



# The City of Lake Forest Emergency Operations Plan

**Revised November 1st, 2017**



*Note: This on line copy does not contain official signatures, only hard copies on file contain signatures of approval.*

# Table of Contents

Acronyms and Terms Used in Emergency Operations -----	4
Approval of Mayor and the City Council-----	13
Certification by County Emergency Management Agencies-----	14
Register for Recording Changes and Change Dates-----	15
Signature Page for Government Officials and Other Parties -----	16
Distribution List -----	17

## **Plan Overview**

General Purpose Statement -----	18
Situations and Assumptions -----	19
Functional Needs -----	20
Location of Outdoor Sirens -----	22
Concept of Operations -----	23
Lines of Succession -----	28
Primary and Support Responsibilities -----	29
List of Agreements and Memoranda of Understanding Attached -----	32
Procedures for Requesting Outside Assistance -----	33
Legal Authorities -----	33
Plan Maintenance, Review, Evaluation and Updating -----	34

## **Functional Annexes**

A. Direction and Control-----	35
B. Communications-----	44
C. Warning/Emergency Information-----	49
D. Public Information-----	54
E. Disaster Intelligence/ Damage Assessment-----	58
F. Evacuation-----	63
G. Mass Care-----	67
H. Health and Medical-----	72
I. Mortuary Services-----	76
J. Resource Management-----	80
K. Volunteer Resources-----	84
L. Firefighting/Search & Rescue-----	88
M. Law Enforcement-----	92
N. Public Works-----	96
O. Financial Management and Recordkeeping-----	101
P. Transportation-----	104
Q. Animal Welfare-----	108

**Hazard-Specific Annexes**

R. Hazardous Materials -----	111
S. Pharmaceutical Distribution-----	118
T. Terrorism/Weapons of Mass Destruction-----	121

## Glossary of Acronyms and Terms

Acronyms used in Emergency Operations:

<b>CAD</b>	Computer Aided Dispatch
<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
<b>CP</b>	Command Post
<b>DA</b>	Damage Assessment
<b>DHS</b>	Department of Homeland Security
<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>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESDA</b>	Emergency Services and Disaster Agency
<b>EWS</b>	Emergency Welfare Services
<b>FA</b>	Functional Annex
<b>FEMA</b>	Federal Emergency Management Agency
<b>GETS</b>	Government Emergency Telecommunications Service
<b>GIS</b>	Geographic Information 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>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>IMAT</b>	Incident Management Assistance Team
<b>IS</b>	Information Systems
<b>ISA</b>	Incident-Specific Annex

<b>ITTF</b>	Illinois Terrorism Task Force
<b>JIC</b>	Joint Information Center
<b>MABAS</b>	Mutual Aid Box Alarm System
<b>MAC</b>	Multi-Agency Coordinating entity
<b>ME</b>	Medical Examiner
<b>MRC</b>	Medical Reserve Corps
<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>NIPAS</b>	Northern Illinois Police Alarm System
<b>NRP</b>	National Response Plan
<b>NWCH</b>	Northwest Community Hospital
<b>PD</b>	Police Department
<b>PDD</b>	Presidential Decision Directive
<b>PIO</b>	Public Information Officer
<b>POD</b>	Point of Distribution
<b>PW</b>	Public Works
<b>SEOC</b>	State Emergency Operations Center
<b>SNS</b>	Strategic National Stockpile
<b>SOG</b>	Standardized Operational Guide
<b>SOP</b>	Standardized Operational Procedure
<b>TSP</b>	Telecommunications Service Priority program
<b>UC</b>	Unified Command
<b>VMST</b>	Volunteer Management Support Team
<b>VRC</b>	Volunteer Registration Center
<b>WMD</b>	Weapon(s) of Mass Destruction

## **Terms used in Emergency Operations:**

### **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**

A chapter attached to this Plan which provides specific, detailed information on how a support function will be implemented or a specific hazard will be addressed.

### **Chief Elected Official (CEO)**

The individual chosen by the constituents of the jurisdiction to serve as the lead elected official for the jurisdiction. In the City of Lake Forest, the Mayor is the Chief Elected Official.

### **Command Staff**

ICS-defined staff reporting to the Incident Commander, generally assigned to administrative functions. General staff may include the Public Information Officer, Safety Officer, and Liaison Officer. When the EOC is activated, the Public Information Officer reports and operates from the EOC.

### **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.

### **Lake County Emergency Management Agency**

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

### **Crisis Management Team (CMT)**

Team made up of the City Manager, Department Heads, ESDA Coordinator, and additional community stakeholders as requested by the City Manager that would be assembled when opening the EOC during a disaster.

### **Director**

The individual responsible for the operations of a government department, division or segment. In the City of Lake Forest, Directors are generally operational department heads.

### **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.

**Emergency Management Agency (EMA)**

The emergency management agency for the City of Lake Forest.

**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)**

This emergency operations plan, which is a “steady-state” plan maintained by the City of Lake Forest for managing a wide variety of potential hazards.

**Exercise**

An 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.

**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.

**Flexibility**

A principle of 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 sets of systems and/or practices.

**General Staff**

ICS-defined staff reporting directly to the Incident Commander, generally assigned to incident action planning and response execution functions. Members of Command Staff may include the Finance/Administration Section Chief, Logistics Section Chief, Operations Section Chief, and Planning Section Chief.

**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 EMAs report to IEMA. IEMA reports to the Federal Emergency Management Agency.

**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 Management Assistance Team (IMAT)**

A State asset, IMATs are teams that provide management assistance during incidents, filling ICS Command Staff and General Staff positions, and other support positions as needed. IMATs assist, rather than direct, local leaders. IMATs are requested through the State EOC.

**Incident of National Significance**

An actual or potential high-impact incident that requires a coordinated and effective response by an 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 incidents that may or may not occur that require coordinated response to protect life or property (i.e., pandemic flu, hazardous materials incident, etc.)

**Interagency**

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

**Interoperability & Compatibility**

A principle of 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 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.

**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 locate 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 crisis or incident ops.

## **Levels of Emergency**

Rankings of the severity of emergencies or disasters. The City utilizes federally-designated levels of emergency, as follows:

- **Level V:**  
A local emergency handled by responders from the City. Mutual aid resources may be utilized to handle the event. Decisions are generally tactical in nature and the City's EOC may or may not be involved in managing the incident.
- **Level IV:**  
A significant local event or a regional event. Most Command Staff 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 may be declared.
- **Level III:**  
A regional incident which may extend over multiple operational periods. The ICS Command Staff and General Staff positions will be filled and Incident Action Plans (IAPs) will be in written form. An Incident Management Assistance Team (IMAT) may be utilized as well as the City and County EOCs. Some assistance from State of Illinois agencies may be required to resolve the incident.
- **Level II:**  
An incident affecting an entire region. The ICS Command Staff 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:**  
An Incident of national significance. There may be one or several IMATs that are working to develop IAPs 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.

## **Medical Examiner (ME)**

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.

## **Multi-Agency 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 (NIMS)**

The federally-mandated system for preparing for and managing emergency incidents. NIMS requires the use of the Incident Command System, and is a flexible, scalable system, using common organizational methods and terms, designed so that all agencies involved in a response to an emergency incident will work together efficiently, and an orderly chain of command will be established and maintained.

**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.

**Operational Period**

The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**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.

**Preplanned Event**

A non-emergency activity. ICS can be used as the management system for a wide range of events (i.e., 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 (RACES)**

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.

**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**

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.

**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 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 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 NIMS and NRP to facilitate multi-agency, multi-disciplinary, or multi-jurisdictional communications during an incident.

**Strategy**

General direction selected to accomplish incident objectives, set by the Incident Commander.

**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 weapon.

**City of Lake Forest  
Authentication**

This Emergency Operations Plan is in full force and effect the date of its approval.

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

Approved this   1st   day of November, 2017

By: \_\_\_\_\_

Honorable Robert Lansing  
Lake Forest Mayor

\_\_\_\_\_  
Fire Chief Pete Siebert  
Lake Forest Emergency Management Agency

Attest:

\_\_\_\_\_  
Margaret Boyer  
Lake Forest City Clerk

(City Seal)

*Note: This on line copy does not contain official signatures, only hard copies on file contain signatures of approval.*

**Certification by Lake County Emergency Management Agency**

**Lake Forest Emergency Operation Plan Certification**

**The attached Emergency Operation Plan meets the requirements of the Lake 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 1st day of November, 2017.**

---

**Interim Coordinator Amy McEwan, CEM  
Lake County Emergency Management Agency**

**This plan is hereby approved this 1<sup>st</sup> day of November 2017.**

*Note: This on line copy does not contain official signatures, only hard copies on file contain signatures of approval.*



## Signatures of Government Officials and Other Parties

We, the undersigned, understand and accept the duties and responsibilities assigned to us in this City of Lake Forest Emergency Operations Plan. We hereby agree to perform those duties, accept those responsibilities and provided required resources to the best of our abilities.

### City of Lake Forest:

Mayor \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date \_\_\_\_\_

Chief of Fire \_\_\_\_\_ Date \_\_\_\_\_

Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

Director of Community Development \_\_\_\_\_ Date \_\_\_\_\_

Director of Finance \_\_\_\_\_ Date \_\_\_\_\_

Director of Engineering \_\_\_\_\_ Date \_\_\_\_\_

Director of Public Works \_\_\_\_\_ Date \_\_\_\_\_

ESDA Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

### Other Agencies:

Shields Township Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Vernon Township Supervisor \_\_\_\_\_ Date \_\_\_\_\_

West Deerfield Township Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Moraine Township Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Libertyville Township Supervisor \_\_\_\_\_ Date \_\_\_\_\_

School District 67 Superintendent \_\_\_\_\_ Date \_\_\_\_\_

School District 115 Superintendent \_\_\_\_\_ Date \_\_\_\_\_

*Note: This on line copy does not contain official signatures, only hard copies on file contain signatures of approval.*

## **Distribution List**

Complete copies of this City of Lake Forest Emergency Operations Plan have been distributed to the following parties:

1. Mayor
2. City Manager
3. City Council Aldermen 1
4. City Council Aldermen 2
5. City Council Aldermen 3
6. City Council Aldermen 4
7. City Council Aldermen 5
8. City Council Aldermen 6
9. City Council Aldermen 7
10. City Council Aldermen 8
11. City Clerk
12. City ESDA Coordinator
13. City Chief of Fire
14. City Chief of Police
15. Director of Finance
16. Director of Community Development
17. Director of Engineering
18. Director of Public Works
19. Director Human Resources and Risk Management
20. City Emergency Operations Center
21. Shields Township Supervisor
22. Vernon Township Supervisor
23. West Deerfield Township Supervisor
24. Moraine Township Supervisor
25. Libertyville Township Supervisor
26. Lake County Emergency Management Agency
27. Illinois Emergency Management Agency, Region 4
28. School District 67 Superintendent
29. School District 115 Superintendent
30. Lake Forest College
31. Lake Forest Academy
32. Northwestern Lake Forest Hospital

# Plan Overview

## **GENERAL PURPOSE STATEMENT**

This plan predetermines to the extent possible, actions to be taken by the emergency organizations of The City of Lake Forest to prevent disasters if possible; to reduce the vulnerability of residents to any that cannot be prevented; to respond effectively to the actual occurrence of disasters; and to provide for recovery in the aftermath of any emergency in returning the City to a normal state of affairs. This plan defines, in a straightforward manner, who does what, when, where, and how, in order to prepare for and respond to the effects of any natural disaster, technological accident, or other major incident.

The Emergency Operations Plan (EOP) provides an overview of the responsibilities and actions taken by each governmental division. For this EOP to be effective, cooperation, and coordination must exist within and between all levels of government, private and volunteer organizations, and other individuals with emergency operations experiences.

While recognizing that the ultimate responsibility for protecting the residents of the City of Lake Forest rests with local government, 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.

This plan is only a part of the City's integrated emergency management system, which includes the components of prevention, preparedness, response, recovery and mitigation. This plan is tied to each of the emergency management functions as follows:

**Prevention:** The hazard analysis and scenario visioning used to develop this plan provided the City with insight and direction on the steps it should take to help prevent incidents from occurring. Furthermore, the City recognizes that the more successful its prevention efforts, the less this plan will need to be utilized.

**Preparedness:** While this plan is the centerpiece of the City's preparedness efforts, it is acknowledged that preparedness efforts must also include assignment and training of staff, identification of resources and designation of emergency facilities, to maximize the effectiveness of the City's emergency response.

**Response:** This plan provides a structure and guidance for the City's response to emergency situations, designed to supplement existing standard operating procedures and guidelines, and to blend seamlessly into a coordinated multi-agency response, if necessary.

**Recovery:** The rapid and effective emergency response that this plan is designed to foster, is a key factor in helping to facilitate a rapid and more complete recovery from a disaster. Furthermore, the intelligence gathering and recordkeeping functions of this plan are designed to facilitate the provision of resources and aid that will be needed to enhance recovery.

**Mitigation:** The hazard analysis that was the starting point for this revised plan has provided the City with several concepts for pre-incident mitigation measures to explore. The plan's clear delineation of responsibilities and utilization of ICS principles, including the gathering, dissemination and analysis of intelligence during and after emergency situations, are all designed to promote suitable mitigation measures that are taken in the wake of emergency and disaster situations.

## **SITUATIONS AND ASSUMPTIONS**

Situations: The City of Lake Forest is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Hazards are generally of two types: natural and manmade. Examples of natural hazards we could be exposed to would be floods, tornadoes, and even earthquakes. Manmade hazards would be hazardous material problems, nuclear incidents, war related incidents, civil disturbances, or the cessation of essential services such as water or electrical supply.

Lake Forest is located in the North Shore area, at 42°14'5"N 87°51'3"W . According to the United States Census Bureau, the City has a total area of 16.9 square miles. With approximately 6,687 housing units, majority of the resident population has insurance on personal property. The City's population is approximately 20,059, and there is no expectation of a major increase anytime in the near future.

Lake Forest is served by various transportation systems including: Illinois and US Routes 60, 43, and 41; Interstate I-94 runs to the west of the city. Additionally, Lake Forest has two Metra commuter railroad stations, both of which share the same name. The Union Pacific/North Line has a station in East Lake Forest, while the Milwaukee District/North Line has a station in West Lake Forest. The Canadian Pacific and the EJ&E/Canadian National both have freight lines that run through Lake Forest from north to south. The City lies within the flight path of Chicago Executive Airport in Wheeling, Midway and O'Hare Airports in Chicago, and General Mitchell Airport in Milwaukee, Wisconsin. The Village lies within 25 miles of O'Hare International Airport and 35 miles of the downtown "loop" area of the City of Chicago. Air traffic within the City originates and terminates elsewhere and is generally overhead. Historically, there have been few incidents of commercial airplane failures which resulted in emergencies in the suburban communities; however, the risk remains.

The City is primarily a residential community; however, within its boundaries are general office complexes, retail shopping, and a number of commercial establishments. There is a resident hospital within the City which is Northwestern Lake Forest Hospital. Also the City lies between major hospitals within the area, including Advocate Condell Hospital in Libertyville, Highland Park Hospital in Highland Park. The City is in EMS Region 10, MABAS Division 4, ILEAS Region 4, and IEMA Region 4.

## FUNCTIONAL NEEDS

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

The document provides planning guidance for meeting federal regulations that impact access and functional needs, and the sheltering of children and adults with functional support needs in general population shelters. The guidance was developed to support local, tribal, State and Federal governments to integrate children and adults with and without disabilities who have access and functional needs into every aspect of emergency shelter planning and response.

The Functional Needs Framework is intended to address the functional limitations of persons who identify themselves as having a disability and the larger portion of persons who do not identify themselves as having a disability, but have limitations in hearing, seeing, walking, learning, language, and understanding.

Existing emergency operations plans generally assume that everyone in the population will be able to successfully and effectively participate in sheltering, evacuation and other emergency response operations, but experience has shown that many people may have one-or-more functional needs that must be addressed before they are able to participate.

The functional needs framework provides a means of addressing the assignment and management of resources to and for functional needs populations and is not based on a 'Functional needs' framework of diagnostic labels and definitions of disability that are used primarily for programmatic eligibility.

The functional needs framework can be effectively applied to the needs of broad populations, including:

1. Persons with physical disabilities.
2. Persons with serious mental illnesses.
3. Persons who are non-English speakers.
4. Children.
5. Elders.
6. Persons who do not have access to vehicles.
7. Persons with special dietary needs.
8. Pregnant women.
9. Persons who are homeless.
10. Institutionalized persons.

Assumptions: Through ordinance and directive The City of Lake Forest is primarily responsible for and will commit all available resources to save lives, minimize injury to persons, and to minimize damage to property.

The City of Lake Forest 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, intentional, and technological. They have the potential to cause deaths, injuries, property damage and major disruption to the City.

The City has analyzed the hazards to which it is exposed, according to factors such as likelihood, impact, speed of onset, spatial extent, duration and seasonal pattern, to develop profiles with which to compare and prioritize risks for the various hazards.

The City of Lake Forest could be impacted by one or more of the following natural hazards:

- Flood
- Winter storm
- Straight-line high winds
- Drought
- Wildland fire
- Tornado
- Conflagration
- Influenza or other disease epidemic
- Earthquake

The City of Lake Forest could be impacted by one or more of the following intentional hazards:

- Civil disorder
- Act of terrorism
- Attack (nuclear or conventional)

The City of Lake Forest could be impacted by one or more of the following technological hazards:

- Power failure
- Water or sewer system failure
- Transportation accident
- Hazardous materials incident (stationary, transportation, or nuclear)
- Fuel shortage
- Pollution

#### Warning Systems:

The City's warning system includes the use of (13) outdoor warning sirens capable of alerting 100% of the residents within the municipal area, and a "reverse 9-1-1" system capable of reaching 100% of households and several businesses. The City is also capable of producing emergency warning/alert information on its governmental television channel and its website. Additionally, the Chicago area is the third largest US media market, providing multiple outlets for public information sharing and warning/alert of the general public

## **Location of Outdoor Emergency Warning Sirens**

The City of Lake Forest's 13 warning sirens, and the area they serve

- Siren #1 is located at the City of Lake Forest City Hall.
- Siren #2 is located at Westleigh & Valley.
- Siren #3 is located at Northcroft Park.
- Siren #4 is located at Old Mill & Kathryn.
- Siren #5 is located at Old Mill & Alexis.
- Siren #6 is located at McCormick Woods Nature Preserve.
- Siren #7 is located at Sheridan School.
- Siren #8 is located at Lake Forest College.
- Siren #9 is located at Wallace & Westliegh.
- Siren #10 is located on Yale Court in Academy Woods.
- Siren #11 is located at the Knollwood Fire Station.
- Siren #12 is located at Deerpath Golf Course.
- Siren #13 is located at the Route 60 (Townline Road) Park.

## CONCEPT OF OPERATIONS

### General:

City, County, State, and Federal roles: It is the responsibility of the government of The City of Lake Forest to protect life and property from the effects of hazardous events. The City must also assume the responsibility for emergency management activities. When and if the emergency exceeds or threatens the capability to respond, assistance will be requested from county and state authorities. If federal assistance is needed it must be requested by the states authority.

Transition from Normal Response to Emergency Response: The EOP recognizes the fact that emergency functions for groups involved in emergency management generally parallel normal day-to-day functions. (i.e., police and fire departments). Barring unforeseen problems, the same personnel and material resources will be employed in both cases. During disastrous situations the usual way of doing something may not suffice. It is desirable and should always be attempted to maintain organizational continuity and to assign familiar tasks to personnel. In large scale disasters, it may be necessary to draw on personnels basic capabilities and capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. People may be redirected into a function needing attention as directed by an emergency manager.

The City's three primary response organizations are the Fire, Police, and Public Works Departments. During normal response operations, field personnel from all three departments work in close communication and cooperation, fulfilling normal primary and support roles. When a normal response situation appears to expanding to the point where EOP/EOC activation will be required, the departments will consult with each other to help make this determination. Examples of early warning signs that activation may be required include:

- The incident will require personnel and/or resources beyond those normally and readily available.
- The incident is impacting more than isolated portions of the City.
- The duration of the incident will exceed normal working shifts.
- The incident has the potential of expanding rapidly.

When these characteristics are present, field supervisors will contact their department heads (or available successors, as determined by the normal chain of command). The department heads will discuss the situation and arrive at a consensus for appropriate further action. If the consensus is to *not* recommend activation of the EOP or EOC, a time will be set for the next conference between the department heads (so that the situation can be re-evaluated). One of the department heads is designated to contact the City Manager, to provide the group's intelligence and recommendation. This will usually be the department head whose agency is leading the response. The City Manager is, at minimum, kept apprised of all department head conferences, and may choose to participate. It is understood that even though the department head conference(s) may not result in a recommendation to activate the EOP or EOC, this group has specific authority to direct that the EOC be set up, either as a precautionary measure, or to

function as an Unified Command Post. Whenever the EOC is to be set up, the Lake Forest (ESDA) Officer is contacted to initiate set-up operations.

The City Manager or his designee is responsible for the overall command of disaster operations. The major governmental department heads or their designee will be responsible for direction in all entities under this jurisdiction and keep the City Manager apprised of current status. (Periodic updates with a time constraint, should be incorporated into operations.) The City of Lake Forest ESDA Officer or his designee will function as a resource coordinator for all activities within the City.

Consistent with Lake County and the State of Illinois commitment to comprehensive emergency management, this EOP is concerned with all types of emergency situations that may develop. It accounts for all activities before, during, and after emergency operations. The EOP heavily emphasizes the capability of the Lake Forest government to respond to and accomplish short term recovery from large scale disasters.

#### Local Responsibility and Authority

It is recognized that the responsibility for the protection of lives and property of the residents of the City of Lake Forest rests with the local government officials and that the ultimate authority and responsibility in a disaster or emergency situation rests with the City Manager of the City of Lake Forest. In accordance with Illinois Revised Statutes, the City Manager or emergency interim successor shall be the only authority to declare a local disaster. Any such order or proclamation shall not be continued or renewed for a period in excess of seven (7) days, except by or with the consent of the City Council of the City of Lake Forest. 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 City Clerk. The effect of a declaration of local disaster is to activate the City of Lake Forest Emergency Operations Plan and to authorize the furnishing of aid and assistance thereunder. 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 Mayor or emergency interim successor may suspend the provisions of any City ordinance prescribing procedures for the conduct of City business; or the orders, rules and regulations of any City 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 City Council meets at such time, the City Manager or emergency interim successor shall act subject to the directions and restrictions imposed by the Council.

#### Use of NIMS and ICS

Due to the need to rapidly expand to multi-discipline, multi-jurisdictional response, the City of Lake Forest will utilize National Incident Management System (NIMS) concepts and Incident Command System (ICS) structure for all field command and management functions in all operations within the City. These concepts and structures provide for effective coordination of City staff and resources, other governmental agencies, and other parties involved in emergency response. Effective coordination of all parties is absolutely critical in emergency situations. In order to ensure minimal disruption of existing systems and processes during an emergency

situation, all City of Lake Forest departments will utilize NIMS and ICS processes in day-to-day operations, special events, exercises, and training. In addition, certain City elected officials and full-time staff are required to receive NIMS and ICS training and certification.

The City and other responding entities will use ICS common terminology when managing incidents. Information and intelligence will be gathered and disseminated among appropriate parties, to provide a common operating picture. The City will use interoperable communications and information systems, to facilitate coordination within departments and with other agencies and responding parties. The City will utilize communications information systems that are portable, scalable, and redundant, to maximize efficiency of response and adapt to dynamic incident conditions. **(NIMS II.A)**

When managing resources during an incident, the City will utilize common ICS terminology to identify, request, and order resources. The City will track its use of resources, including personnel, through standardized mobilization, recovery and demobilization procedures. **(NIMS III.B)**

ICS provides a flexible core mechanism which is adaptable for single or multi-jurisdiction department or agency response to incidents of various size and complexity. Through the use of common terminology, modular organization, management by objectives, incident action planning and a manageable span of control, ICS enables the City to maximize the effectiveness and efficiency of its response to emergency situations. The City will utilize ICS methodology for establishment of incident facilities, resource management, integrated communications, establishment and transfer of command. In addition, by employing ICS principles for chain of command, unity of command, accountability, unified command, deployment and information management, the roles and responsibilities of City staff and our partner responders will be clear, eliminating confusion and lack of coordination that could hamper emergency response and recovery efforts. **(NIMS IV.A)**

The City will utilize ICS for the communication of objectives, resource tracking, intelligence gathering and information management, in order to maintain clear communications within and between the City and other responding agencies, to keep the public appropriately informed, and to facilitate transitions from response to recovery to a return to normal operations. **(NIMS III.B)**

The normal day-to-day functions and operations of the City 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, acting under the direction of the City Manager, who in turn is acting under policy direction established by the Mayor and the City Council.

During a locally declared disaster, the City Manager or emergency interim successor will assume overall command. The City Manager or emergency interim successor, EM Coordinator, department heads and community stakeholders, as requested by the City Manager or emergency interim successor, will function as the Crisis Management Team (CMT). The CMT will coordinate response from the City of Lake Forest Emergency Operations Center (EOC). The CMT will manage the operation by objectives. The CMT will utilize an Incident Action Plan (IAP) in order to provide a coherent means of communicating the overall incident objectives, in the context of both operational and support activities. **(NIMS IV.A)**

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 City Manager or emergency interim successor and CMT will address requests for resources either through City or external resources as appropriate. The City will use NIMS and ICS guidelines to categorize, order, dispatch, track and recover, and reimburse for resources. **(NIMS III.B)**

The Incident Commander (IC) will direct the identification and location of facilities such as incident command posts, base camps, staging areas, etc., based the requirements of the situation at hand. **(NIMS IV.A)**

The incident command organizational structure will develop in a top-down, modular fashion that will be based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. If necessary, separate functional elements within the organization will be established, each of which may be further subdivided to enhance internal management and external coordination. The CMT and the IC will ensure that an ICS recommended manageable span of control is maintained at all times. Command transfer will include a briefing that captures all essential information for assessing the current status of the situation and continuing safe and effective operations. **(NIMS IV.A)**

City personnel and equipment will respond only when requested or when dispatched by an appropriate authority for each discipline. All personnel will go through a check-in procedure, and will report to one supervisor only. Each supervisor will command a manageable number of personnel, will themselves report to one person only, and will track all resources allocated to him/her, recording and reporting resource changes as they occur. **(NIMS IV.A)**

While the City Manager or emergency interim successor has the ultimate command authority within the City, it is also recognized that the response to a disaster may rely on the cooperation and interaction of many agencies, such as neighboring, county, state or federal governments; regional, state, or national emergency response/support organizations; and private parties. It is therefore critical that disaster response be thoroughly coordinated, to insure maximum effectiveness. This coordination will include the development and use of a common communications plan, standardized protocols, and interoperable communications systems. **(NIMS IV.A)**

In incidents involving multiple agencies and/or multiple jurisdictions, the City of Lake Forest will function under Unified Command, which will allow effective management without affecting individual agencies' authority, responsibility, or accountability. **(NIMS IV.B)**

Emergency Operations Center (EOC) the EOC will serve as the central control point in the event of a disaster or emergency. The facility will be staffed by the Crisis Management Team and support personnel from external organizations as necessary, based on the size and scope of the disaster. Personnel staffing the EOC will be notified by the City Manager or emergency interim successor, and/or the ESDA Coordinator. All personnel in the EOC will perform and coordinate their department's normal functions. 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 will be 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.

#### Modular Plan

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, selected functions, or every function may be activated, in order to effectively manage the response. Activation will be at the level chosen by the City Manager or emergency interim successor.

#### Levels of Emergency

The City recognizes the five levels of emergency as established by the Federal Emergency Management Agency (FEMA), and will respond appropriately. See the Glossary of Terms and Functional Annex 1: Direction and Control for a more detailed discussion of the levels of emergency.

## **Lines of Succession**

In order to ensure continuity of governance and to provide continuous leadership, authority and responsibility, the following lines of succession have been established, either by statute, City ordinance, or City policy, as appropriate.

City Manager:

- 1) Assistant (to the) City Manager; 2) Fire Chief; 3) Police Chief; 4) Director of Public Works

Fire Chief:

- 1) Deputy Fire Chief; 2) On-Duty Battalion Chief; 3) Highest Ranking Lieutenant

Police Chief:

- 1) Deputy Police Chief; 2) On-Duty Commander; 3) Highest Ranking Sergeant

Director of Public Works:

- 1) Assistant Director of Public Works; 2) Streets Supervisor; 3) Utility Supervisor

Director of Finance:

- 1) Assistant Director of Finance; 2) Human Resources Director

Director of Community Development:

ESDA Coordinator:

- 1) Fire Chief; 2) Police Chief; 3) Director of Public Works

## Primary and Support Responsibilities

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

This section provides a quick identification of the roles and responsibilities of various positions, departments, and agencies, when this plan is activated. It also contains a chart of primary and support responsibilities organized by function. More detailed information on specific responsibilities can be found in the Functional Annexes.

Whenever a person or position is listed, the term includes any designated successor to the person or position.

### City of Lake Forest Positions and Departments:

#### City Manager or emergency interim successor

The City Manager or emergency interim successor has the ultimate responsibility for response and recovery efforts, and provides overall direction and control to the response. Specific responsibilities include: declaring a local disaster or emergency; articulating policy decisions; providing direction and control; disseminating public information; ensuring EOC staffing; ensuring development and maintenance of response plans; ensuring staff training; and providing public education. The City Manager is responsible for overseeing and helping coordinate staff implementation of the policy direction and management objectives of the corporate authorities. During activation of this plan, that role will be fulfilled within the ICS framework. The City Manager is also responsible for implementation of the Continuity of Operations Plan in the event such plan is activated.

#### City Clerk

The City Clerk is responsible for the preservation of vital records; ensuring proper filing and accountability of all vital disaster or emergency documentation; and support of the Public Information Officer (PIO). The City Clerk shares primary responsibility for recordkeeping.

#### Director of Finance

The Director of Finance is responsible for paying out and depositing the funds of the City as directed, for keeping records of such payouts and deposits, and for City collections. Under the direction of the City Manager, the Director of Finance leads the Finance department, which is responsible for development and maintenance of financial documentation; documentation of damage assessment information; development of procedures to assist local agencies in recording and reporting emergency expenses; authorization of emergency purchases and payments; development and maintenance of records of donated funds; and oversight of all major purchases required to provide response and recovery efforts to the community. The Director of Finance also has primary responsibility for coordination of all Financial Management and Recordkeeping.

### Director of Community Development

Under the direction of the City Manager, the Community Development Director leads this department. The Community Development Department provides support for Disaster Intelligence/Damage Assessment.

### Director of Engineering

Under the direction of the City Manager, the Director of Engineering leads this department, which is responsible for coordination of damage assessment teams, preparation of reports and documents in an expeditious manner, forwarding of completed reports to the appropriate member at the EOC, and assistance with prioritization of repair and recovery efforts. The Engineering Department has primary responsibility for Disaster Intelligence/Damage Assessment. The Engineering Department provides support for Health & Medical, and Firefighting/Search & Rescue.

### Fire Chief

Under the direction of the City Manager, the Fire Chief leads this department, which is responsible for providing fire prevention, firefighting, rescue operations, HAZMAT operations, emergency medical services, radiological monitoring, decontamination, support of emergency warning and notification, and coordination with area hospitals. The Lake Forest Fire Department is a member of the Mutual Aid Box Alarm System (MABAS), which should be a source of supplemental resources. The Fire Department has primary responsibility for Health & Medical, Mortuary Services, Firefighting/Search & Rescue, and Hazardous Materials. The Fire Department provides support for Communications, Disaster Intelligence/Damage Assessment, Mass Care, Resource Management, Transportation, Pharmaceutical Distribution, and Terrorism/WMD.

### Police Chief

Under the direction of the City Manager, the Chief of Police leads this department, which is the primary agency responsible for providing law enforcement services. The Police Department 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. The Lake Forest Police Department is a member of both the Illinois Law Enforcement Alarm System (ILEAS) and the Northern Illinois Police Alarm System (NIPAS) which should be a source of supplement resources. The Police Department has primary responsibility for Warning/Emergency Information, Evacuation, and Law Enforcement. The Police Department provides support for Communications, Disaster Intelligence/Damage Assessment, Mass Care, Mortuary Services, Resource Management, Volunteer Resources, Public Works, Transportation, Animal Welfare, Hazardous Materials, Pharmaceutical Distribution, and Terrorism/WMD.

### Director of Human Resources

Under the direction of the City Manager, the Director of Human Resources/Risk Management leads this department, which is responsible for has the following responsibilities: supporting the EMA with regards to volunteer resource management; coordination of shelter locations and information; and welfare information services to the public. Additionally, Human Resources/Risk Management staff will ensure that there are resources available for Critical Incident Stress Debriefing (CISD) for all staff and volunteers involved in the response to the emergency/disaster. The Human Resources/Risk Management Department provides support for all functions, with CISD.

#### Assistant Director of Information & Technology

Under the direction of the Director of Finance, the (IT) Information and Technology Coordinator leads this division, which has responsibility for supporting all emergency operations with technological items.

#### Director of Public Works

Under the direction of the City Manager, the Director of Public Works leads this department, which is responsible for maintenance of vital facilities during emergency operations; ensuring an adequate potable water supply; maintenance of roads, bridges and sewers; removal of debris; vehicular repair and fueling; support of EOC operations; support of damage assessment efforts; support or traffic control; equipment support; and support of traffic control.

The Public Works Department has primary responsibility for Public Works. The Public Works Department provides support for Communications, Warning/Emergency Information, Public Information, Disaster Intelligence/Damage Assessment, Evacuation, Health & Medical, Mortuary Services, Resource Management, Firefighting/Search & Rescue, Law Enforcement, Transportation, Animal Welfare, Hazardous Materials, and Terrorism/WMD.

#### Lake County Coroner

The Lake County Coroner 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, and state and federal agencies.

#### School District 67 & 115

Under the direction of the Superintendent of Schools, the public school system is responsible for ensuring the safety and accountability of all students, staff and visitors to school sites. Additionally, the Superintendent of Schools may be asked to provide support to Mass Care, Health and Medical, and/or Transportation operations, or to provide support for other operations within the City to aid in response efforts.

#### Townships

Under the direction of the Township Supervisor, Shields, Vernon, West Deerfield, Moraine and Libertyville Townships are present within the City. Townships are primarily responsible for road and drainage maintenance functions within unincorporated areas under their jurisdictions, but may be asked to provide support for Mass Care and Volunteer Resources operations.

## **List of Agreements Attached**

Left blank for on-line document

## **Procedures for Requesting Outside Assistance**

Assistance may be requested from neighboring local units of government, county, state or federal government.

A contact list for all agencies listed below is maintained in the City Emergency Operations Center (EOC).

In most cases, requests for assistance from neighboring local governments will be through the City's dispatch center. In some cases, contact will be made by department heads and/or the City Manager or emergency interim successor, directly to their counterparts in the neighboring municipality. This is facilitated by the strong relationships City staff and officials have cultivated with our neighbors.

To request assistance from county governments, the ESDA Coordinator will contact the county emergency coordinator directly.

To request assistance from the State of Illinois, the county emergency management coordinators will contact the State of Illinois EOC.

To request federal assistance, the county emergency management coordinators will contact the Illinois Emergency Management Agency (IEMA) at the State EOC (SEOC). IEMA will coordinate all requests for federal assistance.

## **Legal Authorities**

This Emergency Operations Plan is established under the authority granted by, and is subject to the limitations established by, the following:

- Federal Civil Defense Act of 1950
- City of Lake Forest Emergency Services Disaster Agency (ESDA) Ordinance
- Robert T. Stafford Disaster Relief Act, Public Law 93-288 as amended
- Illinois Emergency Management Agency (IEMA) Act, 20 ILCS 3305/1
- I.E.M.A. Administrative Rule on Local Emergency Operations Plans
- State of Illinois Executive Order Number 12 (2004), Authorizing the Implementation of the National Incident Management System
- 29 Illinois Administrative Code 301
- Emergency Interim Executive Succession Act 5 ILCS 275/7

## **Maintenance, Review, and Evaluation of EOP**

Overall responsibility for maintenance, review, and evaluation of the City of Lake Forest's Emergency Operations Plan shall rest with the City's ESDA Officer.

Overall direction for this responsibility shall rest with the City's ESDA Coordinator of Administration and Operations.

Operational departments have primary responsibility for maintenance of certain Annexes as follows:

### ESDA Coordinator

Direction and Control (FA A)  
Communications (FA B)  
Public Information (FA D)  
Disaster Intelligence/Damage Assessment (FA E)  
Resource Management (FA J)  
Volunteer Resources (FA K)  
Financial Management and Recordkeeping (FA O)  
Transportation (FA P)  
Animal Welfare (FA Q)  
Pharmaceutical Distribution (HSA S)

### Fire Department

Health and Medical (FA H)  
Mortuary Services (FA I)  
Firefighting/Search and Rescue (FA L)  
Hazardous Materials (HSA R)  
Mass Care (FA G)  
Terrorism of Mass Destruction (HSA T)

### Police Department

Warning/Emergency Information (FA C)  
Evacuation (FA F)  
Law Enforcement (FA M)

### Public Works Department

Public Works (FA N)

Departments responsible for the maintenance of Annexes as listed above shall coordinate such maintenance with other operational departments and the City of Lake Forest ESDA.

## **Functional Annex A: Direction and Control**

### **Purpose**

The purpose of this Direction and Control Functional Annex is to identify the locations from which Direction and Control will be implemented, and those individuals with responsibility for the direction and control of an incident within the City. This annex also identifies the relationships between various responding organizations and how and under whom decisions will be made.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

The City Manager or emergency interim successor may activate this annex, in the event of a possible and/or impending local disaster or emergency incident.

This annex is automatically activated whenever a local disaster is declared by the City Manager or emergency interim successor.

It should be further noted that the use of the National Incident Management System (NIMS) and the Incident Command System (ICS) by City response personnel are in effect at all times for all incidents and planned events within the City of Lake Forest.

### **Assumptions**

Lake Forest is a City of approximately 19,000 residents. Situations occur in the City on a daily basis which require responding agencies to utilize direction and control policies. In day-to-day response situations and for planned events, City responders utilize the principles and methodology of the National Incident Management System (NIMS) and the Incident Command System (ICS). In a large incident or event, the same NIMS and ICS principles and methodology will be followed.

The term "Incident Command" in this annex refers to Incident Command, Unified Command, Area Incident Command, or Unified Area Incident Command as appropriate, based on the incident scale and structure.

## Concept of Operations

Direction and control will follow NIMS and ICS guidelines. The City Manager or emergency interim successor is responsible for all operations, including emergency operations, within the City and will delegate authority to appropriate staff based on written policy.

The City has established a line of succession to establish an emergency interim successor for the City Manager, as follows:

1. Assistant (to the) City Manager
2. Fire Chief
3. Police Chief
4. Director of Public Works
5. Director of Finance

Depending on the nature of an incident, the City of Lake Forest may choose to operate under different levels of response, listed below in order of increasing severity:

### The Emergency Operations Center is set up as a precautionary measure:

- This action may be taken when it is anticipated that the room may be needed as a Unified Command Post, or as an EOC.
- This decision can be made by the City Manager or emergency interim successor, the Assistant (to the) City Manager, the ESDA Coordinator, the Fire Chief, the Deputy Fire Chief, the Police Chief, the Deputy Police Chief, the Director of Public Works, or the Assistant Director of Public Works.
- This action does not activate the Emergency Operations Center or the Emergency Operations Plan.

### The Emergency Operations Center is activated:

- This action may be taken when the City Manager or emergency interim successor believes the nature of an incident is such that the City will best respond and recover by having operations directed from the central EOC, or it is anticipated that the Emergency Operations Plan may be activated.
- This decision can be made only by the City Manager or emergency interim successor.
- This decision does not activate the Emergency Operations Plan; however, personnel as may be designated to serve on the CMT shall report to the EOC when directed to do so. In the event the EOC room is being used as a Unified Command Post, the post shall be relocated out of the room. Lake County Emergency Management Agencies shall be notified of the action.

### The Emergency Operations Plan is activated (in whole or in part):

- This action may be taken when the City Manager or emergency interim successor believes the nature of an incident is such that the City will best respond and recover by

implementing one or more portions of the Emergency Operations Plan (i.e., one or more of the functional or incident-specific annexes of the plan).

- This decision can be made only by the City Manager or emergency interim successor.
- This decision automatically activates the Emergency Operations Center. Personnel designated to serve on the CMT shall report to the EOC when directed to do so. In the event the EOC room is being used as a Unified Command Post, the post shall be relocated out of the room. Lake County Emergency Management Agencies shall be notified of the action.
- A Disaster is declared in the City of Lake Forest:
  - This action may be taken when the City Manager or emergency interim successor believes that the demands of an incident will exceed local and routine mutual aid resources.
  - This decision can be made only by the City Manager or emergency interim successor.
  - This decision automatically activates the Emergency Operations Center and the Emergency Operations Plan.

Personnel designated to serve on the CMT shall report to the EOC when directed to do so. In the event the EOC room is being used as a Unified Command Post, the post shall be relocated out of the room. Lake County Emergency Management Agencies shall be notified of the action. During an emergency or disaster, it is imperative to have a central location where essential personnel gather to direct and control emergency operations. When activated, the Emergency Operations Center (EOC) serves as the central location for management of the emergency or disaster. The Lake Forest Emergency Services Disaster Agency (ESDA) has primary responsibility for Emergency Operations Center (EOC) set-up and operation and provides staff support to the EOC.

Upon determination by the City Manager or emergency interim successor, that a local emergency or disaster has occurred, each department head will be notified, and unless specifically directed otherwise, will report to the EOC. The primary EOC is located the City of Lake Forest Fire Station #2 basement. The alternate EOC is located within the Municipal Services Building. A Mobile Command Unit, MABAS or ILEAS command vehicle may also serve as an alternate EOC, depending upon availability. When necessary, radio communications shall be the primary method of notifying field units of the operational transfer from the primary EOC to an alternate one.

As in normal daily operations, each department head will be responsible for the operation of his/her department, and will report to the City Manager. Each department head shall direct his/her assigned response and recovery operations from the EOC. As designated by the CEO, department heads will function as members of the City's Crisis Management Team (CMT). The City Manager leads the CMT.

Under the overall direction of the City Manager or emergency interim successor, policy decisions and assignment of critical resources will be managed by the CMT, at the EOC. The CMT at the EOC will implement the core functions of coordination; communications; resource dispatch and tracking; and information collection, analysis and dissemination.

There may be situations where the EOC is set up for use prior to formal activation. In such cases, the EOC is on standby for formal activation, and may be utilized as an Incident Command Post.

Situations in which the EOC may be placed on standby or activated include:

- Severe Weather Watch  
Conditions are right for the development of threatening weather.
- Severe Weather Warning  
Actual damaging weather has been sighted, or other actions have occurred.
- Level V Incident  
A local emergency handled by responders from the jurisdiction that is affected. Mutual aid resources may be utilized to handle the event. Decisions are generally tactical in nature and the Lake Forest EOC may or may not be involved in managing the incident.
- Level IV Incident  
A significant local event or a regional event. Most Command Staff and General Staff positions in the Incident Command Structure (ICS) are filled. The Lake Forest 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 Incident  
A regional incident which may extend over multiple operational periods. The ICS Command Staff and General Staff positions will be filled and a written Incident Action Plan (IAP) will be utilized. An Incident Management Assistance Team (IMAT) may be utilized, as well as the local and county EOC management teams. Some assistance from State of Illinois agencies may be required to resolve the incident.
- Level II Incident  
An incident affecting an entire region. The ICS Command Staff and General Staff positions will be filled and an IMAT may be operating with 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 Incident  
An incident that qualifies as an Incident of National Significance. There may be one or several IMAT that are working to develop IAPs 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.
- Terrorism Threat Level Orange  
A local or national Homeland Security Alert System (HSAS) alert level indicating a high risk of a terrorist act.
- Terrorism Threat Level Red  
A local or national Homeland Security Alert System (HSAS) alert level indicating a

severe risk of a terrorist attack.

Incident Commanders will be responsible for field operations, and will function within the normal limits of their authority. Designation of the person or agency to assume Incident Command will follow historical patterns and common sense. Incident Command and field staff will report all pertinent intelligence to the CMT member within their functional chain of command within the EOC.

The following table should serve as a general reference for which agency or agencies will be responsible for Incident Command, under various scenarios. *Note:* The table is intended as a guideline only, as specific and/or evolving characteristics of incidents or availability of personnel may result in different choices for responsibility for Incident Command.

<b>INCIDENT TYPE</b>	<b>AGENCY</b>
Civil/political unrest	Police Department
Commercial transportation accidents	Fire Department
Earthquake	Fire Department Police Department Public Works
Fire/explosion	Fire Department
Flood	Public Works
Hazardous Materials incident	Fire Department
Severe/excessive heat/cold	ESDA Fire Department
Severe storms/high winds/lightning/wildland fires	Fire Department Public Works
Structural collapse	Fire Department
Tornado	Fire Department Police Department Public Works
Utility failure	Public Works
Winter storms/snow/ice	Public Works

Emergency response personnel and organizations will be notified according to standard operating procedures for emergency call-out, with the use of pagers, telephones, and text messaging systems (New World CAD texts, Edispatches, and Motorola Minitor V pagers).

In-field responders will communicate with interoperable systems, and will use plain English in all communications. Information and intelligence from the field will be reported to Incident Command through normal radio, telephone and other interoperable communications, and through the use of formal ICS reporting forms.

Incident Command will formally send information and resource requests to the CMT via an Incident Action Plan and other ICS forms as appropriate. There may also be informal communication back and forth between Incident Command and the CMT. The CMT will communicate with the county EOC. The CMT will establish policy, and will communicate policy direction and resource allocation decisions to Incident Command, which is responsible for field

operations. All of the above (formal and informal communication) will be used to obtain, analyze, and disseminate information that can be used for decision making, requesting assistance, and reporting.

Public information will be managed by the Public Information Officer (PIO). If the Lake County EOC is activated, the PIO will obtain information from the county EOC, who shall provide direction on management of public information. The PIO will provide information to the public, which may be in the form of media briefings, news releases, “reverse 9-1-1” notification, and/or local government TV channel or website slides or videos. The PIO provides information as directed by the CEO or emergency interim successor, who is advised and updated by Incident Command, the PIO and/or the CMT.

## **Specific Responsibilities**

### Reporting to EOC when Activated:

The City Manager, ESDA Coordinator, Director of Finance, Director of Community Development, Director of Engineering, Fire Chief, Director of Human Resources, Police Chief, Public Information Officer, and Director of Public Works shall report to the EOC when activated, unless specifically directed otherwise.

### Coordinating News Releases Among Response Organizations:

The Public Information Officer holds primary responsibility for coordinating news releases among response organizations.

### Setting Up, Maintaining, and Managing Primary and Alternate EOCs:

The ESDA Coordinator holds primary responsibility for managing the primary and alternate EOCs.

### Coordinating EOC Operations:

The ESDA Coordinator holds primary responsibility for coordinating EOC operations, including maintaining a significant events log during the time the EOC is open.

### Maintaining a Significant Events Log:

The ESDA Coordinator holds primary responsibility for maintaining a Significant Events Log.

### Removing Debris:

The Director of Public Works holds primary responsibility for removing debris.

### EOC Support Responsibilities:

#### Firefighting

The Fire Department will have responsibility for fire prevention and emergency medical services provisions to all staff within the EOC.

#### Law Enforcement

The Police Department will have responsibility 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.

Public Works	The Public Works Department is responsible for debris removal operations at all public facilities, provision of support in ensuring telecommunications at the EOC; on-site operational support which may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair.
Information Technology	The IT staff will provide support with all technology including hardware, software, tech support, GIS mapping, and other technology needs of the staff in the EOC.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will 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.
School Districts	The Superintendent(s) of the school districts may be present within the EOC in order to provide effective coordination of resources.
NGOs	Non-Governmental Organizations may also be present in the EOC to provide efficient information-sharing regarding available resources. Access to the EOC by community-based groups will be granted by the City Manager or emergency interim successor, or by ESDA Coordinator with the consent of the CM

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

### **References:**

Cited Lake Forest Fire Department references include:

- Policies and Procedures
- Fire Department Organization

Cited Lake Forest Public Works Department references include

- PW Policy and Procedure Manual

Cited external agency references include:

- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard Operating Procedures: Section 3, Technical Rescue.

## A-2 Emergency Management

City, County, State, and Federal roles: It is the responsibility of the government of The City of Lake Forest to protect life and property from the effects of hazardous events. The City of Lake Forest must also assume the responsibility for emergency management activities. When and if the emergency exceeds or threatens the capability to respond, assistance will be requested from county and state authorities. If federal assistance is needed it must be requested by the states authority.

Transition from Normal Response to Emergency Response: The EOP recognizes the fact that emergency functions for groups involved in emergency management generally parallel normal day-to-day functions. (i.e., police and fire departments). Barring unforeseen problems, the same personnel and material resources will be employed in both cases. During disastrous situations the usual way of doing something may not suffice. It is desirable and should always be attempted to maintain organizational continuity and to assign familiar tasks to personnel. In large scale disasters, it may be necessary to draw on personnel basic capabilities and capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. People may be redirected into a function needing attention as directed by an emergency manager.

The City of Lake Forest four primary response organizations are the Fire, Police, Public Works and ESDA. During normal response operations, field personnel from all four departments work in close communication and cooperation, fulfilling normal primary and support roles. When a normal response situation appears to expanding to the point where EOP/EOC activation will be required, the departments will consult with each other to help make this determination. Examples of early warning signs that activation may be required include:

- The incident will require personnel and/or resources beyond those normally and readily available.
- The incident is impacting more than isolated portions of the City.
- The duration of the incident will exceed normal working shifts.
- The incident has the potential of expanding rapidly.

When these characteristics are present, field supervisors will contact their department heads (or available successors, as determined by the normal chain of command). The department heads will discuss the situation and arrive at a consensus for appropriate further action. If the consensus is to not recommend activation of the EOP or EOC, a time will be set for the next conference between the department heads (so that the situation can be re-evaluated). One of the department heads is designated to contact the Mayor, to provide the group's intelligence and recommendation. This will usually be the department head whose agency is leading the response. The Mayor is, at minimum, kept apprised of all department head conferences, and may choose to participate. It is understood that even though the department head conference(s) may not result in a recommendation to activate the EOP or EOC, this group has specific authority to direct that the EOC be set up, either as a precautionary measure, or to function as an Unified Command Post.

The City of Lake Forest City Manager or his/her designee is responsible for the overall command of disaster operations. The major governmental department heads or their designee will be responsible for direction in all entities under this jurisdiction and keep the Mayor apprised of current status. (Periodic updates with a time constraint, should be incorporated into operations.) The City of Lake Forest ESDA Field Director or his/her designee will function as a resource coordinator for all activities within the The City of Lake Forest in cooperation with City Staff and at their delegation.

Consistent with Lake County and the State of Illinois commitment to comprehensive emergency management, this EOP is concerned with all types of emergency situations that may develop. It accounts for all activities before, during, and after emergency operations. The EOP heavily emphasizes the capability of the The City of Lake Forest government to respond to and accomplish short term recovery from large scale disasters.

## **A-6 HSEEP Compliant Exercises/After Action Review – Improvement Plans**

All tabletop exercises and training drills will follow the templates and evaluation forms found on the IEMA website -  
(<https://www.illinois.gov/iema/training/pages/hseep.aspx>)

All exercises should be coordinated with The Lake County EMA whenever practical.

The purpose of training drills are to establish a learning environment for all participants, in order to familiarize everyone with emergency response plans, and policies and procedures as they pertain to disaster responses that may require multiple layers of government to respond.

All training exercises will include the component of an Improvement Plan. The Improvement Plan will be monitored, tracked and shared with the Lake County EMA to help facilitate Agency improvement.

## **Functional Annex B: Communications**

### **Purpose**

The purpose of this Communications Functional Annex is to ensure the provision of communications support to all response efforts during a disaster or emergency. This annex supplements the daily communications plans of the response departments of the City.

The Communications function coordinates telecommunications and the restoration of the telecommunications infrastructure. The Communications function 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.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This function shall be activated when the Emergency Operations Plan or EOC is activated.

### **Assumptions**

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

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.

For most emergencies, the initial communications response will be conducted through the City's dispatch center.

## Concept of Operations

When activated, Communications coordinates and supports communications requirements. The following guidelines are observed to allow Communications to meet its 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.

Communications will coordinate with the state telecommunications officer to ensure state communications requirements do not conflict with local needs.

Communications 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 will coordinate use with Communications.

Uniform emergency telecommunications management and operational plans, procedures, and handbooks are used throughout the entire Communications operating environment. Primary communications will use normal, day-to-day equipment when possible. When necessary, radio communications shall be the primary method of notifying Incident Command and 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 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 and plain English for communications.

Notification and situation report data will be standardized, but shall not prevent information unique to a reporting organization from being collected or disseminated. Standardized transmission of data in a common format will be utilized to enable the passing of appropriate notification information to regional, State, or national systems that can handle data queries and information and intelligence assessment and analysis.

Where appropriate, communications services may be provided or supplemented through various agencies, including State of Illinois Terrorism Task Force (ITTF) ITECS, ITTF Command Vehicles; MABAS regional communications; RACES/ARES; Ham Radio operator clubs; and national programs, including the Shared Resources (SHARES) High-Frequency Radio Program, Telecommunications Service Priority (TSP) Program, Government Emergency Telecommunications Service (GETS), and Wireless Priority Service (WPS).

### City's Communications System

Initial notification of an emergency request from the public will be received through The City's contracted dispatch center (Glenview Public Safety Dispatch). In the event the dispatch center facility is directly impacted by an event, there are agreements in place to move to an alternate facility. In the event that

communications with the City's contracted dispatch center are disrupted, agreements are in place to have a neighboring community provide dispatch services.

Fire and Public Works Department normal emergency communications utilize VHF radios (different frequencies) for communications between on-scene personnel, stations and dispatch centers.

Police Department normal emergency communications utilize UHF radios for communications between on-scene personnel, stations and dispatch centers.

The City has received Star-com radios, which provide local, county and statewide interoperability. In a situation where local resources are overwhelmed, the City can utilize the Star-com radio system.

As the primary back-up to radio communications, City personnel are equipped with cellular telephones.

## **Specific Responsibilities**

ESDA holds primary responsibility for Communications. Specific functions include:

- Assessing anticipated/actual damage to communications infrastructure.
- Identifying and prioritizing service requirements.
- Monitoring the developing situation/response.
- Providing status reports.
- Coordinating service provision and restoration.
- Identifying operational telecommunications assets available for use within the affected area.
- Identifying telecommunications assets not within the affected area that may be brought in or employed electronically to support the affected area.
- Identifying actual and planned actions of commercial telecommunications companies toward recovery and reconstruction of their facilities.
- 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.

The following organizations have support responsibilities:

### **Firefighting**

The Fire Department is responsible 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 or in the field. The Fire Department will be represented by the Fire Chief or his/her designee.

Law Enforcement	The Police Department is responsible for police radio communications, maintaining a secure environment within and immediately outside of the EOC and ICP sites, including limiting access to approved personnel in addition to providing support communications to the emergency response and for providing communication of information to the resident population through the use of the Community Notification (“reverse 911”) system. The Police Department will be represented by the Police Chief or his/her designee.
Public Works	The Public Works Department is responsible for Public Works radio communications, ensuring access to the EOC and for support of all telecommunications systems. The Public Works Department will be represented by the Director of Public Works or his/her designee.
Information Technology	The IT staff will provide support with all technology including hardware, software, tech support, internet connectivity and other technology needs of the staff in the EOC and ICP. IS will be represented by the IT Coordinator or his/her designee.
Volunteer Resources	Volunteer Resources will provide additional personnel as available and needed in order to support the function.
HR	Human Resources will provide support by ensuring the availability of critical incident stress debriefing as requested by the CMT. HR is represented by the HR Manager or his/her designee.
PIO	The PIO will provide appropriate information to the general public regarding Communications. The PIO is designated by the EOC or CMT.
IEMA	The Illinois Emergency Management will provide support by providing additional Communications resources and technological support for a statewide information management/communications system.

## **Direction and Control**

The ESDA Coordinator is responsible for the Communications function. When the EOC is activated, the ESDA Coordinator reports to the City Manager or emergency interim successor at the EOC.

## **Lines of Succession**

If the ESDA Coordinator is not available to direct the Communications function, the chain of command listed below shall be followed:

- Staff assigned by the City Manager or CMT.

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Police Department Policies and Procedures include:

- Communications and Warnings
- Communication Center Power Failure

Cited Lake Forest Fire Department Policies and Procedures include:

- Communications

Cited Lake Forest Public Works references include:

- PW Policy and Procedure Manual

Cited external agency references include:

- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard Operating Procedures: Section 3, Technical Rescue.

## **Functional Annex C: Warning/Emergency Information**

### **Purpose**

The purpose of this Warning/Emergency Information Functional Annex is to ensure that adequate emergency warning and emergency information is made available to City residents to the greatest degree possible.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

The City of Lake Forest City Manager or emergency interim successor, or Incident Commander may activate this annex, in the event of a possible and/or impending local disaster or emergency incident.

This annex is automatically activated whenever a local disaster or emergency is declared by the City Manager, or the emergency interim successor, or the EOC is activated.

### **Assumptions**

Effective advance warning of emergency situations is an essential component of mitigating the impact of disasters on the local population. Many disaster situations call for evacuation, sheltering in place, or other protective actions to be taken by residents. During emergencies, efficient and timely provision of emergency information is likewise vital for increasing the effectiveness of resident response to ongoing and evolving situations, and for expediting recovery operations.

The City has two primary means for instantaneous emergency communications; an outdoor emergency siren system, and a "reverse 9-1-1" notification system. The City also has its own cable television channel and website, on which it can provide ongoing emergency information.

Past experience has shown that City residents are accustomed to receiving and responding to all of the emergency warning and notification systems listed above, and that these systems are an important and effective component of emergency response and recovery.

It is important to note that over-use of any emergency warning system may result in “desensitization” of residents to warnings; therefore, the City will be judicious in its use of these systems.

## **Concept of Operations**

Prior to activation of the EOC or a declaration of local disaster or emergency, the decision to activate the emergency outdoor warning system occurs through the standard operating procedures and routine ICS methodology of the City information on an impending tornado or severe weather. Severe weather may be observed by field personnel, who either communicate the information to supervisors or directly to the Fire Department Shift Commander or Police Department Commander, who have the authority to activate the emergency outdoor warning system. Field personnel choose either procedure based on the apparent speed and onset of the tornado or severe weather event.

When, in the judgment of the department head, time permits, the City Manager will be contacted, and will be the person to authorize utilization of the system(s), after approval of the City Manager or emergency interim successor, if available. In all cases, the Incident Commander, Fire Department Shift Commander, Police Department Watch Commander, department head, and City Manager is expressly authorized to utilize the “reverse 9-1-1” system, television channel or website if, in his/her reasonable judgment, the situation does not allow for sufficient time to obtain authorization from the higher level of authority.

Upon activation of the EOC or declaration of a local disaster or emergency, decisions to utilize of the emergency outdoor warning system, “reverse 9-1-1” system, television channel or website are made by the City Manager, or emergency interim successor, upon the advice of the CMT.

## **Location of Outdoor Emergency Warning Sirens**

The City of Lake Forest’s 13 warning sirens, and the area they serve, are depicted in Attachment C.

- Siren #1 is located at the City of Lake Forest City Hall.
- Siren #2 is located at Westleigh & Valley.
- Siren #3 is located at Northcroft Park.
- Siren #4 is located at Old Mill & Kathryn.
- Siren #5 is located at Old Mill & Alexis.
- Siren #6 is located at McCormick Woods Nature Preserve.
- Siren #7 is located at Sheridan School.

- Siren #8 is located at Lake Forest College.
- Siren #9 is located at Wallace & Westleigh.
- Siren #10 is located on Yale Court in Academy Woods.
- Siren #11 is located at the Knollwood Fire Station.
- Siren #12 is located at Deerpath Golf Course.
- Siren #13 is located at the Route 60 (Townline Road) Park.

## Specific Responsibilities

ESDA holds primary responsibility for the Emergency Outdoor Warning System. Specific functions include:

- Maintenance of sirens
- Monthly testing of sirens on the first Tuesday of each month, at 10:00 a.m. local time
- Activation of the sirens when authorized

The Police Department holds primary responsibility for the “reverse 9-1-1” system. Specific functions include:

- Maintenance of updated notification lists
- Utilization of the system when authorized

The IT Division holds primary responsibility for the City television channel and website. Specific functions include:

- Maintenance of the software
- Creation of emergency information slides and videos when authorized

The following organizations have support responsibilities:

Fire Department	The Fire Department assists with maintenance of the outdoor emergency warning system.
Information Technology	IT staff will provide support for all software computer and telecommunications network systems utilized in this function.
PIO	The PIO will assist with gathering information, drafting, and proofreading of messages for the “reverse 9-1-1” system, the City television channel and website.

## **Direction and Control**

The ESDA Coordinator is responsible for the outdoor emergency warning system. When the EOC is activated, the ESDA Coordinator reports to the City Manager or emergency interim successor at the EOC. When the situation has not escalated beyond Incident Command, the ESDA Coordinator reports to the Incident Commander.

The Police Chief is responsible for the “reverse 9-1-1” system. When the EOC is activated, the Police Chief reports to the City Manager or emergency interim successor at EOC. When the situation has not escalated beyond Incident Command, the Police Chief reports to the Incident Commander.

The IT Coordinator is responsible for the City’s television channel and website. When the EOC is activated, the IT Coordinator reports to the City Manager or emergency interim successor at the EOC. When the situation has not escalated beyond Incident Command, the IT Coordinator can report to the Incident Commander.

## **Lines of Succession**

If the ESDA Coordinator is not available to direct the outdoor emergency warning system function, the chain of command listed below shall be followed:

- 1) Deputy Fire Chief
- 2) On Duty Fire Shift Commander

If the Police Chief is not available to direct the “reverse 9-1-1” system function, the chain of command listed below shall be followed:

- 1) Deputy Police Chief
- 2) On-Duty Shift Commander

If the IT Coordinator is not available to direct the City television channel or website function, the chain of command listed below shall be followed:

- 1) City Clerk
- 2) ESDA Coordinator

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator and Police Chief are responsible for maintenance, review and updating of this annex.

## References

Cited Lake Forest Police Department Policies and Procedures include:

- Communications and Warning
- Communication Center Power Failure

Cited Lake Forest Fire Department Procedures include:

- Communications

Cited Lake Forest Public Works references include:

- PW Policy and Procedure Manual

## **Functional Annex D: Public Information**

### **Purpose**

The purpose of this Public Information Functional Annex is to establish procedures to ensure the continuing capability of the local government to disseminate accurate and timely information to the citizens of Lake Forest during disaster or emergency situations. Specifically, there are four identified purposes to the Public Information function:

1. To provide sufficient information prior to an emergency to inform and educate the public on appropriate actions to be taken during an emergency
2. To provide timely advisory information, notification and/or warning to the public during an emergency or disaster
3. To provide the public with directives for actions that should be taken to mitigate the impact an emergency or disaster or facilitate response and recovery.
4. To provide accurate information on the response to and recovery from the emergency or disaster

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

The City of Lake Forest City Manager or emergency interim successor, or Incident Commander may activate this annex, in the event of a possible and/or impending local disaster or emergency incident.

This annex is automatically activated whenever a local disaster or emergency is declared by the City Manager, or the emergency interim successor, or the EOC is activated.

### **Assumptions**

During a disaster or emergency, the public will want and need detailed information regarding preventative and protective measures that can be taken to minimize the loss of life and/or

property. While all efforts will be made to inform the public prior to such a situation, some emergencies strike with little or no warning.

The City of Lake Forest contracts for a “reverse 9-1-1” community notification system, which will be utilized to disseminate information to residents regarding potential hazards and actions to be taken. Under normal operating conditions the City is served by local and metro Chicago newspapers, cable and network television stations, and a large number of FM and AM radio stations. Station contact information is kept in the EOC. The City also has a local cable access channel (Channel 17) that may be utilized to provide information to residents.

In a disaster it is possible that a loss of electrical power could terminate or seriously reduce effectiveness of the majority of these sources of local information. Under such circumstances, other means must be used to keep the public informed concerning the disaster at hand.

Misinformation and rumors will occur during and following a disaster. The Public Information function must be ready and able to respond effectively to those items.

The magnitude of the disaster will dictate how many of the news media respond to the EOC, Joint Information Center (JIC), or scene of the disaster. Local members of the news media are normally cooperative in broadcasting and printing disaster-related information for the public.

National news media may be more concerned with the “big picture”. Local newspapers readily print news releases issued by the City; formal agreements with them are not needed.

Public Information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state and local partners; and with private sector and nongovernmental organizations. When multiple jurisdictions or agencies are involved in an emergency response, the City will function under a Joint Information System (JIS), in order to provide an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public.

Public Information will be used to increase resident awareness of and preparedness for potential hazards, which will reduce the impacts of disasters.

## **Concept of Operations**

Public Information efforts will focus on specific incident-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, shelter, and services available to the community.

It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response in order to reassure the community.

When the EOC is activated, a media information center will be set up. The media center will be at the City Hall. Members of the media will be directed to this facility to obtain timely and factual information regarding the effects of the situation and current community response.

Regarding City operations, there shall be only one source of information for the news media,

and that source shall be the City of Lake Forest Public Information Officer (PIO). The PIO acts at the direction of the City Manager or emergency interim successor, upon the advice of the CMT.

If county, state or federal response teams respond to a disaster, a Joint Information Center (JIC) will be established. The JIC will include PIO representatives of each jurisdiction, agency, private sector, and non-governmental organization involved in incident management activities.

Recovery information will be supplied through City communications facilities and media outlets. Telephone hotlines may be utilized to provide more detailed information to the general public.

The PIO/EOC will release only the numbers of casualties. The County Coroner/ME's office is responsible for death notifications.

Rumor control will be a critical aspect of the Public Information program. The PIO or designee will monitor broadcasts and the print media in order to check the accuracy of reports and to better address citizen questions and concerns in subsequent briefings and releases. The PIO will provide regular information updates, through a variety of possible means, including news releases, media briefings, cable television and website announcements, flyers, newsletters, and use of the "reverse 9-1-1" system.

## **Specific Responsibilities**

ESDA holds primary responsibility for facilitating the Public Information function. Specific functions include:

- Setting up the media center
- Providing communications resources as needed by the PIO
- Surveying available/unavailable information communication assets

The following organizations have support responsibilities:

Public Works	The Building Maintenance Department assists with maintenance of all infrastructure associated with the function
Information Technology	The IT staff will provide support for all software and computer/telecommunications network systems utilized in this function.

## **Direction and Control**

The Public Information Officer is appointed by the City Manager or emergency interim successor, with the advice of the CMT. The PIO reports to the City Manager or emergency interim successor at the EOC. Prior to a Public Information Officer being appointed by the City Manager or emergency interim successor, the Assistant (to the) City Manager will be the Public Information Officer.

The ESDA Coordinator is responsible for the technical and facilitation/support aspects of the Public Information function. The ESDA Coordinator reports to the City Manager or emergency interim successor at the EOC.

### **Lines of Succession**

If the ESDA Coordinator is not available to manage technical and support aspects of the Public Information function, the chain of command listed below shall be followed:

- 1) ESDA Coordinator
- 2) Staff assigned by the City Manager or CMT

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

### **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

### **References**

Cited Lake Forest Police Department General Orders include:

- Public Information Officer (PIO) ICS Operations
- Public Information Officer

## **Functional Annex E: Disaster Intelligence/Damage Assessment**

### **Purpose**

The purpose of this Disaster Intelligence/Damage Assessment Functional Annex is to establish procedures for rapid and accurate collection and disbursement of disaster status and damage level information, in order to facilitate appropriate response and recovery operations and assistance.

Disaster intelligence/damage assessment serves two purposes. The first purpose is immediate: disaster intelligence/damage assessment observed and reported by field personnel and obtained from other sources is utilized by the CMT and Incident Command to better direct resources and operations and make tactical decisions. The second purpose of disaster intelligence/damage assessment is to provide an accurate record of damage, for use in disaster declarations and other assistance.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex is automatically activated whenever a local disaster or emergency is declared by the CEO, or the emergency interim successor, or the EOC is activated.

### **Assumptions**

Effective response to disasters requires accurate intelligence regarding the nature and impacts of the disaster. The nature and impacts of a disaster can evolve over time, and timely updated intelligence is essential to maintain the effectiveness of response operations and minimize loss of life, injury, and damage to property.

Disasters have great potential for causing extensive and widespread loss of life, injury, property damage, interruption of utility services, and the generation of significant debris. Because of this, a planned damage assessment process is necessary to ensure an accurate assessment, and to minimize further impact and ensure safe and effective recovery operations.

Damage assessment must not only be accurate; it must be verifiable and reported in formats acceptable to the county, state and federal agencies that provide support, not only for operations during a disaster, but also with disaster declarations and the provision of financial aid.

In a severe disaster, local personnel and resources may become overwhelmed and outside assistance may be needed. The City is a member of the Illinois Public Works Mutual Aid Network (IPWMAN) and the Illinois Emergency Management Mutual Aid System (IEMMAS), both of which may be able to provide assistance for this Disaster Intelligence/Damage Assessment function and emergency operations in general.

## **Concept of Operations**

For disaster intelligence, field personnel responding to an emergency utilize standard operating procedures and guidelines to report intelligence to Incident Command. Incident Command will report this information to the CMT at the EOC, both through formal reports and through informal communications. Conversely, disaster intelligence gathered at the EOC, such as weather reports, etc., will be communicated to Incident Command through both formal and informal means. Standard ICS reporting forms will be used for formal reporting, to assure consistency of reporting, and to facilitate expansion of the command structure and integration of additional resources, should the incident expand.

For damage assessment and recording, the City's field teams and damage assessment teams will immediately begin to make determinations related to damage extent, damage impact and the required response. Damage assessment teams will make on-site evaluations of residences, business structures, and public facilities.

Utilizing impact assessment information from the departments working within the affected area, a mapping of the affected area will be completed by the CMT in the EOC. The information available within the first hours after the impact of the incident will be utilized by the Disaster Intelligence/Damage Assessment function to form a plan for surveying the affected properties. Priority will be given to critical structures including bridges, public buildings, structures which have been reported to be in danger of suffering further damage or collapse.

The damage assessment inspection teams' 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 City are unsafe for habitation and to "red tag" those buildings.

All members of the assessment team(s) should receive training/orientation prior to their deployment. Building inspectors will be key members of assessment teams, and will be supplemented by other employees if available. The first preference is for employees having some background or experience in construction, architecture, and the like; however, this will not be an absolute necessity, as the primary function of the second member of each team is to support the inspector by driving, acting as scribe, etc. If City resources are insufficient, assistance may be sought from real estate professionals, insurance agents, township tax assessors, chamber of commerce employees, park district and school district employees, and other volunteers.

Teams consisting of no less than two inspectors will follow the objectives outlined in the IAP in proceeding with inspections of facilities. Additional support may be accessed through mutual aid systems, such as IEMMAS and IPWMAN.

The State of Illinois has in place an assessment procedure and forms that will effect a prompt and accurate picture of the damage, immediate emergency needs, and the need for state or federal assistance. Additional support exists through the state and federal government in completing the necessary documentation in support of a state or federal disaster declaration.

All damage assessment findings will be reported to the EOC and through the EOC to the appropriate IEMA response staff for analysis. The City will utilize the IEMA Disaster Impact Assessment Form-

<https://www.illinois.gov/iema/LocalEMA/Documents/PAforms/DisasterImpactForm.pdf>

## **Specific Responsibilities**

The Engineering and Community Development Department holds primary responsibility for the Disaster Intelligence/Damage Assessment function. Specific duties include:

- Designating inspection teams.
- Assigning assessment areas to the teams of inspectors.
- Assuring that initial damage assessment information is collected on appropriate forms, and is returned to the director within the EOC by the inspection teams.

In addition to the Engineering & Community Development Department responsibilities, the following groups have responsibility within the function:

ESDA	ESDA will provide support to the function by assuring that disaster intelligence flows back and forth between the EOC and Incident Command, and that proper forms are utilized and records kept.
Firefighting	The Fire Department will provide support to the Engineering & Community Development Department in completing the initial damage assessment.
Law Enforcement	The Police Department will provide support to the Engineering & Community Development and Department in completing the initial damage assessment and in securing areas which have been deemed too dangerous by the assessment process.
Public Works	The Public Works Department will provide debris removal in order to facilitate the DA teams completing their assignments, will provide specific disaster intelligence and a detailed damage assessment of all public properties and in securing areas which have been deemed too dangerous by the assessment process. TRT teams may also be incorporated in this task if available.

Finance	Financial Services will provide support in all reporting requirements of the damage assessment function and will interface with Federal staff to ensure the maximum benefit of the damage assessment information in a declaration.
IT	IT will provide support to damage assessment teams in the form of laptop computers and other technology. Volunteer Resources The Volunteer Resources function will provide additional personnel as available and needed in order to support the damage assessment function.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	As directed by the City Manager or emergency interim successor, the PIO will provide appropriate disaster intelligence/damage assessment information to the general public.

## **Direction and Control**

When the EOC is activated, the Director Community Development will report to the EOC. The Director Community Development report to the City Manager or emergency interim successor.

The Director Community Development will direct the assignment of all damage assessment personnel and equipment in order to meet the objectives of the Incident Action Plan (IAP).

## **Lines of Succession**

If the Director Community Development are not available to direct the Disaster Intelligence/Damage Assessment function, the chain of command listed below shall be followed:

- 1) Assistant Engineer
- 2) Senior Building Inspector

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator and Director Community Development are responsible for maintenance, review and updating of this annex.

## References

Cited Lake Forest Public Works references include:

- PW Policy and Procedure Manual

Cited IEMA Forms include:

- <https://www.illinois.gov/iema/LocalEMA/Documents/PAforms/DisasterImpactForm.pdf>  
(Disaster Impact Assessment Form)

## **Functional Annex F: Evacuation**

### **Purpose**

The purpose of this Evacuation Functional Annex is to establish roles, responsibilities, and procedures for rapid and safe evacuation of persons to areas of safety and refuge, such as shelters or other areas outside of perimeters that may be established during disasters.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex will be activated whenever evacuation is formally considered as part of incident action planning, or is ordered by Incident Command or the City Manager or emergency interim successor.

### **Assumptions**

Disasters in which evacuation is required may be of sufficient severity and magnitude to overwhelm local resources. The City belongs to the mutual aid associations MABAS, ILEAS, IEMMAS and IPWMAN, and will, as necessary, request assistance from appropriate agencies and organizations.

There are several types of disasters which could require evacuation of all or part of the City. In order to save lives and reduce injury, evacuation must be efficient, thorough, and properly targeted.

Evacuation would be an extremely unusual occurrence for City residents; therefore, the City's evacuation procedures must be efficiently communicated, easy to understand, and readily implemented.

Most residents have ready access to, and will prefer to utilize, personal vehicles in the event of an evacuation. This means that the City must be prepared to deal with heavy traffic and provide traffic control.

The City must also be prepared to assist with evacuation of residents and others who do not have access to personal vehicles, are held in custody, or are otherwise unable to provide transportation on their own.

Cleared evacuation routes are essential to swift evacuation. Many disasters will cause debris and other situations that have the potential to obstruct roadways; therefore, the City must be prepared to incorporate debris removal/roadway clearing as part of its evacuation procedures.

## **Concept of Operations**

Evacuation ideally occurs only under an order of the City Manager or emergency interim successor. In the event the City Manager or emergency successor is not available, Incident Command is authorized to order an evacuation.

When evacuation is considered, accurate disaster intelligence/damage assessment will be required, to determine appropriate routes and debris removal requirements.

Evacuation information will be communicated to affected residents, through the City's television channel, website, "reverse 9-1-1" system, and direct notification. Direct notification may include vehicular public announcements and door-to-door notifications. All personnel engaged in door-to-door notification will be given explicit and efficient instructions to provide residents. Instructions will include time limits for evacuation, suitable evacuation routes and destinations, procedures for securing residences, and information on available emergency transportation services.

In evacuation scenarios, arrangements will be made to provide transportation assistance for those unable to transport themselves. School bus companies will be the primary source of mass transportation for evacuation. Metra, PACE and other public transportation facilities may assist if needed/appropriate/available.

Law Enforcement will need to be prepared to provide traffic control and security for evacuation. In addition, personnel may be needed to check evacuated areas for remaining residents and potential hazards.

## **Specific Responsibilities**

The Police Department holds primary responsibility for the Evacuation function. Specific duties include:

- Coordinating transportation resources to be used in evacuation
- Coordinating evacuation notice
- Providing traffic control
- Providing evacuation security

In addition to the Police Department responsibilities, the following groups have responsibility within the function:

Public Works	Public Works will provide support to the function by providing debris removal and assisting with traffic control and evacuation notice.
Engineering & Com Dev	Engineering and Community Development will provide support to the function by providing disaster intelligence and damage assessment.
ESDA	ESDA will provide support to the function by assuring that disaster intelligence flows back and forth between the EOC and Incident Command
Information Technology	IT will provide support to the function by facilitating dissemination of evacuation information through the City's technological resources
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the evacuation function.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	As directed by the City Manager or emergency interim successor or Incident Command, the PIO will provide appropriate evacuation information to the general public.

## **Direction and Control**

When the EOC is activated, the Police Chief will report to the EOC. At the EOC, the Police Chief reports to the City Manager or emergency interim successor. The Police Chief will direct evacuation to meet the objectives of the Incident Action Plan (IAP).

When the EOC has not been activated and evacuation is ordered at the Incident Command level, the Police Chief will direct evacuation operations under the direction of the Incident Commander.

## **Lines of Succession**

If the Police Chief is not available to direct the Evacuation function, the chain of command listed below shall be followed:

- 1) Deputy Police Chief
- 2) On-Duty Commander
- 3) Sergeant with the most Seniority

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The Police Chief is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Police Department Policies and Procedures include:

- Evacuation, Relocation, and Transportation

Cited Lake Forest Public Works references include:

- PW Policy and Procedure Manual

## **Functional Annex G: Mass Care**

### **Purpose**

The purpose of this Mass Care Functional Annex is to support efforts to address the nonmedical mass care, housing, and human services needs of individuals and/or families impacted by disasters.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex will be activated when a disaster results significant loss of safe habitable private housing or an area evacuation occurs. This annex will also be activated if mass care is to be provided in response to a request from a neighboring community or regional authority.

### **Assumptions**

Lake Forest is a City of approximately 22,000 residents. 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 City 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 schools, public facilities, churches, hotels, etc., that would provide adequate shelter to these residents.

"Special needs" residents are those residents who for whatever reason require special 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. City departments and community organizations exist to provide assistance to these individuals. Populations of special needs residents have been identified by the Villa staff in advance, to provide for appropriate planning.

Services that will need to be provided 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 City residents are not adequately prepared to evacuate their homes and will need substantial assistance from the City and social service organizations in order to begin their recovery from a disaster or emergency that involves evacuation and use of mass care facilities for anything other than a short duration.

It can be assumed from the US Census Bureau information that the City may need to be prepared to shelter 1,500 – 2,000 individuals following a major or catastrophic disaster. However, the City 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.

## **Concept of Operations**

The Mass Care function will provide status reports, outlining community needs to the CMT, to assist with the allocation of resources and to support requests for federal and other assistance.

The Mass Care function is responsible for locating and administering shelter facilities, for providing or ensuring communications between those facilities and the EOC, and for supporting information needs of the PIO.

Mass Care will require coordination of local, state and federal assistance in support of nonmedical mass care services, and gathering information related to sheltering and feeding operations in the impacted area.

Emergency shelter will be provided. Emergency shelters will include 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 will be 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, including meeting requirements of victims with special dietary needs, to the extent possible.

Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, will be provided at mass care facilities and at designated sites.

A Disaster Welfare Information (DWI) system will be implemented, to collect and provide 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.

## Specific Responsibilities

ESDA holds primary responsibility for the Mass Care function. Specific duties include:

- Coordinating local, state and federal assistance in support of the function.
- Gathering information related to sheltering and feeding operations in impacted area.
- Coordinating communications between shelters and the EOC.
- Coordinating feeding of victims.
- Coordinating first aid/health care at mass care facilities.
- Coordinating release of public information with the Public Information Officer.

In addition to the Emergency Management Agency responsibilities, the following groups have responsibility within the function:

Firefighting	The Fire Department will provide support to the function in order to provide medical services, inspection of all public shelters for basic fire prevention, and other life safety features. Fire extinguishers shall be provided if not already available. It will be the responsibility of the Fire Prevention Division to conduct these inspections.
Law Enforcement	The Police Department will have responsibility 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	At the direction of the CEO or emergency interim successor, the PIO will 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.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.
LCDPH	The Lake County Department of Public Health may render assistance to this function. They currently have a plan for mass humanitarian care in a major health incident including pandemic flu, and some resources for

management of quarantined individuals exist through the county.

Townships

Local food pantries, Shields and West Deerfield Townships operate food pantries, and may also provide clothing items.

School District

The Superintendent of School Districts 67 and 115 may be asked to provide support to mass care operations as shelter facilities or with support for other operations. The local school bus service may be asked to provide support to mass care operations by providing school buses and drivers to transport persons to an rom shelters.

Area Hospitals

Lake Forest Hospital, Condell Hospital, and Highland Park Hospital may provide medical supplies and expertise in the performance of first aid procedures.

American Red Cross

American Red Cross may provide personnel, food, water, clothing, medical assistance, mental health services, and emergency shelter equipment and supplies.

Salvation Army

The Salvation Army may provide clothing, emergency shelter equipment and supplies and personnel as needed.

Other Sources

Area social service organizations may offer shelter in emergencies, nursing homes may provide sleeping space to special needs residents, local churches and PADS may provide shelter, personnel, food and/or clothing, and local hotels and motels may provide discounted shelter.

## **Direction and Control**

The City Manager or emergency interim successor is responsible for determining the need to open a shelter.

When the EOC is activated, the ESDA Coordinator will report to the EOC. At the EOC, the ESDA Coordinator reports to the City Manager or emergency interim successor.

The ESDA Coordinator may designate a Mass Care Manager, and may delegate responsibility for the coordination of this function to the Mass Care Manager. The Mass Care Manager reports to the ESDA Coordinator.

## **Lines of Succession**

If the ESDA Coordinator is not available to direct the Mass Care function, the chain of command listed below shall be followed:

- 1) Fire Chief
- 2) Staff assigned by the City Manager or CMT

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Police Department references include:

- Evacuation, Relocation, and Transportation
- American Red Cross

## **Functional Annex H: Health and Medical**

### **Purpose**

The purpose of this Health and Medical Functional Annex is to define responsibilities for responding to incidents which threaten public health.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex will be activated when a disaster poses a threat to the public health.

### **Assumptions**

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. The City needs 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.

In a major disaster, health and medical care personnel may be overwhelmed and may have a need to call upon outside resources through mutual aid. This EOP assumes that resources will be available at the time of a disaster or emergency. These resources may be furnished through mutual aid agreements, auto-aid agreements, and/or from county, state and federal sources.

Additional support from the Lake County Departments of Public Health may be utilized in determining the public health hazards within the affected area.

The Illinois Funeral Directors Association Emergency Response System is an additional mutual aid resource that may be available to the community.

## Concept of Operations

On a day-to-day basis, many aspects of this Health and Medical function are performed by individuals, agencies and organizations other than the City.

Physical and mental health care and hospital services are provided by private medical practitioners and local clinics and hospitals. The City's function is primarily to provide emergency medical/transport services.

Environmental health services are performed by Lake County, with the City acting primarily as the local government conduit/administrator for these services. In the event of a disaster or emergency, it is anticipated that the City's role in the Health and Medical Function will be similar as in day-to-day situations, with our chief functions consisting of providing emergency medical services and transport, and requesting, supporting, and coordinating provision of environmental health services provided by outside agencies and volunteers. In a widespread health emergency, the City will act in accordance with direction provided by the Illinois Department of Public Health (IDPH). Typically, this means the City acts at the direction of Lake County Department of Public Health, who are the conduits to the IDPH.

## Specific Responsibilities

The Fire Department has primary responsibility for the Health and Medical function. Specific duties include:

- Provision of EMS/transport services.
- Coordination of health surveillance information.
- Identification of special needs populations.

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

Com-Dev	The Community Development Department has day-to-day responsibility for administration of health inspection services and during an emergency will assist with City-county liaison services.
Public Works	The Public Works Department is responsible for public water systems and sewage disposal and will retain that responsibility in a disaster or emergency operations, including performing water sampling, recommending City boil orders, and ensuring removal and disposal of animal carcasses.
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.

HR	Human Resources is responsible for arranging crisis counseling for emergency workers and for ensuring the availability of critical incident stress debriefing as requested by the CMT.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.
LCDPH	The Lake County Department of Public Health may provide direction and/or resources, and 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**

The Fire Chief is responsible for coordinating all activities of the Health and Medical function. When the EOC is activated, the Fire Chief report to the EOC. The Fire Chief reports to the City Manager or emergency interim successor.

## **Lines of Succession**

If the Fire Chief is not available to direct the Health and Medical function, the chain of command listed below shall be followed:

- 1) Deputy Chief
- 2) On-Duty Battalion Fire Chief
- 3) Fire Marshal
- 4) Off-Duty Lieutenant with most seniority

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The Fire Chief is responsible for maintenance, review and updating of this annex.

## References

Cited Lake Forest Fire Department references include:

- Condell Hospital EMS System SOP
- Implementation of the National Fire Service Incident Management System

Cited Lake Forest Police Department references include:

- Body Identification and Property Recovery
- Medical Support and Emergency Helicopter

Cited Lake Forest Public Works Department references include:

- PW Disaster Manual Boil Order

Cited external agency references include:

- Illinois Funeral Directors Association Emergency Response System/Disaster Manual.

## **Functional Annex I: Mortuary Services**

### **Purpose**

The purpose of this Mortuary Services Functional Annex is to define the roles and responsibilities in the event it is necessary to establish emergency mortuary services after a disaster has produced a large number of fatalities.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex will be activated whenever a disaster results in a large number of fatalities.

### **Assumptions**

Establishing emergency mortuary services after a major disaster is critical to prevent serious health problems for the population of Lake Forest. Establishment of temporary morgues will require effective cooperation between the City and the Lake County Coroner.

This EOP assumes that resources available through mutual, auto, 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.

### **Concept of Operations**

The appropriate County Coroner or Medical Examiner is the party responsible for the investigation of unusual deaths and the issuance of death certificates. The County Coroner/ME has SOPs for the coordination of emergency mortuary services, the establishment and operation of temporary morgues and the identification of remains.

If necessary, the Coroner/ME may establish one or more temporary morgues as the need arises, and call upon local mutual aid, state and federal agencies to assist in identification.

Support from the Lake County Department of Public Health may be utilized in determining the environmental hazards within the affected area.

The City will function primarily in a support and coordination role in the Emergency Mortuary function. Coordination of local support will occur through the EOC.

Communication will be maintained between the morgues and 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. Any changes in authority will be communicated through the EOC to all interested parties.

Agreements that have been made with funeral homes may be activated. In the event a mass casualty Incident overwhelms the resources to provide mortuary services, funeral homes from surrounding communities. The use of refrigerated trucks may also be employed if needed for immediate and emergent use.

### **Specific Responsibilities**

The Fire Department has primary responsibility for coordination of response operations associated with the Emergency Mortuary function. Specific duties include:

- Contact with the appropriate County ME/Coroner.
- Contact with the Lake County Departments of Public Health.
- Contact with the Illinois Department of Public Health.
- Coordination of EOC communications with temporary morgues.
- Provision of personal protective equipment and antidotes for personnel assigned to perform duties in hazardous, chemical, radiological, or biological environments.
- Provision of support to the appropriate County Coroner/ME regarding health issues related to the operation of temporary morgues.

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

#### **Law Enforcement**

The Police Department will provide additional security and access control services, intelligence gathering, protection of evidence, and other normal law enforcement responsibilities as requested by the County Coroner/ME.

#### **Public Works**

The Public Works Department will provide support the function which may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair.

#### **Volunteer Resources**

The Volunteer Resources function will provide additional personnel as available and needed in order to support the function

PIO	The PIO will 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.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.

## **Direction and Control**

The Fire Chief is responsible for coordinating all activities of the Emergency Mortuary function. When the EOC is activated, the Fire Chief reports to the EOC. The Fire Chief reports to the City Manager or emergency interim successor. The County Coroner or designee will report to the EOC to facilitate local coordination and support for the County's legal obligations associated with the Emergency Mortuary function.

## **Lines of Succession**

If the Fire Chief is not available to direct the City's support of the Emergency Mortuary function, the chain of command listed below shall be followed:

- 1) Deputy Chief
- 2) On-Duty Battalion Fire Chief
- 3) Fire Marshal
- 4) Off-Duty Lieutenant with most seniority

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The Fire Chief is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Fire Department references include:

- Condell Hospital EMS System SOP
- Implementation of the National Fire Service Incident Management System

Cited Lake Forest Police Department references include:

- Body Identification and Property Recovery
- Medical Support and Emergency Helicopter

Cited Lake Forest Public Works Department references include:

- PW Policy and Procedure Manual

Cited external agency references include:

- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard

Operating Procedures: Section 3, Technical Rescue

- Illinois Funeral Directors Association Emergency Response System/Disaster Manual

## **Functional Annex J: Resource Management**

### **Purpose**

The purpose of this Resource Management Functional Annex is to identify the roles and responsibilities of departments, agencies and organizations involved in resource provision and management, and to ensure effective coordination of multiple resources that will be available in an emergency or disaster. Management of Volunteer Resources is addressed in more detail in Functional Annex 11 Volunteer Resources.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

Prior to activation of the EOC, this annex will be activated when outside resources beyond normal mutual aid and automatic aid, are requested by Incident Command.

When the EOC has been activated, this annex will be activated when resources exceed those locally available.

### **Assumptions**

During an emergency, the management of critical resources will play a key role in an effective and efficient emergency response. Effective resource management is critical to ensure the response proceeds in a timely manner as well as in a cost-effective manner, as the over-use or under-use of resources can cause serious challenges to a response.

The City has sufficient resources to manage most incidents. Initial response will utilize resources which are carried with the responders during their normal duties. At some point in the response, resource requirements may arise that exceed the responding agencies' capabilities. The City may need to obtain additional equipment, personnel, or services not normally available.

In a large-scale or widespread emergency, initial support in the form of resources will be sought through all of the mutual aid and auto-aid agreements that are in place.

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

## **Concept of Operations**

The City will utilize a NIMS compliant method of identifying, acquiring, allocating, and tracking resources, and standardized classification of kinds and types of resources required to support the response.

The City will use a NIMS compliant credentialing system tied to uniform training and certification standards, to ensure that requested personnel resources are successfully integrated into ongoing incident operations.

Resources will be coordinated through the EOC or, if applicable, a Multi-Agency Coordination (MAC) entity. Resource management will include resources contributed by the private sector and nongovernmental organizations.

Deployment of resources will follow the Incident Action Plan (IAP) 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 Management Unit. Costs will be considered the responsibility of the requesting agency or department. In the EOC or MAC, Resource Management staff will work with Finance staff to ensure legal and financial accountability in the purchase, lease or rental of all resources.

Resource managers will identify, refine, and validate resource requirements throughout the incident life cycle. This process involves accurately identifying:

- What and how much is needed.
- When and where resources are needed.
- Who will be receiving and/or using the resources.
- How long the resources will be utilized.

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 will 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 will 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. All resource requests will include

the identification criteria listed in the bullet points above.

It is anticipated that offers of donations will be received but there will be no public request for donations. The PIO will ensure that news media releases provide appropriate and specific information regarding resource requirements and which 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 will follow NIMS protocols for resource management, including ordering, mobilizing, dispatching and demobilizing.

The City will utilize NIMS nomenclature and protocols to categorize and track resources, to make the resource ordering and dispatch process within the City, across jurisdictions, and between governmental and non-governmental entities more efficient and to ensure that Incident Command receives resources appropriate to its needs.

## **Specific Responsibilities**

ESDA has primary responsibility for overall resource management during a disaster or emergency. Specific duties include:

- Coordinating and forwarding all departmental resource requests to the CMT.
- Support departments in identifying current resources and entering those resources in a NIMS-compliant database.
- Forwarding requests for items which cannot be obtained locally to the county EOC, State EOC or Multi-Agency Coordinating entity.
- Designating additional staff for the Resource Unit, such as a Volunteer Manager and Check-in/Status Recorder and other support staff that may be requested by the CMT.
- Coordinating support from the Finance and Logistics Sections.

Note: Each functional department is responsible for the management and maintenance of its internal resources.

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

Law Enforcement

Police Department support of the function will include provision of security and access control services.

Public Works

Public Works Department support of the function may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, vehicles, vehicle maintenance and repair, and clearing of roadways to facilitate arrival of resources.

Information Technology	IT staff will provide support with all technology including hardware, software, tech support, GIS mapping and other technology needs .
Finance	Financial Services will ensure that processes and procedures are in place that will allow for accurate recordkeeping and timely reimbursement of resource providers.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will provide appropriate information to the general public regarding all phases of the emergency response.

## **Direction and Control**

Resources are managed by the CMT at the EOC. The ESDA Coordinator has primary responsibility for the Resource Management function. When the EOC is activated, the ESDA Coordinator will report to the EOC. The ESDA Coordinator reports to the City Manager or emergency interim successor.

## **Lines of Succession**

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

- 1) Fire Chief
- 2) Deputy Fire Chief
- 3) Staff assigned by the City Manager

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Fire Department references include:

- Medical Support and Emergency Helicopter
- Finance and Administrative Function
- NIMS compliance, City of Lake Forest certifications/training records

## **Functional Annex K: Volunteer Resources**

### **Purpose**

The purpose of this Functional Annex is to assign roles, responsibilities and procedures for managing volunteers, and spontaneous volunteers.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

Prior to activation of the EOC, this annex will be activated when volunteer resources are requested by Incident Command, or there are spontaneous volunteers in response to an incident.

When the EOC has been activated, this annex will be activated when the need for volunteer resource management is anticipated or there are spontaneous volunteers.

### **Assumptions**

The City of Lake Forest is vulnerable to the effects of various emergencies or disasters. Tornado and flood damage are but two of the examples of incidents that might trigger an outpouring of support from local residents and neighboring communities.

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

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 following a disaster require the effective use of volunteers.

In order to effectively utilize volunteers, volunteer management teams, Volunteer Registration Centers (VRC), processes and documentation must be established.

A strategic and coordinated distribution of volunteers is preferred. All offers of volunteer service not accepted by the City 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 Lake Forest ESDA or Lake Forest Police Department.

## **Concept of Operations**

The EMA is the lead agency for activation of both the affiliated volunteer program and the spontaneous volunteer management program. The EMA 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 City. This is necessary, to provide the greatest level of volunteer protection from liability.

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.

## **Specific Responsibilities**

ESDA has primary responsibility for the Volunteer Resources function. Specific duties include:

- Coordinating affiliated and non-affiliated volunteers.
- Ensuring that all utilized volunteers managed by the City are administered the IEMA ESDA Oath.
- Coordination of in-time training as necessary for the Volunteer Management Support Team (VSMT).
- Designating personnel to fill the following volunteer management positions in the VSMT, as may become necessary as volunteers grow or multiple VRCs are established.

Volunteer Manager:

- Assigned from the Emergency Management volunteer pool.
- Works directly with the Resource Unit Leader.
- Supervises VMST Coordinators.
- Works out of EOC.

Volunteer Coordinator(s):

- Supervises the staff at a VRC.
- Submits logistical and staff needs requests from the Volunteer Registration Center, to the EOC.

Volunteer Supervisor(s):

- Oversees VMST associate staff at a VRC.
- For a localized event 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:

Law Enforcement	The Chief Law Enforcement Officer in the jurisdiction hosting the Volunteer Registration Center will provide necessary security at the VRC. Additionally, law enforcement may provide traffic control at VRC facilities and assist in maintaining order in VRC facilities. Law enforcement will also provide background checks for all spontaneous volunteers prior to their utilization in the response.
Shields Township	Shields Township will provide staff and resources to operate a fully functional Volunteer Registration Center.
Libertyville Township	Libertyville Township will provide staff and resources to operate a fully functional Volunteer Registration Center
West Deerfield Township	West Deerfield Township will provide staff and resources to operate a fully functional Volunteer Registration Center
Moraine Township	Moraine Township will provide staff and resources to operate a fully functional Volunteer Registration Center
Vernon Township	Vernon Township will provide staff and resources to operate a fully functional Volunteer Registration Center.

School District 67 & 115

The Superintendents of School Districts 67 & 115 will coordinate the use of school property as Volunteer Registration Centers.

HR

Human Resources will provide support to the function with volunteer time management, record keeping, and other similar tasks, as well as providing support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.

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**

The ESDA Coordinator has primary responsibility for the Volunteer Resources function. When notified by the City Manager or emergency interim successor. The ESDA Coordinator will report to the EOC. The Coordinator reports to the City Manager or emergency interim successor. The Volunteer Manager reports to the Resource Unit Leader (if assigned) in the Planning Section.

### **Lines of Succession**

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

- 1) Assistant (to the) City Manager
- 2) Staff assigned by the CEO or CMT

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

### **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

# **Functional Annex L: Firefighting/Search and Rescue**

## **Purpose**

The purpose of this Functional Annex is to define the roles and responsibilities of the Fire Department and other agencies in response to a large-scale fire or search and rescue incident.

## **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

## **Situations that Activate this Function**

This function is activated whenever a large-scale fire or search and rescue incident occurs.

## **Assumptions**

Lake Forest is susceptible to various types of incidents, including structure fires, hazardous materials, tornadoes, earthquakes and other collapse. While it is unlikely in most of the jurisdiction, there is some potential for an incident involving multiple structures. This is most likely to occur in the older downtown area where some structures are very close together.

EMS operations are designed to provide minor on-site care and treatment and life support and transport for persons requiring advanced medical care. Advanced medical care is provided at area hospitals, and EMS is coordinated through our resource hospital.

Search and rescue operations may occur within a fire scenario as well as a major disaster, with rescue being the highest tactical priority. A large-scale search and rescue operation might be needed in case of an incident that affects a large geographical portion of the City.

Urban Search and Rescue (USAR) teams are provided through the Mutual Aid Box Alarm System (MABAS). The City will request such teams as needed.

The Fire Department is a combination department with full-time and paid-on-premise staff that has the necessary capabilities to handle most search and rescue scenarios, with the support of other City departments. When necessary, off-duty personnel can be called in.

The Lake Forest Fire Department is also responsible for fire and EMS services. When necessary, the Fire Department response will be prioritized and personnel and equipment deployed to areas of greatest need.

Additional resources may be provided through the fire Mutual Aid Box Alarm System (MABAS) division and various automatic response agreements. Specialized support may be obtained through state or federal resources.

In addition to MABAS, the Fire Department has auto-aid response agreements with neighboring jurisdictions, and agreements exist within the CAD dispatching system.

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

## **Concept of Operations**

Initial notification of a request from the public will be received through the City's dispatch facility. In the event the facility is directly impacted by the incident, agreements are in place to move to an alternate facility. In the event that the communications with the dispatch center are disrupted, agreements are in place to have a neighboring community provide dispatch services.

In the field, Incident Command will function according to NIMS and ICS protocols and department SOPs. The Incident Commander is responsible for direction of field operations including, but not limited to, search and rescue, fire control, emergency medical services (EMS) and other needed resources in accordance with established SOPs.

The Incident Commander will remain in command of all responding forces, whether mutual aid, state, or federal, and will be responsible for integrating those forces into the overall response. Ranking representatives from any other involved departments or agencies will report to the Command Post. The IC shall maintain communications with the EOC.

Incident communication will be accomplished via the Northern Illinois Fire Emergency Radio Network (NIFERN) through MABAS Division 4 dispatch facility

If decontamination of personnel and/or equipment is required due to a radiological or chemical incident, the Hazardous Materials Response Team will be activated. The team will have primary responsibility for setting up a decontamination station in accordance with established procedures. Tools and equipment will be decontaminated as well as possible in the field. Support for radiation or chemical decontamination operations will be provided by Fire Department personnel using equipment per established procedures.

## **Specific Responsibilities**

The Fire Department has primary responsibility for the Search and Rescue function. Specific duties include:

- Directing firefighting field operations.
- Directing EMS field operations.

- Directing search and rescue field operations.
- Directing personnel from assisting agencies in field operations.
- Maintaining communications between field operations and the EOC.

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

Law Enforcement	The Police Department will provide support to the function in conducting light search operations when necessary, and providing security to access-controlled operational areas.
Public Works	The Public Works Department will provide support to the function in emergency vehicle maintenance and repair and providing rerouting and security to access-controlled operational areas. Additional support to the function may include heavy equipment, detection equipment, shoring equipment, sludge pumping equipment, and vehicle maintenance and repair.
Engineering	The Engineering & Building Department will provide support to the function by determining unsafe structures.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will 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.

## **Direction and Control**

The Fire Chief is responsible for firefighting, search and rescue, and EMS operations. When activated, the Fire Chief will report to the EOC. The Fire Chief reports to the City Manager or emergency interim successor.

The Deputy Fire Chief or other officer may be assigned field responsibilities or report to the EOC at the discretion of the Chief.

Fire Department field operations are directed by the Incident Commander. Fire Department staff in the field will utilize existing policy and procedures to determine lines of succession.

## **Lines of Succession**

If the Fire Chief is not available to direct firefighting, search and rescue and EMS operations at the EOC, the chain of command listed below shall be followed:

- 1) Deputy Chief
- 2) On-Duty Battalion Fire Chief
- 3) Fire Marshal
- 4) Off-Duty Lieutenant with most seniority

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The Fire Chief is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Fire Department references include:

- CH EMS System SOP
- Bomb Threat
- Specialized Team Mutual Aid
- Incident Management System

Cited Lake Forest Police Department references include

- Unusual Occurrences Plan
- Directing and Controlling Traffic

Cited Lake Forest Public Works Department references include:

- PW Policy and Procedure Manual

Cited external agency references include:

- Lake County Specialized Response Teams MABAS Divisions 4, Standard
- Operating Procedures, Section 2: Hazardous Materials
- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard
- Operating Procedures, Section 3: Technical Rescue
- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard
- Operating Procedures, Section 5: Tactical Worksheets

## **Functional Annex M: Law Enforcement**

### **Purpose**

The purpose of this Functional 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 Lake Forest Police Department.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex will be activated when there has been a declaration of local emergency or disaster, and also whenever the EOC is activated. Many of these disaster situations will require the evacuation of a portion of the population (see Functional Annex 6 Evacuation).

### **Assumptions**

When a disaster occurs, it is understood that law enforcement will play a critical role in response and recovery efforts.

The Police Department is full-time and has the necessary capabilities to handle most operations, with the support of other City 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 (see Hazard Specific Annex 20 Terrorism).

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

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

- Police communications
- Alert stage operational adjustments
- Primary and alternate staging area management
- Equipment distribution
- Task force evaluation
- Personnel designations
- Evacuation
- Transportation requirements support
- Access control measure management

## **Concept of Operations**

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

All law enforcement personnel, regardless of agency affiliation, will work under the operational control of the Lake Forest Police Chief and established departmental chain of command.

The Police Department has in place procedures for meeting staffing requirements 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, establishing it will be the responsibility of the first officer on the scene. The ICP will be marked as specified by NIMS requirements. The ICP may be moved as the situation changes. When the EOC is activated, the ICP will report regularly to the EOC, where resource requests will be addressed.

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 or the Northern Illinois Police Alarm System 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 at the time of an emergency.

The Police Department will limit access to and provide security for incident/emergency scenes and evacuation areas during response and recovery operations.

## Specific Responsibilities

The Police Department has primary responsibility for the Law Enforcement function. Specific duties include:

- Providing security during disaster situations.
- Securing evacuated areas.
- Providing access control and security for the EOC.
- Provide access control and security for emergency shelters.
- Assisting with dissemination of warning information to the public.
- Assisting with evacuation of residents.
- Maintaining communications between field operations and the EOC.

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

ESDA	The ESDA will provide support to the function with necessary transportation for evacuees and victims.
Public Works	The Public Works Department 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	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will 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.

## Direction and Control

The Police Chief is responsible for law enforcement function. When the EOC is activated, the Police Chief will report to the EOC. The Police Chief reports to the City Manager or emergency interim successor.

The Senior Officer at the incident scene reports to the Incident Commander, and is responsible for providing regular status reports to the EOC, or when the situation changes significantly.

## **Lines of Succession**

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

- 1) Deputy Police Chief
- 2) On-Duty Commander
- 3) Highest Ranking Sergeant

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The Police Chief is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Police Department references include:

- Unity of Command

## **Functional Annex N: Public Works**

### **Purpose**

The purpose of this Functional Annex is to further define roles and responsibilities for the City of Lake Forest Public Works Department, to insure a coordinated response to an incident in order to provide for the welfare of the residents by providing services such as attendance to potable water and sanitary sewage functions, roadway maintenance and other support as directed.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex will be activated when the EOC is activated, and when a local disaster or emergency has been declared.

### **Assumptions**

The City of Lake Forest Public Works Department maintains approximately 975 acres of right-of way and property including over 60,000 trees, 119 miles of roadway, 219 miles of storm sewer, 139 miles of sanitary sewer network, 165 miles of public domestic water supply, over 1,964 street lights, all City-owned and leased buildings and their electric, HVAC and telephone systems.

The City of Lake Forest PW Water Plant and Water/Sewer Sections maintain 1 well site, 3 water storage reservoirs, 1 elevated water storage tank, and 1 pressure boosting station. These Sections are also responsible for water testing. The Water Plant and Water/Sewer Sections are responsible for providing potable water, as well as supporting fire suppression, emergency medical services, and other operational objectives.

Public utility providers serving municipal facilities include: electric service by Commonwealth Edison (ComEd), telephone service by AT&T, natural gas service by North Shore Gas, and cable television service by Comcast.

The Public Works Department is full-time and has the necessary capabilities to handle most

operations, with the support of other City departments. If necessary, off-duty personnel can be called in.

In a major disaster, Public Works personnel may be overwhelmed and may have to call upon outside resources through mutual aid. Additional resources may be provided through the Illinois Public Works Mutual Aid Network (IPWMAN), a state-wide agency to which the City belongs, and/or the Northwest Municipal Conference Emergency Assistance Agreements, which provide mutual aid assistance for 61 communities in the surrounding area.

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

This EOP assumes that resources available through mutual, State, and federal aid will be available at the time of a disaster or major emergency.

In a disaster situation, the Public Works Department may play either a lead or support role, depending on the type of situation. For general guidance, refer to Functional Annex 1: Direction and Control. In a disaster, PW will respond when called upon, to bring a quick initial response to help isolate and stabilize an emergency. Public Works will be expected to provide a 24 x 7 response and when necessary, work in cooperation with any outside agency, either public or private, as a severe disaster may require additional assistance via mutual aid systems. Public Works has the resources, both human and in material inventories to bring support from disaster inception through conclusion. During an emergency, the department may receive requests to provide mutual aid to neighboring communities.

## **Concept of Operations**

In the event of a major disaster, response priorities are as follows: securing life-threatening situations; stabilizing conditions; prevention of the loss of either public or private property; debris management to provide for clear access to such properties; restoration of both public and private utilities; and final clean-up of the disaster area. Public Works will respond as directed in consideration of these priorities.

The Public Works Department is responsible for maintenance of public property and utilities performance. The tasks include but are not limited to: wells and water mains, potable water, sewer lines, forestry, street surface maintenance, flood control; and maintenance of traffic signals and street lighting.

During any major emergency or disaster, it is conceivable that the existing transportation system may be affected, curtailing transportation into and out of the area. The Public Works Department has the responsibility to open and clear all transportation routes in the affected area. Additional responsibilities are to provide transportation of personnel, and to provide equipment and materials to assist and/or support response operations.

In the initial phase of a disaster or emergency, Public Works may either lead or work directly with Incident Command. As an incident grows or as the situation dictates, the EOC may be activated. Once the EOC is activated, Public Works functions under the direction from the EOC. Public Works will respond as directed by CMT in a variety of activities to provide for City continuity of operations and to facilitate all response and recovery operations as needed.

In the event that an incident overwhelms the Public Works resources, the City will request additional resources through IPWMAN and/or the Northwest Municipal Conference, and will employ any and all necessary private contractors and suppliers to provide the needed resources.

## **Specific Responsibilities**

Public Works Department specific duties include:

- Administration
- Overall coordination of all PW functions
- Input and support to the other functions, through the EOC

Street Maintenance Department:

- Maintenance of all City roads, sidewalks, and public rights-of-way.
- Removal of debris from public roadways and City-owned properties.
- Provision of barricades and safety fencing.
- Snow and ice control for public roadways and parking lots.
- Provision of personnel and equipment to move and relocate response personnel, equipment and supplies.

Forestry/Property Management Department:

- Care and maintenance of trees located within City rights-of-way.
- Maintenance and repair of most of the buildings, grounds and appurtenant structures owned or leased by the City, including but not limited to the City Hall, the Public Safety facility, the Municipal Services, Water Plant, Fire Station #2, and both the train stations.
- Removal of tree debris from rights-of-way and Village-owned properties.
- Trimming and maintenance of trees, shrubs and ground cover on rights-of-way and City-owned properties.
- Parkway maintenance and restoration.

Utility Department:

- Maintenance and improvement of the City's water distribution and sanitary collection systems, including fire hydrants.
- Installation, maintenance, repair, and reading of water meters.
- Assistance in maintaining electrical power and emergency electrical power to City facilities.

Water Department:

- Operation, maintenance and repair of water production facilities that produce all of the potable water used by the residents of the City of Lake Forest.

Wastewater Department:

- Operation, maintenance and repair of the sanitary sewage treatment facility and sewage lift stations that serve the residents of the City of Lake Forest.

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

ESDA	ESDA is the primary responsible agency for procurement of additional equipment and/or resources. Requests for additional resources in support of the Public Works function should be directed through the Resource Unit Leader at the EOC.
Law Enforcement	The Police Department is responsible for traffic control and will provide support to the Public Works function in traffic control.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will 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.

## **Direction and Control**

The Public Works Director is responsible for the Public Works function. When the EOC is activated, the Public Works Director will report to the EOC. The Public Works Director reports to the City Manager or emergency interim successor.

The Assistant Directors and Division Supervisors will report to the designated Public Works command post. The Public Works command post staff will meet incident objectives as identified by the CMT at the EOC and within the IAP.

Activities of Public Works crews working in the field are coordinated through the Public Works command post.

## **Lines of Succession**

If the Public Works Director is not available to direct the Public Works function, the chain of command listed below will be followed:

- 1) Assistant Director of Public Works
- 2) Streets Supervisor
- 3) Sewer and Water Supervisor

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The Public Works Director is responsible for maintenance, review and updating of this annex.

## **References**

Cited Public Works Department references include:

- Lake Forest Public Works Procedure Manual

Cited Lake Forest Police Department references include:

- Evacuation, Relocation and Transportation
- Directing and Controlling Traffic

Cited Lake Forest Fire Department Policies and Procedures include:

- Specialized Team Mutual Aid

Cited external agency references include:

- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard Operating Procedures, Section 3: Technical Rescue

## **Functional Annex O: Financial Management and Recordkeeping**

### **Purpose**

The purpose of this Functional Annex is to provide guidance to the Finance Department and the City Deputy Clerk's Office, and to assign roles and responsibilities which will facilitate financial management and recordkeeping as regards personnel, materials, services and equipment consumed in response to a disaster or emergency.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This function will be activated whenever a local emergency or disaster has been declared, or the EOC has been activated.

### **Assumptions**

The initial costs of funding all emergency response and associated personnel and equipment will be managed under the current operating budget. If and when the costs for emergency operations exceed the current budget, adequate funding must be allocated from within the City or from outside agencies.

Accurate record keeping for emergency operations and post-incident reporting and successful cost recovery efforts is a critical component of the emergency operations plan. Thus, the City has embedded procedures into the EOP to accurately record costs incurred and manage its cost reimbursement request(s) to state and federal agencies. Extensive and accurate documentation is required in order to facilitate cost recovery.

Operations conducted under the Emergency Operations Plan will incorporate detailed logging of all activities related to declaration, assessment, communications, response, and recovery from the disaster incident. Mandatory logs will contain detail, such as the identity of City personnel called out for field teams and departmental hours consumed by personnel.

The Director of Finance and the City Clerk will work closely together to ensure record keeping processes are adequate to the emergency and the volume of data generated.

## **Concept of Operations**

The Director of Finance will report to the EOC when called upon to do so. All funding allocations within the current budget will be handled by the individual department. When departmental costs of response operations exceed the budget, funding must be prioritized and approved by the CMT. The Director of Finance will allocate funding to departments as approved by the CMT.

The City Clerk or his/her successor or designee will report to the EOC when called upon to do so. As reporting occurs throughout the emergency, the City Clerk will insure all documents are recorded and filed appropriately. Processes and procedures will be utilized to ensure that resource providers are reimbursed in a timely manner. These will include mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs such as the Public Assistance Program and the Emergency Relief Program.

Finance and the City Clerk's Office staff function primarily in an administrative support role at the EOC. Finance staff will report all resource costs on the appropriate federal forms when available, and with internal tracking materials when no federal form is in place. Typical reports include time cards for paid and volunteer staff, purchase orders, work orders, and damage assessment forms. Use of federal and other standardized forms facilitates easy formatting of data for the capture of personnel costs, services, materials, and equipment rent/purchase from a wide spectrum of suppliers and vendors. The objective is to facilitate prompt post-incident reporting and to quickly initiate reimbursement requests to both state and federal agencies.

In the National Response Plan, the ESDA is responsible for Records. Within the City of Lake Forest, this responsibility has been delegated to the City Clerk, who shall utilize the services of the Community & Financial Services Department to administer the responsibility.

## **Specific Responsibilities**

Specific duties of the City Clerk and Finance Department include:

- Properly maintaining and filing all records for the incident.
- Maintaining all financial records for the incident.
- Assist in the coordination of volunteer utilization.
- As directed by the CMT, assist with administrative functions, such as telephone answering, copying services, data processing and the like.

In addition to the responsibilities of the City Clerk and the Finance Department, the following groups have responsibility for support of the function:

EMA

EMA will support the function with staff support and resources as needed.

Volunteer Resources            The Volunteer Resources function will provide additional personnel as available and needed in order to support the function, particularly to assist with screening of volunteers with accounting/bookkeeping experience.

HR                                    Human Resources will assist with management and processing of workers' compensation and community claims, and screening of volunteers with accounting/bookkeeping experience. HR will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.

### **Direction and Control**

The City Clerk and the Director of Finance are responsible for the Financial Management and Recordkeeping function. When the EOC is activated, The City Clerk and Director of Finance will report to the EOC. The City Clerk and the Director of Finance report to the City Manager or emergency interim successor.

### **Lines of Succession**

If the City Clerk is not available to direct the Records function, the chain of command listed below will be followed:

- 1) Assistant (to the) City Manager
- 2) Director of Finance
- 2) Assistant Director of Finance

If the Director of Finance is not available to direct the Financial Management function, the chain of command listed below will be followed:

- 1) Assistant Director of Finance
- 2) Assistant (to the) City Manager
- 3) Human Resource Director

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

### **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

## **Functional Annex P: Transportation**

### **Purpose**

The purpose of this Functional Annex is to provide guidance for providing and maintaining safe and adequate transportation during a disaster or emergency. The purpose of this annex is to provide detail as regards the mission to insure a coordinated response to an incident.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This function will be activated whenever a local emergency or disaster has been declared, or the EOC has been activated.

### **Assumptions**

It is essential that the City of Lake Forest identify existing transportation resources, routes, modes, etc. in order to plan for alternate transportation during a disaster or emergency. In such an event, a planned transportation response is necessary to ensure safe and effective recovery operations.

Lake Forest is served by various transportation systems including: Illinois and US Routes 41, 60, and 43; Interstate I-94 to the west of the City; the Union Pacific, EJ&E/Canadian National and Metra Railroads. The City lies within the flight path of Chicago Executive Airport in Wheeling, Midway and O'Hare Airports in Chicago, and General Mitchell Airport in Milwaukee, Wisconsin, and the Waukegan regional airport, in Waukegan.

The City lies within 25 miles of O'Hare International Airport and 35 miles of the downtown "loop" area of the City of Chicago. Air traffic within the City originates and terminates elsewhere and is generally overhead. Historically, there have been few incidents of commercial airplane failures which resulted in emergencies in the suburban communities; however, the risk remains. Traffic into and out of Chicago Executive Airport is generally corporate and general aviation.

The Amtrak Hiawatha an express train that runs about 14 times daily from Chicago to Milwaukee is on our west side rail which crosses both Conway and Everett Roads. The City has begun negotiations to have the Hiawatha Amtrak train stop in Lake Forest at the west side depot. This line crosses two of the City's major thoroughfares on the west side at grade. Due to the length and number of trains projected for this line, frequent vehicular traffic disruptions throughout the west side business and beyond are projected if this occurs. The risk of a derailment or similar incident could also increase dramatically as train trips on the west side rail increase.

The Lake Forest Public Works maintains approximately 975 acres of right-of-way and 119 miles of roadway. In a major disaster, personnel may be overwhelmed and may have a need to call upon outside resources through mutual aid. Additional resources may be provided through the Illinois Emergency Management Mutual Aid System (IEMMAS) which provides mutual aid assistance for emergency management functions within the state; through IPWMAN, which provides assistance to public works departments; and through other mutual aid organizations.

## **Concept of Operations**

The Lake Forest ESDA will provide overall direction for the Transportation function. The Public and Public Works Departments will play major roles in providing safe and effective transportation facilities.

The complex operations of the Transportation function include deployment of resources into and out of incident areas; coordination of transportation recovery, restoration, and safety/security; and restricting the movement of personnel and goods as necessary.

Immediately upon notification of a threat or an imminent or actual incident, consideration will be given toward establishing priorities, providing debris removal, and assessing and implementing reconstruction needs for restoration of critical and strategically important transportation facilities and choke points.

Transportation staff will coordinate the acquisition of transportation services, when required to fulfill mission assignments, and in support of all functions. Transportation staff will coordinate with appropriate state and county entities to facilitate the movement of people and goods to, from, and within incident areas, and will participate in decisions regarding issues such as movement restrictions, critical facilities closures, and evacuations.

Additional resources will be requested as necessary through IEMMAS, IPWMAN and other organizations. Specialized support may be obtained through state or federal resources.

## **Specific Responsibilities**

Specific duties of ESDA include:

- Working with disaster Intelligence/Damage Assessment to assess the damage to the transportation infrastructure and analyze the impact of the incident on transportation operations.

- Maintaining and communicating updated information on the status of transportation systems.
- Overseeing clearing of, and security for, transportation routes.
- Obtaining additional resources in support of the function.

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

Public Works	The Public Works Department will provide support in debris removal, acquisition and maintenance of vehicles, and provision of barricades and other traffic control devices and equipment.
Law Enforcement	The Police Department will provide support in identifying transportation needs and challenges within the community, securing areas which have been deemed dangerous by the assessment process, and providing traffic control and security for transportation routes.
Firefighting	The Fire Department will provide support in identifying transportation needs and challenges within the community.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the damage assessment function.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will 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.

## **Direction and Control**

The ESDA Coordinator is responsible for the Transportation function. When the EOC is activated, the Coordinator will report to the EOC. The Coordinator reports to the City Manager or emergency interim successor.

## **Lines of Succession**

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

- 1) Fire Chief
- 2) Staff assigned by the City Manager or CMT

In order to provide for continuous leadership and control in emergency situations, each

emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Police Department Policies include:

- Evacuation, Relocation and Transportation
- Directing and Controlling Traffic

Cited Lake Forest Fire Department Policies and Procedures include:

- Specialized Team Mutual Aid

Cited Lake Forest Public Works references include:

- PW Policy and Procedure Manual

Cited external agency references include:

- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard Operating Procedures, Section 3: Technical Rescue

## **Functional Annex Q: Animal Welfare**

### **Purpose**

The purpose of this Functional Annex is to provide guidelines to facilitate the appropriate care of animals in a disaster setting.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This function will be activated whenever a local emergency or disaster has been declared, or the EOC has been activated.

### **Assumptions**

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 reentry to access-controlled areas to retrieve animals. In addition, the environment may be affected by disrupted livestock systems.

This annex was created 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, acknowledges 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.

### **Concept of Operations**

The Lake Forest ESDA will provide overall direction for the Animal Welfare function. The ESDA Coordinator will designate a staff person or volunteer to act as the Animal Care Coordinator.

## Specific Responsibilities

Specific duties of the Animal Care Coordinator include:

- Assessing the situation and making a decision on the number and location of shelters needed to house animals.
- Coordinating procurement of sufficient personnel to staff animal shelters.
- Ensuring that each animal shelter has a highly visible identity marker and sign that identifies its location.
- Coordinating with the PIO to facilitate dissemination of information to the public on the location of animal shelters.
- Coordinating with the Mass Care Coordinator in all regards to sheltering activities.
- If appropriate, coordinating with the Mass Care Coordinator to place personnel in public shelters to act as a referral source for animal disaster operations.
- Opening shelters and providing food, water, and medical care, as needed, for animals in Shelters.
- Making an initial estimate of the numbers and types of animals that may need to be evacuated, based on information from the Evacuation Coordinator regarding high-hazard areas.
- Working with the Evacuation Coordinator to arrange travel routes and scheduling timing for evacuation of farm animals, animals in kennels, veterinary hospitals, zoos, pet stores, animal shelters, university laboratories, etc. and wildlife (as appropriate) from risk areas.
- Working with the Transportation function to mobilize transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate animals.
- Working with the Search and Rescue function to dispatch search and rescue teams to look for animals left behind by owners, stray animals, and others needing transport to a safe location.

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

Parks and Recreation	The P&R department will provide staff from the Wildlife Discovery Center, to support the function with expertise in animal care.
Law Enforcement	The Police Department will provide support to the function by providing support with evacuation.
Public Works	The Public Works Department will provide support to the function by ensuring removal and disposal of animal carcasses.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.

HR Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.

## **Direction and Control**

The ESDA Coordinator is responsible for the Animal Welfare function. The Coordinator will designate a staff member or volunteer to serve as the Animal Care Coordinator. This assignment will try and be from the staff at the Wildlife Discovery Center. When the EOC is activated, Coordinator will report to the EOC. The Coordinator reports to the City Manager or emergency interim successor.

## **Lines of Succession**

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

- 1) Curator of the Wildlife Discovery Center (LF P&R)
- 2) Staff assigned by the City Manager or CMT

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Police Department General Orders include:

- Evacuation, Relocation and Transportation

## **Hazard-Specific Annex R: Hazardous Materials**

### **Purpose**

The purpose of this Functional Annex is to define roles and responsibilities in an emergency response to a hazardous materials incident within the City.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This function will be activated when a hazardous materials incident occurs.

### **Assumptions**

There are no industrial businesses located within or bordering the City of Lake Forest. Many of our stores and educational facilities utilize small 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 City which present the threat of transportation-related hazardous materials incidents.

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

### **Concept of Operations**

Initial notification of a request from the public will be received through the City's dispatch center. In the event the dispatch facility is directly impacted by the event, agreements are in place to move to an alternate facility. In the event that the communications with the dispatch center are disrupted, agreements are in place to have a neighboring community provide dispatch services.

Primary responsibility for mitigation of any problems resulting from a hazardous materials

incident rests with the Fire Department. The Fire Department will activate the hazardous materials response team. The Fire Department can call upon the Lake & McHenry County Specialized Response Teams MABAS Divisions 4 if needed. The Fire Department will direct response actions following applicable departmental SOPs and SOGs.

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

The Fire Department is a combination department with full-time and paid-on-premise staff that has the necessary capabilities to handle minor hazardous materials situations, with the support of other City departments. When necessary, off-duty personnel can be called in.

The Lake Forest Fire Department is also responsible for hazardous materials initial response in the City of Lake Forest.

## **Specific Responsibilities**

Specific duties of the Fire Department include:

- Assessing the situation and making a decision on the need for outside assistance.
- Advising the CMT regarding the need for evacuation, and if evacuation is needed, the extent of the area to be evacuated.
- Assuming on-scene Incident Command and directing and coordinating the response of assisting agencies.

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

Law Enforcement	The Police Department will provide additional security and access control services as requested.
Public Works	The PW Department will provide support which may include, heavy equipment, detection equipment, materials including gravel and sand, and will provide support with City vehicles.
Volunteer Resources	The Volunteer Resources function will provide additional manpower as available and needed in order to support the hazardous materials response.
HR	Human Resources will provide support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will 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.

## **Direction and Control**

The Fire Department is responsible for the Hazardous Materials function. When the EOC is activated, the Fire Chief will report to the EOC. The Fire Chief reports to the City Manager or emergency interim successor.

## **Lines of Succession**

If the Fire Chief is not available to direct hazardous materials operations at the EOC, the chain of command listed below shall be followed:

- 1) Deputy Chief
- 2) On-Duty Battalion Fire Chief
- 3) Lieutenant with most seniority

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The Fire Chief is responsible for maintenance, review and updating of this annex.

## **References**

Cited Lake Forest Fire Department references include:

- Bomb Threat
- Specialized Team Mutual Aid
- Incident Management System

Cited Lake Forest Police Department references include:

- Communications and Warning
- Evacuation, Relocation and Transportation
- Directing and Controlling Traffic

Cited Lake Forest Public Works Department references include:

- Policy and Procedure Manual

Cited external agency references include:

- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard Operating Procedures, Section 2: Hazardous Materials
- Lake & McHenry County Specialized Response Teams MABAS Divisions 4, Standard Operating Procedures, Section 5: Tactical Worksheets

## **Hazard-Specific Annex S: Pharmaceutical Distribution**

### **Purpose**

The purpose of this Functional Annex is to provide guidance for the response to and recovery from an incident which necessitates the mass distribution of pharmaceuticals. This plan operates in conjunction with the distribution plans of the Lake County Department of Public Health, and the Illinois Department of Public Health. While the primary focus of the plan is on distribution of medications in a pandemic flu incident, it is important to note that it will serve as guidance for other highly infectious diseases both natural and man-made.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This function is activated whenever a health emergency exists in which mass distribution of pharmaceuticals is anticipated or occurs.

### **Assumptions**

The City of Lake Forest may, at times, be confronted with large-scale incidents such as outbreaks of pandemic influenza or the deliberate use of chemical or biological agents. At these times, it will be necessary to dispense pharmaceuticals to City personnel, their family members and the general population. Pick-up and dispensing of Pharmaceuticals will require coordination with the Illinois Department of Public Health through the Lake County Departments of Public Health, MABAS, Law Enforcement, and other agencies.

In the event of a health emergency requiring mass distribution of pharmaceuticals, it will be necessary to continue to provide all essential services to the residents of the City. The City assumes that it will be necessary to operate for at least 72 hours without the benefit of outside assistance. The initial impact may last days, but the effects of the incident may last weeks or months, when recovery activities are taken into account.

Impact on the City will be great, with an expected 20,000+ residents and an unknown number of transient persons seeking medications from the City during the first 24 – 48 hour period. Although screening forms may be distributed to residents and businesses prior to an incident, it is assumed that only a small percentage of residents will have the completed forms prior to arrival at a dispensing site. Additionally, there will be visitors to the area or persons who reside outside of the City requesting medications at a City site, who have not had prior access to the forms.

Visitors to a dispensing site may need assistance in making health-related decisions. The dispensing site must be accessible to all disabled persons. Some persons requesting medications will be symptomatic. Some of these persons will require immediate medical attention or hospitalization. Some persons will not receive the medication during the initial phase of dispensing and will need to be served at a secondary dispensing time. In a widespread medical emergency, as much as 20 – 40% of City staff could be medically affected or unavailable due to illness within the family or household.

Additionally, this type of an incident will most probably affect the entire region, causing normal mutual aid systems a great amount of stress. This has the potential to delay the arrival and reduce the amount of outside assistance.

Due to the likely widespread nature of the situation, close cooperation and coordination with the school district, townships and neighboring communities will be essential.

The City of Lake Forest has a plan in place to manage a mass distribution site within the City limits. The specific operational information is confidential in nature. All staff within the City will be informed of their role in a mass distribution operation by their supervisors when it is appropriate to do so. City staff has exercised the distribution of pharmaceuticals to staff.

## **Concept of Operations**

The Lake Forest ESDA has overall responsibility for local coordination of pharmaceutical distribution, in coordination with the Lake County Department of Public Health, and the maintenance and continuation of public safety services.

Pharmaceutical distribution is coordinated by the Illinois Department of Public Health, which directs county departments of public health, who direct municipal agencies.

The City of Lake Forest reports to the Lake County Department of Public Health for mass distribution of pharmaceuticals.

## **Specific Responsibilities**

Specific duties of the Lake Forest ESDA include:

- Coordinating local public education
- Distributing available stores of pharmaceuticals
- Providing security at the dispensing site
- Development of Incident Action Plans to utilize in the event of a distribution

In addition to the Emergency Management Agency responsibilities, the following groups have responsibility for support of the function:

Law Enforcement	The Police Department will have primary responsibility for security and ensuring traffic and pedestrian ingress/egress at the distribution site. Additionally, the Police Department will be primarily responsible for the secure storage and movement of the pharmaceutical supplies.
Fire Services	The Fire Department will be responsible for ensuring adequate medical and non-medical staffing at the point of distribution and operations of the site, other than safety and security.
HR	Human Resources will provide administrative support to the function, and support to all emergency functions by ensuring the availability of critical incident stress debriefing as requested by the CMT.
PIO	The PIO will 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.

## **Direction and Control**

The ESDA Coordinator is responsible for coordinating all activities. ESDA has the authority to delegate responsibilities to appropriate staff as needed. The Incident Action Plan will designate an Incident Commander, who will direct on-site operations.

## **Lines of Succession**

In the event the ESDA Coordinator is not available to direct the Pharmaceutical Distribution function, the chain of command listed below shall be followed:

- 1) Fire Chief
- 2) Staff assigned by the City Manager or CMT

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review and updating of this annex.

## References

Cited Lake Forest Police Department General Orders include:

- Securing the Perimeters
- Command Post Security

## **Hazard-Specific Annex T: Terrorism/Weapons of Mass Destruction**

### **Purpose**

The purpose of this incident-specific annex is to define the roles and responsibilities of various agencies in an effort 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.

### **Functional Needs**

The City of Lake Forest ESDA employs the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters and outlines their capabilities and their applicability to the functional needs of the 'functional needs community' they represent.

Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Defining functional needs populations is an ongoing process, as the people and their needs and vulnerabilities change over time. It is important that the information collected be organized in a manner that is accessible and easy to amend.

### **Situations that Activate this Function**

This annex will be activated whenever a terrorism/WMD incident affecting the region is anticipated or has occurred.

### **Assumptions**

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 or attack 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. Bombings are the most common method of attack for terrorists. Bombs using radioactive material are referred to as Radiological Dispersal Devices (RDD), commonly called "Dirty Bombs". It would therefore be prudent that if an explosion is suspected or confirmed to be a terrorist attack, that a radiological assessment be conducted immediately.

Chemical terrorist acts are likely to be overt, because the effects of chemical agents absorbed through inhalation or by absorption through the skin or mucous membranes are usually immediate and obvious; however, some may have delayed effects. Terrorists choose chemical

agents that are designed to kill, seriously injure, or incapacitate the public through physiological effects. Such attacks elicit immediate response from emergency personnel and hazardous materials teams.

Attacks utilizing biological agents are more likely to be covert. They present different challenges and require a response that involves public health infrastructure. Dissemination of a biological agent will not have an immediate impact because of the delay between exposure and the onset of illness. Consequently, the first casualties of a biological weapons attack probably will be identified by physicians or other health care providers after exposure.

Local emergency medical and health department personnel as well as City staff must remain vigilant and be capable of detecting unusual patterns of disease or clusters of rare, unusual, or unexplained illnesses or deaths. Early detection and response to biological or chemical terrorism is crucial. Local, front-line health care providers are in the best position to detect and report suspicious illnesses, injuries, or deaths. No single agency within the local, state, federal or private sector level possesses the authority or expertise to act unilaterally on the many issues that arise in response to a threat or act of terrorism.

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

There has never been a known terrorist incident in Lake Forest. Currently, the probability of such an incident remains low. However, the vulnerability to and likely impact of such an incident are moderate-to-high.

## **Concept of Operations**

It is recognized that the responsibility for protection of lives and property of the residents of the City rests with the local government officials and that the ultimate authority in disaster situations rests with the City Manager or emergency interim successor. During such disasters, the City Manager or emergency interim successor shall retain sole overall command of the response efforts undertaken by the City. In accordance with state law, the City Manager or emergency interim successor shall be the only authority to declare a local disaster or emergency.

While the City Manager or emergency interim successor has the overall authority within the City, 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 can 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 City will request such assistance. Requests for such assistance come through a written emergency declaration issued by the City Manager or emergency interim successor 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 312-421-6700. If there is even slight suspicion that the jurisdiction has a possible terrorist event, the FBI should be called immediately. It is important to have the FBI on scene as soon as possible in such incidents.

Upon determination of a credible WMD threat, or if such an incident actually occurs, the federal government will respond through the appropriate departments or agencies.

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.

The "County and Municipal Government Guidelines for Implementation of the State Homeland Security Advisory System (HSAS)", developed by the Illinois Terrorism Task Force, shall be used as guidance for local actions for each HSAS threat level.

In the event of a biological or chemical terrorist attack, the Department of Health and Human Services (HHS) is the lead federal agency for health and medical response. Under HHS, the Centers for Disease Control and Prevention (CDC) controls the Strategic National Stockpile of pharmaceuticals. CDC delivers pharmaceuticals to the states. The Illinois Department of Public Health (IDPH) is responsible for pharmaceutical distribution to local municipalities, which for Lake Forest, occurs through the Lake County Departments of Public Health.

## **Specific Responsibilities**

The Department of Justice, Federal Emergency Management Agency, and the FBI are the lead agencies, and will request and coordinate appropriate response teams as necessary.

The Lake Forest Fire/EMS Department, hazardous materials teams, Law Enforcement personnel, and the Public Works Department will be among the first to respond to a terrorist/WMD incident. As the response efforts escalate, the Lake Forest CMT and ESDA will coordinate other needed services as outlined in the various annexes of this EOP. Primary responsibility for coordinating overall Village efforts rests with the Lake Forest Emergency Services and Disaster Agency.

Specific duties of the Lake Forest ESDA include:

- Setting up the EOC

Specific duties of Fire/EMS include:

- Directing firefighting field operations
- Directing field EMS operations
- Directing search and rescue field operations
- Directing fire/EMS personnel from assisting agencies in field operations

Specific duties of the Police Department include:

- Providing security for designated incident hot zones
- Securing evacuated areas
- Providing access control and security for the EOC
- Providing access control and security for emergency shelters
- Assisting with dissemination of warning information to the public
- Assisting with evacuation of residents
- Maintaining communications between field operations and the EOC

Specific duties of the Public Works Department include:

- Provision of Barricades and Soft Fencing
- Removal of debris from public roadways and City-owned properties
- Assistance in maintaining electrical power and emergency electrical power to City facilities
- Maintenance and care of all City vehicles, including fuel and fluids

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

PIO	The PIO will 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.
HR	Human Resources/Risk Management is responsible for arranging crisis counseling for emergency workers and for ensuring the availability of critical incident stress debriefing as requested by the CMT.
Volunteer Resources	The Volunteer Resources function will provide additional personnel as available and needed in order to support the function.

Information Technology	IT staff will provide support with all technology including hardware, software, tech support, and GIS.
Finance	The Finance department will ensure that processes and procedures are in place that will allow for accurate recordkeeping and timely reimbursement of resource providers.

## **Direction and Control**

Upon notification of a Terrorist/WMD incident, or upon the severe threat of such an incident within the state, the EOC will be set up and prepared for use. The determination of whether or not to activate the EOC, as well as overall command of local emergency operations, will rest with the City Manager or emergency interim successor.

Upon notification of a Terrorist/WMD incident, or upon the severe threat of such an incident within the state, the ESDA Coordinator will report to and commence set-up operations of the EOC.

Department heads will direct the operating departments. Support functions are directed as delineated in the functional annexes.

Terrorist events, especially those involving WMD, will require resources beyond those of the City; state and federal assistance will be required. The City must integrate its efforts with these agencies.

## **Lines of Succession**

The City has established a line of succession to establish an emergency interim successor for the City Manager, as follows:

1. Most senior council member
2. Second most senior council member
3. Third most senior council member

A current seniority list of City Council is kept in the EOC.

In order to provide for continuous leadership and control in emergency situations, each emergency response department or organization with support responsibility in this function is responsible for identifying a line of succession. Refer to Lines of Succession in the base plan.

## **Maintenance, Review and Updating**

The ESDA Coordinator is responsible for maintenance, review, and updating of this annex.

## References

Cited Lake Forest Police Department General Orders include:

- Bomb Incident Procedure
- Response to Bomb Calls