Village of Palatine Emergency Operations Plan

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LETTER OF PROMULGATION

November, 2022

To: Officials and Employees of the Village of Palatine

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, the Village of Palatine must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The Village of Palatine Emergency Operations Plan and Pre-Disaster Recovery Plan establish an Emergency Management Organization and assigns functions and tasks consistent with the National Incident Management System. These documents provide for the integration and coordination of planning efforts of multiple jurisdictions and agencies within the Village.

These plans were developed for each Village of Palatine department and local special districts with emergency services responsibilities within the Village. Their content is based upon guidance approved and provided by the Illinois Emergency Management Agency and the Federal Emergency Management Agency. The intent of the Emergency Operations Plan is to provide direction on how to respond to an emergency from the onset, through an extended response and the Pre-Disaster Recovery Plan addresses the direction of how to begin the various aspects of the recovery process.

Once adopted, these plans are an extension of the Cook County Emergency Operations Plan and the Illinois Emergency Operations Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The Village of Palatine Mayor and Village Council gives its full support to this Emergency Operations Plan and urges all public employees and individuals to prepare for times of emergency before they occur.
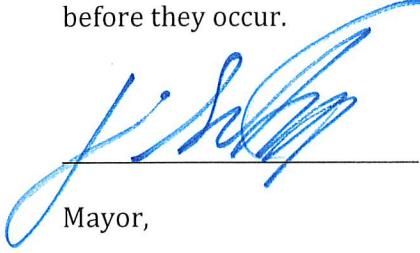
_____   1/18/23

Mayor,

Village of Palatine

APPROVAL AND IMPLEMENTATION

FOREWORD

The Village of Palatine Emergency Operations Plan addresses the Village's planned response to extraordinary emergencies associated with natural disasters, technological incidents and national security emergencies in or affecting the Village of Palatine. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters, which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the Village of Palatine.
- Identifies the roles and responsibilities required to protect the health and safety of Palatine residents, public and private property and the environmental effects of natural, technological and human-caused emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the Village of Palatine Emergency Operations Center activities and the recovery process.

PLAN APPROVAL AND IMPLEMENTATION

Upon concurrence of the Village Mayor and Village Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those Village departments, supporting allied agencies and community organizations having assigned primary functions or responsibilities within the Emergency Operations Plan as necessary.

PLAN MODIFICATIONS

Upon the delegation of authority from the Director of Emergency Management, specific modifications can be made to this plan without the signature of the Village Council. This Emergency Operations Basic Plan, its Functional Annexes and Attachments supersede all previous versions of the Village of Palatine Emergency Operations Plan.

RECORD OF CHANGES

Version Number	Implemented By	Date	Description of Change
N/A	J. Conn	06/17/2015	Pg 65 – Hazard types/triggers added
N/A	J. Conn	06/17/2015	Pg 65 – Radio communications added
N/A	J. Conn	06/17/2015	Pg 52 – Hazard types listed
N/A	J. Conn	06/17/2015	Pg 52 – Backup communications methods identified.
N/A	J. Conn	06/17/2015	Pg 112 – Hazard types listed
N/A	J. Conn	06/17/2015	Pg 139 – Removed ILEAS reference for pgs 105, 106
N/A	J. Conn	06/17/2015	Pgs 5, 96 – Removed any reference to "Law Enforcement" Annex.
N/A	Ed Kemper	09/15/2016	Significant revision and reorganization of Basic Plan.
v. 1.0	Ed Kemper	07/16/2018	Significant Restructuring of all annexes. Removal of WMD annex. Addition of severe weather annex.
v. 2.0	Mick Fleming	04/01/2020	Reflected name change of Cook County Department of Homeland Security and Emergency Management to Department of Emergency Management and Regional Security throughout plan.
v. 2.0	Mick Fleming	04/01/2020	Pg. 5: Updated description of THIRA process.
v. 2.0	Mick Fleming	04/01/2020	Pg. 25: Added new ESF-14 description to chart.

Version Number	Implemented By	Date	Description of Change
v. 2.0	Mick Fleming	04/01/2020	Pg. 34: Added Section Annexes description, updated other descriptions.
v. 2.0	Mick Fleming	04/01/2020	Restructuring and reformatting, creation of Section Annexes and elimination of those sections in the Basic Plan.
v.2.0	Mick Fleming	04/01/2020	Added Alert & Warning and Volunteer and Donations Management Functional Annexes. Moved Outdoor Warning System Activation and Testing appendix from Hazardous Weather Annex to Alert & Warning Annex.
v. 2.0	Mick Fleming	04/01/2020	Pg. 68: Updated amount of roadway, sewer and water mains. Removed reference to responsibility for refuse and recycling collection.
v. 2.0	Mick Fleming	04/01/2020	Pg. 97: Added Cook County Forest Preserve Resource Management to list of County partners.
v. 2.0	Mick Fleming	04/01/2020	Pg. 106-7: Added American Red Cross and Salvation Army as Supporting Agencies for ESF #6.
v. 2.0	Mick Fleming	04/01/2020	Grammatical, minor formatting, and punctuation corrections throughout
v. 3.0	Doug Hoyt	10/27/2022	p. 4; replaced "Training and Exercise Plan" with "Integrated Preparedness Plan"
v. 3.0	D. Hoyt	10/27/2022	ESF 6 Annex: Added clarification on reunification, commodity distribution, MARCs, and Family Assistance Centers
v. 3.0	D. Hoyt	11/09/2022	Grammatical, minor formatting, and punctuation corrections throughout. Removed references to EM volunteers.
v. 3.0	D. Hoyt	11/09/2022	ESF 11 Annex: Eliminate reference to Arlington International Racecourse.
v. 3.0	D. Hoyt	11/10/2022	Volunteer and Donations Annex: Updated for consistency with ESF 6 Annex updates.
v. 3.0	D. Hoyt	11/30/2022	Sec. 1.3.1, Hazard Analysis: Updated to reflect regular updates and to eliminate redundancy by referencing THIRA.
v. 3.0	D. Hoyt	12/12/22	Added "Purpose" section to ESF #3 Appendices to better align with PDR.

RECORD OF CONCURRENCE

The following list of signatures documents Village Department Heads concurrence and receipt of the 2018 Village of Palatine Emergency Operations Plan. As needed, revisions will be submitted to the Village of Palatine Emergency Management Agency.

Mayor _____ 1/18/23
DATE

Village Manager _____ 12/20/22
DATE

Deputy Village Manager _____ 12/20/22
DATE

EMA Coordinator _____ 12/20/22
DATE

Director, Community Services Department _____ 12/20/22
DATE

Director, Finance Department _____ 12/20/22
DATE
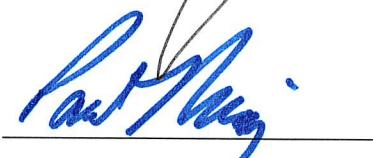
Chief, Fire Department _____ 12/20/22
DATE

Director, Human Resources _____ 12/20/22
DATE
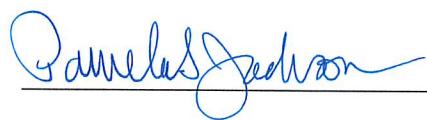
Director, Information Systems
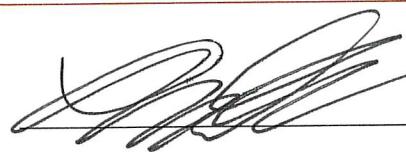
_____ 12/20/22
DATE

Director, Planning & Zoning

_____ 12-20-2022
DATE

Chief, Police Department

_____ 12/20/2022
DATE

Director, Public Works Department

_____ 12/20/22
DATE

TABLE OF CONTENTS

ix

SECTION 1.0: PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

1.1 PURPOSE

The purpose of the Village of Palatine Emergency Operations Plan (EOP) is to provide the basis for a coordinated response before, during and after a disaster incident affecting the Village of Palatine.

This plan is the principal guide for the Village's response to, and management of real or potential emergencies and disasters occurring within the designated municipal boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination in emergency operations, particularly between the Village, local government, private sector, operational, and state response levels and appropriate federal agencies.
- Serve as a Village plan, a reference document, and when possible, may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state and federal contingency plans.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and/or disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and Emergency Operations Center (EOC) activities.
- Establish the organizational framework of the National Incident Management System within the Village of Palatine.

Allied agencies, special districts, private enterprise, and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

1.2 SCOPE

The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural, technological or human caused which may affect the Village of Palatine that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the Village. The other governmental agencies within the Village of Palatine maintain their own EOPs and those plans are consistent with the policies and procedures established by this plan.

Incorporating the Federal Emergency Management Agency Comprehensive Preparedness Guide 101v. 2 and State of Illinois EOP best practices, in addition to the County's EOP, this plan is designed to be read, understood, and exercised prior to an emergency and establishes the framework for implementation of the National Incident Management System for the Village. The Village EOP is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the

Village of Palatine and its jurisdictions, as well as special districts, utilities, major businesses, non-profit agencies, community groups, state agencies, and federal agencies. Emergency operations in the Village of Palatine will be coordinated through the structure of the EOC. This plan will be used in coordination with the *County Emergency Operations Plan, State Emergency Operations Plan and the National Planning Frameworks.*

This plan is part of a larger framework that supports emergency management within the State. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the Village of Palatine together with the County of Cook, its political subdivisions, the Illinois Emergency Management Agency Region 4 and the Federal government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

1.3 SITUATION OVERVIEW

This chapter describes a number of potential hazards that could affect the Village of Palatine, which would warrant the activation of the Emergency Management Organization. The map provided in *Figure 1 – Base Map of Palatine*, details the Village of Palatine. Additional maps are stored in the EOC and are available by request.
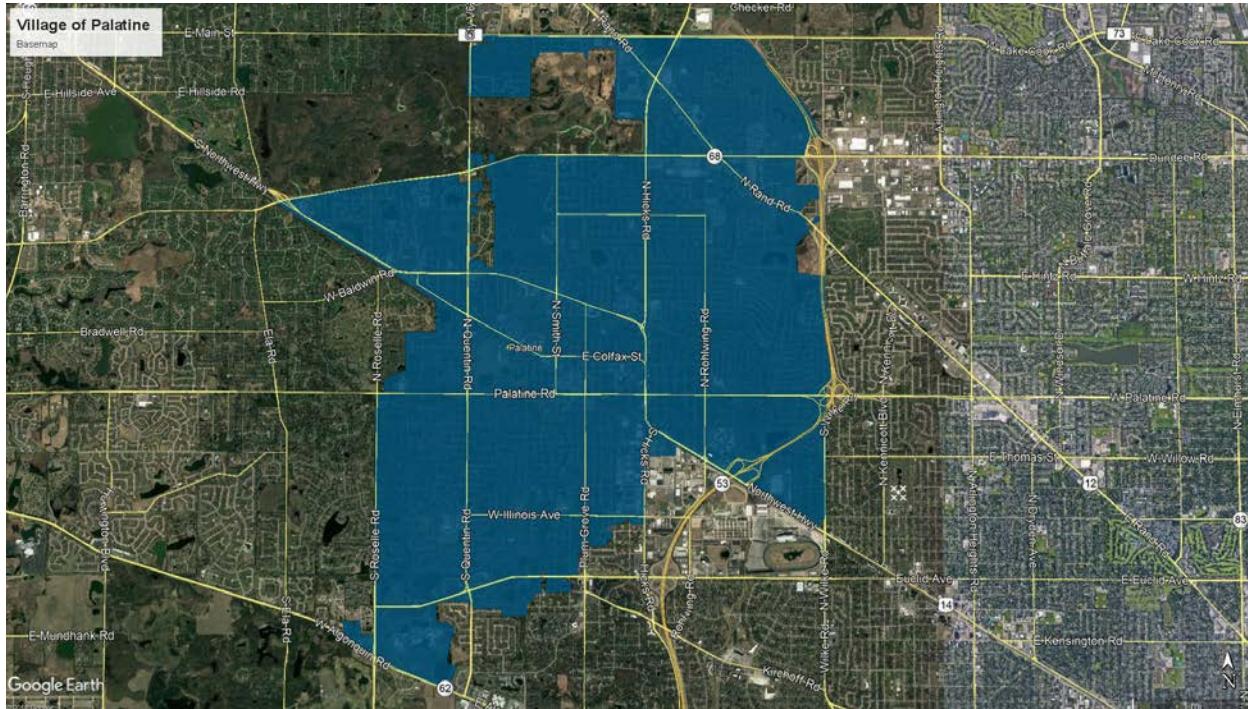
Figure 1 - Base Map of Palatine

1.3.1 HAZARD ANALYSIS SUMMARY

In 2018, the Cook County's Department of Emergency Management and Regional Security and a consortium of community stakeholders worked to complete the Cook County Multi-Jurisdictional Hazard Mitigation Plan, which included the Village of Palatine. The purpose of this analysis was to identify and discuss the natural hazards confronting the communities and the mitigation efforts that have taken place or are underway that might address those threats. This plan is reviewed and revised annually to account for new hazards and/or incident occurrences. For more in-depth details, please refer to the ***Cook County Multi-Jurisdictional Hazard Mitigation Plan***.

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

The estimated population of the Village of Palatine in 2022 is 69,387. The Village covers approximately 14 square miles and is located northwest of Chicago in Cook County, the largest county in Illinois. Five state and U.S. roads are included in its boundaries, and each of those roads gives easy access to the Interstate Road system in all four directions. O'Hare International Airport, one of the world's top ten busiest, is located within 20 minutes driving time. There are 135 miles of roadway within the Village limits. This includes U.S. routes, state routes, county roads, township roads and Village streets.

Chicago is approximately 15 miles from the Village of Palatine. Palatine is a key station and commuter stop for the Metra Railroad. There are several parking lots as well as a five-level parking structure located within the Village to accommodate both Palatine residents as well as hundreds of residents from nearby communities who choose to avail themselves of the services of Palatine's railroad station.

Palatine is one of the few villages or cities in the Chicago metropolitan area that contains a dam within its boundaries. There are also several small lakes and ponds, and two branches of the Salt Creek and Buffalo Creek meander through its boundaries. Palatine has 15 grammar schools, two high schools, and Harper Community College. Recreational areas include 3 public pools, 18 public parks and 2 golf courses. There are also three cemeteries. A large United States Postal Service distribution center is also located in Palatine, as well as a regional distribution center for the United Parcel Service.

Palatine has condominiums, town homes, and single-family residences that range in price from approximately $100,000 to $800,000. Numerous apartment buildings add to the housing capabilities in the area. The tallest building in the Village is 14 stories high. There is a downtown area, which has undergone significant redevelopment, as well as numerous full-scale shopping centers. Numerous smaller strip-shopping areas can also be found here.

By its location in Cook County, the Village finds itself in danger of air attack, as well as terrorist activity, since all of Cook County is at risk of such dangers. There also exist, within close proximity of critical facilities, two corporations, which contract with the Federal Government.

The Village is situated in a location that could render it vulnerable to an earthquake, ice or winter storm, tornadoes, hazardous materials release and civil disorder.

The overflow of water from the banks of Salt Creek and Buffalo Creek has occasionally caused flooding of homes and businesses.

Palatine is at risk of air traffic accidents, railroad accidents and roadway accidents. Hazardous material passes through the village daily. Many manufacturing plants in the village use hazardous materials and many other facilities store such materials. Consequently, Hazardous Materials (HazMat) incidents are a constant threat.

Two small overflow dams are located in Palatine. One dam is located at Twin Lakes Recreation Area – flood retention basins, and the other is located on Buffalo Creek waterway in Northeast quadrant of the Village. Both dams are managed by Metropolitan Water Reclamation District. Should these dams be compromised, flooding would threaten several residential areas in the vicinity. In such a case, evacuation may be called for.

As with most urban areas, there are other hazards that are of concern. These include civil disorder, power failure, winter storms, building collapse, fire and explosion, natural gas and gasoline shortages, a failure of the sewer system, mass food poisoning, and contamination of, or loss of, the water supply.

Statistics contained within this plan are gathered from a variety of sources including the US Census Bureau, Cook County governmental offices, State of Illinois offices and other trustworthy sources.

The Village of Palatine employs the Threat and Hazard Identification and Risk Assessment (THIRA) process as described in Comprehensive Preparedness Guide (CPG) 201, 3rd Edition, using the Illinois Capability and THIRA Tool (IL-CATT) to identify hazards that can significantly affect the jurisdiction. The completed THIRA is on file in the Emergency Management office.

In accordance with Federal guidelines, the Village of Palatine will complete the THIRA process every three years, and annually perform a Stakeholder Preparedness Review (SPR) to assess its capabilities. This process will assist the Village to:

- Determine what to prepare for
- Establish the level of capability required to be prepared
- Ascertain current capabilities (see Capability Assessment, section 1.3.2)
- Determine gaps between needed and current capabilities
- Make plans to address those identified capability gaps

1.3.2 CAPABILITY ASSESSMENT

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the Palatine Emergency Management Agency has the capabilities to perform the necessary emergency response duties outlined in this EOP.

The Village of Palatine has completed the following to increase the Village's capabilities:

- Development of Village of Palatine Hazard Annex to the Cook County Local Hazard Mitigation Plan.
- Development of a multiyear Integrated Preparedness Plan.
- Development of a Regional Mass Notification Plan.
- Development of a Continuity of Operations Plan.
- Development of a Hazard-specific Severe Weather Annex.

In light of the Village's susceptibility and vulnerability to disasters, continuing emphasis will be placed on emergency planning, training of full-time personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with such emergencies. The Village is involved in ongoing public education programs. The programs focus on the need of individuals to be knowledgeable about the nature of disasters and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters and emergencies.

1.3.3 MITIGATION OVERVIEW

The Village of Palatine has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. The approved Cook County Hazard Mitigation Area plan identifies mitigation efforts to reduce the occurrence and impact of identified hazards in the Village of Palatine. As the cost of damage from natural disasters continues to increase nationwide, the Village of Palatine recognizes the importance of identifying effective ways to reduce their vulnerability to disastrous events.

1.4 PLANNING ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the Village of Palatine.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that in many cases a Unified Command be implemented by responding agencies and expanded as the situation dictates.
- The Village of Palatine is primarily responsible for emergency actions within the Village boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.
- Large-scale emergencies and/or disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and/or disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and/or disasters may generate widespread media and public interest. The media is a partner in large-scale emergencies and/or disasters; this relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and/or emergencies, all strategic decisions must consider each of these consequences.
- Disasters and/or emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan and with the National Incident Management System.

It is the Village's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

1.5 WHOLE COMMUNITY APPROACH

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with the guidance of representatives from Village departments and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g. fire, law and Emergency Medical Services (EMS)) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength of the emergency management system and organizations within the region, to include Emergency Operations Centers, mass notification systems, and communication systems.
3. The civil preparedness of the region's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly improves village and the surrounding region's resiliency.

SECTION 2.0: CONCEPT OF OPERATIONS

2.1 GOALS, PRIORITIES AND STRATEGIES

During the response phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies, and describes what should occur during each step, when and at whose direction.

2.1.1 OPERATIONAL GOALS

During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- Mitigate hazards.
- Meet basic human needs.
- Address needs of the people with access and functional needs.
- Restore essential services.
- Support community and economic recovery.

2.1.2 OPERATIONAL PRIORITIES

Operational priorities govern resource allocation and the response strategies for the Village of Palatine and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives –** The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

2.1.3 OPERATIONAL STRATEGIES

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards –** As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, general needs assistance, and support for re-establishing employment after the emergency passes.

- **Address Needs of People with Access and Functional Needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

2.2 PLAN ACTIVATION

The Village of Palatine Emergency Operations Plan may be activated by the Director of Emergency Management or designated alternates under any of the following circumstances:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- Upon proclamation by the Governor that a Disaster exists in an area of the state.
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

2.3 DECLARING AN EMERGENCY

The Robert T. Stafford Act provides for two types of declarations: (1) Major Emergency, and (2) Disaster.

Disaster declarations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency declarations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from other agencies such as Cook County, the American Red Cross or the State of Illinois.

2.3.1 LOCAL EMERGENCY PROCLAMATION

A Local Emergency may be recommended by the Director of Emergency Management (Village Manager) or their designee (Fire Chief) to the Village Mayor. Upon the proclamation of a local emergency a letter is forwarded through Cook County to IEMA.

A Local Emergency proclaimed by these individuals must be ratified by the Village Council within seven (7) days.

The governing body must review the need to continue the proclamation at least every thirty (30) days until the Local Emergency is terminated. The Local Emergency must be terminated by

9

resolution as soon as conditions warrant. A Proclamation is normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the Village of Palatine, caused by natural, technological or human-caused situations.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (20 ILCS 3305/15)

   Request for the Governor to Proclaim a State of Disaster/Emergency: When emergency conditions exceed or have the potential to exceed, local resources and capabilities, local government may request the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten (10) days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of state regulations impacting response or recovery operations.

   o **Initial Damage Estimate (IDE):** The request for a Governor's Proclamation should include a copy of the proclamation document and an IDE that estimates the severity and extent of the damage caused by the emergency. An IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

   o **Analysis of Request:** The Illinois Emergency Management Agency reviews the proclamation request, the IDE, and makes a recommendation to the Governor.

2.3.2 PROCLAMATION OF A STATE EMERGENCY

The Governor proclaims a State of Emergency based on the formal request from the Village of Palatine and the recommendation of the Illinois Emergency Management Agency. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of Illinois within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within Illinois are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

> **Governor's Proclamation without a Local Request:** A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in Illinois are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.

2.4 PRESIDENTIAL DECLARATIONS

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

- **Preliminary Damage Assessment:** Upon submission of the request, the Federal Emergency Management Agency coordinates with the State to conduct a Preliminary Damage Assessment and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. The Federal Emergency Management Agency uses the results of the Preliminary Damage Assessment to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for supplemental federal assistance. The Preliminary Damage Assessment also identifies any unmet needs that may require immediate attention. The Preliminary Damage Assessment may not be required if immediate response assistance is necessary.

- **Federal Analysis of the State's Request:** The Federal Emergency Management Agency Regional Administrator assesses the situation and the request, then makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage,

the potential needs of the affected jurisdiction and the State, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the State's hazard mitigation history.

- **Federal Declarations without a Preliminary Damage Assessment:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the Preliminary Damage Assessment process described above.

- **Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in ***Figure 2 – Response Phase Sequence of Events.***
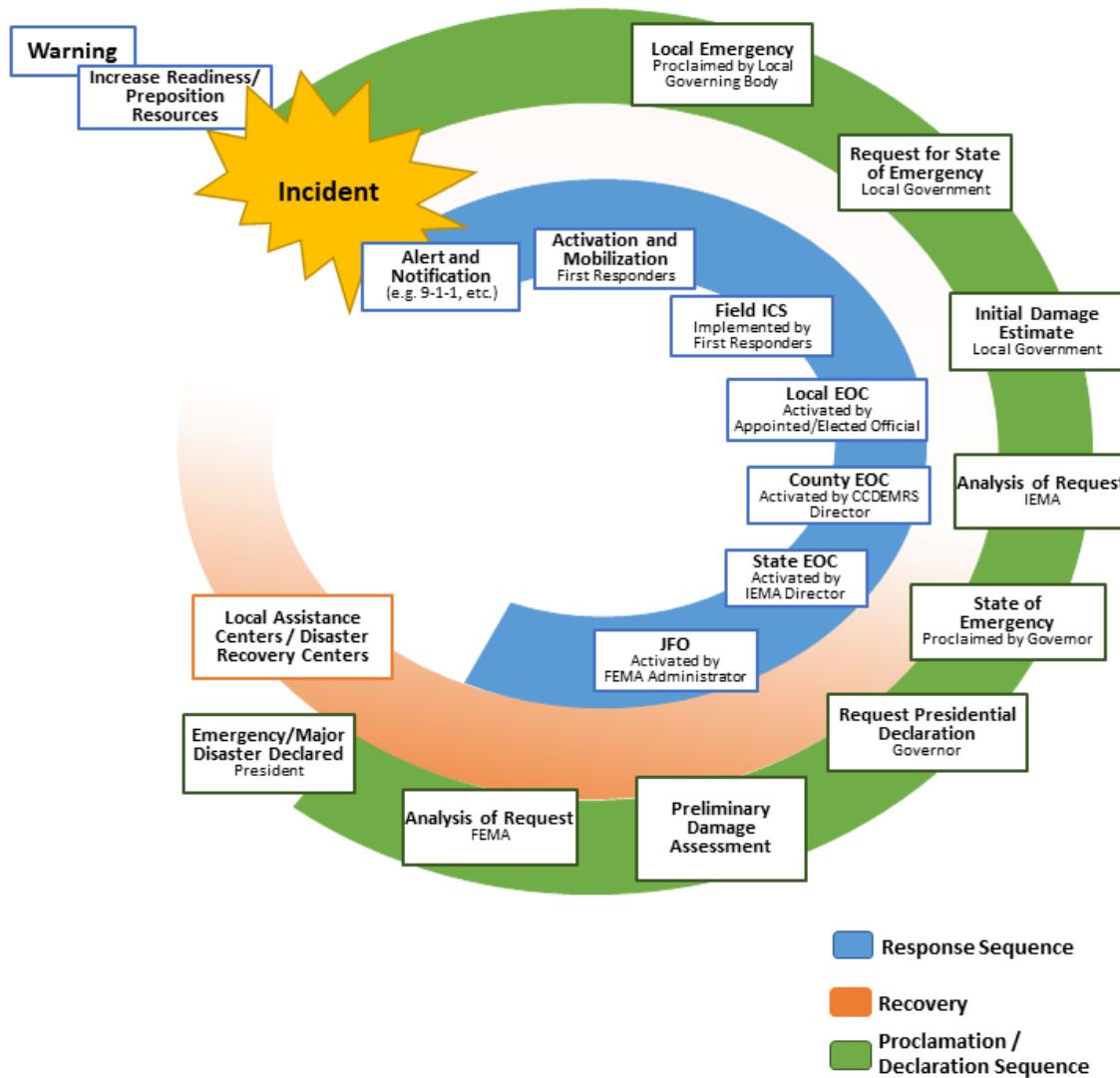
Figure 2 - Response Phase Sequence of Events

2.5 EMERGENCY MANAGEMENT RESPONSE LEVELS

The Village of Palatine Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

For planning purposes, The Palatine Emergency Management Agency has established three "levels" of response to emergencies. The Village of Palatine employs this system to guide local response to emergencies as noted in the table below:

Event/Situation	Activation Level	Minimum Staffing
Events with potential impacts on the health and safety of the public and/or environment Severe Weather Issuances Significant incidents involving 2 or more departments Major wind or rain storm Power Outages and power emergencies	Three (Normal Operations)	EOC Director Other Designees
Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large scale power outages and power emergencies Hazardous Materials inicdent involving large scale or possible large scale evacuations Events with potential impacts on the health and safety of the public and/or environment	Two (Partial)	EOC Director Section Chiefs/Coordinators Branches and Units as appropriate to situation Liaison/Agency Representatives as appropriate Public Information Officer
Major County/Village or Regional emergency – multiple departments with heavy resource involvement Events with potential impacts on the health and safety of the public and/or environment	One (Full)	All EOC staff as appropriate

Table 1 - EOC Activation Levels

2.5.1 NATIONAL EMERGENCY

In the event of a declared National Emergency, the Village EOC could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the Village of Palatine, Cook County and surrounding jurisdictions.

2.6 SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to

14

mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.6.1 BEFORE IMPACT

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Activating EOCs, even if precautionary.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, resources are mobilized and evacuation begins.

2.6.2 IMMEDIATE IMPACT

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster. Below is a partial list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency; as additional resources are needed to support the response. This includes resources from within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the Village by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level.

Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems and Multiagency Coordination System Groups. This includes developing and maintaining connectivity capability between the Incident Command Post, local 9-1-1 Centers, local EOCs, Regional EOC, the State Operations Center and Federal EOC and National Response Framework organizational elements.

Local Emergency Operations Center (EOC) Activation: Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated, the local EOC notifies the County EOC lead that the local EOC has been activated.

Communications between field and the Emergency Operations Center: When a jurisdiction EOC is activated, communications and coordination are established between the Incident Commander and the Department Operations Center to the EOC, or between the Incident Commander and the EOC.

County Emergency Operations Center Activation: If one or more Local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the County EOC activates. The County EOC also activates if a Local Emergency is proclaimed by the affected local government. The County EOC then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the County, forwards the resource request to the State Operations Center

State Level Field Teams: The State may deploy Field Teams to provide situation reports on the disaster to the Regional EOC in coordination with the responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional EOC activates in order to:
- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.

- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact.
- The State Operations Center may also be activated independently of a Regional EOC to continuously monitor emergency conditions.

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

Department Operations Center Activation: Each state agency may activate a Department Operations Center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

2.6.3 SUSTAINED OPERATIONS
As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

2.6.4 TRANSITION TO RECOVERY
As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, Local Assistance Centers and/or Disaster Recovery Centers are opened and hazard mitigation surveys are performed.

Local Assistance Centers: Local governments open Local Assistance Centers to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. Local, state and federal agencies, as well as non-profit and voluntary organizations normally staff and support the Local Assistance Center. The Local Assistance Center provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, federal Disaster Recovery Centers may be collocated with the state / local "Local Assistance Centers," as may Multi-Agency Resource Centers (MARCs).

Joint Field Office: The State coordinates with the Federal Emergency Management Agency as necessary to activate a Joint Field Office to coordinate federal support for the emergency. The State will appoint a State Coordinating Officer to serve as the state point of contact. A Federal Coordinating Officer is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions. For more information on the Recovery effort before, during and after a disaster, refer to the ***Village of Palatine Pre-Disaster Recovery Plan.***

2.7 CONTINUITY OF OPERATIONS AND GOVERNMENT

A critical component of the Village emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and/or the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. The civil government can best complete these services. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the State Constitution provide authority for the continuity and preservation of state and local government.

For additional information regarding the Village of Palatine Continuity of Operations and Continuity of Government, refer to the ***Village of Palatine COOP/COG Plan***.

SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

For the Village of Palatine, this basic plan establishes the operational organization that is relied on to respond to an emergency in the EOC. This plan includes a list of the kinds of tasks to be performed, by position and organization.

The Village of Palatine uses the National Incident Management System and an Incident Command-like structure in the EOC (see ***Palatine EOC Organization Chart Figure 3***). The Village elected to adopt the Federal Emergency Support Functions in their operational element, in order to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners. Specific functional and/or hazard specific responsibilities are detailed in that support, emergency function or hazard specific annexes. Each of the sections in this organizational chart also maintain EOC positional checklists and guidance that are stored in the EOC.
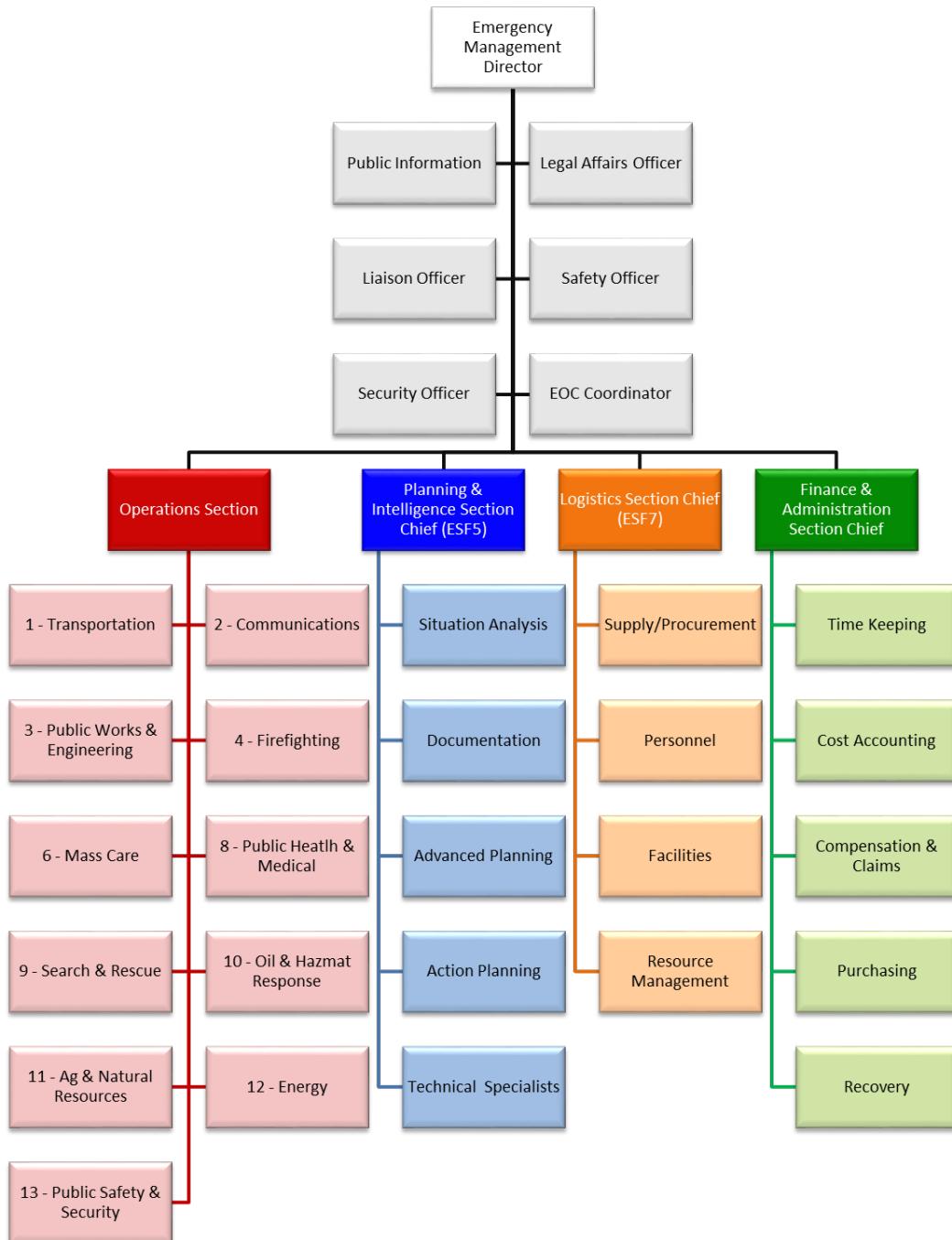
Figure 3 - Palatine EOC Organization Chart

3.1 SUPPORTING PLAN DEVELOPMENT

Each element of the Emergency Management Organization is responsible for assuring the preparation and maintenance of appropriate response plans and current Standard Operating Procedures, resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

20

Elements to be addressed in Standard Operating Procedures are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification / recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work / control / dispatch center or Department Operations Center to manage organizational resources and response personnel, and to maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate the agency's response efforts with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the EOC during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

3.2 VILLAGE DEPARTMENT / ALLIED AGENCY EMERGENCY OPERATIONS CENTER ASSIGNMENTS

In the event of an EOC activation, each Village department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the Responsibility Matrix on the following page for Primary and Support roles for each Village department or organization. Each annex identifies which department representative is responsible for reporting to the EOC.

	Village of Palatine										Outside Agencies					
Functional Responsibilities	Village Manager's Office	Community Services Department	Emergency Management Agency	Fire Department	Finance Department	Human Resources	Information Technology Department	Planning and Zoning Department	Police Department	Public Works Department	ComEd	Metropolitan Water Reclamation District of Greater Chicago	Nicor	Northwest Central Dispatch System	Northwest Water Commission	Solid Waste Agency of Northern Cook County
ESF1 - Transportation										P						
ESF2 - Communications				S			P		S	S				S		
ESF3 - Public Works & Engineering		S						S		P		S			S	S
ESF4 - Firefighting				P										S		
ESF6 - Mass Care			P	S					S	S						
ESF8 - Public Health & Medical		S		P					S	S						
ESF9 – Search & Rescue				P			S		P	S				S		
ESF10 - Oil & Hazmat		S		P			S		S	S				S		
ESF 11 - Ag & Natural Resources		S						S	S	P		S			S	
ESF12 - Energy	P			S						S	S		S			
ESF13 - Public Safety & Security				S					P	S				S		
ESF15 - Warning and External Affairs	P			S			S		S	S				S		
P=Primary **S=Support**																

Table 2 - Emergency Support Function Responsibility Matrix

3.2.1 DIRECTOR OF EMERGENCY MANAGEMENT

As defined by the Village of Palatine Municipal Code (Chapter 2, Article 27, Section 2-501), the Village Manager is the Director of Emergency Management and also serves as the EOC Director. If the Director is unavailable, the Mayor's designee will assume the role.

Within the Village of Palatine government organization, the Village Manager is responsible to the corporate authorities for the Village's Emergency Management program and has the authority to implement the program goals. The Village Manager has delegated this responsibility to the Fire Chief. The Village has taken the necessary steps and has directed the Fire Chief to perform the overall emergency management program coordination and day-to-day emergency management functions and activities.

3.3 ORGANIZATION OF EMERGENCY MANAGEMENT

As described previously in Section 3.0, the Village of Palatine prescribes to the following functions:

3.3.1 FEDERAL EMERGENCY SUPPORT FUNCTIONS

The National Incident Management System identifies through its National Response Framework fifteen (15) Emergency Support Functions. The ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to State and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

3.3.2 ILLINOIS EMERGENCY SUPPORT FUNCTIONS

The State Emergency Plan establishes the Illinois Emergency Support Functions as a key component of Illinois' system for all-hazards emergency management. The Illinois Emergency Management Agency initiated the development of the Illinois Emergency Support Functions in cooperation with Illinois' emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management. The development of the Illinois Emergency Support Functions involves the organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the Illinois Emergency Support Functions as a permanent component of Illinois' emergency management system.

A comparison of Federal Emergency Support Functions and Illinois Emergency Functions is found in *Table 3 - Federal Emergency Support Function/State Emergency Functions Comparison.*

Federal Emergency Support Function	Illinois Emergency Function
ESF #1 Transportation	IL-ESF #1 Transportation
ESF #2 Communications	IL-ESF #2 Communications
ESF #3 Public Works & Engineering	IL-ESF #3 Public Works & Engineering
ESF #4 Firefighting	IL-ESF #4 Fire Fighting
ESF #5 Information & Planning	IL-ESF #5 Emergency Management
ESF #6 Mass Care, Emergency Assistance, Temporary Housing & Human Assistance	IL-ESF #6 Mass Care
ESF #7 Logistics	IL-ESF #7 Resource Support
ESF #8 Public Health & Medical Services	IL-ESF #8 Health & Medical Services
ESF #9 Search & Rescue	IL-ESF #9 Search & Rescue
ESF #10 Oil & Hazardous Materials	IL-ESF #10 Oil & Hazardous Materials
ESF #11 Agriculture & Natural Resources	IL-ESF #11 Provision of Food Supplies / Animal Welfare / Agriculture and Natural Resources
ESF #12 Energy	IL-ESF #12 Energy
ESF #13 Public Safety & Security	IL-ESF #13 Public Safety: Evacuation/Law Enforcement
ESF #14 Cross-Sector Business and Infrastructure Annex	IL-ESF #14 Long Term Community Recovery
ESF #15 External Affairs	IL-ESF #15 Warning and External Affairs

Table 3 - Federal ESF / State ESF Comparison

3.4 ROLE OF PRIVATE SECTOR

3.4.1 PALATINE RESIDENTS

The residents of Palatine are the primary beneficiaries of the Village's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

Many residents join disaster volunteer programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family and their community and reduce demands on first responders.

3.4.2 POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong;
- Live in institutionalized settings;
- Are elderly;
- Are unaccompanied children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking;
- Have sight or hearing losses (impairments);
- Are transportation dis-advantaged; or,
- Other situations that would require assistance.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf / hard of hearing, blind / low vision, or deaf / blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers and the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act** - When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

3.4.3 AT-RISK INDIVIDUALS

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless.
- Without transportation.
- Out of hearing range of community alert sirens / systems.
- Without radio or television to know they need to take action.
- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.
- Limited in their understanding of English.
- Geographically or culturally isolated.

3.4.4 BUSINESSES

Much of Palatine's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *Illinois Emergency Management Agency Hazardous Materials Program* requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Local Emergency Planning Committee. The Administering Agency can then develop Hazardous Materials Area Plans to respond to a release of hazardous material within the region.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shutdown procedures.
- A company command post.
- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing EOC.

3.4.5 VOLUNTEER ORGANIZATIONS

Palatine recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organizations in Palatine are the following:

- American Red Cross
- Salvation Army
- Palatine Emergency Management Agency

3.4.6 PUBLIC-PRIVATE PARTNERSHIPS

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

SECTION 4.0: DIRECTION, CONTROL AND COORDINATION

4.1 DIRECTION AND CONTROL PURPOSE

The Village of Palatine is responsible for coordinating the resources, strategies and policy for any event in the Village that exceeds the capacity of field responders. Tactical control remains the responsibility of field Incident Commanders at all time. The Village Manager, working through the mechanisms of the EOC, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the EOC Director, a position that is staffed by the Village Manager or designee.

4.2 COORDINATION PURPOSE

The Village of Palatine EOC will coordinate resource requests from the field and other jurisdictions within the Village. If requests exceed the supply, the EOC will provide resources based on established priorities.

If resources are not available within the Village, requests will be made to the Cook County EOC. The Cook County EOC will coordinate resources obtained from within the County area. If resources are not available in the county, they will request from the IEMA region 4 located in Des Plaines, IL. The Regional EOC will coordinate resources obtained from the counties throughout the region. If resources are not available in the region, they will request from the State Operations Center located in Springfield, IL. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies.

4.3 EMERGENCY MANAGEMENT SYSTEM CONCEPT OF OPERATIONS

The Emergency Management System is the fundamental structure for the response phase of emergency management. The Emergency Management System is for managing multiagency and multijurisdictional responses to emergencies. The system unifies all elements of the emergency management community into a single integrated system and standardizes key elements. The Emergency Management System incorporates the use of the Incident Command System, multiagency or inter-agency coordination.

4.3.1 EMERGENCY MANAGEMENT SYSTEM ORGANIZATION LEVELS

There are five Emergency Management System organizational levels, as illustrated in ***Figure 4 - Emergency Management System Operation Levels***.

State – The State Level of the Emergency Management System prioritizes tasks and coordinates state resources in response to the requests from the Regional Level and coordinates mutual aid among the regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center.

At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.

State
Region
County
Local
Field

Figure 4 - Emergency Management System Operation Levels

Region – The Regional Level manages and coordinates information and resources among Counties within the region and also between the County and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. Illinois is divided into eight regions. The Regional Level operates out of the Regional EOC. ***See Figure 9 – Illinois Emergency Management Agency Regions***

County – The County is the intermediate level of the emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The County facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the county boundaries. The County serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the County may have statutory authorities for response similar to that at the local level.

Local Government (Palatine) – The Local Government Level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments use the Emergency Management System when their EOC is activated or a local emergency is declared or proclaimed in order to be eligible for state or federal reimbursement of disaster-related costs.

Field – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat. Field operations are the responsibility of the on-scene Incident Commander as determined by their standard operating procedures. On-scene Incident Command will establish an incident command post to coordinate information to and from the EOC.

4.3.2 EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Emergency Management System requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in ***Figure 5 - Emergency Management System Functions.***
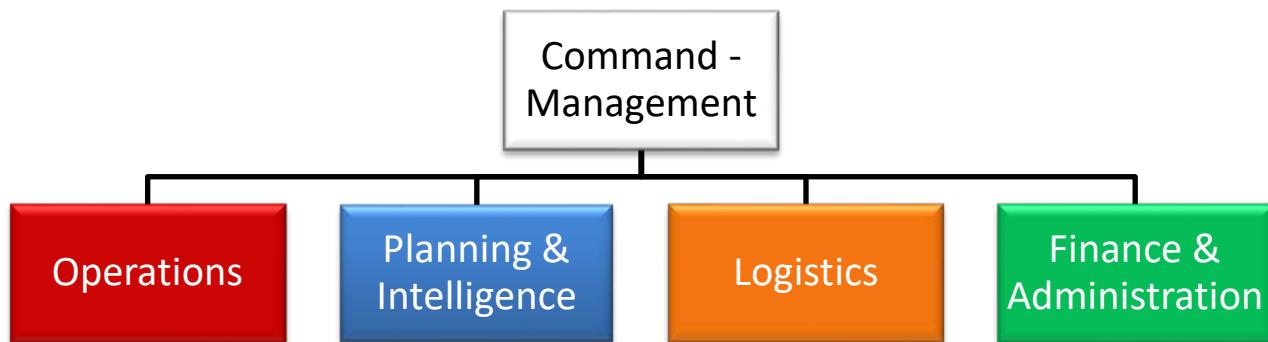
Figure 5 - Emergency Management System Functions

Command / Management: Incident Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the EOC level. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the EOC, when activated.
- **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
  o Facilitates multiagency coordination and executive decision making in support of the incident response
  o Implements the policies established by the governing bodies
  o Facilitates the activities of the Multiagency Coordination Group

Operations: Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In

the EOC, the Operations Section Coordinator / Chief manages functional coordinators who share information and decisions about discipline-specific operations.

Logistics: Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.

Planning & Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the Action Plan at an EOC. Planning / Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

Finance & Administration: Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and EOC functions are further illustrated in ***Table 4 - Comparison of Field and Emergency Operations Center Functions.***

Primary Functions	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Operations Center Action Plan.
Planning / Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance / Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

Table 4 - Comparison of Field and EOC Functions

4.4 NATIONAL INCIDENT MANAGEMENT SYSTEM

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents: identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- PPD-8, National Preparedness: describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to,

and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management System system's approach:

- Command and Management.
- Preparedness.
- Resource Management.
- Communications and Information Management.
- Supporting Technologies.
- Ongoing Management and Maintenance.

4.5 PLANNING ORGANIZATION AND FORMAT

The plan is divided into several elements that contain general and specific information relating to Village emergency management operations. Those elements are as follows:

Basic Plan
The basic plan provides an overview of the Village of Palatine emergency management system. It briefly explains the hazards faced, capabilities, requirements, and the Village's emergency management structure. It also identifies how the Village integrates the National Incident Management System into their emergency management organization.

Section Annexes
The Section Annexes provide guidelines for specific activities performed by each of the function groups potentially operating within an EOC, specifically, Management, Operations, Planning and Intelligence, Logistics / Resource Management, and Finance / Administration.

Emergency Support Function Annexes
The ESF Executive Summaries identify the ESF coordinator(s) and the primary support agencies for each function, which are activated as required by the needs of the incident within the Operations Section. The ESF Executive Summaries outline expected mission execution for each emergency phase and identify tasks and plans assigned to members of the ESF. An ESF annex can be a culmination of Plans, Standard Operating Guidelines / Procedures (SOPs/SOGs) and/or Field Operations Guide (FOGs).

Support Annexes

The support annexes focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles and responsibilities that agencies and departments carry out before, during, and after any emergency.

Hazard, Incident, or Threat Specific Annexes

Hazard, incident, or threat specific annexes identify specific risk areas, evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders.

The Village maintains four emergency management related plans, each with a specific purpose. The Hazard Mitigation plan identifies natural hazards in the community and plan for the reduction or prevention of their impacts. The Continuity of Operations Plan identifies how the Village will maintain the continuity of government and operations in the event that there is an impact to the delivery of services. The EOP outlines the framework in which the Village's departments will function in order to respond to and recover from an emergency or disaster that exceeds local capabilities. The Pre-Disaster Recovery Plan outline the framework in which the Village's departments will function to provide recovery support to the community. Graphic representation of the Village's emergency plans in the figure below:
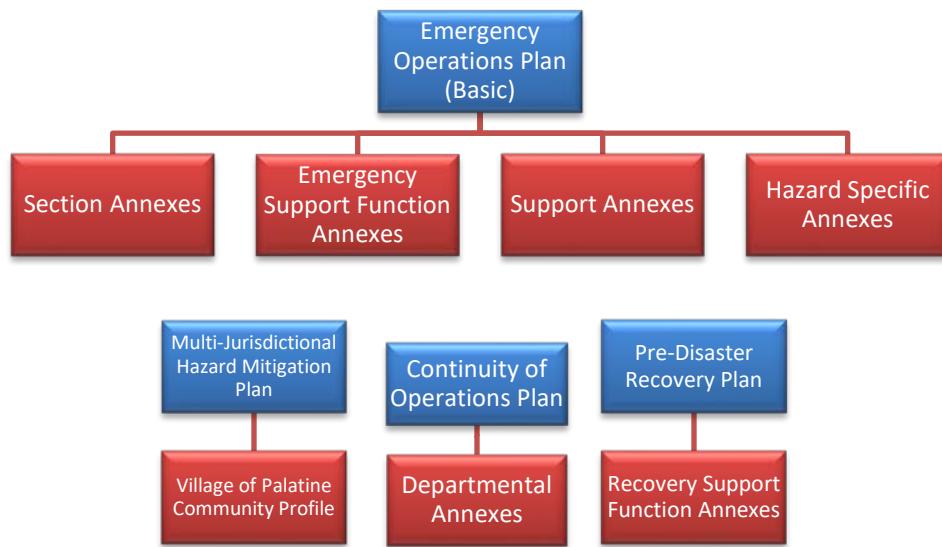
Figure 6 - Plans Relational Structure

4.6 LOGISTICS SUPPORT OF DIRECTION, CONTROL, AND COORDINATION

The logistics required to establish direction, control, and coordination are managed as a function of the logistics section at each level of the command and management system.

SECTION 5.0: COMMUNICATIONS

Communication is a critical part of emergency management. This section outlines the Village's communications plan and supports its mission to provide clear, effective internal and external communication between the Village EOC, all incident response personnel, and the public.

Communication will be coordinated between the Village EOC and all responding supporting agencies through various forms of communications devices, channels, and methods. If the Village EOC is activated, staff will be alerted through the Everbridge paging system, which leverages each user's choice of cellphone, home phone, pager or email address to notify them of their activation. During an activation, all incident-related information, updates, resource requests, etc. should be shared through methods chosen to communicate.

5.1 INTERNAL COMMUNICATIONS

All communications should be a two-way flow from Village EOC Section Leadership to support staff and field responders, and vice versa. When communicating, all incident response personnel should use plain language to avoid any confusion (no acronyms or abbreviations). All incident-related information should be communicated and displayed in the Village EOC for staff to see. This multi-faceted approach for communication provides quick, reliable, and consistent information to all incident response personnel while ensuring that the appropriate information reaches all intended recipients.

Information will be communicated from the field to the Village EOC. The Policy Group in the EOC will make priority decisions and provide guidance and direction to the EOC General Staff, who will coordinate the management of the incident per the direction of the Policy Group. The EOC serves as the hub of information for the incident and will communicate necessary information and response actions to the field.

5.2 NOTIFICATION AND WARNING

In addition to an effective communications capability, government must have an effective means to provide warning alerts to the population impacted or at risk as the result of an emergency. There are two alert and warning systems designed to provide Village residents with emergency warning information. These systems are the Emergency Alert System (EAS) and the Everbridge Alert System. Police and Fire may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems. These systems allow for the rapid alert of a large segment of the population, which would otherwise go unwarned. The use of these systems is possible through registered administrators of the system as well as through the Northwest Central Dispatch System. Reference ***ESF #15: Warning and External Affairs Annex*** and ***Alert and Warning Functional Annex*** for more information.

5.3 NON-EMERGENCY EXTERNAL COMMUNICATIONS

During an incident, the Village EOC expects that a high volume of calls for the public seeking incident related information will be placed to 9-1-1 and the Village EOC. The Village will place information on its website, utilize social media and work with news media to provide an outlet of information to the public in an effort to relieve call influx to 9-1-1 systems. EOC personnel can provide incident related information to the inquiring public that is provided by the Village of Palatine Public Information Officer. It is essential that auxiliary Village call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

SECTION 6.0: EMERGENCY OPERATIONS POLICY STATEMENT

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, Village employees not otherwise assigned emergency / disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other Village departments, if required.

Households of Emergency Response Personnel: Village employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the Village of Palatine EOC.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the Village's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the Village's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The Village will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

SECTION 7.0: PREPAREDNESS, TRAINING, EXERCISES AND AFTER-ACTION REPORTING

7.1 PREPAREDNESS PLANNING

The Village of Palatine conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, Village departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan is an integral supporting component of the EOP.

Emergency readiness cannot be conducted within a vacuum. The Village is responsible for working with all Village departments, special districts and allied agencies that are considered a component of the Palatine Emergency Management Organization. Such coordination extends to the following activities:

- Interagency plan development.
- Interagency training coordination.
- Interagency exercise development and presentation.
- Interagency response management.
- Interagency emergency public information activities.

Additionally, the Palatine Emergency Management Agency acts as the Village's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, and development of preparedness and mitigation strategies; grant administration and support to response agencies.

7.1.1 COMMUNITY PREPAREDNESS AND AWARENESS

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect the Village of Palatine emergency operations and recovery efforts. For this reason, the Village of Palatine will make emergency preparedness information from Village, County, State and Federal sources available to the member jurisdictions and our citizens upon request.

7.1.2 PREPAREDNESS ACTIONS

In identifying general preparedness actions, Village government works with community-based organizations, faith-based organizations, other local governments / special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

7.2 READINESS TRAINING

The Village of Palatine Emergency Management Agency will notify holders of this plan of training opportunities associated with emergency management and operations. Individual departments and agencies within the Village of Palatine are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The Village of Palatine Emergency Management Agency will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the National Incident Management System training requirements.

7.3 EXERCISE AND EVALUATION

Elements of this plan will be exercised regularly. The Village of Palatine Emergency Management Agency will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of corrective action plans to initiate appropriate corrections.

The planning, development, and execution of all emergency exercises will involve close coordination between all Village departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the Village of Palatine.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* guidance and may be designed as one or more of the following exercise types:

- Drills.
- Seminars (Workshops).
- Table Top Exercises.
- Functional Exercises.
- Full Scale Exercises.

7.4 AFTER-ACTION REPORTING

The National Incident Management System protocols require any Village, Village and county, or county declaring a local emergency for which the Governor declares a State of Emergency, to complete and transmit an After-Action Report to the Illinois Emergency Management Agency within ninety (90) days of the close of the incident period. The After-Action Report will provide, at a minimum, the following:

- Response actions taken.
- Application of the Standardized Emergency Management System.
- Suggested modifications to the Standardized Emergency Management System.
- Necessary modifications to plans and procedures.
- Training needs.
- Recovery activities to date.

The After-Action Report will serve as a source for documenting the Village of Palatine emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An After-Action Report will be a composite document, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. The After-Action Report will include an overview of the incident, including attachments, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery activities to date" portion of the After-Action Report.

The Village of Palatine Emergency Management Agency is responsible for the completion and distribution of the After-Action Report to county leadership and department directors as well as ensuring that it is sent to the Illinois Emergency Management Agency within the required ninety (90) day timeframe.

For Palatine, the After-Action Report's primary audience will be the Village member jurisdictions, and employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available.

The After-Action Report will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the After-Action Report will be collected from debrief reports, other documents developed during the disaster response, and discussions with emergency responders.

SECTION 8.0: PLAN DEVELOPMENT AND MAINTENANCE

This section of the Village of Palatine EOP discusses the overall approach plan development and maintenance responsibilities.

8.1 PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITY

This plan is developed under the authority conveyed to the Village of Palatine Emergency Management Agency in accordance with the Village's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The Village used the planning process prescribed by the Federal Emergency Management Agency and the State of Illinois. This Basic Plan, Annexes, Appendices and Attachments are reviewed and updated on a regular basis. The review and updates are coordinated with Village Departments and Cook County.

8.2 REVIEW AND UPDATING

This plan and its supporting documents will be reviewed annually, with a full document update conducted minimally every two (2) years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the Village of Palatine Emergency Management Agency, reviewed and distributed for comment on a regular basis.

Elements of this plan may also be modified by the Village of Palatine Emergency Management Agency any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable. These documents are included in the regular cycle of training, evaluating, reviewing, and updating as discussed in this section.

APPENDIX PA-1: AUTHORITIES AND REFERENCES

FEDERAL

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counter-terrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction
- Public Law 280
- Comprehensive Preparedness Guide 101 – Developing and Maintaining Emergency Operations Plans, September 2021
- Comprehensive Preparedness Guide 201 – Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, May 2018
- National Preparedness Goal, September 2015
- National Preparedness System, November 2011
- National Incident Management System, October 2017
- NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity/ Continuity of Operations Programs, 2016
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011
- The Americans with Disabilities Act of 1990
- Distribution Management Plan Guide, January 2022

STATE

- Illinois Emergency Management Agency Act (20 ILCS 3305)
- ESDA Rules (29 Illinois Administrative Code 301)
- Emergency Interim Executive Succession Act (5 ILCS 275)

- Illinois Emergency Operations Plan
- Illinois Disaster Recovery Plan

COUNTY

- Cook County Department of Emergency Management and Regional Security - Emergency Operations Plan
- Cook County Department of Emergency Management and Regional Security – Multi-Hazard Mitigation Plan

LOCAL

- Village of Palatine Municipal Code (Chapter 2, Article 27)
- Village of Palatine Municipal Code (Chapter 12, Article 9)

APPENDIX PA-2: ACRONYMS & GLOSSARY

Acronym	Definition
AAR	After-Action Report
ADA	Americans with Disabilities Act
CAP	Corrective Action Planning
CBO	Community-Based Organization
CCDEMRS	Cook County Department of Emergency Management and Regional Security
CCDPH	Cook County Department of Public Health
CD	Community Development
COG	Continuity of Government
COOP	Continuity of Operations
DHS	Department of Homeland Security
DOE	Department of Energy
DPW	Department of Public Works
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESD	Emergency Services Director
ESDA	Emergency Services and Disaster Agency
ESF	Emergency Support Function
FAS	Federal Aid System
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System
GPS	Global Positioning System
HazMat	Hazardous Materials
HSPD	Homeland Security Presidential Directive
HTW	Hazardous or Toxic Waste
HVAC	Heating, Ventilation and Air Conditioning
IAP	Incident Action Plan
ICS	Incident Command System
IDE	Initial Damage Estimate
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IEMA	Illinois Emergency Management Agency
IEMMAS	Illinois Emergency Management Mutual Aid System
IESMA	Illinois Emergency Services Management Association
ILEAS	Illinois Law Enforcement Assistance System (Law Enforcement mutual aid system)
IL-TERT	Illinois Telecommunicator Emergency Response Task force (Dispatch mutual aid)
IMERT	Illinois Medical Emergency Response Team (IDPH medical field response teams)
IPWMAN	Illinois Public Works Mutual Aid Network
ISAR	Illinois Search and Rescue (Land search & rescue mutual aid system)
IST	Incident Support Team
IT	Information Technology
JFO	Joint Field Office

LEPC	Local Emergency Planning Committee (Hazardous Materials)
MABAS	Mutual Aid Box Alarm System (Fire / Rescue mutual aid system)
MARC	Multi-Agency Resource Center
MCM	Medical Countermeasures
MWRD	Metropolitan Water Reclamation District of Greater Chicago
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIPAS	Northern Illinois Police Alarm System (Regional police special operations group)
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWC	Northwest Water Commission
NWCDS	Northwest Central Dispatch System
NWMC	Northwest Municipal Conference (Public Works mutual aid)
NWS	National Weather Service
OPS	Operations (Incident Command section)
PA	Public Address
PIO	Public Information Officer
POD	Point of Dispensing
PPD	Presidential Policy Directive
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
SAR	Search and Rescue
SCIP	Statewide Communications Interoperability Plan
SIEC	Statewide Interoperability Executive Committee
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SWANCC	Solid Waste Agency of Northern Cook County
TICP	Tactical Interoperability Communications Plan
TRT	Technical Rescue Team
TTY	Teletypewriter
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USEPA	United States Environment Protection Agency
VOP	Village of Palatine
VHF	Very High Frequency
WMD	Weapon of Mass Destruction

APPENDIX PA-3: TABLES AND FIGURES

FIGURES

TABLES

ESF #1: TRANSPORTATION ANNEX

OVERVIEW

The Village of Palatine Transportation (ESF #1) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency transportation related services including a broad array of local, state, tribal and federal governmental entities; non-governmental and community-based organizations (NGO/CBOs); and the private transportation sector. In addition, ESF #1 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management in the Village of Palatine. The ESF #1 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

During non-emergency transportation operations, the responsibilities and authorities of ESF #1 resides within a mix of local, state, and federal agencies. Transportation operations during an emergency response involve the coordination between the local governments that need assistance, the state, and federal resources that can be activated. Local transportation policies and plans are used to manage transportation systems and prioritize the movement of relief personnel and supplies during emergencies within a multimodal transportation system.

ESF #1 activities support the coordination of transportation across various modes, including surface, railroad, and aviation. The ESF #1 lead agency provides expertise primarily for surface transportation and has identified stakeholders from primary and supporting agencies to take the coordination lead for other modes of transportation.

PURPOSE

The purpose of ESF #1 is to organize stakeholders with transportation responsibilities. The collaboration and coordination among transportation agencies, providers and stakeholders that have the legal authorities, resources and capabilities to support local jurisdictions during emergencies that affect transportation services and support emergency transportation operations necessary to maintain the safety and security of the Village's transportation system and infrastructure provide insight to how our emergency management system would interact with the normal and emergency streams of resources. Through our efforts we aim to save lives, protect health and safety, and preserve the environment into a coordinated response.

SCOPE

The plans and systems that make up the ESF #1 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #1 includes the appropriate actions to prepare for and respond to a threat to the Village's transportation system and infrastructure caused by an emergency or disaster and are detailed below.

- Provides an overview of the Transportation system.
- Identifies the legal basis for the ESF #1 Annex and the emergency management activities of ESF #1 stakeholders.

- Identifies the ESF #1 mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for ESF #1 development, implementation, and maintenance.
- Provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate within the ESF #1 structure in order to uphold the mission of protecting life, property and the environment. ESF #1 stakeholders are involved in a wide spectrum of activities involving the synchronization and harmonization of activities among the transportation stakeholders.

AUTHORITY
See Appendix AH-1 Authorities and References.

ASSUMPTIONS
Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- The major transportation providers within the Village are owned and operated by private entities.
- Transportation resources are a major factor in a speedy recovery.
- Transportation is a critical component of the Village's economy and is essential for residents to maintain their livelihoods.
- Transportation is a necessary component of many other emergency support functions including evacuations.

GOALS
This section identifies the goals for the ESF #1 to support the further development and ongoing maintenance of ESF #1.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency to the Transportation system.
- Integrate and standardize ESF #1 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the transportation system response capabilities.
- Identify, coordinate, and engage the emergency ESF #1 stakeholders.
- Train and exercise the activities of ESF #1.
- Provide input and planning assistance for any Hazard specific annexes developed which contain transportation elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #1. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #1, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #1 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge, and responsibilities with transportation for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Public Works Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #1 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #1 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Public Works Department**

Department / Agency	Division / Group	Responsibility
Public Works Department	All	• Coordinate the development of transportation policies. • Coordinate the development of transportation agreements. • Coordinate the acquisition of transportation resources in the event of an emergency or disaster. • Assist in the repair or clearing of roads to allow transportation.

PRIVATE PARTNERS

The ESF #1 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #1 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Pace Bus
- Metra
- Union Pacific

REGIONAL AGENCIES

ESF #1 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Palatine. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds that are under the control or jurisdiction of those agencies. Regional agencies may also provide or assist in acquiring additional transportation resources. The ESF #1 coordinator may need to coordinate with one or more of the following regional agencies:

- School District 15 & 211
- American Red Cross
- Palatine Park District
- Palatine Township Road District

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #1:

- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff's Department
- Cook County Department of Transportation and Highway

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #1:

- Illinois Emergency Management Agency
- Illinois Department of Transportation

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. The interplay of ESF #1 and the Transportation public and private sector stakeholders is a vital part of including whole community concepts into all phases of emergency management. Some of the following stakeholders work closely with ESF #1 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- U.S. Department of Transportation

CONCEPT OF OPERATIONS

The ESF #1 is responsible for the areas of transportation including railways, roadways, buses, and aircraft and coordinating with any transportation liaisons that may have a role in the emergency operations. This section describes the ESF #1 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each of the four phases of emergency management.
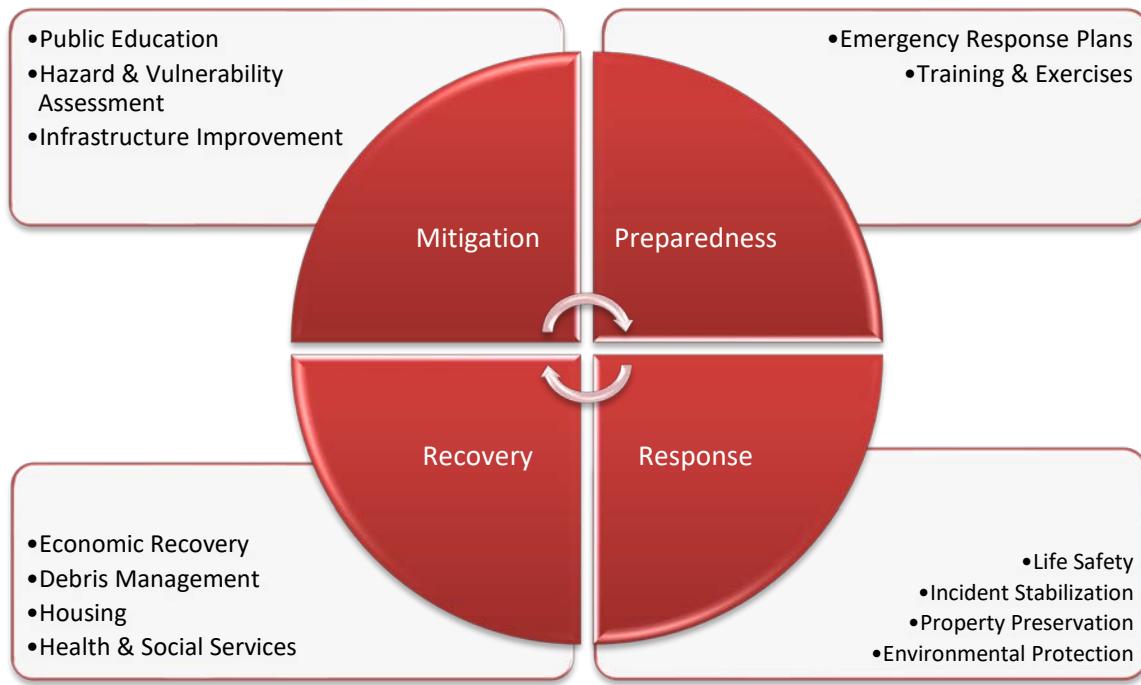
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #1 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #1 resources to prevent hazards and reduce vulnerability (leveraging funding, resources, and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #1 include:

- Develop and maintain the ESF #1, Transportation Annex containing a concept of operations, supporting plans, documents, and agreements.
- Identify stakeholders, their roles, responsibilities, and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #1 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into a comprehensive ESF #1 exercise cycle.
- Conduct regular ESF #1 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #1 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assist with the documentation of how ESF #1 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies, agreements and guidelines dictate the operations of this ESF annex. The following documents have been identified as critical to the ESF #1 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #1 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #1 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #1 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #1 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

LOGISTICS SUPPORT OF TRANSPORTATION

The Transportation annex is supported logistically through requests by the ESF #1 Coordinator to the Logistics section. Transportation resources are readily available locally. Under extreme circumstances additional transportation equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a system wide impact to railways.
- In the event of a system wide impact to bus routes.
- In the event of a plane crash within Village limits.
- In the event of a train derailment within Village limits.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #1 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #1 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #1 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #2: COMMUNICATIONS ANNEX

OVERVIEW

Essential to all emergency organizations is an effective communications capability to support emergency operations. The magnitude of a particular emergency will determine the degree to which communications systems are used. Communications systems are relied upon to be used for direction/coordination of emergency operations, alerting and warning government and the public, and provide advice and instructions to the public. The Emergency Support Function #2, Communications stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management. This annex supplements the daily communications plan of the Village of Palatine.

PURPOSE

Emergency Support Function #2, Communications, supports the restoration of communications infrastructure, coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision-makers, and assists in the stabilization and reestablishment of systems and applications from failure during incidents. This annex serves to support all departments and agencies with the communications from both a hardware and software perspective as well a public and private perspective.

SCOPE

Emergency Support Function #2 acts to meet the telecommunications and essential elements of information needs of local, support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs. The following are responsibilities of ESF #2:

- Provides emergency communications, which consists of the technical means and modes required to provide and maintain interoperable communications in an incident area.
- Supports the establishment of the basic public safety communications infrastructure and assists in the support and recovery of the commercial telecommunications infrastructure.
- Coordinates the provisioning of priority and other telecommunications services at incident support facilities, provides capabilities and services to aid response, short-term recovery operations, and ensures a smooth transition to long-term recovery efforts.
- Facilitates the delivery of mission critical information to maintain situational awareness for emergency management decision makers and support elements.
- Develops and maintains a communications common operating picture.
- Coordinates and deconflicts incident communications issues.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- Regular communications issues will be handled through logistics in the event of an EOC activation.
- This function is activated when there is an area wide communications interruption.
- Communications is the transfer of information across a wide spectrum of technologies including radio, telephone, satellite and internet.
- Communications covers both the public emergency need for communications as well as the reestablishment of private communications systems within the community.
- The Village of Palatine has developed a robust I.T. Department which handles the communications infrastructure for all Village facilities.
- Emergency radio communications infrastructure is maintained by Northwest Central Dispatch System (NWCDS).
- Routine communications for local emergencies are coordinated through NWCDS for both dispatching services as well as through NWCDS hardware.
- In the event that NWCDS could no longer function their operations would continue to be handled through automatic agreements with other dispatch centers.
- The Village Continuity of Operations Plan identifies the redundant systems that would be implemented in the event of a communications outage.

GOALS

This section identifies the goals for the ESF #2 to support the further development and ongoing maintenance of ESF #2.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #2 emergency management activities within the Village as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #2 capabilities.
- Identify, coordinate, and engage the ESF #2 stakeholders.
- Train and exercise the core capabilities associated with ESF #2.
- Provide input and planning assistance for any Hazard specific annexes developed which contain communications information.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #2. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #2, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #2 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge, and responsibilities with communications for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Information Technology Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #2 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #2 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Information Technology Department**
- **Village of Palatine Fire Department**
- **Village of Palatine Emergency Management Agency**
- **Village of Palatine Public Works Department**
- **Village of Palatine Police Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Information Technology	All	• Maintain the Village network and telecommunications systems. • Maintain redundant network and telecommunications systems. • Provides security to communications functions.
Fire Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Emergency Management Agency	Aux Com	• Maintain a volunteer amateur radio capability.
Public Works Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Police Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Northwest Central Dispatch System	All	• Serve as the primary public-safety answering point. • Serve as the primary police and fire

59

		dispatching.
		• Provide fire alarm monitoring.
		• Provide pump station alarm monitoring
		• Physical equipment and software maintenance for communications equipment.
		• Coordinate the development of communications policies and procedures.

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                    ┌─────────────────┐
                    │   PAL I.T.      │
                    │  Department     │
                    └─────────────────┘
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PAL EMA	Northwest Central Dispatch System	PAL Fire Department	PAL Public Works Department	PAL Police Department
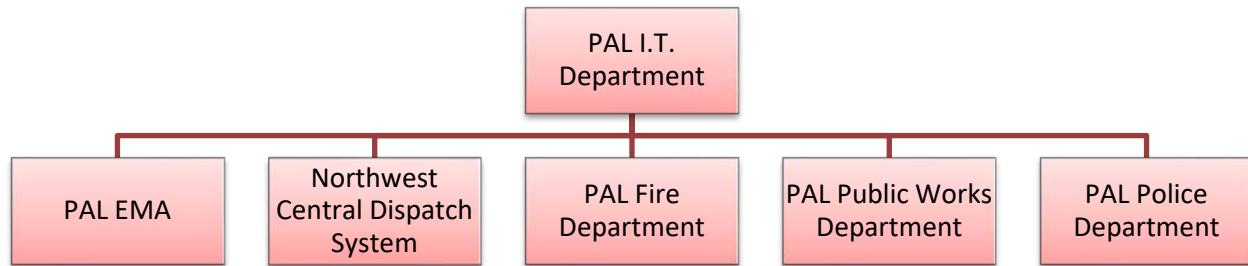
PRIVATE PARTNERS

The ESF #2 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #2 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Call One
- AT&T
- Comcast
- Verizon Wireless

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #2:

- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff's Department
- Cook County Department of Transportation and Highway

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #2:

- Illinois Emergency Management Agency

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. The interplay of ESF #2 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into all phases of emergency management. Some of the following stakeholders work closely with ESF #2 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Federal Communications Commission

CONCEPT OF OPERATIONS

The ESF #2 is responsible for three areas of communication including municipal communications systems, emergency communications systems, and private communications systems. This section describes the ESF #2 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.
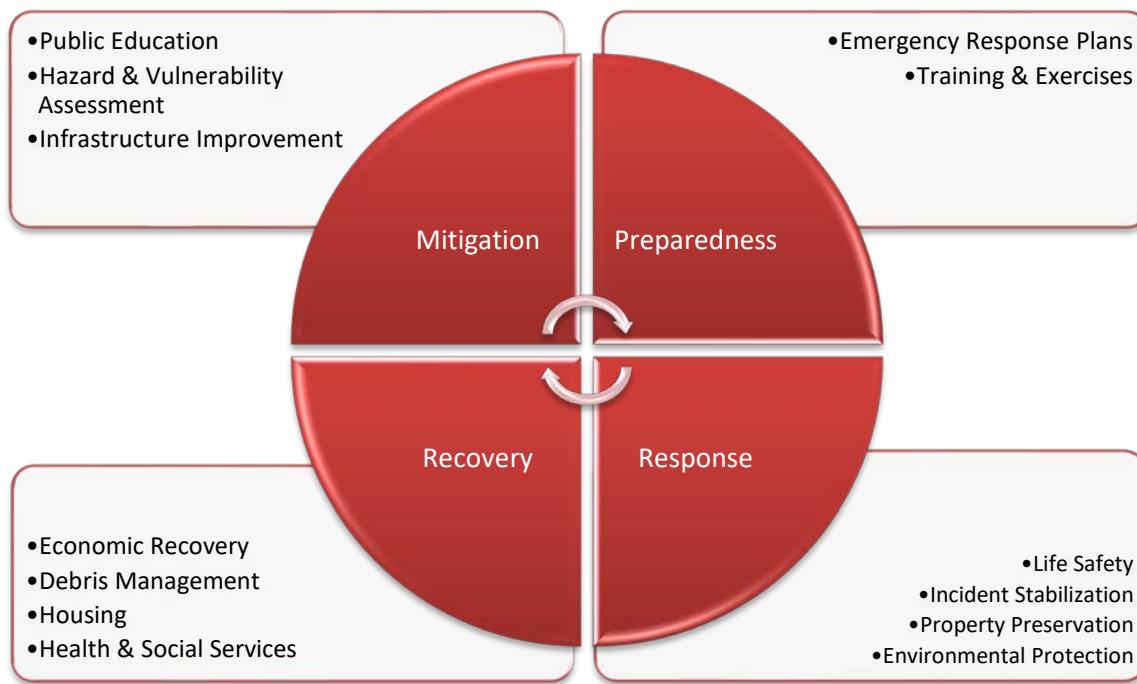
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #2 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #2 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #2 include:

- Develop and maintain the ESF #2, Communications, Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities, and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #2 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #2 exercise process.
- Conduct regular ESF #2 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #2 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assist with the documentation of how ESF #2 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #2 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Chicago / Cook County TICP	County tactical interoperability plan	Response	Chicago / Cook County Urban Area Security Initiative	09/2010
Illinois TICP	State tactical interoperability plan	Response	Illinois Statewide Interoperability Executive Committee (SIEC)	01/19/2017
Illinois SCIP	State communication interoperability plan	Response & Preparedness	Illinois Statewide Interoperability Executive Committee (SIEC)	09/15/2016
Illinois Interoperability Field Operations Guide	State field guide for operation on statewide interoperable systems	Response	Illinois Emergency Management Agency	05/2016
National Emergency Communications Plan	Plan for the enhancement of interoperable communications	Response & Preparedness	Department of Homeland Security	2014
IL-TERT MOU	Mutual Aid Agreement for the provision of emergency telecommunicators	Response	Northwest Central Dispatch System	2006

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #2 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.

- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #2 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #2 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #2 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

COMMUNICATIONS OPERATIONS

The Village is a member of a Northwest Central Dispatch System, which provide dispatching for both police and fire departments. The dispatch center is an intergovernmental consolidated emergency dispatch system, providing 911 services for several communities. The center is equipped with a number of back-up systems to ensure the continuity of dispatching and 911 call taking. In the event of a total system failure, the Cook County 911 center in Oak Forest would take over 911 call taking and dispatching until services were restored.

Village-wide communications leverage a variety of technologies in the event of an emergency or disaster. The following is a list of Village communications tools, the entities that provide support for those tools and the departments that primarily use the tools.

Communication System	Provider	Service Provided	Departments
Telecommunications	Call One AT&T	Telecommunications	**All**
Internet	Comcast	Broadband internet	**All**
E-Mail	Microsoft Office Cloud	E-mail communications	**All**
Cellular Telephone	Verizon	Cellular communications	**All**
Radios – VHF	Motorola	Radio Communications	**Fire and Public Works Departments**
Radios – 800Hz "Starcom"	Motorola	Radio Communications	**Fire, Public Works and Police Department**

LOGISTICS SUPPORT OF COMMUNICATIONS

The Communications annex is supported logistically through requests by the ESF #2 Coordinator to the Logistics section. Communications resources are readily available locally. Under extreme circumstances additional communications equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of an area wide outage affecting telecommunications.
- In the event of an area wide outage affecting cellular communications.
- In the event of an area wide outage affecting internet connectivity.
- In the event of an area wide outage affecting emergency radio communications.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #2 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #2 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #2 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #3: PUBLIC WORKS AND ENGINEERING ANNEX

OVERVIEW

The Department of Public Works is responsible for the maintenance and repairs of all Village of Palatine vehicles, streets, parkways, sidewalks, parking lots, storm sewers and urban forest. In addition, the Department of Public Works is responsible for the cleaning and physical maintenance of all Village buildings. Palatine Public Works operates and maintains the Village's Public Water Supply (PWS), Sanitary and Storm Water Collections systems and facilities, in all respects.

Public Works is responsible for over 167 centerline miles of roadway. In addition to Village roadways, there are 320 miles of storm and sanitary sewer as well as 301 miles of water mains that run throughout the Village.

Public Works will respond as directed by Village officials and EOC management in a variety of activities to provide for continuity of operations and to facilitate all response and recovery operations as needed.

In a disaster, the Department of Public Works would engage to bring a quick initial response to help isolate and stabilize an emergency. Public Works is expected to bring a 24/7 continuous response and when necessary, work in cooperation with any outside agency, both public and private, as a severe disaster may require additional assistance via mutual aid associations. Public Works will utilize all resources, both human and material to bring support throughout the incident.

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

PURPOSE

Emergency Support Function #3, Public Works and Engineering, supports the restoration and maintenance of public works infrastructure, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #3 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #3 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #3 coordinator in order to uphold the mission of protecting life, property and the environment.

AUTHORITY

See Appendix AH-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- The Village of Palatine maintains a robust Department of Public Works, which will continue to be responsible for maintaining public infrastructure such as sewer and water mains, surface streets, utilities, fleet vehicles and public buildings, in addition to providing restoration and repair of such infrastructure in emergencies.
- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to public infrastructure; situations that result in rights-of-way being blocked or hindering evacuations or emergency response access / egress; there is widespread, persistent disruption of utilities (electrical service, natural gas service, potable water or sewer service, and/or communications); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF #3 to support the further development and ongoing maintenance of ESF #3.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #3 emergency management activities within the Village as an organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #3 capabilities.
- Identify, coordinate, and engage the ESF #3 stakeholders.
- Train and exercise the core capabilities associated with ESF #3.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Public Works and Engineering information.

Emergency Support Function #3 acts to meet the Public Works and Engineering needs in support of local government; support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #3:

- Assistance with evacuation and emergency service provision by clearing streets and other public areas of debris

69

- Removal of hazardous trees or debris
- Coordination of the Debris Management function (see Appendix 1)
- Assistance with Damage Assessment (see Appendix 2)
- Provision of emergency generators, fuel, lighting, and sanitation to support emergency responders at emergency scenes and the EOC
- Coordination with utility companies to restore service
- Maintaining Public Works communications systems
- Maintenance of supply, rental, and contractor records

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #3. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #3, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #3 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with public works and engineering for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Public Works Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #3 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #3 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Public Works Department**
- **Village of Palatine Community Services Department**
- **Village of Palatine Planning and Zoning Department**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Water Commission**
- **Solid Waste Agency of Northern Cook County**

Department / Agency	Division / Group	Responsibility
Public Works Department	All	- Provide emergency repair of damaged infrastructure and critical facilities. - Conduct post-incident assessment of public facilities and infrastructure. - Coordinate the provision of debris removal and critical infrastructure damage assessment. - Coordinate inspection of wells, water storage and distribution infrastructure and facilities. - Assist in the response to public works operations as necessary and as capable.
Planning and Zoning Department	All	Provide technical assistance including engineering expertise, construction management, and contracting and real estate services.
Community Services	All	Conduct post-incident inspections and assessment of private properties.

Metropolitan Water Reclamation District	All	• Coordinate the inspection of wastewater (sanitary and storm sewers) management and treatment facilities.
Northwest Water Commission (NWC)	All	• Coordinate the inspection of water supply infrastructure and facilities.
Solid Waste Agency of Norther Cook County	All	• Provide technical assistance and support in debris removal operations.
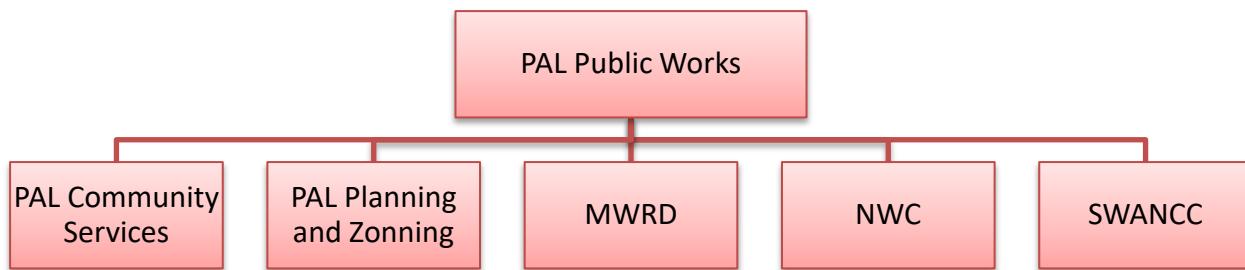
PRIVATE PARTNERS

The ESF #3 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #3 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd
- NICOR
- AT&T
- Comcast

REGIONAL AGENCIES

ESF #3 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Palatine. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds that are under the control or jurisdiction of those agencies. The ESF #3 coordinator will likely need to coordinate with one or more of the following regional agencies:

- Palatine Park District
- Palatine Township Road District

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by

stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #3:

- Cook County Department of Transportation and Highway
- Cook County Forest Preserve District
- Cook County Department of Emergency Management and Regional Security

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #3:

- Illinois Environmental Protection Agency
- Illinois Department of Transportation – Division of Highways
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. The interplay of ESF #3 and the Public Works and Engineering public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #3 on a regular basis:

- U.S. Army Corps of Engineers
- U.S. Department of Transportation
- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Environmental Protection Agency

CONCEPT OF OPERATIONS

The ESF #3 is responsible for Public Works and Engineering functions within the Village, including maintenance and repair of Village streets, parkways, sidewalks, parking lots, vehicles and urban forest, as well as providing for water distribution and sanitary and storm water collection. This section describes the ESF #3 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

- Public Education
- Hazard & Vulnerability Assessment
- Infrastructure Improvement

Mitigation

Preparedness

- Emergency Response Plans
- Training & Exercises

Recovery

Response

- Economic Recovery
- Debris Management
- Housing
- Health & Social Services

- Life Safety
- Incident Stabilization
- Property Preservation
- Environmental Protection
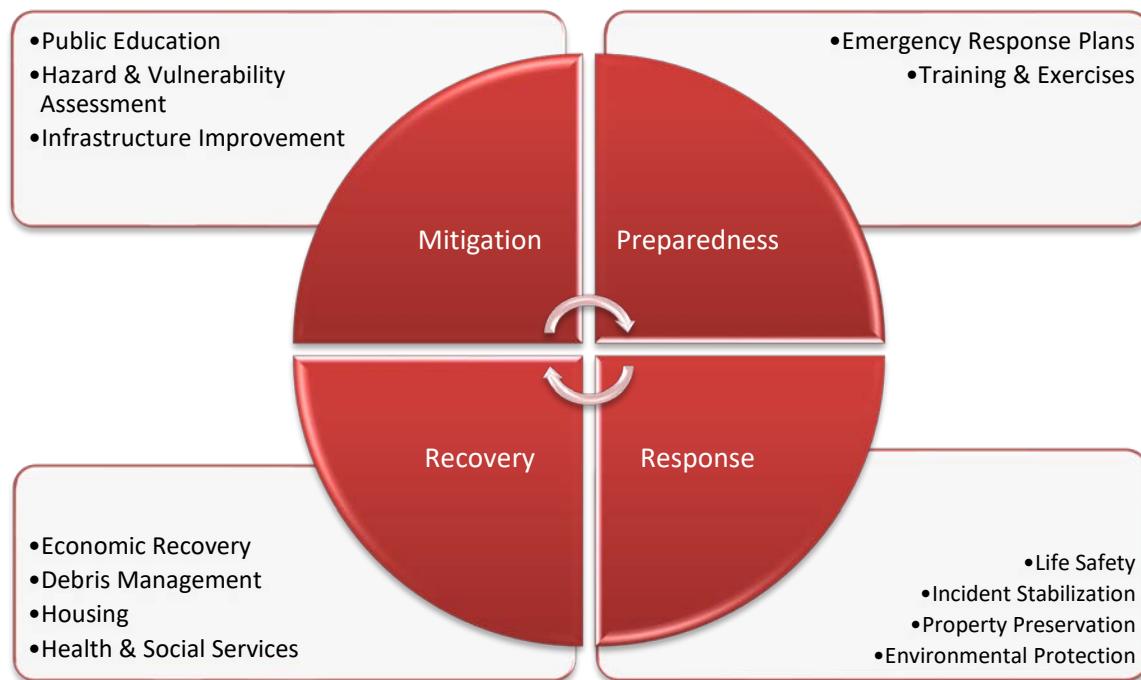
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #3 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #3 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #3 include:

- Develop and maintain the ESF #3, Public Works and Engineering Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities, and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #3 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #3 exercise process.
- Conduct regular ESF #3 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #3 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #3 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #3 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Cook County Multi-Jurisdictional Hazard Mitigation Plan	Comprehensive Hazard Mitigation Plan	Mitigation	Cook County DEMRS	July, 2019

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #3 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #3 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #3 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #3 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

LOGISTICS SUPPORT OF PUBLIC WORKS AND ENGINEERING

The Public Works and Engineering annex is supported logistically through requests by the ESF #3 Coordinator to the Logistics section. Public works and engineering resources are readily available locally. Under extreme circumstances additional public works and engineering equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a severe weather incident resulting in damage to such an extent that activation of IPWMAN is required.
- In the event of severe or widespread flooding involving:
    - o Multiple locations within the Village, and/or
    - o An area larger than 3 square blocks, and/or
    - o Impact to critical Village infrastructure, and/or
    - o Evacuation of more than 25 people.
- In the event of a catastrophic loss of water supply or sewer treatment capacity.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #3 include:

- Damage assessment
- Debris management
- Restoration of utilities and repair and/or rebuilding of Village infrastructure
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #3 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #3 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

APPENDIX 1: DEBRIS MANAGEMENT

PURPOSE

The Debris Management function of ESF #3 describes the processes the Village will employ to respond to any incident that generates significant debris, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

AUTHORITY

See Appendix PA-1 Authorities and References.

SITUATION AND ASSUMPTIONS

Disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building / construction materials, vehicles, personal property, etc. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

During disaster situations, the Village of Palatine may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short- as well as long-term. Private contractors could play a significant role in the debris removal, collection, reduction, and disposal process.

The debris management program implemented by the Village of Palatine will be based on the waste management approach of reduction, reuse, and reclamation, resources recovery, incineration, and landfilling, respectively.

ORGANIZATION AND CONCEPT OF OPERATIONS

The Village of Palatine Department of Public Works is responsible for the debris removal function. The Department of Public Works (DPW) will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. DPW will be responsible for removing debris from the public right-of-way. DPW will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow the clearing crews to begin work immediately after the disaster.

The Village of Palatine Public Works Department will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster.

LOGISTICS SUPPORT OF DEBRIS MANAGEMENT

Debris management is supported logistically through requests by the ESF #3 Coordinator to the logistics section. Debris management personnel, equipment, and resources are readily available locally. Under extreme circumstances, additional personnel, equipment, and resources may be requested through the EOC to the county or through local mutual aid channels.

STAFF DEVELOPMENT AND RESPONSIBILITIES

The Village of Palatine is responsible for developing a debris management plan and shall select a Debris Manager to supervise a Debris Management Staff. The staff shall be comprised of personnel to perform:

1. Administration
    Function: Housekeeping, supplies, equipment, funding and accounting.

2. Contracting and Procurement
    Function: Bidding requirements, forms, advertisements for bids, instructions to bidders and contract development.

3. Legal
    Function: Contract review, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites and insurance.

4. Operations
    Function: Responsible for safety of Debris Management Teams and their tactical response, supervision of government and contract resources and overall project management.

5. Engineering
    Function: Detailed damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.

6. Public Information Specialist
    Function: Coordinate press releases, contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.

The staff shall coordinate with all local, State and Federal agencies responsible for disaster response and recovery operations. The staff will be assigned the tasks of:

1. Coordinate safety information pertaining to Debris Management to be included in the Incident Action Plan (IAP) Safety Message

2. Assemble to develop a Debris Management Plan.

3. Developing an analysis and debris management capability

4. Discourage development in hazardous zones.

5. Develop public information and education programs.

6. Train personnel in debris management techniques.

7. Maintain pre-disaster maps, blueprints, photos and other documents.

8. Make a list of critical facilities (streets, roads, and bridges).

9. Identify non-government groups that could assist.

CONTRACT AND COOPERATIVE AGREEMENTS

The Village of Palatine will be responsible for managing the debris contract from project inception to completion. Managing the debris contract includes such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. The Village of Palatine is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual.

SITE SELECTION

Interagency site selection teams comprised of a multi-disciplinary staff who is familiar with the area will identify and evaluate debris storage and reduction sites.

Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Director of Public Works, and will be coordinated with other recovery efforts through the EOC.

Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

DEBRIS REMOVAL PRIORITIES

In order to protect public health and safety following a major or catastrophic event, the debris removal process must be initiated promptly and conducted in an orderly, effective manner. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area.

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments.

The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

DEBRIS CLASSIFICATION

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized.

Definition of classifications of debris is as follows:

Burnable Materials: Burnable materials will be of two types with separate burn locations:

   Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition material debris.

   Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.

Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheetrock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.

Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Deceased animal carcasses: Household pets and small dead animals up to 50 pounds in weight should be double-bagged and set out at the public right-of-way with household trash for collection. Large animals or multiple small animals exceeding 50 pounds should be set aside for collection and proper disposal as directed by Village of Palatine Animal Control.

Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

ESTIMATING DEBRIS QUANTITIES

Debris from disasters typically is measured in cubic yards. The amount of debris is estimated by determining the area that the disaster covered, the number of houses, mobile homes and other structures involved, and applying any multipliers that apply. Some useful formulas and quick references are as follows:

- 27 cubic feet = 1 cubic yard (cy)

- Single-wide mobile home / office trailer = 290 cy

- Double-wide manufactured home = 415 cy

- Personal property (as debris) from average flooded residence without basement = 25-30 cy

- Personal property (as debris) from average flooded residence with a basement = 45-50cy

- Fifteen (15) eight-inch diameter trees = 40 cy

- Single-family residence, 1800-2000 square foot = 300 cy

- 1 story building:

    (L' x W' x H') / 27 = _____ cy x 0.33 = _____ cy of debris

- Debris pile:

    (L' x W' x H') / 27 = _____ cy of debris
- Cubic yards to Tons for Construction and Demolition debris:

    Cubic yards / 2 = _____ tons

- Tons to Cubic yards for Construction and Demolition debris:

    Tons x 2 = _____ cy of debris

- Cubic yards to Tons for Woody debris:

    Cubic yards / 4 = _____ tons

- Tons to Cubic yards for Woody debris:

    Tons x 4 = _____ cy of debris

In addition, for residential areas, a vegetation multiplier is applied to account for vegetation (trees, shrubbery, etc.) in the area. The multiplier is based on the amount of vegetation, and is as follows:

- No vegetative cover: 1
- Light vegetative cover: 1.1
- Moderate vegetative cover: 1.3
- Heavy vegetative cover: 1.5

This multiplier is typically used for an entire area by first determining the full amount of debris, then applying the multiplier according to the average vegetative cover for the area. For example:

- 40 homes in a subdivision are destroyed by a tornado. There is light vegetation throughout the subdivision.

    o 40 x 300 cy = 12,000 cy x 1.1 = 13,2000 cy

A precipitation factor can also be applied, as heavier precipitation in a disaster will result in additional property damage and therefore debris.

- For medium to heavy precipitation, multiply by 1.5

Finally, a density multiplier is used in commercial areas, as increased density in such areas typically results in greater amounts of debris. This multiplier is determined as follows:

- Light density (scattered, small commercial)   = 1.0
- Medium density (strip malls, office centers)   = 1.2
- High density (downtown commercial centers)   = 1.3

Once the amount of debris has been estimated, will require temporary storage sites the size of which can be determined by taking the following factors into consideration:

1. The debris pile shall be stacked to a height of no more than 10 feet.

2. 60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.

3. 10 foot stack height = 3.33 yards

4. 1 acre = 4,840 square yards (sy)

5. Total volume per acre = 4,840 sy/ac x 3.33y = 16,117 cy/ac.

Using the above assumptions, the estimate of total debris will be within 30% plus or minus of the actual amount of debris accumulated.

The Village of Palatine estimates that under this scenario:

Q (the total quantity of debris in cubic yards) = _____

Q (cy of debris) / 16,117 (cy/ac) = _____ acres of debris.

_____ acres of debris x 1.66 (60% more area needed for roads, etc.) = _____ acres.

DEBRIS DISPOSAL AND REDUCTION

Once the debris is removed from the damage sites, it will be taken to the temporary land sites. The three methods of disposal are burning, recycling, and grinding / chipping.

Grinding and chipping will be utilized as a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio. For grinding and chipping to be feasible, 25% of volume remaining must have some benefit or use.

The three primary burning methods are open burning, air curtain pit burning, and incineration. Controlled open burning is a cost-effective method for reducing clean woody debris in rural areas. Burning reduces the volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a "curtain effect" to hold smoke in and to feed air to the fire below. Portable incinerators use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth / limestone pit.

Metals, wood, and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. Specialized contractors are available to bid on disposal of debris by recycling if it is well sorted.

SITE CLOSE-OUT PROCEDURES

Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use.

Before activities begin ground and aerial photos will be taken, important features such as structures, fences, culverts, and landscaping will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds.

After activities begin, constant monitoring of air quality and soil and water samples will take place. Photo, maps, and sketches of the site will be updated and fuel spills will be noted.

At close-out, final testing of soil, water, and air quality and compared to original conditions. All ash will be removed and any remediation actions will be taken.

DEBRIS MANAGEMENT ACTIONS

Response

- Activate debris management plan, coordinate with needs assessment team.

- Begin documenting costs.

- Coordinate and track resources (public and private).

- Establish priorities regarding allocation and use of available resources.

- Identify and establish debris temporary storage and disposal sites (local, regional).

- Address any legal, environmental, and health issues relating to the debris removal process.

- Continue to keep public informed through the PIO.

Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.

- Continue to document costs.

- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.

- Perform necessary audits of operation and submit claim for Federal assistance.

WEAPONS OF MASS DESTRUCTION / TERRORISM

The handling and disposal of debris generated from a Weapon of Mass Destruction (WMD) or terrorism event will exceed the capabilities of the County and will require immediate Federal assistance. A WMD or terrorism event will, by its very nature, require all available assets and involve many more Federal and adjacent mutual aid jurisdictions and State departments and agencies. The nature of the waste stream as well as whether or not the debris is contaminated will dictate the necessary cleanup and disposal actions. Debris handling considerations that are unique to this type of event include:

- Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled management site by State and/or Federal law enforcement officials for further analysis.

- The debris may be contaminated by chemical, biological or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In such an occurrence, the operations may be under the supervision and direction of a federal agency and one or more specialty Contractors retained by that agency. The presence of contamination will influence the need for pre-treatment (decontamination), packaging and transportation.

- The type of contaminant will dictate the required capabilities of personnel working with the debris. Certain contaminants may preclude deployment of resources that are not properly trained or equipped.

The Debris Manager will continue to be the single point of contact for all debris removal and disposal issues within the Village. Coordination will be exercised through the U.S. Army Corps of Engineers (USACE), ESF #3 Branch located at the designated FEMA Disaster Field Office.

In this type of event, the Village will become a supporting element to the USACE, U.S. Environmental Protection Agency (USEPA), and/or the Department of Energy (DOE) and will operate as defined in the USACE WMD Emergency Response Plan.

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APPENDIX 2: DAMAGE ASSESSMENT

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PURPOSE

The Damage Assessment function of ESF #3 describes the processes the Village will employ to identify and assess damage to infrastructure, public and private property following a disaster or other major incident, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

To gather information on the extent of damage to infrastructure, public and private property in order to facilitate and coordinate appropriate responses to the needs of residents, visitors and governmental agencies, to expedite recovery efforts in the impacted area, and to ensure proper documentation to support a disaster declaration.

AUTHORITY

See appendix PA-1 Authorities and References

ASSUMPTIONS

- Disasters can cause damage to public and private property that may require emergency measures during the response phase to mitigate damage and protect lives, as well as request financial assistance to restore property and rebuild structures or infrastructure.
- During the recovery phase of a disaster, the Village will conduct a systematic analysis of damages to public and private property in order to estimate the extent of damages based upon actual observations and inspection.
- The Village will rely on both internal damage assessment teams as well as external support from mutual aid including IEMSA-EMAT and the IEMMAS agreement.
- A damage assessment of public and private property will be required to determine the extent of the damages, which is then forwarded to Cook County and on to IEMA.
- Information provided will be a basis for the determination of actions necessary, the establishment of priorities among essential actions, and allocations of county and local government resources in the disaster area during the early stages of the recovery mode.

ORGANIZATION AND CONCEPT OF OPERATIONS

The Village of Palatine Department of Public Works is responsible for the damage assessment function. Damage reports from field teams will be reported to the EOC to the ESF #3 coordinator or his/her designee.

Windshield survey

Local personnel will conduct an initial survey of the impacted area using available resources, including Public Works, Emergency Management, Fire and/or Police Departments as soon as possible following the event. This survey is used to quickly evaluate the ability of the Village to mobilize and sustain response operations following a disaster by assessing damage and impact to infrastructure and private sector entities including:

- Roads and bridges
- Local communications
- Health care facilities
- Water, natural gas and electric power distribution systems
- Other important infrastructure facilities and capabilities
- Private homes and businesses in the affected area.

This information is in turn used to help Incident Command and EOC staff in prioritizing efforts and making efficient decisions regarding management of existing assets and the need to request additional resources.

Initial Damage Assessment

When rescue and damage-limiting operations have been accomplished, a formal Initial Damage Assessment is undertaken to obtain specific information necessary to evaluate the severity and magnitude of the disaster. This information is compiled and sent to Cook County as directed by the Cook County EOC. Cook County will then forward the information to Illinois EMA and subsequently to the federal government if established criteria are met.

There are two general categories of damage that must be assessed. The first is public facilities, the second is for privately-owned property. These are assessed under different categories (Public Assistance and Individual Assistance), using different forms and processes.

For Public Assistance, the Illinois EMA Public Assistance Program Initial Damage Checklist should be used as a guide to determine costs incurred during the disaster response, with the Initial Damage Assessment Cost Tabulation form used to compile those costs. Categories identified by IEMA include:

- Category A – Debris Removal: Only debris on public property is eligible. Costs can include overtime labor costs for debris removal operations (no regular time labor costs), equipment costs for debris removal operations, and contract costs for debris removal.

- Category B – Emergency Protective Measures: This category includes overtime labor costs for sandbagging, emergency pumping, security, search and rescue, mass care, etc. (no regular time labor costs), equipment costs for emergency protective measures such as hauling and/or placing sandbags, emergency pumping, police / fire vehicles, etc., material costs for sandbags, sand, plastic, gravel, food for workers, misc. supplies, etc., and contract costs for emergency protective measures.

- Category C – Road and Bridge Systems: Costs can include regular and overtime labor costs, (force account), equipment costs, material costs and contract costs for the permanent restoration of roads, bridges, culverts, etc. (Note that only road systems NOT under the Federal Aid System (FAS) are eligible for permanent repairs. Permanent repairs on FAS road systems are under the authority of the Federal Highway Administration.)

- Category D – Water Control Facilities (facilities built specifically for flood control): Regular and overtime labor costs, equipment costs, material costs and contract costs for the

permanent restoration of channel or reservoir capacity. (Note that the US Army Corps of Engineers and the National Resources Conservation Service have statutory authority for the repair of flood control works including levees, floodwalls, flood control channels and dams and of shore protective devices. Permanent repairs to these facilities are not eligible under Public Assistance.)

- Category E – Buildings and Equipment: Eligible costs under this category include regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of buildings and equipment.

- Category F – Utility Systems: Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems.

- Category G – Parks, Recreational and Other: Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of parks, recreational areas, and other types of facilities.

For any of these categories, equipment costs can include force account or rented equipment, regular and overtime costs using IDOT or FEMA rates. Any contract costs claimed must have a written contract. For categories E, F and G, any proceeds from insurance must be deducted from total the total damage costs.

Individual Assistance assessments vary based on the nature of the disaster. There are separate procedure and forms from IEMA used for flood events and for events other than floods. Some information collected is the same for all events. This includes address of the affected structure, type of the structure (single family home, multi-family structure, mobile home or business), and whether the occupant owns or rents the structure.

For flooding events, the information to be gathered includes:
- Depth of water in basement or crawlspace
- Depth of water in the first floor
- Whether the basement is used as an essential living area
- Whether the occupant has homeowners, renters and/or flood insurance
- Whether there is obvious, visible structural damage
- Other comments as appropriate

For events other than floods, necessary information includes:
- Whether the structure is habitable without repairs or with few repairs
- If the structure is uninhabitable or requires extensive repairs
- Whether the structure is a total loss or not feasible to repair
- Whether the occupant has homeowner's or renter's insurance
- Other comments as appropriate

The information gathered from the assessment is compiled on the appropriate form to be forwarded to Cook County and IEMA.

LOGISTICS SUPPORT OF DAMAGE ASSESSMENT

The process of performing a damage assessment is supported logistically through requests by the ESF #3 Coordinator to the Logistics section. Damage assessment personnel and resources are readily available locally. Under extreme circumstances, additional personnel and equipment may be requested through the EOC to the county or through local mutual aid channels.

STAFF DEVELOPMENT AND RESPONSIBILITIES

The Village of Palatine is responsible for the developing a damage assessment plan and shall select a Damage Assessment Coordinator to supervise one or more Damage Assessment teams.

Damage Assessment Coordinator

Initially, the role of Damage Assessment Coordinator will fall to the ESF #3 coordinator until he or she delegates that role to another individual. Roles of the Damage Assessment Coordinator include:

1. Coordinating the activities of all Damage Assessment Teams

    a. Assignment of teams to geographic locations for specific purposes (assessment of damage to public facilities / infrastructure or private property)

    b. Determine reporting requirements and procedures

    c. Coordinating with Logistics to ensure that any mutual aid Damage Assessment Teams have appropriate working and rest / sleeping facilities available as required.

2. Compiling Damage Reports

3. Ensure that proper documentation, forms and reports are completed by Finance Department and submitted to Cook County as required

Damage Assessment Teams

The needs of the incident will determine the makeup and quantity of Damage Assessment Teams. A smaller scale incident may only require one or more teams from Public Works to assess damage to Village facilities and infrastructure and/or one or more teams from Community Development to conduct assessments and inspections of private property. A larger incident may require a request through IESMA Emergency Management Assistance Teams for mutual aid Damage Assessment Teams. Duties of Damage Assessment Teams include:

1. Visibly inspect damaged and/or destroyed structures or other facilities in their assigned geographic area

2. Gather information needed to complete IEMA Initial Damage Assessment forms for Public Assistance or Individual Assistance per mission tasking

3. Deliver information to Damage Assessment Coordinator as directed

DAMAGE ASSESSMENT ACTIONS

The ESF #3 Coordinator will assign a Damage Assessment Coordinator and Teams as noted above. The Coordinator must determine the stricken area and request the required level of resources to complete the assessment efficiently. The Coordinator will ensure the areas to be inspected are defined and marked on an appropriate map, and that Teams are assigned to specific geographic areas. Each Team will be given a map marked with the area they are responsible for. Teams will deploy throughout the community as assigned by the Coordinator and systematically gather information by visual inspection, interview of occupants / residents, or other means as required. The Teams will record this information and forward to the Damage Assessment Coordinator as directed. The Coordinator will ensure that the information is compiled on the appropriate IEMA forms (typically by the Finance Department), and forwarded on to the Cook County EOC. Current forms and instructions for completing them are available on the IEMA web site at: https://www.illinois.gov/iema/LocalEMA/Pages/DamageAssessmentForms.aspx .

PLAN ACTIVATION

See ESF #3 Plan Activation criteria.

PLAN MAINTENANCE RESPONSIBILITIES

See ESF #3 Plan Maintenance Responsibilities.

ESF #4: FIREFIGHTING ANNEX

OVERVIEW

The Village of Palatine Firefighting Annex (ESF #4) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Firefighting services at the local and regional level. The ESF #4 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #4 activities support the coordination of firefighting regardless of cause or origin. The ESF #4 lead agency provides expertise primarily for local structure fire suppression and wildland fires.

PURPOSE

The purpose of ESF #4 is to organize the plans, policies and agreements currently in place and provide an overview for the firefighting capabilities of the municipality.

SCOPE

The plans and systems that make-up the ESF #4 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #4 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #4 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage the suppression of fires and said plans are maintained regularly by the fire department.
- The Village is susceptible to various types of fires including structures, field, brush, and vehicular.
- There is the potential for a major fire that would extend the Village's firefighting resources requiring a multi-community response.
- Firefighting assistance is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Palatine is a member.
- Northwest Central Dispatch System is the primary dispatching point for fire resources for the Village and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #4 to support the further development and ongoing maintenance of ESF #4.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #4 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the ESF #4 stakeholders.
- Train and exercise the activities of ESF #4.
- Provide input and planning assistance for any Hazard specific annexes, which contain firefighting elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #4. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #4, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #4 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge, and responsibilities with communications for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #4 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #4 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Fire Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Fire Department	All	• Coordinate the with on-scene Incident Command. • Communicate EOC priorities to the field. • Process requests for personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests.
Northwest Central Dispatch System	All	• Coordinate requests for assistance and/or resources from neighboring fire agencies as well as requests from regional aid groups. • Provide dispatching and communications for field command.

PAL FD

Northwest Central Dispatch System
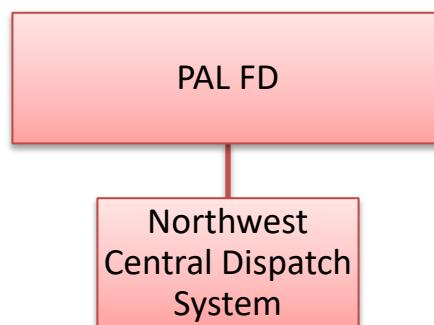
PRIVATE PARTNERS

The ESF #4 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #4 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Restoration or Board-up companies
- ComEd
- Nicor

COUNTY / REGIONAL AGENCIES

The role of the County / Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #4:

- Cook County Department of Emergency Management and Regional Security
- Cook County Forest Preserve District Resource Management
- MABAS Division 1

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #4:

- Illinois Emergency Management Agency
- Office of the Illinois State Fire Marshal
- MABAS Illinois

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. Some of the following stakeholders work closely with ESF #4 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Agriculture / Forest Service
- U.S. Fire Administration

CONCEPT OF OPERATIONS

The ESF #4 is responsible for firefighting activities that take place within the Village boundaries. This section describes the ESF #4 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

- Public Education
- Hazard & Vulnerability Assessment
- Infrastructure Improvement

Mitigation

- Emergency Response Plans
- Training & Exercises

Preparedness

- Economic Recovery
- Debris Management
- Housing
- Health & Social Services

Recovery

Response

- Life Safety
- Incident Stabilization
- Property Preservation
- Environmental Protection

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Palatine participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #4 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #4 resources to prevent hazards and reduce vulnerability (leveraging funding, resources, and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #4 include:

- Develop and maintain the ESF #4, Firefighting, Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #4 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #4 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #4 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assist with the documentation of how ESF #4 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #4 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
MABAS Division 1 Specialized Response Team Association (R-17-00)	Intergovernmental agreement with MABAS 1 departments for specialized response team assistance.	All	Palatine Fire Department	Feb 14, 2000
Illinois Mutual Aid Box Alarm System Agreement (R-91-89)	Intergovernmental agreement with MABAS Illinois for the provision of statewide mutual aid for firefighting.	All	Palatine Fire Department	Aug 28, 1989
Illinois Emergency Management Mutual Aid Agreement (R-49-05)	Intergovernmental agreement with IEMMAS for the provision of statewide mutual aid for emergency management	All	Palatine Emergency Management Agency	June 13, 2005

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #4 Primary Coordinator include:

- The ESF #4 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #4 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.

- Actively coordinates with ESF #4 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #4 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

LOGISTICS SUPPORT OF FIREFIGHTING

The Firefighting annex is supported logistically through requests by the ESF #4 Coordinator to the Logistics section. Firefighting resources are readily available locally. Under extreme circumstances additional firefighting equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a fire within the Village that reaches a level requiring resources from beyond MABAS Division 1.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #4 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #4 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #6: MASS CARE ANNEX

OVERVIEW

The Village of Palatine Mass Care Annex (ESF #6) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management services related to Mass Care, Emergency Assistance, Housing, and Human Services in the Village. ESF #6 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #6 activities support the coordination of mass care. The ESF #6 lead agency provides expertise primarily for locally supported mass care operations.

PURPOSE

The ESF #6 annex provides guidance to coordinate the delivery of the Village's mass care, emergency assistance, housing, and human services when local response and recovery needs exceed their capabilities.

SCOPE

When requested by the Director of Emergency Management, ESF #6 services and programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. Function #6 is organized into four primary functions:

Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Assistance: Assistance required by individuals, families, animals and their communities to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include support for evacuation (including registration and tracking of evacuees); reunification of families; provision of aid and services to people with access and functional needs. Sheltering, and other emergency services for household pets and service animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. The National Disaster Housing Strategy guides this assistance.

Human Services: The provision of very basic supplemental services to support the personal and/or immediate recovery needs of disaster victims. Attention is focused on persons who because of age, disability, or language may need additional assistance to benefit from the mass care services described above. Effective service delivery requires coordination with non-governmental organizations and social service agencies.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Maintaining a quality of life for our disaster survivors is one of the goals of the Village emergency management.
- Providing mass care services is an effort that will require coordination across government, private and non-profit sectors in order to ensure that residence have the services they require.
- The Village will make every effort to ensure that agreements and plans are in place with agencies, which can assist in providing mass care services.

GOALS

This section identifies the goals for the ESF #6 to support the further development and ongoing maintenance of ESF #6.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #6 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the ESF #6 stakeholders.
- Train and exercise the activities of ESF #6.
- Provide input and planning assistance for any Hazard specific annexes, which contain mass care elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #6. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #6, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #6 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with mass care for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Emergency Manager**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #6 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #6 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Emergency Management Agency**
- **Village of Palatine Fire Department**
- **Village of Palatine Public Works Department**
- **Village of Palatine Police Department**
- **American Red Cross**
- **Salvation Army**

Department / Agency	Division / Group	Responsibility
Emergency Management Agency	All	- Provide pre-event preparedness by coordinating with local shelter sites to sign agreements for facilities to be used as shelters. - Designated Agency for the determination of shelter need.
Fire Department	All	- Provide assistance in the form of manpower and EMS support to shelter facilities. - Designated as the primary health agency in the event of a shelter activation.
Public Works	All	- Provide assistance in form of facility maintenance for all established Village shelters. - Assist in the dissemination of mass care information. - Designated as the primary logistics coordination point for all shelter operations including the procurement of all supplies, food and water.

Police Department	All	• Provide assistance in the form of security and safety for mass care recipients at shelters and points of distribution. • Designated as the primary PIO for sheltering operations out of the EOC. • Designated as the primary coordinating department for the reunification of families. • Designated at the primary coordinating entity for establishing a Family Assistance Center.
American Red Cross	Disaster Services	• Provide assistance in the form of shelter management and operations training for local shelter locations. • Assist in the procurement of shelter equipment through local contacts and vendors. • Assist locals through the dissemination of information. • Provide reunification services for those in mass care settings.
Salvation Army	Disaster Services	• Provide assistance in the form of food and supplies for local shelters and points of dispensing. • Provide assistance in the form of coordinating the delivery of food and supplies to disaster sites.

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                    PAL Emergency
                   Managment Agency
                          |
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PAL Public   PAL Fire    PAL Police  American   Salvation
 Works      Department   Department  Red Cross    Army
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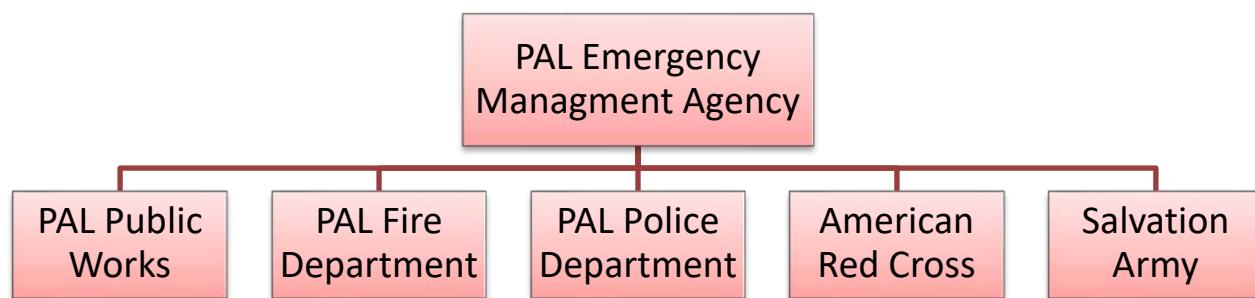
REGIONAL PARTNERS

The ESF #6 primary and supporting agencies rely on the coordination from regional partners in order to achieve their goals. There are a number of regional entities that have a role in the ESF #6 operations. The following regional partners have been identified as being key to the operational response and plan development of this annex:

- American Red Cross
- Salvation Army
- Palatine Park District
- Salt Creek Rural Park District
- Palatine Township

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County Agencies that play key roles in ESF #6:

- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #6:

- Illinois Department of Public Health
- Illinois Emergency Management Agency
- Illinois Voluntary Agencies Active in Disaster

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. Some of the following stakeholders work closely with ESF #6 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Health and Human Services
- Department of Housing and Urban Development
- Department of Justice
- Department of Labor
- National Voluntary Organizations Active in Disaster

CONCEPT OF OPERATIONS

The ESF #6 is responsible for Mass Care and Shelter activities that take place within the Village boundaries. This section describes the ESF #6 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

Mitigation
- Public Education
- Hazard & Vulnerability Assessment
- Infrastructure Improvement

Preparedness
- Emergency Response Plans
- Training & Exercises

Recovery
- Economic Recovery
- Debris Management
- Housing
- Health & Social Services

Response
- Life Safety
- Incident Stabilization
- Property Preservation
- Environmental Protection

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Palatine participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #6 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #6 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #6 include:

- Develop and maintain the ESF #6, Mass Care Annex, the overall EOP containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #6 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #6 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #6 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assist with the documentation of how ESF #6 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #6 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #6 Primary Coordinator include:

- The ESF #6 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #6 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #6 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #6 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

The model for shelter operations is integrated and inclusive. To the maximum extent possible individuals with functional needs will be sheltered with the general population and shelter staff will make efforts to provide reasonable accommodations as defined under the Americans with Disabilities Act (ADA).

The Village recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed. Individuals and assistance providers will remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

The Village recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed. Children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

REUNIFICATION

Reunification of families will be a high priority in a disaster setting. The Police Department will coordinate reunification efforts, working with the American Red Cross at shelter sites, medical facilities, the Medical Examiner's office, educational and childcare facilities, and others as appropriate to locate and identify individuals requiring such assistance. They will also coordinate with ESF #1 to provide appropriate transportation for physical reunification.

NOTIFICATION / INFORMATION CENTER (FAMILY ASSISTANCE CENTER)

In the event that a disaster involves a mass casualty and/or multiple fatality situation, the ESF #6 Coordinator may direct that at Notification / Information Center (NIC) be established. This will be a secure facility where family members are provided with information about injured, missing or unaccounted-for persons, and the deceased, and where victims and family members can be connected with mental health, spiritual care, and other services to provide for short-term and long-term needs. The Police department will be responsible for setting up and running the FAC in conjunction with behavioral health and spiritual care providers, as well as support staff and liaisons from other involved agencies such as the Medical Examiner's office, the Red Cross, and health care facility staff.

COMMODITY DISTRIBUTION

Certain disasters may also disrupt normal supply chains, necessitating the distribution of critical commodities such as water, meals, blankets, tarps, and other mass care supplies to sustain residents until those supply chains can be re-established. Distribution may take several forms, including direct distribution or the establishment of Commodity Points of Distribution (C-PODs). The method chosen will be incident-specific and driven by the nature and scope of the disaster, population affected, and commodities to be distributed. The ESF #6 Coordinator will work with the Logistics Section, various Village departments, County and State agencies, as well as volunteer and non-profit organizations to ensure that supplies are efficiently distributed to the whole affected community. The ESF #6 Coordinator will also need to coordinate with ESF #15 to ensure proper messaging is delivered to the community regarding commodity distribution, and with the Donations Manager to ensure that any in-kind supplies that have been donated are appropriately distributed to the community.

MULTI-AGENCY RESOURCE CENTER (MARC)

Following a disaster, it may be advantageous to set up Multi-Agency Resource Center (MARC) to best provide for the needs of people affected by the incident and connect them with resources for both immediate needs and recovery. A MARC is a single, "one-stop shop" location where people affected by the disaster can access disaster relief services and information from a variety of local, county, state, and possibly federal public agencies as well as private organizations, which could include volunteer, non-profit, and/or faith-based groups. This site may be co-located with a C-POD in the event commodities must be distributed to the community. The ESF #6 Coordinator will determine which agencies will be included in the MARC as partner agencies, and identify a lead agency that will convene the MARC, coordinate overall planning and operations, and ensure necessary functions and tasks are fulfilled. The ESF #6 Coordinator will work with the lead agency, the Operations Section, Logistics Section, and Finance Section to identify a suitable site for the

MARC, and ensure the site can be appropriately procured and logistically supported. The ESF #6 Coordinator will continue to coordinate with the lead agency to ensure that logistical support is provided as necessary while the facility is operational, that partner agency participation remains appropriate, that public information and messaging about the MARC is appropriate, and that a demobilization and transition plan is developed and implemented to deactivate the MARC while still providing necessary services to the affected population.

POTENTIAL SHELTER LOCATIONS

Mass care and sheltering will require a variety of facilities in the event of an emergency or disaster. The following is a list of potential shelter locations that could provide support for mass care and shelter operations.

Name	Address
Palatine Park District	**250 E. Wood Street**
First United Methodist Church of Palatine	**123 N Plum Grove Road**
First Church of Christ Scientists	**1 S Rohlwing Road**
Holy Resurrection Orthodox Church	**1449 N Quentin Road**
St. Thomas of Villanova Church	**1201 E Anderson Drive**
St. Thomas of Villanova School	**1141 E Anderson Drive**
St. Paul United Church of Christ	**144 E Palatine Road**
St. Nectarios Greek Orthodox Church	**133 S Roselle Road**
Second Baptist Church	**1405 N Quentin Road**
All Saints Lutheran Church	**630 S Quentin Road**
Christ Lutheran Church	**41 S Rohlwing Road**
Immaculate Conception Ukrainian Byzantine Catholic Church	**745 S Benton Street**
St. Theresa Dolan Center	**465 N Benton**
Countryside Unitarian Church	**1025 N Smith Street**
Immanuel Lutheran Church	**200 N Plum Grove Road**
Prince of Peace Lutheran Church	**1190 N Hicks Road**
District 15 Pleasant Hill School	**434 W Illinois Avenue**
Palatine Park District	**435 W Illinois Avenue**

LOGISTICS SUPPORT OF MASS CARE

The Mass Care annex is supported logistically through requests by the ESF #6 Coordinator to the Logistics section. Mass care resources are readily available locally. Under extreme circumstances, additional personnel, equipment or resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event that 25 or more residents in the Village require shelter due to a disaster or emergency.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #6 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Transition from mass care ESF #6 emergency services identified above to longer-term recovery services and programs.
- Include both government assistance, community assistance and faith-based organization assistance in the development of long-term assistance as mass care operations transition out.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #6 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #8: PUBLIC HEALTH AND MEDICAL ANNEX

OVERVIEW

The Village of Palatine Public Health and Medical Annex (ESF #8) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management related services regarding public health and medical services, and includes a broad array of local, county, state, and federal governmental entities; non-governmental and community-based organizations (NGO/CBOs); and the private healthcare sector. In addition, ESF #8 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management. The ESF #8 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #8 activities support the coordination of Public Health and Medical emergencies. The ESF #8 lead agency provides expertise primarily for locally supported Public Health and Medical operations.

PURPOSE

The purpose of ESF #8 is to organize stakeholders with responsibilities to strengthen collaboration and coordination among public health, environmental health and medical stakeholders that have the legal authorities, resources and capabilities to support operations during emergencies that affect public health and/or medical services, and by so doing, save lives, protect health and safety, and preserve the environment in a coordinated response.

SCOPE

The plans and systems that make-up the ESF#8 Annex may be activated in whole or in part as described in this annex. A Village-wide response to protect Public Health and Medical may also be carried out under other key response authorities identified in plans identified in this annex.

The scope of ESF #8 includes the appropriate actions to prepare for and respond to a threat to Public Health and safety caused by an emergency or disaster and are detailed below. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions.

- Provides an overview of the public health and medical system.
- Identifies the legal basis for the ESF #8 Annex and the emergency management activities of ESF #8 stakeholders.
- Identifies the ESF #8 mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for ESF #8 development, implementation and maintenance.
- Provides an overview of activities that support the four phases of emergency management

ESF #8 stakeholders are involved in a wide spectrum of activities involving public health, communicable diseases, emergency medical services, emergency response, mental health and health care delivery as described below.

- **Communicable Disease**
    - Epidemiology, Surveillance and Health Monitoring
    - Containment, Isolation and Quarantine
- **Drinking Water**
    - Work with Environmental Health and Public Works on drinking water issues
- **Emergency Medical Services**
    - Triage and Screening
    - Patient Movement and Transportation, Evacuation, Distribution and Tracking
    - EMS mutual aid
    - 911 and Dispatch Centers
- **Food Safety and Security**
    - Foodborne Epidemiology
    - Product Trace-Backs
- **Hazardous Materials**
    - Airborne, Biological, Chemical, Radiological, Nuclear
- **Laboratories**
    - Laboratory Network
    - Testing and Reporting
- **Healthcare Facility Safety**
    - Facility safety plans in coordination with State and Federal Guidance
- **Medical Support and Supply**
    - Medical Personnel and Health Facilities available for treatment of the public

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The Village has entered into agreements with Cook County for the provision of medical counter measures in the event of a wide spread outbreak of diseases.
- Cook County provides mortuary services on behalf of the Village.
- Local funeral directors and private ambulances contracted by the Cook County Medical Examiner's Office provide vehicles and manpower to transport bodies in the event of mass fatalities.
- The municipality provides EMS to the public but the Illinois Department of Public Health manages licensing for EMS.
- Northwest Community Hospital is the resource hospital for the EMS system under which the Palatine F.D. EMS operates.

GOALS

This section identifies the goals for the ESF #8 to support the further development and ongoing maintenance of ESF #8.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #8 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the emergency ESF #8 stakeholders.
- Train and exercise the activities of ESF #8.
- Provide input and planning assistance for any Hazard specific annexes, which contain public health and medical elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #8. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #8, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #8 has been activated. Upon arrival to the EOC, the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge, and responsibilities with public health and medical for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #8 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #8 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Community Services Department**
- **Village of Palatine Fire Department**
- **Village of Palatine Public Works Department**
- **Village of Palatine Police Department**
- **Cook County Department of Public Health**
- **Cook County Medical Examiner's Office**
- **Northwest Community Hospital**

Department / Agency	Division / Group	Responsibility
Community Services Department	All	• Serves as the environmental health inspector for the Village.
Fire Department	All	• The Fire Department is responsible for providing EMS services to the residents. • The department is able to access additional EMS resources through MABAS. • The department is the primary responsible agency for coordinating the POD plans in the event of a mass vaccination event.
Public Works Department	All	• Public works provides assistance in the form of facility support and logistic support for mass public health emergencies. • Designated department responsible for sanitation services needed in the event of a disaster.

117

Police Department	All	• The Police Department provides assistance in the form of security and protection for all public health emergencies.
Cook County Department of Public Health	Emergency Preparedness	• CCDPH assists the local coordinators in the development of their POD and mass dispensing plans. • CCDPH provides logistic support to the locals for the receipt and distribution of medical countermeasures. • Provides advice and support during epidemic / pandemic events including epidemiology, surveillance and health monitoring, containment measures for isolation and quarantine, and medical support and supply • Coordinate with ESF #15 regarding risk and crisis communication relative to public health and medical issues
Cook County Medical Examiner's Office	All	• Provides mortuary services in the event of death. • Provides certificate of death, autopsy, and cremation permits.
Northwest Community Hospital	EMS	• Resource Hospital for the Northwest Community EMS System, providing EMS policy and management. • NCH acts as the conduit to the IDPH Region 9 medical coordination coalition. • Designated agency responsible for the arrangement of crisis counseling for emergency workers.
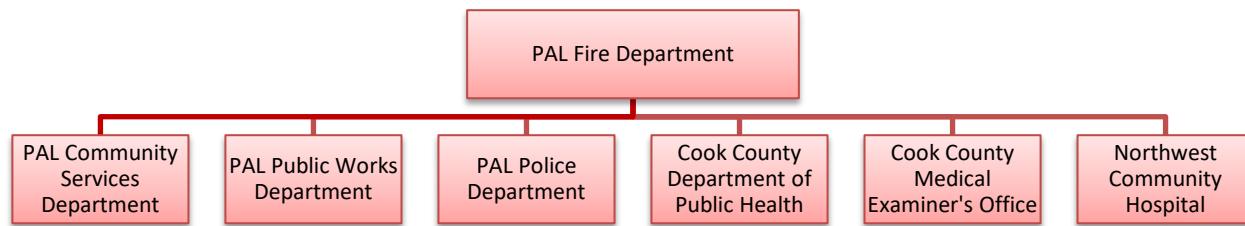
PRIVATE PARTNERS

The ESF #8 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #8 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Northwest Community Hospital
- Local Rehabilitation Facilities
- Local Long-Term Care Facilities
- Local Funeral Directors

COUNTY / REGIONAL AGENCIES

The role of the County / Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County / Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County / Regional Agencies that play key roles in ESF #8:

- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health
- Cook County Medical Examiner's Office
- Region IX Hospital Coordination Coalition
- MABAS Division 1

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #8:

- Illinois Emergency Management Agency
- Illinois Department of Public Health
- MABAS Illinois

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. Some of the following stakeholders work closely with ESF #8 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Health and Human Services
- Department of Commerce
- Department of Agriculture

CONCEPT OF OPERATIONS

The ESF #8 is responsible for Public Health and Medical activities that take place within the Village boundaries. This section describes the ESF #8 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

Mitigation block:
•Public Education
•Hazard & Vulnerability Assessment
•Infrastructure Improvement

Preparedness block:
•Emergency Response Plans
•Training & Exercises

Recovery block:
•Economic Recovery
•Debris Management
•Housing
•Health & Social Services

Response block:
•Life Safety
•Incident Stabilization
•Property Preservation
•Evnrionmental Protection

Center wheel: Mitigation — Preparedness — Recovery — Response

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Palatine participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #8 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #8 resources to prevent hazards and reduce vulnerability (leveraging funding, resources, and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #8 include:

- Develop and maintain the ESF #8, Public Health and Medical Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #8 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #8 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #8 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #8 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #8 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Point of Dispensing Plan	POD plan for MCM	Response	Village of Palatine Fire Department	TBD
First Responder Plan	MCM plan for First Responders	Response	Cook County Department of Public Health	TBD
Northwest Community EMS System MPI SOP	Multiple Patient Management Plan, including Triage	Response	Northwest Community EMSS	11/2022
Region IX EMS Plan Peak Census Ambulance Transport Policy	Guidance for EMS agencies to provide transport options during high-census periods in multiple hospitals	Response	IDPH EMS Region IX	3/2010
Region IX EMS Plan Inter-System / Inter-Region Transports / Bypass/ Diversion	Guidance for EMS agencies, systems and hospitals on patient transports, including bypasses and diversions	Response	IDPH EMS Region IX	12/2018

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #8 Primary Coordinator include:

- The ESF #8 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #8 organizes itself to support the emergency response within the EOC.

- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #8 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #8 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

LOGISTICS SUPPORT OF PUBLIC HEALTH AND MEDICAL

The Public Health and Medical annex is supported logistically through requests by the ESF #8 Coordinator to the Logistics section. Public Health and Medical resources are readily available locally. Under extreme circumstances, additional personnel, equipment or resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event that the County activates the POD, plan for the distribution of medical countermeasures.
- In the event of a request for a third level ambulance box.
- In the event of a potential mass exposure to a chemical, biological or radioactive substance within the Village boundaries.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #8 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #8 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

APPENDIX 1: FATALITY MANAGEMENT

PURPOSE

The purpose of this annex is to define the roles and responsibilities of mortuary agencies to ensure that safe and effective fatality management operations are conducted in accordance with applicable laws, rules, regulations, and policy.

This document references policy and procedures contained in the Cook County EOP outlining fatality management guidance to coordinate local response for preservation, documentation, collection, identification and disposition of human remains, as well as determination of manner and cause of death.

SCOPE

The plans and systems that make up the Fatality Management Appendix may be activated in whole or in part as described in this annex. A Village-wide response to protect Public Health and Medical may also be carried out under other key response authorities identified in plans identified in this appendix.

The scope of Fatality Management Appendix includes the appropriate actions to prepare for and respond to a threat to Public Health and safety caused by an emergency or disaster and are detailed below. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions.

- Provides an overview of the fatality management system.
- Identifies the legal basis for the Fatality Management Appendix and the emergency management activities of fatality management stakeholders.
- Identifies the fatality management mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for fatality management development, implementation and maintenance.

SITUATION AND ASSUMPTIONS

This annex will be implemented when a situation arises that produces more human remains than can be processed with available resources.

Cook County Medical Examiner's Office employs Full-time Medical Examiner(s). There are transport vehicles and access to a morgue with refrigerated capacity throughout the county. Additionally, there are funeral homes within the municipality that have agreements with the Village to supplement the capacity for bodies.

CONCEPT OF OPERATIONS:

NOTIFICATION & ACTIVATION

Upon verification of a potential or actual mass fatality incident, Unified / Incident Commander will request Cook County Medical Examiner's Office be notified in accordance with procedures.

The Medical Examiner will be notified by NWCDS or Emergency Operations Center (if activated).

Upon notification of potential or actual mass fatality incident, a representative of Cook County Medical Examiner's Office will request the communication center or emergency operation center to notify supporting organizations for potential logistical support needs if appropriate.

DIRECTION & CONTROL

Representatives of the Medical Examiner's Office, operating within the County EOC, will be responsible for coordinating requests for assistance and assigning missions in support of fatality management.

All fatality management operations will be conducted in accordance with this EOP, Illinois Disaster Management System, National Incident Management System requirements, and Standard Guide for Fatality Management in Illinois.

AUTHORITIES AND LIMITATIONS

Fatality Management operations are under direction and control of the Coroner / Medical Examiner (55 ILCS 5\3-3013).

All staff will be trained, equipped and fully aware of the risks involved with fatality management operations prior to completing missions and tasks.

Limitations are identified in intergovernmental or mutual aid agreements, existing enabling authorities, and law.

Illinois Emergency Management Agency Act of 2002 as amended (20 ILCS 3305)

SITE CONTROL

Law Enforcement will be requested to provide security at the recovery site, morgue facility, storage facilities, and family assistance center when activated and operational.

Access to restricted areas regarding fatalities will be determined by the Medical Examiner in conjunction with IC/UC and will be authorized on a daily basis.

VICTIM HANDLING

All recovery, examinations, identification, notification of next of kin, and other procedures for release of human remains for final disposition will be governed by provisions of the County Medical Examiner Standard Operating Guidelines.

In the event circumstances or conditions exist that present a potential or actual threat to public health and responder safety in regards to recovery, handling, storage, or final disposition of human remains the local health department officials will provide and coordinate technical assistance in cooperation with the County Medical Examiner to promote safe and efficient operations.

Unless there is a potential that a body or body part will be destroyed by the ongoing disaster, no body or body part will be moved or relocated from the location where it was found by any individual or agency, unless authorized by the Medical Examiner's Office.

Removal of human remains from the scene will be accomplished through the use of vehicles provided through existing resource systems, established by the County Medical Examiner and/or Cook County DEMRS.

Final disposition of remains will be conducted in accordance with Medical Examiner's Office standard operating procedures.

EVIDENCE RECOVERY & TRACKING

Documentation of fatality management operations shall include a minimum of the following: location of incident; victim or body part description; photos; victim identification number; fatality management personnel identification.

Chain of custody must be maintained from incident scene through final and permanent disposition of evidence and/or human remains.

FAMILY / NEXT OF KIN

A Family Assistance Center or Notification / Information Center will be planned for by the County Medical Examiner and coordinated with the local EOC for family support services as deemed necessary.

Notification of the next of kin will be accomplished through a variety of methods depending on the location of the relatives. If the relatives are local, notification will be accomplished through personnel under the direction of the Medical Examiner's office.

Family and next of kin that are not local or unavailable for personal notification will be notified by the most efficient, timely, and discreet method possible.

A telephone number may be made available for inquiries by relatives of victims by the Medical Examiner's Office.

The Medical Examiner's Office will provide counseling or information on counseling services to the bereaved as they deem necessary.

LOGISTICS SUPPORT OF MORTUARY

The mortuary functions are supported by the County. Under extreme circumstances, additional personnel, equipment or resources may be requested through the EOC by the county or through mutual aid channels.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

COOK COUNTY MEDICAL EXAMINER

Activates and/or implements the Fatality Management Annex. Provides overall direction and control as it relates to fatality management operations.

Has the responsibility and authority to accurately identify and certify the manner and cause of death.

Has unilateral authority to release information concerning the identity and condition of deceased persons.

Maintain comprehensive documentation of all human remains, personal property and evidence recovered.

Implement and enforce appropriate PPE and decontamination protocols for all response personnel.

PLAN MAINTENANCE

Please see ESF #8 for maintenance guidance for this applicable maintenance for this appendix.

ESF #9: SEARCH AND RESCUE ANNEX

OVERVIEW

The Village of Palatine Search and Rescue Annex (ESF #9) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Search and Rescue services at the local and regional level. The ESF #9 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #9 activities support the coordination of all types of search and rescue operations, regardless of the cause of the incident, including:

- Land search and rescue (including search and rescue / recovery operations for lost or missing people);
- Urban search and rescue / Technical rescue (locating, accessing and removing people from collapsed or partially collapsed structures, as well as extrication from vehicles or machinery, trenches, confined space or high angle incidents, or other operations requiring personnel with specialized training and/or equipment to complete the mission);
- Water search and rescue (including flood / swift water, surface, subsurface and ice rescue in open water environments)

The Palatine ESF #9 lead agency for land search and rescue will be the Palatine Police Department, and the ESF #9 lead agency for urban search and rescue and water search and rescue will be the Palatine Fire Department. The appropriate ESF #9 lead agency provides expertise for coordinating all functions pertaining to locating, accessing and extricating or removing people (live or deceased) that are missing and/or trapped regardless of cause.

PURPOSE

ESF #9, Search and Rescue provides for the coordination and effective use of all available resources in conducting search and rescue (SAR) operations as well as manage the plans, policies and agreements currently in place.

SCOPE

The plans and systems that make up the ESF #9 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #9 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #9 coordinator in order to uphold the mission of protecting life.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage the various types of search and rescue operations, and the police and fire departments maintain said plans regularly.
- The Village is susceptible to various types of search and rescue incidents, which may result from lost or missing people (including at-risk populations); building collapses resulting from fires, natural disasters or other causes; flooding; transportation or industrial accidents; and other natural or human-caused events,
- There is the potential for a major incident that would exhaust the Village's search and rescue resources requiring a multi-community response.
- Urban search and rescue, technical rescue and water rescue assistance is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Palatine is a member.
- In large-scale incidents, Urban Search and Rescue Task Forces and supporting elements including Incident Support Teams, are available through the State of Illinois and/or the Federal Emergency Management Agency.
- Land search and rescue assistance is provided through the Illinois Search and Rescue Council.
- Northwest Central Dispatch System is the primary dispatching point for police and fire resources for the Village, and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #9 to support the further development and ongoing maintenance of ESF #9.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #9 emergency management activities within the Village as an organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #9 capabilities.
- Identify, coordinate, and engage the ESF #9 stakeholders.
- Train and exercise the core capabilities associated with ESF #9.
- Provide input and planning assistance for any Hazard specific annexes developed which contain search and rescue elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATORS

For the development of the plan annex, two primary coordinators have been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #9. The primary coordinators are responsible for the development, maintenance, and implementation of the ESF #9, with input and assistance from the stakeholders. Additionally, the primary function coordinators are responsible for establishing a seat at the local EOC once ESF #9 has been activated. Upon arrival to the EOC, the primary coordinators will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinators are not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with search and rescue operations for the Village of Palatine the following department heads have been identified as the primary coordinators:
- **Village of Palatine Fire Chief**
- **Village of Palatine Police Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #9 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #9 and provide planning input and operational support to the primary coordinators.
- **Village of Palatine Fire Department**
- **Village of Palatine Emergency Management Agency**
- **Village of Palatine Police Department**
- **Village of Palatine Information Technology Department**
- **Village of Palatine Public Works Department**
- **Village of Palatine Community Services Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Fire Department	All	• Coordinate with on-scene Incident Command (USAR and water rescue). • Communicate EOC priorities to the field. • Process requests for USAR / technical and water rescue personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests.
Emergency Management Agency	All	• Maintains the capability to perform ground search and rescue.
Police Department	All	• Coordinate with on-scene Incident Command (Land SAR). • Process requests for Land SAR personnel and equipment. • Process requests for air search and canine assets. • Coordinate with appropriate mutual aid partners to fill resource requests.

131

Information Technology Department	All	• Provide for technology and systems support, including mapping / GIS, communications and remote network capability.
Public Works Department	All	• Coordinate with utility providers to maintain safety of victims, responders and the public. • Process requests for debris removal and access to incident scene(s). • Coordinate with County and State agencies as needed to ensure road access for responders.
Community Services Department	All	• Provide technical specialists, including engineering assistance, at incidents involving collapsed or damaged structures.
Northwest Central Dispatch System	All	• Serve as the primary public-safety answering point. • Serve as the primary police and fire dispatching. • Process resource requests, including mutual aid, from on-scene incident command.
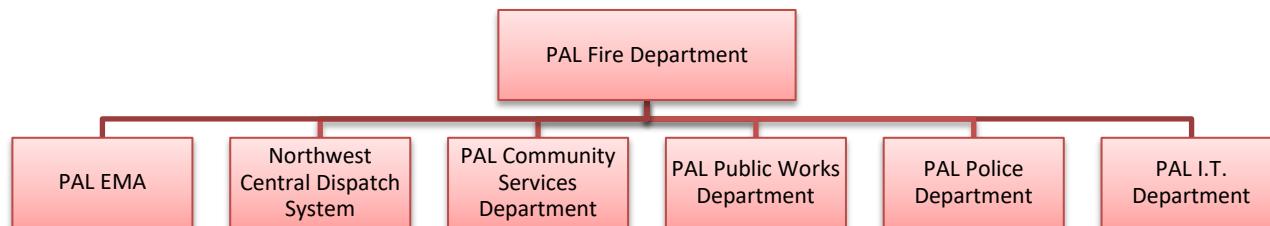
PRIVATE PARTNERS

The ESF #9 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #9 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd (Electric Utility)
- NICOR (Natural Gas Utility)

REGIONAL / COUNTY AGENCIES

The role of the Regional or County Agencies will be dependent upon the specific nature of the emergency, including the scope of the response and recovery activities, and whether the incident affects county streets or highways, or county-owned buildings or grounds. Supporting Regional / County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are Regional or County Agencies that play key roles in ESF #9:

- MABAS Division 1
- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office
- Cook County Department of Transportation and Highway

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #9:

- Illinois Emergency Management Agency
- MABAS-Illinois (USAR, Technical and Water Rescue)
- Illinois Urban Search & Rescue Task Force 1 (Urban Search & Rescue)
- Illinois Search and Rescue Council (ISARC)
- Illinois Department of Natural Resources (Water search)
- Illinois Department of Military Affairs
- Illinois State Police

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #9 and the public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #9 on a regular basis:

- Federal Emergency Management Agency
- US Coast Guard
- US Air Force Rescue Coordination Center
- U.S. Department of Homeland Security

CONCEPT OF OPERATIONS

The ESF #9 is responsible for all search and rescue operations that take place within Village boundaries. These can include, but are not necessarily limited to:

- Land search and rescue (including search and rescue / recovery operations for lost or missing people);
- Urban search and rescue / Technical rescue (locating, accessing and removing people from collapsed or partially collapsed structures, as well as extrication from vehicles or machinery, trench, confined space or high angle incidents, or other operations requiring personnel with specialized training and/or equipment to complete the mission);
- Water search and rescue (including flood / swift water, surface, subsurface and ice rescue in open water environments)

This section describes the ESF #9 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

- Public Education
- Hazard & Vulnerability Assessment
- Infrastructure Improvement

Mitigation

- Emergency Response Plans
- Training & Exercises

Preparedness

- Economic Recovery
- Debris Management
- Housing
- Health & Social Services

Recovery

Response

- Life Safety
- Incident Stabilization
- Property Preservation
- Envrionmental Protection
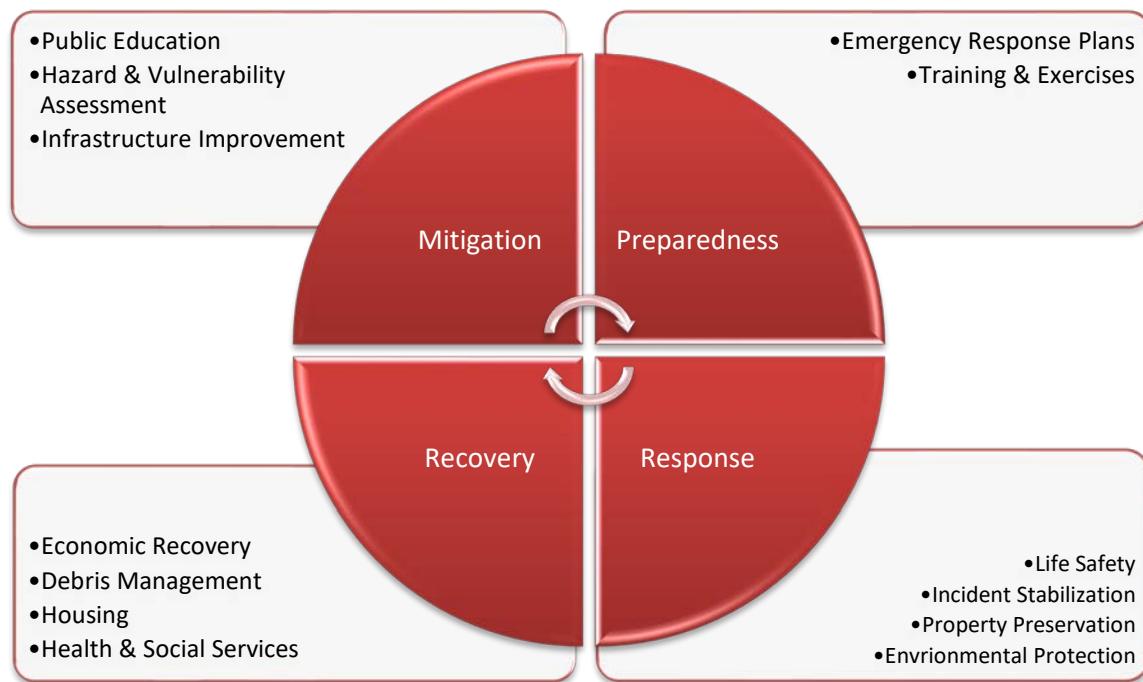
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #9 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.

- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #9 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #9 include:

- Develop and maintain the ESF #9, Search and Rescue Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #9 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #9 exercise process.
- Conduct regular ESF #9 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #9 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assist with the documentation of how ESF #9 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #9 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
PFD 3.5.2.1	Initial Collapsed / Compromised Structure Response	Response	Palatine Fire Department	
PFD 3.5.2.2	Initial Confined Space Incident Response	Response	Palatine Fire Department	
PFD 3.5.2.3	Initial Rope / Vertical Incident Response	Response	Palatine Fire Department	
PFD 3.5.2.4	Initial Trench Incident Response	Response	Palatine Fire Department	
PFD 3.6.2.1	Initial Water / Ice Rescue Response	Response	Palatine Fire Department	
MABAS Division 1 OG/PS #440	MABAS Division 1 Technical Rescue Operating Guideline/ Policy Statement	Response	MABAS Division 1	03/21/2018
MABAS Division 1 OG/PS #420	MABAS Division 1 Water Rescue Team Operating Guideline/ Policy Statement	Response	MABAS Division 1	09/11/2019

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #9 Primary Coordinators include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting / private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.

- In the event that Federal (FEMA) Urban Search and Rescue assets are deployed in the incident, serves as the point of contact between the FEMA Incident Support Team and the EOC.
- Documents how ESF #9 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #9 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #9 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

LOGISTICS SUPPORT OF SEARCH AND RESCUE

The Search and Rescue annex is supported logistically through requests by the ESF #9 Coordinator to the Logistics section. Search and rescue resources are readily available locally. Under extreme circumstances additional search and rescue equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes significant, widespread damage to an area or areas of the Village necessitating large-area search operations that utilize technical search or canine assets.
- In the event of large-scale flooding affecting numerous structures and/or vehicles in which multiple watercraft, aircraft or specialized search teams are deployed in a search and rescue mission.
- In the event of any search and rescue mission that requires the response of county-level (or greater) resources.
- In the event of any search and rescue operation that extends beyond an initial 12-hour operational period.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #9 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #9 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #9 primary coordinators as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #10: OIL AND HAZARDOUS MATERIAL ANNEX

OVERVIEW

The Village of Palatine Oil and Hazardous Materials (ESF #10) Annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide response to hazardous materials incidents at the local and regional level. The ESF #10 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate efforts during all four phases of emergency management.

ESF #10 activities support the coordination of responses to all types of hazardous materials operations, regardless of the cause of the incident, including both accidental and intentional releases of hazardous materials. The Palatine ESF #10 lead agency will be the Palatine Fire Department. The ESF #10 lead agency provides expertise for coordinating all functions pertaining to responses to actual or potential releases of oil or hazardous materials, including chemical, radiological, and biological substances, regardless of cause.

PURPOSE

ESF #10, Oil and Hazardous Materials, provides for the coordination and effective use of all available resources in responding to actual or potential uncontrolled releases of hazardous materials, and to organize the plans, policies and agreements for mitigation, response and recovery currently in place.

SCOPE

The plans and systems that make up the ESF #10 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #10 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life and/or damage to the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #10 coordinator in order to uphold the mission of protecting life, property and the environment.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage response to uncontrolled releases of hazardous materials, and Village departments maintain said plans regularly.

- The Village is susceptible to various types of oil and hazardous materials incidents, which may result from uncontrolled releases from fixed industrial facilities; transportation accidents including motor vehicle, train or airplane crashes; pipeline failures; the effects of fires, tornadoes, floods, or other natural disasters; nuclear fallout; acts of terrorism involving chemical, biological or radiological substances; and other accidental or intentional causes.
- There is the potential for a major incident that would exhaust the Village's hazardous materials response resources requiring a multi-community response.
- Assistance in responding to hazardous materials incidents is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Palatine is a member.
- In large-scale incidents, additional resources for emergency response and recovery are available through the State of Illinois and/or various agencies of the Federal government.
- Northwest Central Dispatch System is the primary dispatching point for police and fire resources for the Village, and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #10 to support the further development and ongoing maintenance of ESF #10.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #10 emergency management activities within the Village as an organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #10 capabilities.
- Identify, coordinate, and engage the ESF #10 stakeholders.
- Train and exercise the core capabilities associated with ESF #10.
- Provide input and planning assistance for any Hazard specific annexes developed which contain hazardous materials elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #10. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #10, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #10 has been activated. Upon arrival to the EOC, the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with oil and hazardous materials operations for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #10 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #10 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Fire Department**
- **Village of Palatine Police Department**
- **Village of Palatine Information Technology Department**
- **Village of Palatine Public Works Department**
- **Village of Palatine Community Services Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Fire Department	All	- Coordinate with on-scene incident command. - Communicate EOC priorities to the field. - Process requests for hazardous materials response personnel and equipment. - Coordinate with appropriate mutual aid partners to fill resource requests.
Police Department	All	- Provide for scene security, crowd control and traffic control as necessary. - Initiate appropriate investigation of releases that are, or may be, intentional or otherwise involve criminal activity.
Information Technology Department	All	Provide for IT support, including mapping / GIS, communications and remote network capability.

Public Works Department	All	• Provide personnel and heavy equipment for hazardous materials containment or confinement as needed when possible. • Provide construction assistance as needed. • Coordinate with County and State agencies as needed to ensure road access for responders
Community Services Department	All	• Assist with private property permit and building code regulations related to hazardous materials incidents at residential and/or commercial buildings, grading and excavation sites, and land located in a flood plain. • Provide technical specialists, including engineering assistance, at hazardous materials incidents.
Northwest Central Dispatch System	All	• Serve as the primary public-safety answering point. • Serve as the primary police and fire dispatching. • Process resource requests, including mutual aid, from on-scene incident command.

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                        PAL Fire Department
   ┌──────────────┬──────────────┼──────────────┬──────────────┐
 Northwest      PAL Community  PAL Public Works  PAL Police    PAL I.T.
Central Dispatch   Services      Department      Department   Department
   System        Department
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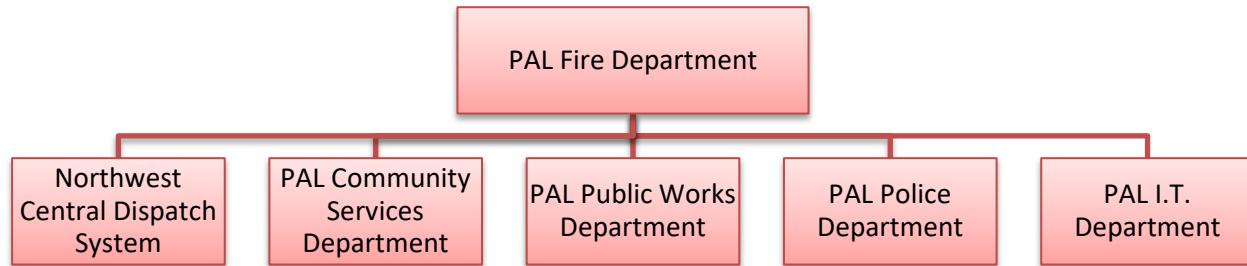
PRIVATE PARTNERS

The ESF #10 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #10 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd (Electric Utility)
- NICOR (Natural Gas Utility)
- Chemical companies / Industrial facilities within the Village of Palatine
- Union Pacific Railroad
- Environmental Clean-Up contractors

REGIONAL / COUNTY AGENCIES

The role of the Regional or County Agencies will be dependent upon the specific nature of the emergency, including the scope of the response and recovery activities, and whether the incident affects county streets or highways, or county-owned buildings or grounds. Supporting Regional / County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are Regional or County Agencies that play key roles in ESF #10:

- MABAS Division 1
- Cook County Department of Emergency Management and Regional Security
- Metropolitan Water Reclamation District of Greater Chicago
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office
- Cook County Department of Transportation and Highway

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #10:

- Illinois Emergency Management Agency
- MABAS-Illinois
- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Department of Natural Resources
- Illinois Commerce Commission
- Office of the Illinois State Fire Marshal
- Illinois State Police

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #10 and the Hazardous Materials public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #10 on a regular basis:

- Federal Emergency Management Agency
- US Environmental Protection Agency
- US Coast Guard
- US Department of Transportation
- US Department of Homeland Security

CONCEPT OF OPERATIONS

The ESF #10 is responsible for all Hazardous Materials responses that take place within Village boundaries. These can include, but are not necessarily limited to, spills, leaks and other uncontrolled releases resulting from:

- Transportation accidents, including motor vehicle, train, and plane crashes;
- Damaged fixed industrial or fuel storage facilities;
- Pipeline failures;
- Fires, explosions, flooding, tornadoes, storms, or other natural or man-made disasters;
- Nuclear fallout;
- Acts of terrorism involving chemical, biological, or radiological substances; or
- Any other accidental or intentional cause.

This section describes the ESF #10 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

Mitigation
- Public Education
- Hazard & Vulnerability Assessment
- Infrastructure Improvement

Preparedness
- Emergency Response Plans
- Training & Exercises

Recovery
- Economic Recovery
- Debris Management
- Housing
- Health & Social Services
- Environmental Restoration

Response
- Life Safety
- Incident Stabilization
- Property Preservation
- Environmental Protection

144
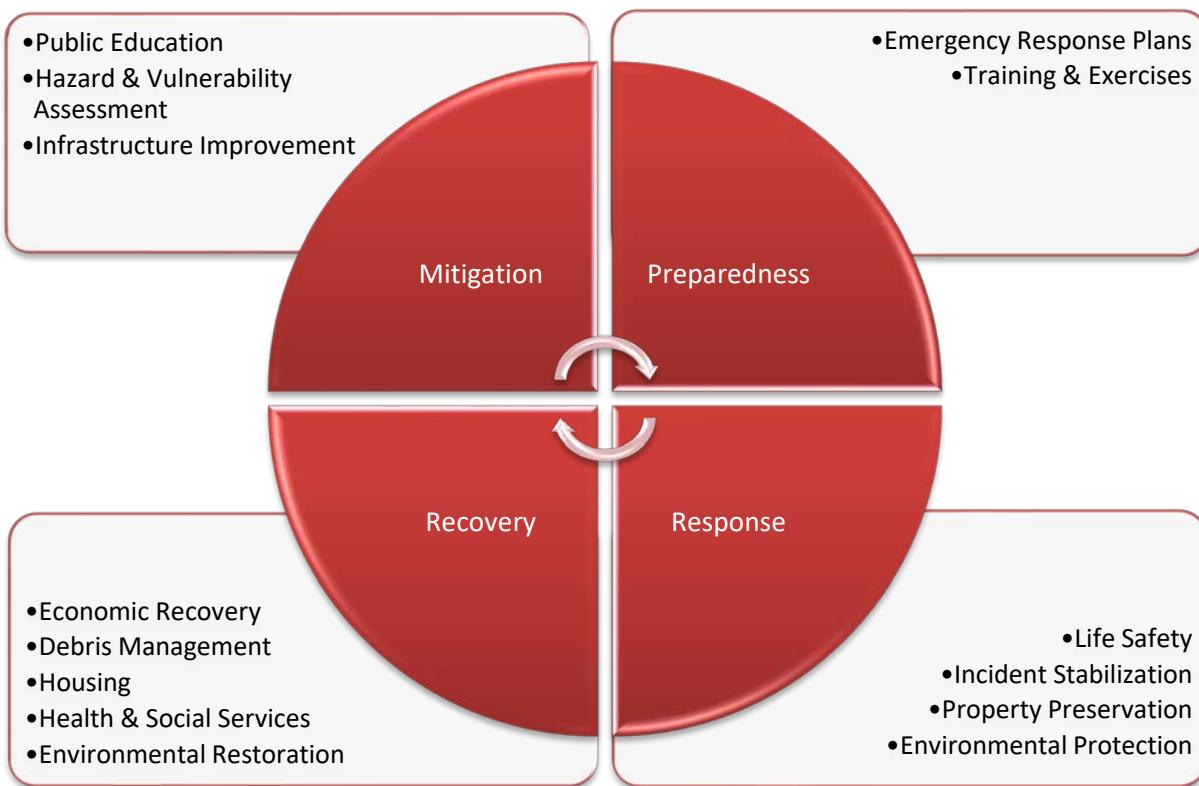
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #10 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #10 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #10 include:

- Develop and maintain the ESF #10, Oil and Hazardous Materials Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #10 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #10 exercise process.
- Conduct regular ESF #10 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #10 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.

- Assists with the documentation of how ESF #10 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #10 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
PFD 3.4.3.1	Initial HazMat Response	Response	Palatine Fire Department	
MABAS Division 1 OG/PS #460	MABAS Division 1 Hazardous Materials Operating Guideline/ Policy Statement	Response	MABAS Division 1	9/11/2019
Comprehensive Emergency Response Plan	Suburban Cook County Local Emergency Planning Committee	Preparedness, Response	Suburban Cook County LEPC	2017

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #10 Primary Coordinator include:

- The ESF #10 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting / private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #10 organizes itself to support the emergency response within the EOC.

- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #10 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #10 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

LOGISTICS SUPPORT OF OIL AND HAZARDOUS MATERIALS

The Oil and Hazardous Materials annex is supported logistically through requests by the ESF #10 Coordinator to the Logistics section. Oil and Hazardous Material resources are readily available locally. Under extreme circumstances, additional personnel, equipment or resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes a significant release of a hazardous material in an area or areas of the Village necessitating the evacuation of a large area (25 or more residential units), and / or which requires the deployment of multiple technical entry teams
- In the event of any hazardous materials incident that requires a MABAS Hazardous Materials Box (or greater) alarm response, and / or the response of county-level (or greater) resources
- In the event of any hazardous materials incident that extends beyond an initial 12-hour operational period

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #10 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #10 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #10 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #11: AGRICULTURE AND NATURAL RESOURCES ANNEX

OVERVIEW

The Village of Palatine is primarily a suburban community of residences, businesses and industry, and as such does not support a significant agricultural component within it. However, the Village does maintain an urban forest, as well as having waterways in the form of several creeks and ponds. The Village is also home to the Palatine Stables where numerous large animals are kept. In addition, Village roads are used by livestock transportation vehicles. Inspectors from the Department of Community Services Environmental Health Division routinely carry out food safety inspections, and the Department of Public Works, along with the Northwest Water Commission, is responsible for maintaining the supply of potable water.

In a disaster, the Department of Public Works would engage to bring a quick initial response to help isolate and stabilize an emergency. Public Works is expected to bring a 24/7 continuous response and when necessary, work in cooperation with any outside agency, both public and private, as a severe disaster may require additional assistance via mutual aid associations. Public Works will utilize all resources, both human and material to bring support throughout the incident.

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

PURPOSE

ESF #11, Agriculture and Natural Resources, supports the maintenance of safe food and water supplies, and coordinates response activities related to waterways, forestry, animals or historical or cultural sites. ESF #11 also identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #11 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #11 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #11 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The Village of Palatine maintains a robust Department of Public Works, which will continue

149

to be responsible for maintaining a safe public drinking water supply and managing streams and ponds, as well as maintaining the Village's urban forest.

- The Department of Community Services, through its Environmental Health inspectors, will work to ensure safety of food supplies and facilities in the Village.
- The Palatine Police Department is responsible for animal warden duties, and is initially the primary agency for any incident involving animals.
- This function is activated in an emergency or disaster situation when there is:
    o Significant actual or potential contamination of waterways, potable water supplies and/or food sources.
    o Disease(s) of plants or animals that constitute an immediate and ongoing threat.
    o Any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF #11 to support the further development and ongoing maintenance of ESF #11.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #11 emergency management activities within the Village as an organization.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #11 capabilities.
- Identify, coordinate, and engage the ESF #11 stakeholders.
- Train and exercise the core capabilities associated with ESF #11.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Agriculture and Natural Resources information.

ESF #11 acts to meet the Agriculture and Natural Resources needs in support of local government; nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #11:

- Provide for necessary testing and/or inspection of Village food and water sources.
- Coordinating response to veterinary emergencies, especially if incident affects a large number of animals.
- Ensuring an appropriate response to ensure environmental safety of waterways and the urban forest.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #11. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #11, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #11 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with agriculture and natural resources for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Public Works Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #11 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #11 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Public Works Department**
- **Village of Palatine Planning and Zoning**
- **Village of Palatine Community Services Department**
- **Village of Palatine Police Department**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Water Commission**

Department / Agency	Division / Group	Responsibility
Public Works Department	All	• Coordinate inspection of wells, water storage and distribution infrastructure and facilities. • Maintain the urban forest to provide for public safety and plant health; provide appropriate response to widespread plant / tree diseases. • Ensure appropriate response to minimize the environmental effects of an incident on waterways.
Planning and Zoning Department	All	• Ensure appropriate consideration is given to historical and cultural sites.
Community Services Department	All	• Ensure appropriate consideration is given to historical and cultural sites. • Conduct inspections and testing to provide for safe food and water supplies.

Police Department	All	• Coordinate response to large-scale incidents involving animals, including veterinary medical incidents.
Metropolitan Water Reclamation District	All	• Coordinate response to environmental emergencies involving waterways.
Northwest Water Commission	All	• Coordinate the inspection of water supply infrastructure and facilities
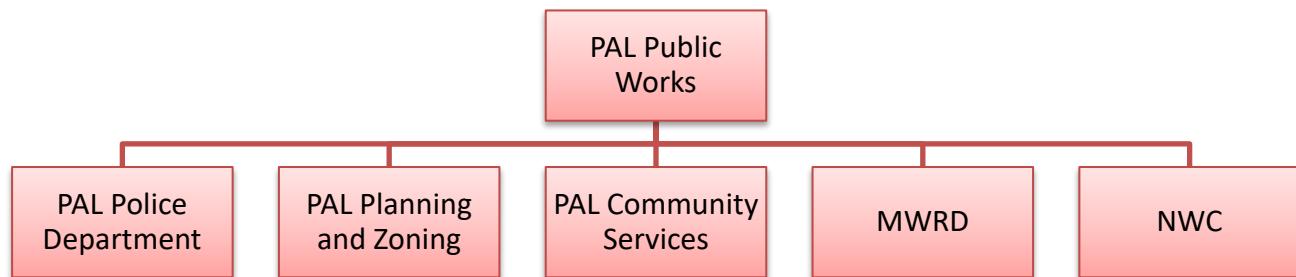
REGIONAL AGENCIES

ESF #11 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Palatine. The role of these regional agencies will depend on the specific nature of the emergency. The ESF #11 coordinator will possibly need to coordinate with one or more of the following regional agencies:

- Palatine Park District

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF#11:

- Cook County Department of Public Health
- Cook County Forest Preserves
- Cook County Department of Emergency Management and Regional Security

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #11:

- Illinois Department of Public Health
- Illinois Department of Agriculture

152

- Illinois Department of Natural Resources
- Illinois Environmental Protection Agency
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #11 and public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #11 on a regular basis:

- U.S. Army Corps of Engineers
- U.S. Department of Agriculture
- Federal Emergency Management Agency
- U.S. Environmental Protection Agency

CONCEPT OF OPERATIONS

The ESF #11 is responsible for Agriculture and Natural Resources functions within the Village, including issues relating to historical and cultural sites as well as involving large-scale animal welfare considerations, such as those involving livestock including racehorses. This section describes the ESF #11 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.
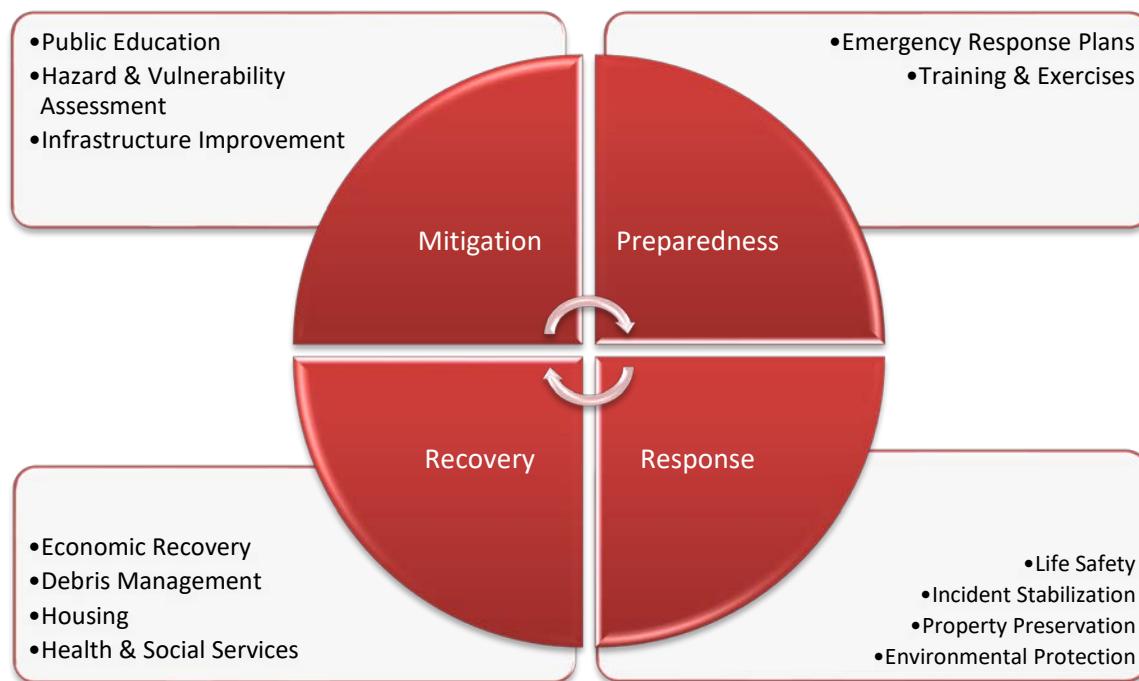
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #11 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates / revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #11 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #11 include:

- Develop and maintain the ESF #11, Agriculture and Natural Resources, Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #11 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #11 exercise process.
- Conduct regular ESF #11 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #11 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #11 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #11 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #11 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting / private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #11 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #11 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #11 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

LOGISTICS SUPPORT OF AGRICULTURE AND NATURAL RESOURCES

The Agriculture and Natural Resources annex is supported logistically through requests by the ESF #11 Coordinator to the Logistics section. Resources are readily available locally. Under extreme circumstances additional equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of an incident involving contamination of the Village's water supply or significant disruption or contamination of its food supply.
- In the event of an actual or threatened incident involving large-scale animal welfare concerns.
- In the event of widespread tree or plant disease or damage.
- In the event of actual or threatened environmental damage or contamination of surface waterways.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #11 may include:

- Debris management.
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #11 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #11 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #12: ENERGY ANNEX

OVERVIEW

Energy requirements for the Village of Palatine are met by two major public utility companies, ComEd for electrical power and Nicor for natural gas. Both of these utilities maintain transmission, feeder and distribution networks within the Village, serving government facilities as well as businesses, residents and industry.

In a disaster, the Village Manager's office would engage with those utility companies to bring a quick initial response to help isolate and stabilize an emergency. The Fire and Public Works departments are expected to bring a 24/7 continuous response and work in cooperation with utility companies, as a severe disaster may require additional assistance via mutual aid associations.

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

PURPOSE

ESF #12, Energy, supports the restoration and maintenance of public energy infrastructure, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #12 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #12 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #12 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Critical facilities, both public and private, within the Village of Palatine typically maintain emergency generating capabilities to allow for continuous operation until restoration of electric utility infrastructure is accomplished in an emergency.
- Public utility companies (ComEd and Nicor) maintain robust construction capabilities for emergency restoration in the event of system damage and outages. The companies also

maintain mutual aid agreements with other utilities and relationships with private contractors to supplement their capabilities during widespread events.

- The Village's Department of Public Works will continue to be responsible for maintaining emergency generating capability for critical public infrastructure such as sewer and water facilities, public buildings including police and fire stations and the EOC, and other facilities as the Village deems appropriate.
- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to energy utility infrastructure; situations that result in widespread, persistent disruption of energy utilities (electrical service or natural gas service); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF #12 to support the further development and ongoing maintenance of ESF #12.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #12 emergency management activities within the Village organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #12 capabilities.
- Identify, coordinate, and engage the ESF #12 stakeholders.
- Train and exercise the core capabilities associated with ESF #12.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Energy information.

ESF #12 acts to meet the energy needs in support of local government, support and nongovernmental organizations, industry essential service providers, other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #12:

- Coordination with utility companies to restore service.
- Provision and maintenance of emergency generators to support emergency responders at emergency scenes and the EOC.
- Maintenance of supply, rental, and contractor records.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #12. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #12, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #12 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with energy for the Village of Palatine the following department head has been identified as the primary coordinator:
- **Village of Palatine Village Manager**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the ESF #12 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #12 and provide planning input and operational support to the primary coordinators.
- **Village of Palatine Manager's Office**
- **Village of Palatine Public Works Department**
- **Village of Palatine Fire Department**
- **ComEd (Electric Utility)**
- **Nicor (Natural Gas Utility)**

Department / Agency	Division / Group	Responsibility
Village Manager's Office	All	• Responsible for coordinating with third party energy providers.
Public Works Department	All	• Ensure emergency electrical generating capability for critical infrastructure • Coordinate the provision of debris removal as required for utility companies to access damaged equipment • Respond to Joint Utility Locating Information for Excavators (JULIE) (8-1-1) locating requests
Fire Department	All	• Provide emergency response to monitor, isolate and/or secure electrical or natural gas incidents
ComEd	All	• Assess damage to electrical distribution infrastructure • Perform Emergency Restoration of Power activities • Coordinate with the Village to ensure power restoration to critical infrastructure • Restore system to full capabilities

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NICOR	All	• Assess damage to natural gas distribution infrastructure • Perform emergency repairs and restoration activities • Restore system to full capabilities

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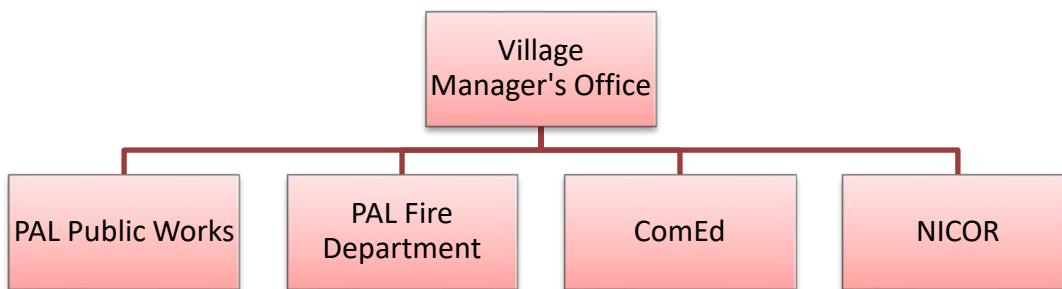
PRIVATE PARTNERS

The ESF #12 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #12 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd
- Nicor

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #12:

- Cook County Department of Transportation and Highway
- Cook County Department of Emergency Management and Regional Security

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #12:

- Illinois Commerce Commission
- Illinois Department of Transportation – Division of Highways
- Illinois Emergency Management Agency

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #12 and the energy public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #12 on a regular basis:

- U.S. Department of Energy
- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Environmental Protection Agency
- U.S. Department of Defense

CONCEPT OF OPERATIONS

The ESF #12 is responsible for Energy functions within the Village, including maintenance and repair of electrical and natural gas transmission and distribution systems. This section describes the ESF #12 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

•Public Education •Hazard & Vulnerability Assessment •Infrastructure Improvement	•Emergency Response Plans •Training & Exercises
Mitigation	Preparedness
Recovery	Response
•Economic Recovery •Debris Management •Housing •Health & Social Services	•Life Safety •Incident Stabilization •Property Preservation •Environmental Protection
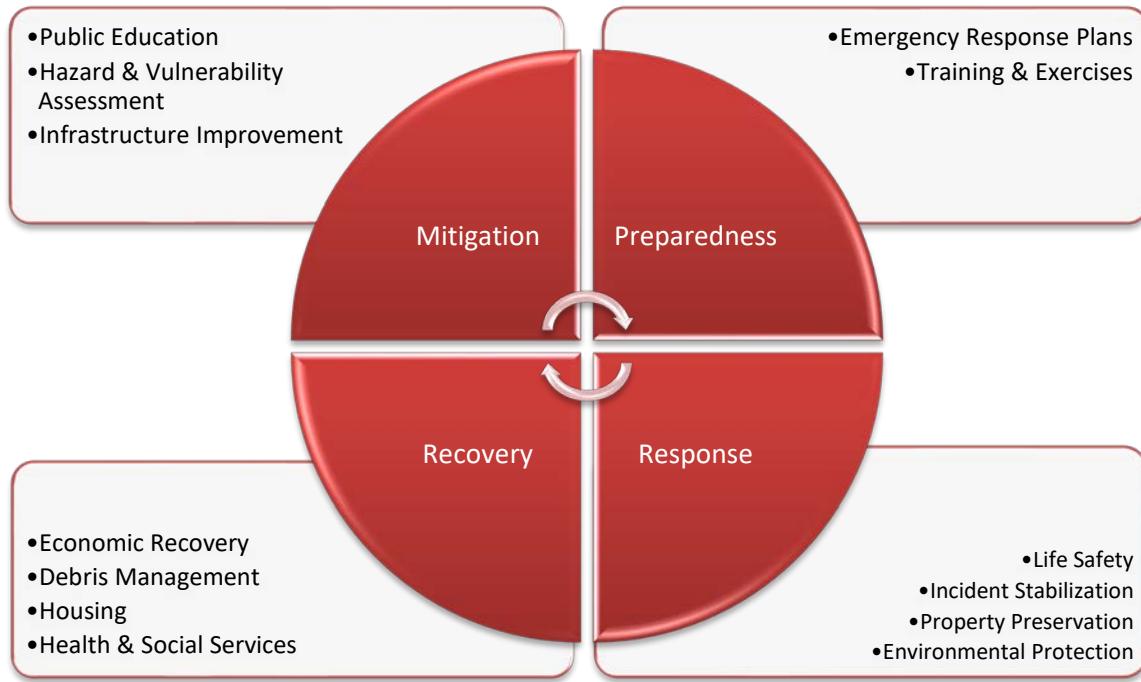
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #12 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #12 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #12 include:

- Develop and maintain the ESF #12, Energy, Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #12 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #12 exercise process.
- Conduct regular ESF #12 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #12 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #12 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #12 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #12 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting / private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #12 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #12 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #12 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

LOGISTICS SUPPORT OF ENERGY

The Energy annex is supported logistically through requests by the ESF #12 Coordinator to the Logistics section. Energy resources are readily available locally. Under extreme circumstances additional energy equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a severe weather incident resulting in electrical utility system damage to such an extent that activation of the ComEd Joint Operations Center (JOC) is required.
- In the event of a catastrophic loss of natural gas or electrical supply.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #12 include:

- Damage assessment.
- Restoration of utilities and repair and/or rebuilding of energy transmission or distribution infrastructure.
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #12 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #12 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #13: PUBLIC SAFETY AND SECURITY ANNEX

OVERVIEW

The Village of Palatine Public Safety & Security (ESF #13) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Public Safety & Security services at the local and regional level. The ESF #13 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #13 activities support the coordination of Public Safety & Security. The ESF #13 lead agency provides expertise primarily for local law enforcement.

PURPOSE

ESF #13, Public Safety and Security, provides guidance for a coordinated response and planning effort necessary to maintain order, ensure public safety, and coordinate the law enforcement mutual aid to meet the needs generated by disasters affecting the Village, identifies responsibilities for decision-making and responses, and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #13 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #13 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #13 coordinator in order to uphold the mission of protecting life, property and the environment. Law enforcement coordination takes place through the local Police Chief and coordinates throughout the region with other local police chiefs.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The Village has plans and policies in place to manage daily police operations and has policies for operating in disaster situations.
- The Village is susceptible to various types of crimes as commonly seen in municipalities of similar size.
- There constantly remains the potential for a major law enforcement incident that would exceed local response resources.
- Acts of terrorism or mass violence are primarily law enforcement incidents and will be led by the ESF #13 coordinator.

- The Police Department has the primary responsibility for evacuating citizens during an emergency or disaster.
- Public Safety & Security assistance is provided through the Illinois Law Enforcement Alarm System (ILEAS), a community-to-community system of providing resources, of which Palatine is a member.
- Northwest Central Dispatch System is the primary dispatching point for Law Enforcement resources for the Village and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #13 to support the further development and ongoing maintenance of ESF #13.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #13 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the transportation system response capabilities.
- Identify, coordinate, and engage the emergency ESF #13 stakeholders.
- Train and exercise the activities of ESF #13.
- Provide input and planning assistance for any Hazard specific annexes which contain Public Safety & Security elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #13. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #13, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #13 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with public safety and security for the Village of Palatine the following department head has been identified as the primary coordinator:

- **Village of Palatine Police Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #13 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #13 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Police Department**
- **Village of Palatine Fire Department**
- **Village of Palatine Public Works Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Police Department	All	- Establish on-scene incident command of law enforcement incidents. - Provide general law enforcement resources to disrupt criminal activities. - Protect emergency responders. - Protect critical infrastructure during disaster response or as requested. - Provide evacuation routes for the Village in the event of a large-scale disaster.
Fire Department	All	- Through unified command assist in on-scene medical care for law enforcement. - Provide rescue task force response capabilities.
Public Works Department	All	- Provide assistance for on-scene incident command. - Assist in shutting down roads and providing barriers. - Provide street signage.
Northwest Central Dispatch System	All	- Coordinate requests for assistance and/or resources from neighboring police agencies as well as requests from regional aid groups. - Provide dispatching and communications for field command.

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    │    Northwest     │ │   PAL Fire   │ │  PAL Public  │
    │ Central Dispatch │ │  Department  │ │    Works     │
    │     System       │ │              │ │  Department  │
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COUNTY / REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County / Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County / Regional Agencies that play key roles in ESF #13:

- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff's Office
- MABAS 1 Rescue Task Force
- Northern Illinois Police Alarm System

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #13:

- Illinois Emergency Management Agency
- Illinois State Police
- Illinois Department of Corrections
- Illinois Commerce Commission
- Illinois Department of Military Affairs
- Illinois Department of Natural Resources
- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Law Enforcement Alarm System

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. Some of the following stakeholders work closely with ESF #13 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Justice
- Department of Defense
- Department of the Interior
- Department of the Treasury
- National Guard Bureau

CONCEPT OF OPERATIONS

The ESF #13 is responsible for Public Safety & Security activities that take place within the Village boundaries. This section describes the ESF #13 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Palatine participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #13 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates / revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #13 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #13 include:

- Develop and maintain the ESF #13, Public Safety & Security, Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #13 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #13 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #13 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #13 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #13 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Palatine Police Department All Hazard Plan	Palatine Police response to disasters and unusual occurrences	All	Palatine Police Department	
Illinois Law Enforcement Alarm System Agreement (R-14-14)	Intergovernmental agreement with the Illinois Law Enforcement Alarm System for the provision of statewide law enforcement mutual aid.	All	Palatine Police Department	Apr 14, 2014

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #13 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #13 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #13 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #13 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

LOGISTICS SUPPORT OF PUBLIC SAFETY AND SECURITY

The Public Safety and Security annex is supported logistically through requests by the ESF #13 Coordinator to the logistics section. Public safety and security resources are readily available locally. Under extreme circumstances additional equipment and resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a law enforcement incident requiring the activation of the Illinois Law Enforcement Alarm System (ILEAS) within the Village boundaries.
- In the event of an act of terrorism or mass violence resulting in the loss of life within the Village boundaries.
- In the event that it is determined that the Village needs to be evacuated due to a disaster or emergency.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #13 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #13 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #13 APPENDIX: EVACUATION

OVERVIEW

The Village of Palatine Public Safety & Security, ESF #13, coordinator is ultimately responsible for the evacuation of the Village in the event of an emergency or disaster that would require such action. The ESF #13 agencies coordinate with each other to constantly develop plans for the effective evacuation of persons within the Village.

PURPOSE

The purpose of this appendix is to define which agencies have direct responsibility for evacuation. Additionally, this appendix provides more details and assumptions regarding the scope of evacuation operations.

SCOPE

The Village is responsible for the evacuation of its businesses and residents in the event that life, property or general safety is at risk. The Village is responsible for coordinating the movement of people from our municipality to a destination where they will be out of harm's way. The Village will coordinate with its neighboring communities prior to and during a mass evacuation to coordinate the provision of mass care as needed (ESF #6). The transportation coordinator (ESF #1) in the EOC will work closely with the ESF #13 coordinator to ensure that transportation modules are available for all citizens as defined by this EOP. Each ESF coordinator associated with evacuation maintains plans and agreements to assist in the facilitation of the evacuation process.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Evacuation may include the need to order and enforce shelter-in-place orders.
- Whenever a threat to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the law may close the area where the threat exists.
- Law enforcement agencies are typically responsible for enforcing an evacuation order.
- Citizens have the legal right to refuse to evacuate, however if this act endangers children, they are subject to arrest. If a citizen refuses an evacuation advisory he/she does so at his/her own peril, and assumes the inherent risks.
- During an evacuation, law enforcement or other emergency personnel may determine the route(s) of travel depending on the hazard location, behavior, wind, terrain, etc.
- Depending on circumstances, there may be time to collect valuables. If the evacuation advisory is urgent, there could be only time for evacuees to get into their vehicle and follow the route that the officer provides. This underscores the importance of preparation on the part of residents.

- In the event that the ESF #15 coordinator activates a computerized mass phone calling disaster alert system, the call will provide some directional information and most probably the location of a temporary evacuation center. If telephone poles and wires close to the disaster are damaged, the system may not activate in a particular area.
- The ESF #15 coordinator will work with the ESF #13 representative to ensure that messages regarding evacuation include language that is inclusive of the languages for the geographic area being evacuated.
- The ESF #15 coordinator will work with the ESF #13 representative to ensure that messages regarding evacuation include language appropriate for those with access and functional needs.
- After an area has received an evacuation advisory, the Police Department will, if possible, conduct patrols to prevent theft and looting.
- The terms "voluntary" and "mandatory" are used to describe evacuation orders. Local jurisdictions may, however, use other terms including but not limited to "precautionary" and "immediate threat." The terms used are related to the significance of the danger to provide for the safety of the residents, not the legal ability to remove someone from their home or place of business.

CONCEPT OF OPERATIONS
Please refer to the Alert and Warning Annex for information on public messaging regarding evacuations and protective actions. Please refer to ESF #15 for the coordination of information between government entities and stakeholders.

STAKEHOLDERS
As described previously in the ESF #13 Annex the primary coordinator for the Public Safety and Security function is the Chief of Police or their designee. In addition to the ESF #13 coordinator, the process for evacuation is also supported by the following support function coordinators:
- ESF #1 Transportation
- ESF #4 Firefighting
- ESF #6 Mass Care

LOGISTICS SUPPORT OF EVACUATION
Evacuation is supported logistically through requests by the ESF #13 Coordinator to the Logistics section. In most cases the ESF #1 Coordination will have the primary responsibility to coordinate transportation resources. Evacuation resources are readily available locally. Under extreme circumstances, additional personnel, equipment, or resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION
Please see ESF #13 for Plan Activation guidance for this appendix.

PLAN MAINTENANCE
Please see ESF #13 for maintenance guidance for this applicable maintenance for this appendix.

ESF #15: WARNING AND EXTERNAL AFFAIRS ANNEX

OVERVIEW

The Village of Palatine Warning and External Affairs Annex (ESF #15) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide timely, accurate, and coordinated information. In addition, ESF #15 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management. The ESF #15 stakeholders embrace the "whole community" by coordinating and sharing information with the media, faith-based and nongovernmental organizations (NGOs), the private sector, the local populace, and individuals with limited English proficiency. This audience includes individuals with disabilities and others with access and functional needs. The ESF #15 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

During a response, the Public Information Officer (PIO) stands up the Public Information function in the Village EOC. Other stakeholders may also stand up their agency's Public Information function. If more than one PIO function is activated, the ESF #15 stakeholders collectively decide whether or not to activate/form a Joint Information Center (JIC) to coordinate and communicate information on an emergency in which multiple PIOs have requested assistance for preparing and disseminating information.

PURPOSE

The purpose of ESF #15 is to describe the coordination elements that are necessary to provide accurate, coordinated, timely, and accessible information to the public. The ESF #15 Primary Department coordinates the emergency public information activities that support the local, county, state and federal public information activities. Each ESF #15 stakeholder coordinates and communicates within their agency, but also with all agencies within their respective areas of operation. The ESF #15 stakeholders also provide recommendations and subject matter expertise to the associated departments to address public information preparedness, response, and recovery planning and operational activities.

SCOPE

The plans and systems that make up the ESF #15 Annex may be activated in whole or in part as described in response to a request for support. A response may also be carried out under other key response authorities identified in plans identified in this annex.

The scope of ESF #15 includes the appropriate actions to provide accurate, coordinated, timely, and accessible information to the public. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions. This annex:

- Provides an overview of the Public Information system.
- Identifies the legal basis for the ESF #15 Annex and the emergency management activities of ESF #15 stakeholders.

- Identifies the ESF #15 mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for ESF #15 development, implementation and maintenance.
- Provides an overview of activities that support the four phases of emergency management.

During an emergency response, departments and agencies retain their respective administrative authorities, but coordinate within the ESF #15 structure in order to uphold the mission of protecting life, property and the environment. ESF #15 stakeholders are involved in a wide spectrum of activities which are defined based on the incident and its complexity.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The PIOs that makeup this ESF are responsible for generating media releases and providing guidance to residents and elected officials as part of their preparedness efforts.
- The PIOs are responsible for having access to the various Village and departmental social media accounts.
- The PIOs have the authority to send messages via social media, traditional media and Village-specific media such as signboards and the Village web page.
- All messages generated by the ESF #15 coordinators will be approved by the Village Manager or their designee before they are released.
- Northwest Central Dispatch System maintains the ability to send reverse 911 messages on behalf of the Village.
- Northwest Central Dispatch System maintains the Village's warning sirens and has the ability to set them off at the request of the Village.

GOALS

This section identifies the goals for the ESF #15 to support the further development and ongoing maintenance of ESF #15.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #15 emergency management activities.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the External Affair response capabilities.
- Identify, coordinate, and engage ESF #15 stakeholders.
- Train and exercise the activities of ESF #15.
- Provide input and planning assistance for any Hazard specific annexes developed which contain External Affair elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #15. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #15, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #15 has been activated. Upon arrival to the EOC, the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with warning and external affairs for the Village of Palatine the following department head has been identified as the primary coordinator and Public Information Officer:

- **Village of Palatine Deputy Village Manager**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #15 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #15 and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Mangers Office**
- **Village of Palatine Information Technology Department**
- **Village of Palatine Fire Department**
- **Village of Palatine Public Works Department**
- **Village of Palatine Police Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Village Manager's Office	All	• Coordinate Village wide messaging. • Develop and maintain a joint information system. • Gather and relay information relevant to threats and hazards. • Dispel rumors and monitor social media. • Communication available assistance and actions being taken.
Information Technology Department	All	• Responsible for routine delivery of Village information by maintaining the Village web site as well as through newspapers, electronic media, social media and other platforms.

Fire Department	All	• The Fire Department maintains a public information officer. • The Fire Department has the ability to provide warnings via the PA system in their vehicles to send mass messages.
Public Works Department	All	• The Public Works Department maintains a public information officer.
Police Department	**All**	• **The Police Department maintains a public information officer.** • **The Police Department has the ability to provide warnings via the PA system in their vehicles to send mass messages.**
Northwest Central Dispatch System	All	• Provides the Village the ability to send reverse 911 messages through the shared mass notification platform. • Provides the Village the ability to set off their warning sirens.

PRIVATE PARTNERS

The ESF #15 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #15 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ABC 7 News
- CBS 2 News
- NBC 5 News
- The Daily Herald

COUNTY / REGIONAL AGENCIES

The role of the County / Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County / Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County / Regional Agencies that play key roles in ESF #15:

- Cook County Department of Emergency Management and Regional Security

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #15:

- Illinois Emergency Management Agency

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #15 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency

CONCEPT OF OPERATIONS

The ESF #15 is responsible for external affairs and public warning activities that take place within the Village boundaries. This section describes the ESF #15 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Palatine participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #15 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates / revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #15 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #15 include:

- Develop and maintain the ESF #15, Warning and External Affairs Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #15 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #15 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #15 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #15 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #15 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #15 Primary Coordinator include:

- Activate the EOC as the primary JIC until an additional location is identified.
- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #15 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #15 stakeholders in other jurisdictions at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #15 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

WARNING MODES

Village-wide warnings leverage a variety of technologies in the event of an emergency or disaster. The following is a list of the Village's warning tools, the entities that provide support for those tools, and the departments that primarily use the tools. Additionally, siren maps are kept on file at the EOC.

Communication System	Provider	Service Provided	Departments
Everbridge	Everbridge	Reverse 911	All
Vehicle PA Speakers	Vehicle Specific	Public Announcements	Fire, Police and Public Works
Severe Weather Sirens		Outdoor Alerts	Fire Police and Public Works
AM Radio Station 1660	Village of Palatine	AM Radio	PEMA

LOGISTICS SUPPORT OF WARNING AND EXTERNAL AFFAIRS

The Warning and External Affairs annex is supported logistically through requests by the ESF #15 Coordinator to the Logistics section. Public information resources are readily available locally. Under extreme circumstances, additional personnel, equipment, or resources may be requested through the EOC to the county or through local mutual aid channels.

PLAN ACTIVATION

This annex of the Village of Palatine EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event that the EOC activates at a level two or higher.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #15 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Providing a common medium for communicating messages to the public.

189

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #15 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

FUNCTIONAL ANNEX: ALERT AND WARNING

OVERVIEW

Emergency communications to the public, commonly known as Alert & Warning, continue to change with advancements in technology and the changing face of smart devices. Essential to all jurisdictions is an effective alert and warning strategy to support the distribution of information to the public. In an emergency / disaster, the strategies and systems used become critical. The magnitude of a particular emergency situation will determine the degree to which systems are utilized.

The Northwest Central Joint Emergency Management System (JEMS) has 12 jurisdictions which support a number of systems. Systems supported by JEMS partners which are used together during a disaster / emergency ensure a wide spread of information to a larger population than could be reached by anyone system.

> *"Public interaction almost always takes place between receiving a warning and initiating a protective action. This includes searching for additional information about the potential event and what to do about it, confirming that what has already been heard is correct information (such as that the warning recipient is actually at risk), and giving warning information to others. These actions happen regardless of the threat type, the way the warning is delivered, or the source of the warning. Hence, for most people, basic human nature creates a "response-gap" delay between getting a warning and initiating a protective action. Most people do not take a protective action until they think that the threat communicated in the warning will affect them."*

-A Guide to Public Alerts and Warnings for Dam and Levee Emergencies, 2015

PURPOSE

This annex discusses the technologies which exist within the Northwest Central JEMS area for the purposes of alert & warning to the public as well as key information for those constructing messages for these systems. This annex is designed to decrease the Warning Delay Time and Warning Diffusion Time that frequently exists in public alert & warning.
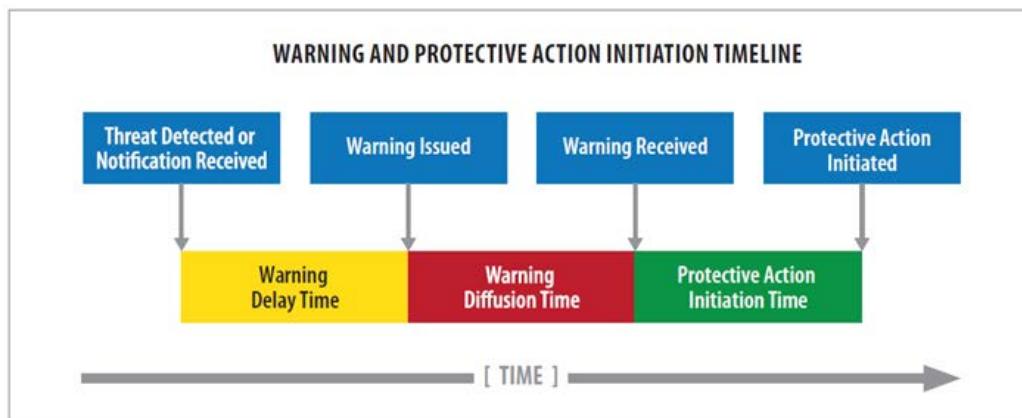
191

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Warning and alert messages should be created and disseminated in accordance with the Northwest Central JEMS Regional Mass Notification Plan.
- The PIOs that make up ESF #15 are responsible for generating media releases and providing guidance to residents and elected officials as part of their preparedness efforts.
- The PIOs are responsible for having access to the various Village and departmental social media accounts.
- The PIOs have the authority to send messages via social media, traditional media and Village-specific media such as signboards and the Village web page.
- All messages generated by the ESF #15 coordinators will be approved by the Village Manager or their designee before they are released.
- The PIOs maintain a wide variety of messaging tools in order to reach all facets of the community including those with limited English proficiency, access and functional needs, and those who are not technologically savvy.
- The PIOs maintain a list of services to translate messages to ensure they are linguistically and culturally appropriate.
- The messaging options outlined in this annex take into account the wide variety of messaging needed to reach those with access and functional needs. Appropriate methodologies of notification are selection base on the disaster or emergency type.
- Northwest Central Dispatch System maintains the ability to send reverse 911 messages on behalf of the Village.
- Northwest Central Dispatch System maintains the Village's warning sirens and has the ability to set them off at the request of the Village.

IMPLEMENTATION TRIGGERS

As part of an "All-Hazards" plan, this Annex will be implemented in any situation which, in the judgment of an Incident Commander or Emergency Manager, requires immediate notification to the public in order to safeguard lives, stabilize a developing situation, and/or minimize property damage. The alert and warning method(s) most appropriate for disseminating the required information in that particular situation will be selected and used. Some specific examples of situations which may require this implementation include, but are not limited to:

- Imminent threat of severe weather
- Imminent threat of Flooding
- Hazardous Materials incident requiring shelter in place or evacuation.
- General evacuation orders.
- Civil unrest or law enforcement activity.
- 911 service outage.

CONSTRUCTING EMERGENCY MESSAGES

The single most important thing to do is to motivate effective public protective action by constructing the best emergency messages possible and disseminating them using appropriate methods. The contents of the messages that the public receives in alerts, warning, and other information is the factor that most influences public protective action-taking behavior in an emergency.

MESSAGE CONTENTS

There are five essential topics for an emergency alert / warning message. These five topics are listed and defined to the right. Each topic is color-coded to make it easy for the sender to see where these different topics are placed in the example messages contained in this section.

MESSAGE STYLE

The two style elements that matter the most are specificity and clarity.

Specificity – being precise when the five content elements are described.

Clarity – use words that are free of jargon and clearly understood by the people who will receive the message.

SOURCE: say who the message is from

THREAT: describe the flooding event and its impacts

LOCATION: state the impact area boundaries in a way that can be easily understood (for example use street names, landmarks, natural features, and political boundaries)

GUIDANCE/TIME: tell people what protective action to take, the time when to do it, how to accomplish it, and how doing it reduces impacts

EXPIRATION TIME: tell people when the alert/warning expires and/or new information will be received

MESSAGE CONTENTS AND ORDER

Short messages, for example, those that are 90 or 140 characters, work best if the contents are presented in the following order:

source, guidance and time, threat, location, message expiration time

Longer messages, for example, those that may be part of a press release, work best if the message contents are presented in a different order.

source, threat, location, guidance and time, message expiration time

193

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

The Federal Emergency Management Agency's (FEMA) Integrated Public Alert and Warning System (iPAWS) is an internet-based capability Federal, State, local, tribal and territorial alerting authorities can use to issue critical public alerts and warnings. Alerting authorities can use iPAWS and integrate local systems that use Common Alerting Protocol standards with the iPAWS infrastructure. iPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.
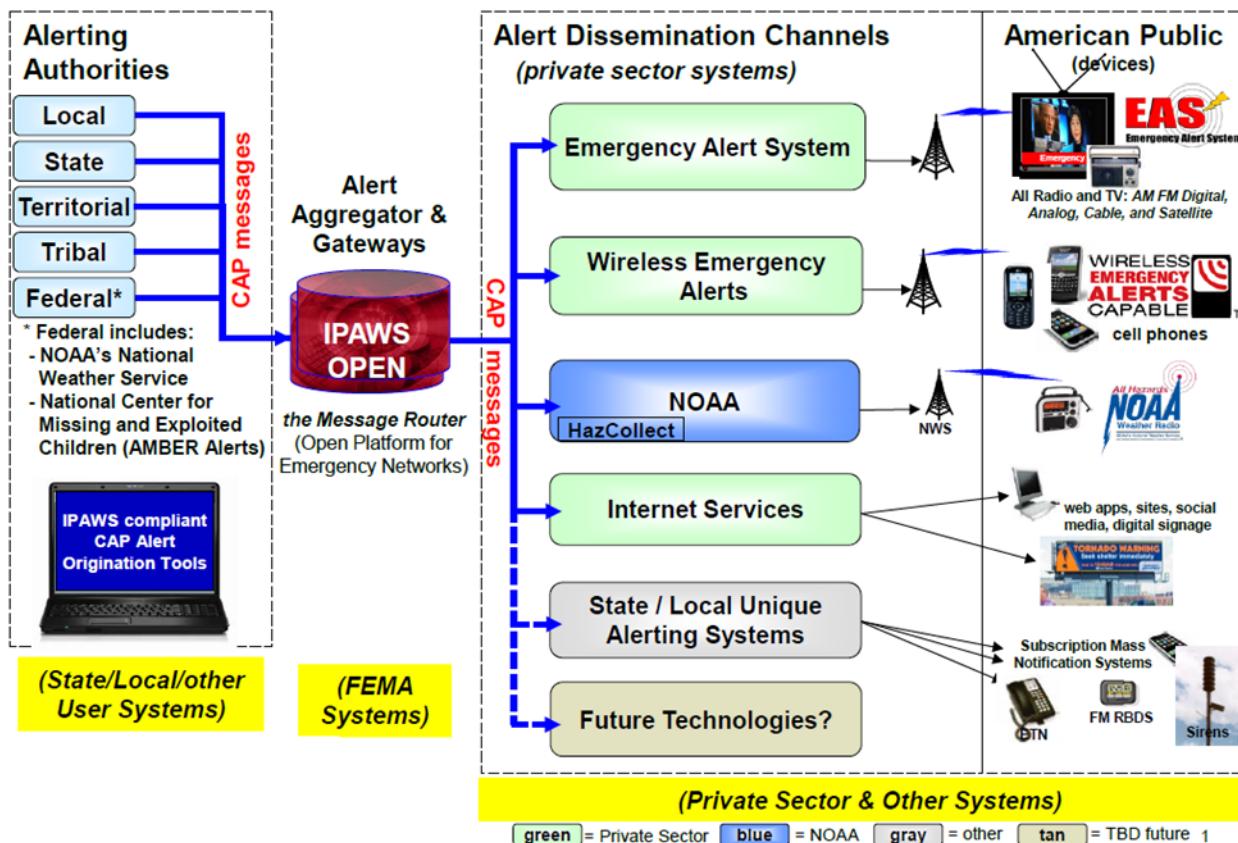
Figure 7 – iPAWS Architecture

Northwest Central Dispatch System is an authorized alerting official within the iPAWS architecture and maintains alerting authority for the entire JEMS area. The Memorandum of Agreement between NWCDS and FEMA for iPAWS access was enacted on December 2, 2013. iPAWS Open is the primary way that NWCDS accesses the Emergency Alert System and Wireless Emergency Alert System. The sending platform for the JEMS area is the Citizen-Alert Mass Notification system.

EMERGENCY ALERT SYSTEM (EAS)

The Emergency Alert System (EAS) is used by alerting authorities to send warnings via broadcast, cable, satellite, and wireline communications pathways. Emergency Alert System participants, which consist of broadcast, cable, satellite, and wireline providers, are the stewards of this important public service in close partnership with alerting officials at all levels of government. The EAS is also used when all other means of alerting the public are unavailable, providing an added layer of resiliency to the suite of available emergency communication tools.

WIRELESS EMERGENCY ALERTS (WEA)

WEA is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically-targeted, test-like messages alerting them of imminent threats to safety in their area. WEA enables government officials to target emergency alerts to specific geographic areas through cell towers that broadcast the emergency alerts for reception by WEA-enabled mobile devices.

Access to send WEA messages through Citizen-Alert requires a separate digital certificate, completion of the IS247.a course and agreement with FEMA; all are user-specific. Current individuals who can send WEA alerts in NWCD JEMS are:

- Northwest Central Dispatch System (NWCDS) Director

Message content for WEAs cannot be customized. Message limits are constrained to 90 characters. Once a message is entered for a WEA alert, the message format will be determined by the assigned values of the common alerting protocol. The specific format will resemble the following example:

> "[Event name corresponding to event code element]" **in this area until** [Expiration time in local time zone derived from expires element]. [Assigned value derived from instruction-specific event code (EVI, SPW) or response type element per below]. [Sender Name value, typically associated with the alert originator log in ID]"

For more information on the Common Alerting Protocol, reference the IS-247.a course from FEMA.

CITIZEN-ALERT.ORG

Citizen-Alert.org is part of a Regional Mass Notification system maintained between Northwest Central Dispatch member organizations. Regional configurations and information are located in the Northwest Central JEMS Regional Mass Notification Plan. Citizen-Alert.org is powered by the Everbridge® Mass Notification System. Each jurisdiction within Northwest Central JEMS has the ability to use Citizen-Alert.org for Alert & Warning as well as Community Messaging.

Data comes into the regional portal system from a number of different sources and agencies. The chart below identifies each individual source, the maintaining agency, its designated color in the system's map, and the frequency at which the data is refreshed.

Data Source	Refresh Rate	Responsible Agency
NWCDS 911 Data	Monthly	NWCDS
New Opt-in	None	None
Citizen Opt-in (Legacy)	Daily	None
FYI	None	NWCDS

The 911 Data is a classification of data, which is brought into the system through a partnership between Emergency Response Personnel and local phone providers. All listed and un-listed landlines within the region are included in these data sets. These data sets may only be used when sending Mass Notifications to the public for the purposes of protecting life and safety. This is the most tightly controlled data set within the system. Violation of the terms of use regarding 911 may result in the revocation of access to the member agency.

Citizen Opt-in (Legacy) and New Opt-in data are data sets which can be used for non-emergency notifications. When using these data sets, the **Sender E-Mail Display** field and the **Sender call ID** field for the message should be changed from NWCDS Alerts & 8470000911 to the name of the agency sending the message and their contact number so that end users can respond with questions directly to the sending agency. This practice also helps to ensure that users associate the system name caller ID of the sender with real emergency notifications.

The Citizen Opt-in (Legacy) data has been imported from the previous Regional Alert System Vendor to ensure no users were lost in the system change in 2013.

Citizen Opt-in data is comprised of Citizen self-registries from the web portal. Citizen opt-in data can be further subdivided through the use of Groups and Subscriptions:

Groups – are established and programmed into the system by Everbridge Administrative level users. Groups are added to a citizen's profile based on additional information.

Subscriptions – are established by a local agency and programmed into the system by Everbridge Administrative level users. The establishing agency chooses what type of notifications will be sent to their subscriptions and who will have access to send on their behalf. Citizens can opt-in and opt-out for subscriptions at any time through their user login. The **Sender E-Mail Display** and **Sender call ID** fields should be changed for subscription sends if the information being sent is *NOT* intended as emergency Mass Notification.

The Village of Palatine, as well as Northwest Central Dispatch, has access to launch a notification to any portion of the system at any time. Notifications can also be sent by the vendor provided that the requesting agency has an active account on the system. This allows for multiple options to distribute notifications in the event that access to the web portal(s) is unavailable due to connectivity issues in the affected jurisdiction.

REGIONAL SYSTEM DEFAULT SETTINGS

Regional System Default Settings are agreed upon by all communities for various reasons. The purpose of the system default settings is to ensure that any notifications sent through the system *WITHOUT* editing the settings will be deployed as a single mass blast message. The following items have been defined by the JEMS communities to be the default settings in the regional portal[1]:

Setting	Default	Reason
Sender E-Mail Display	NWCDS Alerts	Name determined by NWCDS
Sender caller ID	8470000911	Number determined by NWCDS
Delivery Order	Contact Preferred	Ensures user opt-in preferences are respected
Delivery methods	All enabled	Ensures notifications are blasted to all delivery methods
Apply voice throttling rules	No	Disables any pre-programmed throttling rules during the send
Broadcast duration	1 hour	Minimum allowed
Contact cycles	1	Ensures single blast
Interval between cycles	0 minutes	None needed with one cycle selected in field above
Interval between delivery methods	1 minute	Agreed upon by all communities
Voice mail preference	Message Only	Ensure messages are left on answering machines during sends
Confirm	No	Turns confirmation off
Language	English (US)	Ensures that text-to-speak engine uses English voice to read messages

All default settings listed above can be changed by the sender for every outgoing message. Users sending non-emergency information to approved data sources (e.g. Citizen Opt-in data sets) are required to change at least the first two settings so that non-emergency information is not associated with the emergency Mass Notification System and is rather identified with the sending agency.

PRE-LOADED SHAPE FILES

Each of the member communities will pre-load a shape of their jurisdictional boundary to facilitate more precise jurisdictional notifications. In addition to these shapes, any agency / jurisdiction can request a shape be pre-loaded into the system for ease of alerting by contacting their respective Administrators for assistance with this feature.

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[1] Default settings for each of the employee portals are controlled by Administrative license users within that community. They may differ from the Regional portal default settings.

CITIZEN EMERGENCY NOTIFICATION

Emergency Mass Notification requests typically come from a Fire or Law Enforcement Incident Commander at an emergency scene to Northwest Central Dispatch System. The telecommunicator at NWCDS will follow their internal procedure (as outlined in the "GEO Notification Quick Sheet) to send the information contained in the notification request. Each community within NWCDS also has the ability for properly trained local personnel (typically within an EOC in an emergency situation) to access the Everbridge program and send messages directly to the community.

The primary method for citizen emergency notification is geographic. The Mass Notification system allows the sender to either use the pre-loaded shapefile for an entire community or to draw a shape on a map. In either case, every phone number, e-mail, and TTY/TDD within that shape will be notified.

The official making the request will need to provide the following information to the sending agency:

- Message Content
- Defined shape or group to be notified

Whenever possible, a hyperlink to additional information via a website should be provided for messages being distributed via e-mail and text.

OUT-OF-REGION NOTIFICATIONS[2]

Due to the inherent nature of the Citizen Opt-in portal, addresses may be entered by citizens who may fall outside the Northwest Central area. In the interest of Public Safety, Northwest Central Regional Users agree to send notifications using the citizen opt-in data set to these users based on the following procedure:

1. All Out-of-Region notifications **MUST** be in the interest of protecting public life & safety no matter which data set is to be used (i.e. only emergency notifications will be considered)

2. The **ONLY** personnel who may request an Out-of-Region send from the Northwest Central region is the individual identified within Village/City Ordinance/Code as the Emergency Management Director for that jurisdiction

Out-of-Region notifications **MUST** be submitted in writing using the form provided in Appendix MN-1 of the Regional Mass Notification Plan and must be directed to Northwest Central Dispatch Center for approval.

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[2] Notifications are only sent at the discretion of any personnel identified in this section (they are not mandatory)

SOCIAL MEDIA

Social media is a critical piece of the Village of Palatine's Alert and Warning strategy due to its prevalence as a rapid method of disseminating information that residents are accustomed to using during routine situations. As social media platforms are continually evolving, Public Information Officers for the Village need to stay informed of the platforms in use by the Village, as well as any internal policies and procedures for posting information. In the event that multiple accounts (managed by individual departments, etc.) are in use, a single point of contact within the Public Information function should be identified to post to all accounts across all platforms to ensure that messaging remains consistent.

While Social Media can be a very effective way to supply alert & warning information, special consideration must be given to the message to be posted on each system. Factors such as character constraints, type of message to be posted, and typical following of each specific system should be taken into consideration when designing the alert and notification strategies and messages for an incident.

The following is a matrix to assist message senders in identifying the most appropriate form of message for each system:

System	Short Message Format	Long Message Format	Video/Image Format
Pinterest	X		X
Google+		X	X
Facebook		X	X
Twitter	X		
Flickr	X		X
Instagram			X
YouTube			X
Nixle	X		
Vimeo			X
Nextdoor		X	
Periscope		X	X

WEBSITES

A critical way to distribute information is local websites. Whether using a traditional alert & warning system or Social Media, additional information will need to be provided to the population as they go through their internal decision process of whether or not to follow the emergency protective measure requested of them. Prior to, or as soon as possible after releasing an emergency alert or warning, additional information will need to be added to a local website (or multiples) so that links can be provided in the alert and warning messages (preferably via tiny URL).

The most important factor of the information on a website will be to compile, edit and make the webpage "live" as quickly as possible. At the beginning of an event information on a website may be launched in simple paragraph format while additional resources (infographics, maps, etc.) are still under development. Edit will continue to the same page initially launched throughout the duration of the event so as to maintain the initial URL that is distributed. Never hold an emergency message based on the fact that the website is not active at the time of dissemination.

The Village website, in addition to being the primary location for emergency information coming from the Village, has emergency notification components which can assist with public notifications:

1. The main homepage of the website has a feature which can be turned on which overrides information displayed on the main page and replaces this information with an emergency message. During times where alert and warning messages are of a time-sensitive nature, this functionality may be enabled to relay pertinent information directly on the main page of the website.

2. An eSubscription service from the company GovDelivery accompanies the Village website. It contains the e-mail addresses of those citizens who have elected to receive notifications as specific pages are updated. During times of emergency, a notification can be sent to the entire database of individuals no matter what update they have opted in for.

3. The main homepage of the website has a feature which can be turned on which can insert a red banner at the top of the home page allowing Village officials to display an emergency message.

4. The Village newsletter can be accessed to allow emergency messages to be distributed to all citizens who receive the newsletter.

5. The Village maintains a Customer Service Center for citizens to access city services. As part of this functionality, the Village can use the e-mails associated with user accounts to provide emergency information to the public.

6. The Village maintains an online Utility Billing System for citizens. As part of this functionality, the Village can use the e-mails associated with user accounts to provide emergency information to the public.

PHYSICAL NOTIFICATION SYSTEMS

A physical notification system is one that would be used to visually post a message, physically deliver a message and/or audibly sound a message.

POSTING LOCATIONS

During times where Mass Notifications are issued, local fire stations will be the primary posting location(s) within a jurisdiction to provide information to citizens who have no additional way of accessing other resources mentioned in this Annex.

DOOR-TO-DOOR

In emergencies/disasters that are fast-moving, local public safety professionals may issue notifications by going door-to-door. Public Safety Officials will be identified to members of the public by uniform issued from their agency.

SIRENS

Additional ways that Public Safety Officials may communicate with the public can include audible sirens. In some cases, police or fire department vehicles with loudspeakers may be used to relay information to neighborhoods.

The Village of Palatine also maintains twelve (12) outdoor warning sirens throughout the Village. These sirens are meant to alert citizens who are outside in the area of the siren. They are not meant to warn citizens inside structures, although structures within a close distance (which varies by location) to the siren may hear the siren going off. These sirens are set off via radio by Northwest Central Dispatch. The distance these outdoor warning sirens can be heard varies based on location, type of siren, and conditions. Normally it is expected that the sirens can be heard for up to approximately one mile from the siren, although due to conditions, that distance can be less or even much greater. Procedures for activating the sirens are specified in Northwest Central Dispatch System Directive II-M-100-6, Outdoor Warning System Activation / Testing (7/20/2017).

LOGISTICS SUPPORT OF ALERT AND WARNING

The Alert and Warning annex is supported logistically through requests by the ESF #15 Coordinator or Public Information Officer to the Logistics section. Alert and Warning equipment needed to respond to rapidly changing emergencies and disasters are in place and available locally. Under extreme circumstances, additional alert and warning support may be requested through the EOC to the county or the state.

PLAN MAINTENANCE RESPONSIBILITIES

This Functional annex will be maintained by the ESF #15 primary coordinator as identified previously. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

APPENDIX 1: CHARACTERISTICS OF EMERGENCY MESSAGE DISSEMINATION CHANNELS

Dissemination Channels	Speed[3]	Coverage[4]	Concentration[5]	Message Comprehensiveness[6]
Door-to-Door alerting	Slow	Limited	Concentrated	High
Loudspeakers and public address (PA) systems	Fast	Limited	Concentrated	Medium
Wireless Emergency Alerts (WEA)	Very Fast	Widespread	Dispersed	Very Low
Wireless communications (SMS)	Very Fast	Widespread	Dispersed	Very Low
Radio	Moderately Fast	Widespread	Dispersed	High to Low
Television broadcast	Moderately Fast	Widespread	Dispersed	Very High to Medium
Television message scrolls	Moderately Fast	Widespread	Dispersed	Low
Newspaper	Very Slow	Widespread	Dispersed	Very High
Dedicated tone alert radios	Very Fast	Limited	Concentrated	High
Tone alert and NOAA Weather Radio	Fast	Widespread	Dispersed	High
Text Telephone (TDD/TTY)	Fast	Widespread	Dispersed	Low
Reverse telephone distribution systems	Fast	Limited	Dispersed	High
Audio sirens and alarms	Fast	Limited	Concentrated	Very Low
Broadcast sirens	Fast	Limited	Concentrated	Medium
Message boards	Fast	Limited	Concentrated	Low
Aircraft	Slow	Limited	Concentrated	Low
Visual alerting	Fast	Limited	Concentrated	Low
Internet protocol (IP) based technology	Fast	Widespread	Dispersed	Very High to Medium
Social media	Fast	Widespread	Dispersed	Low

[3] The rapidness of the system to reach its targeted audience ranges from Very Fast (less than 10 minutes) to Slow (greater than 60 minutes).
[4] Coverage is the size of the area that can be reached by the channel (Widespread – a large area or Limited – a small area).
[5] Concentration is the degree to which the people that the channel reaches are co-located or dispersed (Concentrated – the message is delivered to targeted locations only or Dispersed – the message has the potential to reach everyone).
[6] Comprehensiveness, or the ability to convey the content needed for effective response classes.

FUNCTIONAL ANNEX: VOLUNTEER & DONATIONS MANAGEMENT

OVERVIEW

Large scale emergencies and disasters often precipitate an outpouring of support from unaffected members of the community, as well as from outside the community. This support can come in the form of volunteers and in material and financial donations. Some volunteers may be trained and credentialed, operating through a non-governmental volunteer agency, while many others may be spontaneous volunteers with varying levels of skills and abilities. Similarly, financial donations can be routed through vetted, known volunteer agencies to be used for the greatest needs, or they may be materials of various types donated by well-meaning people that may or may not be needed by the survivors of the incident. In any case, these often-spontaneous activities must be integrated into the overall response effort to maximize their efficiency and effectiveness, and to maintain a high degree of safety for all involved.

PURPOSE

When managed appropriately, volunteers and donations provide valuable and cost-effective resources to the community. This annex discusses the ways in which volunteers can best be integrated into the overall response and recovery effort, and methods for soliciting, organizing, routing and using donated financial and material resources so that they are effectively, efficiently and safely used to support survivors.

SCOPE

This annex applies to the mobilization and coordination of volunteers and donations in the Village of Palatine during all phases of emergency management. It is intended to be applicable to all hazards and scalable to the size and scope of an incident or event. This annex also addresses the need for communication and coordination by the Village of Palatine with local nongovernmental organization (NGO) affiliated volunteer programs.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Volunteers and donations are a potential resource to a community impacted by a disaster event.
- Volunteers, both trained and untrained, will often present at the site of the incident to help in whatever way they can.
- Those volunteers who respond spontaneously and without appropriate training and qualifications can easily overwhelm the capabilities of local government and other agencies. They will typically be most effectively put to work by integrating them into organized response activities through non-governmental volunteer agencies.
- Material donations may be given and delivered to the Village of Palatine whether or not they are requested, and can overwhelm local capabilities to handle and distribute them. Donations may arrive without warning at any time of day.

- Donations will frequently arrive unsorted and may be packed in numerous different ways.
- Many individuals and organizations donate items that are not needed, and it may be a lengthy and costly process to manage and dispose of them. This problem can be reduced by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media.
- Some donations may be given with an expectation of repayment, may be expired or unusable, and/or may be provided illegally.
- Disaster survivors may respond negatively towards the distribution of donations, and may have unmet needs which may or may not be satisfied by additional donations.

IMPLEMENTATION TRIGGERS

As part of an "All-Hazards" plan, this Annex will be implemented in any situation which, in the judgment of the Emergency Manager, requires its activation to support the efficient and effective intake and deployment of volunteers and donations. Some specific examples of situations which may require this implementation include, but are not limited to:

- A local or state emergency proclamation
- A federal declaration of major disaster or emergency
- When shortages of workers require augmentation of staffing from outside resources
- When shortages of resources require augmentation of support in the form of donations
- When volunteers with particular knowledge, skills, and abilities could enhance emergency management efforts
- A large influx of donations coming into the Village

CONCEPT OF OPERATIONS

The personnel and facilities units within the logistics section are tasked with the processing of both volunteers and donations. In the event of a large scale emergency or disaster the Village will coordinate a consistent public message regarding the need for either volunteers or donations.

VOLUNTEER MANAGEMENT

Definitions

A volunteer is someone who provides his/her services without receiving financial compensation. Disaster volunteers are commonly defined as being either spontaneous or affiliated. For the purposes of this Annex, the following definitions will be used:

Spontaneous Volunteer

An individual who comes forward following a disaster to assist a governmental agency or NGO with disaster-related activities during the response or recovery phase without pay or consideration. By definition, spontaneous volunteers are not initially affiliated with a response or relief agency or pre-registered with an accredited disaster council. Spontaneous volunteers may also be referred to as unaffiliated, spontaneous unaffiliated volunteers (SUV) and convergent volunteers.

Affiliated Volunteer

An individual who is affiliated with either a governmental agency or NGO and who has been trained for a specific role or function in disaster relief or response during the preparedness phase. Affiliated volunteers can be in either ongoing programs that meet regularly or in reservist programs where they are only called into duty during times of disaster. Examples of affiliated volunteers may include members of auxiliary communication services, Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), the American Red Cross (ARC), and the Salvation Army (TSA). The Village of Palatine maintains a cadre of trained volunteers that have been built into this plan.

Emergency Volunteer Center

An Emergency Volunteer Center (EVC) is a location used where volunteers are organized, assigned and deployed for their respective duties. When activated, the EVC helps spontaneous volunteers affiliated with an organization that is providing disaster services. In the event of a large-scale emergency or disaster that results in a number of unsolicited volunteers, the logistics sections will use the EVC to coordinate with local non-governmental volunteer agencies to process and attempt to place unsolicited volunteers in roles applicable to their skill base.

Roles and Responsibilities

Coordination of volunteers in the Village of Palatine is consistent with the National Incident Management System (NIMS). In the EOC, volunteer coordination falls under the Personnel Unit of the Logistics Section. An individual, preferably with Human Resources experience, will be assigned as the Volunteer Coordinator, and will oversee the coordination, mobilization, deployment, and demobilization of volunteers.

Affiliated Volunteer Programs

The Village of Palatine recognizes people who wish to volunteer and help its staff respond to disaster events. People will often call up during a disaster and offer to help. While this is appreciated, the Village generally prefers to work with volunteers who are known ahead of time. This allows Village staff to know the skills and training of volunteers, and for those volunteers to know the structure within which they will be working. There are several affiliated volunteer programs that can be utilized in the Village:

Community Emergency Response Team (CERT)

The CERT program educates individuals about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills such as fire safety, light search and rescue, team organization, and disaster medical operations. Using training learned in the classroom and during exercises, CERT volunteers can assist others in their community following a disaster when professional responders are not immediately available to help. CERT volunteers are also encouraged to support emergency response agencies by taking an active role in emergency preparedness projects.

Radio Amateur Civil Emergency Services (RACES)

The Radio Amateur Civil Emergency Service is a standby radio service provided for in Part 97.407 of the Federal Communications Commission (FCC) rules and regulations governing amateur radio in the United States. When so activated, the Radio Amateur Civil Emergency Service will consist of only those amateur radio operators who have previously registered with State and local governments to provide emergency radio communications for them in times of emergency. Other amateur radio operations might be suspended and operations under the RACES rules might be restricted to certain frequencies within the amateur radio bands.

In addition to wartime communications, operations under the RACES rules can provide or supplement communications during emergencies where normal communication systems have sustained damage. It may be used in a wide variety of situations, including natural disasters, technological disasters, nuclear accidents, nuclear attack, terrorist incidents, and bomb threats.

American Red Cross

National, non-governmental organization that manages and administers volunteer programs, providing an outlet for spontaneous volunteers during an event.

Activation

The Volunteer section of the Volunteer and Donations Management Annex will be activated through the EOC by the Emergency Manager and the Logistics Section Chief for the reasons previously noted. The Volunteer Coordinator will work through the Personnel Unit and Logistics Section to notify people and agencies tasked with specific implementation roles. Upon plan activation, one or more EVCs will be established to help manage volunteers. As part of this activation, the Volunteer Coordinator will work with the Public Information Officer to implement messaging to direct volunteers to the EVC by drafting a press release, using social media, and taking advantage of other

available means of communication. Local government is often the first point of contact for volunteers who will tend to congregate in public places where they may believe there are opportunities to volunteer. Local government typically bears the responsibility for responding to these requests and providing support to EVC operations.

An EVC will function as a walk-in center, remaining in close communication with the Volunteer Coordinator in the EOC who provides information on which volunteer services are needed. The EVC should be established based on the anticipated needs of the incident, with room to grow as the incident grows. Its physical location should not be at or in close proximity to the incident site or the EOC and should have adequate space and accommodations for the intake and registration of volunteers, including space for staff. The following should be taken into consideration when choosing a site for the EVC:

- Large room for centralized EVC operations
- Adequate space for intake and registration
- Separate room for volunteer orientation and training
- Accessibility for people with access and functional needs
- Adequate parking
- Security of the site
- Capacity for phone and internet

If the disaster affects multiple communities, it is recommended that a single EVC be established cooperatively by the affected communities in order to more efficiently utilize volunteers across the entire incident.

Public Information

Dissemination of information to the public about volunteer opportunities and procedures is critical to the successful management of volunteers. In the absence of proper messaging, people may converge at inappropriate sites and/or engage in activities that may place themselves at risk. Public information messages may not entirely prevent such behavior but can provide an extremely useful service to those who wish to help. Once the EVC is established, the Volunteer Coordinator should work with the Public Information Officer to craft a press release that should be distributed to the proper media channels in accordance with the policies and procedures described in the Public Information section. The EVC organizational infrastructure will be in place before sending out the first release.

Demobilization

As the level of volunteer activity decreases, the EVC(s) should work with the EOC on preparations for demobilization. A plan for recognizing volunteers should be considered as part of the demobilization process. Lessons learned should be incorporated into an After-Action Report and should be evaluated and reviewed for possible changes to this Annex.

DONATIONS MANAGEMENT

Definitions

Donations are commonly defined as being either monetary or physical goods. For the purposes of this Annex, the following definitions will be used:

Monetary Donations

Monetary donations are financial contributions from donors designated for disaster response, relief and recovery. This is the preferred method of contribution by most local and national organizations providing disaster relief and recovery and services.

In-Kind Donations

In-kind donations are the contributions of goods, both new and used, in a disaster. Most organizations only want new in-kind donations that are requested (e.g. baby formula or water) and can be provided in large quantities because of limited abilities to sort, organize and disperse items.

Roles and Responsibilities

Management of donations in the Village is consistent with the National Incident Management System (NIMS). In the EOC, donations management falls under the Logistics Section. An individual will be assigned as the Donations Manager and will oversee the coordination, mobilization, deployment, and demobilization of donations. The Donations Manager will work with the Public Information Officer to ensure accurate and consistent information is disseminated to the public regarding the donation of goods and money, and with the ESF #6 Coordinator to coordinate the appropriate distribution of in-kind donations. He/she will also respond to requests from within the EOC and from other agencies. If the disaster affects multiple communities, the Donations Manager should coordinate efforts with Donations Manager(s) from the other affected communities to ensure consistent messaging and to ensure donations are used efficiently across the entire incident.

Supporting Agencies

American Red Cross

National NGO that manages and administers donations, providing an outlet for receipt of donations during an incident.

Salvation Army

National NGO that provides a range of social services including food for the hungry, relief for disaster victims, assistance for the disabled, outreach to the elderly and ill, clothing and shelter to the homeless, and opportunities for underprivileged children. The Salvation Army tracks the level of need across the country with the Human Needs Index.

United Way

National NGO that identifies and resolves pressing community issues and makes measurable changes in communities through partnerships with schools, government agencies, businesses, organized labor, financial institutions, community development corporations, voluntary and neighborhood associations, the faith community, and others.

Additionally, other local governmental or non-governmental agencies, such as food banks, faith-based groups and so on may also be involved in supporting donations management.

Activation

The Donations section of the Volunteer and Donations Management Annex will be activated through the EOC by the Emergency Manager and the Logistics Section Chief for the reasons previously noted. The Donations Manager will work through the Logistics Section to notify people and agencies tasked with specific implementation roles. Upon plan activation, one or more donation centers will be established to help manage donations.

Monetary Donations

Upon activation of the Donations section of this Annex, the Donations Manager will consult with the Emergency Manager and determine whether the Village will accept monetary donations directly, or will direct potential donors to vetted volunteer organizations. In the event that the decision is made to have the Village directly accept monetary donations, the Donations Manager will work with the Finance Section to ensure an account is established for receipt of monetary donations, and that methods of accepting donations (web site link, hotline phone number, etc.) are properly set up.

In-Kind Donations

The Village will identify one or more locations as distribution points that can be set up for receipt of donations, as well as a warehouse staging area where donations can be stored until needed. Upon activation of the Donations section of the Volunteer and Donations Management Annex, the Donations Manager will work with the ESF #6 Coordinator to appoint a Distribution Point Manager for each distribution point who will oversee management and tracking of donations, and a Warehouse Manager who will oversee operations at the warehouse location. The Distribution Point Manager(s), Warehouse Manager, along with the Donations Manager and ESF #6 Coordinator in the EOC will all work closely together to ensure that all donations are being received and moved effectively and efficiently as needed. In the event that multiple communities are affected by the disaster, the Donations Manager may coordinate with other Donations Managers in those communities and utilize combined, regional Distribution Points and/or a regional Warehouse. Runners, in appropriate vehicles, will be used to move donations between distribution points and the warehouse. In the event that unsolicited goods are donated to an incident, the Warehouse Manager will coordinate with the Logistics Section Facility Unit for the temporary warehousing of goods until they can be distributed or destroyed.

Public Information

Proper public messaging is critical for limiting the influx of in-kind goods and for encouraging monetary donations. The Donations Manager should work closely with the Public Information Officer and the Joint Information Center (JIC) to provide consistent messaging to the public about what they can donate and where they can donate. In the event of an emergency or disaster, the Village will typically maintain a strong and consistent message to donate to vetted volunteer organizations and not to donate unsolicited goods.

Demobilization

As the level of donations activity decreases, the Donations Manager should work on preparations for demobilization, including deactivation of distribution sites. All excess donations will be stored per the Logistics Section Facility Unit or distributed to local agencies; food will be distributed to local food banks. Lessons learned should be incorporated into an After Action Report, and should be evaluated and reviewed for possible changes to this Annex.

LOGISTICS SUPPORT OF VOLUNTEER AND DONATION MANAGEMENT

The Volunteer and Donation Management annex is supported logistically through requests by the Volunteer Coordinator and/or Donations Manager to the Logistics section. Volunteer and donations management equipment needed to respond to rapidly changing emergencies and disasters are in place and available locally. Under extreme circumstances, additional volunteer and donations management support may be requested through the EOC to the county or the state.

PLAN MAINTENANCE

This Volunteer and Donations Management Support Annex is developed under the authority of the Village of Palatine.

PLAN UPDATE

This annex may be modified as needed after an incident, exercise, or change in procedures, law, rules, or regulations pertaining to volunteer and donations management. The Village of Palatine Emergency Management Agency is responsible for plan distribution, review, update, testing, training, and conducting an after-action review whenever the plan, or a component of it, has been implemented.

PLAN TRAINING AND EXERCISE

This plan should be tested in applicable local and regional exercises. The plan may be implemented either by exercise or in response to a real-world emergency.

FUNCTIONAL ANNEX: PANDEMIC / EPIDEMIC ALTERNATE HOUSING

OVERVIEW AND AUTHORITY

The experiences with COVID-19 infections in Illinois have demonstrated a need for temporary housing of exposed or recovering individuals who lack sufficient social resources for housing and care. Per local ordinance, the Village of Palatine Village Manager, in the role of Emergency Management Director, is charged with protecting the health and safety of the public within the Village. The implementation of Alternate Housing functions allows the Village to fulfill this requirement as it relates to persons requiring these benefits.

PURPOSE

This annex documents the strategic processes and procedures to continue providing temporary housing and monitoring of residents of the Village of Palatine during significant infectious disease events requiring close coordination with local emergency response organizations on an ongoing basis, while ensuring the health and safety of housing site workers and temporary residents.

SCOPE

This annex applies to the mobilization of one or more Alternate Housing sites by the Village of Palatine during a pandemic or epidemic in response to needs identified at the time. It is intended to be scalable to the size and scope of such an event. This annex also addresses the need for communication and coordination by the Village of Palatine with local, regional, and county agencies, as well as nongovernmental organization (NGO)-affiliated volunteer programs who may provide personnel to assist in shelter operations.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- In the event of a pandemic or epidemic, there are certain categories of persons may require Alternate Housing to better protect their own health and/or public health during such an incident, including, but not necessarily limited to:
  - Persons who test positive for the communicable disease and who do not require hospitalization but need isolation (including those exiting from hospitals).
  - Persons who have been exposed to the communicable disease and do not require hospitalization.
  - Asymptomatic high-risk individuals needing social distancing as a precautionary measure.

- The number of people in need of such assistance is difficult to predict with any degree of accuracy, and the scope of assistance necessary will be determined by the incident.
- Local solutions for alternative housing have been identified to meet individual needs associated with temporary alternative housing.
- The County Public Health Department and County Department of Emergency Management and Regional Security have an established process for alternative housing and are able to meet any needs not covered under the local plan and process.
- In the event that the County's alternative housing plan is activated instead of the local plan, then the structure outlined in this annex will be replaced with a single liaison for monitoring from the local EOC structure.

GOALS

This section identifies the goals for the Epidemic / Pandemic Alternate Housing Annex to support the further development and ongoing maintenance of Alternate Housing planning.

- Prepare for, cohesively respond to, and effectively mitigate and recover from the effects of a pandemic or epidemic illness event.
- Integrate and standardize Alternate Housing activities within NIMS coordinating structures adopted by the municipality.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to alternate housing capabilities.
- Identify, coordinate, and engage alternate housing stakeholders.

STAKEHOLDERS

ALTERNATE HOUSING FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Alternate Housing in the event of a pandemic or epidemic. The primary coordinator is responsible for the development, maintenance, and implementation of the Alternate Housing Annex, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once the Alternate Housing annex has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge, and responsibilities with alternative housing for the Village of Palatine the following department has been identified as the primary coordinator:

- **Village of Palatine Emergency Management Agency**

ALTERNATE HOUSING FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments have a role in the support of the development of the Alternate Housing annex. These supporting stakeholders have responsibilities in certain aspects of alternate housing and provide planning input and operational support to the primary coordinators.

- **Village of Palatine Emergency Management Agency**
- **Village Manager's Office**
- **Village of Palatine Fire Department**
- **Village of Palatine Planning and Zoning Department**
- **Village of Palatine Police Department**
- **Village of Palatine Public Works**

Department/Agency	Division/Group	Responsibility
Emergency Management Agency	All	• Designated Agency for the determination of housing needs.
Village Manager's Office	N/A	• Establish strategies and priorities for alternate housing. • Designated as the primary PIO for sheltering and alternate housing operations out of the EOC.
Fire Department	All	• Provide assistance in the form of references to contract decontamination and EMS support where needed.
Planning and Zoning Department	All	• Provide pre-event preparedness by coordinating with local hotels to sign agreements for facilities to be used for alternate housing. • Identify funding streams and restrictions related to alternative housing needs.

Police Department	All	• Provide assistance in the form of security and safety in and around Alternate Housing sites within the Village. • Assist in providing social services for residents in Alternate Housing • Provide assistance in the form of coordinating animal services for individuals if they are unable to bring them to the facility and cannot find resources on their own. • Designated as primary coordinating department for the reunification of families.
Public Works	All	• Designated as the primary logistics coordination point for alternate housing operations including the procurement of all supplies not covered through arrangements made through the planning process. • Provide assistance in providing or coordinating transportation of residents of alternate housing facilities, as well as of material required for the logistical support of the facilities.

PRIVATE PARTNERS

Alternate Housing primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in Alternate Housing operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Local hotels

REGIONAL AGENCIES

Personnel and agencies involved in providing alternate housing rely on the coordination from regional partners in order to achieve their goals. There are a number of regional entities that have a role in the alternate housing operations. The following regional partners have been identified as being key to the operational response and plan development of this annex:

- Journeys
- Northwest Compass
- American Red Cross
- Salvation Army

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in response to an epidemic or pandemic, including provision of alternate housing:

- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health
- Cook County Sheriff's Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in response to an epidemic or pandemic, including provision of alternate housing:

- Illinois Emergency Management Agency
- Illinois Department of Public Health
- Illinois Voluntary Agencies Active in Disaster

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #6 (Mass Care) and ESF #8 (Public Health and Medical Services) on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Health and Human Services
- Department of Housing and Urban Development
- National Voluntary Organizations Active in Disaster

CONCEPT OF OPERATIONS

The ESF #6 is responsible for Mass Care and Shelter activities that take place within the Village boundaries, of which Alternate Housing is a function that may need to be activated in an epidemic or pandemic situation. This section describes the concept of operations for alternate housing, which documents how stakeholders will, through collaboration and joint activities, support each phase of emergency management.

Mitigation	Preparedness
•Public Education •Hazard & Vulnerability Assessment •Infrastructure Improvement	•Emergency Response Plans •Training & Exercises
Recovery	**Response**
•Economic Recovery •Debris Management •Housing •Health & Social Services	•Life Safety •Incident Stabilization •Property Preservation •Environmental Protection
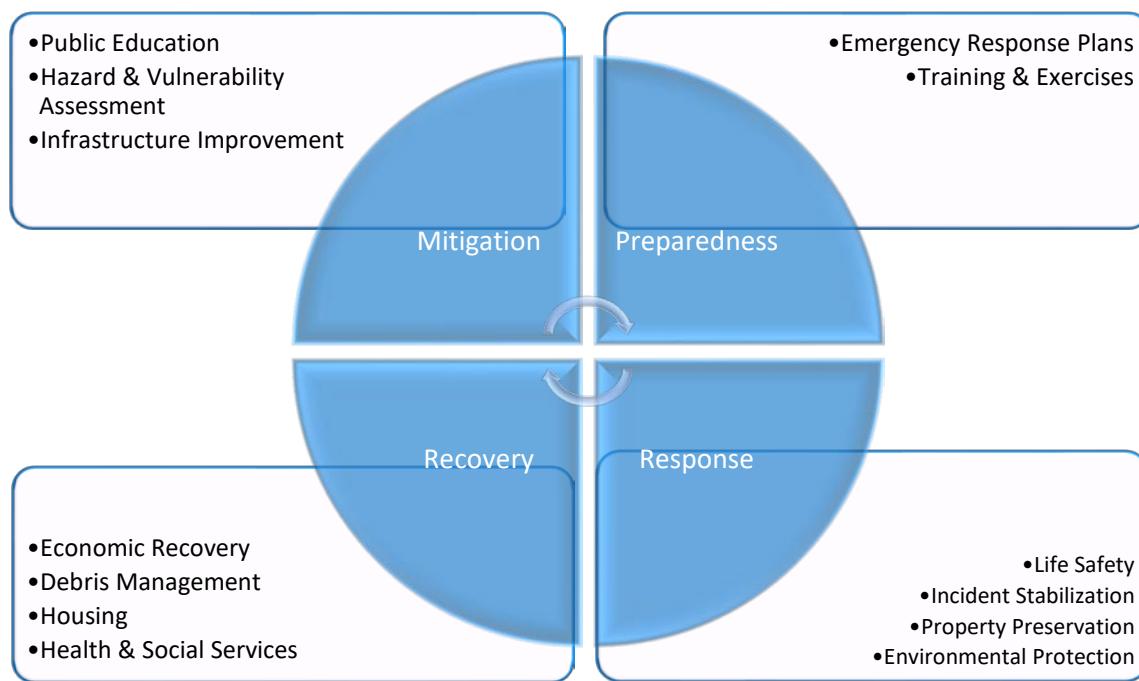
MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. In terms of Alternate Housing during a pandemic or epidemic, the Village of Palatine will initiate mitigation activities, which may include:

- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates / revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool alternate housing resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for Alternate Housing include:

- Develop and maintain the Pandemic / Epidemic Alternate Housing Annex, the overall EOP containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the Alternate Housing stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the Alternate Housing training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of Alternate Housing resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assist with the documentation of how Alternate Housing personnel communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this annex. The following plans have been identified as critical to the alternative housing operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Alternate Housing Support Services MOU	MOU	Response	Cook County EMRS	10/7/2020

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for Alternate Housing Primary Coordinator could include:

- The Alternate Housing coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points / thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how the Alternate Housing function organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the Alternate Housing stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

The implementation of this annex will follow a traditional Shelter Operations paradigm as much as possible, as described in ESF #6 Annex. Changes to this may be required and would be implemented by the Village of Palatine, with coordination by the activated Emergency Operations Center (EOC).

The Village of Palatine Emergency Management Director, with the assistance of the EOC team, will evaluate the need for this housing. As part of that evaluation, they will provide predicted volumes of residents based on the severity of the epidemic or pandemic and its epidemiology. These predictions will be used by the Planning Section of the EOC team to judge the needs for space in an alternate housing site and the potential need for multiple sites, and to identify potential sites that meet the needs of the incident. The EOC Finance and Amin Section will be responsible for negotiating and executing agreements with site owners and operators in the event that new facilities are needed.

The Village of Palatine will utilize the Alternate Housing site(s) for respite housing, should the need arise. Respite housing will be isolated on a different floor, wing or at the end of a corridor as much as possible.

SHELTER ORGANIZATION
Consistent with Incident Command System (ICS) principles, shelter staffing will be driven by the needs of the incident. Alternate housing operations will fall under the Operations Section of the EOC if activated, specifically under ESF #6 if that ESF is activated. As more people are housed in alternative housing arrangements, the organization will grow to support the increasing needs of the incident. In the event that the County alternative housing plan is activated instead of the local plan then the structure will be reduced to a liaison role to monitor issues and address costs incurred.

LOGISTICS SUPPORT OF ALTERNATE HOUSING

The Alternate Housing annex is supported logistically through requests by the ESF #6 or Operations Section of activated EOC to the Logistics Section to provide resources and processes for the needs of an established site, and will coordinate with activated EOC members to assist with incident planning and resource sourcing utilizing their own abilities, lists of defined or possible mutual aid partners, etc.

Activated EOC team members will, as needed, develop processes, including resource requirements, for each of the following:

- Day to day care, including providing 3 meals per day while maintaining the safety protocols and limiting in-person contact. Availability of laundry services for residents without the need for them to leave their rooms.
- The Logistics Supervisor and staff directly provide or enlist transportation services as needed (working through ESF #1 in the Operations Section at the EOC if activated).
- Coordinate information services for the residents and ensure communications methods are available to both residents and staff of the housing site(s) (working in conjunction with the EOC Logistics Section). In-room, facility-provided phones are the primary choice.
- Emergency Communications would be requested by the Logistics Supervisor to the EOC and may enlist processes and procedures detailed in the ESF #2 (Emergency Communications) annex of this plan.
- Consider the viability of providing emergency power and sources for sites. (Most sites will not have interconnect availability.)

PUBLIC INFORMATION

Dissemination of information to the public about alternate housing is critical to the successful implementation of this annex. Once the Alternate Housing annex is activated, the Shelter Manager should work with the Public Information Officer to release information, distributed to the proper media channels in accordance with the policies and procedures described in the Public Information section.

DEMOBILIZATION

As the number of persons requiring the use of alternate housing decreases, the Shelter Manager(s) should work with the EOC on preparations for demobilization. Lessons learned should be incorporated into an After-Action Report and evaluated and reviewed for possible changes to this Annex.

PLAN ACTIVATION

As part of an "All-Hazards" plan, this Annex will be implemented in any situation which, in the judgment of the Director of Emergency Management, requires its activation to support the efficient and effective mobilization of alternate housing for persons as identified in the Assumptions section in the event of a pandemic or epidemic. That list should not be assumed to be all-encompassing; additional groups of people may be identified who may benefit from this housing. Specifically, the situation which may require this implementation includes, but is not limited to:

- When the severity of a Pandemic and/or Epidemic reaches a level where the Village of Palatine needs to ensure the safety of residents who may need the benefits of Alternative Housing, this annex would be activated.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for alternative housing include:

- Transition from alternative housing to long-term housing and associated programs.
- Decontamination and restoration of alternative housing facilities.
- Documentation of costs and determining reimbursement eligibility.
- Include both government assistance, community assistance and faith-based organization assistance in the development of long-term assistance.

PLAN MAINTENANCE

This Pandemic / Epidemic Alternate Housing annex will be maintained by the primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review

SECTION ANNEX: MANAGEMENT

OVERVIEW

The Village of Palatine EOC Management Section represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide for overall management and control of the EOC, as well as of coordinating other Village activities, in support of emergency operations at the local and regional level. The Management stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Management Section responsibilities. In the event of an EOC activation, this Section:

- Sets EOC objectives and tasks.
- Implements the policies established by the governing bodies.
- Ensures dissemination of timely, accurate and accessible information to the public.

SCOPE

The plans and systems that make up the Management Section may be activated in whole or in part as described in response to a request for support. The scope of the Management Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Management Section stakeholders are involved in activities that identify overall objectives, set incident priorities, and facilitate coordination and executive decision making in accordance with policies established by governing bodies, as well as coordinating all public messaging to ensure accuracy and consistency.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Management staff work with senior appointed and/or elected officials as provided by Village ordinance to develop policy direction, and those policies are implemented through the Management Section.
- Overall incident objectives are identified and priorities are set by the Management Section.
- The Management Section will coordinate public messaging (working with ESF #15) to ensure all messages are accurate, consistent, and timely.

CONCEPT OF OPERATIONS

In the event that the emergency operations center is activated, the Management Section will staff to perform the following functions outlined in the EOC Organization chart. Position guidance for each of these roles is located in the EOC.

- Director of Emergency Management
- Legal Affairs Officer
- Public Information Officer
- Liaison Officer
- Safety / Security Officer
- EOC Coordinator

DIRECTOR OF EMERGENCY MANAGEMENT

The Director of Emergency Management is designated based upon authorities and responsibilities outlined in section 3.2.1 of the basic plan. He or she is the direct connection to the Policy Group which, depending on the scope of emergency, may consist of senior appointed and/or elected officials, and is the primary decision-maker on behalf of the Village. The Director will determine which elements of the EOC are necessary to support the incident and determine the staffing required. Major responsibilities of the Director of Emergency Management include:

- Ensuring any necessary proclamations are properly enacted
- Set overall EOC Objectives
- Set Priorities
- Enact policy decisions
- Review media releases for final approval
- Provide leadership for the EOC Management Staff

The Director of Emergency Management works closely with the EOC Coordinator to determine EOC staffing levels and work cycles. They will also determine when individual units, sections, and the entire EOC will demobilize, and ensure that the procedures for doing so are determined and disseminated to the staff.

LEGAL AFFAIRS OFFICER

The Legal Affairs Officer must be familiar with laws pertaining to public emergencies, including:

- Illinois Emergency Management Act
- Robert T. Stafford Act and the Sandy Recovery Act
- Hazard Mitigation Act
- Presidential Policy Directive-8
- Presidential Policy Directive-5

The primary areas of concern to the Legal Affairs Officer will be to ensure that the Village is acting in accordance with its legal responsibilities as a unit of government and that any and all declarations and/or proclamations follow the appropriate legal requirements, including the Illinois

Emergency Management Act and any applicable local municipal codes. In addition, the Legal Affairs Officer will need to review legal concerns and documents generated prior to, or during the course of the emergency. This can include:

- Mutual Aid Agreements and Contracts
- Hold Harmless Agreements and Contracts
- Grant Assurance documentation
- Right to Enter
- Commandeering of property

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is responsible for providing accurate, timely, and actionable information to the public and other stakeholders, and for ensuring consistency in messaging provided by the Village. The PIO coordinates activities within the ESF #15 (Warning and External Affairs) group to coordinate consistent, Village-wide messages. If a Joint Information Center (JIC) is required, the PIO establishes one, determining the location and required resources. The PIO also ensures that an appropriate location for press briefings is identified and properly set up, and provides guidance to any spokespersons, agency heads, or elected officials who may be interviewed to ensure consistent messaging. In addition, the PIO also ensures that media monitoring (including social media) is in place and acts to address any concerns or to counteract any false information or rumors that are identified.

LIAISON OFFICER

The Liaison Officer acts as the contact point between the EOC and outside agencies, facilitating the flow of information between those agencies and appropriate Sections within the EOC, such as Operations and Planning. Some agencies that the Liaison Officer will commonly work with include:

- IEMA
- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health
- Illinois National Guard
- Special Districts (School Districts, Park Districts, Public Library Districts, etc.)
- Other EOCs

The Liaison Officer must maintain a roster of agency representatives with their contact information, and ensure that those representatives are given any information they require to do their jobs. An additional duty of the Liaison Officer is to provide orientations to VIPs and other visitors to the EOC.

SAFETY AND SECURITY OFFICER

The Safety and Security Officer is responsible for creating and maintaining a safe environment in the EOC. Depending on the nature of the emergency and any specific threats, this role may be filled by one person, or there may be a separate Safety Officer and Security Officer. The Safety Officer should use some type of Safety Plan template (such as an ICS215a form) to perform a safety analysis and develop a Safety Plan that identifies:

- Areas where people are working
- Potential risks
- Mitigation measures to eliminate or minimize those risks

These mitigation measures should be communicated as a part of every briefing. Some specific areas that should typically be monitored and addressed (as needed) include:

- Physical hazards (slips, trips, falls)
- EOC security measures and access control
- Fatigue
- Dehydration
- Food-borne illness
- Mental well-being

In the event of a personal injury or accident in the EOC, the Safety / Security Officer is responsible for investigating the incident and coordinating with the Finance & Administrative Section in preparing any claims.

EOC COORDINATOR

The EOC Coordinator is the Subject Matter Expert in the functions and operation of the EOC, and acts as an advisor to the Director of Emergency Management in determining the staffing level of the EOC and optimizing EOC functions. The EOC Coordinator must be familiar with the setup and operation of EOC equipment, and be able to familiarize EOC staff in the use of that equipment as needed. He or she also supports the Operations, Planning, Logistics and Resource Management and Finance and Administration Sections from the EOC perspective. The EOC Coordinator should have enough familiarity with the Emergency Operations Plan, and the physical EOC to fill any Section.

The EOC Coordinator should also determine whether additional EOC shifts will be needed, and work with the Planning and Logistics Sections to ensure that shift change procedures are in place and that proper staff members are notified to fill the necessary positions.

EOC LOCATION

The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. A primary and secondary EOC has been identified for the coordination and execution of this plan. The primary EOC is designated as the Village of Palatine Village Hall and the secondary EOC is designated as the Palatine Police Headquarters.

Primary EOC: 200 E. Wood Street, Palatine, IL

Secondary EOC: 595 N. Hicks Road, Palatine, IL

PLAN MAINTENANCE

See Section 8.0 for plan maintenance.

SECTION ANNEX: FINANCE AND ADMINISTRATION

OVERVIEW

The Village of Palatine Finance and Administration Section represents an alliance of stakeholders who possess common interests and share a level of responsibility to provide financial and administrative assistance and oversight of emergency operations at the local and regional level. The Finance and Administration stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Finance and Administration section responsibilities. In the event of an EOC activation, this section provides the critical support to maintain the EOC from a financial, administrative and cost analysis perspective. This section outlines the critical roles that are staffed within this section and units and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Finance and Administration Section may be activated in whole or in part as described in response to a request for support. The scope of the Finance and Administration Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Finance and Administration stakeholders are involved in a wide spectrum of activities involving documentation and recordkeeping, as well as leading efforts for legally defensible, fiscally sound response and recovery operations and associated cost recovery activities.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.
- Local resources are readily available and are accessed through routine mutual aid.
- The Finance and Administration Section can be staffed at the command or EOC levels based on need and complexity.
- The village has a limited amount of local resources and finances to support a prolonged incident and will rely on the finance and administration functions to maintain staff of response and recovery resources.

CONCEPT OF OPERATION

In the event that the emergency operations center is activated, the finance and administration section will staff to perform the following functions outlined in the EOC Organization chart.

- Time Keeping
- Cost Accounting
- Compensation & Claims
- Purchasing
- Recovery

In the case of a major disaster, the Emergency Operations Center Finance and Administration Section will support county, state and federal entities with cost recovery efforts, if requested and as able. Palatine citizens may benefit from the Small Business Administration as well as the Federal Emergency Management Agency Individual Assistance Program, and the Village may benefit from the Federal Emergency Management Agency Public Assistance Program. The Village may assist the citizenry with public service announcements regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

RECOVERY DOCUMENTATION

The Emergency Operations Center Finance and Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance-related documents, personnel overtime, and other costs associated with the emergency. Guidance is provided in their position guides at the Emergency Operations Center.

The EOC Planning Section will maintain copies of documents that are integral to Emergency Operations Center functions, (such as EOC Action Plans, Situation Status logs, position log) that together make up the history and chronology of the emergency events. Guidance is provided in their Planning Section's position guides at the EOC.

EXPENDITURE TRACKING

The Village may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record-keeping requirements for claiming such expenses.

ELIGIBLE EXPENSES

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

RECORDKEEPING REQUIREMENTS

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to

individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and operator.
- Vehicle operating expenses should include fuel, tires, and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used, how long it was used for, and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), Emergency Operations Center Director, and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime; requests for supplies, equipment, and contract personnel; and receipts for emergency purchases of supplies, equipment, and other disaster-related expenses. The Village may activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance and Administration Section will compile reports, including total expenditures by category. The Finance and Administration Section Chief will submit a summary report on total costs to the Emergency Operations Center Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation are vital to state and federal agencies for requesting financial assistance during and after the disaster.

PLAN MAINTENANCE
See Section 8.0 for plan maintenance.

SECTION ANNEX: LOGISTICS AND RESOURCE MANAGEMENT

OVERVIEW

The Village of Palatine Logistics and Resource Management Section represents an alliance of stakeholders who possess common interests and share a level of responsibility to provide material and personnel in support of emergency operations at the local and regional level. The Logistics and Resource Management stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Logistics and Resource Management section responsibilities. In the event of an EOC activation, this section provides the critical support to maintain the EOC from a personnel and equipment perspective. This section outlines the critical roles that are staffed within this section and units and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Logistics and Resource Management Section may be activated in whole or in part as described in response to a request for support. The scope of the Logistics and Resource Management Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Logistics and Resource Management stakeholders are involved in a wide spectrum of activities involving ordering, mobilization, maintaining and supporting and the orderly demobilization and release of supplies and personnel involved in an emergency response.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Local resources are readily available and are accessed through routine mutual aid.
- The Logistics and Resource Management section can be staffed at the command or EOC levels based on need and complexity.
- The village has a limited amount of local resources to support a prolonged incident and will rely on the Logistics and Resource Management function to maintain material needs and staff for response and recovery resources.

- The Logistics section is responsible for the organization of the delivery of essential equipment and personnel in the event of a major disaster or emergency.
- Logistics is responsible for coordinating with various ESF coordinators for the delivery and sustainment of community staples in the event they are no longer available.
- The monitoring of power outages and power restoration priorities are established by the Operations section of the EOC when there is no JOC operating. When a JOC is in operation those decisions are made by the Village Manager or their designee.
- Fueling support is the responsibility of the Logistics Section Chief or their designee.

CONCEPT OF OPERATION

In the event that the emergency operations center is activated, the Logistics and Resource Management section will staff to perform the following functions outlined in the EOC Organization chart. Guidance is provided in their Logistics Section's position guides at the Emergency Operations Center.

- Supply / Procurement
- Personnel
- Facilities
- Resource Management

LOGISTICS & RESOURCE MANAGEMENT SECTION ACTIVATION

This Section of the Village of Palatine EOC may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Palatine Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- By the request of the command-based logistics section chief.
- When discipline-based mutual aid systems require additional coordination or in the event that resources are no longer available through traditional mutual aid channels.

RESOURCE PRIORITIES

When activated, the Village of Palatine Emergency Operations Center establishes priorities for resource allocation during the emergency. All Village resources are considered part of a pool, which may be allocated by the EOC to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

In the event that essential commodities, services and community staples are not widely available following an emergency or disaster the Logistics section will work with the Operations section to identify a facility to function as a community resource center. Needed goods acquired through either donations or resource requests will be distributed through the community resource center. This facility may also function as a Multiagency Resource Center (MARC) for the purpose of providing needed services.

RESOURCE REQUESTS

Resource Requests will be made through one of the following processes:

- Discipline-specific (Fire, Law Enforcement, Public Works) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to the appropriate Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the Village will be coordinated with the Cook County Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the County. Emergency Management Coordinators at each level will keep the Logistics Chief informed of the status of resource requests and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel or technical assistance not available to the Village should be coordinated with the Cook County Emergency Operations Center to the Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, Logistics, in coordination with various Operations Branches, is responsible for tracking the resources.

Figure 8 – Flow of Requests and Resources depicts the resource management process. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

Illinois Mutual Aid and Resource Request Flow
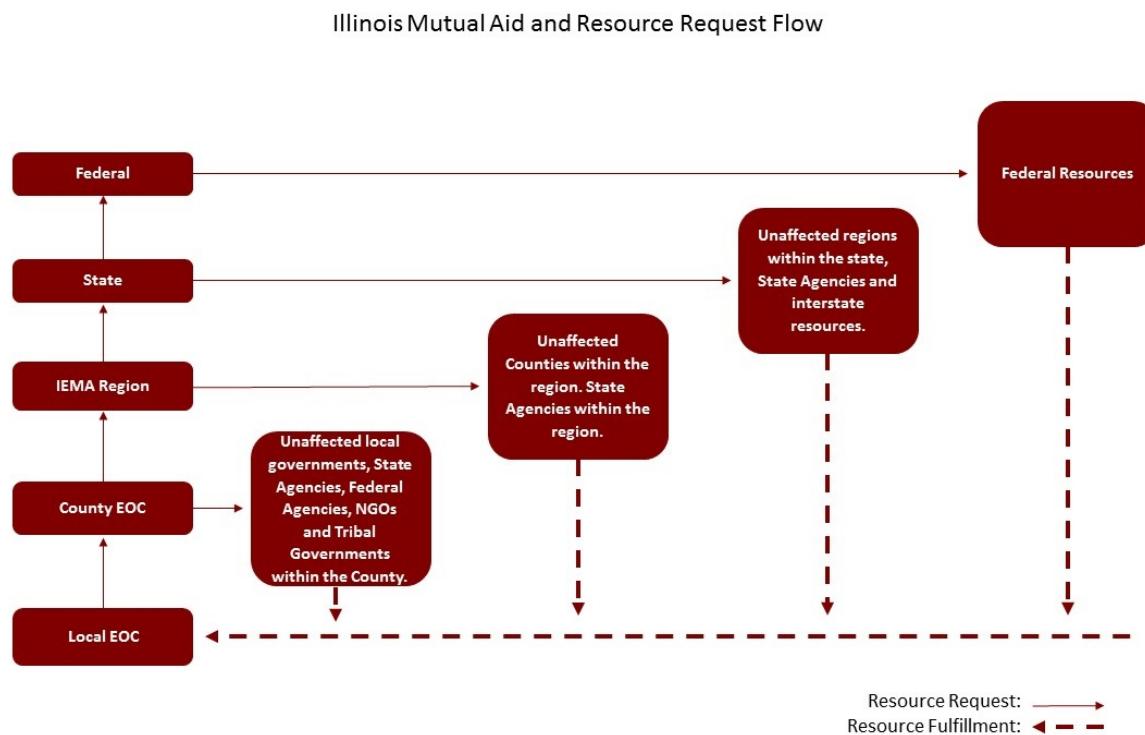
Figure 8 - Flow of Requests and Resources

Information regarding the Village of Palatine mutual aid agreements is referenced in their respective emergency support function annex in addition to copies being on file with the clerk.

MUTUAL AID

There are many approved Mutual Aid Systems in Illinois, which Palatine is a member. MOUs are referenced in each ESF and are kept on file in the EOC. Those systems are:

- MABAS - Fire
- ISAR – Search and Rescue
- ILEAS -Law Enforcement
- NIPAS – Law Enforcement
- IEMMAS - Emergency Management
- IPWMAN – Public Works
- NW Municipal Conference – Public Works
- IL-TERT - Dispatch
- IMERT – Public Health & Medical

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information
- Transportation Services
- Facilities
- Volunteer and Private agencies

Figure 9 - Illinois Emergency Management Agency Regions

Illinois is divided into eight regions, which are subdivisions of the state emergency management agency established to facilitate the coordination of mutual aid and other emergency operations within an area of the State. A map of the Regions is shown in ***Figure 9 – Illinois Emergency Management Agency Regions***. The Village of Palatine is located in Region IV.

MUTUAL AID COORDINATION

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

Field Level Requests: Requests for Mutual Aid resources originate from the Field Level and are managed by the Incident Commander. If the Incident Commander is unable to obtain the resource

through existing local channels, the request is elevated to the next successive government level until obtained or canceled.

Local Government Request: Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the County Emergency Operations Center or through traditional mutual aid channels.

County Requests: The County is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The County Mutual Aid Coordinator assesses the availability of resources within the County and fulfills the resource request based upon that assessment. In the event resources are unavailable at the County level, the request is forwarded to the responsible Regional Coordinator to be filled.

Region Level Requests: The state is geographically divided into regions. Each region is comprised of multiple counties and has a Regional Coordinator. The Regional Coordinator is granted the authority to coordinate the response resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region Level, the request is forwarded to the State Logistics Coordinator to be filled.

State Level Requests: On behalf of the Governor, the Director of the Illinois Emergency Management Agency has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected Regional Emergency Operations Center or tasking an appropriate state agency to fill the need.

Discipline Requests: There are discipline-specific resources that need to be requested through their individual mutual aid networks. In the event of an EOC activation, these resource requests are forwarded to the logistics section where their status will be tracked in order to document their association with the emergency or disaster. ***Figure 10 – Discipline Specific Resource Requests*** documents an abbreviated version of how this would work.
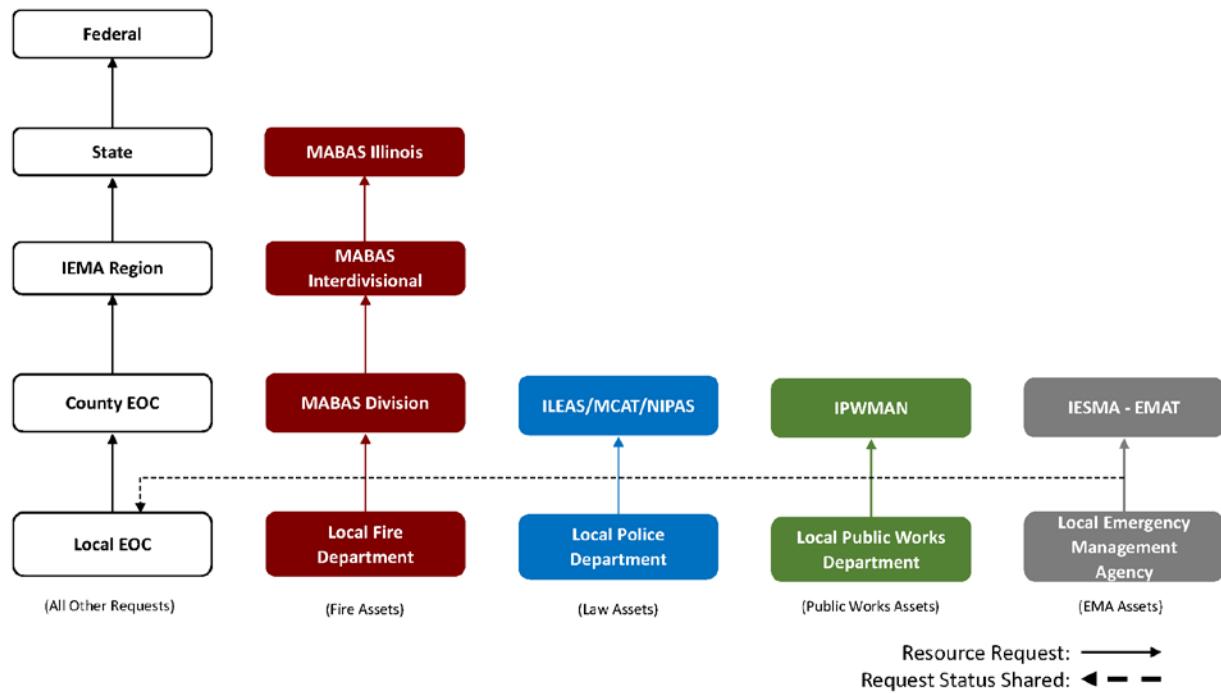
Figure 10 - Discipline Specific Resource Request Flow

LOGISTICS SUPPORT OF LOGISTICS AND RESOURCE MANAGEMENT

The logistics section is responsible for the procurement, supply, tracking and demobilization of incident and disaster related resource that are not available through traditional mutual aid channels. The logistics section will be supported through staff and resources across all municipal departments.

PLAN MAINTENANCE

See Section 8.0 for plan maintenance.

SECTION ANNEX: OPERATIONS

OVERVIEW

The Village of Palatine Operations Section represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide resource support and strategic coordination, in support of emergency operations at the local and regional level. The Operations stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Operations Section responsibilities. In the event of an EOC activation, this section works with on-scene incident personnel to identify and address unmet resource needs and provides coordination of activities focused on reducing the immediate hazard, saving lives and property, reducing harm to the environment, establishing situational control and restoring normal operations. Operations Section staff help ensure that on-scene personnel have the resources and operational support necessary to accomplish those goals. This annex outlines the critical roles that are staffed within this section and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Operations Section may be activated in whole or in part as described in response to a request for support. The scope of the Operations Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC structure in order to uphold the mission of protecting life, property and the environment. Operations Section stakeholders are involved in activities that support field forces and coordinate those activities among responding agencies. The Operations Section provides the primary contact point between the EOC, Department Operations Centers and field forces. Emergency Support Function Coordinators provide for interdisciplinary coordination of field personnel responding to specific functional needs at the incident.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Local resources are readily available and are accessed through routine mutual aid.
- The responsibilities and composition of the Operations Section will change according to the incident type and complexity, and based on the Operations Section staff's role in either supporting Incident Command or managing response and/or recovery operations.

CONCEPT OF OPERATIONS

In the event of an EOC activation, the Operations Section will staff to perform the functions required by the nature and scope of the incident. Position guidance for these roles is located in the EOC.

OPERATIONS SECTION CHIEF

The Operations Section Chief ensures that field forces are supported by the EOC structure. He or she will have advanced knowledge of a section within Operations, including day-to-day experience and responsibility, subject matter expertise, and thorough understanding of communications procedures and equipment. The individual assigned as the Operations Section Chief will vary based on the nature of the incident. Major responsibilities of the Operations Section Chief include:

- Determine the staffing required in the Operations Section (which ESFs will need a coordinator assigned in the EOC, need for a Deputy Section Chief, etc.), and establish with appropriate personnel
- Provide operational information to the Planning Section and participate in the planning process
- Coordinate with activated Department Operations Centers and Incident Command Posts
- Ensure that resource request procedures and tracking processes are in place and understood; coordinate with Logistics and Resource Management to ensure that requests are being filled

A primary responsibility of the Operations Section Chief is to coordinate activities of ESFs that have been activated to maximize efficient and effective response activities. Promoting collaboration between agencies in the field and ESFs in the EOC will help limit duplication of effort and increase efficiency, especially in incidents where resources are scarce.

EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions (ESFs) provide a standard foundation for organizing EOC Operations Section staff. These are functional groups that are activated and staffed according to the needs of the incident. Operational ESFs are responsible for coordination of activities within that function and provide support to field operations. ESF Coordinators implement priorities established by the Management Section. Operations ESFs include:

- Transportation (ESF #1)
- Communications (ESF #2)
- Public Works and Engineering (ESF #3)
- Firefighting (ESF #4)
- Mass Care (ESF #6)
- Public Health & Medical (ESF #8)
- Search & Rescue (ESF #9)
- Oil & Hazardous Materials (ESF #10)
- Agriculture & Natural Resources (ESF #11)
- Energy (ESF #12)
- Public Safety & Security (ESF #13)

Each of these Emergency Support Functions is detailed in individual annexes, which follow. Interaction and collaboration within ESFs and between ESF Coordinators are keys to maximizing efficiency in incident response and identifying and mitigating conflicts within the response.

ESF Coordinators must be subject matter experts in their area of responsibility and have the ability to maintain awareness of the entire situation as it relates to their function. Some additional general responsibilities include:

- Maintain situational awareness related to their functional area by regularly updating their Status Report (forms located in the EOC)
- Sharing that information with the Operations Section Chief and Planning Section
- Participate in briefings and the planning process as required
- Maintain a list of critical contacts; ensure that the Liaison Officer (if activated) also has that contact information

ESF Coordinators should be aware of routine collaboration and interactions with other ESFs. For example, ESF #2 (Communications) will typically interact with all other ESFs, as all of them will have some communications needs. Likewise, ESF #1 (Transportation) will often interact with ESF #3 (Public Works and Engineering) regarding road status, ESF #13 (Public Safety & Security) in evacuations, and ESF #8 (Public Health & Medical) for paratransit needs. Coordinators who develop working relationships among themselves prior to an incident will more easily work together during an emergency.

PLAN MAINTENANCE
See Section 8.0 for plan maintenance.

SECTION ANNEX: PLANNING

OVERVIEW

The Village of Palatine Planning Section represents an alliance of stakeholders who possess common interests and share a level of responsibility to provide for the collection, analysis, and management of information and intelligence to support emergency operations at the local and regional level. The Planning Section stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this annex is to organize the Planning Section responsibilities. In the event of an EOC activation, this section provides the critical support to the EOC from an information management perspective in order to manage and maintain situational awareness and develop activation-related plans. This section outlines the critical roles that are staffed within each of those sections and units and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Planning Section may be activated in whole or in part as described in response to a request for support. The scope of the Planning Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Planning Section stakeholders are involved in a wide spectrum of activities involving the collection of information and intelligence related to an incident, the analysis of that information to obtain an accurate operating picture of the current and forecast situation, documentation of incident activities, and development of short- and long-term plans for responding to and recovering from the incident or disaster.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Local resources are readily available and are accessed through routine mutual aid.
- The Planning Section can be staffed at the command or EOC levels based on need and complexity.
- The village maintains robust Information Technology and Geographic Information System capabilities, which will be used within the EOC to assist with information collection and analysis.

CONCEPT OF OPERATIONS

In the event that the emergency operations center is activated, the Planning Section will staff to perform the following functions outlined in the EOC Organization chart. Position guidance for each of these roles is located in the EOC. In addition to these roles, the planning section also acquires and staffs any technical specialists as needed, and provides planning support to other sections.

- Situation Status
- Action Planning
- Documentation
- Advanced Planning

SITUATION STATUS

The Situation Status Unit is responsible for developing and updating the Situation Report, and ensuring that accurate, up-to-date information is displayed and available as needed to the various EOC staff. In order to accomplish this, the Situation Unit oversees the collection and analysis of operational information critical to the emergency response. The Situation Unit Leader establishes a schedule for Section Reports and participates in the EOC Planning Cycle process and assists in preparing materials for Action Planning meetings. Depending on the scope of the incident, the Situation Unit may also utilize one or more analysts and/or GIS Specialists to assist in collecting, analyzing and displaying information in various forms (such as electronic displays, whiteboards, wall displays, maps / GIS products, WebEOC, etc.) to assist in overall situational awareness and EOC planning activities.

The Situation Unit will need to obtain information from a variety of sources to obtain an accurate operating picture, and vet that information to ensure its accuracy. This may include both internal and external sources, including direct observation and reporting from the field, map and GIS assets, governmental sources, utility providers, non-governmental agencies, media outlets and social media, weather reports, dispatch centers, and others as available. It is the responsibility of analysts to process this information. Some specific responsibilities of the analyst(s) include:

- Obtain, review and summarize reports from the Operations Section
- Analyze reports for information critical to response activities
- Cross-check all information for accuracy, and ensure all data entered in reports is accurate and timely
- Ensure critical, up-to-date information is posted on status board and/or displays
- Coordinate with GIS for supporting data in map form
- Ensure reports are distributed to all EOC staff and forwarded to activated local EOCs

Additionally, the Situation Unit is responsible for coordinating GIS/mapping functions for the EOC, including developing incident maps to display critical operational information. They create overlays or layers on maps or GIS products to show critical locations and features of the response and provide mapping tools for Advance Planning. GIS Specialists within the Situation Unit coordinate mapping needs with the Planning Section Chief and Operations Section Chief, and create or provide mapping and display products as required to support the response.

ACTION PLANNING

The purpose of Action Planning in the Palatine Emergency Operations Center is to provide a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans, which document the priorities and objectives, and the tasks and personnel assignments, associated with meeting the objectives.

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs (one from each Section), along with other EOC staff as needed, such as agency representatives. In general, the action planning process should follow the "Planning P" located in the EOC and planning section position guidance.

Planning Requirements

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. A written EOC Action Plan is required whenever:

- The incident overlaps more than one operational period.
- All Emergency Operations Center functions are fully staffed.

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period, and revised or updated as warranted.

DOCUMENTATION

The Documentation Unit within the Planning Section is responsible for collecting, organizing and filing all forms and materials associated with the event. This can include Situation Reports, Action Plans, Advance Plans, Section Reports, Duty Logs, Sign-In lists, maps, and any other written or electronic documents. In order to accomplish this, the Documentation Unit must establish and maintain a process for collecting and filing all of these materials, and provide direction to EOC staff on how, when and where these documents will be collected and retained. When activated, they should coordinate with the Finance Section and Legal Affairs Officer to ensure that all legal and financial concerns have been addressed. Some specific considerations include:

- Establish a schedule for collection of documents
- Maintain an accessible filing system
- Ensure critical information is copied and distributed

Additionally, the Documentation Unit will provide general clerical support for the EOC. They will also coordinate with the Situation Unit to ensure that up-to-date information is displayed in the EOC.

ADVANCE PLANNING

The Advance Planning Unit is the principal leader within the Planning Section in situational analysis and planning for long-term operations (36-72 hours out). Advance Planning will meet with Section Chiefs, Agency Representatives, Technical Specialists and others as needed to identify potential issues that may arise in that time frame which would impact response or recovery operations. Once potential issues are identified, trigger points for taking action would be identified, and they would coordinate with Action Planning to ensure contingency plans are in place to initiate actions if those trigger points are reached. The Advance Planning Unit considers:

- What issues will be critical 36-72 hours post-event
- Resources that will be needed in that time frame
- What the response structure will look like at that point
- How the response will move from a reactive stance to a proactive one

Depending on the scope of the incident, the Advance Planning Unit also must consider even longer-term issues. Looking at the 72-hour to one-week post-event time frame, some additional considerations can include:

- Demobilization plans
- Transition to Recovery operations
- Preparing for State and Federal recovery programs
- Moving EOC functions and projects back to appropriate Village departments

Included within the Advance Planning function is situational monitoring to determine when to begin the process of transitioning operations from response to recovery, as well as preparation of special reports and papers to be used by the Action Planning Unit and as references for other EOC staff in carrying out their duties.

EMERGENCY OPERATIONS CENTER REPORTING

Information may be sent to Village departments, Emergency Operations Center personnel, Cook County and other key agencies using the Village's EOC reporting system, radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Palatine EOC should generate situational reports identified in the planning section position guidance to Village departments, the County Emergency Operations Center, and Department Operations Centers, if activated.

EMERGENCY OPERATIONS CENTER REPORTING SYSTEMS

Palatine EMA uses a number of different systems that are currently in use for reporting specific types of response information. These include:

- Cook County WebEOC

The Village of Palatine will use EOC forms to report information in addition to utilizing the systems/applications named above.

TECHNICAL SPECIALISTS

One or more Technical Specialists may be utilized in the EOC to provide specific expertise to help assess the situation and identify potential issues. These specialists may be involved in numerous activities, including Situation Status to provide expertise in developing the Situation Report, Action Planning to ensure critical issues are being addressed, Advance Planning to ensure accurate assessment of critical future issues, Public Information to clarify technical terms and concepts, and others as needed. They may be included in Section Meetings in other sections besides Planning to provide more accurate situational awareness. Some examples of Technical Specialists could include:

- Hazardous Materials expert
- Environmental Protection specialist
- Weather Specialist
- Engineers (Civil, Structural, etc.)
- Legal (Specialty Areas)
- Public Health Specialist
- Flood plain manager
- Railroad company
- GIS (if in-house not available)
- Any others the situation calls for

PLAN MAINTENANCE

See Section 8.0 for plan maintenance.

HAZARD SPECIFIC ANNEX: HAZARDOUS WEATHER

OVERVIEW

The Village of Palatine is susceptible to impacts from severe weather that have the potential to cause injuries to citizens and government employees, disrupt essential services delivered by the Village, and cause damage to infrastructure, public and private property. The Village of Palatine and its citizens can take steps ahead of time that will mitigate the effects of severe weather, and by using a robust warning system, the populace and Village employees can be informed of impending or occurring severe weather. When severe weather occurs, the Village of Palatine will respond as appropriate based on the scope of the incident. This response may range from simply monitoring conditions to a full activation of the EOC in order to coordinate the operations of all Village and partner departments and agencies to maximize the efficiency of response and recovery activities.

PURPOSE

The purpose of this annex is to outline the organization, responsibilities, operational concepts and procedures for response to actual and/or forecasted severe weather emergencies, in order to get time-critical, lifesaving severe weather warnings to the people of the Village of Palatine in the most expeditious manner. These warnings are meant for citizens and government employees, including employees that are working in emergency services and are out on the roads and streets of our community. This annex will also outline activities that Village staff and departments will undertake to prepare for severe weather and mitigate the effects thereof, and will outline initial activities the Village will perform to begin the transition from response to recovery activities after an event has occurred.

SCOPE

This plan covers all areas of the Village of Palatine and addresses all types of hazardous weather that may impact it, including but not necessarily limited to: flooding, flash flooding, severe thunderstorms, tornadoes, hail and high wind events.

AUTHORITY

See appendix PA-1 Authorities and References.

ASSUMPTIONS

This annex makes the following assumptions about hazardous weather events:

- Some people who are directly threatened by severe weather may ignore, not hear or not understand warnings issued by government authorities (ESF #15).
- Response and recovery efforts may be hampered by critical infrastructure being damaged or destroyed by the severe weather event (ESF #3).
- The need for increased security for damaged areas within the Village may exist (ESF #13).
- Evacuations may occur due to impending threats or damage to structures. Mass care and human service facilities may be required (ESF #6).
- Responders may have critical needs of their own due to a severe weather event.

244

GOALS

This section identifies the goals for the Village of Palatine in preparing for and responding to hazardous weather situations in accordance with guidelines established by the National Weather Service in its StormReady program. This section also supports further goals and ongoing maintenance of hazardous weather preparedness.

- Detail Communications / Dispatch Center procedures related to natural hazards.
- Specify EOC activation criteria specific to severe weather threats.
- Establish weather spotter activation criteria and reporting procedures.
- Establish criteria and procedures for the activation of the public warning system in the Village.
- Outline Preparedness and Mitigation activities specific to hazardous weather.

ORGANIZATION

Hazardous weather alerting comes under the jurisdiction of the Village of Palatine Emergency Management Agency. The Agency will provide direction, coordination, and guidance to the entities that are involved with directly getting the alerts out to the people of the Village, while working closely with the National Weather Service (NWS) Chicago office in Romeoville.

Information initially flows from the NWS to the county agencies, news media, organizations, and the general public. A variety of methods can be used to provide these warnings to the public, including NOAA Weather Radios, outdoor warning sirens, the Emergency Alert System on broadcast media, and reverse 9-1-1 systems. As possible threats are identified, information on those threats begin to flow in both directions helping to further define the threat and allowing better and more detailed warning information to be issued.

CONCEPT OF OPERATIONS

Hazardous weather operations begin with daily monitoring of the NWS forecasts and weather radar by the local Emergency Management Agency, Northwest Central Dispatch, and others. When hazardous weather is identified as potentially threatening the Village of Palatine, additional specialized groups and activities are brought into play. When a hazard is identified as threatening the Village of Palatine, alerts are put out to the public and active tracking of the threat by field resources occurs with real-time flow of information between the EOC, Northwest Central Dispatch System, trained spotters, local emergency and government services, local news media, and the NWS Chicago office.

Village departments and support agencies responsible for responding to severe weather emergencies will do so generally using procedures parallel to their normal day-to-day operations. If the severe weather event causes injuries and/or damage beyond our normal response capabilities, departments will request assistance as needed through regional mutual aid partners (e.g. MABAS, ILEAS, IPWMAN, etc.), County, State or Federal agencies. The Village may also supplement the local response with Emergency Management volunteers serving in a variety of capacities, and may also activate the EOC at any of several levels as appropriate to the incident. Field personnel and those assigned to the EOC should all ensure that activities are documented or logged, for example, by using an ICS 214 (Activity Log).

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

In the event of severe weather damage, the EOC will be activated at higher levels when necessary to support emergency service response operations. Levels of EOC activation due to weather events are as follows:

- **Level 3, Normal Operations / Steady State** – When the Village of Palatine is under a severe weather Watch or Warning of any type, or has incurred minor severe weather event damage. Components activated:
  o EOC may be minimally activated (monitor only) during business hours; after hours Emergency Management staff monitor weather conditions from home.
- **Level 2, Partial Activation** – When the Village of Palatine has incurred moderate to major severe weather event damage. Components activated:
  o Emergency Management Coordinator
  o EOC Room staffed as needed for interdepartmental coordination, including appropriate ESFs if required to support the incident response
  o Aux Com amateur radio station, at the discretion of the Emergency Management Coordinator
- **Level 1, Full Activation** – When the Village of Palatine has incurred major to catastrophic severe weather damage. Components activated:
  o Emergency Management Coordinator
  o EOC Room fully staffed, including appropriate ESFs
  o Aux Com amateur radio station
  o Policy Group

SPOTTER ACTIVATION

The National Weather Service provides Weather Spotter training, which teaches people what to look for, what to report, and how to report hazardous weather to the national weather service. The Village of Palatine Emergency Management Agency coordinates spotter activity within the Village.

EMERGENCY AND GOVERNMENT SERVICES

Some local public works, law enforcement and fire / EMS personnel have been trained as Spotters by the NWS. Many of these professionals are in the field and able to act as severe weather spotters, calling their reports in to the NWS Chicago office by phone or other appropriate means.

When the NWS puts the Village of Palatine under a severe weather Watch or Warning, Northwest Central Dispatch will transmit that information to all emergency services via their radio talk groups and fire station alerting system, and will keep all units advised of the status / location of any severe weather.

VILLAGE EMPLOYEES

The Village of Palatine has a number of employees, many of whom work in the field, and have also been trained as Spotters. These personnel will report any significant findings to the EOC, Northwest Central Dispatch or the NWS Chicago office using their established reporting procedures.

GENERAL PUBLIC

Citizens are urged to take the NWS Spotter training and make reports directly to the NWS Chicago office in Romeoville. Information on Spotter training is available on the NWS website. The Emergency Management Agency does not activate the general public.

REPORTING CRITERIA

Spotters will report any of the following events to the NWS Chicago office in Romeoville:
- Hail: any size; report the largest observed hailstone
- Measured wind gusts over 40 mph
- Wind Damage:
  - Estimate speed
  - Size of damaged healthy tree branches
  - Size of damaged / uprooted trees
  - Number of damaged trees
  - Structures damaged
  - Impacts (power outages, blocked roads, etc.)
- Wall Cloud: watch for rotation and persistence (about 5 minutes)
- Funnel Cloud (not touching ground): must observe rotation
- Tornado (touching the ground): must see debris being lifted into the air or damage on the ground
- Flooding, rapidly rising water covering roads / streets and/or flooding buildings
- Injuries or deaths

Along with the above information, you must include the **time of observation** and the **location of the weather event**.

METHODS OF WARNING

The NWS takes the lead in alerting the public to severe weather, but the Village of Palatine Emergency Management Agency, Northwest Central Dispatch, local news media, and emergency services all play a part in getting the warning out.

WEATHER ALERT RADIOS

All hazards / weather alert radios are set off by the NWS and certain government agencies for severe weather information, watches, and warnings, as well as Amber Alerts and other important emergency information. This is the single most important warning method for severe weather and all homes, businesses and organizations are urged to have at least one in a constantly monitored area.

OUTDOOR SIRENS

The Village of Palatine has twelve (12) tornado warning sirens throughout the Village. These sirens are meant to alert citizens who are outside in the area of the siren. They are not meant to warn citizens inside structures, although structures within a close distance (which varies by location) to the siren may hear the siren going off. These sirens are set off via radio by Northwest Central Dispatch. The distance these outdoor warning sirens can be heard varies based on location, type of siren, and conditions. Normally it is expected that the sirens can be heard for up to approximately one mile from the siren, although due to conditions, that distance can be less or even much greater. Procedures for activating the sirens are specified in Northwest Central Dispatch System Directive II-M-100-6, Outdoor Warning System Activation / Testing (7/20/2017).

The outdoor tornado warning sirens are tested on the first Tuesday of the month, depending on the weather. If the weather is stormy, the test is postponed in order to not cause confusion or interfere with ongoing severe weather monitoring.

BROADCAST MEDIA

Broadcast media receive their weather warnings from the NWS and will promptly interrupt their normal broadcast to issue the weather warning to their audience. They also normally provide additional information over and above just the warning statement from the NWS, including real-time tracking of the storm based on their own or other radar sites.

SOCIAL MEDIA

The Village of Palatine maintains a Facebook account. Only general weather statements about possible pending severe weather will be posted to Facebook.

The NWS and broadcast media also use social media and following them may provide useful warning information.

It is recommended by the Village of Palatine Emergency Management Agency that users of smart cell phones sign up for any of the available text alerting services that are available for free. The Federal Emergency Management Agency (FEMA), along with local broadcast media typically have such a service available to sign up for on their websites.

NOTIFICATION OF LOCAL OFFICIALS

When Northwest Central Dispatch receives a warning of impending or occurring severe weather, key personnel for the Village should be notified. On-duty fire and police personnel will be notified over the air and/or via station alerting per NWCDS protocol, and an e-page will be sent to personnel. Village officials who are on the EOC Everbridge notification group will also be notified of the situation.

WARNING SPECIAL FACILITIES AND POPULATIONS

Special populations and facilities will be warned of severe weather by the following methods:

1. Visually impaired: Everbridge reverse 9-1-1 (TTY), EAS messages on radio and NOAA Weather Radio.
2. Hearing-impaired: Everbridge reverse 9-1-1 (TTY), Captioned EAS messages on television and NOAA Weather Radio.
3. Special Facilities: Everbridge reverse 9-1-1 (TTY), EAS messages on radio/television and NOAA Weather Radio, route alerting and door-to-door notification if necessary.

PUBLIC ADDRESS NOTIFICATIONS

In the event of a failure of all other systems, or if additional, specific guidance for residents is required, the Village will provide warning to the public through the use of Police and/or Fire Department vehicles driving routes through the Village and providing verbal instructions using the public address (PA) loudspeaker systems on those units.

PREPAREDNESS AND MITIGATION

A critical step in the planning process for hazardous weather emergencies is for the Village of Palatine to prepare for events that have been identified as likely to occur here, and to undertake mitigation activities that will diminish the impact of those events on the community. Many of those weather events occur in a predicable annual cycle, and preparation and mitigation efforts (including public education) should follow a similar pattern to keep timely, pertinent information available to residents. The Village, through the Emergency Management Coordinator, should consider the following specific actions:

- Seasonally targeted educational programs and public information outreach and campaigns to increase awareness of specific hazards and actions citizens can take to prepare for those hazards
- Periodically brief the media, through releases, and the public, through social media, on local warning systems and procedures
- Partnering with the Health Department to develop educational materials for specific health concerns related to severe weather events for distribution as required (for example, biological or mold concerns following flooding, carbon monoxide awareness subsequent to events that cause power outages, etc.)

Other regular and seasonal maintenance activities can also have the effect of mitigating threats from severe weather, including tree trimming, pre-treatment of road surfaces in advance of snow or ice, clearing culverts and storm drains, leaf removal from streets prior to heavy rain, advocating for locating utilities underground instead of overhead, etc. Departments should review vendor

contracts, resource lists and mutual aid agreements on a regular basis to ensure that necessary resources of all kinds are available when needed.

Public Works and Planning and Zoning departments should also use historical data from severe weather events in determining capital improvement projects (such as increasing storm sewer capabilities in areas with recurrent street flooding) and updating of zoning maps or water retention and/or detention capabilities in flood-prone neighborhoods or business districts.

RECOVERY

Initial recovery operations will begin as a transition from response activities. The primary focus in the early hours following a severe weather event will be to protect public safety by restoring critical infrastructure, including utilities, roads, bridges, water distribution and sewer systems, flood control and drainage systems, etc. to functional status as soon as possible. This may be concurrent with response activities. Coordination with outside agencies including ComEd, NICOR, telecommunications companies, county and state highway departments, the Water Reclamation District, and others will often be required. Initial and ongoing debris removal will also be a part of this initial effort. Prioritization of activity will be dependent on damage assessments. As the recovery operation proceeds, the Finance Department and Village Administration (including legal counsel) will be increasingly involved to verify that proper procurement rules are followed and to ensure accurate documentation. Long-term recovery operations, when needed, should incorporate mitigation strategies into the recovery plan.

PLAN MAINTENANCE RESPONSIBILITIES

The Village of Palatine Emergency Management Agency will maintain the Hazardous Weather Annex document, review it at least annually, and update it as needed. Copies of the updated Annex will be included in the Village of Palatine EOP and issued to all authorized agencies.