts and procedures of a recognized incident command system.</b>				
<b>301.230 b-4 Identification of the line of succession, by title and position, (with up to two alternates) of who will implement the plan, direct emergency response and recovery, and provide continuous leadership, authority and responsibility.</b>				
<b>301.230 b-5 A description of the functions and responsibilities assigned to each organization, including private and volunteer organizations or groups, in support of emergency response and recovery operations in the political subdivision. This information may also be exhibited in a chart or matrix designating who has primary and support responsibilities.</b>				
<b>301.230 b-6 Maps or references to maps or to a Geographic Information System available in the EOC, pertinent to emergency operations planning for the political subdivision and including, but not limited to, locating fixed hazards.</b>				
<b>301.230 b-7 An attachment contains written mutual aid agreements, memorandums of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions of the political subdivision.</b>				
<b>301.230 b-8 Procedures detailing how the political subdivision will request outside assistance in a disaster, such as assistance from other ESDAs or IEMA, or both.</b>				
<b>301.230 b-9 Citations to the legal authorities for emergency operations, including, but not limited to, ordinances.</b>				

301.230 b-10 <b>Assignment of responsibility for plan maintenance, review, evaluation and updating.</b>				
Functional Annex Requirements				
301.240a1 <b>Direction and Control– What means the political subdivision will use to direct and control activities during and following emergency situations.</b>				
301.240b1 <b>The purpose of the function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of operations for the function.</b>				
301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240c1A <b>The command structure – specifically who will be in charge during emergency response operations.</b>				
301.240c1B <b>The authorities of, and limitations on, key response personnel such as the on-scene Incident Commander.</b>				
301.240c1C <b>How emergency response organizations will be notified when it is necessary to respond.</b>				
301.240c1D <b>The means that will be used to obtain, analyze, and disseminate information (for decision making, requesting assistance, reporting, etc.).</b>				
301.240c1E <b>The relationship between the EOC and the Incident Command Post.</b>				
301.240c2A <b>Reporting to the EOC when activated.</b>				
301.240c2B <b>Coordinating press releases among response organizations.</b>				

301.240c2C <b>Managing the primary and alternate EOCs.</b>				
301.240c2D <b>Maintaining a significant events log.</b>				
301.240c2E <b>Removing debris.</b>				
301.240a2 <b>Communications– How information will be exchanged among responders in an emergency situation.</b>				
301.240b1 <b>The purpose of the function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of operations for the function.</b>				
301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240d1 <b>Describe the total emergency communications system used for communication among all groups and individuals involved in the political subdivision's response to an emergency.</b>				
301.240d2 <b>Describe the primary and backup communication methods and personnel.</b>				
301.240d3 <b>Identify the organization assigned to coordinate all communication activities.</b>				
301.240d4 <b>List the organizations that are tasked with specific communications responsibilities and describe those responsibilities.</b>				
301.240d5 <b>Identify the representative from each tasked organization who will report to the EOC when activated.</b>				
301.240a3 <b>Warning/Emergency Information – How the public will be warned and instructed</b>				

regarding actual or threatened hazards through the public media or other means.				
301.240b1 The purpose of the function.				
301.240b2 A description of situations that trigger implementation of the function.				
301.240b3 A description of assumptions that apply to the function.				
301.240b4 The concept of operations for the function.				
301.240b5 Assignment of responsibility for annex maintenance, review and updating.				
301.240e1 Identify the methods used to provide warning/emergency information for the public and special populations.				
301.240e2 Identify the locations of outdoor warning/emergency information devices and define the geographical areas covered.				
301.240e3 Describe the specific warning/emergency information responsibilities assigned to the tasked organizations.				
301.240e4 Identify the department or agency responsible for activating public warning/emergency information systems.				
301.240a4 Public Information – The means, organization and process by which a political subdivision will provide timely, accurate, and useful information and instructions to area residents throughout an emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety.				

301.240b1 <b>The purpose of the function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of operations for the function.</b>				
301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240f1 <b>Assign a person to be the public information officer (PIO) responsible for coordinating information gathering and production, rumor control, public inquiries, and media relations.</b>				
301.240f2 <b>Designate a facility as the public information center.</b>				
301.240f3 <b>List the organizations that are tasked with specific public information responsibilities and describe those responsibilities.</b>				
301.240f4 <b>Assign a public information representative to report to the EOC when activated.</b>				
301.240a5 <b>Disaster Intelligence/Damage Assessment – The means the political subdivision will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster.</b>				
301.240b1 <b>The purpose of the function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of</b>				

<b>operations for the function.</b>				
301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240g1 <b>List the organizations that are tasked with specific disaster intelligence/damage assessment responsibilities and describe those responsibilities.</b>				
301.240g2 <b>Assign a disaster intelligence/damage assessment representative to report to the EOC when activated.</b>				
301.240a6 <b>Evacuation – The movement of people to a safe area from an area believed to be at risk, when emergency situations necessitate such action.</b>				
301.240b1 <b>The purpose of the function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of operations for the function.</b>				
301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240h1 <b>List the organizations that are tasked with specific evacuation responsibilities and describe those responsibilities.</b>				
301.240h2 <b>Identify the department, agency or organization responsible for coordinating all transportation resources planned for use in an evacuation.</b>				
301.240a7 <b>Mass Care – Actions taken to ensure appropriate services are provided at a mass care facility, including,</b>				

<b>but not limited to, providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.</b>				
<b>301.240b1 The purpose of the function.</b>				
<b>301.240b2 A description of situations that trigger implementation of the function.</b>				
<b>301.240b3 A description of assumptions that apply to the function.</b>				
<b>301.240b4 The concept of operations for the function.</b>				
<b>301.240b5 Assignment of responsibility for annex maintenance, review and updating.</b>				
<b>301.240i1A Identification of the department, agency, or organization responsible for determining the need to open shelter.</b>				
<b>301.240i1B Identification of the department, agency, or organization responsible for emergency mass feeding operations.</b>				
<b>301.240i1C Identification of the department, agency, or organization responsible for providing health and/or medical care at shelter and/or congregate care facilities.</b>				
<b>301.240i2 Assign a mass care representative to report to the EOC when activated.</b>				
<b>301.240i3 Identify the mass care representative who will coordinate press releases</b>				
<b>301.240a8 Health and Medical – The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health, mental health services.</b>				
<b>301.240b1 The purpose of the</b>				

<b>function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of operations for the function.</b>				
301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240j1 <b>List the organizations and individuals that are tasked with responsibilities for providing emergency health and medical services and describe those responsibilities, including:</b>				
301.240j1A <b>Identification of the department, agency, or organization responsible for arranging crisis counseling for emergency workers.</b>				
301.240j1B <b>Identification of the department, agency, or organization responsible for sanitation services.</b>				
301.240i2 <b>Assign a health and medical services representative to report to the EOC when activated.</b>				
301.240a9 <b>Mortuary Services – Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.</b>				
301.240b1 <b>The purpose of the function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of operations for the function.</b>				

301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240k1 <b>List the organizations and individuals that are tasked with mortuary services responsibilities and describe those responsibilities.</b>				
301.240k2 <b>Describe how mortuary services will be expanded during a mass casualty incident, if necessary.</b>				
301.240a910 Resource Management – <b>The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster.</b>				
301.240b1 <b>The purpose of the function.</b>				
301.240b2 <b>A description of situations that trigger implementation of the function.</b>				
301.240b3 <b>A description of assumptions that apply to the function.</b>				
301.240b4 <b>The concept of operations for the function.</b>				
301.240b5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
301.240l1 <b>List the organizations and individuals that are tasked with resource management responsibilities and describe those responsibilities. Include identification of who will organize, manage, coordinate, and distribute the donations of money, goods, and labor received from individual citizens and volunteer groups during an emergency.</b>				
301.240l2 <b>Assign a resource management representative to report to the EOC when activated.</b>				
Section 301.250 Hazard Specific Annexes				

301.250 Hazardous Materials - <b>All applicable portions of a SERC approved LEPC chemical emergency response plan for the political subdivision, developed in accordance with the requirements of the Illinois EPCRA. The SERC shall appoint an ESDA coordinator from within the LEPC's emergency planning district to serve as a member of the LEPC in the development of the LEPC chemical emergency response plan.</b>				
301.250a1 <b>The purpose of the annex.</b>				
301.250a2 <b>A description of situations that trigger implementation of the hazard specific annex.</b>				
301.250a3 <b>A description of assumptions that apply to the hazard specific annex.</b>				
301.250a4 <b>The concept of operations for the function.</b>				
301.250a5 <b>Assignment of responsibility for annex maintenance, review and updating.</b>				
Comprehensive Preparedness Guide (CPG) 301				
FY 2006 NIMSCAST for EOP				
Chapter 7 The ADA and Emergency Management				
IEMA Development Review/Crosswalk				

## ACRONYMS

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This is a partial listing of acronyms from the State of Illinois, Illinois Terrorism Task Force, Glossary of Acronyms and Terms version release date of April 2004.

<b>AAR</b>	After Action Review
<b>ALS</b>	Advanced Life Support
<b>ARC</b>	American Red Cross
<b>ATLS</b>	Advanced Trauma Life Support
<b>BLS</b>	Basic Life Support
<b>BNICE</b>	Biological, Nuclear, Incendiary, Chemical and Explosive
<b>C2</b>	Command and Control
<b>CAD</b>	Computer Aided Dispatch
<b>CAP</b>	Civil Air Patrol
<b>CCO</b>	Common Communications Plan
<b>CCEMA</b>	Cook County Emergency Management Agency
<b>CDC</b>	Centers for Disease Control and Prevention
<b>CEO</b>	Chief Elected Official
<b>CERT</b>	Community Emergency Response Team
<b>CISD</b>	Critical Incident Stress Debriefing
<b>CMT</b>	Crisis Management Team (aka EOC-T)
<b>CP</b>	Command Post
<b>DA</b>	Damage Assessment
<b>DHS</b>	Department of Homeland Security
<b>DOC</b>	Department of Corrections
<b>DRC</b>	Disaster Recovery Center
<b>DWI</b>	Disaster Welfare Services
<b>EAS</b>	Emergency Alert System
<b>EC</b>	Emergency Communications
<b>EMA</b>	Emergency Management Agency
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EMnet</b>	Emergency Management Network
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>EOC-T</b>	Emergency Operations Center Team
<b>EOP</b>	Emergency Operations Plan
<b>ESDA</b>	Emergency Services and Disaster Agency
<b>ESF</b>	Emergency Support Function
<b>EWS</b>	Emergency Welfare Services
<b>FCP</b>	Forward Command Post
<b>FD</b>	Fire Department
<b>FEMA</b>	Federal Emergency Management Agency
<b>FNARS</b>	FEMA National Radio System
<b>FOG</b>	Field Operations Guide

<b>GETS</b>	Government Emergency Telecommunications Service
<b>GIS</b>	Geographic Information System
<b>GPS</b>	Geographic Positioning System
<b>GO</b>	General Order
<b>HAZMAT</b>	Hazardous Materials
<b>HHS</b>	Health & Human Services
<b>HMRT</b>	Hazardous Materials Response Team
<b>HSAS</b>	Homeland Security Alert System
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>HSPD</b>	Homeland Security Presidential Directive
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICC</b>	International Code Council
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IDOT</b>	Illinois Department of Transportation
<b>IEMA</b>	Illinois Emergency Management Agency
<b>IEMMAS</b>	Illinois Emergency Management Mutual Aid System
<b>IEPA</b>	Illinois Environmental Protection Agency
<b>ILEAS</b>	Illinois Law Enforcement Alarm System
<b>IMT</b>	Incident Management Team
<b>IREACH</b>	Illinois Radio Emergency Assistance Channel
<b>ISP</b>	Illinois State Police
<b>IT</b>	Information Technology
<b>ITECS</b>	Illinois Transportable Emergency Communications System
<b>ITTF</b>	Illinois Terrorism Task Force
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>JOC</b>	Joint Operations Center
<b>LEA</b>	Law Enforcement Agency
<b>MABAS</b>	Mutual Aid Box Alarm System
<b>MAC</b>	Multi-Agency Coordinating entity
<b>MCP</b>	Mobile Command Post
<b>ME</b>	Medical Examiner
<b>MEOC</b>	Mobile Emergency Operations Center
<b>MERCI</b>	Medical Emergency Radio Communications for Illinois
<b>MOU</b>	Memorandum of Understanding
<b>MRC</b>	Medical Reserve Corps
<b>NDMS</b>	National Disaster Medical System
<b>NEMA</b>	National Emergency Management Association
<b>NFPA</b>	National Fire Protection Association
<b>NGO</b>	Non-Government Organization
<b>NIFERN</b>	Northern Illinois Fire Emergency Radio Network (54.265)
<b>NFPA</b>	National Fire Protection Association
<b>NIMS</b>	National Incident Management System

<b>NIMSCast</b>	NIMS Capability Assessment Support Tool
<b>NIPAS</b>	Northern Illinois Police Alarm System
<b>NRP</b>	National Response Plan
<b>NWCH</b>	Northwest Central Hospital
<b>NWS</b>	National Weather Service
<b>PADS</b>	Public Action to Deliver Shelter
<b>PD</b>	Police Department
<b>PDD</b>	Presidential Decision Directive
<b>PIO</b>	Public Information Officer
<b>POD</b>	Point of Distribution
<b>PPE</b>	Personal Protection Equipment
<b>PVO</b>	Private Voluntary Organization
<b>PW</b>	Public Works
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RAMP</b>	Remedial Action Management Program
<b>REMERT</b>	Regional Medical Emergency Response Team
<b>RESTAT</b>	Resources Status
<b>ROSS</b>	Resources Ordering and Status System
<b>SAR</b>	Search and Rescue
<b>SEL</b>	Standardized Equipment List
<b>SEOC</b>	State Emergency Operations Center
<b>SITREPS</b>	Situation Reports
<b>SNS</b>	Strategic National Stockpile
<b>SOG</b>	Standardized Operational Guide
<b>SOP</b>	Standardized Operational Procedure
<b>STIC</b>	State Terrorism Intelligence Center
<b>STU</b>	Secure Telephone Unit
<b>TSP</b>	Telecommunications Service Priority program
<b>UC</b>	Unified Command
<b>USAR</b>	Urban Search and Rescue
<b>VOAD</b>	Voluntary Organization Active in Disaster
<b>VMST</b>	Volunteer Management Support Team
<b>VRC</b>	Volunteer Registration Center
<b>WMD</b>	Weapon(s) of Mass Destruction
<b>WPS</b>	Wireless Priority Service

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## **GLOSSARY OF TERMS**

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### Actual Event

A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

### After Action Reports

Reports that summarize and analyze performance in both exercises and actual events. The reports for exercises may also evaluate achievement of the selected exercise objectives and demonstration of the overall capabilities being exercised.

### Annex

The name often used by the Federal Government that is used interchangeably in books and manuals with the word "Chapter".

### Chief Elected Official

The individual chosen by the constituents of the jurisdiction to serve as the lead elected official for the jurisdiction.

### Common Communication Plan (CCP)

A plan designed to be utilized across multi-agency and multi-jurisdictional incident management operations. It applies standards called for under the ICS.

### Common Operating Picture

A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

### Constraints/Impediments

Limitations or restrictions in conducting NIMS activities.

### Cook County Emergency Management Agency

The county level of emergency management to which the municipal emergency management reports.

### Coordinator (EMA)

Staff with the duty of coordinating the emergency management programs of the political subdivision.

### Corrective Action Program

A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

### Corrective Actions

Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

### Crisis Management Team

Team made up of the Village President, Village Administrator, Department Heads, EMA Coordinator and additional community stakeholders as requested by the Village President that would be assembled when opening the EOC during a disaster. Referred to as the EOC Team within the Village of South Barrington.

### Critical Infrastructures

Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

### Director

The individual responsible for the operations of a government department, division or segment.

Disaster

An occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, or hostile military or paramilitary action.

Education

The knowledge or skill obtained or developed by a learning process.

Emergency Management Agency

The emergency management agency for the Village. Administratively, EMA reports to Cook county EMA.

Emergency Management Assistance Compact (EMAC)

An interstate mutual aid agreement that was developed out of the need to assist and coordinate resources across states in the event of a disaster situation.

Emergency Operations Plan (EOP)

The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Services and Disaster Agency (ESDA)

The emergency management agency for the Village. Administratively, EMA reports to Cook county EMA.

EOC Team

The composition of the Crisis Management Team within the Village of South Barrington.

Equipment

Instrumentality needed for an undertaking or to perform a service including its associated supplies.

Equipment Acquisition

The process of obtaining resources to support operational needs.

Evaluations

Tools used after exercises or actual events to document strengths and weaknesses in a jurisdiction’s preparedness, e.g., Lessons Learned or After Action Reports.

Exercise

Opportunity provided to demonstrate, evaluate, and improve the combined capability and interoperability of elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes.

Exercise Type - Drill

A coordinated, supervised activity usually used to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills. Typical attributes include the following: A narrow focus, measured against established standards; instant feedback; performance in isolation; realistic environment.

Exercise Type - Full Scale Exercise (FSE)

A multi-agency, multi-jurisdictional, multi-organizational activity that tests many facets of preparedness. An FSE focuses on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises.

Exercise Type - Functional Exercise (FE)

An activity designed to test and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions. Events are projected through an exercise scenario with event updates that drive activity at the management level. An FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment.

Exercise Type - Tabletop Exercise (TTX)

An activity that involves key personnel discussing simulated scenarios in an informal setting. This type of exercise can be used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident.

Federal Emergency Management Agency (FEMA)

The Federal level of emergency management. FEMA will support state and local efforts in handling a declared disaster if approved. Assistance may be in the form of money to assist with response and recovery.

Federal Preparedness Funding

Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

Federal Standards

Common rules, conditions, guidelines or characteristics, established by the Federal Government.

Flexibility

A principle of the NIMS that provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

Framework

A conceptual structure that supports or contains set of systems and/or practices.

Funding

Sources of revenue that are allocated or can be allocated (pre-designated emergency funds) to support preparedness initiatives.

Homeland Security Exercise and Evaluation Program (HSEEP)

A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. In addition to providing a standardized exercise policy, HSEEP also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. This blended approach to HSEEP implementation promotes exercise expertise, while advancing a standardized means of assessing and improving preparedness across the nation.

Illinois Emergency Management Act

A State of Illinois act of legislation relating to emergency management.

Illinois Emergency Management Agency (IEMA)

State agency that provides resources for disasters throughout the state. Administratively, county EMA's report to IEMA. IEMA reports to the Federal Emergency Management Agency (FEMA).

### Improvement Plan

The portion of an After Action Report that converts lessons learned from the exercise or incident response into concrete, measurable steps that result in improved response capabilities.

### Incident Action Plan (IAP)

A plan that contains general management objectives reflecting the overall incident strategy, and specific action plans for the next operational period.

### Incident Command System (ICS)

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

### Incident of National Significance

An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, state, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

### Incident-Specific Hazards

Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

### Interagency

Made up of, involving, or representing two or more different agencies.

### Interoperability & Compatibility

A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards.

### Interstate

Made up of, involving, or representing two or more different states.

### Intrastate

Existing or occurring within the boundaries of a single state.

### Joint Information Center (JIC)

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

### Joint Information System (JIS)

A system that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations.

### Lessons Learned

Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline.

### Measure

A determination of a jurisdiction's specific level of NIMS compliance, evaluated according to that jurisdiction's responses to the NIMS metrics that have been established by the NIMS Integration Center (NIC).

### Medical Examiner

A medical examiner is an appointed official with necessary qualifications, while a Coroner is an elected official with no required qualifications. The Medical Examiner must be a physician, licensed to practice medicine in the State of Illinois and be certified by the American Board of Pathology in anatomic and forensic pathology

### Metric

A nationwide system of assessment developed by the NIC for the purpose of evaluating a jurisdiction's specific level of NIMS compliance. This system consists of a collection of questions derived from the NIMS compliance statements. Answers to these questions are analyzed to determine a jurisdiction's level of compliance with the NIMS.

### Multiagency Coordination System (MACS)

A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency coordination entities, personnel, procedures, and communications. The systems assist agencies and organizations to fully integrate the subsystems of NIMS.

### Mutual Aid Agreement

A written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

### National Incident Management System Capability Assessment Support Tool (NIMSCAST)

A web-based self-assessment tool designed to aid state, territorial, local, and tribal organizations and jurisdictions in determining their capabilities and compliance against the requirements established in the recently released National Incident Management System.

### National Response Plan (NRP)

A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

### NIMS Adoption

The establishment of a legal authority (e.g. executive order, proclamation, resolution, legislation, or other legal mandate) that requires all departments and agencies operating within the jurisdiction to use NIMS principles and methodologies in their all-hazards incident management system.

### NIMS Baseline

An initial assessment of NIMS compliance conducted in 2005 and/or 2006 by participating jurisdictions at state, territorial, local, and tribal levels.

### NIMS Implementation

All activities necessary for adopting and institutionalizing NIMS. Implementation includes the formal adoption of NIMS, the use of a NIMS-compliant approach to all incident management operations, etc.

### NIMS National Standard Curriculum

A curriculum designed to provide training on the NIMS. This curriculum will be built around available Federal training opportunities and course offerings that support NIMS implementation. The curriculum also will serve to clarify training that is necessary for NIMS-compliance and streamline the training approval process for courses recognized by the

curriculum. Initially, the curriculum will be made up of NIMS awareness training and training to support the Incident Command System (ICS). Eventually it will expand to include all NIMS training requirements including training established to meet national credentialing standards.

#### NIMS Promotion and Encouragement

Activities such as meetings (e.g., conferences, working groups, etc.), mailings (e.g., newsletters, letters, etc.), email, or other established methods (e.g., broadcast media).

#### Organization

Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.

#### Personnel

Paid and volunteer staff who meet required qualification and certification standards necessary to perform assigned missions and tasks.

#### Plain Language

Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident.

#### Plans

Documents such as procedures, mutual aid agreements, strategies, and other publications that may describe some of the following: governance, management, standard operating procedures, technology, and activities in support of defined missions and tasks.

#### Policy

A course of action, guidance, or principle intended to influence and guide decisions, actions, and other matters.

#### Political Subdivision

Any county, city, village, or unincorporated town or township if the township is in a county having a population of more than 2,000,000.

#### Preplanned Event

A non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

#### Public Information System

The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

#### Radio Amateur Civil Emergency Services

This is a registered group of amateur "ham" radio operators operating under an accredited EMA. They are volunteers who use their own and local government-owned radio and other electronic gear as an aid to the Command and Control function used during a disaster or an emergency.

#### Remedial Action Management Program (RAMP)

A program that will identify and remedy operational and programmatic issues encountered in disaster response and recovery operations and exercises. Known as the Remedial Action Management Program (RAMP), it will also capture lessons learned and smart practices that will become part of a Web-based national library accessible to all levels of government.

#### Resources

Personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.

#### Resource Typing

Categorizing by capability the resources that incident managers commonly request, deploy, and employ. Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories. Resource users at all levels identify these standards and then type resources on a consensus basis, with a national-level entity taking the coordinating lead. Resource kinds may be divided into subcategories (types) to define more precisely the resource capabilities needed to meet specific requirements.

#### Resource Typing Standards

Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

#### Response

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

#### Response Asset Inventory

An inventory of the jurisdiction's resources that have been identified and typed according to NIMS Resource Typing Standards. Development of a Response Asset Inventory requires resource typing of equipment, personnel, and supplies identified in the inventories of state resources.

#### Response Assets

Resources that include equipment, personnel and supplies that are used in activities that address the effect of an incident.

#### Scalability

The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

#### Situation Status Boards

Boards on which are kept a current report on minute-to-minute changes in the status of an emergency situation.

#### Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act and Miscellaneous Directives of PL 100-707. This is an Act declaring the sense and the intent of the Congress.

#### Standard Equipment List (SEL)

A list issued annually to promote interoperability and standardization across the response community at the local, state, and Federal levels by offering a standard reference and a common set of terminology. It is provided to the responder community by the Interagency Board for Equipment Standardization and Interoperability (IAB).

#### Standard Operating Procedures (SOP)

A complete reference document that details the procedures for performing a single function or a number of interdependent functions.

#### Standardization

A principle of the NIMS that provides a set of standardized organizational structures as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement.

Standardized Terminology

Commonly accepted language that is consistent with policies, plans, or procedures in the NIMS and NRP to facilitate multi-agency, multi-disciplinary or multi-jurisdictional communications during an incident.

Strategy

The general direction selected to accomplish incident objectives set by the Incident Commander.

Training

Specialized instruction and practice to improve performance and lead to task proficiency.

Training Curriculum

A course or set of courses designed to teach personnel specific processes, concepts, or task-oriented skills.

Weapons of Mass Destruction

Weapons that are intended to inflict harm to a great number of people or cause massive destruction. These include nuclear, biological, and chemical weapons.

## REFERENCES

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Portions of the Village of South Barrington Emergency Operations Plan were compiled from information the following sources:

- Department of Homeland Security, *National Incident Management System*, 2004; <http://www.fema.gov/emergency/nims/index.shtm>
- Department of Homeland Security, *National Response Framework*; <http://www.fema.gov/emergency/nrf/>
- Department of Homeland Security, *Homeland Security Act of 2002*; [http://www.dhs.gov/xabout/laws/law\\_regulation\\_rule\\_0011.shtm](http://www.dhs.gov/xabout/laws/law_regulation_rule_0011.shtm)
- Homeland Security Presidential Directive 5 (HSPD 5), *Management of Domestic Incidents*; <http://www.iml.org/dbs/NIMS/dyncat.cfm?catid=2308>
- Homeland Security Presidential Directive 8 (HSPD 8), *National Preparedness*; <http://www.iml.org/dbs/NIMS/dyncat.cfm?catid=2309>
- Federal Emergency Management Agency, *State and Local Guide 101*; <http://www.fema.gov/plan/gaheop.shtm>
- State of Illinois, *National Incident Management System Implementation Plan*, 2006 revision; <http://www.iml.org/dbs/nims/>
- Village of South Barrington Standard Operating Procedures (SOP); Standard Operating Guidelines (SOG); General Orders; Policy and Procedure; Manuals as referenced.

Mutual Aid Agreements are the means for one jurisdiction to provide resources, facilities, services and other required support to another jurisdiction during an incident (**NIMS III-B-2-e**). The village currently holds Memorandums of Understanding or Agreement with the following organizations:

- Mutual Aid Box Alarm System (MABAS) for Fire response; <http://mabas.org/>
- Illinois Law Enforcement Alarm System (ILEAS) and Northern Illinois Police Alarm System (NIPAS) for Law Enforcement response; <http://ileas.org/>
- Illinois Emergency Services Management Association for Emergency Management support; [www.iesma.org](http://www.iesma.org)
- A confidential medical distribution site.
- VEOCI