

# *Village of Lemont*

**Mayor**  
Brian K. Reaves

**Village Clerk**  
Charlene Smollen

**Administrator**  
George J. Schafer



**Trustees**  
Debby Blatzer  
Paul Chialdikas  
Clifford Miklos  
Rick Sniegowski  
Ronald Stapleton  
Jeanette Virgilio

## **VILLAGE BOARD MEETING**

**March 28, 2016 – 7:00 PM**  
**Village Hall – 418 Main Street**

### **AGENDA**

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. CONSENT AGENDA**
  - A. APPROVAL OF MINUTES**
    - 1. MARCH 14, 2016 VILLAGE BOARD MEETING MINUTES**
    - 2. MARCH 14, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES**
  - B. APPROVAL OF DISBURSEMENTS**
  - C. AN ORDINANCE AUTHORIZING SALE AND DISPOSAL OF SURPLUS VILLAGE PROPERTY**
  - D. A RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS IN SMITH FARM SUBDIVISION**
- IV. MAYOR'S REPORT**
  - A. PUBLIC HEARING – PROPOSED ANNUAL BUDGET FOR THE 2016-17 FISCAL YEAR \$24,000,000**
  - B. MOTION TO APPROVE 2016 COMMISSION RENEWALS**
  - C. MOTION TO APPROVE AN APPOINTMENT TO THE PLANNING & ZONING COMMISSION**
  - D. AUDIENCE PARTICIPATION**
- V. CLERK'S REPORT**
  - A. CORRESPONDENCE**

**B. RESOLUTIONS**

- 1. A RESOLUTION APPROVING THE VILLAGE OF LEMONT & LEMONT TOWNSHIP  
ALL HAZARDS EMERGENCY OPERATIONS PLAN  
(POLICE DEPT.)(MIKLOS)(MATON)**
- 2. A RESOLUTION APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR THE  
VILLAGE OF LEMONT FOR FISCAL YEAR 2017  
(ADMIN./FINANCE)(REAVES/SNIEGOWSKI)(SCHAFFER/SMITH)**
- 3. A RESOLUTION AUTHORIZING AWARD OF CONTRACT  
MEINEKE BUILDING DEMOLITION  
(PUBLIC WORKS)(BLATZER)(PUKULA)**

**VI. VILLAGE ATTORNEY REPORT**

**VII. VILLAGE ADMINISTRATOR REPORT**

**VIII. BOARD REPORTS**

**IX. STAFF REPORTS**

**X. UNFINISHED BUSINESS**

**XI. NEW BUSINESS**

**XII. EXECUTIVE SESSION DISCUSSION UNDER CHAPTER 5 ILCS**

**- THE APPOINTMENT OF THE OCCUPANT OF A PUBLIC OFFICE - SECTION 2(c)3**

**- PENDING LITIGATION – SECTION 2(c)11**

**- THE SETTING OF A PRICE FOR SALE OR LEASE OF VILLAGE PROPERTY – SECTION 2(c)6**

**XIII. ACTION ON CLOSED SESSION ITEM(S)**

**XIV. MOTION TO ADJOURN**

**Minutes**  
**VILLAGE BOARD MEETING**  
**Village Hall – 418 Main Street**  
**March 14, 2016**  
**6:30 p.m.**

The regular meeting of the Lemont Village Board was held on Monday, March 14, 2016 at 6:30 p.m., with Mayor Brian Reaves presiding.

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

Miklos, Sniegowski, Stapleton, Blatzer, Chialdikas, present. Virgilio, absent.

**III. CONSENT AGENDA**

Motion by Sniegowski, seconded by Blatzer, to approve the following items on the consent agenda by omnibus vote:

**A. Approval of Minutes**

1. December 14, 2015 Committee of the Whole Minutes
2. February 8, 2016 Village Board Meeting Minutes
3. February 15, 2016 Committee of the Whole Meeting Minutes

**B. Approval of Disbursements.**

**C. Resolution R-11-16 Approving a Final Plat of Subdivision for a Property Located at 11250 Archer Avenue and 12900 Main Street in Lemont, Illinois (Estates of Montefiori).**

**D. Resolution R-12-16 Approving the Purchase of Lawn Mowers**

Roll Call: Miklos, Sniegowski, Stapleton, Blatzer, Chialdikas, present. Virgilio, absent.

**IV. MAYOR'S REPORT**

**A. Public Hearing – Proposed Annual Budget for the 2016-17 Fiscal Year \$24,000,000.00.**  
Motion to open Public Hearing at 6:40 p.m. by Blatzer, seconded by Sniegowski. VV 5 ayes.  
Motion Passed. Virgilio, absent.

Public Comment – None

Motion to close Public Hearing at 6:41 p.m. by Sniegowski, seconded by Blatzer. VV 5 ayes.  
Motion Passed. Virgilio, absent.

Another Public Hearing for the budget will be held at the March 28 Village Board Meeting.

**B. Mayor Reaves stated that, with no Public Comment regarding the budget, when we put forth a budget for \$24,000,000, and no one talks or makes comments about it, it is an indicator**

that what we are doing is right. If anyone ever wants to discuss the budget, reach out to our staff or Board Members.

- C. Mayor Reaves commented on the celebration at the Lemont Metra Station for the new service on the Heritage Corridor line. The new added time leaves Union Station at 2:45 p.m. Thanks to the Historic Society, Abe Lincoln, and Stanford's Battery for coming out. Thanks to our Public Works Department for their help in getting the grounds ready.
- D. Mayor Reaves announced the times the State of the Union will air on Channel 6 and it is also accessible via YouTube on our website.
- E. Mayor Reaves noted that the 2016 Mayor's Drive for Charity will be held on Monday, April 25. Registration and charity applications are on our website.
- F. Audience Participation – None.

V. Clerk's Report

A. Correspondence

- 1. The Deputy Village Clerk mentioned that tomorrow, March 15, is the 2016 Presidential Primary Election. This is the first Presidential Primary to offer Election Day Registration. Voters not registered can vote at their home precinct only. Visit [www.cookcountyclerk.com](http://www.cookcountyclerk.com) for more information.

B. Ordinance

- 1. Ordinance O-4-16 Annexing to the Village of Lemont Approximately .039 Acres at 12775 Main Street. Motion by Stapleton, seconded by Sniegowski, to adopt said ordinance. Roll call: Miklos, Sniegowski, Stapleton, Blatzer, Chialdikas; 5 ayes. Motion passed. Virgilio, absent.

C. Resolutions

- 1. Resolution R-13-16 Approving an Intergovernmental Agreement By and Between the Village of Lemont and the Metropolitan Water Reclamation District of Greater Chicago for Design, Construction and Maintenance of New Culverts Between the Illinois and Michigan Canal and the Chicago Sanitary and Ship Canal. Motion by Chialdikas, seconded by Miklos, to adopt said Resolution. Roll call: Miklos, Sniegowski, Stapleton, Blatzer, Chialdikas; 5 ayes. Motion passed. Virgilio, absent.
- 2. Resolution R-14-16 Authorizing an Agreement for Professional Auditing Services with Baker Tilly Virchow Krause, LLP. Motion by Sniegowski, seconded by Blatzer, to adopt said resolution. Roll Call: Miklos, Sniegowski, Stapleton, Blatzer, Chialdikas; 5 ayes. Motion passed. Virgilio, absent.

- VI. Village Attorney Report
  - A. Attorney Stein noted there is an additional item to add to the Executive Session, Purchase of Real Estate, 2(c)5 of the Open Meetings Act.
- VII. Village Administrator Report
  - A. Yardwaste pickup will start on April 1.
  - B. The Quarryman Challenge is in need of volunteers for the May 7 date.
- VIII. Board Reports
- IX. Staff Reports
  - A. Police Department – A lifesaving situation occurred by Officer Kondrat and Office Pappas for someone that was having a heroin overdose. Heroin overdose is the leading cause of death in the United States; exceeding death via car accidents.
  - B. With Spring Break coming up, there are curfews to note for those 17 and under. Times can be found on the Police Department website.
- X. Unfinished Business – Trustee Sniegowski said there are comments and posts being made on other Facebook pages and social media sites about the Village of Lemont. Residents are encouraged to email or contact a Board Member, so they can be addressed as a board.
- XI. New Business - None
- XII. Motion for Executive Session

Motion by Blatzer, seconded by Stapleton, to move into Executive Session(s) for the purpose of discussing the Appointment of the Occupancy of a Public Office Under Section 5 ILCS 2(c)3 and Purchase of Real Property for the Use of the Village Under Section 5 ILCS 2(c) 5 of the Open Meetings Act. Roll Call: Miklos, Sniegowski, Stapleton, Blatzer, Chialdikas; 5 ayes. Motion passed. Virgilio, absent.
- XIII. **ACTION ON CLOSED SESSION ITEM**
- XIV. **MOTION TO ADJOURN**

There being no further business, a motion was made by Stapleton, seconded by Sniegowski, to adjourn the meeting at 7:41 p.m. VV 5 ayes. Motion passed. Jeanette, absent.

Village Board  
Committee of the Whole Meeting Minutes  
March 14, 2016 -7:43 PM

- I. Mayor Reaves called the Committee of the Whole meeting at 7:43 PM.
- II. Present Present were Trustees, Blatzer, Chialdikas, Miklos, Sniegowski, Stapleton. Trustee Virgilio, absent. Also present was George Schafer, Charity Jones, Mark Maton, Linda Molitor and Chris Smith.
- III. Discussion Items
  - A. FY 16-17 Capital and Operating Budget  
Finance Director, Chris Smith, presented the FY2016-2017 Proposed Annual Operating Budget. The budget approach is a conservative revenue projection, as we are dealing with the uncertainties of the state budget. Revenue and Expenditures were reviewed. General Fund Revenue and Expenditures were shown. Department FY16 Closout Initiatives and FY 17 Initiatives were discussed. Capital Plan Funds, Water/Sewer Fund were reviewed. The detailed budget reports can be found with the agenda packet on the Village website for this meeting.  
  
Another budget public hearing will be held on March 28, 2016. On April 11, the budget ordinance will be up for approval.
  - B. Annual Fee Ordinance  
Finance Director, Chris Smith, reviewed the minor changes for the annual fee ordinance. Police False Alarms will be changed and the Metra Permit Parking fee will be increased.
- IV. Unfinished Business - None
- V. New Business
  - A. ComEd rates are currently a little lower than our current rate we have through our municipality electric aggregation. Customers are able to opt-out with no penalty and go with ComEd if they so choose.
  - B. CMAP is not receiving funding. Municipalities, etc., will have to pay to have services.
  - C. Rt. 83 & Main – Financial model will be developed.
- VI. Meeting adjourned at 9:47 PM.

# Payment Register

From Payment Date: 3/15/2016 - To Payment Date: 3/28/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
FM-Clearing - Accounts Payable									
Check									
13663	03/28/2016	Open			Accounts Payable	American Express	\$150.85		
	Invoice		Date	Description		Amount			
	16-03-07		03/07/2016	Costco purchases		\$150.85			
13664	03/28/2016	Open			Accounts Payable	Ashbury Woods Development LLC	\$1,000.00		
	Invoice		Date	Description		Amount			
	2015-00000033		03/09/2016	refund clean up deposit - 745 Woodglen Ln		\$1,000.00			
13665	03/28/2016	Open			Accounts Payable	AT&T Illinois	\$1,165.75		
	Invoice		Date	Description		Amount			
	63024316090316		03/13/2016	630 243-1609 403 9 kohls-target l/s		\$73.39			
	63024314680316		03/13/2016	630 243-1468 926 9 parking garage		\$204.96			
	63024312300316		03/13/2016	630 243-1230 805 2 eagle ridge l/s		\$109.15			
	63024317390316		03/13/2016	630 243-1739 155 8 well #6		\$185.50			
	63024373750316		03/13/2016	630 243-7375 749 4 art & culture commission		\$151.57			
	63024304590316		03/13/2016	630 243-0459 681 3 oak tree l/s		\$115.17			
	63024304480316		03/13/2016	630 243-0448 146 1 chestnut crossing l/s		\$103.68			
	63025752710216		02/25/2016	630 257-5271 183 5 harpers grove l/s		\$108.75			
	63025759360216		02/25/2016	630 257-5936 976 9 well #4		\$113.58			
13666	03/28/2016	Open			Accounts Payable	AT&T Illinois	\$122.00		
	Invoice		Date	Description		Amount			
	16-02-1261		02/29/2016	142021261 - Village Hall internet		\$50.00			
	16-03-9005		03/02/2016	126379005 - metra station internet		\$72.00			
13667	03/28/2016	Open			Accounts Payable	Avalon Petroleum Company	\$3,223.35		
	Invoice		Date	Description		Amount			
	555175		03/07/2016	950 gals unl fuel		\$1,581.75			
	555116		02/29/2016	1080 gals unl fuel		\$1,641.60			
13668	03/28/2016	Open			Accounts Payable	Azavar Audit Solutions	\$2,272.57		
	Invoice		Date	Description		Amount			
	11709		03/01/2016	Mar 2016 utility audit contingency pmt		\$2,272.57			
13669	03/28/2016	Open			Accounts Payable	Bode, Denise, G	\$250.00		
	Invoice		Date	Description		Amount			
	16-03-02		03/15/2016	2/29/16, 3/2/16 classes		\$250.00			
13670	03/28/2016	Open			Accounts Payable	Burriss Equipment Co.	\$2,309.50		
	Invoice		Date	Description		Amount			
	WS07103		03/03/2016	Brushcutter & Blowers		\$2,309.50			
13671	03/28/2016	Open			Accounts Payable	Call One	\$2,042.22		
	Invoice		Date	Description		Amount			
	16-03-15		03/15/2016	1210965-1129040 v.h., p.d., p.w. phones		\$2,042.22			
13672	03/28/2016	Open			Accounts Payable	Chicago Badge & Insignia Co.	\$1,152.14		
	Invoice		Date	Description		Amount			
	14119		03/12/2016	badges		\$93.94			
	14117		03/11/2016	badges		\$1,058.20			
13673	03/28/2016	Open			Accounts Payable	Chicago Parts Sound, LLC	\$103.55		
	Invoice		Date	Description		Amount			
	743361		03/04/2016	switch		\$103.55			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
13674	03/28/2016	Open			Accounts Payable	Comcast Cable	\$480.29		
	Invoice		Date	Description		Amount			
	16-03-9805		03/04/2016	8771 20 147 0039805 v.h. cable/internet		\$221.46			
	16-03-2700		03/04/2016	8771 20 147 0042700 p.d. cable/internet		\$258.83			
13675	03/28/2016	Open			Accounts Payable	ComEd	\$863.42		
	Invoice		Date	Description		Amount			
	16-03-3015		03/04/2016	0432203015 - street lights - 44 Stephen St		\$85.61			
	16-03-0155		03/08/2016	1515080155 - street lights - 451 Talcott		\$24.55			
	16-03-08-0205		03/08/2016	NS Joliet Rd 1E Archer Av - Meineke Building		\$85.18			
	16-03-4009		03/07/2016	0348764009 - street lights - 47 Stevens St		\$64.55			
	16-03-9011		03/07/2016	6534089011 - street lights - 411 Singer Ave Rear		\$355.29			
	16-03-3016		03/09/2016	9338003016 - street lights - houston 1N schultz		\$19.83			
	16-03-2063		03/09/2016	1443022063 - street lights - KA Steel path		\$30.42			
	16-03-7033		03/14/2016	2213017033 - Main St lift station - bell rd, main st		\$174.85			
	16/03-0229		03/16/2016	0171030229 - street lights - athen knoll		\$23.14			
13676	03/28/2016	Open			Accounts Payable	Compass Minerals America	\$2,646.51		
	Invoice		Date	Description		Amount			
	71461194		02/26/2016	softener salt		\$2,646.51			
13677	03/28/2016	Open			Accounts Payable	Cook County Department of Public Health	\$5,100.00		
	Invoice		Date	Description		Amount			
	16-02-29		02/29/2016	Oct-Dec 2015 inspections (51)		\$5,100.00			
13678	03/28/2016	Open			Accounts Payable	Corrpro Companies Inc	\$575.00		
	Invoice		Date	Description		Amount			
	370283		02/29/2016	tank inspection		\$575.00			
13679	03/28/2016	Open			Accounts Payable	Currie Motors	\$24,956.00		
	Invoice		Date	Description		Amount			
	H9978		03/16/2016	2016 Ford F250 Pickup		\$24,956.00			
13680	03/28/2016	Open			Accounts Payable	DuPage Mayors and Managers Conference	\$40.00		
	Invoice		Date	Description		Amount			
	9346		03/07/2016	Feb 2016 CBM meeting		\$40.00			
13681	03/28/2016	Open			Accounts Payable	DuPage Overhead Garage Doors, Inc.	\$778.00		
	Invoice		Date	Description		Amount			
	03-01-16		03/08/2016	maintenance		\$778.00			
13682	03/28/2016	Open			Accounts Payable	Dynegy Energy Services LLC	\$3,480.42		
	Invoice		Date	Description		Amount			
	153917616021		03/03/2016	GMCVLG1004		\$3,480.42			
13683	03/28/2016	Open			Accounts Payable	Elevator Inspection Services	\$300.00		
	Invoice		Date	Description		Amount			
	58499		03/15/2016	inspection		\$300.00			
13684	03/28/2016	Open			Accounts Payable	Frank Novotny & Associates, Inc.	\$3,260.00		
	Invoice		Date	Description		Amount			
	16077-1		02/16/2016	13009 Birch Path Court		\$65.00			
	16076-1		02/16/2016	1221 Eagle Crest Dr		\$65.00			
	16110-1		02/16/2016	13721 Kettering Parkway		\$65.00			



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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	16111-1		02/16/2016		12782 Dunmoor		\$65.00		
	16089-1		02/16/2016		13355 Bond Lane		\$65.00		
	16109-1		02/16/2016		13660 Kettering Parkway		\$65.00		
	16112-1		02/16/2016		16571 Willow Drive		\$95.00		
	16125-1		03/02/2016		1524 Magdalena Drive		\$385.00		
	16127-1		03/02/2016		1 Anne Circle		\$385.00		
	16128-1		03/02/2016		13370 Bond Lane		\$385.00		
	16131-1		03/02/2016		634-638 Wood Glen Court		\$385.00		
	16133-1		03/02/2016		12783 Tullamore Lane		\$385.00		
	16134-1		03/02/2016		1536-1548 Ashbury Place		\$385.00		
	16137-1		03/02/2016		1280 Janas Addition & Retaining Wall		\$80.00		
	16142-1		03/02/2016		13736 Anne Drive		\$385.00		
13685	03/28/2016	Open			Accounts Payable	Fred Bluder & Son Tree Service	\$7,275.00		
	Invoice		Date	Description		Amount			
	16-03-21		03/21/2016	11/20/15-1/21/16 tree removals		\$7,275.00			
13686	03/28/2016	Open			Accounts Payable	Grainger	\$22.95		
	Invoice		Date	Description		Amount			
	9042081696		03/02/2016	sink repair		\$22.95			
13687	03/28/2016	Open			Accounts Payable	Great Southwest Recreation, LLC	\$1,147.49		
	Invoice		Date	Description		Amount			
	16-03-15		03/15/2016	Apr 2016 payment		\$1,147.49			
13688	03/28/2016	Open			Accounts Payable	Illinois State Police	\$59.50		
	Invoice		Date	Description		Amount			
	16-02-29		02/29/2016	fingerprinting Cost Center: 01600 ORI: ILL03542S		\$59.50			
13689	03/28/2016	Open			Accounts Payable	IRMA	\$8,094.67		
	Invoice		Date	Description		Amount			
	IVC0009555		01/29/2016	Volunteer Coverage 11/1/15-11/1/16		\$721.00			
	IVC0009633		01/31/2016	Cyber Coverage 01/01/16-11/01/16		\$882.52			
	SALES0014928		01/31/2016	January deductible		\$1,661.91			
	CREDIT0001993		01/31/2016	January deductible		(\$328.70)			
	SALES0015000		02/29/2016	February deductible		\$4,606.09			
	SALES0015038		02/29/2016	February Opt ded		\$551.85			
13690	03/28/2016	Open			Accounts Payable	KS StateBank	\$26,518.62		
	Invoice		Date	Description		Amount			
	16-02-19		02/19/2016	3347989 - IVACS digital camera stations - R 20-15		\$26,518.62			
13691	03/28/2016	Open			Accounts Payable	Lina Embroidery	\$509.00		
	Invoice		Date	Description		Amount			
	16-02-11		02/11/2016	uniforms - TSO Boyer		\$444.50			
	15-12-17		12/17/2015	uniforms-TSO Ballard		\$51.50			
	16-02-23		02/23/2016	uniforms MM		\$13.00			
13692	03/28/2016	Open			Accounts Payable	Menards	\$35.12		
	Invoice		Date	Description		Amount			
	81743		03/14/2016	lock		\$4.55			
	77800		01/11/2016	repair parts		\$30.57			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
13693	03/28/2016	Open			Accounts Payable	Metropolitan Industries Inc	\$30.00		
	Invoice		Date	Description		Amount			
	0000307533		02/29/2016	Feb 2016 MDS fee		\$30.00			
13694	03/28/2016	Open			Accounts Payable	Monroe Truck Equipment	\$832.92		
	Invoice		Date	Description		Amount			
	312586		03/04/2016	Parts		\$182.92			
	312651		03/18/2016	parts		\$650.00			
13695	03/28/2016	Open			Accounts Payable	Motorola Solutions - Starcom21 Network	\$340.00		
	Invoice		Date	Description		Amount			
	223741302016		03/01/2016	7120AA2		\$340.00			
13696	03/28/2016	Open			Accounts Payable	NiCor Gas	\$279.29		
	Invoice		Date	Description		Amount			
	16/03-2000 6		03/10/2016	69-98-10-2000 6 oak tree ln l/s		\$26.39			
	16/03-0043 0		03/16/2016	69-22-85-0043 0 ruffled fthrs l/s		\$84.34			
	16/03-1000 5		03/16/2016	84-38-99-1000 5 chestnut crossing l/s		\$25.49			
	16/03-20008		03/16/2016	85-71-20-20008 keepataw trails l/s		\$30.03			
	16/03-9378 5		03/17/2016	25-59-90-9378 5 well #6		\$60.37			
	16/03-2000 8 (2)		03/15/2016	74-12-00-2000 8 harpers grove l/s		\$26.87			
	16/03-4722 3		03/15/2016	91-25-56-4722 3 eagle ridge l/s		\$25.80			
13697	03/28/2016	Open			Accounts Payable	Norton Sons Roofing Inc	\$865.00		
	Invoice		Date	Description		Amount			
	10394		03/13/2016	roof repair		\$865.00			
13698	03/28/2016	Open			Accounts Payable	Occupational Health Centers of Illinois. P.C.	\$59.00		
	Invoice		Date	Description		Amount			
	1009346348		03/08/2016	random drug testing		\$59.00			
13699	03/28/2016	Open			Accounts Payable	OfficeMax Incorporated	\$69.29		
	Invoice		Date	Description		Amount			
	603888		03/03/2016	shredder		\$69.29			
13700	03/28/2016	Open			Accounts Payable	Patriot Landscape & Maintenance Inc	\$185.00		
	Invoice		Date	Description		Amount			
	2625		03/12/2016	mowing 2 vacant properties 11/10/15 & 4x end 9/23/15		\$185.00			
13701	03/28/2016	Open			Accounts Payable	PDC Laboratories	\$17.50		
	Invoice		Date	Description		Amount			
	825747		02/29/2016	sample testing		\$17.50			
13702	03/28/2016	Open			Accounts Payable	Proven Business Systems, LLC	\$39.97		
	Invoice		Date	Description		Amount			
	299342		03/03/2016	P.W. Canon copier usage		\$39.97			
13703	03/28/2016	Open			Accounts Payable	Quill Corporation	\$52.99		
	Invoice		Date	Description		Amount			
	3489704		02/22/2016	check stock		\$203.96			
	349862		03/02/2016	returned mdse credit - orig inv 9310590		(\$123.98)			
	339196		02/23/2016	mdse refund - CM for inv no 2568954		(\$26.99)			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
13704	03/28/2016	Open			Accounts Payable	Rag's Electric	\$795.00		
	Invoice		Date	Description		Amount			
	20652		03/17/2016	light parts		\$795.00			
13705	03/28/2016	Open			Accounts Payable	Rainbow Printing	\$179.95		
	Invoice		Date	Description		Amount			
	411730		03/15/2016	#10 utility billing window envelopes		\$179.95			
13706	03/28/2016	Open			Accounts Payable	Ray O'Herron Co., Inc.	\$149.90		
	Invoice		Date	Description		Amount			
	1613302-IN		03/04/2016	10 watch caps		\$149.90			
13707	03/28/2016	Open			Accounts Payable	Reliable Equipment & Service Co., Inc.	\$1,776.05		
	Invoice		Date	Description		Amount			
	0523218-IN		03/07/2016	3" pump		\$1,776.05			
13708	03/28/2016	Open			Accounts Payable	Rush Truck Centers	\$124.94		
	Invoice		Date	Description		Amount			
	3001889749		03/09/2016	Parts		\$124.94			
13709	03/28/2016	Open			Accounts Payable	Sosin, Arnold & Schoenbeck, Ltd.	\$1,000.00		
	Invoice		Date	Description		Amount			
	92484		02/29/2016	Feb 2016 adjudication		\$1,000.00			
13710	03/28/2016	Open			Accounts Payable	Southwest Central Dispatch	\$26,067.80		
	Invoice		Date	Description		Amount			
	16-03-15		03/15/2016	Apr 2016 assessment		\$26,067.80			
13711	03/28/2016	Open			Accounts Payable	Southwest Digital Printing, Inc.	\$37.34		
	Invoice		Date	Description		Amount			
	3-1726mr		03/09/2016	1/4/16-2/29/16 plotter usage		\$37.34			
13712	03/28/2016	Open			Accounts Payable	The UPS Store	\$24.97		
	Invoice		Date	Description		Amount			
	2084		01/31/2016	shipping - GS		\$24.97			
13713	03/28/2016	Open			Accounts Payable	Tyler Technologies Inc	\$53,007.00		
	Invoice		Date	Description		Amount			
	048003		03/15/2016	LEM1640 4/1/16-3/31/17 maintenance		\$53,007.00			
13714	03/28/2016	Open			Accounts Payable	Unique Plumbing Co., Inc.	\$1,613.76		
	Invoice		Date	Description		Amount			
	20160214		03/15/2016	water heater pump replacement		\$1,613.76			
13715	03/28/2016	Open			Accounts Payable	Verizon Wireless	\$112.32		
	Invoice		Date	Description		Amount			
	9761533280		03/03/2016	685282853-00001		\$112.32			
13716	03/28/2016	Open			Accounts Payable	Village of Orland Park	\$195.00		
	Invoice		Date	Description		Amount			
	12054		03/09/2016	prisoner care		\$195.00			
13717	03/28/2016	Open			Accounts Payable	Water Resources Inc.	\$2,562.89		
	Invoice		Date	Description		Amount			
	30370		03/08/2016	water meters		\$715.46			
	30369		03/07/2016	water meters		\$1,847.43			

# Payment Register

From Payment Date: 3/15/2016 - To Payment Date: 3/28/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
13718	03/28/2016	Open			Accounts Payable	Wentworth Tire Service, Inc.	\$607.56		
	Invoice		Date	Description		Amount			
	448217		03/17/2016	repair		\$45.00			
	448253		03/18/2016	parts		\$562.56			
13719	03/28/2016	Open			Accounts Payable	BYUS Construction Inc	\$1,000.00		
	Invoice		Date	Description		Amount			
	2015-00000771		03/09/2016	Refund clean up deposit - 13422 Archer Ave		\$1,000.00			
13720	03/28/2016	Voided	Incorrect Amount	03/28/2016	Accounts Payable	Quicket Solutions, Inc.	\$3,336.67		
	Invoice		Date	Description		Amount			
	1005		03/23/2016	Apr 2016 scanner maintenance		\$3,336.67			
Type Check Totals:					58 Transactions		\$195,296.03		
<b>EFT</b>									
168	03/16/2016	Open			Accounts Payable	FM Bankcard Processing Center	\$110,648.10		
	Invoice		Date	Description		Amount			
	2016-00001274		03/16/2016	Jan procurement card		\$110,648.10			
169	03/24/2016	Open			Accounts Payable	Southwest Agency for Health Management	\$95,616.21		
	Invoice		Date	Description		Amount			
	2016-00001286		03/21/2016	Apr 2016 health & dental premiums		\$95,616.21			
Type EFT Totals:					2 Transactions		\$206,264.31		

FM-Clearing - Accounts Payable Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	57	\$191,959.36	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$3,336.67	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>58</b>	<b>\$195,296.03</b>	<b>\$0.00</b>
EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	2	\$206,264.31	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>2</b>	<b>\$206,264.31</b>	<b>\$0.00</b>
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	59	\$398,223.67	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	1	\$3,336.67	\$0.00
	Stopped	0	\$0.00	\$0.00

# Payment Register

From Payment Date: 3/15/2016 - To Payment Date: 3/28/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
<b>Grand Totals:</b>					Total		60	\$401,560.34	\$0.00	
				<b>Checks</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>		
					Open	57	\$191,959.36	\$0.00		
					Reconciled	0	\$0.00	\$0.00		
					Voided	1	\$3,336.67	\$0.00		
					Stopped	0	\$0.00	\$0.00		
					<b>Total</b>	<b>58</b>	<b>\$195,296.03</b>	<b>\$0.00</b>		
				<b>EFTs</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>		
					Open	2	\$206,264.31	\$0.00		
					Reconciled	0	\$0.00	\$0.00		
					Voided	0	\$0.00	\$0.00		
					<b>Total</b>	<b>2</b>	<b>\$206,264.31</b>	<b>\$0.00</b>		
				<b>All</b>	<b>Status</b>	<b>Count</b>	<b>Transaction Amount</b>	<b>Reconciled Amount</b>		
					Open	59	\$398,223.67	\$0.00		
					Reconciled	0	\$0.00	\$0.00		
					Voided	1	\$3,336.67	\$0.00		
					Stopped	0	\$0.00	\$0.00		
					<b>Total</b>	<b>60</b>	<b>\$401,560.34</b>	<b>\$0.00</b>		

# **Village Board**

## **Agenda Memorandum**

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To: Mayor & Village Board  
From: Chief Marc R. Maton  
Subject: **Disposal of Surplus Property**

Date: 03-28-16

### **BACKGROUND/HISTORY**

**The Lemont Police Department is requesting to dispose of surplus property that has outlived its usefulness. This property is not of any use to the Lemont Police Department at this time and a request to dispose of the following vehicles via auction.**

### **Vehicle Information**

2014 Harley Davidson, FLHX Motorcycle VIN: 1HD1KBM1XEB602721

2002 Chevrolet, Trailblazer VIN: 1GNDDT13S422110642

**RECOMMENDATION : Staff recommends passage**

**ATTACHMENTS (IF APPLICABLE)**

**COPY OF TITLES**

**SPECIFIC VILLAGE BOARD ACTION REQUIRED**

Approval at the upcoming Village Board Meeting

**VILLAGE OF LEMONT  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING SALE AND DISPOSAL OF SURPLUS  
VILLAGE PROPERTY**

**ADOPTED BY THE  
PRESIDENT AND THE BOARD OF TRUSTEES  
OF THE VILLAGE OF LEMONT  
THIS 28<sup>th</sup> DAY OF MARCH, 2016**

Published in pamphlet form by  
Authority of the President and  
Board of Trustees of the Village of  
Lemont, Counties of Cook, Will and  
DuPage, Illinois, this 28th day of March, 2016.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING SALE AND DISPOSAL OF SURPLUS  
VILLAGE PROPERTY**

**WHEREAS**, the Village of Lemont (“Village”) is an Illinois Municipal Corporation pursuant to the Illinois Constitution of 1970 and the Statutes of the State of Illinois;

**WHEREAS**, the Village has determined according to law that there exists certain personal property owned by the Village that is no longer necessary or useful to the Village and is hereby declared to be surplus property;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COOK, DUPAGE AND WILL COUNTIES, ILLINOIS, as follows:**

**SECTION 1:** The foregoing findings and recitals, and each of them, are hereby adopted as Section 1 of this Ordinance and are incorporated by reference as if set forth verbatim herein.

**SECTION 2:** That pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4 (the “Code”), the President and Board of Trustees find the following property to be no longer necessary or useful to the Village and is hereby declared surplus property:

- 2014 Harley Davidson, FLHX Motorcycle VIN: 1HD1KBM1XEB602721
- 2002 Chevrolet, Trailblazer VIN: 1GNDDT13S422110642

**SECTION 3:** That pursuant to the authority of the Code, the President and Board of Trustees hereby authorize and direct the Village Administrator or his designee to dispose of said surplus property in any manner he sees fit which may include sale of the above property by Public Auction, or any other lawful means.



**SECTION 4:** That the Village Clerk of the Village is directed hereby to publish this Ordinance in pamphlet form, pursuant to the Statutes of the State of Illinois, made and provided.

**SECTION 5:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL, AND DUPAGE, ILLINOIS, ON THIS 28<sup>th</sup> DAY OF MARCH, 2016.**

**PRESIDENT AND VILLAGE BOARD MEMBERS:**

	AYES:	NAYS:	ABSENT:	ABSTAIN
<b>Debby Blatzer</b>	_____	_____	_____	_____
<b>Paul Chialdikas</b>	_____	_____	_____	_____
<b>Clifford Miklos</b>	_____	_____	_____	_____
<b>Ron Stapleton</b>	_____	_____	_____	_____
<b>Rick Sniegowski</b>	_____	_____	_____	_____
<b>Jeanette Virgilio</b>	_____	_____	_____	_____

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**BRIAN K. REAVES**  
**President**

ATTEST:

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**CHARLENE M. SMOLLEN**  
**Village Clerk**

**VILLAGE OF LEMONT**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS IN SMITH FARM  
SUBDIVISION**

**ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LEMONT  
THIS 28<sup>th</sup> DAY OF MARCH, 2016**

**Published in pamphlet form by  
authority of the President and  
Board of Trustees of the Village of  
Lemont, Cook, Will and DuPage Counties,  
Illinois on this 28<sup>th</sup> day of March, 2016**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS  
IN SMITH FARM SUBDIVISION**

**WHEREAS**, pursuant to the Lemont Unified Development Ordinance, an owner or developer of a subdivision is required to deposit certain security or evidence thereof with the Village of Lemont to guarantee the installation of public improvements; and

**WHEREAS**, in the matter of Smith Farm Subdivision, located east of Smith Road in the Village of Lemont, an Irrevocable Letter of Credit No. 74100510-1 was issued by American Bank and Trust in the amount of \$200,000 was deposited with the Village of Lemont to guarantee completion of public improvements in said subdivision; and

**WHEREAS**, on December 6, 2011 and on June 1, 2012 the Village of Lemont found that certain improvements of the Smith Farm subdivision were not completed in accordance with the plans and specifications of the subdivision and submitted sight drafts for the balance of Irrevocable Letter of Credit No. 74100510-1; and

**WHEREAS**, the Village of Lemont has completed the construction of the public improvements within Smith Farm subdivision; and

**WHEREAS**, on December 28, 2012 the Village of Lemont acquired the Smith Farm stormwater detention pond; and

**WHEREAS**, the Village Engineer of the Village of Lemont inspected certain portions of the improvements and recommends acceptance of said subdivision's improvements;

**NOW, THEREFORE BE IT RESOLVED** by the President and Board of Trustees of the Village of Lemont, that the public improvements at Smith Farm subdivision are hereby accepted.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL, AND DU PAGE,  
ILLINOIS, on this 28<sup>th</sup> day of March, 2016.**

	<u><b>AYES</b></u>	<u><b>NAYS</b></u>	<u><b>PASSED</b></u>	<u><b>ABSENT</b></u>
<b>Debby Blatzer</b>				
<b>Paul Chialdikas</b>				
<b>Clifford Miklos</b>				
<b>Ron Stapleton</b>				
<b>Rick Sniegowski</b>				
<b>Jeanette Virgilio</b>				

**Approved by me this 28<sup>th</sup> day of March 2016**

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**BRIAN K. REAVES, Village President**

**ATTEST:**

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**CHARLENE M. SMOLLEN, Village Clerk**

# **Village Board**

## **Agenda Memorandum**

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**To:** Mayor & Village Board

**From:** George Schafer, Village Administrator  
Chris Smith, Finance Director

**Subject:** Public Hearing on the FY17 Proposed Annual Operating Budget

**Date:** March 28, 2016

### **BACKGROUND/HISTORY**

Pursuant to State Statute (65 ILCS 5/8-2-9.9), a public hearing on the Village's FY17 Proposed Annual Operating Budget must be held, and notice given, prior to passage of the budget by the Village Board. Staff is recommended two public hearings, one on March 14, 2016 and another one on March 28, 2016, to give the public multiple opportunities to present oral and written comments regarding the budget. The attached public notice was published in the Lemont Suburban Life on March 18, 2016. The FY17 Proposed Annual Operating Budget and the FY17-FY21 Capital Improvement Plan is on-line on the Village's website [www.lemont.il.us](http://www.lemont.il.us).

As previously stated, the FY17 Proposed Annual Operating Budget is balanced, follows all the financial policies of the Village, and is accordance with the Village's Strategic Plan.

### **RECOMMENDATION**

Hold the Public Hearing on March 28, 2016.

### **ATTACHMENTS**

- 1) Public Notice

SHAW MEDIA  
PO BOX 250  
CRYSTAL LAKE IL 60039-0250

ORDER CONFIRMATION (CONTINUED)

Salesperson: PUBLIC NOTICE ADVERTISING Printed at 03/17/16 10:20 by lples

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Acct #: 10074590

Ad #: 1169399

Status: N

**LEGAL NOTICE / PUBLIC NOTICE**

**NOTICE OF PUBLIC HEARING**

PUBLIC NOTICE is hereby given to all persons interested that the President and Board of Trustees of the Village of Lemont, Cook, DuPage and Will County will hold a public hearing on Monday, March 28, 2016 at 7:00 pm in the Village Board Room of the Lemont Village Hall, 418 Main Street, Lemont, IL. The hearing will be held to consider the proposed Village of Lemont Annual Budget for the 2016-2017 fiscal year which begins May 1, 2016. All interested citizens of the Village of Lemont are invited to attend. The following budget is proposed for fiscal year 2016-17:

**Proposed Annual Budget for the 2016-17  
Fiscal Year \$24,000,000**

The proposed budget may be examined at the Lemont Village Hall on weekdays during normal business hours of 8:30 am to 5:00 pm at the Finance Department and on the village's website [www.lemont.il.us](http://www.lemont.il.us).

All interested citizens will have the opportunity to give written and oral comments.

By: /s/ Charlene M. Smollen  
Title: Village Clerk

March 18, 2016  
Lemont Suburban Life 1169399

### Commissioners Term Expires 2016

Term Expires	Term Years	Last Name	First Name	Department/Commission
2016	2 yr.	Greanias	Nicholas	Art & Culture
2016	2 yr.	Albrecht	Chris	Environmental Advisory
2016	2 yr.	Carusiello	Elva	Environmental Advisory
2016	2 yr.	Thomas	Tom	Environmental Advisory
2016	3 yr.	Zelezinski	Lisa	Ethics
2016	3 yr.	Batistich	Simon	Historic Preservation
2016	3 yr.	Cummins	Chris	Historic Preservation
2016	3 yr.	Buschman	Barbara	Historic Preservation, Chariman
2016	3 yr.	Lemming	Terry	Liquor Commission
2016	3 yr.	McGleam	Jerry	Planning & Zoning Commission
2016	3 yr.	Spinelli	Anthony	Planning & Zoning Commission, Chairman
2016	2 yr.	Buschman	Barbara	Police Pension Board

**Village Board**  
Agenda Memorandum

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TO: Mayor & Village Board

From: Chief Marc Maton

Subject: **Village of Lemont & Lemont Township All Hazards Emergency Operations Plan**

Date: 03-28-16

**BACKGROUND/HISTORY**

Pursuant to the Illinois Revised Statutes 29 ILCS 301, all municipalities are required to develop a basic Emergency Operations Plan that detailing the approach to emergency operations, including:

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



10) Assignment of responsibility for plan maintenance, review, evaluation and updating.

11) Functional Annex Requirements that addresses how the municipality will perform Direction and Control, Communications, Warning/Emergency Information, Public Information, Damage Assessment, Evacuation, Mass Care, Health and Medical, Mortuary Services, and Resource Management.

The plan is required to be approved by each political subdivision included in the plan, including the Village of Lemont. Subsequent to Village approval, the plan will need approval from the Lemont Fire Protection District, Lemont Township, and the Counties of Cook, DuPage and Will.

Attached is the statutory guidance under Illinois Law.

RECOMMENDATION: Staff recommends passage

ATTACHMENTS (IF APPLICABLE)

SPECIFIC VILLAGE BOARD ACTION REQUIRED

The passage of the proposed plan at the upcoming Village Board Meeting

workers' compensation issues;

- 4) A description of how the consolidated ESDA will operate in a situation of concurrent disasters in each of the consolidated counties; and
- 5) Evidence of how the unified command system will be implemented by the consolidated ESDA.

#### SUBPART B: EMERGENCY OPERATIONS PLAN REQUIREMENTS

##### **Section 301.210 Authority**

In accordance with requirements of Section 10(g) of the Act, each ESDA established pursuant to the Act shall prepare an emergency operations plan for its geographic boundaries that complies with the planning, review and approval standards set forth in this Part.

##### **Section 301.220 Initial Analysis and Assessment**

To begin the planning process and in conjunction with biennial EOP updates, representatives of the political subdivision organizations involved with emergency response shall jointly conduct all of the following tasks:

- a) Conduct a hazard analysis for the political subdivision:
  - 1) Identify hazards, including natural and technological;
  - 2) Profile hazards, considering frequency, magnitude, intensity, location, spatial extent, duration, seasonal pattern, speed of onset and availability of warning, using historical data, scientific methods or other sources; and
  - 3) Compare and prioritize risks of the hazards identified.
- b) Assess vulnerabilities within the political subdivision:
  - 1) Collect demographic data (such as daily population patterns, traffic patterns, seasonal population changes, special needs populations) from public and private sources to determine potential consequences of identified hazards on people and community functions.
  - 2) Collect structural inventory data (including data on critical facilities, residential, commercial, and industrial structures, lifelines, and transportation) to determine potential consequences of identified hazards on community functions, property and sites of potential secondary

hazards.

- c) Assess response capabilities of the political subdivision, identify shortfalls in response capabilities and develop strategies to alleviate shortfalls, such as memorandums of understanding, mutual aid agreements or good Samaritan agreements.

### **Section 301.230 Basic Plan Requirements**

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

political subdivision will implement the concepts and procedures of a recognized incident command system.

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

#### **Section 301.240 Functional Annex Requirements**

- a) The EOP shall include an annex addressing how the political subdivision will perform each of the following functions:
  - 1) Direction and Control – What means the political subdivision will use to direct and control activities during and following emergency situations.
  - 2) Communications – How information will be exchanged among responders in an emergency situation.

- 3) Warning/Emergency Information – How the public will be warned and instructed regarding actual or threatened hazards through the public media or other means.
  - 4) Public Information – The means, organization and process by which a political subdivision will provide timely, accurate, and useful information and instructions to area residents throughout an emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety.
  - 5) Disaster Intelligence/Damage Assessment – The means the political subdivision will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster.
  - 6) Evacuation – The movement of people to a safe area from an area believed to be at risk, when emergency situations necessitate such action.
  - 7) Mass Care – Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to, providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.
  - 8) Health and Medical – The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health, mental health services.
  - 9) Mortuary Services – Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.
  - 10) Resource Management – The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster.
- b) Each functional annex required by subsection (a) shall individually address:
- 1) The purpose of the function.
  - 2) A description of situations that trigger implementation of the function.

- 3) A description of assumptions that apply to the function.
  - 4) The concept of operations for the function.
  - 5) Assignment of responsibility for annex maintenance, review and updating.
- c) In addition to addressing the requirements of subsection (b), the Direction and Control annex shall also:
- 1) Describe the direction and control relationship of tasked organizations, including:
    - A) The command structure – specifically who will be in charge during emergency response operations.
    - B) The authorities of, and limitations on, key response personnel such as the on-scene Incident Commander.
    - C) How emergency response organizations will be notified when it is necessary to respond.
    - D) The means that will be used to obtain, analyze, and disseminate information (for decision making, requesting assistance, reporting, etc.).
    - E) The relationship between the EOC and the Incident Command Post.
  - 2) List the organizations that are tasked with specific direction and control responsibilities and describe those responsibilities. Include the assignment of responsibility for:
    - A) Reporting to the EOC when activated.
    - B) Coordinating press releases among response organizations.
    - C) Managing the primary and alternate EOCs.
    - D) Maintaining a significant events log.
    - E) Removing debris.

- d) In addition to addressing the requirements of subsection (b), the Communications annex shall also:
- 1) Describe the total emergency communications system used for communication among all groups and individuals involved in the political subdivision's response to an emergency.
  - 2) Describe the primary and backup communication methods and personnel.
  - 3) Identify the organization assigned to coordinate all communication activities.
  - 4) List the organizations that are tasked with specific communications responsibilities and describe those responsibilities.
  - 5) Identify the representative from each tasked organization who will report to the EOC when activated.
- e) In addition to addressing the requirements of subsection (b), the Warning/Emergency Information annex shall also:
- 1) Identify the methods used to provide warning/emergency information for the public and special populations.
  - 2) Identify the locations of outdoor warning/emergency information devices and define the geographical areas covered.
  - 3) Describe the specific warning/emergency information responsibilities assigned to the tasked organizations.
  - 4) Identify the department or agency responsible for activating public warning/emergency information systems.
- f) In addition to addressing the requirements of subsection (b), the Public Information annex shall also:
- 1) Assign a person to be the public information officer (PIO) responsible for coordinating information gathering and production, rumor control, public inquiries, and media relations.
  - 2) Designate a facility as the public information center.
  - 3) List the organizations that are tasked with specific public information

- responsibilities and describe those responsibilities.
- 4) Assign a public information representative to report to the EOC when activated.
- g) In addition to addressing the requirements of subsection (b), the Disaster Intelligence/Damage Assessment annex shall also:
- 1) List the organizations that are tasked with specific disaster intelligence/damage assessment responsibilities and describe those responsibilities.
  - 2) Assign a disaster intelligence/damage assessment representative to report to the EOC when activated.
- h) In addition to addressing the requirements of subsection (b), the Evacuation annex shall also:
- 1) List the organizations that are tasked with specific evacuation responsibilities and describe those responsibilities.
  - 2) Identify the department, agency or organization responsible for coordinating all transportation resources planned for use in an evacuation.
- i) In addition to addressing the requirements of subsection (b), the Mass Care annex shall also:
- 1) List the organizations that are tasked with specific mass care responsibilities and describe those responsibilities, including:
    - A) Identification of the department, agency, or organization responsible for determining the need to open shelter.
    - B) Identification of the department, agency, or organization responsible for emergency mass feeding operations.
    - C) Identification of the department, agency, or organization responsible for providing health and/or medical care at shelter and/or congregate care facilities.
  - 2) Assign a mass care representative to report to the EOC when activated.
  - 3) Identify the mass care representative who will coordinate press releases



with the public information officer.

- j) In addition to addressing the requirements of subsection (b), the Health and Medical Services annex shall also:
  - 1) List the organizations and individuals that are tasked with responsibilities for providing emergency health and medical services and describe those responsibilities, including:
    - A) Identification of the department, agency, or organization responsible for arranging crisis counseling for emergency workers.
    - B) Identification of the department, agency, or organization responsible for sanitation services.
  - 2) Assign a health and medical services representative to report to the EOC when activated.
- k) In addition to addressing the requirements of subsection (b), the Mortuary Services annex shall also:
  - 1) List the organizations and individuals that are tasked with mortuary services responsibilities and describe those responsibilities.
  - 2) Describe how mortuary services will be expanded during a mass casualty incident, if necessary.
- l) In addition to addressing the requirements of subsection (b), the Resource Management annex shall also:
  - 1) List the organizations and individuals that are tasked with resource management responsibilities and describe those responsibilities. Include identification of who will organize, manage, coordinate, and distribute the donations of money, goods, and labor received from individual citizens and volunteer groups during an emergency.
  - 2) Assign a resource management representative to report to the EOC when activated.
- m) The ESDA may include additional functional annexes in the EOP as determined by the ESDA to be necessary for the emergency management efforts of the political subdivision in the event of a disaster, including, but not limited to, the following functions: search and rescue, law enforcement, public works,

transportation, energy management, animal welfare, legislative relations, aviation operations and/or others. IEMA may require the ESDA to include an additional functional annex in the EOP, if IEMA determines that such annex is necessary preparation for protection of the public peace, health and safety in the event of a disaster.

### Section 301.250 Hazard Specific Annexes

- a) Each hazard specific annex of the EOP shall individually address:
  - 1) The purpose of the annex.
  - 2) A description of situations that trigger implementation of the hazard specific annex.
  - 3) A description of assumptions that apply to the hazard specific annex.
  - 4) The concept of operations for the hazard specific annex.
  - 5) Assignment of responsibility for annex maintenance, review and updating.
- b) Beginning January 1, 2003, the EOP shall include, as a Hazardous Materials annex, all applicable portions of a SERC approved LEPC chemical emergency response plan for the political subdivision, developed in accordance with the requirements of the Illinois EPCRA. The SERC shall appoint an ESDA coordinator from within the LEPC's emergency planning district to serve as a member of the LEPC in the development of the LEPC chemical emergency response plan.
- c) Based upon United States Geological Survey calculations of probable areas subject to earthquake damage, IEMA has determined that the EOPs of the following county ESDAs and of political subdivision ESDAs located within the following counties shall include an Earthquake annex: Alexander, Calhoun, Crawford, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Jersey, Johnson, Lawrence, Madison, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Richland, Saline, St. Clair, Union, Wabash, Washington, Wayne, White, and Williamson. In addition to addressing the requirements of subsection (a), the Earthquake annex shall address, at a minimum:
  - 1) For Direction and Control purposes:
    - A) The use of ground or aerial surveys, or both, to determine the scope of the damage, casualties, and the status of critical facilities.

- B) The use of damage assessment information to identify the facilities and areas where urban search and rescue operations are to be conducted and to establish priorities for search and rescue operations.
  - i) Provisions to control access into and out of damaged areas.
  - ii) The inspection of buildings and other structures to determine habitability or the need for condemnation or demolition and how such determinations will be marked.
- 2) For Public Information purposes:
  - A) The development and distribution of survival tips on what to do during and immediately after an earthquake.
  - B) The distribution of warnings and advice on the continuing threats of fire, unsafe areas, building collapse, aftershocks, and other hazards.
  - C) Public notification of emergency assistance locations, such as shelter, medical services, and food and water.
- 3) For Evacuation purposes:
  - A) Provisions for moving residents of custodial facilities, including, but not limited to, hospitals and jails, following an earthquake due to structural damage from the earthquake or projected aftershocks.
- 4) For Mass Care purposes:
  - A) Identification of mass care facilities in low seismic risk areas that are away from secondary effect threats.
  - B) Identification of mass care facilities that are structurally sound, well retrofitted, or built to code, based on the knowledge of a structural engineer.
  - C) A ranking of the mass care facilities based on the amount of earthquake resistance protection offered.
- d) An ESDA may include additional Hazard Specific annexes in the EOP as

determined by the ESDA to be necessary for the emergency management efforts of the political subdivision in the event of a disaster, including, but not limited to annexes on flooding and dam failures, nuclear power plant accidents, terrorism, weapons of mass destruction, tornadoes, or airport accidents. IEMA may require the ESDA to include an additional Hazard Specific annex in the EOP, if IEMA determines that such annex is necessary preparation for protection of the public peace, health and safety in the event of a disaster.

### **Section 301.260 Other Annexes**

Mandated ESDAs shall include, as an annex, the EOP, or a cross-reference to the EOP, of a non-mandated ESDA that the mandated ESDA has reviewed and accepted in accordance with the provisions of Section 301.320 of this Part.

## **SUBPART C: EMERGENCY OPERATIONS PLAN SUBMISSION AND REVIEW REQUIREMENTS**

### **Section 301.310 EOP Submission and Review Requirements for Mandated ESDAs and Accredited ESDAs**

- a) Each mandated ESDA and each ESDA eligible for and seeking accreditation pursuant to Section 301.510 of this Part shall biennially submit to IEMA for review and approval an emergency operations plan for their geographic boundaries that complies with the planning standards of this Part.
- b) The principal executive officer of the political subdivision and the ESDA coordinator shall review and approve the EOP submission not more than 60 days prior to the submission to IEMA. The EOP submission shall include a statement, signed by the principal executive officer and the ESDA coordinator, that the plan has been reviewed and approved by all departments or organizations with assigned emergency responsibilities.
- c) Each ESDA shall review and update its EOP biennially, except the ESDA shall annually review and update the Hazardous Materials annex to the EOP based on the LEPC annual review of the LEPC chemical emergency response plan.
- d) Each ESDA shall submit a copy of its EOP, either personally with proof of submittal or by certified or registered mail, to IEMA in accordance with the review schedule established by IEMA.
- e) Within 30 days after submittal, IEMA shall review the plan and give written notification to the ESDA, either personally with proof of notification or by certified or registered mail, of IEMA approval or disapproval of the EOP in

**A Resolution Approving the VILLAGE OF LEMONT & LEMONT TOWNSHIP ALL HAZARDS EMERGENCY OPERATIONS PLAN**

**WHEREAS**, the President and Board of Trustees of the Village of Lemont (“Village”) have determined that it is advisable, necessary and in the best interests of the Village to approve the **Village of Lemont & Lemont Township All Hazards Emergency Operations Plan (EOP)** a copy of which is attached as Exhibit A and incorporated in its entirety.

**BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Lemont as follows:

**Section One:** The **EOP** is hereby approved in substantially the form attached hereto as Exhibit A.

**Section Two:** The Mayor or Village Administrator are authorized to make changes to the document prior to execution, in consultation with the Village Attorney, that do not materially alter the Village’s obligations, and to take any other steps necessary to carry out this resolution.

**Section Three:** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE, ILLINOIS on this 28th day of March, 2016.**

**PRESIDENT AND VILLAGE BOARD MEMBERS:**

	AYES:	NAYS:	ABSENT:	ABSTAIN
<b>Debby Blatzer</b>	_____	_____	_____	_____
<b>Paul Chialdikas</b>	_____	_____	_____	_____
<b>Clifford Miklos</b>	_____	_____	_____	_____
<b>Ron Stapleton</b>	_____	_____	_____	_____
<b>Rick Sniegowski</b>	_____	_____	_____	_____
<b>Jeanette Virgilio</b>	_____	_____	_____	_____

\_\_\_\_\_  
**BRIAN K. REAVES**  
President

ATTEST:

\_\_\_\_\_  
**CHARLENE M. SMOLLEN**  
Village Clerk

**Exhibit A**

**Village of Lemont & Lemont Township All Hazards Emergency Operations Plan (EOP)**

**LEMONT  
ALL  
HAZARDS  
EMERGENCY  
OPERATION  
PLAN**

**FEBRUARY  
2016**

**Brian K. Reaves  
Village President**

**George J. Schafer  
Village Administrator**



**Thomas Ballard**  
Emergency Management Director

**Marc Maton**  
Police Chief

**George Rimbo**  
Fire District Chief

**Ralph Pukula**  
Director of Public Works

**Eileen Donahue**  
Human Resource Generalist

**Christina Smith**  
Director of Finance

**Jeff Stein**  
Village Attorney

**Bill Shanley**  
Director of Southwest Central Dispatch



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## **FOREWORD SECTION**

IEMA 301.230a

### **PREFACE**

Preparation for major emergencies and disasters requires contingency planning not only on the part of the Village President, Township Supervisor, Village Administrator, and Emergency Management Director, but also by all departments and agencies of the Village of Lemont (Village) and Township (Township). This plan emphasizes the major situations that require Village and Township coordination and direction from all Village departments/agencies, and may require assistance and support from the County, State, and Federal Governments. This need for coordinated emergency operations distinguishes major emergencies and disasters from the emergencies that police, fire and engineering, public works or hospitals and doctors deal with on a daily basis. Planning is particularly important to emergency operations since the margin for indecision is so small. How the Village reacts in the period before a disaster strikes and during the immediate aftermath of a disaster will substantially influence the impact of the disaster on the local area. In major emergencies, the Village cannot often wait for County and State assistance or direction. The Village must be prepared to immediately mobilize and coordinate the operations of the Village's department/agencies in order to minimize the loss of life and property. For this reason, Lemont Officials must assume a major responsibility for emergency and disaster preparedness.

The Illinois Emergency Management Act (20 ILCS 3305/11) states, "The effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision." As such, this plan is written to include the automated activation that will occur within the Village and Township following the daily function and operation of this plan. Preparedness, response, recovery, and mitigation activities taken prior to the onset of an emergency or disaster, and those following the incident are addressed in this document.

The National Incident Management System (NIMS) provides a management structure and system for conducting emergency operations between the Lemont Emergency Operation Center and the Incident Command Post(s) (ICPs).

The Incident Command System (ICS), NIMS, and the Emergency Operation Plan (EOP) used by the Village and Township are applicable to small-scale daily operational activities, as well as to major mobilizations of County, State, and Federal resources required due to a large scale response. The ICS provides the EOC and operational staff with a standardized operational structure and common terminology. Because of this, the ICS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional or multi-disciplinary responses. In addition, the ICS provides the flexibility needed to rapidly activate and establish an organizational format around the function that mitigates the situation.

The Emergency Operation Center (EOC) serves as an effective and efficient facility for coordinating the Village's and Township emergency response and recovery efforts. The EOC may serve the Village and Township in a number of uses including operations, training, meeting, and other Village operational uses. The EOC can optimize

## **FOREWORD SECTION**

communication and coordination by effective information management and presentation.

The Village and Township have incorporated and adopted the Village's Emergency Operation Plan (EOP) any Homeland Security Presidential Directive, State, and Federal regulations.

This document is intended to be a guideline and resource in the event of an emergency. This document is no way amends or supersedes any duly adopted ordinance or resolution of Lemont.

## **RESTRICTED DOCUMENT**

### **LEMONT EMERGENCY OPERATION PLAN**

#### **PREFACE**

Any reproduction or duplication requires prior approval of the Lemont Emergency Management Agency.



**FOREWORD SECTION**

**LETTERS OF APPROVAL**

EMA301.230a1

**Village of Lemont**

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

All regulations and/or parts of regulations, or ordinances of the Village of Lemont directly conflicting with this EOP shall be brought to the attention of the Village Board.

This Emergency Operation Plan (EOP) shall be in full force and effect from the date of its approval.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_  
Village President of the Village of Lemont

Village Attorney:  
\_\_\_\_\_

Lemont Emergency Management Director:  
\_\_\_\_\_

Attest: \_\_\_\_\_  
Lemont Village Clerk

**VILLAGE SEAL**

**FOREWORD SECTION**

**Lemont Township**

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

All regulations and/or parts of regulations, or ordinances directly conflicting with this EOP shall be repealed.

This Emergency Operation Plan (EOP) shall be in full force and effect from the date of its approval.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_  
Township Supervisor, Lemont Township

Township Attorney:  
\_\_\_\_\_

Attest: \_\_\_\_\_  
Lemont Township Clerk

**Lemont Township SEAL**

**FOREWORD SECTION**

**LEMONT TOWNSHIP**

COOK COUNTY, ILLINOIS

**RESOLUTION**

**NUMBER 2015-2016-04**

**A RESOLUTION AUTHORIZING THE LINES OF  
SUCCESSION FOR TOWNSHIP SUPERVISOR**

**WHEREAS**, In the event that the Township Supervisor is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successor in the order specified.

**WHEREAS**, The emergency interim successor shall exercise the powers and discharge the duties of the office until such time as a vacancy which may exist shall be filled in accordance with the constitution or statues; or until the office, or his deputy, or a preceding emergency interim successor again becomes available to exercise the powers and discharge the duties of his office. Based on the authority of 5 ILCS 275/1 *et. seq.*, and the Lemont Township Board of Trustees,

**NOW, THEREFORE, BE IT RESOLVED BY THE SUPERVISOR AND BOARD OF TRUSTEES OF LEMONT TOWNSHIP, COOK COUNTY, ILLINOIS, THE LINE OF SUCCESSION FOR THE EXECUTIVE BRANCH OF GOVERNMENT IS AS FOLLOWS:**

1. Francis E. Wozniak, Trustee
2. Gregory W. Nicklas, Trustee
3. Jerry W. Ptacek, Trustee
4. Andreas Taylor, Trustee

ADOPTED BY THE SUPERVISOR and LEMONT TOWNSHIP BOARD OF TRUSTEES of Lemont Township, Cook County, Illinois on December 8, 2015 by the following roll call vote:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>PRESENT</u>
Trustee Nicklas	<u>  x  </u>			
Trustee Ptacek			<u>  x  </u>	
Trustee Taylor	<u>  x  </u>			
Trustee Wozniak	<u>  x  </u>			
Supervisor Rosendahl	<u>  x  </u>			
<b>TOTAL</b>	<b>4</b>		<b>1</b>	

**FOREWORD SECTION**



Steven Rosendahl, Township Supervisor Attest:  
Barbara A. Buschman, Town Clerk

**RECORD OF CHANGES**

**IEMA 301.230A2**

Listed below are the procedures to be followed whenever a change to the Plan is made:

1. The Emergency Management Director will issue major changes on both paper and electronic formats.
2. Insert new pages as directed; remove and destroy obsolete changes.
3. Enter any changes in the following log.

<b>Change Number</b>	<b>DATE</b>	<b>PAGES OR SECTION CHANGED</b>	<b>ENTER BY</b>

**FOREWORD SECTION**

**CERTIFICATION OF ACCEPTANCE**

IEMA301.230a3

We, the undersigned, have participated in the development of our respective sections of the Lemont Emergency Operation Plan. We accept on behalf of our respective departments or government agency the duties and responsibilities and acknowledge the relationships here established. We further agree to provide all resources in both manpower and material to perform the assigned task.

_____	_____
Village Administrator	Date
_____	_____
Emergency Management Director	Date
_____	_____
Police Chief	Date
_____	_____
Lemont Fire Protection District Chief	Date
_____	_____
Public Works Director	Date
_____	_____
Planning & Economic Development Director	Date
_____	_____
Building Commissioner	Date
_____	_____
Finance Director	Date
_____	_____
Village Attorney	Date
_____	_____
Township Supervisor	Date
_____	_____
Township Clerk	Date
_____	_____
Southwest Central Dispatch Communications Director	Date
_____	_____
Orland Central Dispatch Communications Director	Date

**FOREWORD SECTION**

**JURIDICTIONAL COUNTY EMERGENCY OPERATION PLAN  
APPROVAL**

**IEMA301.230a4and IEMA 301.510**

The attached Village of Lemont and Lemont Township Emergency Operation Plan (EOP) meets the requirements of the Illinois' Emergency Management Agency, and is in conformance with Title 29, Chapter 1, Part 301 of the Illinois Administrative Rules, regulating local emergency plans.

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

---

Cook County EMA Director  
Cook County Department of Homeland Security and Emergency Management

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

---

Will County EMA Director  
Will County Emergency Management Agency

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

---

Du Page County EMA Director  
Du Page County Office of Homeland Security and Emergency Management

## FOREWORD SECTION

### DISTRIBUTION LIST

IEMA301.230a5

The Lemont Emergency Management Agency will send any updated sections of the EOP to each agency who will be responsible for maintaining their numbered copy of this plan:

<b><u>Master Copy</u></b>	<b><u>VILLAGE CLERK OFFICE</u></b>
1	EMERGENCY OPERATIONS CENTER
2	VILLAGE PRESIDENT
3	VILLAGE ADMINISTRATOR
4	HUMAN RESOURCE GENERALIST
5	VILLAGE ATTORNEY
6	EMA DIRECTOR
7	POLICE CHIEF
8	POLICE ADMINISTRATION COMMANDER
9	POLICE OPERATIONS COMMANDER
10	POLICE INVESTIGATIVE SERGEANT
11	DISTRICT FIRE CHIEF
12	DEPUTY FIRE CHIEF OF OPERATIONS
13	DIRECTOR PUBLIC WORKS
14	PUBLIC WORKS STREET SUPERINTENDENT
15	PUBLIC WORKS WATER SUPERINTENDENT
16	DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT
17	DIRECTOR OF FINANCE
18	DIRECTOR, SOUTHWEST CENTRAL DISPATCH CENTER
19	1 <sup>ST</sup> SENIOR TRUSTEE
20	2 <sup>ND</sup> SENIOR TRUSTEE
21	3 <sup>RD</sup> SENIOR TRUSTEE
22	4 <sup>TH</sup> SENIOR TRUSTEE
23	5 <sup>TH</sup> SENIOR TRUSTEE
24	6 <sup>TH</sup> SENIOR TRUSTEE
25	ILLINOIS EMERGENCY MANAGEMENT AGENCY
26	COOK COUNTY HOMELAND SECURITY AND EMERGENCY MANAGEMENT
27	DUPAGE COUNTY EMERGENCY MANAGEMENT AGENCY
28	WILL COUNTY EMERGENCY MANAGEMENT AGENCY
29	DIRECTOR, ORLAND CENTRAL DISPATCH CENTER
30	LEMONT TOWNSHIP SUPERVISOR
31	LEMONT TOWNSHIP CLERK

## FOREWORD SECTION

# ORGANIZATION OF THE EMERGENCY OPERATION PLAN

IEMA301.210

This EOP describes how both the Village and the Township of Lemont will respond to major emergency situations jointly. Both governmental organizations have adopted the NIMS and this document consists of the following components of the National Response Plan; the paragraphs below describe each of the components.

**The Basic Plan** describes the structure and processes comprising of the Village and Township approach to domestic incident management designed to integrate the efforts and resources of Local, County, State and Federal governments. In addition, the plan also addresses private-sector, and nongovernmental organizations. The Basic Plan includes planning assumptions, roles, and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

**Functional Annexes** are the parts of the EOP that begin to provide specific information and direction. Annexes should focus on operations- what the function is and who is responsible for carrying it out. While the Basic Plan provides information relevant to the EOP as a whole, annexes emphasize responsibilities, tasks, and operational actions that pertain to the function being covered. Annexes cover, in general terms, the activities performed by anyone with a responsibility under the function. An annex should identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters.

Annexes should clearly define and describe the policies, processes, roles, and responsibilities inherent in the various functions before, during, and after any emergency period. To ensure adequate planning for all appropriate contingencies, it may be necessary to spend time projecting the consequences of various emergencies. This should not be restricted to those hazards found to be most threatening during the hazard analysis. For example, airplane crashes, while infrequent, can occur almost anywhere with little or no warning. The term "generic" has been used to describe these functional annexes that are generally applicable to all hazards. The generic annexes are critically important parts of the plan, since they enable the jurisdiction to cope with any unforeseen emergency.

In general, the organization of the annexes parallels that of the Basic Plan.

Specific sections can be developed to expand upon, but not to repeat, information contained in the Basic Plan.

The following list of functional annexes addresses core functions that warrant attention and may require that specific actions be taken during emergency response operations:

### Functional Annexes

**Direction and Control Annex** – This annex establishes workable procedures for the development, manning, and operation of an Emergency Operations Center and the National Incident Management System (NIMS) within the Village to coordinate both and Village and Township government's response to planned events, day-to-day operations and emergency situations.

**Communications Annex** - Presents how information will be coordinated between all Village,



## FOREWORD SECTION

Township, State, County, Federal, and NGOs agencies during emergency and recovery operations. In addition, this Annex confirms the guidelines both the Village / Township will follow to maintain, operate, and coordinate all communication for day-to-day operations and emergency operations at all Village / Township locations, the EOC, and Incident Command Posts.

The Village / Township will interact with the telecommunications industry and work to maintain/repair/restore telecommunications infrastructure, and the Village's cyber and information technology systems.

**Warning/Emergency Information Annex** – Describes the Village / Township emergency warning system.

**Public Information Annex** – Describes the Village / Township process of interface between the public and media, regarding incident-related, and/or special events information.

**Disaster Intelligence/Damage Assessment Annex** – Describes the methods the Village / Township will utilize to identify, collect, analyze and disseminate information on the extent and impact of the disaster.

**Evacuation Annex** – Describes the Village / Township evacuation procedures.

**Mass Care Annex** – Describes the actions that the Village / Township will take to ensure that all appropriate services are provided at any mass care facility for the general population and the Functional and Access Needs population. This includes, but is not limited to, providing temporary shelter, food, medical and psychological care, clothing, and other essential life support needs to people displaced from their homes because of a disaster situation.

**Health and Emergency Medical Services Annex** – Describes the activities associated with providing health and medical services in emergencies and disasters, including emergency medical services, hospital, public health, environmental health and mental health services.

**Medical Examiner Forensic Services** – This Annex describes the process of collecting, identifying and caring for human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.

**Resource Management Annex** – Describes the process the Village / Township will use to manage people, equipment, facilities, supplies, and other resources to satisfy the needs generated by the disaster.

**Debris Management Annex** – Describes facilitation and coordination involved in the removal, collection, and disposal of debris following a disaster.

**Animal Care Annex** – Describes the immediate actions to be taken to minimize animal (owned, stray, domestic or wild animals) suffering in the event of a large-scale emergency/disaster.

**Volunteers Annex** - Provides guidance on volunteer management functions.

**Donations Management Annex** – Provides guidance on donation management functions.

**Hazard Specific Annexes** – These annexes address a variety of contingency or hazard

## FOREWORD SECTION

situations requiring specialized application of the Lemont / Township Emergency Operation Plan.

The following list of **Hazard Specific Annexes** addresses primary functions that warrant attention and may require that specific actions be taken during emergency response operations:

**Hazardous Materials (Nuclear/Radiological) Hazard Specific Annex - Describes** incident management activities related to Hazardous Materials Incident(s) in the Village / Township.

**Terrorism, Law Enforcement and Investigation Hazard Specific Annex - Describes** law enforcement and criminal investigation coordinating structures and processes in response to a terrorist event.

**Flooding Hazard Specific Annex - Describes** the activities of preparedness, response, mitigation and recovery from potential flooding.

**Ground Search and Rescue (GSAR) Hazard Specific Annex - Describes** the Village / Township's Ground Search and Rescue response to incidents of lost and missing persons in conjunction with IEMA Ground Search and Rescue System.

## Appendices

Provide other relevant, more detailed supporting information, including terms, definitions, acronyms, authorities, and a compendium of the Village and Township management objectives.

# **BASIC PLAN**

NIMS III-B-2-a-2

## **STATEMENT OF PURPOSE**

IEMA 301.230b1

The objective of preparing this emergency response plan is to create the capacity for our village to save the maximum number of lives in the event of a major emergency or disaster, minimize injuries, protect property, preserve functioning municipal government, and maintain and support economic activities essential for the survival and eventual recovery from the emergency or disaster. This plan will take an “all hazards” approach to emergencies and will focus on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological or civil. Specific actions that are further described in the Concept of Operations will be outlines in functional annexes and hazard specific annexed developed for each operational department of village government.

## **SITUATION**

IEMA 301.240b2

The Village / Township is exposed to a variety of natural, technological, civil/political, physical, and specific hazards that can and have posed a threat to the lives and property of our citizens. These hazards have the potential for disrupting the community, causing physical damage, and causing casualties. These hazards are outlined in the Identification of Hazards in this section of the Emergency Operation Plan.

## **ASSUMPTIONS**

IEMA 301.240b3

Officials of the Village can assume:

The period during response and recovery shall remain the responsibility of those officials as outlined herein. Local resources shall be first used, then mutual aid resources, and finally County, State and Federal Assistance. Individuals and agencies shall be used in familiar roles to the extent practical, and non-essential functions will be offered so that these resources may be diverted to the emergency. Through its coordinating agencies, the Jurisdictional Counties and the Illinois Emergency Management Agency have resources available to assist the Village and Township in emergency or disaster responses and recovery efforts, addressing emergency-related issues for both general population and Functional and Access Needs populations.

Non-Government Organizations (NGO) providing temporary or long-term residency services or custodial care to Functional and Access Needs populations must develop comprehensive emergency plans according to their regulatory authorities, and ensure that emergency policies and procedures are adequate and up-to-date.

The Emergency Management Director (EMD) shall serve as the staff to the Village President and Village Administrator for all protocols in Emergency Management. All agency or department heads will continue to control their organizations at the direction of the Village President and/or Village Administrator.

A. Representatives of all designated local organizations, for the purpose of coordination and

## BASIC PLAN

centralized direction and control, will staff the Emergency Operations Center.

- B. Initial response to any emergency(s) will be made by the first response agencies of our Village including the Lemont Emergency Management, Police, Fire/EMS, and Public Works.
- C. This Plan has been prepared, integrating all Village operational departments, in a comprehensive effort to prepare for major emergencies and disasters following the “all hazards” approach. Each department has developed standard operating procedures or guidelines to support both everyday operations and their assignments as outlined in this plan.

## IDENTIFICATION OF HAZARDS

IEMA301.220a1, IEMA 301.220a2, IEMA 301.220a3, IEMA301.220b1, IEMA 301.220b2, IEMA 301/220c

The Village is vulnerable to many different types of natural, technological /industrial and civil/political hazards capable of creating a major emergency or disaster situation. Specific hazards determined to be of major concern are listed below, in order of their level of threat (Strong, Moderate and Remote):

### A. Natural Hazards:

#### 1. Strong:

- Floods
- Severe and Excessive Heat
- Severe and Excessive Cold
- Severe Thunderstorm
- High Winds
- Microbursts
- Lightning
- Hail
- Tornadoes
- Winter Storms
- Blizzards
- Snow
- Ice

#### 2. Moderate:

- Earthquakes
- Forest Preserve Fires
- Illness/Disease (Pandemic)

### B. Technological / Industrial Hazards:

#### 1. Strong:

- Commercial Transportation Air Accidents
- Commercial Transportation Rail Accidents
- Commercial Transportation Road Accidents
- Commercial Transportation Waterway Accidents
- Commercial Transportation Bulk Storage Areas
- Fixed Site Hazardous Material Incident
- Transportation Hazardous Material Incident

## BASIC PLAN

- Nuclear Hazardous Material Incident
  - Biological Hazardous Material Incident
  - Fire
  - Explosion
  - Utility Failure – electric
  - Utility Failure – phone
  - Utility Failure – cable
2. Moderate:
- Structural Collapse
  - Utility Failure – gas
  - Utility Failure – cell tower
  - Utility Failure – sewer
  - Utility Failure – water (equipment failure)
  - Pipe Lines
3. Remote:
- Riots
  - Water Contamination – Sabotage
  - Water Contamination – Radiation
- C. Civil/Political Hazards:
1. Strong:
- Hostage Situations
  - Gang Activity
  - Terrorism
  - Extortion
2. Moderate:
- Sabotage
  - Civil Disturbance/Strikes
3. Remote:
- Riots
  - Conventional War

## CONCEPT OF OPERATIONS

IEMA 301 .230b4

The difference between day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, operational departments go about their daily business under the direction of a department head or chief. During a period of emergency or disaster, the Village President is held ultimately responsible for the preservation of life and protection of property as outlined in Illinois State Law. Department heads who previously provided direction to their resources continue to do so in time of emergency. During a major emergency or disaster situation however, the Incident Management Team (IMT) and Incident Commander function and coordinate response under NIMS. Agencies tasked with response and recovery missions under this plan make up the IMT with the help of the Emergency Management Director. The IMT, functioning from the Village's EOC, are responsible for making strategic decisions necessary to support any Homeland Security Presidential Directive, State, and/or Federal regulations from IEMA, FEMA, National Response Plan, and NIMS and to ensure the overall safety of the community.

## **BASIC PLAN**

The Village and Township will maintain an Emergency Management Program in accordance with the Illinois EMA Administrative Code and FEMA - National Incident Management System (NIMS) compliance.

This program applies to all types of hazards that might occur in Lemont. Prior to an emergency, the following strategies are applied to these hazards:

### **PRE-INCIDENT MITIGATION**

Mitigation activities are those that eliminate or reduce the probability of a major emergency or disaster's occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Examples include establishing building codes, flood plain building restrictions, etc.

### **PREPAREDNESS**

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, training, exercising, and development of public information and warning systems are among activities conducted under this phase. Following the onset of an emergency or disaster, government and private agencies must be prepared to immediately swing into action and provide a variety of services. The NIMS indicates in Type 3, 2 and 1 incident(s), the EOC should be activated at the correct level. As such, this plan is written to include those activities that will occur within the Village and Township following the activation of this Plan. The Pre-incident Mitigation and Preparedness activities described above which are taken prior to the onset of an emergency or disaster, are not formally addressed in this document.

### **RESPONSE**

During the response phase, emergency services necessary to reduce injury and death and protect property are provided. These activities help to reduce casualties and damage and to speed recovery. Response activities include communications, warning, public information, evacuation, firefighting and rescue, emergency medical services, law enforcement, public works and other similar operations addressed in this plan.

The Village, Cook County, Will County, DuPage County, and the State of Illinois EOP's, along with the National Response Framework have provided a timely response for County, State, Federal, and NGOs assets and resources to the Village if needed.

Presidential Decision Directive (PDD) 39 divides response activities for a WMD incident into two operational phases: crisis management and consequence management.

**Crisis Management** is a law enforcement function, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions, such as intelligence, surveillance, tactical operations, negotiations, forensics, and investigations, as well as technical support missions including agent identification, search, render safe procedures, transfer and disposal, and limited decontamination. In addition to the traditional law enforcement missions, crisis management also includes assurances of public health and safety. PDD-39 assigns the Federal Bureau of Investigation (FBI) as the lead agency in charge of operations under the Crisis Management phase of operations. The laws of the United States assign primary authority to the Federal

## **BASIC PLAN**

government to prevent and respond to acts of terrorism or potential acts of terrorism.

**Consequence Management** is predominantly an emergency management function and includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In an actual or potential terrorism incident, a consequence management response will be managed by FEMA using the structures and resources of the Federal Response Plan. These efforts will include support missions as described in other federal operational plans, such as predictive modeling, protective action recommendations, and mass decontamination. PDD-39 assigns the Federal Emergency Management Agency (FEMA) as the lead agency in charge of operations under the Consequence Management phase of operations. The laws of the United States assign primary authority to the State and Lemont governments to respond to the consequences of terrorism, and the federal government provides assistance, as required.

## **RECOVERY**

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent disaster. Under NIMS, the Village will have a Recovery Action Plan.

The recovery phase of an emergency typically is the longest and most difficult aspect of a disaster for a Village's residents, and can be especially traumatic for people with Functional and Access Needs. They may be deprived of vital connections to attendants, service animals, neighbors, local business owners, and even family members. Their accustomed routines may be disrupted. Some Functional and Access Needs may experience psychological distress when faced with the need to confront their limitations or to relive traumatic experiences from their past.

When moving programs from a damaged facility to another location, state and local governments must ensure that the programs remain accessible to people with disabilities. This requirement applies whether the program is relocated permanently or temporarily.

Following certain disaster events, state and local governments may wish to undertake a long-term recovery program in which FEMA supplemental federal support is not required. The *FEMA Long-Term Community Recovery (LTCR) Self-Help Guide* is intended to provide state and local governments with a planning framework for implementing their own long-term community recovery planning process.

## **POST INCIDENT MITIGATION**

Post-incident mitigation activities are those that eliminate or reduce the probability of future events or damage by altering or permanently changing the area that was affected by the incident. Examples may include buy-out and demolition of flood-prone structures, construction of flood control/storm water retention facilities, and modification or development of more stringent building codes.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

## **BASIC PLAN**

Homeland Security Presidential Directive–5 (HSPD–5) directed the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.

NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent of NIMS is:

- A. Applicability across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- B. To improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

**NIMS Compliance** requires Federal departments and agencies to make the adoption of NIMS by State and local organizations (the Village / Township) a condition for Federal preparedness assistance (grants, contracts, and other activities).

### **Homeland Security Presidential Directive Number 5 (NIMS)**

The Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism. All levels of government - Federal, State, County, Local, and Tribal, as well as many private sector and nongovernmental organizations will operate on the same ICS. ICS is usually organized around five major functional areas: command, operations, planning, logistics, and finance and administration. A sixth functional area, Intelligence, may be established if deemed necessary by the Incident Commander.

Some of the more important “transitional steps” needed to apply ICS in a field incident environment include the following:

- A. Recognize and anticipate the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate;
- B. Establish strategically located incident facilities as needed to support field operations;
- C. Establish the use of common terminology for organizational functional elements, position titles, facilities, and resources; and
- D. Provide oral direction to the development of a written Incident Action Plan.

### **LEMONT INCIDENT MANAGEMENT SYSTEM**

On September 8, 2004, the Village President signed Resolution R-63-04 adopting the National Incident Management System within the Village.

On October 12, 2004, the Township Supervisor signed Resolution 2004-2005-1 adopting the National Incident Management System within the Township.



## BASIC PLAN

The Lemont Incident Command System is in compliance with NIMS in response to day-to-day operations and major emergencies/disasters within the Village and Township limits. The Incident Command System utilized within the Village and Township is based on an integrated incident management system, which includes Village and County involvement, and may require support and assistance from the State and Federal government. Operations conducted under this plan will be accomplished based on NIMS.

Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to the Village's Emergency Communications System's or visual manifestation of the disaster, as in the case of a devastating tornado, a train derailment, or an airline accident.

In each instance, the first responders to any incident or event within the Village will be the Lemont Police Department, the Lemont Emergency Management, the Lemont Public Works Department, and the Lemont Fire Protection District. The following steps will be followed by the responding agency:

NOTE: Throughout this document, note that any reference to incident types refer to the FEMA classifications of Type 1, 2, 3 or 4 incidents.

**Step 1 - Arrive and establish command** - The Incident Commander is responsible for all aspects of an emergency response including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all resources involved.

A. **Step 2 - Assess the situation** - The Incident Commander and his staff will begin a rapid assessment of the situation to determine if first responders can handle the incident (Type 4) with Lemont Police, Fire or Public Works Departments and with normal mutual aid response. If the incident can be handled by the Incident Commander on the scene, a Level 4 Standby condition will be activated.

B. **Step 3 - Activation of Level 3 - Partial Emergency Operations Center (EOC) Activation** - If the incident requires additional resources and/or is expected to go into multiple operational periods, a Type 3 incident, Level 3 EOC Partial Activation will be ordered.

C. **Step 4 - Assess the Village's ability to manage the situation** - If it is determined that an incident exceeds Level 3 EOC activation and State resources are required, a Level 2 - Full EOC Activation/Type 2 incident will be ordered. The Village President will declare a "State of Emergency." This declaration authorizes the full activation of the Lemont Emergency Operation Plan (EOP) under the Illinois Emergency Management Act, Illinois Emergency Management Administrative Code, and Lemont Ordinances that will authorize the rendering of assistance and any emergency expenditure's made by the Village and Township to mitigate the state of emergency.

A "State of Emergency" may be declared at a level 3 or 2 "type" incident(s) in preparation for a potential emergency. If the Village is not able to manage the Type 2 situation(s) at Level 2 activation, then a Type 1 incident, Level 1 - Federal Response Activation will be ordered. "State of Disaster" will be initiated and signed by the Village President. The disaster declaration formally identifies that the situation is larger than Lemont government can

## BASIC PLAN

handle with normal mutual aid; State and Federal assistance is formally requested.

- D. **Step 5 - Requesting Assistance.** The EMA Director will notify the jurisdictional County for additional resources if needed. The County will request from the State EOC of a formal Disaster Declaration or a Declaration of Emergency.

Cook County DHSEM – (312) 603-8180

DuPage County OHSEM – (630) 682-7207

Will County EMA – (815) 740-0911

State of Illinois – IEMA Region # 4 – (847) 297-4717, after hours (217)782-7860

[IEMA 301.230b8](#)

- E. **Step 6 - Jurisdictional County Emergency Management System** - Following a request for County(s), State or Federal assistance, the damage assessment process will begin. This assessment will assist County Officials in determining if County resources will be adequate, or if State or Federal assistance will be required. Based on damage assessment reports from jurisdictions within the County, the County Board President may declare a formal State of Emergency or Declaration of Disaster.
- F. **Step 7 - Illinois Emergency Management Agency** - Following a request for State or Federal assistance, the damage assessment process continues. This assessment will assist State and Federal Officials in determining if State resources will be adequate, or if Federal assistance will be required. Based on damage assessment reports from jurisdictions within the State, the Governor may declare a formal State of Emergency or Declaration of Disaster.
- G. **Step 8 - The Presidential Declaration** - If criteria are met, the President can declare the Counties in the State disaster areas. This declaration will authorize the rendering of a variety of aids, primarily financial, to affected residents and units of government. An emergency declaration will authorize limited assistance from specific agencies, while a disaster declaration will authorize the full range of federal assistance to local communities.

## CONTINUITY OF GOVERNMENT

[IEMA301.230b4](#)

Awareness of possible consequences of terrorist incidents and emergencies (natural and human-induced) has provoked preparations of governmental Continuity of Operations (COOP) Plans. Governmental agencies from local to federal levels must develop plans to continue their mission-critical processes across a broad spectrum of emergencies.

**The Village/Township is in the process of developing governmental Continuity of Operations plans for both governmental organizations. These COOP plans will ensure continuity of essential government functions and will be essential to maintain trust in government and avoid widespread death, injury, and panic in a disaster.**

Effective emergency management operations depend on three important factors to ensure continuity of government. These factors are: (1) lines of succession for Village President, (2) lines of succession for department heads and senior staff, and (3) preservation of records vital to the community.

### A. LINES OF SUCCESSION FOR VILLAGE PRESIDENT

## **BASIC PLAN**

In the event that the Village President is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successor in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the office, or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. Based on the authority of 5 ILCS 275/1 *et. seq.* and Village Code Chapter 204, Section 2.04 the emergency line of succession for the executive branch of government will be:

1. 1<sup>st</sup> Senior Trustee
2. 2<sup>nd</sup> Senior Trustee
3. 3<sup>rd</sup> Senior Trustee
4. 4<sup>th</sup> Senior Trustee
5. 5<sup>th</sup> Senior Trustee
6. 6<sup>th</sup> Senior Trustee

The emergency interim successor will serve until the Lemont Village Board can exercise their statutory duties under Illinois Compiled Statutes - Vacancy by Death or Disability (65 ILCS 5/3 Section 3.1-10-50 b).

### **B. CONTINUITY OF OPERATIONS FOR VILLAGE DEPARTMENTS**

The Lemont COOP Plan in accordance with current FEMA/DHS guidance for COOP planning, and with operational guidelines clearly outlined in the National Incident Management System (NIMS) will require that each village department will maintain its own section within the final Lemont COOP Plan.

### **C. PRESERVATION OF VITAL RECORDS**

The Village Clerk is responsible for the identification of records deemed to be vital to the restoration of the Village. Since these records and their storage method may vary from time to time, a listing of these records and the location of the alternate storage facility(s) can be found in the Village Clerk Office.

## BASIC PLAN

### D. LINES OF SUCCESSION FOR TOWNSHIP SUPERVISOR

In the event that the Township Supervisor is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successor in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the office, or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. Based on the authority of 5ILCS275/6-11 and Village Code Chapter 204, Section 2.04 the emergency line of succession for the executive branch of government will be:

1. 1<sup>st</sup> Senior Trustee
2. 2<sup>nd</sup> Senior Trustee
3. 3<sup>rd</sup> Senior Trustee
4. 4<sup>th</sup> Senior Trustee
5. 5<sup>th</sup> Facilities Director

The emergency interim successor will serve until the Township Board can exercise their statutory duties under Illinois Compiled Statutes - Vacancy by Death or Disability (60 ILCS 1/60-5 *et. seq.*).

### E. CONTINUITY OF OPERATIONS FOR TOWNSHIP DEPARTMENTS

The Township COOP Plan in accordance with current FEMA/DHS guidance for COOP planning, and with operational guidelines clearly outlined in the National Incident Management System (NIMS) will require that each village department will maintain its own section within the final Lemont COOP Plan.

### F. PRESERVATION OF VITAL RECORDS

The Township Clerk is responsible for the identification of records deemed to be vital to the restoration of the Township. Since these records and their storage method may vary from time to time, a listing of these records and the location of the alternate storage facility(s) can be found in the Township Clerks Office.

## ORGANIZATION AND RESPONSIBILITIES

IEMA301.230b5

Most of the Village departments/agencies perform emergency functions in addition to their day-to-day duties, however, these functions usually parallel or compliment normal responsibilities. Each Village department is responsible for the development of specific Standard Operating Procedures (SOPs) and/or Standard Operating Guidelines (SOGs) detailing how they will function in support of the responsibilities outlined in this plan.

The purpose of this section is to identify areas of major concern in the Village Government, and further identify which Village department/agency(s) is responsible for managing that particular function. Specific details and supporting documentation can be found in annexes corresponding to the functional areas described below.

## **BASIC PLAN**

### **VILLAGE PRESIDENT**

During a period of emergency/disaster the Village President, ultimately, is held responsible for the preservation of life and protection of property as outlined in Illinois State Law.

The Village President shall perform such general duties as are prescribed for this office by State Statute and Ordinances of the Village.

The Village President, as the chief executive officer of the Village, shall perform all duties that may be required of him by statute or ordinance. The Village President shall have supervision over all appointed officers of the Village and he shall have the power and the authority to inspect all books and records kept by any Village officer or employee at any reasonable time.

The Village President shall serve as presiding officer of the Village Board and shall have such voting rights as provided for in the Illinois Municipal Code and Village's Code and Ordinances.

### **VILLAGE ADMINISTRATOR**

Village Administrator is responsible for ensuring the efficient and effective management of day-to-day Village operations and to implement the policies of the Village President and Village Board.

The Village Administrator assists the Village President and Village Board in developing policy alternatives and implementing Village Board policy decisions. Special attention is devoted to an ongoing analysis of the delivery of public services in order to maximize productivity and effectiveness.

### **VILLAGE HUMAN RECOURSE'S GENERALIST**

The Human Resources Generalist administers the Village's personnel programs including employment, wage and salary administration, employee benefits, safety and workers' compensation, unemployment insurance, and employee communications.

### **VILLAGE ATTORNEY'S OFFICE**

The Office of the Village Attorney is the legal advisor to the Village and advises the Village President, Village Council, and Village staff on all legal matters in which the interests of the Village are involved. The Village Attorney's Office prepares all Village Ordinances and Resolutions that come before the Village Board for consideration. He shall draft and/or review any contracts, agreements, leases, and other documents pertaining to Village matters, and represent the Village before various administrative agencies and courts.

During a period of emergency/disaster the Village Attorney or his designee will serve as the Legal Officer in the EOC for the Village President.

### **VILLAGE CLERK**

The Lemont Village Clerk's Office is a multi-faceted department serving the entire community,

## **BASIC PLAN**

including residents and all municipal departments. In addition to specified duties, the Village Clerk's Office operates as the municipal public information and resource center of Lemont.

The Village Clerk retains and administers the corporate seal, keeps all records, attends all meetings of the Village Board and maintains a full record of its proceedings as specified in the Village code and the laws of the State of Illinois. The Village Clerk is also responsible for coordinating the preparation of agendas for the Village Board meetings, and compiling and distributing the bi-monthly Village Board agenda packets.

During a period of emergency/disaster, the Village Clerk is responsible for all legal documents related to the response, recovery, and mitigation mission from the Incident.

### **VILLAGE BOARD**

Village Board sets policy for the Village government. During a period of emergency/disaster, the Village Board is responsible for the passage of emergency ordinances, including emergency finance ordinances related to the response, recovery, and mitigation mission from the Incident.

### **FINANCE DEPARTMENT**

Responsibilities of this department include the collection and disbursement of Village resources; budget, debt, employee benefit and retirement administration; insurance and risk management; data processing; payroll and personnel; treasury management and administration; and purchasing and accounting.

During a period of emergency/disaster, the Finance Director and/or Staff serves as the Finance/Administration Section Chief in the incident command structure and is responsible for tracking monetary donations, emergency finance, and the financial records for the response, recovery, and mitigation mission of the incident.

### **EMERGENCY COMMUNICATIONS CENTER IN E.O.C.**

The Village contracts this service with Southwest Central Dispatch for Law enforcement operations and the Fire Protection District contracts with Orland Central for Fire operations. Cook County Sheriff's Police are responsible for 911 Services in unincorporated Township. From SWCD facilities, dispatchers can communicate with all Village departments, local municipalities, County, State, and Federal Agencies. From Orland Central facilities, dispatchers can communicate with the Lemont Fire Protection District.

Detailed information regarding the Village's communications abilities can be found in the Functional Annex, Communication.

### **EMERGENCY MANAGEMENT AGENCY**

#### **Emergency Management**

The Emergency Management shall have direct responsibility to develop and coordinate the implementation of a comprehensive strategy for emergency management for the protection of Lemont from terrorist threats, attacks, natural or man-made disasters, as well as for special events.

## **BASIC PLAN**

The responsibilities for developing, implementing, maintaining, and supporting the Village Functional and Access Needs Program are as follows:

- A. Lemont Emergency Management Director is responsible for the development, implementation, and maintenance of Functional and Access Needs tasks.
- B. Other assigned Village departments will carry out their responsibilities as described in the Responsibility Matrix detailed in the Basic Plan in this Emergency Operation Plan (EOP) and will operate under the umbrella of the National Incident Management System.
- C. County(s) and State Agencies will coordinate with the Village, providing information regarding additional planning activities they (County(s) and State Agencies) are involved with, particularly in terms of populations with Functional and Access Needs.

**The EMA Volunteers** support the fire and police departments' day-to-day operations utilizing volunteers who want to donate their time and expertise to prepare for and respond to emergencies. Volunteer members accomplish this mission by supplementing existing fire and police resources during local emergencies, special events, and other times of community need.

### **FIRE, RESCUE AND EMERGENCY MEDICAL SERVICES (EMS)**

Lemont Fire Protection District is responsible for providing Fire, Rescue, and Emergency Medical Services in the He Village / Township and is part of MABAS Division # 19. MABAS (Mutual Aid Box Alarm System) in partnership with IEMA (Illinois Emergency Management Agency) has established a statewide, non-discriminatory mutual aid response system for fire, EMS and specialized incident operational teams. Sharing the effort are representatives from the Office of the State Fire Marshal, Department of Public Health - EMS Division and Illinois Fire Chiefs Association. The system defines a resource response plan to any location within the state when the Governor orders a Declaration of Disaster. The fire service ensures that disaster response and recovery operations are carried out effectively while providing an efficient and effective fire and emergency medical services.

### **LAW ENFORCEMENT**

The primary objective of the Lemont Police Department is to provide twenty-four hour professional police service to the community, ensuring the protection of life and property. To accomplish this, the Department is divided into two divisions: the Operations Division and the Administration Division.

## **BASIC PLAN**

### **PUBLIC WORKS**

All major decisions concerning public works operations remain the responsibility of the Director of the Lemont Public Works Department.

The Public Works Department is responsible for public water and sewer supply. Public Works is also responsible for the day-to-day maintenance of the Village road system and the removal of debris on and along that road system, Village trees, issues relating to solid waste, and hazardous waste, beautification projects, operation and maintenance of the Village's sanitary and storm sewers, the repair and maintenance of some centerlines of streets, street signs, pavement marking, and various building maintenance activities, and maintenance and repair of all Village's vehicles and equipment.

### **ENGINEERING**

This department's primary responsibility includes the administration of public improvements within the Village including implementation of the Village's Capital Improvement Program.

Additionally, the Department is responsible for the plan reviews and construction inspection of subdivisions and site permit applications as they pertain to drainage and the construction of public utilities.

The Department also investigates citizen requests for public improvements and traffic control devices and provides information such as flood plain boundaries, aerial contour photographs, recorded locations of Village utilities, and subdivision and site development requirements relating to drainage and public utilities.

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

The Planning & Economic Development Department is responsible for creating and implementing plans to support the community's economic health and physical development, managing and administering local zoning regulations, and various licensing, permitting, and other functions in support of the Village.

### **BUILDING DEPARTMENT**

The Building Department is responsible for the intake, processing, reviewing, issuing and inspecting of all building permits, contractor licensing and special events in accordance to Municipal, Zoning, Building and State adopted codes.

The Code Enforcement division of the Building Department is responsible for ensuring compliance is met with all Municipal, Zoning, Building, Property Maintenance and State adopted codes, as well as enforcing compliance with contractors for licensing and registration.



## **BASIC PLAN**

### **DIRECTION AND CONTROL**

The purpose of the Incident Command System is to interface with the Emergency Operation Center personnel who provide direction for the Village President and Incident Management Team for the coordination of the Village's emergency services during an emergency/disaster, for the purpose of preparedness, mitigation, response and recovery operations.

The Incident Command System (ICS) provides a management structure and system (e.g. Fire, EMS, Police, Public Works, EMA, etc.) for conducting emergency operations and recovery at an incident. It is applicable to small-scale daily operational activities as well as major mobilizations of Village, County, State of Illinois and Federal resources. ICS provides the Village's EOC with a standardized operational structure and common terminology. ICS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional or multi-disciplinary responses. ICS provides the flexibility needed to rapidly activate and establish an organizational structure around the functions that need to be performed.

To ensure an effective response to any disaster and the safe and efficient deployment of resources, the Incident Command System will be implemented. The Incident Commander will head this Village-wide command function for the incident, day-to-day operations and special events. The Incident Commander(s) is responsible for the overall management of the incident(s) with the assistance of the Incident Management Team and EOC.

The Incident Management Team and the Emergency Management Director will serve as the key leaders for the Village, providing direction related to the mitigation, response, and recovery of the incident(s).

**BASIC PLAN**

**RESPONSIBILITY MATRIX**

<b>ANNEXES</b>	<b>Hazard Specific</b>																	
	<b>DIRECTION &amp; CONTROL</b>	<b>COMMUNICATION</b>	<b>WARNING &amp; EMERGENCY INFORMATION</b>	<b>PUBLIC INFORMATION</b>	<b>DISASTER INTELLIGENCE &amp; ASSESSMENT</b>	<b>EVACUATION</b>	<b>MASS CARE</b>	<b>HEALTH &amp; MEDICAL</b>	<b>MORTUARY SERVICES</b>	<b>RESOURCE MANAGEMENT</b>	<b>DEBRIS MANAGEMENT</b>	<b>ANIMAL CARE</b>	<b>VOLUNTEERS</b>	<b>DONATIONS MANAGEMENT</b>	<b>HAZARDOUS MATERIALS</b>	<b>TERRORISM, LAW ENFORCEMENT &amp; INVESTIGATION</b>	<b>FLOODING</b>	<b>GROUND SEARCH AND RESCUE</b>
Village President Office	P	S	P	P	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Village Administrator Office	P	S	P	P	S	S	S	S	S	P	S	S	S	S	S	S	S	S
Emergency Management	P	P	P	S	P	S	S	S	P	S	P	P	S	S	S	S	P	P
Police Department	P	S	S	S	P	P	P	S	P	S	S	S	S	S	S	P	S	P
Fire Protection District	P	S	S	S	P	P	P	P	S	S	S	S	S	S	P	S	S	P
Engineering	P	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	P	S
Building	P	S	S	S	P	S	S	S	S	S	P	S	S	S	S	S	P	S
Public Works	P	S	S	S	P	S	S	S	S	S	P	S	S	S	S	S	P	S
Finance	S	S	S	S	S	S	S	S	S	P	S	S	S	P	S	S	S	S
911 Communication Center	P	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Planning & Economic Development Department	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Information Technology	S	S	P	P	S	S	S	S	S	P	S	S	S	S	S	S	S	S
Media Services	S	S	P	P	S	S	S	S	P	S	S	S	S	S	S	S	S	S
Human Resources	S	S	S	S	S	S	S	P	S	S	S	S	P	S	S	S	S	S
Village Attorney	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
<b>ASSIGNED DEPARTMENT</b>	<b>P – PRIMARY</b>		<b>S – SUPPORT</b>															

## BASIC PLAN

### MUTUAL ASSISTANCE AGREEMENTS

IEMA301.230b7

A variety of mutual aid agreements are currently in place. These agreements include:

Mutual Aid Box Alarm System (MABAS) – MABAS is a comprehensive mutual assistance agreement in place for all of the fire services that service the State of Illinois. The MABAS system is divided into divisions throughout Illinois and provides a structure to move personnel and equipment during emergency and disaster situations.

Illinois Law Enforcement Alarm System (ILEAS) – ILEAS is a State-wide law enforcement mutual aid agreement.

Illinois Emergency Services Management Association (IESMA) – IESMA maintains a statewide network of emergency management agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies and disasters.

Greater Will County Emergency Services Mutual Aid Association (GWCESMAA) – GWCESMAA is a comprehensive mutual aid agreement encompassing numerous local ESDA/EMA participating agencies to provide additional personnel.

MOU's will be kept on file in E.O.C.

### MAPS

IEMA 301.230B6

Maps of the He Village / Township are available from the Engineering Department and will be made accessible in the Emergency Operations Center. They include street maps, water system maps, utility maps, and maps of all high-pressure lines (gas, petroleum) and transportation routes (road, rail) within He Village / Township boundaries. The Engineering Department has the ability to produce many different types of updated local maps. In addition, the Engineering Department will maintain a CD-ROM-based mapping program in the EOC. The program consists of diagrams and an underlying database of all industrial, commercial, and multi-family buildings, and highlights building features and existing hazards at each location.

The Engineering Department has a geographic information system (GIS) where data can be obtained on a 24/7 basis.

### AUTHORITY

IEMA301.230b9

This plan is written based on the authority provided by the following statutes.

- 42 CFR 68 - Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by PL 106-390 October, 2000. Public Law 93-288 as amended.
- State of Illinois Emergency Management Agency Act 20 ILCS 3305 as amended; and the Village of Lemont Ordinance O-3-14.

## BASIC PLAN

### PLAN DEVELOPMENT AND MAINTENANCE

IEMA301.230b10

Responsibility for the overall development and maintenance of the Emergency Operation Plan (EOP) for the Village / Township is assigned to the EMA Director, as prescribed by law.

Emergency Operation Plan maintenance includes review every two years by May 1 and periodic updating of the plan and its annexes. Additionally, the EMA Director is responsible for document control. This includes the distribution of the plan and updating sections as required. Each department is responsible for updating their department's sections.

Changes in personnel or equipment should be forwarded to the EMA Director as they occur to keep the plan updated.

A copy of the Emergency Operation Plan (EOP) is forwarded to Cook, Will, and DuPage Counties for approval of the Village / Township Emergency Operations Plan.

### PLAN EVALUATION PROCEDURE

Responsibility for the overall evaluation of the Emergency Operation Plan (EOP) is assigned to the Emergency Management Director as prescribed by the Act and the Homeland Security Exercise and Evaluation Program (HSEEP).

#### Exercise Requirements for the Emergency Operations Plan IEMA 301.410

The Emergency Management Director shall coordinate a biennial, evaluated exercise of the EOP in the following manner:

1. Table top or functional exercise, except for the year of the full-scale exercise.
2. Full-scale exercise every fourth biennial exercise.

#### A. Exercise Planning IEMA 301.420

1. The Emergency Management Director shall select an exercise design team and exercise design team leader for each exercise.
2. The Emergency Management Director shall submit to jurisdictional County(s) for design approval, at least 30 days in advance of the exercise, a description of:
  - a. The type of exercise and exercise date;
  - b. The exercise scenario;
  - c. The scope of participation;
  - d. The exercise objectives, meaning the ends toward which exercise efforts are directed;
  - f. The EOP functional areas being tested.

## BASIC PLAN

### B. Exercise Evaluation and Approval for Mandated and Accredited EMAs IEMA301.440

1. Jurisdictional County(s) shall coordinate the evaluation of the exercise for Lemont.
2. Jurisdictional County(s) shall determine if the exercise is approved in accordance with the IEMA Exercise Evaluation Guide, Homeland Security Exercise and Evaluation Program (HSEEP) and issue written notice of the determination in person with proof of notice or by certified or registered mail) to the Lemont Emergency Management Director.
3. If the exercise is not approved, the Lemont Emergency Management Director shall, within 30 days after receipt of the jurisdictional County(s) determination of disapproval:
  - a. Plan a suitable corrective exercise to correct the deficiencies identified by the evaluation;
  - b. Notify jurisdictional County(s) no less than 10 days in advance of the corrective exercise; and
  - c. Have jurisdictional County(s) coordinate the evaluation of the corrective exercise.
4. IEMA shall determine if the corrective exercise is approved in accordance with the IEMA Exercise Evaluation Guide, Homeland Security Exercise and Evaluation Program (HSEEP) and issue the final jurisdictional County(s) determination by written notice, personally with proof of notice or by certified or registered mail, within 30 days after completion of the corrective exercise documentation, to the Emergency Management Director and to the principal executive officer of the political subdivision.
5. In the event that the Lemont Emergency Management Director fails to obtain jurisdictional County(s) approval of an exercise within the time frames established in this Subpart, IEMA may coordinate the planning and conducting of an exercise that complies with the exercise requirements of this Part in order to fulfill the IEMA mission of ensuring statewide disaster preparedness.

### Waiver of Exercise Requirement IEMA 301.450

IEMA has the discretion to waive the requirements of Sections 301.410 and 301.420 of this Part, for the Lemont current exercise year, if Lemont satisfies all of the following conditions:

- A. The Lemont Emergency Management Director shall submit documentation to jurisdictional County(s) that it was involved in an actual response to a disaster during the year in which the exercise is required. Such documentation shall include details about the response, including, but not limited to, the date, type of disaster, and type of response.
- B. The Lemont Emergency Management Director may choose to submit an After Action Report (AAR) of an actual response to an event or incident in lieu of a required state exercise. The Village shall make the request to the appropriate jurisdictional county by submitting a finalized AAR of their actual response as an exercise requirement using the IEMA Exercise Request. Such documentation of the actual response must be submitted to IEMA through the jurisdictional county within 30 days after the actual response.
- C. The actual response as an exercise shall be approved or accepted in the same manner as an

## **BASIC PLAN**

exercise is approved or accepted pursuant to Sections 301.430 and 301.440 of this Part.

For any plan to be functional, it must be evaluated to ensure it is workable and understandable. Other than periodic review, the most effective procedure to evaluate the plan is a series of exercises. Exercises simulate, in a controlled environment, the situations that may occur in a disaster situation. In accordance with State and Federal guidelines, this plan must be exercised annually through an EOC exercise or full scale EOC/Field exercise.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

**IEMA 301.240b5**

It is the responsibility of the Emergency Management Director for the maintenance, review and updating of this Section biennially by May 1.

# BASIC PLAN

## MAP OF LEMONT

IEMA301.230b10





## DIRECTION AND CONTROL ANNEX

IEMA 301.240a1

**SPECIAL NOTATION:** *This Annex only concentrates on the National Incident Management System's 2006 NIMSCAST Requirements for Emergency Operation Plans. The EOP does not address certification level or qualification of jurisdictional personnel at an incident or special event. All Government Agencies will review their Command Staff level of NIMS certification and level of qualifications for their Departments under Homeland Security Presidential Directive 5 and 8 before an incident or special event.* NIMCAST III-B-2-C

### STATEMENT OF PURPOSE

IEMA 301.240b1

The job of the Government is to ensure that the components of the emergency management system are established, recognize the threats to the jurisdiction, plan for emergencies, operate effectively in an emergency, and conduct recovery operations after a disaster. The Incident Management Team, under the coordination and direction of the Emergency Management Director, is responsible for direction and control of mitigation, preparedness, response, and recovery of emergencies/disasters in the Village.

This annex establishes workable procedures for the development, manning, and operation of an Emergency Operation Control and the National Incident Management System (NIMS) within the Village to coordinate government's response to planned events, day-to-day operations and emergency situations.

### SITUATION

IEMA 301.240b2

The Village is vulnerable to many hazards which may threaten public health and safety, and public or private property. (See the General Situation Statement and Hazard Summary in the Basic Plan.)

The direction and control organization must be able to activate quickly at any time, day or night, operate around the clock, and deal effectively with emergency situations which may begin with a single response agency and expand to a multi-agency response, requiring effective cross-jurisdictional coordination. These emergency situations include:

- A. **Incident.** An incident is defined as a situation that is limited in scope and potential effects. Characteristics of an incident include:
1. A limited area and/or limited population.
  2. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
  3. Warning and public instructions are provided in the immediate area of the incident, not community-wide.
  4. Typically resolved by one or two local response agencies or departments acting under an incident commander.
  5. Requests for resource support are normally handled through agency and/or departmental channels.
  6. May require limited external assistance from other local response agencies or contractors.
  7. For the purpose of the National Incident Management System, incidents include the full range of occurrences that require an emergency response to protect life or property.

- B. **Emergency.** An emergency is a situation larger in scope and more severe, in terms of actual



## DIRECTION AND CONTROL ANNEX

or potential effects, than an incident. Characteristics include:

1. Involves a large area, significant population, or important facilities.
2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3. May require community-wide warning and public instructions.
4. Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
5. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
6. For the purposes of the NIMS, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”

C. **Disaster.** A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the Lemont government to handle with its local resources. Characteristics include:

1. Involves a large area, a sizable population, and/or important facilities.
2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3. Requires community-wide warning and public instructions.
4. Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
5. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
6. For the purposes of the NIMS, a major disaster (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

D. **Catastrophic Incident.** For the purposes of the NIMS, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

E. **Special Events.** For the purposes of the NIMS, this term is used to describe a non-routine activity within a community that brings together a large number of people. Emphasis is not placed on the total number of people attending but rather the impact on the community's ability to respond to a large-scale emergency or disaster, or, the exceptional demands that the activity places on response services. A community's special event requires additional planning, preparedness, and mitigation efforts of local emergency response and public safety agencies.

## ASSUMPTIONS

IEMA 301.240b3

## **DIRECTION AND CONTROL ANNEX**

Many emergency situations occur without warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

The Village will use its own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions or the State pursuant to mutual aid agreements from the State. It is essential to be prepared to carry out the initial emergency response on an independent basis. Notification of first responders will be the responsibility of the Village's Communication Center / Lemont Fire Protection District Communications Center. The Cook County 911 centers will be responsible for the notification of Cook County agencies. The Lemont Fire District Communication Center will be responsible for the notification of fire department personnel [IEMA 301.240c1C](#)

Emergency Operations will be directed by the Village's Incident Management Team, except where state or federal law provides that a state or federal agency must or may take charge, or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

Lemont has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

## **CONCEPT OF OPERATIONS**

[IEMA 301.240b4](#), [NIMSCAST IV-A-1](#)

### **State of Illinois Jurisdiction EOC**

The primary responsibility of the Illinois Emergency Management Agency (IEMA) is to better prepare the State of Illinois for natural, manmade or technological disasters, hazards, or acts of terrorism. Their goal is to provide a "better prepared state." IEMA coordinates the State's disaster mitigation, preparedness, response and recovery programs and activities. They also function as the State Emergency Response Commission, and maintains a 24-hour Communication Center and State Emergency Operations Center (SEOC). The SEOC acts as the lead in crisis/consequence management response and operations to notify, activate, deploy and employ state resources in response to any threat or act of terrorism. IEMA assists local governments with multi-hazard emergency operations plans and maintains the Illinois Emergency Operations Plan.

As the lead state agency during disasters, IEMA is responsible for coordinating state resources and expertise in the response effort. During a disaster, liaisons from more than a dozen state agencies report to the State Emergency Operations Center (SEOC) at IEMA's Springfield headquarters.

During a disaster or a planned event, the Village will coordinate all requests for resources through the Jurisdictional County(s) EOC and send a copy to the IEMA Regional 4 Coordinator. All reports will be forwarded to the Jurisdictional County(s) EOC and IEMA Regional 4

## **DIRECTION AND CONTROL ANNEX**

Coordinator. Lemont Emergency Management operations, under the authority of the Illinois Emergency Management Agency operates and coordinates all mitigation, pre-planning, response and recovery efforts in partnership with Jurisdictional County(s) Emergency Management Agencies.

### **Jurisdictional County EOCs**

The President of the County Board is the Chief Elected Officer by Illinois law, and has overall responsibility for the protection of life and property and providing effective response and recovery operations in support of local communities and the un-incorporated areas. The Jurisdictional County(s) Emergency Management Director is directed by the President of the County Board to supervise and carry out the County Emergency Operation Plan (EOP) under the National Incident Command Management System for the protection of life and property.

The Jurisdictional County(s) Director has been identified as the local official responsible for the development of Emergency Management Systems, EOPs, EOC/ICS Guidelines, and coordination of operations within the EOC.

The County's Emergency Operations Center serves as the support and resource center for all County Local Government EOCs and is the coordinating resource hub with the Emergency Operation Center from the Village, other surrounding Counties, IEMA and FEMA. Operations conducted in response to and the recovery from major emergencies- disasters requires careful coordination and direction under the Nation Incident Management System.

The Jurisdictional County(s) Emergency Management manages the 24/7 activities of the day-to-day operations of their County Emergency Management Program, and County Emergency Management staff. In addition, the Jurisdictional County Directors are responsible for maintaining and ensuring the operational capabilities of their County Emergency Operations Center.

In the Jurisdictional County(s) EOC, these operations are coordinated by a group of officials and department/agency heads referred to as the "Incident Management Team" (IMT). Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information, prompt decision-making, and expeditious response to present or possible dangers.

The purpose of this Section is to identify the role of the County's Emergency Management Program in the day-to-day operations and the emergency operations of local and county jurisdictions. The County Incident Management Team departments and agencies are responsible for maintaining the EOC in a state of readiness, and developing and maintaining procedures for activating and operating the EOC.

Department Chiefs/Office Heads or their designee(s) are responsible for the operations of their own departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources.

On a daily basis, the EOC and an alternate EOC are maintained by the Jurisdictional County(s). Maintenance includes ensuring that communications and operational systems remain in operable condition and personnel rosters are accurate and up-to-date. In the event that the primary EOC has been rendered unusable, the Emergency Management Director will secure a location for an alternate EOC site at a location safe from the incident.

## **DIRECTION AND CONTROL ANNEX**

### **County Unincorporated Jurisdiction**

In County government in Illinois, an unincorporated area generally refers to the part of a county which is outside of any municipality and subject to governance by the County Board. Illinois has also placed authority in Township Boards, which are governmental divisions of each county.

### **Township Governments**

The primary functions of townships in Illinois are road and bridge maintenance and general assistance. Although the only state mandated social service function is general assistance, most townships have added youth and senior citizen services. Property assessment, an important township function outside of County, is now a responsibility of the County Assessor. Townships have jurisdiction over roads and bridges in unincorporated areas that are not designated as county, state, or federal roads.

Law Enforcement is provided by the County Sheriff's Office. Fire/EMS Services are the responsibility of a Fire Protection District and will work under their Incident Command System (ICS), SOPS and SOGs in partnership with the County EOC.

Township Highway Departments will coordinate all highway operations with County Highway Department Incident Command Post under the County Incident Command System.

### **Village/Township Jurisdiction** [NIMSCAST II-B-2-a](#)

The initial response to local incidents will be handled by the local communication centers and local emergency responders within the Village/Township of Lemont. An incident that begins with a single response agency within the Village/Township of Lemont jurisdictions may rapidly expand to become a multi-agency, multi-jurisdictional incident requiring significant additional resources and operational support. Any incidents which additional resources are required, or are provided from different organizations, will be dependent upon the respective county in which the incident occurs. The ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident or multiple incidents cover a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is critical in this instance. [NIMCAST II-A-1-a](#), [NIMCAST II-A-1-h](#)

Note: The Village lies in three counties, Cook, Will, and DuPage. Township lies entirely within Cook County. The governments of Lemont will follow the respective County policies and procedures in which the incident occurs.

The Village President is the local chief elected official by Illinois law. The Emergency Management Director is directed by the Village President or designee to supervise and carry out the Emergency Operation Plan (EOP) for the protection of life and property.

The Emergency Operations Center serves as the primary crisis management center for the community. Operations conducted in response and the recovery of major emergencies/disasters requires careful coordination and direction under the Nation Incident Management System and the Village's Emergency Operation Plan. [NIMSCAST II-B-2-a-1](#)

In Lemont, these operations are coordinated by a group of officials and department/agency heads referred to as the "Incident Management Team" (IMT).

## **DIRECTION AND CONTROL ANNEX**

The Lemont Incident Management Team could be comprised of the following Village departments and/or agency heads:

1. Village President or Designee.
2. Village Administrator or Designee.
3. Village Clerk.
4. Emergency Management Director. Or designee,
5. Fire Protection District Chief or Designee.
6. Police Chief or Designee.
7. Director of Finance or Designee.
8. Village Building Commissioner.
9. Director of Community Development.
10. Lemont Township Supervisor or Designee.

The purpose of this Annex is to identify the role of the emergency management program in the day-to-day operations and the emergency operations of the local jurisdiction. The Incident Management Team and Village departments are responsible for maintaining the EOC in a state of readiness, and developing and maintaining procedures for activating and operating the EOC.

The Emergency Management Director has been identified as the local official responsible for the development of the Emergency Management System, EOP, EOC/ICS Guidelines, and coordination of operations within the EOC.

Department Chiefs/Directors or their designee(s) are responsible for the operation of their own departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources.

On a daily basis, the EOC and alternate EOC are maintained by the Emergency Management Director. Maintenance includes ensuring that communications and operational systems in operable condition and personnel rosters are accurate and up-to-date. In the event that the primary EOC has been rendered unusable, the Emergency Management Director will secure a location for an alternate EOC site at a safe location from the incident. [IEMA 301.240c2C](#)

## **TASK ORGANIZATION AND RESPONSIBILITIES**

### **A. General [NIMCAST II-A-1-b](#)**

1. In the Village, direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures. [NIMCAST II-A-3-a](#)
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents, and special events regardless of their scope.
  - b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.

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3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the core for all information and resources coordination. The Incident Commander will manage and direct the on-scene response from the Incident Command Post (ICP). The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating the ICP. Such situations may include:
  - a. A threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
  - b. The emergency situation does not have a specific impact site, but rather affects a wide portion of the local area.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS specifically provides the capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

### B. Incident Command Operations [IEMA 301.240c1A](#)

1. The first emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an Incident Command Post (ICP), provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations and special events, individuals from various Village departments or agencies, or from external response organizations, may be assigned to other separate ICS staff sections that are charged with those functions. For certain serious emergency situations, it may be desirable to transition to a Unified Command structure. [NIMCAST II-A-3-b-1-a](#), [IEMA 301.240c1B](#)
3. Transfer of command during an incident can occur for any number of reasons: As the incident grows, a more qualified person may be required to take over as the Incident Commander in order to handle the ever-growing needs of the incident, or in reverse, as an incident reduces in size, command can be passed down to a less qualified person (but still qualified to run the now-smaller incident) in order to free up highly-qualified resources for other tasks or incidents. Other reasons to transfer command include jurisdictional change (if the incident moves locations or area of responsibility), or normal turnover of personnel during extended incidents. The transfer of command process



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always includes a transfer of command briefing, which may be oral, written, or a combination of both. [NIMCAST II-A-2-i](#)

4. The Command Staff are specifically designated, report directly to the Incident Commander, and are assigned responsibility for key activities that are not a part of the General Staff functional elements. Three staff positions are typically identified in ICS: Public Information Officer, Safety Officer, and Liaison Officer. [NIMCAST II-A-3-b-2](#)

- a. The Public Information Officer is responsible for interfacing with the public and media and with other agencies with incident-related information requirements. [NIMCAST II-A-3-b-2-a](#), [IEMA 301.240c2B](#)

The Joint Information Center (JIC) is a temporary organization or entity where information management activities are performed. [NIMSCAST II-C-1-b](#), [NIMSCAST II-C-2-a](#), [NIMSCAST II-C-2-b](#)

The purpose of a Joint Information Systems (JIS) is to communicate timely and accurate information to the public and may include local, regional and state governments. [NIMSCAST II-C-1-a](#)

- b. The Safety Officer monitors all incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel. [NIMCAST II-A-3-b-2-b](#)
- c. The Liaison Officer is the Incident Commander's point of contact for dealing with representatives of other governmental departments and agencies, NGOs, and/or the private sector (with no jurisdiction or legal authority) to provide input on their organization's policies, resource availability, and other incident-related matters. [NIMCAST II-A-3-b-2-c](#)

5. General staff has four primary functions established as separate sections of the EOC organization. The General Staff Section Level positions are:

- a. Operations Section Chief - The Operations Section Chief is tasked with directing operational actions to meet the incident objectives. [NIMCAST VI-B-3](#), [NIMCAST II-A-3-c-1-a](#)
  1. Branches may be established to meet several challenges: Maintaining recommended span of control for the Operations Section Chief, the incident calls for a functional branch structure, or, the incident calls for a multijurisdictional branch structure. [NIMCAST II-A-3-c-1-b](#)
  2. Divisions and Groups are established when the number of resources exceeds the Operations Section Chief's manageable span of control. Divisions separate physical or geographical areas of operation within the incident area. Groups separate functional areas of operation for the incident. [NIMCAST II-A-3-c-1-c](#)
  3. Single Resources may be employed on a solitary basis, such as an individual personnel or solo piece of equipment with any associated operators.
  4. Task Forces are any combination of resources convened to accomplish a specific mission and can be ad hoc or planned.
  5. A Strike Team consists of a set number of resources of the same kind and type operating under a designated leader with common communications between them. [NIMCAST II-A-2-g](#), [NIMCAST II-A-3-c-1-d](#)

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- b. Planning Section Chief - The Planning Section Chief is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall incident status. **NIMCAST II-A-3-c-2**
  - 1. The Resource Unit ensures that all assigned personnel and resources have checked in at the incident. The Resource Unit tracks the current location and status of all assigned resources and maintains a master list of all resources committed to incident operations. **NIMCAST II-A-2-M, NIMCAST IV-B-4**
  - 2. Resource Status must be categorized by kind and type (capability and capabilities), and must be tracked continuously to manage them effectively during an incident. The following status conditions and procedures are used for maintaining an up-to-date and accurate picture of resource status. **NIMCAST III-B-2-D, NIMCAST IV-A-2-C**
  - 3. Status Conditions -Tactical resources at an incident can have one of three status conditions: Assigned resources that are checked in and are cleared to work on an incident, Available personnel, teams, equipment, or facilities that have been assigned to an incident and are ready for a specific work detail or function, and Out-of-Service assigned resources that are unable to function for mechanical, personal, or health reasons. **NIMCAST IV-B-3**
- c. Finance/Administration Section Chief - The Finance/Administration Section Chief is tasked with tracking incident related costs, personnel records, requisitions, and administrating procurement contracts required by Logistics. **NIMSCAST II-A-3-c-4**
  - 1. The Time Unit is responsible primarily for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies.
  - 2. The Procurement Unit administers all financial matters pertaining to vendor contracts. **NIMCAST VI-B-5**
  - 3. Claims Unit under ICS, a single Unit handles injury compensation and claims.
  - 4. The Cost Unit provides cost analysis data for the incident. **NIMCAST VI-B-9**
- d. Logistics Section Chief - The Logistics Section provides for all support needs for the incident including ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel. **NIMSCAST II-A-3-c-3, NIMCAST IV-B-6**
  - 1. The Supply Unit orders, receives, processes, stores, inventories, and distributes all incident- related resources and supplies.
  - 2. The Facilities Unit sets up, maintains, and demobilizes all facilities used in support of incident operations.
  - 3. The Facilities Unit sets up the Incident Command Post (ICP), Incident Base, and Camps (including trailers or other forms of shelter for use in and around the incident area); it also provides the services associated with maintaining those functions.
  - 4. The Ground Support Unit maintains and repairs primary tactical vehicles and mobile ground support equipment, records usage time for all ground equipment (including contract equipment) assigned to the incident, supplies fuel for all mobile equipment, provides transportation in support of incident operations (except aircraft), and develops and implements the incident Traffic Plan.
- e. The Communications Unit develops the Communications Plan to make the most effective use of the communications equipment and facilities assigned to the



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incident. Additionally, this Unit installs and tests all communications equipment, supervises and operates the incident communications center, distributes and recovers communications equipment assigned to incident personnel, and maintains and repairs communications equipment on site. [NIMCAST II-A-2-h](#), [NIMCAST V-B-1](#)

1. The Food Unit determines food and hydration requirements of the responders, and has the responsibility for planning menus, ordering food, providing cooking facilities, cooking and serving food, maintaining food service areas, and managing food security and safety.
  2. The Medical Unit is responsible for the effective and efficient provision of medical services to incident personnel; the Medical Unit Leader reports directly to the Logistics Section Chief.
  3. The Information and Intelligence Function provides analysis and sharing of information and intelligence during an incident. Intelligence can include national and local security or classified information but also can include operational information such as risk assessments, medical intelligence, weather information, structural designs of buildings, toxic contaminant levels, etc. that may come from a variety of sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign this role to other parts of the ICS organization. [NIMCAST II-A-2-n](#), [NIMSCAST II-A-3-c-5](#), [NIMSCAST II-A-3-c-5-a](#)
6. If the EOC has been activated, the Incident Commander will provide timely and regular periodic situation updates to both the EOC staff and Incident Management Team.
7. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure all participating agencies are involved in developing objectives and strategies to deal with the emergency. [NIMCAST II-A-2-k](#), [NIMCAST II-A-3-b-1-b](#), [NIMCAST II-A-3-b-1-b-iv](#), [NIMCAST III-B-2-A-2](#)
8. Establishing an Area Command is described in the Command and Management component of NIMS. The purpose of an Area Command is either to oversee the management of multiple incidents that are each being handled by a separate ICS organization, or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams (IMTs) engaged. [NIMSCAST II-A-4-a](#)

The Area Command does not have operational responsibilities. For the incidents under its authority, the Area Command: develops broad objectives for the impacted area(s), coordinates the development of individual incident objectives and strategies, allocates or re-allocates resources as the established priorities change, ensures that incidents are properly managed, ensures effective communications, ensures that incident management objectives are met and do not conflict with each other or with agency policies, identifies critical resource needs and reports them to the established EOCs/Multiagency Coordination Groups, and ensures that short-term “emergency” recovery is coordinated to assist in the transition to full recovery operations, [NIMSCAST II-A-4-b](#)

9. Multi-agency Coordination System involves complex incident management scenarios (Type 3, 2 and 1 incidents). A unified command multi-agency coordination system, such as other Municipal Emergency Management Agencies, Cook County Emergency Management Agency, Illinois Emergency Management Agency, and Federal Emergency

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Management Agency may be used to facilitate incident management and policy coordination. [NIMCAST II-B-2-b](#)

- 10 Several kinds and types of facilities may be established in and around the incident area. The requirements of the incident and the desires of the IC/UC will determine the specific kinds and locations of facilities and may consist of the following designated facilities, among others are; Incident Command Post, Incident Base, Camps, and Staging Areas. [NIMCAST II-A-2-f](#)

- 11 The planning process and the Incident Action Plans ensure sound, timely planning providing the foundation for effective incident management. The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and the staffing required, developing a written IAP.

The five primary phases in the planning process are: understand the situation, establish incident objectives and strategy, develop the plan, prepare and disseminate the plan, and execute, evaluate, and revise the Plan. [NIMCAST II-A-2-d](#), [NIMCAST II-A-3-b-1-b-iii](#)

12. ICS has interactive management components that are designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management in Lemont and other jurisdictions. [NIMCAST II-A-1-d](#), [NIMCAST II-A-1-e](#)

13. Incident Action Plans should cover all measurable objectives and support activities that are needed during the entire operational period. A written plan is preferable to an oral plan because it clearly demonstrates responsibility, helps protect the community from liability suits, and provides documentation when requesting State and Federal assistance. Incident Action Plans that include the measurable goals and objectives to be achieved are always prepared around a timeframe called an operational period. [NIMCAST II-A-1-f](#)

14. The management by objective (MBO) approach involves a four-step process for achieving the incident goal. The management by objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action. [NIMCAST II-A-2-c](#)

15. Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential. Adherence to the following ICS principles and processes helps to ensure accountability: Resource Check-In/Check-Out Procedures, Incident Action Planning, Unity of Command, Personal Responsibility, Span of Control and Resource Tracking. [NIMCAST II-A-2-i](#)

16. The ICS organizational structure develops in a modular fashion based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further subdivided to enhance internal organizational management and external coordination. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with Incident Command, which bases the ICS organization on the requirements of the situation. As incident complexity increases, the

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organization expands from the top down and functional responsibilities are delegated. Concurrently with structural expansion, the number of management and supervisory positions expands to adequately address the requirements of the incident. [NIMCAST II-A-2-b](#)

17. The ICS organizational structure is expands in a modular fashion, extending to incorporate all elements necessary for the type, size, scope, and complexity of an incident. It builds from the top down; responsibility and performance begin with Incident Command. [NIMCAST II-A-1-c](#)

The modular concept described above is based on the following considerations: develop the organization's structure to match the function or task to be performed, staff only the functional elements required to perform the task, implement recommended span-of-control guidelines, perform the function of any non-activated organizational element at the next highest level, and deactivate organizational elements no longer required.

18. ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology covers the following:
  - a. Organizational Functions - Major functions and functional units with local incident management responsibilities are named and defined. Terminology for the organizational elements involved is standard and consistent.
  - b. Incident Facilities - Common terminology is used to designate the facilities near the incident area that will be used in the course of incident management activities. Using standard or common terminology is essential to ensuring efficient, clear communications. ICS requires the use of common terminology, including standard titles for facilities and positions within the organization.
  - c. Common terminology also includes the use of "clear text"—that is, communication without the use of agency-specific codes or jargon. In other words, use plain English. [NIMCAST II-A-2-a](#),
  - d. Manageable span of control means the number of subordinates one supervisor can effectively manage. Each local IC must anticipate span-of-control problems and prepare for them — especially during the rapid build-up of County, State and Federal resources.

Maintaining adequate span of control throughout the Incident Command Post Command and General Staff is critical. Effective span of control may vary from three to seven, and a ratio of one supervisor to five reporting elements is recommended. [NIMCAST II-A-2-e](#)

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### C. EOC Operations

1. The EOC may be activated to monitor a special events or potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
2. The principal functions of the EOC are to: **IEMA 301.240c1D**
  - a. Monitor potential threats.
  - b. Support on-scene response operations.
  - c. Support day-to-day operations.
  - d. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
  - e. Analyze problems and formulate options for solving them.
  - f. Coordinate among local agencies and between the other jurisdictions, county, state and federal agencies, if required.
  - g. Develop and disseminate warnings and emergency public information.
  - h. Prepare and disseminate periodic reports.
  - i. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
  - j. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the County and/or State.

### ICS - EOC INTERFACE

**IEMA 301.240c1E**

1. When both an ICP and the EOC have been activated, it is important that responsibilities are performed as outlined below, allowing for a division of responsibilities for specific emergency operations.
2. The ICP is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing them emergency instructions.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
  - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
  - a. Mobilizing and deploying resources to be employed by the ICP.
  - b. Issuing community-wide warning.

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- c. Issuing instructions and providing information to the general public.
- d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
- e. Organizing and implementing shelter and mass care arrangements for evacuees.
- f. Requesting assistance from the County and/or State and other external sources.
- g. The Village President, Village Administrator, EMA Director, or Incident Management Team will meet at least once a day with the Village Board and other Elected Officials in the Village Board Chamber for an update on the incident(s) and Village's day-to-day operations.  
These meetings are considered Confidential and not for media and public information.
- h. All information will need to be managed and documented. A strong information management system is necessary. IMT members and ICP(s) need to provide a command, control, and monitoring function that will: above all else, be easy and efficient to use, collect failure information to allow rapid and early contingency response, track multiple incidents and resources, communicate activities across the enterprise, and provide documentation capability.
- i. The EOC software will be compatible with, CCDHS&EM, IEMA and FEMA Emergency Operation Centers.
- j. The EOC software should be an easy to use and fundamental information and decision management system that fulfills all of the following functions: central command and control, early alert communications, functionality as an "effective EOC and ICP", secure data sharing over the Internet and other networks, event tracking and logging, Lemont EOP, EOC and ICS Guidelines, IEMA Act, Administrative Rules, NIMS manual, Federal Response Framework and any other guidelines, check-off lists, resource management tools, Lemont Non-Governmental Resource List, and documentation of response actions.

NIMCAST V-B-2-a-4

#### 4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

#### 5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of the EOC into the beginning of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

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6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

### Activities by Phases of Management

#### 1. Mitigation [NIMS III-B-2-a-4](#)

- a. Establish, equip, and maintain an EOC and an Alternate EOC, if required.
- b. Identify required EOC staffing.
- c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d. Identify and stock supplies needed for ICP and EOC operations.
- e. Develop and maintain procedures for activating, operating, and deactivating the EOC.

#### 2. Preparedness [NIMCAST III-B](#)

- a. Identify department, agency and volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
- b. Pursuant to NIMS protocol, conduct NIMS training for department, agency and volunteer group representatives who will staff the EOC and ICP.
- c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
- d. Test and maintain EOC equipment to ensure operational readiness.
- e. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.
- f. The Incident Management Team have implemented and institutionalized processes, systems, procedures, and/or plans that ensure preparedness activities are coordinated among all disciplines as outlined in this plan. [NIMSCAST III-A-2](#)
- g. The Incident Management Team has implemented plan evaluation procedures as outlined in the Basic Plan. [NIMSCAST III-B-2](#)
- h. This plan describes how personnel, equipment, and other governmental and nongovernmental resources will be used to support incident management requirements. [NIMSCAST III-B-2-a](#)
- i. To achieve preparedness, the IMT has adopted relevant NIMS standards, guidelines, processes, and protocols in the following areas: planning, training, and equipment. In addition, IEMA Administration Code for Exercise Requirements and IEMA Administration Code for Evaluation Requirements will be followed. Also, the IMT will take corrective actions, take mitigation actions, and will coordinate training classes and/or exercises. [NIMSCAST III-B-1](#), [NIMCAST III-B-2-B](#)



## **DIRECTION AND CONTROL ANNEX**

### **3. Response**

The IMT will review and approve the Incident Action Plan and the Demobilization Plan. These plans will support the ICP in requests or assignments from Village departments during the next operational period. The EOC will monitor department manpower and equipment during EOC operations to insure adequate coverage for day-to-day operations, while supporting the ICP.

### **4. Recovery**

The IMT will review and approve the Recovery Plan and will support the ICP in requests during the next recovery operation period. The EOC will monitor department manpower and equipment during EOC operations to insure adequate coverage for day-to-day operations, while supporting the ICP.

Debris Removal is addressed in the Debris Management Annex. [IEMA 301.240c2E](#)

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. Our normal emergency organization, described in the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
3. The organization of the EOC is depicted in the Basic Plan. The EOC may be activated on a graduated basis. Department, agency and volunteer group EOC staffing requirements will be determined by the Emergency Management Director or Incident Management Team based on the needs of the situation.

### **B. Assignment of Responsibilities**

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Emergency Management Director will:
  - a. Establish general policy guidance for emergency operations.
  - b. Direct that the EOC be partially or fully activated.
  - c. When appropriate, terminate EOC operations.
  - d. Develop and maintain the EOC Staff Roster and EOC operating procedures.
  - e. Activate the EOC when requested or when the situation warrants.
  - f. Appoint an EOC Manager if necessary.

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- g. Advise the Village President, Village Administrator or other officials in emergency management activities.
  - h. Coordinate resource and information support for emergency operations.
  - i. Coordinate emergency planning and impact assessment.
  - j. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
2. The Incident Commander will:
  - a. Establish an ICP and direct and control emergency operations at the scene.
  - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
  - c. Provide periodic situation updates to the EOC, if that facility is activated.
  - d. Identify resource requirements to the EOC, if that facility is activated
3. Incident Management Team members and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
  - a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
  - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
  - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

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**NIMCAST V-B-2-A-3**

- A. General. The Emergency Management Director will provide general guidance for the direction and control function, pursuant to NIMS protocols.
- B. Incident Command (IC). The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the Incident Management Team. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post. Our Basic Plan provides a detailed description of our incident management system.
- C. EOC Operations
  1. The Emergency Management Director may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of IC recommendations.
  2. The Incident Commander may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.
  3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Emergency Management Director activate the EOC to provide a suitable facility to work the issue.
  4. The Emergency Management Director or appointed designee will serve as EOC Manager.
- D. The Emergency Operation Center Staff may include the following; the EOC Manager, EOC staff, Lemont Incident Management Team, Police Department Employee (security),



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Communications staff, IT technical support personnel, County, Illinois and Federal Emergency Management Agencies, State Police and FBI, MABAS Fire Officials, County Highway Department and Illinois Department of Transportation, County and Illinois Public Health Departments, Public Information Officer and other Public Information Officers in the Joint Information Center, Utility Companies, and other Village Departments or Agencies with a mission statement. [IEMA 301.240c2A](#)

### **EOC Activation Guidelines**

#### **Level 4 – Standby Conditions or Watch**

When an emergency/disaster has occurred and the Incident Commander thinks there may be a need for resources (e.g. shelter, damage assessment, evacuation, etc.) from other Village's department/agencies, the Incident Commander will inform the Communications Center of the needs and give a mission statement for that request. The appropriate Department Heads will be notified, prepared to report to the EOC if necessary, and they will follow their SOPs/SOGs for that incident. Notification can be done by Phone, paging, email, text messaging and mass notification system. (IAR)

#### **Level 3 - Partial Activation of EOC**

The activation of the EOC will happen at the time the Incident Commander makes a formal request for the resources of other Village services (e.g. Damage Assessment Team, Evacuation, Shelter, etc.), and/or incidents are occurring in the Village that will impact Village services. Partial Activation may also take place when an incident spans two or more operational periods.

The Incident Commander(s) and Emergency Management Director will meet to make a decision if the incident level should be elevated.

The Incident Management Team (IMT) members needed to fill the request and the EOC support staff will report to the EOC. The Emergency Management Director or designee may assign an EOC Manager. The Village President, Village Administrator and the other IMT members will be notified of the incident and be placed on a Level 4 Standby and be prepared to report to the EOC.

#### **Level 2 - Full Activation of EOC**

Full activation of the EOC automatically occurs at the time the Incident Commander and the EOC Manager see a need for all of the Village resources, and mutual aid agreements are used or exhausted to mitigate the emergency. All IMT members will be notified and report to the EOC. The EOC Manager will keep the Emergency Management Director informed.

All Village Departments/Agencies will follow their SOPs/SOGs for that incident under their Chief or Director.

If it is determined that a situation can be handled by Lemont government, with the available mutual aid and County resources, the Village President should declare a State of Emergency. This declaration authorizes the activation of the Village Emergency Operations Plan, and authorizes the rendering of assistance from the appropriate county resources.

## **DIRECTION AND CONTROL ANNEX**

### Level 1 - State, and Federal Response to EOC

If the Village can no longer manage the incident with mutual aid from county resources, a formal request for State or Federal resources is made by the Chief elected official through the County and State EOCs. A declaration of "State of Disaster" will be initiated. This disaster declaration formally identifies that the situation is larger than the Village and County can handle and IEMA and FEMA assistance is formally requested. This Disaster Declaration is forwarded to the appropriate County Emergency Management Agency as soon as possible.

### **LOGISTICS AND FINANCE**

#### A. Facilities & Equipment

##### 1. EOC

- a. The EOC is located at the Lemont Police Department and is maintained by the Emergency Management Director.
- b. During operations the Emergency Management Director oversees the appropriate staffing level for the EOC, EOC Staff and continuously monitors organizational effectiveness ensuring that appropriate modifications occur as required.
- c. The Incident Management Team has the responsibility for coordination between the ICP(s) and the Department Heads for the day-to day operations of the Village.
- d. The EOC is equipped with the communication equipment necessary for conducting emergency operations. (See the Communications Annex.)
- e. The EOC is equipped with an emergency generator and fuel.
- f. The EOC has emergency water supplies for 72 hours of operation.
- g. Food for the EOC staff will be provided by emergency suppliers and local vendors.
- h. The EOC's responsibility is to collect information and to manage and control event information and response activities.

##### 2. Alternate EOC [IEMA 301.240c2C](#)

- a. Should the primary EOC become unusable, an alternate EOC is located at the Village Hall. If determined by the incident Management Team and Emergency Management Director that the alternate EOCs unusable, the EOC could be relocated to a mutual aid community.

##### 3. Mobile Command Post

- a. The Incident Commander may request that a Mobile Command Post be deployed for use as an on-scene command post. Depending on the Incident, location, and availability, Cook County, Will County and Du Page County all have Mobile Command Posts which can be requested.
- b. Communications capabilities of the Mobile Command Posts are provided by the appropriate County dependent upon the incident location.

#### B. Records

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:

## DIRECTION AND CONTROL ANNEX

- a. Activation or deactivation of emergency facilities.
- b. Emergency notifications to other local governments and to county, state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations.
- g. Casualties.
- h. Containment or termination of the incident.

The ICP and EOC shall utilize the ICS forms to record EOC activities.

### 2. Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log.

### 3. Cost Information

- a. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets. A copy of the incident cost records/receipts should be given to Finance for their documentation of the incident
- b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations including:
  1. Personnel costs, especially overtime costs.
  2. Operational costs.
  3. Costs for leased or rented equipment.
  4. Costs for contract services to support emergency operations.
  5. Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

## C. Reports [IEMA 301.240c2D](#)

### 1. Emergency Incident Report

An Emergency Incident Report should be prepared and disseminated for major emergencies and disasters where county and state assistance may be required. This short report is designed to provide basic information about an emergency situation.

## **DIRECTION AND CONTROL ANNEX**

### 2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the County and State EOCs, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation, informed about the current status of operations.

### D. Agreements & Contracts

Should local resources prove to be inadequate during an emergency; requests will be made for assistance from neighboring jurisdictions, other agencies, and industry, in accordance with existing mutual aid agreements and contracts.

### E. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their identification card at all times.
2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined by the E.O.C. Manager.
3. All visitors will sign-in upon entry and wear their identification card.
4. Below functions should be located outside of the EOC:
  - a. Media – they shall be located away from the EOC in a media staging area.
  - b. Other Villages and/or agencies who are non-EOC Staff, or without a mission task.
  - c. Village Trustees, commission members, Local, County, State, and Federal Elected Officials should be briefed in the Village President's Office. The exception is the President of the United States, County, State, and Federal Homeland Security/EMA Officials, Governor of Illinois, President of the County Boards and Mayors/Presidents of other towns.
  - d. Village employees, visitors, and friends, or anyone who has not been approved by the Incident Management Team.

### F. Media

Media relations will be conducted pursuant to the NIMS. (For more information see Public Information Annex.)

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

**IEMA 301.240b5**

It is the responsibility of the Emergency Management Director and Incident Management Team to maintain, review and updating of this Annex biennially by May 1.

# COMMUNICATIONS ANNEX

IEMA301.240a2

## STATEMENT OF PURPOSE

IEMA 301.240b1

Operations during major emergencies and disasters place an increased demand on community dispatching facilities. These facilities must be prepared to switch from normal operations to emergency mode at the first notification of an existing or impending emergency situation. Communications operators must be prepared to receive, analyze, and disseminate timely information to operating departments, in addition to providing communications services to local emergency response units.

The purpose of this Annex is to identify the role of communications operations in the Village and to specify actions that should be taken during emergency periods.

## SITUATION AND ASSUMPTION

IEMA 301 .240b2 and 301 .240b3

It is necessary that an effective emergency communication system provides authorities and local first responders the information necessary to take protective actions.

It is assumed that ordinary communications capabilities will be disrupted to an unknown degree in such situations, and that alternate means must be available and implemented.—These Communications resources must provide redundancy to the existing system and must be periodically tested to insure a constant state of readiness. Southwest Central Dispatch (SWCD) Communications Center is the Village's Communication Center. Also the Lemont Emergency Management Agency (LEMA) communications center can be a back up Communications Center if needed.

## CONCEPT OF OPERATIONS

IEMA 301.240b4

The purpose of this Annex is to provide comprehensive communications and warning capability within the Village. The goal of this system is to ensure that timely and accurate warnings can be disseminated to municipal government agencies, members of the general public, and special facilities in advance of the impact of an emergency or disaster. During response and recovery efforts, the goal is to provide effective command and control communications systems, and to ensure the rapid restoration of critical communications systems designated by the local government.

Each department – Police, Fire, Emergency Management and Public Works -- have their own radio frequencies on either VHF or UHF. Additional frequencies can be added if needed.

The SWCD Communications Center and the Lemont Fire District Communications Center have their own communication system and emergency back-up system which can be used as an emergency back-up system if the EOC systems fail during an emergency. The EOC can activate the early warning sirens from the Lemont Emergency Management Agencies (LEMA) communications center. IEMA 301.240d2

## COMMUNICATIONS ANNEX

The Lemont Fire Protection District Communications Center Director and the Emergency Management Director is responsible for communicating information for the activation of the warning system.

The communications system may be used for communications among all groups and individuals involved in emergency response. Items used are radios, cell phones, or other communication devices. [IEMA 301.240d1](#)

Any Jurisdictional County's Mobile Command Vehicle may be deployed with communication capabilities and may also be linked to an Emergency Communications Center. The EOC can also be utilized in case of a communications failure as the emergency back-up Communications Center. Also, through mutual aid agreements, Lemont will have access to several mobile EOC vehicles, or trailers throughout the multi-county area.

Within the Village, the Department Heads and the Emergency Communications Center Directors are responsible for the operation of Police, Fire/EMS, and Public Works communications systems. [IEMA 301.240d3](#)

In the event that additional assistance is needed in the SWCD Communications Centers, dispatch personnel are supplemented during an emergency. During times of emergency, off-duty personnel, holdovers, or even communications personnel from neighboring communities can provide supplemental personnel.

The primary public safety answering point in the Village is the SWCD Communications Center. The SWCD Communications Center is staffed on a 24-hour basis, giving personnel access to all telephones, radios, computers, and related public safety communications equipment. The SWCD Communications Center has direct communications with Fire, Police, Emergency Management and Public Works Departments via radio, reverse 911, telephones, and cellular phones.

In accordance with the Jurisdictional COOP Plan, the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's communications systems via the Communication Center during an emergency. [IEMA 301.240d4](#)

This responsibility for coordination, control, and continuity of the Village's communications systems is described in the Communication Center SOP/SOG and is confidential.

Communications alternatives exist to back-up primary communications within the Cook, Du Page, and Will County Emergency Communications Centers. Emergency communications in the Village, surrounding communities, Cook, DuPage, and Will Counties, the Illinois State Police, and other police units are accomplished via the Illinois State Police Emergency Radio Network (ISPERN) or with Interoperations Channels. This system allows simultaneous communications between these agencies and affected communities during periods of emergency and disaster.

## COMMUNICATIONS ANNEX

### DIRECTION AND CONTROL

Once operational, the Village Emergency Operations Center will provide primary direction and control under the Incident Command System for all emergency operations within the Village. The Incident Management Team and Village Officials will staff the EOC at all times during a major emergency or disaster. All emergency responses to the disaster scene will be coordinated from the EOC by IMT members manning the EOC.

Subsequent emergency responses will be dispatched directly by SWCD and Lemont Fire District Communication Center. The Village's Communication Center and the Lemont Fire Protection District Communication Center shall relay all necessary information for resource tracking to the EOC. Communication will be accomplished by messenger, telephone, and computer or on one of the radio frequencies available and assigned by the Communication Unit.

Upon arrival, a single Incident Commander or Unified Command will be organized depending on the event. The Command Post location will be identified to the Emergency Communications Center

Representatives from each responding department having field responsibilities will respond to and command their personnel from this the Incident Command Post, which will be the source of official information and a communications link between the EOC and the scene. IMT members will staff the EOC which is identified in the Basic Plan and Direction and Control Annex.

IEMA 301.240d5

### MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

IEMA 301.240b5

It is the responsibility of the Directors of LEMA, the Lemont Fire Protection District and Department Heads for the maintenance, review and updating of this Annex biennially by May 1.



## **WARNING and EMERGENCY INFORMATION ANNEX**

IEMA301.240a3

### **STATEMENT OF PURPOSE**

IEMA301.240b1

The purpose of this document is to provide guidance to the Village President and the EMA Director, regarding the activation of our community warning system and/or outdoor warning system. This guidance serves as a foundation on which a common approach can be used to provide the warning of impending damage to our Village.

This Annex will identify the role of the Warning/Emergency Information System and how the Village operates its EMA Program and specifies recommended actions to be taken during emergency periods.

### **SITUATION**

IEMA 301.240B2

Key government officials and critical workers must be notified, and the public needs to be forewarned, as soon as possible/appropriate. Warning capabilities and responsibilities need to be outlined to ensure that rapid alert and accurate dissemination of emergency information is accomplished. Responsibility for the outdoor warning system is the Emergency Management Director.

### **ASSUMPTION**

IEMA 301.240B3

The Village assumes the following:

- A. A warning period may be available for many emergency situations, although the amount of time will vary from hazard to hazard.
- B. Warnings may be initiated by higher authority (State or Federal government) through use of the National Warning System (NAWAS) whenever a large area may be threatened by a major emergency (e.g., terrorist attack or severe weather conditions), or from the occurrence of the event itself (e.g., earthquake or explosion).
- C. Telephone, to the extent possible, will be considered the primary system for notification of key officials and critical workers.
- D. The electronic media will be considered the primary system for providing warning and emergency information to large numbers of the affected population, both through news bulletins and Emergency Alert System (EAS) broadcasts.
- E. The issuance of the Emergency Alert System (EAS) broadcasts, and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on authority provided by Federal and State law and supporting guidance documents.



## **WARNING & EMERGENCY INFORMATION ANNEX**

Pursuant to the provisions of federal law, the term emergency management is defined as:

Those activities and measures designed or undertaken (1) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States or by a natural disaster, (2) to deal with the immediate emergency conditions which would be created by any such attack or natural disaster, and (3) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by such an attack or natural disaster. Such terms shall include, but shall not be limited to, (A) measures to be taken in preparation for an anticipated attack or natural disaster [including ... The provision of suitable warning systems].

This statement charges federal, state, and local agencies with developing and maintaining the capability of warning the civilian population of impending disasters. The Illinois Emergency Management Act (Public Act 87-168 as amended) further clarifies and assigns these responsibilities to units of local government. The Act defines emergency management as:

The coordination of such functions by the State and its political subdivisions, other than functions for which military forces are primarily responsible, as may be necessary and proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation, warning services and communications, together with all other activities necessary or incidental to protecting life or property.

Providing effective warning is accomplished by a variety of warning systems, which emanate from the federal government level and ultimately rest with units of local government.

### **CONCEPT OF OPERATIONS**

IEMA 301.240d4

#### **A. General**

1. Existing communications systems available at the time of a major emergency shall be used for the dissemination of emergency information and warning. The warning function for the Village requires a coordinated effort between the various levels of government and numerous politically independent agencies as outlined below. IEMA 310.240e3
  - a. Communications Centers/Public Safety Answering Point (PSAP) - The Village's Communication Center serves as the public safety answering point and the primary warning point for emergency messages for the Village.
  - b. Emergency Management Agency - The Emergency Management Director is responsible for outlining the intergovernmental warning process and, once notified or aware of a major emergency or hazard, for ensuring that the necessary dissemination of emergency information occurs throughout the Village to all levels of government and citizens who may be adversely affected by the hazard. IEMA 310.240e4
  - c. The Village maintains its own Emergency Operation Plan (EOP) that is responsible for developing, maintaining and implementing a warning annex and procedures to implement the warning function for their jurisdiction, once the message is received.
  - d. Police Department - The Police Department, as a public safety emergency response agency, is responsible for supporting and implementing procedures to warn the general public in the Village.

## **WARNING & EMERGENCY INFORMATION ANNEX**

- e. Fire Protection District - As a public safety emergency response agency, fire personnel are constantly on the scene as first responders and may have to implement local warning procedures for Lemont using public safety capabilities or assisting those that do.
  - f. State and County Governments - State and County officials may issue warning information as a result of severe weather warnings or watches, or any major incident that may affect Northern Illinois. Such information may be transmitted over the National Warning System (NAWAS) or the Law Enforcement Agencies\_Data System (LEADS) to local communications centers and police departments and may be broadcast over the Emergency Alert System (EAS) to the public.
  - h. Federal Government - Warning information may be initiated by federal officials and disseminated over NAWAS. This information may include attack warnings, severe weather warnings, or other incidents which threaten a large area.
- B. Dissemination of Emergency Information -The receipt and dissemination of warning information may utilize any or all of the following warning methods:
- IEMA 301.240e1, IEMA 301 .240e2**
- 1. National Warning System (NAWAS) - The National Warning System (NAWAS) is a nationwide private telephone communications system funded by FEMA, which originates at the National Warning Center at Colorado Springs CO (NORAD). The system has “drops” (telephone instruments with loudspeakers) located at strategic locations within each state. Each state, in turn, controls a system connecting the state with warning points in each County. State of Illinois’s NAWAS line is located at the IEMA Emergency Operation Center and is monitored on a 24 hour basis.
  - 2. Emergency Alert System (EAS) - The Emergency Alert System is composed of AM, FM and TV broadcast stations and non-government industry utilities operating on a voluntary, organized basis during emergencies at national, state or local levels. It provides for the alert of participating stations, dissemination of standardized emergency information, and/or termination of non-emergency station activities until the emergency subsides.
  - 3. Media - Print and electronic media can provide an effective method of disseminating emergency information. Community newspapers are effective in providing detailed self-help information in slow-developing emergency situations (i.e. inclement weather, drought, etc.). The electronic media can be helpful in issuing bulletins to inform the public of emergency conditions, with or without formal activation of the EAS.
  - 4. Sirens – Lemont has a Village-wide outdoor siren warning system. Village vehicles equipped with sirens may be a viable means of getting the attention of the public in localized emergencies, but emergency instructions must be provided by use of public address systems. Location of sirens are on Federal Signals Commander software .which has a map of siren locations.

## **WARNING & EMERGENCY INFORMATION ANNEX**

5. Public Address Systems - Most police and fire vehicles are equipped with public address systems that may be used for warning the public in localized emergencies. These would be effective as an alternative to door-to-door notification in small areas with limited populations. In most cases, the public will be instructed to tune in to local television or radio for emergency information.
6. Door-to-Door Warning - In some emergencies, the most effective method of warning may be door-to-door contact. If time and emergency conditions allow, emergency services workers and volunteers can go door-to-door advising people of emergency instructions. This system would be effective only in those types of emergencies affecting limited areas and populations. Care must be given to keep unprotected workers from entering hazardous areas to disseminate warnings.
7. Telephone Warning - In some localized emergencies, it may be possible to disseminate warning to affected populations through use of the telephone. If the threatened area is small, and a directory of telephone numbers by address exists, calls can be made advising people of the protective actions they should take. The Village utilizes a reverse 911 system, Code Red or Nixle that can be utilized to disseminate preprogrammed information to the community.
8. Functional and Access Needs Populations – Our Mass Care Unit is working with Functional and Access Needs populations and may assist in the dissemination of emergency information to such groups as the hearing impaired, non-English speaking, physically handicapped, homebound, etc. Schools, hospitals and nursing homes have emergency plans under federal law that is adequate in slow developing emergencies. In immediate life threatening emergencies, facilities such as parks and campgrounds should be contacted at the direction of the Incident Commander or other responsible key officials.
9. Emergency Communication for Functional and Access Needs Population

The primary goal of emergency messages is to motivate functional residents and their families to take a desired action before and during a crisis. Our Functional and Access Needs Program is designed to reach the targeted populations in ways that grab their attention and change the way they think, so they will take action. This is a major challenge for individuals with disabilities. The National Organization on Disability (NOD) identifies three types of disabilities, sensory, mobility, and cognitive. Individuals with these disabilities are a cause of concern during emergencies and disasters. The following definitions are from NOD's Emergency Preparedness Initiative 9:

- A. Sensory: Persons with hearing or visual limitations, including total blindness or deafness.
- B. Mobility: Persons who have little or no use of their legs or arms. They generally use wheelchairs, scooters, walkers, canes, and other devices as aids to movement.
- C. Cognitive: The terms "developmental" and "cognitive" most commonly include conditions that may affect a person's ability to listen, think, speak, read, write, do math, or follow instructions. It is important to remember and understand that individuals can have more than one disability. However, it does not mean that vulnerable populations lack capabilities. These individuals bring a tremendous amount of capacities, insights, and resources to those involved with safeguarding the public.

## **WARNING & EMERGENCY INFORMATION ANNEX**

Emergency communication principles and practices are universal. There is no need to develop separate Functional and Access Needs population outreach communication plan.

Emergency Message content should include, when appropriate, incident facts, health risk concerns, pre-incident and post-incident preparedness recommendations, and where to access assistance in a format or language that a broad spectrum of the community can understand. Where necessary, the base content of these messages should be composed and translated into other languages in advance (with opportunity for collaboration and input from all interested stakeholders), leaving placeholders to insert the specifics of each emergency situation and the protective actions recommended.

Composing warning messages, directions, announcements, offers of assistance and other public information accessible to people with communications disabilities requires awareness of different needs, and familiarity with the capabilities and limitations of various communications technologies. There are many communication methods that can be utilized including, Village's Reverse 911 System, phone, radio, television, bill inserts, internet, word-of-mouth/hand, languages spoken and signed, social and community networks. For people to act, they must understand the message, believe the messenger is credible and trustworthy, and have the Village to respond. It is essential to utilize multiple redundant channels and alternative formats in alerting populations to an emergency. Yet, for cultural and linguistic minorities, readying the optimal method is a time-intensive task that must be accomplished by the PIO prior to an emergency.

## **DIRECTION AND CONTROL**

### **Executive Actions**

In emergency situations which pose an immediate threat to life, any public safety official in the Village serving as an Incident Commander or any other authorized Incident Management Team member may issue emergency information or warning by the most effective means. Such officials shall notify the Emergency Management Director as soon as possible to facilitate further notifications and actions, as required.

### **Coordination**

Overall coordination of the emergency information and warning process will be exercised from the Emergency Operations Center (EOC) under the Incident Command System when activated.

Responsibility for operation of the warning entry point is vested in the Director of Communication who may delegate supervision and coordination of Communications Center and warning point activities to a Manager. The Emergency Management Director or his designee may share responsibility for the communications function in the EOC and Incident Commander with the Communications Center. All Departments Heads are responsible for maintaining communication with their own operations.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director and Deputy Chief of Communications for the Lemont Fire Protection District for the maintenance, review and update of this Annex biennially by May 1

## PUBLIC INFORMATION ANNEX

IEMA301.240a4

### STATEMENT OF PURPOSE

IEMA301.240b1

The purpose of this Annex is to provide comprehensive Emergency Public Information capability within the Village. The goal of this system is to ensure that timely and accurate information under NIMS can be disseminated to government agencies, the media, and members of the general public following the impact of an emergency or disaster.

Prior to an incident, the Emergency Public Information System is responsible for generating educational media releases, providing guidance to community residents about the hazards that may occur.

### SITUATION AND ASSUMPTION

IEMA 310.240b2 and IEMA 301.240b3

Accurate and expedited dissemination of information is critical when an emergency/disaster or WMD incident has occurred. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of an emergency/disaster or terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Initial interaction with the media is likely to be implemented by a Public Information Officer, as directed by the Incident Commander or the Incident Management Team. To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from Federal, State, and information dissemination to the public, media, and businesses potentially affected by the incident. Disasters are likely to cause widespread panic, and on-going communication of accurate and up-to-date information will help calm fears and limit collateral effects. The Village Administrator has appointed a person as the Public Information Officer (PIO) to report to the EOC when activated. The PIO will administer their Office and coordinate with other designees assigned by department heads. The office will follow all media standards in accordance with NIMS. IEMA 301.240f1

### CONCEPT OF OPERATIONS

IEMA301.240b4, NIMS II-C-1-a, NIMS II-C-1-b

The Public Information Officer will be responsible for generating media releases and information for distribution directly to the public. This information will include self-help and general instructional materials including:

- A. Health risks associated with the event.
- B. Instructions for evacuees and affected residents.
- C. Identification of special facilities such as evacuation staging areas, shelters and reception centers, feeding stations, first aid stations, etc.
- D. Available assistance from the government and private relief agencies.
- E. Ongoing status reports on the progress of response and recovery efforts.

There may be more than one Joint Information Center established following a major disaster. Lemont will have one Joint Information Center for the response and recovery period to ensure accurate and timely dissemination of information to the public and the media.

## PUBLIC INFORMATION ANNEX

### IEMA 301.240f2

The release of statistical data related to the incident(s) must be verified and approved prior to release. The PIO is responsible for gathering all statistical data pertaining to the incident and coordinating that data with neighboring municipalities and counties.

Only officially designated PIO's affiliated with either the Cook County Medical Examiner's Office, the Du Page County Coroner's Office or the Will County Coroner's Office are authorized to release the numbers of fatalities and the identification of the deceased.

The PIO will release information to the media only after approval from the Village President, Village Administrator, or the Incident Commander. Official information will be released at the Media Briefing Center (MBC) designated by the Village.

The Media Center (MC) will respond to media requests for statements to the Public Information Officer (PIO) at the Media Briefing Center. No information will be disseminated without the prior approval of the Incident Commander or Chief Elected Official.

An Emergency Public Information System will be activated when one or more of the following facilities are activated in order to accomplish its task. These facilities may include the following: [NIMS II-C-2-a](#)

1. Emergency Operations Center – The PIO will assign a public information representative to report the EOC when activated. [IEMA 301.240f4](#)
2. Media Briefing Center - This site will be in a safe and secure area near the incident or disaster site as directed by the Logistics Section Chief and approved by the Safety Officer. The MBC location will be coordinated by the appropriate personnel as dictated by the ICS.
3. Joint Information Center (JIC) - In the event of a multi-jurisdictional disaster, or if State or Federal agencies become involved in the incident, a JIC will be established. The JIC is a physical location where Public Information Officers from the involved response and recovery agencies come together to ensure coordination of information to be released to the media and the public. This center becomes the central point for media access to the latest developments and emergency information. All information released should be coordinated among the departments and agencies involved to assure consistency and accuracy. [NIMS II-C-2-B](#)

The Village's Joint Information Center is located outside of the EOC. While activated, all official media releases issued by the Village will be cleared through this JIC.

Further operational procedures are **confidential** and kept in the Village's PIO SOPs/SOGs.

## DIRECTION AND CONTROL

The Lemont Joint Information Center in the EOC will be the central location for the direction and control of the Emergency Public Information System. The Village Administrator, or designee, will coordinate media releases with all other Village department heads, as well as with the Village's Public Information Officer as necessary, to ensure timely and accurate information to the public.

## **PUBLIC INFORMATION ANNEX**

Following approval by the Village President, the Village Administrator and/or designee, all official media releases will be provided to the media through the Media Briefing Center. This facility may be used by the Village Administrator for the purpose of making specific statements relating to the emergency or may be used by all department heads, with the Village Administrator's and/or the Village President's approval, in a panel forum to discuss emergency operations. A copy of all media releases will be forwarded to any Public Information Officer(s) in the field and other Village department heads, if applicable. [IEMA 301.240f3](#)

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director to maintain, review and update of this Annex biennially by May 1.

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# DISASTER INTELLIGENCE and DAMAGE ASSESSMENT ANNEX

IEMA301.240a5

## STATEMENT OF PURPOSE

IEMA 301.240b1

The purpose of this Annex is to describe the operational concepts and policies used to estimate the nature and extent of the damage and costs caused by a disaster or emergency within the Village. Damages include the losses sustained to business, residential, infrastructure and agricultural sectors, the economic effects of job loss, tax revenue disruptions, and human impacts such as health and welfare.

The damage assessment process consists of a series of activities designed to allow Lemont's Incident Management Team to develop a coordinated picture of the overall impact of the incident and to establish priorities for post-disaster recovery efforts. This information also provides the basis and substantiation for requesting state and federal assistance, as well as the degree and type of assistance needed. Safety focused inspections of buildings, roads and bridges are another critical piece of the damage assessment process.

## SITUATION

IEMA 310.240b2

Natural, manmade (technological), or terrorist incidents have the potential to occur within the Lemont Village at any time and could cause extensive damage to both public and private property. A disaster, regardless of hazard, requires an accurate assessment of the impact to population and property. The timely documentation and reporting of the damage incurred are vital during the response and recovery phases of a disaster or emergency.

First responders will identify areas of damage and the types of damage sustained. Damage Assessment Teams (DATs) are required to conduct field assessments. The Assessment teams are typically divided into two types, one dealing with residential & business, the other with public infrastructure. These teams require training prior to being deployed into any incident area.

Damage assessments will be undertaken at different periods during a disaster event. A "windshield survey", or Rapid Needs Assessment, most likely will be performed initially to get an overall general impression of the impacted area, while a more detailed report will be needed for state/federal aid assistance.

The use of designated report forms will ensure that the data required for local use and state and federal assistance are captured. The most recent forms will be utilized and applied.

Village departments should collect and record information on the utilization of labor, materials, equipment, and disaster-related costs. This documentation should begin as soon as possible, as the state and/or federal government may later provide reimbursement of documented costs associated with disaster response.

To safely move about areas that have been impacted by the disaster, damage assessment teams may require assistance from public works and/or law enforcement.

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

Assessment teams can expect to experience trip/fall hazards, structural hazards, transportation hazards, loose animals, people defending property, and others.

### **ASSUMPTION**

**IEMA 310.240b3**

While the initial response to a disaster will come from resources within Lemont, mutual aid may be required to cope with the overall incident.

If the nature of the emergency is such that local, county and mutual aid resources are incapable of assessing the damage, the Lemont Emergency Management Director will initiate a request for state assistance through the County and/or Illinois Emergency Operation Center.

The Incident Command System (ICS) will be used to manage disasters and/or emergencies in accordance with the National Incident Management System.

Damage assessment will be performed on an urgent basis and be based upon actual observation and inspection.

Damage assessment also includes those administrative tasks and responsibilities of agencies and staff that are not part of the fieldwork.

### **CONCEPT OF OPERATIONS**

**IEMA301.240b4**

#### **A. General**

1. The lead agency will be Community and Economic Development. In the Emergency Operation Center, the Director of Community and Economic Development will help coordinate communication between local agencies and state and federal agencies involved in the damage assessment process. **IEMA 301.240g2**
2. If possible, Community and Economic Development staff will maintain ICS management responsibilities of all damage assessment field staff.
3. The lead agency will coordinate identifying qualified personnel from the stakeholder agencies and provide damage assessment training on a regular basis to maintain knowledge and skills.
4. In the event that the EOC is operational, the Damage Assessment Team reports damage information to the EOC Manager or Planning Section Chief.

#### **B. Rapid Needs Assessment**

1. Rapid Needs Assessment (RNA) is different from other forms of damage assessment that come later in the event. The purpose of RNA is not to estimate the dollar value of the damage, but to assess the nature, magnitude and scope of the event so that the decision-makers can assign the appropriate priorities to their response and request outside resources that are the most beneficial.

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

2. RNA takes place during an incident and focuses on addressing immediate lifesaving and life sustaining needs. The ability of the Lemont Incident Management Team to perform a rapid assessment accurately and within the first few hours of an incident is critical to providing an adequate response for life-threatening situations and imminent hazards.
  - a. RNA should include the status or impact to the areas of; life safety, transportation systems, communications, utilities, emergency services, public services, and imminent hazards.
3. RNA involves teamwork among local public and private personnel. Depending on the time of the incident and the amount of warning, it may initially include personnel from law enforcement, fire, public works, utility, special district, non-governmental and EMA volunteers.
4. RNA most likely will be accomplished by driving through the affected areas; however, walking or the use of aircraft is acceptable if required. Depending on the severity and scope of the damage, security support from law enforcement agencies may be needed.
5. General guidelines for Rapid Needs Assessment teams include: look for the perimeter of the damaged area survey as many streets as possible, noting which ones have damage. Rapid Needs Assessment teams observe refer media personnel to PIO, report any hazardous conditions to the Southwest Central Dispatch Center and the Lemont Fire Protection District, and then to the EOC.
6. During RNA, teams take as many pictures as necessary to record the severity and type of damage. Some of these pictures will be used in conjunction with existing maps to identify the type of damage experienced and where the damage is located.

See Rapid Needs Assessment checklist in Community and Economic Development Damage Assessment Plan.

### **A. Scene Access and Security**

1. If possible, law enforcement will secure the perimeters of the affected areas and restrict access as the situation warrants.
2. All agencies entering a restricted access area require special access permission from the established law enforcement organization. Each agency member must carry and display official identification at all times when entering the restricted area.
3. The law enforcement organization will determine if and/or when residents are allowed to enter restricted areas.
4. Unauthorized parties within the disaster area are subject to local and state laws and incident specific policies regarding security of a disaster area.
5. The Village Board may enact certain local laws temporarily restricting certain actions and behaviors, as necessary.

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

### **B. Situation Report**

1. The Emergency Operations Center/Planning Section is responsible for creating and disseminating a Situation report. The purpose of the report is to keep involved jurisdictions, first responders, emergency managers, special districts, volunteer groups and state agencies informed of the happenings and needs of the event and may include information such as: Operational period, Current Events, Injuries/Fatalities, Roadway status, Critical Infrastructure, and a Weather Outlook. A situation Report can be as simple as an Incident Briefing form (ICS201) or a separate document.
2. Damage assessment should be part of this report and may include information such as: areas of reported damage, extent of damage, nature of damage (residential, business, infrastructure), and impacts to critical facilities/services, casualty estimates, resources deployed to assess the damage, outside assistance needed or anticipated.

### **C. Initial Damage Assessment**

1. The Initial Damage Assessment (IDA) provides timely and comprehensive information on the scope and impacts of a disaster. Along with a summary of the impacts to people, estimates are made (in dollars) of the damage sustained and the costs incurred to respond to the incident. The purpose of an IDA is to: support effective decision making regarding response/recovery priorities, measure the economic impacts of the disaster and identify the need for a Village disaster declaration, provide situation report information, substantiate disaster-related expenditures, support the request for state and federal aid, provide a basis for the more formalized Preliminary Damage Assessment (PDA) with state and federal officials, and keep the public advised and news media up-to-date on disaster statistics.

2. IDA surveys are conducted by qualified inspector/engineer teams. Damage Assessment Teams (DATs) can be made up of individuals from many disciplines, but all should take damage assessment training before being deployed to the field.

Disciplines for possible DAT members may include: Village/County Engineers, County Assessors, Village Public Works, Utility Representatives, Village/County Building Officials/Inspectors, Mutual Aid Agreements, Private Vendors, and individuals with skill sets the Damage Assessment deems vital.

3. DATs can be divided into two functional groups, Residential–Business and Public Infrastructure.
  - a. Residential - Business Teams are led by the Community and Economic Development and Engineering Departments and assess damages to individuals, families and businesses.
4. Residential-Business assessments are needs-based and estimate the degree of damage to homes and businesses, including habitability, insurance coverage and the impacts to the community at large (e.g. lost jobs and lost income to owners and employees).

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

5. All inspected/assessed structures shall be placarded with standard damage assessment signage. The placard shall include the name of the inspector and a call-back phone number.
6. Public Infrastructure Teams are led by the Public Works and Engineering Department and assess damages to:
  - a. Public Buildings.
  - b. Roads.
  - c. Bridges.
  - d. Water Control Structures.
  - e. Public Utilities.
  - f. Parks & Recreation Facilities.
7. The appropriate utility provider or special district will assess damage to utilities such as electrical, communications, cable, etc.
8. Initial damage assessments for public infrastructure are cost driven and are based on a description of the damages or the scope of work to be performed.
9. The DAT may establish an intergovernmental liaison position to coordinate damage assessment responsibilities with special districts, private utilities, and other quasi-governmental entities.
10. The DAT may establish a GIS Support Unit to document incident damages and consequences using data as reported by field teams.
11. The DAT will fall under the incident management organization. Most likely, it will coordinate its actions through the Emergency Operations Center.
12. Organizational Structure Guidelines are set by NIMS and the ICS.
13. Data collected by assessment teams can be summarized on the Damage Assessment Summary Form (see Community and Economic Development and Engineering Damage Assessment Plan), which can then be used to provide information to local officials, the general public, State EOC, congressional offices and the media.
14. Each field unit shall have at least two qualified assessors to assist each other and act as an external monitor while the other enters the property.
15. All field assessors/inspectors shall undergo a pre-assignment briefing that will cover the following:
  - a. DAT teams will maintain communications using the designated protocol and keep the Damage Assessment Branch Director apprised of progress.
  - b. DAT personnel will most likely encounter homeowners and members of the media while out in the field surveying damage. The media should be referred to the designated Public Information Officer (PIO) or media liaison (See Annex 4 –Public Information.)

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

- c. The Damage Assessment Branch Director is responsible for properly equipping staff with safety equipment, credentials, and high-visibility official outerwear; coordinating with law enforcement for securing damaged areas. Taking all of these measures will lessen the risk of injury and the possibility of mistaken identity.
- d. Each respective incident may require special instructions or guidelines for assessing residential or commercial properties. The Damage Assessment Coordinator will establish those standards, if possible, prior to conducting field work.
- e. Use standardized forms and procedures, as acknowledged in the Community and Economic Development Assessment Plan.
- f. It may be necessary to conduct a supplemental damage assessment to gather additional information, inspect placarded structures, and/or perform any other fieldwork that makes collected data more accurate.

### **A. Human Needs Assessment**

1. The American Red Cross performs damage assessment as the basis for their disaster relief program. The intent of the assessment is to establish a level of damage on which the level of Red Cross assistance is based. The Red Cross does not set a dollar value to the estimated loss. Affected living units are categorized as having no damage, minor damage, major damage or being destroyed.
2. After the initial survey, individual casework for clients may begin and a home visit to accomplish a detailed damage assessment is often performed. This is not to determine a dollar value loss, but to determine what items were damaged or lost that fall within the Red Cross disaster assistance program for repair or replacement.
3. Lemont Emergency Management will coordinate with the American Red Cross for conducting a human needs assessment and provides support during case management.

### **B. FEDERAL – Preliminary Damage Assessment**

1. The Preliminary Damage Assessment (PDA) is a more formalized process to document the damage identified during the Initial Damage Assessment process. Normally a FEMA Damage Assessment Team and/or State IEMA Team will usually visit local applicants and view their damage first-hand.
2. As directed by FEMA, the PDA is requested by the State on behalf of the locally affected jurisdiction. The final report will determine if the incident impacts are severe enough to warrant a federal disaster or emergency declaration.
3. The forms required for the PDA will depend on the severity and type of damage sustained. In general, PDA data collection for large disasters may include the areas of:  
*(Collection of this information is the responsibility of the Finance Section Chief.)*
  - A. Damage description and impact to the community
  - b. Site-specific evaluations – scope of work, cost estimates, and impacts
  - c. Equipment inventory (both owned and rented)
  - d. Payroll

## DISASTER INTELLIGENCE/DAMAGE ASSESSMENT ANNEX

- e. Historic reviews
  - f. Personnel (employee, mutual aid, volunteer, contract)
  - g. Contract work
  - h. Materials used
  - i. Special considerations
4. Forms to capture this information are available on FEMA's website at:  
<http://www.fema.gov/government/grant/pa/forms.shtm>.
  5. The FEMA PDA Coordinator is responsible for all field activity relative to FEMA teams. The FEMA PDA Coordinator gathers information from the different teams and finalizes the write-up, estimating the extent of the disaster and its impact on individuals and public facilities.
  6. The Illinois PDA Coordinator is responsible to the Illinois Emergency Management Director and works with the FEMA PDA to ensure that an accurate assessment is completed. PDA Teams are also responsible for initiating contact with potential applicants and coordinating specialized transportation.
  7. To ensure that relevant and accurate data is collected, each jurisdiction should coordinate the data collection process with the Illinois and FEMA PDA Coordinators.

## ASSIGNMENT OF RESPONSIBILITIES

### A. General

1. All involved agencies will:
  - a. Develop department specific procedures and protocols to support their role in damage assessment.
  - b. Ensure that the Incident Management Team is aware of all damage assessment plans for emergency preparedness, mitigation, response, and recovery.
  - c. Obtain and maintain mutual aid agreements (MOUs), and/or other agreements to fulfill their specific task responsibilities as defined in Damage Assessment.

### B. Task Assignments [IEMA 301.240g1](#)

1. The Damage Assessment Branch Director will:
  - a. Act as the Damage Assessment Field Coordinator for residential, businesses and public infrastructure throughout Lemont.
  - b. Establish the priorities for damage assessment based on public safety needs, continuity of government services, and local economy, in conjunction with the Incident Management Team and the EOC staff.
  - c. Coordinate the Village-wide home and business damage assessment process by gathering loss estimates from all reporting sources.
  - d. Coordinate the type of information that damage assessment teams will collect during field surveys, in conjunction with the Assessor.

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

- e. Coordinate and escort State and Federal damage survey officials on inspections of damaged areas, in conjunction with the EMA Director.
  - f. Assist in developing damage assessment reports.
2. The Planning and Economic Development Department will:
- a. Act as Damage Assessment Data Coordinator for residential, business and public infrastructure.
  - b. Provide oversight in the compilation of all damage assessment reports, in conjunction with Building Department.
  - c. Establish damage assessment priorities based on public safety needs, continuity of government services, and maintaining the local economy, in conjunction with Incident Management Team and Planning Section.
  - d. Utilize GIS capability to develop data layers that help capture damage assessment figures such as damage pattern recognition, costs incurred by neighborhoods or communities, loss estimates, etc.
  - e. Assist in developing damage assessment reports.
3. The Finance Department will:
- a. Provide technical assistance for the collection and tracking of expenditures incurred from emergency response activities.
  - b. Assess economic effects, including projections/forecasts for the current year and the following year, and provide information to the EOC and the Village Administrator.
  - c. Conduct risk management activities including insurance coverage assessment and provide analysis to decision makers in the IMT and to the Village Administrator.
4. The Public Works Department and Engineering Department will:
- a. Establish the priorities for damage assessment based on public safety needs, continuity of government services, and local economy, in conjunction with the Community and Economic Development, IMT and EOC Staff.
  - b. Assess damage to roads, bridges, and traffic controls for areas falling under their jurisdiction.
  - c. Provide technical specialists who inspect buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster.
  - d. Evaluate damage to parks and community resources facilities.
  - e. Evaluate damage to Village-owned and operated buildings.
  - f. Perform a safety assessment of public buildings and facilities and report damages to Community and Economic Development.
5. The Police Department will:
- a. Provide initial information for the Rapid Needs Assessment of damages that have occurred in a disaster or emergency.
  - b. Assess costs of emergency protective measures (Category B).
  - c. Coordinate with the Damage Assessment Branch Director(s) and provide security for Damage Assessment Teams in damaged areas.
6. Geographic Information Technology – GIS will be utilized to assist the damage assessment function with spatial data analysis and mapping support.



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

7. The American Red Cross will:
  - a. Notify the Village EOC of ARC involvement. ARC will attempt to provide initial event information such as:
    1. The type of disaster
    2. The potential number of people impacted
    3. General information about the type or extent of damage that has occurred
    4. ARC response efforts
    5. Providing a trained government liaison to the EOC to coordinate ARC emergency response functions.
8. Lemont Emergency Management will:
  - a. Provide support with human needs assessment and case management to the American Red Cross.
  - b. Assist Damage Assessment Teams in determining health related issues inside and outside the damaged area during Rapid Needs Assessment and initial damage assessment.
9. Local special districts, private utilities (communications, cable, and gas, electric), and other quasi-governmental agencies will:
  - a. Conduct damage assessment of their resources, in coordination with local, state, and federal personnel as appropriate.
  - b. Provide timely damage assessment information to the Damage Assessment Coordinator, especially as it relates to interruptions of critical services.
10. Illinois Emergency Management will:
  - a. Coordinate assistance from state government agencies in support of Village government when it has been determined by the Governor that an incident is beyond the response capabilities of the local jurisdiction (including mutual aid).
  - b. The execution of incident management activities at the Village level is guided by the Village's Emergency Operation Plan (EOP). The EOP is intended to provide a seamless link between local, state and federal operations in conformance with the National Framework Plan (NFP). The NFP is supported by:
    1. The Statewide Intergovernmental Agreement for Emergency Management,
    2. The Illinois Resource Mobilization Plan, and the
    3. Emergency Management Assistance Compact (EMAC).
  - c. The direction of state resources in support of local government during response operations will take place at the Illinois Emergency Operations Center/Multi-Agency Coordination Center.

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

11. The Federal Emergency Management Agency will:

- a. When warranted, participate in a joint Preliminary Damage Assessment (PDA) to determine the magnitude and impact of an event's damage. A FEMA/State team will usually visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs.
- b. Open Disaster Field Offices (DFO) in or near the affected communities, if a federal disaster is declared and financial assistance offered. The DFO will serve to coordinate with local jurisdictions in the determination of the types of assistance being offered.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

**IEMA 301.240b5**

It is the responsibility of the Emergency Management Director to maintain, review and update of this Annex biennially by May 1.

## EVACUATION ANNEX

IEMA301.240a6

### STATEMENT OF PURPOSE

IEMA301.240b1

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

Evacuation is defined as “the temporary or long-term relocation of a community and its residents and workers from a potentially dangerous area to one that offers safety and protection.”

The two types of evacuations that are utilized:

- A. **GENERAL EVACUATION** involves the relocation of large portions of the public from a dangerous or potentially dangerous area, to an area which provides safety from the impending situation.
- B. **LIMITED EVACUATION** involves the relocation of one or a few persons from a dangerous or potentially dangerous area, to an area which provides safety from the impending situation.

The purpose of this Annex is to identify the agencies involved in coordinating and effecting an evacuation.

### SITUATIONS

IEMA 301.240b2

During certain incidents, some of the Village residents may be asked to relocate. Relocation routes have been identified, and a methodology developed to implement an evacuation plan with short - notice. Maps displaying these pre-determined evacuation routes are located in the Police Department and the Emergency Operation Center.

### ASSUMPTIONS

IEMA 301.240b3

If a general or limited evacuation is recommended, the Village can request mutual aid assistance from neighboring and encompassing governmental agencies.

Some residents may refuse to leave their homes and/or property, even if the major emergency or disaster is clearly visible.

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

## EVACUATION ANNEX

### CONCEPT OF OPERATION

IEMA 301.240b4

The Incident Commander and the Incident Management Team are responsible for recommending protective actions. The Village President or their designee is responsible for ordering the appropriate level of evacuation.

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

- A. **Shelter in Place** - Occupants of structures will be advised to remain indoors, to close windows and doors, and shut down outside ventilation equipment. This method will be utilized if a hazard is present and area residents will be placed at greater risk by their movements outdoors.
- B. **Limited Evacuation** - Occupants of a small area.
- C. **General Evacuation** - A large area or the entire community needs to be evacuated.

The type of protective actions and the area to be included in the recommendation will be based on the nature and extent of the hazard and the potential harm to area residents.

The Incident Commander and the Lemont Emergency Management Director, based on their authority, in coordination with the Village President or designee, may initiate the issuance of a “Shelter-in-Place” or “Limited Evacuation” recommendation. This recommendation would be used for small incidents such as a structure fire, small hazardous materials leak, or a crime scene.

An issuance of a “General Evacuation” recommendation requires a formal Declaration of Emergency by the Village President or his/her designee. The Village President or Village Administrator will confer with the Incident Commander and Emergency Management Director and, if appropriate, the Incident Management Team (IMT), prior to issuing a recommendation.

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

The Jurisdictional County and IEMA will be notified, as soon as possible, that a “shelter-in-place” or “evacuation” recommendation has been made.

If recommended, “general evacuations” will be conducted based on the following stages:

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

## EVACUATION ANNEX

Initial notification may come from Fire or Police. Subsequent Notification to Village residents of the recommended protective action will be the responsibility of the Emergency Management Director or designee and the Village's Communication Center. The communication can be accomplished by NIXLE, Village Website, press release, or Reverse 911.

Note the following: [IEMA 301.240h1](#)

- A. The Mass Care Unit and Human Services have identified Functional and Access Needs populations who require notification.
- B. Long-term Care Facilities have the responsibility of their residents and staff as outlined in their individual facility Emergency Operation Plan. Before the Long-term Care Facilities resources for evacuation are exhausted, the Fire Department Branch Director designee will coordinate evacuation operations with the Jurisdictional County's Public Health Departments and the Illinois Department of Public Health. This will be in accordance with the Illinois Administrative Code - Title 77 Public Health, Section 300.670 - Disaster Preparedness.
- C. The Emergency Management Director is responsible for coordinating transportation for Functional and Access Needs population within the Village. [IEMA 301.240h2](#)
- D. The Police Chief is responsible for the safe and orderly evacuation of the public.
- E. The Emergency Management Director is responsible for coordinating limited transportation for evacuation.
- F. Vans and buses vary as to the number of individuals that can be accommodated and the types of lifts, ramps and wheelchair securing devices employed. The Logistics Section Chief will identify resources available through the County and State EOCs.

### Transportation

Populations requiring transportation assistance during emergency response and recovery include:

- 1. Individuals who do not have access to a vehicle but can independently arrive at a pick-up point;
- 2. Individuals who do not have access to a private vehicle and will need a ride from their home;
- 3. Individuals who live in a group setting or assisted living environment and will need a ride from such facilities;
- 4. Individuals who are in an in-patient medical facility or nursing home;
- 5. Individuals who are transient, such as people who are homeless, and have no fixed address; or
- 6. Individuals with limited English proficiency.

### Functional-Needs Populations

The following facilities have been identified by Human Services as having populations with special transportation needs. A list of functional-needs populations or facilities: i.e., schools, hospitals, nursing homes, day care centers, handicapped, etc. are kept in the Communication Center and the EOC.

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

## EVACUATION ANNEX

- A. Functional and Access Needs family plan
- B. 3 day disaster supply kit and a go-kit
- C. Safe evacuation route with pre-arranged transportation and safe place to stay outside the incident area
- D. Out-of-town contact
- E. Plan for pets

The Incident Management Team will consider the demographic composition of the community, the transportation necessary for evacuation, and the capability of the Village to provide shelters that meets the range of needs that exist within the community. The Village and the American Red Cross will take into account regulations, licensing, and other mandated responsibilities as well as resources, hazard analyses, and evaluation of emergency circumstances. Shelters for Functional and Access Needs residents may not be within the Village limits, but at a location dictated by the event and the need for such shelters.

Issues such as personal assistance devices, service animals, supplies, equipment, help and support of family members, friends, pets, and/or directly employed aides are important to many people with Functional and Access Needs

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

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

Exercises of evacuation plans for adult day programs, schools, day care centers, nursing/group homes, institutions, and large public buildings (3 stories or higher) should be conducted at least once a year and is their responsibility.

1. Application procedures should not limit access for residents with disabilities. The Village will follow the procedures set forth by FEMA and IEMA.
2. Information regarding social services and other benefit programs should be available in formats that persons with communication disabilities can use.
3. Crisis counseling services will not be accessible to people who are deaf or hard of hearing unless appropriate aids and services are provided. In addition, these services need to be offered at physically accessible locations to accommodate people with mobility disabilities.
4. Temporary ADA compliant lodging or housing programs may not be available to all people requiring it unless ADA compliant transportation, hotel rooms and/or temporary housing are available in appropriate numbers. To prepare for the potential need for temporary housing, the ESF Mass Care and Sheltering and the ESF Long-term

## EVACUATION ANNEX

Community Recovery and Mitigation should identify available physically accessible short-term housing, as well as housing with appropriate communication devices, such as TTY's. Temporary accessible housing (such as nearby ADA complaint hotel rooms) may be used if people with disabilities cannot immediately return home after a disaster and no other support system is available.

- a. The ADA generally requires people with disabilities to receive services in the most integrated setting appropriate to their needs unless doing so would result in a fundamental alteration in the nature of services or impose undue financial and administrative burdens. To comply with this requirement and assist people with disabilities in avoiding unnecessary institutionalization, the Planning and Logistic Section Chiefs and shelter operators may need to modify policies to give some people with disabilities the time and assistance they need to locate temporary shelter.
- b. Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth. Involving individuals with Functional and Access Needs and representatives of agencies/organizations that serve them is critical in enhancing the quality and breadth of input into decision-making during this crucial period.

### Animal Control Section

The Incident management team will be notified when any level of evacuation has been recommended and it appears that shelter and feeding resources will be needed. The EOC will notify the affected County Animal Control Resource if needed. If it appears that a shelter will be needed outside the Village, the Emergency Management Director will coordinate the opening of that facility with the American Red Cross, Cook, Will, and Du Page Counties EOC's.

### Control of Evacuated Area

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

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

### Re-entry of Residents

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

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

## **EVACUATION ANNEX**

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

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

Further operational procedures and routes are maintained in the Police Department's Evacuation Guidelines.

### **DIRECTION AND CONTROL**

Within the Village, the Emergency Management Director is the official responsible for recommending the implementation of a "General Evacuation" to the Village President./ or Township Supervisor. If a disaster is widespread and extends into unincorporated portions of the Village, the Director of Jurisdictional County Emergency Management, through the Cook County President, is responsible for recommending the implementation of a General Evacuation for those unincorporated areas.

The Village Police Department, EOC and Incident Commander will be the direction and control points for all major decisions concerning evacuation. The Evacuation Officer and Incident Commander will direct the major evacuation effort from the ICP. Communications to the public will be accomplished through the Public Information Officer SOPs.

### **MAINTENANCE, REVIEW, AND UPDATING THIS ANNEX**

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director to maintain, review and update of this Annex biennially by May 1.



**EVACUATION ANNEX**

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## MASS CARE ANNEX

IEMA 301.240a7

### STATEMENT OF PURPOSE

IEMA301.240b1

The purpose of this Annex is to establish plans, procedures, policy, and guidelines for providing protective shelters, temporary lodging, emergency feeding and clothing of persons forced to leave their homes due to an emergency, disaster, or precautionary evacuation.

### SITUATION

IEMA 301.240b2

The Village is vulnerable to floods, tornadoes, blizzards, and hazardous material accidents. Although the majority of the people will seek shelter with family and friends, the remaining will seek shelter in either local government or American Red Cross provided emergency shelters. Mass care facilities may be required.

### ASSUMPTION

IEMA 301.240b3

Personnel from the Village will handle the initial response to any disaster or unusual occurrences within the geographical limits of Village. The Village may have to enter into an agreement with adjacent jurisdictions to arrange for mass care services for evacuees that cannot be taken care of in the Village's jurisdiction. Until such time that the Red Cross arrives, local government will manage and coordinate all shelter and mass care activities. Assistance from outside or within Lemont, through mutual aid agreements and from State and Federal level emergency agencies, will be available. Where available, Cook, Du Page, and Will County and the State of Illinois will support mass care operations. Facilities planned for shelter and mass care use will be available at the time of need. Depending on size of event the IC would determine if a shelter should be opened.

### CONCEPT OF OPERATIONS

IEMA 310.240b4

Mass care services will be provided for, but not limited to, the following situations based upon

- A. Magnitude of disaster (area, population)
- B. Intensity (severity)
- C. Speed of onset (speed of impact)
- D. Duration
- E. Impact on the Village (economic, psychological, infrastructure, etc.).
- F. Evacuees
- G. Severe weather
- H. Extreme heat
- I. Extreme cold
- J. Man-made events
- K. Hazardous material spills
- L. Large-scale damage (i.e. tornadoes)

## MASS CARE ANNEX

Partners to be considered in establishment of mass care facilities:

1. The American Red Cross, in partnership with the Village, will be responsible for sheltering and/or congregate care facilities, feeding and the health and medical care of all victims. [IEMA 301.240i1A](#)
2. The Salvation Army, American Red Cross and other NGOs will be responsible for the receipt, sorting, and distribution of all donated foods received at the regional distribution center. [IEMA 301.240i1B](#)
3. The Lemont Fire Protection District will coordinate the emergency and transportation of the sick and injured. [IEMA 301.240i1C](#)
4. The Public Information Officer (PIO) will ensure that all evacuees and the general public will be informed about mass care facilities through the local media. [IEMA301.240i3](#)
5. If Mass Care is determined necessary, the Incident Management Team shall initiate sheltering and mass care procedures.
6. The Mass Care Unit Manager will report to the Village EOC for coordination of the Village mass care operations. [IEMA 301.240i2](#)
7. Staffing and management structure will be the responsibility of the Village and ARC, utilizing their standard operating procedure.
8. ARC shall maintain complete records including name, age, address, and other vital statistics of each evacuee. ARC shall maintain health records.
9. The Village, in partnership with the ARC, will provide the following services to evacuees: shelter, feeding, and medical care.
10. The ARC will provide communications between the shelters and the EOC.
11. Each shelter shall report to the EOC twice daily, and immediately when any significant incident occurs, or when the shelter is 75 percent full.
12. Determination of mass care services will be determined by the EMA Director.
13. The IMT, School Districts and Lemont Library Board will work together to develop an education plan during a disaster.
14. The IMT and Lemont Park District will work together to develop a recreation plan during a disaster.
15. Each mass care facility will respond to inquiries from family members according to the following:
  - a. Mass care facilities will provide written reports to the EOC containing victim information.
  - b. The ARC Emergency Public Information Coordinator is in charge of disseminating information to family members.
  - c. Under the Federal Response Plan (FRP), the ARC and Emergency Support Function 6 (ESF-6) may operate a Disaster Welfare Information (DWI) System.
  - d. The DWI system uses information from shelter lists, casualty lists, hospitals, the State EOC, and other sources to aid in family reunification and in responding to inquiries from immediate family members from outside the affected area about the status of their loved ones.
  - e. Provisions for providing mass care services for the Special Needs/Functional needs population are as follows:
  - f. School districts will be responsible for the children in their schools.
  - g. Daycare providers will be responsible for children in their care.
  - h. Long-term Care Facilities are responsible for their residents and staff as outlined in their Emergency Operation Plan (EOP) and will work with the Counties Department of Public Health and the Illinois Department of Public Health. This will be in accordance with the Illinois Administrative Code - Title 77 Public Health, Section 300.670 - Disaster Preparedness.

## MASS CARE ANNEX

- i. Because the population of hearing-impaired, sight-impaired, mentally- impaired, and mobility-impaired citizens are minimal, their care will be the responsibility of their care-givers, although shelters will make every effort to accommodate Functional and Access Needs population.
  - j. The non-English speaking population is minimal.
  - k. Law Enforcement will be responsible for the care of its detainees.
  - l. Transient population such as, street people, motel guests, seasonal workers, and people without transportation shall be the responsibility of the ARC.
  - m. County Animal Control, Lemont IMT and the Humane Society shall coordinate mass care for animals including shelters. Animal control will be responsible for the safety and ownership identification of all animals taken to shelters.
  - n. Mutual aid agreements have been made with emergency management organizations in local jurisdictions.
16. Special assistance will be required in mass care facilities for the elderly, persons with disabilities, and others with Functional and Access Needs.

### Sheltering

The Illinois Emergency Management Agency and the Illinois Department of Public Health is the lead for the ESF Mass Care and Sheltering. They will work with the American Red Cross, Lemont and other local Emergency Management Coordinators to designate and coordinate shelters during times of a pre-emergency or a disaster. The management, operation, and staffing of the shelter is the shared responsibility of the local jurisdiction and the American Red Cross. Regardless of who operates a shelter, the ADA generally requires shelter operations to be conducted in a manner that offers individuals with disabilities the same benefits provided to people without disabilities (e.g., safety, comfort, medical care, support of family and friends). To the maximum extent possible, shelter and support plans should include persons with disabilities along with others in their community and the co-location of a shelter for pets.

**Functional Needs Population-** It is recommended that functional needs residents and families prepare themselves for a disaster by creating a functional needs family plan, a three day disaster supply kit and a go-kit, a safe evacuation route with a pre-arranged transportation and a safe place to stay outside the incident area, an out-of-town contact, and a plan for their pets.

When staying at a shelter, functional needs residents are allowed to bring medical/communication/mobility devices, service animals, personal care assistants, and/or family members. These accommodations must be allowed unless doing so would result in imminent harm to the person or others. It is important to remember that functional needs residents cannot be separated from the rest of the group. Small refrigerators must be made available if their medications require this type of care

Service animals do not require professional training, special equipment, identification cards or licenses, or certification. The animal's health must be maintained and transportation adjustments for the animal and its possible medications must be made as well. Adhering to the Americans with Disabilities Act, there are only two questions that may be asked to determine if an animal is a trained service animal:

## **MASS CARE ANNEX**

1. Is the animal a service animal required because of a disability?
2. What tasks or work has this animal been trained to perform?

### **Shelter-in-Place**

Evacuation will not always be possible or desirable in an emergency, and people with Functional and Access Needs must also prepare to shelter where they are. This plan includes performing well-being checks and obtaining personal care assistance for that in-need. The Lemont for Health and Human Services Division is supported by our Citizen Corps members, community-based organizations, and other agencies for assistance.

Deciding to evacuate a fixed facility setting and individuals with special health care needs residing in private residences requires careful planning and assessment of risk. Facilities should have plans in place for emergencies. These facilities are ultimately responsible for their residents. Their EOPs should pre-identify alternate facility locations and provide an estimate of the number of individuals requiring relocation. Our Emergency Management Director and facility managers should work together to help ensure plans adequately and realistically address hazards and emergencies common to that location.

When advance warning permits and sheltering-in-place poses a greater risk to the individual than evacuation, individuals who require acute medical care should be evacuated 24-hours before the general population. Facilities in neighboring jurisdictions should be prepared to receive those displaced individuals (agreements should be in place before the incident), and proper resources, including medical supplies and appropriate staff, should be in place at the receiving facilities.

Access to Social Services, Temporary Lodging or Housing, and Other Benefit Programs - State and County Agencies often provide social services and other benefit programs to assist people harmed by emergencies and disasters. These programs need to be accessible to all:

### **Service Animals**

Service animals are permitted in all places that serve the public as long as the animal poses no direct threat to the health or safety of individuals. Access includes transportation with their owners/handlers during evacuations. In assessing forms of transportation, Planning and Logistics Section Chiefs should consider the presence of service animals and the potential need to for them to travel with their owners during evacuations. According to the Americans with Disabilities Act, only two questions may be asked to determine if an animal is a trained service animal:

1. Is the animal a service animal required because of a disability?
2. What tasks or work has this animal been trained to perform?

If the answers to these questions reveal that an animal has been trained to assist a person with disabilities, that person should be allowed to access services, programs, activities, and facilities while accompanied by the service animal. Service animals do not require certification, identification cards or licenses, special equipment, or professional training. The animal should be kept with the handler to the greatest degree possible to minimize movement trauma, and general safety to both. Emergency personnel and owners must address potential medical needs of the service animal to maintain the animal's health. As a result, transportation must include provisions to carry any necessary medications for animals, just as they would for human passengers.

## **MASS CARE ANNEX**

### **Short- and Long- Term Housing**

The Emergency Management Director will coordinate with IEMA and FEMA for the following:

1. Provide assistance for the short- and long- term housing needs of victims.
2. Identify the various factors that could impact incident-related housing needs and help develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.
3. Identify solutions for the short- and long-term housing needs of victims, as appropriate. Housing assistance provided to victims may include rental assistance, temporary housing, loans for the repairs and/or replacement of primary residences, etc.

## **RESPONSIBILITIES**

### **A. General**

The ultimate responsibility for the care of evacuees and displaced disaster victims rests with the Emergency Management Director and the Incident Commander. The Mass Care Branch Director is the designated member of the IC staff that serves as the Village's liaison to the ARC to coordinate shelter. Services will be provided through the coordinated efforts of staff members, Red Cross, Salvation Army, other State-supported agencies, volunteer agencies, and mutual-aid agreements with various support groups.

### **B. Task Assignments**

1. The Mass Care Branch Director shall:
  - a. Coordinate with the ARC and other NGOs in the development of the Mass Care Program;
  - b. Notify the ARC of the need to shelter (how many) persons, and the evacuation routes the evacuees may use; and
  - c. Keep the PIO informed of disaster and mass care issues.
2. The Mass Care Branch Director shall:
  - a. Establish American Red Cross contacts, which will:
    1. Identify volunteer agencies
    2. Identify potential protective shelters and mass care facilities;
    3. Ensure mass care facilities are staffed and feeding is available; and
    4. Coordinate with area officials for supplementary food stocks from USDA and/or approved sources.
3. The Operations Chief shall:
  - a. Ensure law enforcement security at shelters and mass care facilities where possible.
  - b. Ensure the inspection of shelter and mass care sites for fire safety.
  - c. Ensure the inspection of shelter and mass care sites for public health safety.

## **MASS CARE ANNEX**

4. The Logistics Chief shall:
  - a. Assist evacuees with transportation to shelters.
  - b. Assist in providing/coordinating public transportation to emergency feeding sites and food distribution points.
  
5. The American Red Cross, Salvation Army and/or other NGOs will:
  - a. Staff and operate shelter and mass care facilities.
  - b. Register evacuees.
  - c. Provide emergency food.
  - d. Process inquiries from concerned family members outside the disaster area.

## **DIRECTION AND CONTROL**

All activities will be coordinated through the Incident Command Post and the EOC under the Incident Management System.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director to maintain review and update this Annex biennially by May 1.

# PUBLIC HEALTH AND MEDICAL ANNEX

IEMA 301.240a8

## STATEMENT OF PURPOSE

IEMA301.240b1

A serious emergency or disaster greatly alters the environment of the Village. Depending on the disaster's impact, extra measures to ensure Emergency Medical Services and Public Health may be required. These measures may include advance medical treatment (Paramedic or EMT Units), activation of the Village's MRC Unit, disease control, sanitation, rodent control and special needs for mental health.

The purpose of this Annex is to define the roles of various departments to ensure the coordination of environmental and mental/physical health services, particularly if local resources are overwhelmed.

## SITUATIONS

IEMA 301.240b2

All emergencies and disasters place extraordinary strains on all levels of medical resources from EMS, hospitals to Public Health. The demand for medical services expands, while the ability to provide those services, in most cases diminishes.

The skill, equipment, and facilities of the Jurisdictional County and Illinois Health Departments can become a much-needed resource to provide for the health and welfare of our Village's population.

## ASSUMPTIONS

IEMA 301.240b3

In the event of a disaster or emergency, the EMA will coordinate efforts with the affected Jurisdictional County Health Department to ensure appropriate utilization of services available.

Lemont Fire Protection District has the primary responsibility to provide emergency medical and health services (EMS) within their jurisdiction in response to a disaster. Lemont Fire Protection District EMS Resource Hospital and IPH EMS Division will have medical control of incident(s) at all times and the EMS Units will follow Incident Command System procedures.

In a mass casualty incident, the designated Public Information Officer and the on-site Incident Commander will coordinate with local EMS Resource Hospitals and other assisting agencies to ensure the coordination of public information releases and the implementation of a Joint Information Center operation.



## **CONCEPT OF OPERATIONS**

**IEMA301.240b4**

### **VILLAGE OF LEMONT**

#### **Lemont Emergency Medical Services IEMA 301.240j1**

The Lemont Fire Protection District provides basic and advanced life support with State certified paramedics, water rescue and recovery, vehicle accident rescue and extrication, above and below grade rescue and other emergency services. In-service apparatus consists of mobile intensive care units (ambulances).

Further, EMS medical operational procedures are listed in the EMS Resource Hospitals Standing Medical Orders. Fire Protection District EMS operational procedures are confidential and kept in the Fire Protection District SOPs/SOGs.

The Jurisdictional County Health Department will be responsible for monitoring the psychological health of emergency workers through their supervisors, and, if necessary, arranging crisis counseling for them. **IEMA 301.240j1A**

The affected County Department of Public Health will be responsible for the sanitation inspections of all shelters, businesses, schools, homes, and other structures during an emergency. Public Works will be responsible for the removal of all debris. If there are biohazard items the Resource Manager will contact the State of Illinois for a licensed for a biohazard removal contractor. **IEMA 301.240j1B**

#### **SILVER CROSS HOSPITAL – EMS RESOURCE HOSPITAL**

Silver Cross Hospital is a world-class medical provider located in New Lenox that also includes the:

1. A 289-bed hospital offering a full range of medically advanced inpatient and outpatient services.
2. One 24-hour free standing emergency care center, located at 12701 West 143rd Street in Homer Glen.
3. Outpatient surgery center, a same-day outpatient surgery center.
4. Home healthcare services.

#### **Emergency Care**

Silver Cross Hospital Healthcare's commitment to good health includes making sure that the best emergency medical services are available around the clock. As a level II trauma center, Silver Cross Hospital is equipped to handle a wide range of emergency medical needs.

As a state-designated level 2 trauma center, the Silver Cross Hospital emergency services department is equipped to provide sophisticated diagnostic and treatment services.

## **HEALTH AND MEDICAL ANNEX**

### Emergency Department:

1. Personalized care provided by specially trained emergency medicine physicians and nurses.
2. Larger diagnostic and treatment areas specifically designed for patients who are critically ill and for those with minor injuries or illnesses.
3. Special Pediatric Emergency Department and on-site access to Children's Memorial Hospital pediatric specialists for consultations.
4. In partnership with the Rehabilitation Institute of Chicago.
5. In partnership with the University of Chicago Cancer Center.

### Technological advances in the Emergency Department:

1. Filmless X-ray technology that enables radiologists and emergency physicians to view test results simultaneously.
2. Registered nurses are certified in Advanced Cardiac Life Support (ACLS). Most of these nurses are Trauma Nurse Specialist (TNS) certified, and more than half are Pediatric Advanced Life Support (PALS) certified or Emergency Nurse Pediatrics certified (ENPC).
3. Bedside ultrasound is available for trauma patients requiring quick assessment for major organ injuries.

### EMS System

Silver Cross Hospital is home of the Silver Cross Emergency Medical Service System and Region 7 emergency medical service system.

## **COUNTY DEPARTMENT OF PUBLIC HEALTH**

The County Department of Public Health and the County Environmental Control Department are responsible for ensuring quality environmental health for all Cook County residents.

County Department of Public Health will provide for communities without a State Certified Health Department, and/or augment emergency medical and health services that exceed the capabilities of the local government operations in the event of an emergency or disaster. The Village does not have a State Certified Health Department.

Following the impact of a major disaster or emergency, the priority of the health system is the prevention/control of disease and nuisance conditions, which would be the responsibility of the health department and the coordination of assistance for health and medical services, equipment and supplies.

A system has been established and will be maintained by the County Health Department to protect and preserve all health records deemed essential for continuing government functions and conducting emergency operations. During emergency situations, all public health resources and response personnel will be managed from the Jurisdictional County Health Department. Personnel at this facility will maintain contact with the Health Department representative at the County EOC to advise regarding the status of disaster operations or request advice on actions which should be taken.

## **HEALTH AND MEDICAL ANNEX**

Throughout the emergency or disaster, the coordination of various County agencies may be required to protect health records essential for public safety (Mutual Aid).

### **ORGANIZATION AND RESPONSIBILITIES**

#### **VILLAGE OF LEMONT**

##### **Fire Protection District EMS**

The Lemont Fire Protection District has State of Illinois Certified Paramedics who operate mobile intensive care ambulances. They provide basic and advanced life support medical care to all residents and visitors to our Village.

##### **Sanitation Facilities**

Sanitation services will be provided by the facility that is opened for sheltering.

##### **Mass Casualty**

The Fire Protection District will follow the standard operating guidelines established by the Silver Cross Emergency Medical Service System.

#### **COUNTY DEPARTMENT OF PUBLIC HEALTH**

It is recognized that the responsibility for protection of lives and property of the residents of Jurisdictional County rests with the elected governments. In accordance with Illinois revised statutes, the County Board President or successor shall be the only authority to declare a County-Wide Medical Emergency. Also the County Board President shall have direct responsibility for Organization, Administration, Training and Operation of the County EOP and the DPH EOP. During medical emergency or disaster, the County Emergency Management director shall support the response efforts undertaken by the Village.

At the onset of a local emergency impacting health and medical services, DPH will make the appropriate notifications to other primary and support department/agencies, per their prescribed standard operating procedures.

Notifications will be based on the severity of the situation. If implementation of the County EOP, at the direction of the President of the Board of Commissioners, is ordered, appropriate County Department/Agencies will be notified.

While the County Emergency Management Director is responsible for the management and coordination of County resources in times of disaster, it is also recognized that the response to disaster relies on many other governmental levels as well, including municipal, township, supporting counties, regional, state and federal.

The County Health Department and the County Department of Environmental Control will be responsible for ensuring the environmental and public health for their County.

Emergency Health and Medical Functions and/or services that will be coordinated through DPH include, but are not limited to (within this annex):

## HEALTH AND MEDICAL ANNEX

- A. Assessment of health and medical service's needs.
  - 1. Inspection and investigation of factors that could lead to food borne and/or water borne Assistance with evacuation of hospital and/or long-term care facility patients.
  - 2. Coordination of assistance for health and medical services, equipment and supply.
  - 3. Assess and assist in decontamination of the chemically or radiological contaminated.
  - 4. Assist with the operations of shelters for special needs citizens who require more medical care than can be provided in a standard congregate care facility.
  - 5. Coordination of Critical Incident illnesses.
  - 6. Stress Debriefing activities to protect the emotional health of emergency workers.

### County Health Department

- A. Coordinate with the County and the Incident Management Team to ensure that loose animals are contained and controlled.
- B. Provide technical assistance and coordination with:
  - 1. Planning and implementing the evacuation of health care facilities.
  - 2. Lemont Emergency Medical Services.
  - 3. Lemont Emergency Management Agency.
  - 4. Providing safe and healthy living conditions at evacuation sites.
  - 5. Assisting with the inspections and investigations of structural and vertebrate pest and vector control.
  - 6. Providing technical assistance in assuring the safety of food and dairy products, non-community. [IEMA 301.240j1B](#)
  - 7. Public water supply and private water well.
  - 8. Providing additional consultation and technical assistance as required within CCDPH authorities.

### County Environmental Control

- A. Biochemical Monitoring
- B. Inspects Food and Water Supply

### County Animal Control

- A. Support Lemont's Emergency Operation Center.

## ILLINOIS DEPARTMENT OF PUBLIC HEALTH

The State has a network of coordinated mutual support and a more systematic approach to responding to a large-scale catastrophe. Evaluating casualty events, determining that local resources are overwhelmed and determining what state and federal assistance is required is the primary mission.

## **HEALTH AND MEDICAL ANNEX**

The Illinois Medical Emergency Response Team (IMERT) Executive Council oversees this State resource. Members include emergency physicians, emergency nurses, and emergency medical personnel with leadership experience in emergency medical services and disaster planning, as well as selected individuals with relevant military and technical expertise. Advisors from governmental agencies, such as the IDPH, Federal Bureau of Investigation (FBI), and US Public Health Service (USPHS) also sit on the IMERT Executive Council. The Executive Council is responsible for the following:

- A. Oversight and direction for planning, implementation and evaluation of all activities.
- B. Response to mass casualty incidents.
- C. Development, planning and coordination of educational sessions.
- D. Provision of necessary resources for the support and development of team members.
- E. Evaluation and review of documentation submitted from physician team leaders after an incident response; and
- F. Facilitation of research activities.

### **IMERT Mission**

The IMERT will respond to and assist with emergency medical treatment at mass casualty incidents in Illinois, including, but not limited to, chemical, biological, and radiological incidents. The IMERT will also provide educational programs for chemical, biological, and radiological agents and other emergency medical response activities.

### **IMERT Team Composition**

The standard IMERT response team will consist of four medical personnel comprised of a Medical Doctor (MD), Registered Nurse (RN), Emergency Medical Technician - Paramedic (EMT-P), and one other member, with the minimum of an Emergency Medical Technician - Basic (EMT-B) qualification. In the near future, other allied health professionals will be allowed to participate as team responders as well as physicians and nurses who specialize in pediatrics. Currently there are four fully equipped teams in which three serve the State and a fourth team is dedicated to the Metropolitan Medical Response System (MMRS) in the Village of Chicago. Currently there are approximately 270 medically trained volunteers that are located throughout the entire state.

## **DIRECTION AND CONTROL**

### **Village of Lemont**

The Fire Protection District EMS will coordinate with their resource hospital to prepare, and respond to, mitigate and recover from any medical emergency.

The Emergency Operations Center will be the central point for direction and control for the Village. The Command Post may be staffed by a representative from the County Health Department. Representatives from the above-mentioned departments will coordinate all public health related activities from Incident Command with the Dispensing Site Incident Command Post(s).

The Fire Protection District IMT member will report to the EOC. [IEMA 301.240j2](#)

## HEALTH AND MEDICAL ANNEX

### County Department of Public Health

The County Department of Public Health Emergency Operations Center and the County Emergency Operations Center will be the central points for direction and control for the County. Representatives from the above-mentioned departments will coordinate all public health related activities with the County Public Health Area Command and the Village at the dispensing site Incident Command Post(s).

### American Red Cross

1. Provides emergency first aid services for minor illnesses and injuries to disaster victims in mass care shelters, selected disaster cleanup areas, and other sites under the Village's Incident Command System.
2. Supportive counseling for all disaster victims, family members of victims and disaster workers will be provided.
3. Acquaints families with available health resources and services and makes appropriate referrals as needed and requested.
4. Blood and blood products will be provided through Red Cross Regional Blood Centers as needed and requested by the Cook County Department of Public Health or the Illinois Public Health Department.
5. Coordination of appropriate casualty and/or patient information into the Disaster Welfare Inquiry System associated with the Mass Care function will be accomplished.

## MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

IEMA301.240b5

It is the responsibility of the Emergency Management Director to coordinate the maintenance, review and update of this Annex biennially by May 1.

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## MEDICAL EXAMINER / CORONER FORENSIC SERVICES ANNEX

IEMA301.240a9

### STATEMENT OF PURPOSE

IEMA301.240b1

The purpose of this Annex is to identify the role of the Village and the Jurisdictional County Medical Examiner / County Coroner during natural or manmade emergencies or disasters. The Medical Examiner Forensic Services Annex establishes policies and procedures for the recovery, identification, and disposition of decedents during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected. Next of kin must be located and notified.

### SITUATIONS

IEMA 301.240b2

- A. A disaster is any situation where the demand for resources exceeds the available supply.
- B. Provided with only minimal manpower, equipment, and resources, any unusual number of fatalities would tax the capabilities of the County Medical Examiner / County Coroner Office and require supplementation from external sources such as the Medical Examiners Disaster Response Team and Federal assistance.
- C. The county could suffer mass casualties from transportation, weather related, industrial, weapons of mass destruction (WMD) and nuclear incidents.

### ASSUMPTION

IEMA 301.240b3

- A. First response would be by fire, rescue, and police agencies.
- B. Initial response by the County Medical Examiner / County Coroner Office would be by county staff.
- C. Supplemental resources would be from the state and federal mortuary services.
- D. More extensive assistance would come from other governmental entities and the private sector.

### CONCEPT OF OPERATIONS

IEMA301.240b4

Under Illinois law, the County Medical Examiner / County Coroner is responsible for the investigation of sudden unexpected or unusual deaths. This includes identifying fatalities, manner and cause of death, and arranging for the disposition of the remains.

- A. County Medical Examiner / County Coroner will maintain rosters of the office's personnel, Disaster Response Team, any governmental, and NGOs that may assist in disaster operations. These may include local funeral directors who have agreed to assist.
- B. If needed, the Medical Examiner will establish a temporary morgue away from the disaster site.



## RESOURCE MANAGEMENT ANNEX

1. County Medical Examiner / County Coroner personnel will operate from that site, and maintain communications with the Incident Command Post by radio or other source of communication.
- C. Temporary morgue facilities will be provided dependent upon necessity and compliance.
- D. The County Medical Examiner / County Coroner is responsible for notifying personnel and determining if the situation warrants 24-hour operations. If around-the-clock operations are required, then available personnel will be assigned accordingly.
1. Staff personnel will utilize necessary resources to provide needed levels of coverage.
  2. Should the County Medical Examiner / County Coroner be unable to fulfill their duties due to injury, sickness, or other commitments, a successor shall be appointed according to the County Medical Examiner / County Coroner EOP Annex 9 under the section Continuity of Government.
  3. When a succession takes place for a particular function, all agencies will be notified by either making the announcement to the ICP and EOC, or having each ICP representative the information relayed to their agencies.
  4. County Medical Examiner Mutual aid agreements with the IEMA and FEMA are in place.
- E. Logistical support for operations will be accessed from the County EOC and the County Medical Examiner / County Coroner ICS.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

IEMA301.240k1

- A. The County Medical Examiner / County Coroner has developed Standardized Operational Guides (SOGs) for the coordination of emergency forensic services, the establishment and operation of temporary morgues, and the recovery and identification of remains.
- B. The SOGs will be located in the Medical Examiner's office and EMA Office.
- C. The responsibilities for the County Medical Examiner / County Coroner Fatality Management Operations would be organized into securing the fatality scene, recovering of remains and personal effects, identifying the remains, cause and manner of death, and their disposition. Supplemental support would be provided by police, fire, and rescue agencies, and the Illinois Coroner's and Medical Examiners Association.

## DIRECTION AND CONTROL

IEMA 301.240K2

The Lemont Emergency Operations Center is the primary direction and control facility during major emergency or disaster situations. A designated field commander from the County Medical Examiner / County Coroner if feasible, shall report to and coordinate through the Incident Command Post. In smaller emergency situations, all operations may be conducted from the Incident Command Post, or near-site command post.

### Lemont Medical Examiner Liaison Officer

The Incident Management Team (IMT) will assign an individual to serve as the Liaison to the County Medical Examiner / County Coroner.

### County Medical Examiner/County Coroner

## **RESOURCE MANAGEMENT ANNEX**

When a disaster is declared, all Medical Examiner operations will come under the direction of the Chief Medical Examiner. Among the responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the disaster plan:

- A. Insure the mobilization, organization and operations of the Medical Examiner's personnel, equipment and expertise at the time of a disaster.
- B. Provide for the recovery, request services for the removal of remains to a collection point, identification and processing of the decedents and their personal effects.
- C. Coordinate Medical Examiner activities with other agencies involved in a disaster situation.
- D. Request necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for medical examiner response personnel during emergency operations from County EMAs and IEMA.
- E. Serve as representation to the County EOC via telephone or radio from the Medical Examiner's EOC.

Functions assigned to the Medical Examiner are delineated in the County's Emergency Operation Plan.

### **Transportation**

The Lemont Police Department will call a local funeral home to handle the transportation of the deceased victims. If additional transport vehicles are needed, contact the County EOC.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

IEMA 301 .240b5

It is the responsibility of the Emergency Management Director and the Medical Examiner's Office to maintain, review and updating of this Annex biennially by May 1.

## RESOURCE MANAGEMENT ANNEX

IEMA 301.240a10

### STATEMENT OF PURPOSE

IEMA301.240b1

This Annex will describe the means, organization, and process by which Incident Command will find, obtain, allocate, and distribute Village, and other government agencies or NGOs resources to satisfy needs that are generated by an emergency or disaster.

### SITUATION AND ASSUMPTION

IEMA 301.240b2 and 301.240b3

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

Under the County and Illinois Emergency Operation Plans, these Agencies will send resources controlled by them as needed by the Village. After their resources are depleted, the FEMA National Response Plan has the National Mutual Aid and Resource Management System to send resources to the Village after County and State resources have been exhausted and their resources are depleted.

### CONCEPT OF OPERATIONS

IEMA 301.240b4

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

#### **Village's Resource Management System** IEMA 301.240I1

This section describes how the Resource Management System will be activated and the sequence of tasks it performs. The Resource Management System also sets forth the following policies:

- A. Priorities - Disaster victims will take precedence in the allocation of resources. Specific priorities will be set by the Area Unified Command and the Resource Officer in consultation with Incident Command General and Command staff and the Incident Command Post(s).
- B. Initial Sustainability - Response agencies will sustain themselves during the first 24 hours of an emergency.
- C. Supplier of Last Resort – Village Emergency Services agencies should exhaust their own channels of support (e.g., mutual aid agreements with similar agencies in other jurisdictions) before turning to the County and State for resources.

## RESOURCE MANAGEMENT ANNEX

- D. Costs - Purchase prices and contract costs, where possible, will be established by the Finance Department prior to an emergency. The Finance Department will maintain the Village's Emergency Vendor Resource List. Even if eligible for reimbursement, costs should initially be considered the responsibility of the Village.
- E. Notification – The Finance Director should be among those initially notified of a level 3 activation of the EOC. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.
- F. Activation and Deployment - The Direction and Control Annex specifies that the Incident Commander activates the Resource Management System under NIMS.
- G. The Logistics Section Chief has the discretion and authority to activate additional facilities and personnel (for example, a Donations Unit and associated telephone banks, donations receiving areas, checkpoints, and warehouses) with the Incident Action Plan.
- H. Emergency Activity - The Logistics Section Chief and Finance Director will address the four basic concerns of emergency resource management activity: determine needs, obtain supplies, maintain financial and legal accountability, and distribute supplies.

### Determining Needs

Needs Assessment (ongoing) - Needs assessment is an ongoing function of the Logistics Section Chief and the Operations Section Chief at the Incident Command Post(s). Resource needs should be addressed and included in the Incident Action Plan.

Resources for all Incident Command Post(s) and the day-to-day operations of the Village will be addressed by the EOC and the Logistics Section Chief in the Incident Action Plan.

The EOC and the Logistics Section Chief will also access the basic needs for the residents who decide to shelter in place as well as those in operated shelters. Basic needs supplies (food, water and clothes) will be provided for two to three days.

The EOC and the Logistics Section Chief will ensure essential information is collected, and provided to those who required it. Essential information includes:

WHAT is needed and WHY, as specific as possible (since a different item might work as well or better and be more readily available).

- A. HOW much is needed?
- B. WHO needs it?
- C. WHERE it is needed?
- D. WHEN it is needed?

**Prioritization (ongoing)** - The EOC along with the Planning and Logistics Section Chief will apprise "the Functional and Access Needs Group" of priorities set by the Incident Action Plan. Functional and Access Needs Groups are described as shelter in place residents, Special Needs/Consideration Groups (people with disabilities), Public Shelter occupants, Nursing Homes, Schools, etc.

The Logistics Section Chief will select a Needs Group Manager to coordinate and prioritize requests with the Area and/or Incident Command Post(s) for resources for these groups.

**Follow-up** - Resource requests will be managed by the Resource Unit Leader. Planning and Logistics Section Chiefs will be updated on a regular basis regarding the needs and status of resources.

## RESOURCE MANAGEMENT ANNEX

The Supply Unit stores equipment, supplies, and basic needs items and fills requests for these items. If a Donations Unit is established, it will work in concert with the Supply Unit to accept and store donated items and supplies for use. The Incident Management Team and the Logistics Section Chief will have a building and/or space for needed supplies. The Logistics Section Chief will be responsible for staffing this unit.

### OBTAINING SUPPLIES

**Notification of Suppliers** - When warning is available, the Finance Department should notify suppliers with whom agreements exist of the Village's intent to activate the agreement. Availability of supplies should be validated and key items should be reserved.

**Evaluation of Requests against Known Supplies (ongoing)** - Upon receipt of a request, the Supply Unit should attempt to fill the need with Village resources or resources for which agreements are in place. If the needed resource is not among the stock of existing or donated items, it should be procured through the Village's Emergency Vendor Resource List.

**Procurement and Hiring** - When the resource requests are high priority, an expedited procurement or hiring process may be in order. Procurement involves contacting suppliers, negotiating terms (in coordination with the Finance Director and the Village Attorney, (if necessary), arranging transportation, notifying the Distribution Unit, and the Functional and Access Needs Group of the action has taken. Long-term recovery operations personnel may be hired through Local or State job service records, or applicant records which the Human Resources Division may have on file.

**Donations** - When high priority needs cannot be satisfied quickly through procurement, or when cost begins to outweigh time as a consideration, an appeal can be made through a Donations Unit and the PIO for donations of the goods or services in question.

**Volunteers** – NGO's, volunteers, spontaneous or otherwise will be coordinated and supervised under the current State of Illinois Volunteer Organizations Active in Disaster (IL VOAD) guidelines. These guidelines put forth a strategy for the identification, classification, registration, training and assignment of emergency volunteers.

**Maintaining Financial and Legal Accountability** - The Finance Director should advise the Planning and Logistics Section Chiefs of their authorized budget, log and process transactions, track accounts, and secure access to additional funding as necessary and feasible (e.g., ensuring Village's access to cash donations, where law permits). The Village Attorney's Office will advise the appropriate Section Chiefs of their legal obligations, and also of any special powers granted by law to expedite their tasks.

Any donations received by the Finance Director will be relinquished to the Township.

### Distributing Goods (and Services)

**Activating and operating key facilities** - The Planning and Logistics Section Chiefs will determine which facilities (e.g., donations receiving areas, checkpoints, warehouses) will be required to handle the flow of resources into and through the Village. The Logistics Section Chief will direct the Supply Unit to set up and operate these facilities.

## RESOURCE MANAGEMENT ANNEX

**Facility Security** - The Distribution Unit should ensure that the site is secured and accessible so that high priority resources are dispatched quickly to their destination.

**Hauling** - Procurement and donations efforts should include a delivery component when possible as the Village's transportation resources may be almost fully committed. When necessary, the Distribution Unit may be tasked with resource delivery responsibilities.

**Reporting and Coordination** – The Logistics Section Chief will notify checkpoints and other facilities (as applicable) of incoming resources, as well as their priority. Checkpoints and other facilities (as applicable) will provide regular reports on resources passing through (or inventory).

**Post-emergency activity (recovery)** - As the crisis subsides and the Village's government can function in its normal, day-to-day mode; resource management will address four areas:

1. **Disposal of Excess Stocks** - Loaned equipment will be returned to its owners. Surplus property can be dealt with through normal procedures, except in the case of hazardous materials which should be appropriately dealt with by trained personnel. Warehouse space may be needed for excess donations until the Donations Unit can assist in identifying local and area volunteer agencies or other organizations to utilize them.
2. **Stand Down** - Facilities and staff should be deactivated as soon as is feasible, with all reports and documentation filed.
3. **Financial Settlement** - The Village may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address the Village's financial liability for any assistance received under the Stafford Act.
4. **Thank-You** - Suppliers and donors who supported the Village should receive acknowledgment of their efforts in coordination with the Office of the Village President and the PIO. New suppliers should be polled about their interest in developing a memorandum of agreement prior to the next emergency.

## ORGANIZATION AND RESPONSIBILITIES

The Lemont Resource Management System organizational format used here is conceptual. It is meant to reflect the process of resource management activity:

- A. determine needs
- B. locate sources for meeting the needs
- C. ensure financial and legal accountability
- D. transport and distribute resources

The Resource Management System is modeled after NIMS, which is flexible and modular.

Resource management operations will be coordinated amongst the IMT members in the EOC.  
[IEMA 310.24012](#)

## MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

[IEMA 301.240b5](#)

It is the responsibility of the Emergency Management Director, and the Finance Director to maintain, review and update this Annex biennially by May 1.

## DEBRIS MANAGEMENT ANNEX

IEMA 301.240, IEMA 301.240c2e

### STATE OF PURPOSE

IEMA301.240b1

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 to address any threat of significant damage to public or private property.

### SITUATION AND ASSUMPTION

IEMA301.240b2, IEMA 301.240b3

Natural and man-made 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 type 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, associated costs incurred, and the speed with which the problem can be addressed.

In a major or catastrophic disaster, Village may have difficulty in locating staff, equipment, and funds to devote to debris removal.

Private contractors play a significant role in the debris removal, collection, reduction, and disposal process.

The debris management program implemented by the Village's Recovery Plan under NIMS will be based on the waste management approach of reduction, reuse, and reclamation. Resource recovery, incineration, and land filling operations will meet FEMA 44 CFR: Title 44 of the Code of Federal Regulations – Emergency Management and Assistance Program.

### CONCEPT OF OPERATION

IEMA 301.240b4

Public works is responsible for the debris removal function. The Public Works Department will work in conjunction with designated support agencies including utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. PW will be responsible for removing debris from the public right-of-way. Only when pre-approved and deemed in the public interest will Public Works remove debris from private property. The Public Works Branch Director 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 deployment of the equipment, and allow the clearing crews to begin work immediately after the disaster.

## **DEBRIS MANAGEMENT ANNEX**

The Lemont Public Works and Engineering Department will develop lists of approved contractors (FEMA 44 CFR: Title 44 of the Code of Federal Regulations – Emergency Management and Assistance Program) who have the capability to provide debris removal, collection, and disposal in a cost-effective, expeditious, and environmentally sound manner following a disaster.

### **ORGANIZATION AND RESPONSIBILITIES**

The Director of Public Works, Building Department and Engineering is responsible for the developing debris management guidelines (SOGs). Village Departments will be organized under NIMS as follows:

- A. Finance and Administration Section: Tracks expenditures, housekeeping, supplies, and equipment, funding, and accounting functions which operate under NIMS guidelines.
- B. Logistics Section: Bidding requirements, forms, bid solicitation, and contract development functions.
- C. Legal Officer: Review contracts, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, and insurance.
- D. Operations Section: Supervise government and private contract resources in the completion of the Incident Action Plan and the Recovery Plan.
- E. Planning Section: Damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.
- F. Public Information Office: Coordinates press releases, contacts with local organizations, individuals, and media; prepares public notices for debris removal and disposal contracts.

The Incident Command staff, in conjunction with Public Works, Building Department and Engineering staff will coordinate with all State and Federal agencies responsible for disaster response and recovery operations and are assigned the following:

- A. Develop a Debris Management Plan.
- B. Develop an analysis and debris management capability.
- C. Segregate non-hazardous material into the proper debris zone.
- D. Develop public information and education programs.
- E. Train personnel in debris management techniques.
- F. Maintain pre-disaster maps, blueprints, photos and other documents.
- G. Develop a list of critical facilities (streets, roads, and bridges).
- H. Identify non-government groups that could assist.



## **DIRECTION AND CONTROL**

The Director of Public Works, Building Department and Engineering will direct all Department operations under the ICS System.

### **SITE SELECTION**

Debris storage and reduction sites will be identified and evaluated by interagency site selection teams comprised of a multi-disciplinary staff that is familiar with the area. A listing of appropriate contacts will be developed by the Incident Management Team to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in pre-determined temporary holding areas until a detailed plan of debris collection and disposal is prepared. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. When feasible, collection sites will be on public property to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Public Works Branch Director, and will be coordinated with other recovery efforts through the Emergency Operations Center.

Site selection criteria will be developed into a checklist format for use by the interagency site selection teams to facilitate identification and assessment of potential sites. Criteria will include such factors as ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site. A site selection priority list will be up-dated by the Public Works Department.

### **DEBRIS REMOVAL PRIORITIES**

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority is to clear debris from key roads, providing 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 in assigning debris removal resources is to provide access to critical facilities pre-identified by State and local governments. Critical facilities in the Village have been identified and a list is maintained and updated by Emergency Management.

The third priority debris removal will address the elimination of debris-related threats to public health and safety. This includes the repair, demolition, and/or barricading of heavily damaged/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 MANAGEMENT ANNEX

### 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 be standardized. The Village will adopt the categories established for recovery operations by the U.S. Army Corps of Engineers following Hurricane Andrew. Debris removed will consist of two broad categories (clean wood debris and construction and demolition debris). Most common hurricane-generated debris will consist of 30% clean woody material and 70% C&D. Of the 70% mixed C&D, it is estimated 42% will be burnable but require sorting, 5% will be soil, 15% will be metals, and 38% landfill.

Definition of classifications of debris consists of the following:

- A. Burnable Materials: Burnable materials will be of two types with separate burn locations.
- B. 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.
- C. 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.
- D. Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.
- E. 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.
- F. Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

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.

**DEBRIS MANAGEMENT ANNEX**

**ESTIMATING DEBRIS QUANTITIES**

The formula for estimating debris quantity is:

Q=H (C) (V) (B) (S)	
H (Households)=Population/3 (3 persons per household) C (Category of Storm)=Factor (See table below)	
V (Vegetation Multiplier)= Factor (See table below)	
B (Commercial Density Multiplier)= Factor (See table below) S (Precipitation Multiplier)= Factor (See table below)	
Hurricane Category	Value of "C" Factor
1	2CY
2	8CY
3	26CY
4	50CY
5	80CY
Vegetative Cover	Value of "V" Multiplier
Light	1.1
Medium	1.3
Heavy	1.5
Commercial Density	Value of "B" Multiplier
Light	1.0
Medium	1.2
Heavy	1.3
Precipitation	Value of "S" Multiplier
None to Light	1.0
Medium to Heavy	1.3

Once the volume of debris has been estimated, the Village will require temporary storage sites the size of which can be determined by considering the following factors:

The debris pile shall be stacked to a height of no more than 10 feet.
60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
10 foot stack height = 3.33 yards
1 acre = 4,840 square yards (sy)
Total volume per acre = 4,840 sy/ac x 3.33y = 16,133 cy/ac.

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

Public Works has estimated that under the worst scenario, e. g., is a Category 5 hurricane, heavy vegetation cover, heavy commercial density, and heavy precipitation, the amount of acres needed for a temporary landfill is 3,352 acres.

## DEBRIS MANAGEMENT ANNEX

The calculation (assuming a population of 500,000) is as follows:

$Q = H(C)(V)(B)(S)$
$Q = 166,667 \times 80 \times 1.5 \times 1.3 \times 1.3$ $Q =$
33,800,068 cy of debris.
$33,800,068 \text{ (cy of debris)} / 16,133 \text{ (cy/ac)} = 2,095 \text{ acres of debris. } 2,095 \text{ acres} \times 1.66 \text{ (60\% more area needed for roads, etc.)} = 3,352 \text{ acres}$
Note: To help visualize what 33,800,068 cy of debris looks like, picture a building occupying 1 acre. 1,000,000 cy of debris would create a stack 62' high on one acre. That building would be 2,046 feet high or approximately 200 stories high.

### DEBRIS DISPOSAL AND REDUCTION

Once the debris is removed from the damage sites, it will be taken to the temporary landfills. 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 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 nonferrous 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 site close-out commences, the EPA will conduct ground and aerial photos and include 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 closeout final testing of soil, water, and air quality will be compared to original conditions. All ash will be removed and any remediation actions will be taken.

## DEBRIS MANAGEMENT ANNEX

### DEBRIS MANAGEMENT ACTIONS

The Debris Management Plan is separated into four stages:

#### A. Normal Operations

1. Develop local and regional resource list of contractors who can assist Lemont in all phases of debris management.
2. Develop sample contracts with generic scopes of work to expedite the implementation of their debris management strategies.
3. Develop mutual aid agreements with other local governments, as appropriate, following guidelines established in the Village's procurement guidelines.
4. Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
5. Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.
6. Develop site selection criteria checklists to assist in identifying potential debris storage sites.
7. Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
8. Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.
9. Establish debris assessment processes to define scope of problem.
10. Develop and coordinate pre-scripted announcements with the Public Information Office (PIO) regarding debris removal process, collection times, temporary storage sites, use of private contractors, environmental and health issues, etc.

#### B. Readiness (*A natural or man-made disaster is threatening the Lemont area*)

1. Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
2. Alert Village departments with debris removal responsibilities, ensuring that personnel, facilities, and equipment are ready and available for emergency use.
3. Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
4. Review potential local, regional, and debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.
5. Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

#### C. Response

1. Activate debris management plan under NIMS.
2. Documenting costs
3. Coordinate and track resources (public and private).
4. Establish priorities regarding allocation and use of available resources.
5. Identify and establish debris temporary storage and disposal sites (local, regional).
6. Address any legal, environmental, and health issues relating to the debris removal process.
7. Continue to keep public informed through the PIO.

## **DEBRIS MANAGEMENT ANNEX**

### **D. Recovery**

1. Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
2. Continue to document costs.
3. Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
4. Perform necessary audits of operation and submit claim for Federal assistance.

### **CONTRACT AND COOPERATIVE**

The Finance Director will maintain sample contracts with a menu of services and generic scopes of work prior to the disaster, allowing the Village to more closely tailor its contracts to its needs, as well as expedite their implementation in a prompt and effective manner.

The Finance Director will be responsible for managing the debris contract from project inception to completion. Managing the debris contract includes such things as performance monitoring, contract modifications, inspections, acceptance, payment, and closing out of activities. The Public Works Director is encouraged to enter into cooperative agreements with other local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All area local governments wishing to participate in such agreements should be identified prior to the development and implementation of the agreement.

The three types of contracts required are the:

- A. Time and Materials Contract. Will be limited to the first 70 hours of operation and only after all State and local equipment has been committed. The price for equipment applies only when the equipment is operating, the Public Works Director can terminate the contract at his convenience, and the Village does not guarantee a minimum number of hours.
- B. Lump Sum Contract. The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts will be calculated on either the "area" method or the "pass" method. The lump sum contract shall only be used when the scope of work is clearly defined and the areas of work can be specifically quantified.
- C. The Unit Price Contract. Gives the most accurate account of actual quantities removed. The contract should require field inspectors to eliminate possible contractor fraud. All contractor trucks must be measured. Requires load tickets identifying truck number, contract number, contractor's name, date, time-departed site, and estimated volume.

The Village Attorney's Office and Finance Department has drawn-up sample contracts which are kept in the Finance Department.

The Village has established Mutual Aid Agreements with the following entities to provide assistance with debris removal in the event of a disaster resulting in copious amounts of debris (see the Basic Plan under Mutual Aid Agreements).

These agreements include utilization of personnel, equipment, temporary landfill sites, emergency services, and law enforcement.

## **DEBRIS MANAGEMENT ANNEX**

The EMA Director has further identified certain volunteer (VOAD), State, and Federal agencies ready to assist. These agencies include Civic Clubs, Church organizations, Salvation Army, State Department of Transportation, National Guard, scrap dealers, and U.S. Department of Labor. The Incident Command Post will coordinate these VOAD organizations.

### **MAINTENANCE, REVIEW, AND UPDATE THIS ANNEX**

**IEMA 301.240b5**

It is the responsibility of the Public Works Director to maintain, review and update this Annex biennially by May 1.

## ANIMAL CARE ANNEX

IEMA 301.240

### STATEMENT OF PURPOSE

IEMA 301.240b1

The Animal Care and Control Annex provide basic guidance for all participants in animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration.

The emergency mission of the Police Department is to provide rapid response to emergencies affecting the health, safety and welfare of animals. Animal care and control activities in emergency preparedness, response, and recovery include, but are not limited to, companion animals, livestock and wildlife care, facility usage, displaced pet/livestock assistance, animal owner reunification, and carcass disposal.

### SITUATION

IEMA 301.240b2

Owners are ultimately responsible for their animals' care and housing in an emergency. All personal family or business emergency plans should include taking care of pets or animals in case of a disaster.

A disaster of great magnitude poses certain public health and nuisance threats including injured and displaced animals, dead animals, rabies, and other animal related diseases, care and shelter of animals and other issues.

Such an emergency/disaster necessitates the need for a plan to mitigate the Situation, utilizing State and/or Federal assistance.

- A. The Police Department, the Jurisdictional County Animal and Rabies Control along with the Jurisdictional County Department of Public Health will be the conduits for information and assistance for animal related needs. The Jurisdictional County Public Health Department is the primary agency for public health issues and the Jurisdictional County Animal and Rabies Control is the primary agency with regard to animal health/control issues.
- B. Assistance provided to address disaster animal issues in a declared disaster is a coordinated effort of private and volunteer animal care NGO's within the Village, County, and State.
  - 1. Any disaster that threatens humans or animals, it will be necessary to provide water, shelter, food and first aid.
  - 2. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
  - 3. Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.



## **ANIMAL CARE ANNEX**

In the event of a major disaster in our area, it is likely that the number of animals coming to Lemont will increase. That increase may come from:

1. Abandoned animals – families fleeing without their pets
2. Lost animals – displaced by storms, fires, etc.
3. Rescued animals – whose families are unable to take them in after rescue.
4. Family pets whose families cannot keep them for a short time due to the events
5. Pets who are being permanently surrendered
6. Emergency sheltering related to other animal care site evacuations and/or overflow of shelter care facilities

In a major disaster, livestock and wildlife are likely to be injured or dead, or need special attention.

### **ASSUMPTIONS**

**IEMA 301.240b3**

People with companion animals frequently will choose not to evacuate rather than leave animals behind for the following reasons:

- A. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
- B. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas they threaten, and types and numbers of animals most vulnerable in these areas.
- C. The President of the Village may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
- D. The Village's Emergency Operations Center may be activated to manage the emergency.
- E. Any disaster may potentially have adverse effects on the Village's animal population or the public health and welfare.
- F. County, State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

When livestock are diseased or dead as a result of a disaster, there may be a massive response from multiple levels of government, requiring close coordination. Some assumptions are:

- A. Livestock will need to be sheltered and fed in place during a disaster
- B. In the event of an evacuation, livestock may temporarily be sheltered by the County Animal and Rabies Control.
- C. Depopulation of livestock and wildlife may need to occur in order to eliminate diseased or injured animals
- D. Jurisdictional County Animal and Rabies Control will determine the best manner of depopulating and disposing of livestock and wildlife.

## **CONCEPT OF OPERATIONS**

IEMA301.240b4

The Jurisdictional County Animal (and Rabies) Controls are responsible for developing and implementing the necessary management policies and procedures to facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations as well as maximize state and federal assistance. Plans and procedures for the Village and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures which may be used in a response. IEMA301.240i2

The Incident Management Team will coordinate with all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.

The sheltering and protection of companion animals is the owner's responsibility. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan. Information on planning for disaster animal care is posted on the FEMA web site - Information for Pet Owners.

The Jurisdictional County Animal and Rabies Control will be the lead agency for situation assessment and determination of resource needs. As needed, the Jurisdictional County will protect animals affected by any disaster to include rescue, shelter, control, and feeding of animals left homeless, lost, or strayed as a result of the disaster. Local vets and pet stores may be requested to provide assistance in this effort.

Shelters that have been established for disaster victims will not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and given proper care until other arrangements are made.

Pet owners needing shelter for their animals will be directed to designated veterinary hospitals, kennels, boarding facilities, other private animal care shelters, area pet friendly hotels, or as a last resort, to the county emergency animal shelter.

At no time will First Responders become involved in the search for or rescue of an animal if there is any danger which may cause loss of life or serious injuries to the Responder.

## **RESPONSIBILITIES**

The Emergency Management Director will act as advisor to the Police Department and the Jurisdictional County Animal and Rabies Control that involve animal care issues.

### **A. Mitigation/Prevention**

1. Police Department and County Animal and Rabies Control will develop emergency procedures and evacuation plans for the animals in their care and custody and provide these plans to the Village and County Emergency Management Directors for comment and review.

### **B. Preparedness**

1. Residents will be encouraged to develop household emergency plans.
2. The Village will develop, maintain, and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from local, state and federal governments, and facilitate audits following the disaster.
3. Provide training to Village staff on task-appropriate plans, policies and procedures.
4. Provide adequate support for animal preparedness and planning.
5. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of animal care and control supplies on hand.
6. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations;
7. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.

### **C. Response [IEMA301.240i1a](#), [IEMA301.240i1b](#), [IEMA301.240i1c](#)**

#### **1. Responsibilities of Animal Owners**

- a. The owner provides an appropriate standard of care for their animals at all times, including during emergencies, disasters and evacuations.
- b. The owner ensures their animals are not a threat to public safety and health.
- c. The owner ensures their animals do not harm other persons' property, including animals, and limits the spread of contagious disease to other animals.
- d. Most owners affected by disasters or having to evacuate will take their animals to stay with friends/family. This self-reliant behavior should be encouraged at all times.

## **ANIMAL CARE ANNEX**

### **2. Responsibilities of the Government**

- a. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
- b. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
- c. Provide adequate support for animal response. Report any shortfalls and request needed assistance or supplies;
- d. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
- e. Provide animal care and control support in a timely manner;
- f. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
- g. Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures; and

### **D. Recovery**

1. Complete an event review with all responding parties;
2. Review animal care and control plans, policies and procedures with respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers with respect to the recent emergency response. Update as necessary and disseminate;
5. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate;
6. Assist the Finance & Administration Section Chief in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **MAINTENANCE, REVIEW AND UPDATE THIS ANNEX**

**IEMA 301.240b5**

It is the responsibility of the Lemont Emergency Management Director, Jurisdictional County Animal Control and the Lemont Chief of Police for the maintenance, for the review and update of this Annex biennially by May 1.

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# HAZARDOUS MATERIALS HAZARD SPECIFIC ANNEX

IEMA 301.250

## STATEMENT OF PURPOSE

IEMA 301.240b1

In light of today's technology, the threat of an emergency involving the release of hazardous materials into the air, water, or land is increasing. In an incident where contamination has occurred, emergency procedures must be implemented as rapidly as possible to ensure the safety of the population.

The purpose of this Annex, from the MABAS Hazardous Materials SOPs and the County EOP, is to define the roles of various agencies responsible for responding to and coordinating response and recovery efforts in the event of a hazardous materials incident.

This Annex is consistent with the Annex developed by the County Local Emergency Planning Committee as part of the SARA Title III Regulations and MABAS. It is intended that this Annex developed for the Village Emergency Operation Plan (EOP) will dovetail with the countywide plan, thereby ensuring effective coordinated efforts in the event of an incident involving the release of a hazardous material.

The Village does not have a nuclear plant within ten miles from the Village limits and is not required by IEMA to have a nuclear/radiological annex. However, on a daily basis there is radioactive material being transported through the Village. There also exist medical and manufacturing locations that store some radioactive material for usage. This material will fall under this hazardous material unit and will be handled as HazMat.

## SITUATION

IEMA 301.240b2

The Village has the potential of experiencing the effects of floods, tornadoes, fuel storage accidents, nuclear fallout, hazardous materials, pipelines, trains, plane, and transportation accidents.

## ASSUMPTION

IEMA 301.240b3

Many MABAS fire departments and hazardous materials teams are available to respond to hazardous materials incidents in our Village. Mutual Aid Agreements (MABAS) between departments is already in place and functioning throughout the State of Illinois.

## **CONCEPT OF OPERATIONS, ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

IEMA 301.240b4

Under Illinois law, the Village is ultimately responsible for the protection of life and property. The Village President of Lemont is also responsible for ensuring that disaster response and recovery operations are effective. Providing for an effective response to a hazardous materials incident is one of those critical functions. Within Lemont, the Fire Department has been identified as the “lead agency” for coordinating responses to such emergencies.

Additionally, the Fire Service has been identified as the “lead agency” for responding to and mitigating a hazardous materials incident. Therefore, under NIMS, a fire officer from the Lemont Fire Protection District and/or MABAS will become the “Incident Commander” responsible for directing operations at the scene of the incident. Depending on the severity of the incident, a number of agencies may also respond and provide a variety of primary services (i.e., law enforcement, EMS, fire and rescue, public works, etc.), or support services (i.e., shelter and welfare, public health, and mortuary). The provision of these services shall be in accordance with the Lemont (EOP) and County Emergency Operation Plan. Additionally, various State and Federal agencies, as well as private agencies and/or organizations may become involved in response and recovery operations. The Fire Chief or designee, and the Incident Commander with the support of the EOC will coordinate these organizations.

Immediately after an incident occurs, the owner/operator will conduct an initial assessment of the situation. Following this assessment, the owner/operator will classify the incident in accordance with the “Accident Classification System”. The owner/operator will be responsible for notifying the Lemont Fire Protection District the Lemont Emergency Management Director, and the State Emergency Response Commission in accordance with SARA Title HI - Section 304. As soon as practical following the incident, the facility owner/operator will file a written report with the County Emergency Planning Committee and the State Emergency Response Commission.

Upon arrival at the incident scene, the Incident Commander will be responsible for initiating a follow-up assessment to determine the resources necessary to manage the situation. Based on this second assessment, the Incident Commander may reclassify the incident to a higher or lower level. Additionally, the Incident Commander will activate a site-specific Incident Command System (ICS). All operating departments having a primary or secondary role in the emergency will be represented in the ICS. The representatives from these departments should be visually identifiable to ensure recognition by Incident Command Staff.

The Incident Commander will also appoint a “Safety Officer” who will be responsible for the overall maintenance of site safety. Specifically, the Safety Officer will be responsible for identifying and evaluating hazards and providing direction to the Incident Commander with respect to the safety of operations for the emergency.

Based on the incident assessment, protective actions may be recommended. These protective actions are broken into two categories: “Shelter-in-Place” or “Evacuation.” See Evacuation and Mass Care Functional Annex for further information.

Shelter-in-Place means area residents are directed to go indoors and close outside ventilation

## HAZARDOUS MATERIALS HAZARD SPECIFIC ANNEX

systems. Residents remain indoors until it is determined that it is safe to go outdoors.

Evacuation requires the physical movement of an affected population from an area of danger to one of safety, and requires the commitment of considerable resources and time. Implementation of an evacuation protective action requires the Declaration of a State of Emergency by the Lemont Village President, or a Disaster Declaration by the Lemont Village President or the County Board Chairman, or both, or their designated alternate(s). If time allows, the Village President or designee will issue the Declaration prior to the commencement of the evacuation; however if time does not permit, the Incident Commander will initiate the evacuation to ensure the preservation of safety and life. The Village President or designee will be notified immediately of the situation and the Declaration issued. Procedures for conducting an evacuation can be found in the Evacuation Functional Annex of this Plan. Public notification of these protective actions will be accomplished through the following methods:

- A. Reverse 911
- B. Public Address Systems in Emergency Vehicles
- C. Bullhorns
- D. Door-to-Door Notification
- E. Mass Media (Radio and/or Television)
- F. Cable Television Announcement
- G. Telephone/Cell Phone

Activation of a Lemont Mass Care System capable of temporarily housing the affected population will be accomplished with the support of the American Red Cross as specified in the Functional Annex – Mass Care of this Plan.

Following the initial response phase in which life safety is the primary concern, a secondary response phase will commence. During this phase, primary considerations will center on detecting the presence of a material that is harmful to the environment, analyzing its intensity and effect, recommending appropriate continued protective actions, and supervising the containment, cleanup, and disposal of the material.

To accomplish these tasks listed, the County Department of Public Health, assisted by the Illinois EPA, as well as appropriate Federal agencies will be responsible for inspecting and monitoring water supplies and food providers. The Lemont Public Works and County Highway Departments, assisted by the Metropolitan Water Reclamation District, Illinois EPA, and appropriate Federal agencies will be responsible for monitoring and controlling the materials entering the sewer systems and waste water treatment facilities, as well as waterways.

Both Illinois EPA and U.S. EPA have the responsibility for assisting local health officials in monitoring, analyzing, and enforcing environmental regulations.

After the incident has been brought under control, the determination to recommend suspension of protective actions will be made by the Incident Commander in cooperation with appropriate governmental and private agencies. The final decision to suspend protective actions, however, will be made by the Village President of Lemont or designee if the affected area is in the Lemont or the County Board Chairman if the affected area is the unincorporated County.



## **HAZARDOUS MATERIALS HAZARD SPECIFIC ANNEX**

Further operational procedures are confidential and kept in the Lemont Fire Protection District and MABAS Division 19 SOPs/SOGs.

### **DIRECTION AND CONTROL**

The Incident Commander for hazardous materials incidents shall be the highest ranking responder from the Lemont Fire Protection District and/or MABAS. The Incident Commander will be located at an Incident Command Post established at a site near the incident scene.

Each department with response, support, or coordination responsibilities will have a representative at the Incident Command Post. The Incident Command Post may initially be a Mobile Incident Command Vehicle may be upgraded to a building near the scene.

The Emergency Operations Center will be activated on a level 3, 2 and 1 HazMat incident to coordinate municipal emergency operations. Upon activation of the Lemont EOC, communications will be established between the Village's EOC, County and IEMA EOC when necessary. In the event that protective actions are implemented, the County's or State's Emergency Operation Center will respond appropriate to coordinate inter-community operations and emergency public information.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

[IEMA301.240b5](#)

It is the responsibility of the Fire Protection District Chief for the maintenance, review and update of this Annex biennially by May 1

# **TERRORISM ANNEX**

IEMA301.260

## **PURPOSE**

IEMA 301.240b1

The purpose of this Annex is to describe the policies and procedures with which the Village will operate in the event of a terrorist incident. This Annex is intended to be used as a guide for emergency response personnel to safely respond to and to protect themselves and the citizens of our community from the consequences of weapons of mass destruction (WMD).

## **SITUATIONS**

IEMA 301.240b2

No single agency at the local, state, federal or private sector level possesses the authority or expertise to act unilaterally on the many difficult issues that arise in response to a threat or act of terrorism, particularly if WMD are involved.

Responding to terrorism events involves instruments that provide crisis management as well as consequence management. "Crisis management" refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. The Federal Government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. State and local governments provide assistance as required. Crisis management is predominantly a law enforcement response activity. "Consequence management" refers to measures to protect public health and safety, restore essential services, and provide emergency relief to businesses and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism; the Federal Government provides assistance as required. Consequence management is generally a multifunctional response of government services coordinated by emergency management.

## **ASSUMPTIONS**

IEMA 301.240b3

The Village can assume the following:

- A. Proper planning will instill confidence in the leadership and reduce the potential for personal injury and property loss in case a terrorist incident occurs.
- B. Proper planning can also reduce the threat of panic.
- C. Although the threat of chemical, biological or radiological materials is used in an attack is low, all responders need to be aware of this potential. As part of their situation assessment, all first responders need to consider the probability of such attacks when approaching or arriving at a scene of a possible terrorist incident.
- D. Local public safety personnel, hospitals, and emergency responders will have sufficient training and will follow their established standard operating procedures in response to any terrorist incident.

## **CONCEPT OF OPERATIONS**

IEMA301.240b4

### **A. DIRECTION AND CONTROL**

All actions involved in the response to, and recovery from a terrorism event fall into one of two categories:

1. Crisis Management and Consequence Management, which may function consecutively or concurrently.
  - a. Crisis Management is defined as “Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve the threat or act of terrorism.” Consequence Management is defined as “Measures to protect the public health and safety, restore essential government service, and provide emergency relief to the government, businesses, and individuals affected by the consequence of terrorism.”
  - b. Consequence Management will be implemented with Emergency Management Agency (EMA) as the lead agency. Crisis Management will be implemented through the National Incident Management System (NIMS). A key concept, which forms the cornerstone of this Annex, is that all response operations are conducted as a crime scene, and the ultimate prosecution of the perpetrators may be severely impacted by response and recovery operations. For these reasons, the inter-relationship between Crisis and Consequence Management is critical. At any event where terrorism is suspected, NIMS will immediately be established and include the lead Crisis and Consequence Management agencies as well as a command officer from all other on-site responding agencies. The structure of the Incident Command/Unified Command system will constantly evolve during the course of the incident, but will always include the lead Crisis and Consequence Management Agencies.
  
1. The Village President and the Incident Management Team has the responsibility of ensuring the incident response and recovery operations are effective. When necessary, department response will be prioritized with personnel and equipment deployed to the areas of greatest need, i.e., hospitals, nursing homes, schools.
2. If evacuation is necessary, the procedures found in the Evacuation Annex will apply, based on the recommendation of the on-scene Unified Commander/Incident Commander. Even if the emergency is clearly visible to residents, some may refuse to leave their homes or property. In Illinois, this is their right by law.
3. The Emergency Operations Center (EOC) is the focal point for coordination of policy and strategic resource requirements in support of on-scene activities and off-site protective action decisions. The EOC is staffed, as necessary, with representatives from the Incident Management Team and private sector organizations.

### **B. COMMUNICATIONS**

In the event of a WMD incident, rapid and secure communication is crucial to ensure a prompt and coordinated response. Strengthening communications among first responders, emergency rooms, hospitals, mass care providers, and emergency management personnel must be given top priority. In addition, terrorist attacks have been shown to overload non-dedicated telephone lines and cellular telephones. In these instances, the Internet may

## **TERRORISM HAZARD SPECIFIC ANNEX**

prove more reliable for making necessary communications connections, although it should be recognized that computers may be vulnerable to cyber-attacks in the form of viruses. Responders with different functions within the jurisdiction or from different jurisdictions may use different radio frequencies. During a terrorist incident, several State and Federal Agencies will be involved and interoperable communication frequencies will be necessary. Emergency response agencies will need interoperable radios to communicate with various agencies involved in a terrorist incident.

1. In the event of a credible terrorist threat or a change in the terrorist advisory level:
  - a. The Emergency Management Director and/or the Deputy Emergency Management Director shall be responsible for notifying:
    1. Village President
    2. Village Administrator
    3. Incident Management Team
2. The EMA Director and/or the EMA Deputy Director shall be responsible for notifying:
  - a. All Village, County, State and Federal government entities
  - b. When the Department of Homeland Security advisory system level of alert is transmitted, all Village entities shall follow the guidelines as directed by the Chief of Police, or the Emergency Management Director.

### **C. WARNING**

There may or may not be a warning of a potential WMD incident.

The warning or notification of a potential WMD terrorist incident could come from many sources; therefore, open communication among Local, County, State, and Federal law enforcement agencies and emergency response officials is critical. The Chicago FBI Field Office must be notified of any suspected terrorist threats. Similarly, the FBI informs State and local law enforcement officials regarding potential threats. The Department of Homeland Security has developed a Homeland Security Advisory System (HSAS). This and/or Deputy Emergency Management Director to meet local needs.

### **D. EMERGENCY PUBLIC INFORMATION**

Accurate and timely information disseminated to the public and media immediately and often over the course of the response is vital. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of a terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an Information Officer, as directed by the Incident Commander/Unified Commander or Emergency Operations Center in accordance with the Public Information Annex of the EOP.

To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from Federal, State and local authorities for the purpose of managing the dissemination of information to the public, media, to facilitate ongoing communication of accurate and up-to-date information, helping to calm fears, reduce widespread panic, and limit collateral effects of the attack. The Lemont PIO will receive information via national and local radio stations and the local newspapers. It is anticipated

## **TERRORISM HAZARD SPECIFIC ANNEX**

any terrorist incident would result in national media coverage also. Every effort will be made to keep the public informed through regular public briefings as warranted.

### **E. PROTECTIVE ACTIONS**

As referenced in the Evacuation Annex of the EOP, temporary “in-place sheltering” may be required if an area must be contained due to the need for quarantine, or if it is determined to be safer for individuals to remain in place. These actions are also addressed in the EOP by designated personnel. Evacuation may be required from inside the perimeter of the scene to guard against further casualties from contamination by the primary release of a WMD agent, the possible release of an additional WMD, secondary devices, or additional attacks targeting emergency responders. Multi-jurisdictional issues regarding mass care, sheltering, and evacuation would be pre-coordinated among public health, law enforcement, EMA, Red Cross and elected officials in the affected areas to lessen the negative impact.

Protection from biological threats may involve coercive or non-coercive protective actions, including isolation of individuals who pose an infection hazard, quarantine of affected locations, vaccination, use of masks by the public, closing of public transportation, limiting public gatherings, and limiting travel. As with any emergency, State and local officials are primarily responsible for making protective action decisions affecting the public. Protocols are established to ensure that important decisions are made by persons with the proper decision-making authority.

### **F. MASS CARE**

As referenced in the Mass Care Annex of the EOP, the location of mass care facilities will be based partly on the hazard agent involved. Decontamination, if it is necessary, may need to precede sheltering and other victim needs to prevent further damage from the hazardous agent, either to the victims themselves or to care providers. The American Red Cross is the primary agency for mass care. Temporary Shelters may be needed to move victims out of the way of immediate harm. This would allow responders to provide critical attention (e.g., decontamination, and medical services) and general lifesaving support, and then evacuate victims to a mass care location for further attention.

### **G. HEALTH AND MEDICAL**

Refer to the Health and Medical Annex of this EOP for greater details. The response to a bioterrorism incident will require the active collaboration of the clinicians and local public health authorities responsible for disease monitoring, treatment/immunization, and outbreak investigation. Bioterrorism might involve infectious or communicable diseases, such as smallpox or plague.

First responders may be entering an environment contaminated with biological or chemical agents, radioactive materials, or hazardous air pollutants from collapsed buildings. Building collapses might be imminent. Other incidents may pose environmental or physical risks to responders such as a structurally damaged and potentially deadly pipeline, tank truck or bridge. A bioterrorism incident raises several other special issues. Such an incident may generate an influx of patients requiring specialized care. If an infectious agent is involved, it may be necessary to isolate the patients and use special precautions to avoid transmission of the disease to staff and other patients. State planning should also consider the need to obtain and integrate supplementary medical professionals and technicians who may be

## **TERRORISM HAZARD SPECIFIC ANNEX**

needed to respond to a terrorist incident. Another consideration is the need for a primary triage area away from the main medical facilities to prevent additional contamination. The Cook County Department of Health Bioterrorism Plan will be enacted. The Strategic National Stockpile SOGs are maintained by the County Department of Health.

### **H. RESOURCE MANAGEMENT**

Each branch under ICS should maintain an internal resource list to augment their anticipated needs. Any required resource should be referred to the Logistics Section; however, unique needs or resources may be addressed to the EOC who will refer the request to the County EOC then to State EOC as necessary.

### **I. RECOVERY**

A WMD incident is a criminal act, and its victims or their families may be eligible for assistance under a State crime victim's assistance law. In addition, victims injured in a terrorist attack, those put at risk of injury, and the families of these persons, may have suffered psychological trauma as a result of the attack and may be in need of crisis counseling. In the event of an incident involving chemical or biological agents or radioactive materials, large areas or multiple locations may become contaminated. Decontamination may be required before buildings can safely be re-occupied and farms can safely grow crops. While decontamination is taking place, or until damaged buildings are repaired or replaced, persons must be relocated from office buildings. Government response is limited to sheltering persons. Businesses will be responsible for their own relocation.

### **J. TECHNICAL SEARCH AND RESCUE**

The Combined Agency Response Team (CART) Mission is to provide rescue and scene management capabilities for incidents involving High Angle, Below Grade, Trench Collapse, and Structural Collapse that occur within the Village. Also, the Combined Agency Response Teams have resources should the need arise.

Members of the Technical Rescue Team (TRT) provide response for all High Angle, Below Grade, Trench Collapse, Structural Collapse, incidents within all areas protected by the Lemont Fire Protection District. Besides participation in call-related activities, TRT members participate in extensive ongoing continuing education program in TRT which includes practical reviews and updates. Members can also be called upon to participate in standby as a backup for intervention and remediation events being handled within our jurisdiction by private or federal agencies.

While team members' primary focus is within the Village's jurisdiction, they may also be called on to respond as Mutual Aid to other MABAS communities.

## **SPECIAL CONSIDERATIONS REGARDING WEAPONS OF MASS DESTRUCTION (WMD)**

- A. WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are several factors surrounding WMD incidents that are unlike any other type of incident and must be taken into consideration when planning a response. First responder's ability to identify aspects of the incident(s) (e.g., signs and symptoms exhibited by victims) and reporting them accurately will be the key to maximizing the use of critical local resources and for triggering state and federal response. The

## **TERRORISM HAZARD SPECIFIC ANNEX**

following items identify differences between WMD incidents and other natural and technological hazards:

- B. The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by the same methods used for explosives or firearms.
- C. Most chemical and biological agents can be carried in containers that look like ordinary items.
- D. First responders at the scene may be targets for secondary WMD releases or explosions. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. Responders are placed at higher risk of becoming casualties.
- E. The location of the incident(s) will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize conflicts with law enforcement authorities, who view the incident as a crime scene, and others who view it as a hazardous materials or disaster scene.
- F. Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' office, walk-in medical clinics, or emergency rooms because they do not realize that they are contaminated. First responders may carry the chemical and biological agent to fire or police stations, hospitals, or to other locations of subsequent calls.
- G. The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents may disseminate via ventilation systems, carrying the agents far from the initial source.
- H. There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical/biological agent or radiation evokes terror in most people. Fear of the unknown also makes the public's response more severe.
- I. Time works against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemical and biological agents worsen with time.
- J. Support facilities, such as utility stations and 911 centers, along with critical infrastructures, are at risk as targets.
- K. Specialized local and state response capabilities may be overwhelmed.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. The Incident Management Team under the leadership of the Village President is responsible for response and recovery operations to ensure a return to normalcy.
- B. The functions of Law Enforcement Agencies are as follows:

## **TERRORISM HAZARD SPECIFIC ANNEX**

1. Enforce and maintain all laws and emergency regulations for the protection of life and property.
2. Establish an Incident Command Post.
3. Assume a perimeter position around the area using available personnel.
4. Make mutual aid requests as needed (to Law Enforcement agencies) to ensure that security missions can be completed.
5. Initiate the segregation of victims and witnesses from perpetrators.
6. Provide perimeter, external, and special facilities security.
7. Preserve evidence for later prosecution.
8. Request laboratory and crime scene technical assistance from the Illinois State Police and federal agencies.
9. Initiate evacuation, if needed.

C. The functions of the Fire Protection District are as follows:

1. Identification and isolation of any hazardous material.
2. Fire suppression operations.
3. Emergency medical assistance when applicable and capable.
4. Search and rescue operations.
5. Request mutual aid assistance through the proper chain of command.
6. Request support (MABAS) on hazardous materials decontamination procedures.

D. The functions of the Emergency Medical Services are as follows:

1. Take precautions necessary to prevent, contain contamination, infection, or injuries to themselves and others involved in operations.
2. Initiate triage setup.
3. Provide on-scene medical support.
4. Initiate victim transport activities.
5. Provide emergency medical care to emergency responders.

E. The functions of Area Hospitals are as follows:

1. Detect and control disease-causing agents.
2. Coordinate with County and State Public Health Departments on all control aspects to prevent further infections.
3. Initiate disaster plans and strengthen security to ensure that hospitals do not become secondary targets.
4. Provide medical treatment to victims, families, and emergency responders.
5. Initiate Mass Casualty Emergency triage when notified of the large influx of patients to arrive.
6. Establish temporary patient care facilities.

F. The functions of Illinois Department of Human Services are as follows:

1. Organize and coordinate the delivery of mental health services to the afflicted area.
2. Dispatch trained mental health volunteers to key sites throughout the community.
3. Provide monitoring and counseling at Reception Centers, Reunification Centers, Shelters, and Hospitals.
4. Coordinate the Critical Incident Stress Management Team for Emergency Responders.



## **TERRORISM HAZARD SPECIFIC ANNEX**

G. The functions of County Department of Public Health are as follows:

1. Responsible for the detection and control of disease-causing agents.
2. Supervision of sanitation and the purification of water sources.
3. Provide a means of directing the management of distribution and utilization of health resources under county control or allocated by the county.
4. Collecting data related to disease outbreaks.
5. Forwarding data to the appropriate local, state, and federal agencies.
6. Issue necessary health instructions to the general public.

H. The functions of the County Medical Examiner are as follows:

1. Assume responsibility for any deceased.
2. Establish temporary morgue sites as necessary.
3. Initiate the Disaster Mortuary Operational Response Team (DMORT), as needed.
4. Assume responsibility for the recovery, staging, and identification of remains.

I. The functions of the Lemont Emergency Management Agency are as follows:

1. Activate the Emergency Operations Center.
2. Establish contacts with higher levels of government to ensure resource availability.
3. Manage strategic resources within the affected area(s).
4. Coordinate transportation support for emergency workers and response equipment.
5. Coordinate intergovernmental and inter-jurisdictional operations through the Emergency Operations Center.
6. Coordinate all Village Resources.
7. Maintain a list of resources available to local government during a terrorism event.
8. Commit all available resources necessary to protect lives, property, and to relieve suffering and hardship.
9. Collect all records of resources expended during a terrorism event.
10. Request assistance through the County or State EOC if necessary.

J. The functions of the Emergency Operations Center is as follows:

1. Provide tactical communications to the ICP.
2. Support interagency and intergovernmental communications.
3. Activate emergency communications and warning procedures when requested by the Incident Commander and EMA Emergency Management Director.
4. Maintain all records of resources expended during a terrorism event.
5. Screen and prioritize all calls from the public for dissemination.

K. The functions of the Public Works Department are as follows:

1. Maintain traffic routes and remove debris from roadways.
2. Work in cooperation with the Water & Sewage Treatment Departments and the Public Health Department by assisting in the protection of sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination.
3. Take steps necessary to prevent/isolate contamination of sewage system and water resources.

## **ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. The Village President shall have the ultimate responsibility for all local operations during a terrorism incident.
2. Information which may cause distress, panic, or fuel rumors should be relayed to the Emergency Management Director, Police Chief and PIO via written or personal contact, or telephone (NOT cell phones or cordless phones).
3. Contacts of any kind with State and Federal officials should be documented in triplicate. One copy will be for the UC/IC, one copy for the EOC, and one copy to the State or Federal entity

### **B. Logistics**

1. Office space for Federal and State response personnel shall be located in the Police department building, or empty space in the Village Hall.
2. Lodging for State and Federal response personnel will be given priority in hotel/motels.
3. Office equipment and supplies for State and Federal response personnel may be acquired or purchased through EMA.
4. All agencies Emergency Response Groups shall maintain an inventory of their resources.
5. Finance Department maintains open credit accounts under the State of Illinois State of Emergency Guidelines. Supplies and resources purchased through these accounts must have prior approval of the Police Chief, Emergency Management Director or their designee. Such expenses shall be reimbursed to the Village by the entity utilizing the supplies.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

### **EMA301.240B5**

- A. The responsibility for revisions and developing the necessary documents for this Annex belongs to Police Chief and the Emergency Management Director biennially by May 1.
- B. The responsibility for revisions and maintaining terrorism response SOGs belongs to the Emergency Response Groups.

# FLOODING ANNEX

IEMA 301.260

## STATEMENT OF PURPOSE

IEMA 301.240b1

The Village will provide for timely flood warning and initiate emergency response in order to protect the lives and property of citizens and visitors.

This Annex has been prepared to ensure a coordinated response by Village Departments to reduce potential loss of life and to ensure we maintain or quickly restore essential services following a flood. It is designed to supplement the operational strategy outlined in the Basic Plan and the Direction and Control Functional Annex.

## SITUATION

IEMA 301.240b2

The three parameters of most concern for flood planning are the suddenness of onset -- this is the case in flash floods and dam failures -- water elevation in relation to topography and structures and, -- the rapid movement of water. Types of flooding are likely to occur:

- A. Periodic over-bank flow of the rivers and creeks.
- B. Flash: Quickly rising streams after heavy rain or rapid snowmelt or a combination of both. The Village's sewer system is unable to handle the amount of water entering the system during a rain downpour.

Steep topography increases runoff water and debris flow. Apart from snowmelt, low areas suffer from flooding associated with ice jams. In the spring, ice breaks away and then collects at constriction points in rivers and streams (i.e., bends, shallows, areas of decreasing slope, and bridges); by trapping water behind it and then later giving way, an ice jam increases flood levels both upstream and downstream.

Secondary effects of flooding must be planned for including hazardous materials, health issues, vector control, and others.

## ASSUMPTION

IEMA 301.240b3

With adequate warning and timely reaction by municipal emergency response agencies, loss of life, injury, and property damage can be reduced. Where gradients are low, as in the wetland area of the River, the time of flood onset may be very short; careful planning and coordination is required to protect affected populations, including:

- A. The National Weather Service (NWS) will provide weather and flood warnings.
- B. Warning time will vary with the type of event.

Citizens will be advised of potential flood conditions through a variety of means, including:

- A. National Oceanic & Atmospheric Administration (NOAA) radio
- B. Emergency Alert System (EAS) broadcasts

## **FLOODING HAZARD SPECIFIC ANNEX**

- C. Standard radio announcements
- D. TV announcements, etc.
- E. Village of Lemont' website.

### **COORDINATING FLOODS TERMS**

**River Flooding:** River flooding occurs when heavy rains or rapid snowmelt cause rivers to rise.

**Flash Floods:** Flash floods usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full peak in only a few minutes. The effects of these sudden downpours are worsened when terrain or the Village's sewer system will not absorb the recently deposited water.

**Ice Jams:** Ice sheets may form on the surface of the Des Plaines River, the I & M Canal or the Chicago Sanitary and Ship Canal which may cause water levels to fluctuate rapidly. As the weather warms and water flow increase, this ice breaks up and gets pushed downstream as huge slabs. These ice slabs pile up against obstructions forming a dam, causing pooling of water and flooding upstream of the obstruction.

### **PUBLIC WARNINGS TERMS**

**Flood Watch:** Flooding is now possible and the situation could worsen, so watch water levels, stay tuned to local radio or TV for further advisories, alert neighbors, check pets and livestock and reconsider travel plans. A Flood Watch will be issued for situations related to widespread general flooding.

**Flood Warning:** Take action - the flood is now expected, so put your flood plan into action. A Flood Warning will be issued when inundation of a normally dry area near a stream or other watercourse is expected, or unusually severe ponding of water is expected. At this time, residents should move pets, vehicles, food, and valuables to safety. You should put sandbags or flood boards in place and prepare to evacuate your home by turning off the gas and electric.

**River Flood Warning:** River Flood Warnings will be issued when a river at a gauge site is expected to, or has, exceeded flood stage.

**Flash Flood Watch:** A Flash Flood Watch will be issued for serious situations in which life and/or property are in danger. Flash Flood watch covers flash flooding, widespread urban and small stream flooding, and headwater flood events.

**Flash Flood Warning:** A Flash Flood Warning will be issued in response to a few hours of locally heavy rainfall, a dam or levee failure, or water released from an ice jam rapidly flooding nearby land.

**Urban and Small Streams Flood Warning/Advisory:** An Urban and Small Streams Flood Warning or Advisory will be issued when flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

## **CONCEPT OF OPERATIONS**

IEMA301.240b4

Initial notification is often very limited in detail; consequently, a follow-up call to the notifying party or agency will be made to obtain further detail. When a flood warning is issued by the National Weather Service (NWS) for the Lemont area, the Public Works Department will be notified to take action based on the activation level.

Emergency response to potential and/or actual flood conditions will be accomplished in three phases:

### **A. Readiness**

When a flood threat is identified, the Communication Centers, Police, Fire Supervisors, Emergency Management Director will alert IMT members for possible level 4 or 3 EOC activation. Increased observation and surveillance procedures will be implemented. Normally, the initial threat notification will originate with the NWS in the form of watches and warnings; however, notification may also come from weather spotters or stream watchers.

Based on initial and any follow-up information gathered, an evaluation of the all threat(s) to life/property will be made by Engineering, Public Works, and Homeland Security and Emergency Management Agency and may include:

1. Potential inundation areas;
2. Warning and evacuation requirements;
3. Safe areas - temporary shelters;
4. Resources required; and
5. Potential need for up grading EOC level activation.

### **B. Emergency**

When a flash flood warning or flood warning is issued and the risk is substantiated by National Weather Service, or actual flooding occurs and life/property is threatened, the EOC will be at a level 3 activation (if not already activated during the Readiness Phase). Warning and evacuation will be completed, and shelter provided to those people requiring temporary housing according to the Mass Care, Evacuation and Health and Medical Functional Annexes. Resources not already pre-positioned to mitigate the threat will be moved into position. Search and rescue operations will be affected as deemed necessary.

An Incident Command Post will be established in the vicinity of the affected areas(s) to coordinate on-scene actions, and/or to provide a link between on-scene agencies and the Incident Commander.

Information will be gathered from NWS, Flood Monitoring System, USGS, media, spotters and others regarding current flooding conditions and relayed through the NWS to the Incident Command.

Damage Assessment will begin with the Community Development Department in accordance with Disaster Intelligence Damage Assessment Functional Annex. Information/data will be collected and reported to the Incident Command.

## **FLOODING HAZARD SPECIFIC ANNEX**

Based on the damage assessment, a disaster declaration may be issued.

### **1. Illinois Emergency Management Agency Emergency Operation Center**

First response to a flood event will be by Village responders (i.e. Fire, Police, and Public Works). When the event is so large that local resources are unable to handle it, additional assistance may be requested via the declaration process. Such assistance, when authorized, will be provided by state and federal agencies operating under their own authority, or as part of an effort coordinated between Lemont EOC and Illinois Emergency Management Agency EOC operating on behalf of the Governor. The Governor may request assistance from the federal government if the capabilities and resources of both local and state governments are exceeded.

The extent of the initial response will depend on warning time, which varies with the cause of the flooding, the numbers of people affected by the flooding, and the ability of Lemont and other local jurisdictions to provide assistance.

### **C. Recovery**

The Planning Section Chief, in conjunction with the Incident Management Team, will coordinate the Recovery Action Plan to sustain life and property.

All efforts will be taken to restore public facilities as quickly as possible. Damage assessment and evaluation will proceed as needed.

## **WORKER SAFETY AND HEALTH**

The Incident Commander will assign a Safety Officer(s) to oversee the welfare and safety of workers, paid and volunteer. The Safety Officer will ensure all supervisors and first responders are made aware and respond appropriately to the risks and hazards during and in the recovery operations of the flood.

### **A. Increased risk of injury during floods**

Workers who must respond to flooded areas will be most at risk. This may include utility workers, law enforcement personnel, firefighters, emergency medical personnel, federal, state, and local government personnel (such as sanitation and highway workers), volunteers and military personnel.

### **B. Safety and health hazards are associated with floods and cleanup.**

Workers can expect to encounter safety and health hazards throughout the flood zone.

Some of the hazards associated with flooded and recently flooded areas include:

1. Electrical hazards
2. Carbon monoxide

## FLOODING HAZARD SPECIFIC ANNEX

3. Musculoskeletal hazards
4. Thermal stresses
5. Heavy equipment operation
6. Structural instability
7. Hazardous materials
8. Fire
9. Drowning
10. Hypothermia due to the cold weather and water exposure
11. Falls from heights
12. Burns from fires caused by energized line contact or equipment failure
13. Exhaustion from working extended shifts
14. Dehydration
15. Biohazards

### C. Electrical hazards after a flood

Workers can expect to find standing water present throughout a flood zone. If water has been present anywhere near electrical circuits and electrical equipment, turn off the power at the main breaker or fuse on the service panel. Never enter flooded areas or touch electrical equipment if the ground is wet.

### D. Hazards exist when repairing downed or damaged power lines

The work activities involved with repairing downed or damaged lines include many of the activities involved in installing and removing overhead lines and general maintenance on overhead lines. The crucial difference is that in emergency conditions, there are unknown hazards and the potential for changing hazards as work progresses. Under these conditions, workers must be extra vigilant. This type of work should be performed only by utility company workers or others who are properly trained.

Potential hazards include:

1. Electrocution by contact with downed energized lines, or contacting objects, such as broken tree limbs, in contact with fallen lines.
2. Falls from heights.
3. Being struck or crushed by falling poles, towers, and tree limbs.
4. Being injured in vehicular accidents when responding to an emergency incident.
5. Burns from fires caused by energized line contact or equipment failure.

### E. Protective measures should be utilized when working on or around downed or damaged power lines

Stay well clear of any downed or damaged power lines. Establish a safe distance from the lines and report the incident to the responsible authority. Only properly trained electrical utility workers should handle damaged power lines.

Electrical utility workers should first assess the hazards present in order to minimize the chances of exacerbating the situation. Ideally the lines involved should be de-energized, but this may not be possible in all situations.

## FLOODING HAZARD SPECIFIC ANNEX

When working on downed or damaged power lines, electrical workers must utilize proper electrical safety work practices and personal protective equipment.

- F. Hazards exist during removal of downed trees and debris after a flood, and safety precautions should be taken. When floods occur, downed trees can block public roads and damage power lines.

Potential hazards include:

1. Electrocution by contacting downed energized lines or contacting broken tree limbs in contact with fallen lines.
2. Falls from trees.
3. Being struck or crushed by falling tree limbs.
4. Being injured by emergency equipment such as chain saws and chippers.

Proper PPE, including gloves, chaps, foot protection, eye protection, fall protection, hearing protection and head protection, should be used when using chainsaws and chippers to clear downed trees.

Only appropriate power equipment that is built to be used outdoors and in wet conditions should be used. All saws, chippers, and other tools should be used properly and according to their intended application. All equipment should be well maintained and functioning correctly. In addition, all equipment should have proper guarding, working controls, and other safety features as installed by the manufacturer.

- G. Carbon monoxide exposures

Gasoline and diesel powered generators, pumps, and pressure washers all release carbon monoxide, a deadly, colorless, odorless gas. These devices must be operated out of doors and never inside confined spaces.

- H. Musculoskeletal hazards that can be anticipate after a flood

Workers involved in flood preparation and cleanup activities are at risk of back, knee, and shoulder injuries from manual lifting and handling of building materials, sandbags, and fallen tree limbs. To help prevent injuries, use proper lifting techniques. Teams of two or more should be utilized to move bulky and heavy items.

- I. Chemical hazards that can occur due to flooding

Liquefied Petroleum Gases (LPG) and underground storage tanks, along with other chemical containers, may break away and float downstream, causing hazards from their released contents.

- J. Fire is a concern around flooded areas

Floods can damage fire protection systems, delay response times of emergency responders, and disrupt water distribution systems. All of these factors lead to increased dangers from fire and decreasing firefighter capabilities.



## FLOODING HAZARD SPECIFIC ANNEX

### K. Avoid drowning

Fast moving water increases worker chances for accidental drowning.

Workers should not work alone, and should wear a Coast Guard-approved personal protection device when working in or near water.

### L. Hypothermia

Hypothermia is a condition brought on when the body temperature drops to less than 95° F.

Standing or working in water that is cooler than 75°F will remove body heat more rapidly than it can be replaced, resulting in hypothermia. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.

### M. Avoiding hypothermia

Recognize the environmental and workplace conditions that lead to potential cold- induced illnesses and injuries. Learn the signs and symptoms of cold-induced illnesses/injuries and what to do to help those who are affected. Train the workforce about cold-induced illnesses and injuries. Select proper clothing for cold, wet, and windy conditions. This includes layering clothing to adjust to changing environmental temperatures, providing dry clothing, and wearing a hat and gloves, in addition to underwear that will keep water away from the skin (polypropylene). Take frequent short breaks in warm dry shelters to allow the body to warm up. Perform work during the warmest part of the day. Avoid exhaustion or fatigue because energy is needed to keep muscles warm. Use the buddy system (work in pairs). Drink warm, sweet beverages (sugar water, sports-type drinks). Avoid drinks with caffeine (coffee, tea, or hot chocolate) or alcohol. Eat warm, high-calorie foods like hot pasta dishes.

### N. Exhaustion during a flood response

Workers involved in response operations are often called upon to work extended hours under stressful conditions. This working environment increases the risk of injury due to inattentiveness and makes workers more vulnerable to stress-induced illness and disease.

### O. Biohazards that exist due to flooding and how to prevent contamination

Floodwaters may contain biohazards due to direct contamination by untreated, raw sewage, dead animals, rotting food, etc. Avoiding contact, utilizing good personal hygiene practices, medical surveillance, and discarding all food that is exposed to flood waters are all important controls. Cook County Department of Public Health will monitor and have medical control over this part of the flooding operations.

### P. Cars and trucks can be easily swept away in just two feet of moving water. Never try to cross flooded roadways if you do not know the water depth or road condition. Roads normally traveled can wash out unexpectedly during heavy rains.

Safety precautions should be taken by first responders and the public while driving in a

## FLOODING HAZARD SPECIFIC ANNEX

flooded area.

### RESPONSIBILITIES

#### A. Emergency Management

Emergency Management is responsible for the following:

1. Training and coordination of this Annex for all Village personnel.
2. Prepare Emergency Operations Plans for resources and useful equipment.
3. Warning and alerting residents and the public of possible flooding in the Village.

#### B. Emergency Operation Center

Emergency Operation Center is responsible for the following:

1. Warning and alerting of residents and the public of possible flooding in the Village.
2. Issuing warning messages to Incident Management Team members.
3. Coordinate and support the Incident Command Post during flooding operations and day-to-day operations of the Village, including any other emergencies in the Village.
4. Arrange the necessary resources and personnel for departments, agencies or other personnel who are supporting the flooding operations and Village operations.
5. The evacuation and return of citizens to the Village including reception arrangements with neighboring municipalities.
6. Availability of transportation.
7. Assisting with damage estimation and advising citizens about disaster assistance.

#### C. Public Information Officer

Public Information Officer will:

1. Act as a single point of contact for information.
2. Provide emergency health advice.
3. Advise residents of flood prone areas to obtain sandbags.
4. Issue media statements.
5. Issue situation updates.

#### D. Incident Command Post

Incident Command Post is responsible for the following:

1. Directing and controlling all flood operations in the Village.
2. Coordinating emergency support.
3. Arranging for the performance of specific flood control tasks by the Village departments or agencies.
4. Returning the Village to pre-flooding conditions.

#### E. Engineering Department

The Engineering Department will:

## **FLOODING HAZARD SPECIFIC ANNEX**

1. Act as Incident Commander.
2. Protect utilities.
3. Advise on weather, water flow and warnings.

### **F. Public Works**

Public Works is responsible for the following:

1. Flood alleviation e.g. clearing blocked culverts and drains.
2. Providing road barriers and signs.
3. Free obstructions to water drainage.
4. Repair breaches in flood defenses.
5. Deploy sandbags for flood defense.

### **G. Police Department**

Police Department is responsible for the following:

1. Evacuation.
2. Secure, protect and preserve the scene, and control traffic.
3. Organize and disseminate casualty information.
4. Provisionally identify deceased people.
5. Restore normality.

### **H. Fire Protection District/EMS**

Fire Protection District is responsible for the following:

1. Rescue those who are trapped.
2. Control fires, released chemicals and other hazards.
3. Assess hazards concerning evacuation.
4. Ensure safety of rescue personnel.
5. Minimize environmental dangers.
6. Liaison with IPH, CCDPH and Hospital.
7. Recover the deceased in conjunction with the police.
8. Stand by during recovery.

Emergency Medical Services is responsible for the following:

1. Save life in conjunction with other emergency services.
2. Extricate, assist and stabilize injured people.
3. Provide ambulances, medical staff, equipment and resources.
4. Establish effective triage points and systems.
5. Provide a central point for medical resources.
6. Liaison with receiving hospitals.
7. Provide transport for medical teams and their equipment.
8. Arrange transport for injured people.
9. Maintain emergency cover.

## **FLOODING HAZARD SPECIFIC ANNEX**

### H. Mass Care

1. Mass Care is responsible for the following:
  - a. Care of evacuated or homeless people.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

**IEMA 301.240b5**

It is the responsibility of the Incident Management Team to maintain, review and update this Annex.

# GROUND SEARCH AND RESCUE ANNEX

IEMA301.260

## STATEMENT OF PURPOSE

IEMA 301.240b1

The purpose shall be to define authority, establish call-out procedures, and describe materials, equipment, and personnel available within the Village for search and rescue operations. Adherence will provide uniform action and maximize the use of resources in search and rescue performance.

## SITUATIONS

IEMA 301.240b2

The Village, by virtue of its geographic location, may be subject to severe structural damages from floods, tornadoes, hurricanes, industrial plant disasters, water related disasters and national security threats, which could result among other things, in persons being trapped in damaged and collapsed structures, and missing young and elderly resident persons.

## ASSUMPTIONS

IEMA 301.240b3

An organized, trained and well equipped search and rescue capability within our Village is needed as an effective means by which to minimize loss of life to the general public.

## CONCEPT OF OPERATIONS

IEMA301.240b4

### A. General

#### 1. Day-to-Day Search and Rescue (SAR) Operations

Lemont's emergency response agencies assist in providing 24-hour a day response support capability in the area of Search and Rescue throughout the Village. The Emergency Management Director and/or designee will be responsible for Search and Rescue Operations and training of employees and volunteers.

#### 2. Village's Volunteer Search and Rescue Assistance

The day-to-day Search and Rescue force in the Village is augmented by volunteers working in association with established emergency response agencies. Under the direction and control of established emergency response agencies these volunteers are capable of assisting in ground search and rescue operations within the Village.

Responding search and rescue personnel will be managed through the chain of command under the Search and Rescue Incident Command System, in affiliation with other established emergency response agencies. These emergency response agencies will generally ensure that operational control is maintained throughout the duration of the search and rescue operation. All participating units will coordinate their efforts through the Incident Command Post.

## **Ground Search and Rescue Specific Annex**

### 3. Mutual Aid Search and Rescue Assistance

The Mutual Aid Search and Rescue Units can be augmented by volunteers working in association with established emergency response agencies.

Responding search and rescue personnel will be managed by the chain of command under the Search and Rescue Incident Command System in affiliation with other established emergency response agencies, which will generally ensure that operational control is maintained throughout the duration of the search and rescue operation. All participating units will coordinate their efforts through the Incident Command Post.

## B. Phases of Emergency Management

### 1. Preparedness

- a. Create a list of available resources required for performing search and rescue functions.
- b. Employees and volunteers are trained on a regular basis in Search and Rescue skills and techniques in accordance with the Illinois Search and Rescue Council Guidelines.
- c. Rescue equipment is tested and maintained by the responsible agency or organization. Rescue equipment is repaired by qualified and capable unit personnel or by the manufacturer in order to maintain the integrity of the equipment in question.
- d. Revise this Annex at regular intervals and update accordingly by the personnel of the Emergency Management Agency.
- e. Search and Rescue Unit Standard Operating Guidelines (SOG) should be subject to annual update and revision in accordance with the Illinois Search and Rescue Council Guidelines. When deficiencies are noted during an actual emergency implementation, steps should be taken to change/correct or otherwise amend the deficient portion of the SOGs as soon as possible, following the termination of the emergency situation.

### 2. Response

Services provided by rescue groups include but are not limited to:

- a. Initiation of search and rescue missions as necessary.
- b. Initiation of search and rescue ICP under the Incident Command System.
- c. ICP, base camp, traffic and perimeter control as needed.
- d. Air support – Civil Air Control.
- e. EOC coordination as appropriate.
- f. Mobilization of support activities as needed.
- g. Safety of responders.

### 3. Recovery

- a. Public information activities.
- b. Initiate return to normalcy when mission is completed.
- c. Inventory and replace losses.
- d. Secure and return to regular duty(s).
- e. After Action Report.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. General**

Although each of the following search and rescue components contains given specialties, many volunteers have established skills in multiple disciplines. This allows for frequent overlap in responsibilities, and flexibility of emergency responses.

### **B. Responsibilities**

1. Upon request the Will County Search and Rescue members will be the primary search and rescue team for the Village. The members are trained in search and rescue, survival, map and compass, evidence searches, missing person searches, and incident management.
2. Lemont Police Department personnel may assist with SAR, traffic control at the base camp and staging area, assist with logistical support, perform duties as base support, assist with radio communications, provide security for base camp or other areas, and can provide support personnel.
3. Will County Radio Amateur Civil Emergency Service (RACES) is an amateur radio communication group has the primary responsibility to assist the Village with emergency radio communications. They maintain radio communications on search and rescue missions upon the request of the Village Emergency Management Director.
4. Illinois Wing Civil Air Patrol Available through Illinois Emergency Management Agency. This group is available to provide aerial surveillance, communications relays, and air and ground searching for emergency locator transmitters (ELT). Pilots, fixed-wing aircraft, and ground (road search) personnel are available.

## **DIRECTION AND CONTROL**

During extraordinary conditions, direction and control of the total SAR resources is the primary responsibility of the Emergency Management Director. In the event of such a condition, all emergency responses requiring search and rescue operations and additional resource support will be channeled through the ICP.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

**IEMA301.240B5**

The responsibility for revisions and developing the necessary documents for this Annex belongs to the Emergency Management Director.

**Ground Search and Rescue Specific Annex**

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# Village Board

## Agenda Memorandum

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To: Mayor & Village Board

From: George Schafer, Village Administrator  
Chris Smith, Finance Director

Subject: FY2017-FY2021 Capital Improvement Program

Date: March 28, 2016

### **BACKGROUND/HISTORY:**

Staff began the FY2017-FY2021 Capital Improvement Program September 2015. All capital requests were submitted to Finance in November 2015. The capital program was discussed with the Board at a Committee of the Whole meeting on January 25<sup>th</sup>, February 15<sup>th</sup>, and March 14<sup>th</sup>.

### **DISCUSSION:**

The attached resolution formally authorizes the projects approved by the Village Board. Once the resolution is passed various construction projects can go out for bid. The Capital Improvement Program is a guideline for the budgeting and expenditure of funds for capital improvements of the Village of Lemont during fiscal year 2017. However, nothing in the Capital Improvement Program shall create an entitlement for any person or entity to have a particular improvement or expenditure made without formal approval by the Village Board. All expenditures and revenue for the Capital Improvement Program have been incorporated into the FY2017 Proposed Annual Operating Budget that is scheduled to be approved on April 11, 2016.

### **RECOMMENDATION:**

Pass the resolution adopting the FY2017-FY2021 Capital Improvement Program.

**Resolution No. \_\_\_\_\_**

**A Resolution Approving the Capital Improvement Program for the Village of Lemont  
For Fiscal Year 2017**

**WHEREAS**, the Village of Lemont (“Village”) Village Administrator proposed to the Village Board a Capital Improvement Program for fiscal year 2017: and

**WHEREAS**, the Village Board is desirous of approving the program in order to plan and provide for the development and construction of capital improvements.

**BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Lemont as follows:

**Section One:** The foregoing findings and recitals, and each of them, are hereby adopted as Section One of this Resolution and are incorporated by reference as if set forth verbatim herein.

**Section Two:** The Capital Improvement Program for the Village of Lemont for fiscal year 2017 is hereby approved in the amount of \$4,016,000.

**Section Three:** The Capital Improvement Program shall be a guideline for the budgeting and expenditure of funds for capital improvements of the Village of Lemont during fiscal year 2017. However, nothing in the Capital Improvement Program shall create an entitlement for any person or entity to have a particular improvement made or require the Village to expend any money without formal approval of the same by the Village Board.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DUPAGE,  
ILLINOIS on this \_28th\_ day of \_March\_, 2016.**

**PRESIDENT AND VILLAGE BOARD MEMBERS:**

	AYES:	NAYS:	ABSENT:	ABSTAIN
<b>Debby Blatzer</b>	_____	_____	_____	_____
<b>Paul Chialdikas</b>	_____	_____	_____	_____
<b>Clifford Miklos</b>	_____	_____	_____	_____
<b>Ron Stapleton</b>	_____	_____	_____	_____
<b>Rick Sniegowski</b>	_____	_____	_____	_____
<b>Jeanette Virgilio</b>	_____	_____	_____	_____

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**BRIAN K. REAVES**  
**President**

ATTEST:

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**CHARLENE M. SMOLLEN**  
**Village Clerk**

**to:** Mayor Brian K. Reaves  
Village Board of Trustees

**from:** James L. Cainkar, P.E., P.L.S., Acting Village Engineer

**subject:** **Meineke Building Demolition**

**date:** March 23, 2016

**BACKGROUND/HISTORY**

Nine (9) bids were received on March 22, 2016 @ 10:00 am for the Meineke Building Demolition project, which work consists of the demolition and disposal of a building located at 12775 Main Street, including water sewer service disconnection; temporary security fence; and all other appurtenant work as required. The low bidder was KLF Demolition, 2044 West 163<sup>rd</sup> Street, Suite 2, Markham, IL 60428, which bid was in the amount of \$26,800.00. The bid was \$15,941.00 (42.51%) below the Engineer's Estimate of \$37,500.00.

**RECOMMENDATION**

Award of the Meineke Building Demolition Project, to KLF Demolition, based on their bid amount of \$26,800.00 will allow the project to proceed on schedule.

**ATTACHMENTS**

- Resolution Authorizing Award of Contract
- Letter of Award Recommendation; and
- Bid Tabulation listing the bid received, including company name, address and amount of bid.

**VILLAGE BOARD ACTION REQUIRED**

Approval of Resolution awarding the contract to KLF Demolition.

RESOLUTION  
RESOLUTION AUTHORIZING AWARD OF CONTRACT

**MEINEKE BUILDING DEMOLITION**

**WHEREAS**, the Village of Lemont requires that the Meineke Building Demolition project, be completed; and

**WHEREAS**, the Village seeks to utilize the construction firm of KLF Demolition for such work; and

**WHEREAS**, KLF Demolition submitted a low bid for such work in the amount of \$26,800.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the President and Board of Trustees that the Contract with KLF Demolition is hereby approved.

**PASSED AND APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LEMONT, COUNTIES OF COOK, WILL AND DuPAGE, ILLINOIS, on this 28<sup>th</sup> day of March, 2016.**

**AYES**

**NAYS**

**PASSED**

**ABSENT**

Debby Blatzer  
Paul Chialdikas  
Clifford Miklos  
Rick Sniegowski  
Ronald Stapleton  
Jeanette Virgilio

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**CHARLENE SMOLLEN, Village Clerk**

Approved by me this 28<sup>th</sup> day of March, 2016.

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**BRIAN K. REAVES, Village President**



# Frank Novotny & Associates, Inc.

545 Plainfield Road, Suite A ♦ Willowbrook, IL ♦ 60527 ♦ Telephone: (630)887-8640 ♦ Fax: (630) 887-0132

Civil Engineers/  
Municipal Consultants

March 23, 2016

Mr. George Schafer  
Administrator  
Village of Lemont  
418 Main Street  
Lemont, Illinois 60439

Re: **Meineke Building Demolition**

Dear George:

Listed below and on the attached "Bid Tabulation", please find the results of the March 22, 2016 bid opening for the above-captioned project. Nine (9) bids were received and tabulated, with no errors being found. A summary is as follows:

KLF Demolition .....	\$ 26,800.00
Green Demolition .....	38,653.00
Signature Demolition Services .....	39,270.00
Grosshening, Inc. ....	41,740.00
Bechstein Construction .....	52,800.00
Hoppy's Landscaping.....	53,441.00
N.F. Demolition .....	55,584.00
Gosia Cartage, Ltd. ....	56,875.00
American Demolition Corp. ....	58,500.00
Engineer's Estimate .....	\$ 37,500.00

The low bid submitted by KLF Demolition, in the amount of \$26,800.00, is \$15,941.00 (42.51%) below the Engineer's Estimate of \$37,500.00. Since KLF Demolition is qualified to perform this type of work, we therefore recommend that the Contract be awarded to **KLF Demolition, 2044 West 163<sup>rd</sup> Street, Suite 2, Markham, IL 60428**, in the amount of **\$26,800.00**.

Should you have any questions concerning this matter, please do not hesitate to contact me.

Very truly yours,

**FRANK NOVOTNY & ASSOCIATES, INC.**

James L. Cainkar, P.E., P.L.S.

JLC/dn  
Enclosure

cc: Mr. Ralph Pukula, Director of Public Works, w/Enc.  
Ms. Linda Molitor, Executive Assistant, w/Enc.  
Ms. Christina Smith, Finance Director, w/Enc.  
File No. 16072

Date: 3/23/2016

**TABULATION OF BIDS**

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OWNER: Village of Lemont  
 PROJECT DESCRIPTION: Meineke Building Demolition  
 12775 Main Street  
 BID OPENING: March 22, 2016 @ 10:00 am

PROJECT NO: 16072

				Engineers Estimate		KLF Enterprises, Inc. 2044 W 163rd Street, Ste 2 Markham, IL 60428 5% Bid Bond		Green Demolition Contr. 1427 W Dickens Chicago, IL 60614 5% Bid Bond		Signature Demolition Serv. 7548 W 83rd Place Bridgeview, IL 60455 Cashier's Check - \$1,963.56		Grosshening, Inc. P.O. Box 1175 Joliet, IL 60434 5% Bid Bond		Bechstein Construction 17368 68th Court Tinley Park, IL 60477 5% Bid Bond	
Item No	Description	Unit	Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Building Demolition, Complete	L SUM	1	30,000.00	30,000.00	24,300.00	24,300.00	36,800.00	36,800.00	33,246.00	33,246.00	28,500.00	28,500.00	45,800.00	45,800.00
2	Water Service Disconnection, Complete	EACH	1	1,500.00	1,500.00	1,500.00	1,500.00	500.00	500.00	1,200.00	1,200.00	5,900.00	5,900.00	4,500.00	4,500.00
3	Temporary Security Chain Link Fence, 6'-Height,	L SUM	1	2,000.00	2,000.00	1,000.00	1,000.00	500.00	500.00	3,125.00	3,125.00	6,200.00	6,200.00	1,200.00	1,200.00
4	Insurance Provisions - Complete	L SUM	1	4,000.00	4,000.00	N/A	N/A	853.00	853.00	1,699.00	1,699.00	1,140.00	1,140.00	1,300.00	1,300.00
<b>Totals:</b>					37,500.00		26,800.00		36,653.00		39,270.00		41,740.00		52,800.00
<b>Bid Error Corrections:</b>															
<b>Corrected Totals ---</b>							26,800.00		36,653.00		39,270.00		41,740.00		52,800.00
<b>Over / Under ----</b>							-10,700.00		1,153.00		1,770.00		4,240.00		15,300.00
<b>Percent ----</b>							-28.53%		3.07%		4.72%		11.31%		40.80%

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 12775 Main Street  
**BID OPENING:** March 22, 2016 @ 10:00 am

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				Engineers Estimate		Hoppy's Landscaping 15041 New Avenue Lemont, IL 60441 10% Bid Bond		N.F. Demolition, Inc. 16W050 Jeans Road Lemont, IL 60439 5% Bid Bond		Gosia Cartage, Ltd. 6400 River Road Hodgkins, IL 60525 Cashier's Check-\$2,843.75		American Demolition Corp. 305 Ramona Avenue Elgin, IL 60120 5% Bid Bond			
Item No	Description	Unit	Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Building Demolition, Complete	L SUM	1	30,000.00	30,000.00	48,291.00	48,291.00	51,044.00	51,044.00	44,775.00	44,775.00	48,200.00	48,200.00		
2	Water Service Disconnection, Complete	EACH	1	1,500.00	1,500.00	2,250.00	2,250.00	780.00	780.00	2,500.00	2,500.00	8,500.00	8,500.00		
3	Temporary Security Chain Link Fence, 6'-Height,	L SUM	1	2,000.00	2,000.00	1,475.00	1,475.00	1,780.00	1,780.00	2,000.00	2,000.00	1,800.00	1,800.00		
4	Insurance Provisions - Complete	L SUM	1	4,000.00	4,000.00	1,425.00	1,425.00	1,980.00	1,980.00	7,600.00	7,600.00	(Included)	(Included)		
<b>Totals :</b>					37,500.00		53,441.00		55,584.00		56,875.00		58,500.00		
<b>Bid Error Corrections:</b>															
<b>Corrected Totals ---</b>							53,441.00		55,584.00		56,875.00		58,500.00		
<b>Over / Under ----</b>							15,941.00		18,084.00		19,375.00		21,000.00		
<b>Percent ----</b>							42.51%		48.22%		51.67%		55.00%		