

St. Clair County

Illinois

EMERGENCY OPERATIONS PLAN

April 2018



St. Clair County

Emergency Management Agency

Herb Simmons

EMA Director

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**St. Clair County
Emergency Operations Plan
Introduction
April 2018**

In accordance with the provisions of the Illinois Emergency Management Act (P.A. (20 Illinois Compiled Statutes 3305/1 et seq. January 1, 2002) and 29 Illinois Administrative Code Part 301, and as adopted by the St. Clair County Board; the Chairman of the St. Clair County Board is authorized to have prepared and maintained a comprehensive emergency management plan and program for the County of St. Clair. This St. Clair County Emergency Operation Plan (EOP) has been developed and updated to meet this requirement. The Plan has been developed in cooperation with representatives of Emergency Response Groups, County Offices or agencies, the American Red Cross and other volunteer agencies. St. Clair County EMA is responsible for coordination of this effort.

The Plan identifies the hazards, which the County is vulnerable; sets down responsibilities for All County and volunteer agencies and outlines a means for the County's resources to be used to assist the citizens and political subdivisions of the County. The planning authorizes and responsibilities conveyed to the individual agencies are recognized and acknowledged.

The Plan describes a coordination mechanism for response to and recovery from disasters and incidences arising there from. On my implementation, all agencies shall abide by and cooperate fully with the provisions described or reference herein.

All tasked organizations' responsibility to prepare and maintain standard operating procedures (SOPs) and commit them to the training, exercising, and plan maintenance efforts needed to support the Emergency Operation Plan is declared.

All tasked organizations as indicated by signatory authentication further agree to implement full compliance to all principals and operational protocols in compliance to the National Incident Management System (NIMS) to ensure effective cross-jurisdictional coordination between multiple organizations when responding to incidents.

As Chief Executive Officer, I affirm my support for emergency management in St. Clair County.

Sincerely,

Mark Kern
County Board Chairman
St. Clair County

ST. CLAIR COUNTY EMERGENCY OPERATIONS PLAN

St. Clair County Board Chairman

Date

St. Clair County EMA Director

Date

Approved: _____
Date

IEMA Regional Coordinator

AUTHENTICATION

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

All regulations and/or parts of regulation, conflicting with any of the provisions of this plan, shall be replaced.

This Emergency Operations Plan shall be in force and effective the date of its approval by the St. Clair County Board Chairman.

Approved this _____ day of _____, 20 _____

By: _____
St. Clair County Board Chairman

By: _____
St. Clair County EMA Director

By: _____
St. Clair County Clerk

SIGNATURE PAGE

We, the undersigned, have read, written, or approved our respective part or parts of the St. Clair County Emergency Operations Plan. I accept the duties and responsibilities as assigned and written, and acknowledge the relationships thereby established. All relationships and interaction between each respective annex activity, agency, department, or organization shall be conducted in compliance with the National Incident Management Systems (NIMS) to ensure all interactive NIMS components are implemented.

All parties further agree to adhere to all activities contained within the Direction and Control Annex to this EOP and understand the relationships between all parties and annex functions that have inter-relational operational activities. I further agree to provide to the extent possible, manpower, equipment, and materials to perform the assigned duties.

Signed: _____ Date: _____
Illinois Emergency Management Agency Reg-8

Signed: _____ Date: _____
St. Clair County Board Chairman

Signed: _____ Date: _____
St. Clair County Board / Public Safety Committee Chairman

Signed: _____ Date: _____
St. Clair County EMA Director

Signed: _____ Date: _____
St. Clair County Sheriff

Signed: _____ Date: _____
St. Clair County Highway Department

Signed: _____ Date: _____
St. Clair County Health Department

Signed: _____ Date: _____
St. Clair County Coroner

Signed: _____ Date: _____
St. Clair County Zoning

Signed: _____ Date: _____
Edwardsville Area Hospitals / Region 4 Rep

Signed: _____ Date: _____
Fire Department Representative

Signed: _____ Date: _____
St. Clair County LEPC Chairman

Signed: _____ Date: _____
St. Clair County Chapter of American Red Cross

Signed: _____ Date: _____
St. Clair County CENCOM 9-1-1 Representative

Signed: _____ Date: _____
East Side Health District Representative

RECORD OF DISTRIBUTION

Complete Plans have been compiled onto a CD Disc and are in printable form. Additionally they can be emailed to the necessary parties.

1. Federal Emergency Management Agency
2. Illinois Emergency Management Agency, Region 8 (Hard Copy Only)
3. St. Clair County Board Chairman
4. St. Clair County Board Public Safety Committee Chairperson
5. St. Clair County EMA Director
6. St. Clair County Sheriff's Department
7. St. Clair County Highway Department
8. St. Clair County Health Department
9. St. Clair County Coroner's Office
10. St. Clair County Supervisor of Assessments
11. St. Clair County CENCOM 9-1-1
12. Edwardsville Area Hospitals / Region 4 Representative
13. Fire Service Representative
14. St. Clair County Chapter of the American Red Cross
15. St. Clair County Clerk
16. St. Clair County Treasurer
17. St. Clair County States Attorney
18. Other parties as needed

RECORD OF CHANGES

When changes are made to this plan, the following procedures should be followed:

1. The plan will be distributed using RTF or PDF format, on a CD disc. If there are major changes to our plan, a new disc will be sent to those who are on the distribution list and any others who made have been added. Minor changes will be added when updating the EOP.
2. When any changes are made, an entry should be made on the following log.

[illegible]

Attachment A

RECIPT OF PLAN

I, hereby acknowledge that I have received CD Disc # _____, a copy of the St. Clair County Emergency Operations Plan from the St. Clair County Emergency Management Agency.

I also understand this document contains privileged information and any reproduction or duplication requires prior written approval from the Emergency Management Agency.

Date Received: _____

Signature: _____

Printed Name: _____

Title: _____

Department/Organization: _____

PLAN ABSTRACT

The Basic Section of the St. Clair County Emergency Operations Plan is an overview of the approach to emergency management in St. Clair County. It established the general foundation for coping with major emergencies and disasters. The Basic Section explains the general concept of operations and assignment of responsibilities for emergency planning and operations.

The functional annexes to the Emergency Operations Plan provide more information for carrying out assigned tasks. It emphasizes responsibilities, tasks, procedures, and actions that relate to the function being covered, (Public Information, Law Enforcement, Public Health, etc...). The annexes are written for emergency responders of St. Clair County.

Checklists appear at the end of each functional annex. These are intended as a quick reference for the assigned tasks, responsibilities, procedures, and actions that are appropriate for that particular annex.

PLANNING GOALS

The goal in the planning process of this Emergency Operations plan was to develop the capabilities of the various organizations who would be involved in a major emergency/disaster situation to better enable them to save lives and protect property.

St. Clair County EMA's goal is also to develop this plan to improve community awareness and emergency response for St. Clair County. This will be done by developing our plan, to allow agencies to work together in an organized team effort. The

St. Clair County EMA office has upgraded our radio system and has worked closely with our local agencies to achieve this goal. EMA will be upgrading all inventory and equipment lists for our county and working toward quicker dispatch times for this equipment. EMA will continue to provide our assistance to other agencies in a varied field of training for our county.

The purpose of our county's mandated approval of our Emergency Operations Plan (EOP) is to give written comprehensive emergency/disaster response and authority within the County of St. Clair during such incidents so all agencies can work more effectively together.

RESOLUTION NO. 1064-05-R

RESOLUTION TO ESTABLISH THE NATIONAL
INCIDENT MANAGEMENT SYSTEM IN ST. CLAIR COUNTY

WHEREAS, Homeland Security Presidential Directive (HSPD) 5 establishes the National Incident Management System (NIMS); and

WHEREAS, NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capability to work efficiently and effectively together using a national approach to domestic management; and

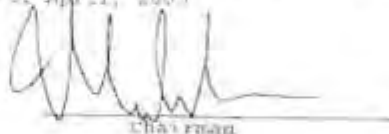
WHEREAS, NIMS provides a consistent nationwide approach for federal, state and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity; and

WHEREAS, NIMS provides for interoperability and compatibility among federal, state and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the Incident Command System, Unified Command, training, management of resources and reporting; and

WHEREAS, beginning October 1, 2004 all Federal departments and agencies shall make adoption of the NIMS a requirement for providing federal preparedness assistance through grants, contracts or other activities to local governments

NOW, THEREFORE BE IT RESOLVED by the County Board of St. Clair County, Illinois, that the County of St. Clair hereby adopts the National Incident Management System (NIMS) as its system for preparing for and responding to disaster incidents.

APPROVED AND ADOPTED by the County Board of St. Clair County, State of Illinois, this 23th day of April, 2005


Chairman

Attest


County Clerk

County Municipalities NIMS Resolutions and MOU's

<u>City – Town</u>	<u>NIMS</u>	<u>MOU</u>
Alorton		
Belleville	Copy on File	Signed on File
Brooklyn		Signed on File
Cahokia	Copy on File	Signed on File
Caseyville		
Centreville		
Dupo		
East Carondelet		Signed on File
East St Louis	Independent City / Not Required	
Fairmont City	Copy on File	Signed on File
Fairview Heights	Independent City / Not Required	
Fayetteville	Copy on File	Signed on File
Freeburg	Copy on File	Plan Submitted
Lebanon	Copy on File	Signed on File
Lenzburg	Copy on File	Signed on File
Marissa	Copy on File	Signed on File
Mascoutah	Copy on File	Signed on File
Millstadt		Plan Submitted
New Athens		Signed on File
New Baden	Copy on File	Signed on File
O'Fallon	Copy on File	Plan Submitted
Sauget	Copy on File	Signed on File
Shiloh	Copy on File	Plan Submitted
Smithton	Copy on File	Signed on File
St. Libory		Signed on File
Summerfield		
Swansea	Copy on File	Signed on File
Washington Park		

BASIC PLAN

I. PURPOSE

The purpose of this Emergency Operations Plan (EOP) is to provide information on actions that may be taken by St. Clair County government, to protect people and property in a disaster or disaster-threat situation.

II. LEGAL AUTHORITY

The Illinois Emergency Interim Executive Succession Act provides the basis for delegation of emergency authority to ensure that specific emergency-related legal authorities can be exercised by elected or appointed leadership, or their designated successors.

III. SITUATIONS AND ASSUMPTIONS

a. *Situations*

- i. St. Clair County completed a comprehensive hazard identification program to determine the natural, technological, and attach-related risks for the county. In 2017, the county conducted a hazard analysis which identifies the hazards that could affect the jurisdiction, hazards that are a significant threat, and how often they occur. The completed NRT 1 is on file as the LEPC Haz-Mat Annex for the Emergency Operations Plan.
- ii. The St. Clair County population in 2010 was approximately 270,056 residents. There are 32 incorporated cities and villages and 6 unincorporated villages in 22 townships. The county covers 624 square miles and is located in the southern part of the State of Illinois. Within St. Clair County there are approximately 2,314 miles of roadways, including 48.3 miles of interstate, 316.3 miles of state highways, 242.4 miles of county roads, 1042.8 miles of Municipal roads and 663.8 miles of township roads. Highways and interstates serving St. Clair County are numerous State Routes running east and west, and numerous State Routes running north and south; and Interstates 55 & 255 running north and south, and 64 & 70 running east and west.

St. Clair County can experience the following hazards in varying degrees:

- a. Natural Hazards – drought, fire, flooding, earthquake, severe thunderstorm, tornado, winter storm.
 - b. Technological Hazards – terrorism, civil disorder, explosion, hazardous materials, transportation accident, utility failure.
 - c. War-related Hazards – accidental missile launch, chemical
- iii. Known risk areas have been identified (flood plains, hazardous materials facilities, etc.) to enable officials to determine the need to

evacuate at-risk residents. Evacuation should be weighed against in-place sheltering.

- iv. Since St. Clair County is not adjacent to any other county where a nuclear power plant is located, therefore the county is not in the 10-mile emergency planning zone, which is the primary hazard area. St. Clair County is not in the 50-mile ingestion pathway on which the emphasis is on controlling the ingestion pathway of milk, food, and water.
- v. There are facilities throughout the county which manufacture and/or store hazardous materials. In addition to fixed facilities, hazardous materials are routinely transported by highway and rail. In essence all residents of St. Clair County are vulnerable to a hazardous material incident.

A list of facilities that use, store, or produce extremely hazardous substances are available from the Local Emergency Planning Committee files, located at the St. Clair County EMA office. In addition, facilities are required to file reports under the Superfund Amendments and Re-authorization Act to jurisdictional fire departments.

- vi. Areas of St. Clair County are in flood plains, as determined by the Federal Emergency Management Agency Maps of flood plains are located in the EMA office. They are obtained from Data Processing.

b. Assumptions

- i. All local officials having a role in emergency management are familiar with the appropriate sections of the plan.
- ii. While outside assistance would be available in most large scale disaster situations affecting the county, it is necessary for St. Clair County to plan for and be prepared to carry out disaster response and short term recovery operations on an independent basis.
- iii. The mutual aid and other related assistance described in the plan will be available in a reasonable amount of time.
- iv. Should state or federal government officials arrive to assist, St. Clair County will still retain control, but will seek advice and/or assistance from the other levels of government.

IV. CONCEPT OF OPERATIONS

All emergency and disaster situations shall be coordinated and supported by the established process of utilization of the incident Command System (ICS) and Unified Command (UC) in accordance with the National Incident Management System (NIMS). This approach and utilization will allow response to be modular

and scalable in an organizational structure based upon the size and complexity of the incident.

All situations within the ICS / UC structure, involving either a single or multi agency jurisdiction or agency shall be coordinated within the ICS/UC operational protocol utilizing ICS Position Checklists and ICS Form documentation per the requirements contained within the Direction and Control Annex to this EOP.

- a. Responsibility for the protection of the lives and property of St. Clair County residents rests with the various governments in the county. The ultimate responsibility in disaster situations rests with the St. Clair County Board Chairperson. The St. Clair County Board Chairperson or his successor is the only two people who can declare a local disaster within the county or municipality.
- b. The St. Clair County Board Chairperson, in addition to the St. Clair County EMA Director and the St. Clair County Sheriff, may activate the plan following the occurrence of or the impending occurrence of a major emergency/disaster situation.
 - i. Local Declared Disaster: This will activate the St. Clair County Disaster Plan, provide county and state insurance for EMA Volunteers, and allow access to St. Clair County EMA disaster fund.
 - ii. State Declared Disaster: Following a Local Declared Disaster and a declaration from the Governor of Illinois, a State Declaration would be declared for the County of St. Clair. State resources and assistance would be made available through the State Emergency Operations Center (SEOC) for response to St. Clair County.
 - iii. Federal Declared Disaster: Following a Local/State Declared Disaster and a declaration from the President of the United States, A Federal Declaration would be declared for the County of St. Clair. A Federal Declaration triggers federal disaster relief and recovery assistance.
- c. Local mayors of declared disasters shall assume responsibility in coordinating their municipality's resources so that local, county, state and federal assistance can be coordinated for effective response.
- d. It is recognized that disaster response relies on many governmental levels, including municipal, county, state, and federal. In addition, voluntary and private agency/organizations may offer assistance. It is still the responsibility of the St. Clair County Board Chairperson to provide governmental direction and control for response operations.
- e. Duties and tasks for the various agencies/organizations during emergency operations will generally correspond with their normal day to day functions. Each agency/organization is responsible for the direction and

control of their personnel. In addition, each agency/organization will arrange for the activation and release of emergency personnel to provide for a continuous 24-hour manning of emergency functions during emergency conditions.

- f. The entire planning effort of St. Clair County is based on the four phases of emergency management:
 - i. *Mitigation* – Actions taken to reduce or minimize the possibility of, or impact of a disaster.
 - ii. *Preparedness* – Actions taken to insure the readiness of the government to respond to and recover from the effects of a disaster.
 - iii. *Response* – Actions taken to meet the immediate life-saving needs of the county following a disaster.
 - iv. *Recovery* – Actions taken, both short and long term, to restore the county to its pre-disaster condition.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. County Board Chairman (CBC)
 - i. Sets policy for the emergency response organization.
 - ii. Assumes responsibility for the overall response and recovery operations.
 - iii. Authorizes the mitigation strategy for recovery.
 - iv. Identifies by title or position the individuals responsible for serving as Incident Commander's (ICS), EOC Manager, Health and Medical Coordinator, Communications Coordinator, Warning Coordinator, Public Information Officer (PIO), Evacuation Coordinator, Mass Care Coordinator, and Resource Manager.
 - v. Identifies by title or position the individuals assigned to work in the EOC during emergencies.
- b. The St. Clair County EMA Director will:
 - i. Coordinate all phases of emergency management.
 - ii. Advise decision makers of the emergency situation and recommend actions to protect the public (i.e., public warning, evacuation, shelter activation, request state or federal assistance, etc.)
 - iii. Make provisions for providing the handicapped and elderly with medical, transportation, and other related support during emergency operations.
 - iv. Coordinate warnings and communications.
 - v. Maintain readiness of the EOC and coordinate EOC operations.
 - vi. Coordinate shelter operations.
 - vii. Coordinate welfare services.
 - viii. Coordinate transportation services.

- ix. Coordinate damage assessment operations.
- x. Coordinate resource requests and maintain resource manual.
- xi. Coordinate debris removal.
- xii. Coordinate general SAR (Search & Rescue) – missing persons within the County of St. Clair.
- xiii. Coordinate any forward volunteers.
- xiv. Develop and maintain radiological self-protection system.
- xv. Request state and/or federal assistance through the IEMA/SIRC.
- xvi. Coordinate disaster intelligence.
- c. The St. Clair County Sheriff will:
 - i. Coordinate law enforcement activities.
 - ii. Coordinate evacuations.
 - iii. Maintain law and order
 - iv. Provide security for shelters, evacuated areas, disaster scene, and critical facilities.
 - v. Provide for traffic control.
 - vi. Assist in evacuation.
 - vii. Assist in communications and warning activities.
 - viii. Arrange for relocation of jail inmates, if necessary.
 - ix. Assist in coordinating all assigned responsibilities within any municipality that may have local law enforcement agencies.
- d. The St. Clair County Health Department Administrator will:
 - i. Coordinate public health activities.
 - ii. Provide health/medical care at shelter facilities.
 - iii. Establish and operate emergency medical care centers for essential workers in the hazardous area following the evacuation of the general population.
 - iv. Ensure potable water supply.
 - v. Inoculate individuals to prevent the threat and/or spread of diseases as necessary.
 - vi. Provide sanitation services during the emergency.
- e. The St. Clair County Engineer will:
 - i. Coordinate public works activities.
 - ii. Provide debris removal.
 - iii. Determine the safety of emergency operations facilities and shelters in a post disaster environment.
 - iv. Determine safety and traffic ability of evacuation routes.
 - v. Repair roads and bridges.
 - vi. Drain flooded areas in conjunction with local officials.
- f. The St. Clair County Coroner will:
 - i. Coordinate mortuary services.
 - ii. Expand mortuary services in an emergency.
 - iii. Release the names of the deceased to the Public Information Officer.

- g. The St. Clair County Assessor will:
 - i. Provide necessary records for damage assessment purposes, and will provide necessary information and/or records for damage assessment purposes.
- h. The St. Clair County Clerk will:
 - i. Provide necessary records and information for disaster operations and provide safe storage of all pertinent records.
- i. The St. Clair County Treasurer will:
 - i. Provide necessary records and information for disaster operations.
- j. The St. Clair County States Attorney will:
 - i. Provide legal advice on disaster operations.
- k. The jurisdictional Fire Chief will:
 - i. Coordinate the following disaster operations:
 1. Provide on-scene fire control.
 2. Conduct on-scene search operations.
 3. Conduct on-scene rescue operations.
 4. Control on-scene hazardous materials to the extent possible.
 5. Provide medical assistance, if applicable.
- l. The Disaster Medical Coordinator will:
 - i. Coordinate the emergency medical care operations
 - ii. Provide for the triage, treatment, and transportation of the injured.
 - iii. Identify medical facilities that have the capability to decontaminate injured individuals that have been radiological or chemically contaminated.
 - iv. Obtain emergency medical support and hospital care during and after an emergency.
 - v. Reduce patient population in health care facilities if evacuation is necessary, and continue medical care for those that cannot be evacuated.
 - vi. Provide stress-debriefing counseling.
- m. The Red Cross will:
 - i. Assist in sheltering operations.
 - ii. Assist in damage assessment.
 - iii. Provide available welfare services.
 - iv. Provide service to military families.
- n. The Amateur Radio Club will:
 - i. Assist in communications support.
- o. St. Clair County Animal Control will:
 - i. Provide sheltering for animal victims of disaster, and provide means of tracking and identifying owners of animal victims.
 - ii. Coordinate activities with Humane Society.
 - iii. Provide for the disposal of animal carcasses.
 - iv. Coordinate animal health care with veterinary clinics.

- p. Human Services will:
 - i. Provide stress care for responders and victims.
 - ii. Be responsible to St. Clair County Health Department.
- q. Each tasked organization shall:
 - i. Prepare and maintain standard operating procedures and checklists which detail how their assigned responsibilities will be performed to support implementing the plan.
 - ii. Specify how authorities may be assumed by a designated successor during emergency conditions.
 - iii. Identify circumstances under which successor emergency authorities would become effective, and when they would be terminated in the EOC and Incident Command Post.
 - iv. Maintain current internal personnel notification rosters.
 - v. Designate and establish a work/control center to manage organizational resources and response personnel and maintain contact with the EOC Incident Command during emergency or disaster situations.
 - vi. Designate a representative to report to the EOC Incident Command during an emergency disaster to advise decision makers and coordinate its own services response effort with the responding agency organizations.
 - vii. Report the appropriate information (casualties, evacuation status, damage observations, radiation levels, chemical exposures, etc.) to the EOC Incident Command during emergency/disaster operations.
 - viii. Protect records deemed essential for continuing government functions and the conduct of emergency operations. These records shall be provided upon request to St. Clair County EMA.
 - ix. Provide necessary logistical support for food, water, emergency power and lighting, fuel, etc. for work/control/dispatch center(s) and response personnel during emergency operations.
 - x. Negotiate, coordinate, and prepare mutual aid agreements.
 - xi. Support cleanup and recovery operations during disaster events.
 - xii. Train assigned staff and volunteer augmenters to perform emergency functions.

VI. SUCCESSION OF COMMAND

- a. The line of succession for the St. Clair County Board Chairman will be:
 - i. St. Clair County Board Vice Chairperson
 - ii. Finance Committee Chairperson
 - iii. or designee
- b. The line of succession for the St. Clair County EMA Director will be:
 - i. Assistant Director of St. Clair County EMA

- ii. Designee of St. Clair County EMA Director

VII. PRESERVATION OF RECORDS

All government bodies shall provide for the protection of records deemed essential for continuing government functions and the conducting of emergency operations.

VIII. ADMINISTRATION AND LOGISTICS

a. Administration

- i. Support, resources, and services of local and county shall be utilized and depleted before (outside) help is requested.
- ii. The management of local and county resources as well as mutual aid and donated resources and services will be managed as set forth in the Resource Management Annex.
- iii. Mutual aid agreements shall be maintained by the appropriate response groups, and copies of the mutual aid agreements shall be sent to the EMA. The agreements are maintained within the CAD Administration records and also documented in the CAD system.
- iv. Staff augmentation by volunteers and by the reassignment of public employees is set forth in the Resource Management Annex.
- v. Financial records, records of resources, and all other records and reports shall be made in triplicate. One copy is for the County Clerk's Office for permanent and safe-keeping, one is for the response group, and one is for EMA.
- vi. All ICS or Logistic Officers shall maintain inventory and status of all resources utilizing ICS forms located in the Resource Manual.
- vii. The CBC or Incident Commander shall have the authority to reassign public employees.
- viii. All volunteers shall sign the loyalty oath located in Appendix B before any access is allowed to the incident site.
- ix. All emergency responders shall applicable financial records, receipts of costs involved, etc.
- x. The Incident Commander and Resource Manager shall maintain records of all private property resources and shall have the authority to compensate for the same.

b. Logistics

- i. EMA shall maintain original copies of all forms which may be needed for copying and use.
- ii. A Resource Manual containing the jurisdictions' resources, forms, and associated information shall be maintained by EMA. Each fire, law

- enforcement, and emergency medical service response group shall have their copy available during any response.
- iii. All emergency response groups shall be self-supporting for the first 24 hours of an incident. This includes, but not limited to, forms, equipment, and personnel.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- a. This was done by following the guidance of SLG 101 and meeting with agency heads of the various annexes of this plan. State of Illinois NIMS Implementation Plan, NIMCAST Assessment System and the State Of Illinois Emergency Management Act.
- b. Each assigned organization/agency will update its portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. These updates are to be done bi-annually.
- c. The St. Clair County EMA Director will revise the plan as new emergency management services are established; and also when new information and techniques are discovered that improve the efficiency and overall effectiveness.
- d. The St. Clair County EMA Director will review and revise the plan after an actual emergency or disaster has occurred and after each responding agency critiques the disaster response.
- e. The St. Clair County EMA Director will work with the appropriate organization to ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed.
- f. The St. Clair County EMA Director will maintain a distribution list in order to forward all revisions of the plan to the appropriate organizations/ agencies.

This plan is submitted to the Illinois Emergency Management Agency for review in compliance with the statute and the Illinois Administrative Code.

X. EMERGENCY PREPAREDNESS EXERCISE

- a. Each accreditation period a series of exercises will be conducted to determine revisions needing to be made to improve response and recovery operations as described in the plan.
- b. The St. Clair County EMA Director shall be responsible for scheduling, conducting, and critiquing the exercise.

St. Clair County Code

CHAPTER 12

EMERGENCY SERVICES AND DISASTER AGENCY (ESDA)

12-1-1 ESTABLISHMENT; PURPOSES; MEMBERSHIP; STATUTORY AUTHORITY.

(A) There is hereby created within the County governmental organization an entity to be known as the Emergency Management Agency, hereinafter referred to as the ESDA. This entity shall be responsible for the coordination of all emergency management programs within its jurisdiction and with private organizations, other political subdivisions, the State and federal government in accordance with the provisions of the Illinois Emergency Management Agency Act (20 ILCS Sec. 3305), hereinafter "the Act".

(B) The purpose of the ESDA shall be the coordination of emergency services functions which may be necessary for or proper to prevent, minimize, repair and alleviate injury and damage resulting from any natural or technological causes.

(C) The ESDA shall consist of the Coordinator and such additional staff as may be selected by the Coordinator and approved by the County Board Chairman.

(D) All emergency services functions of the ESDA shall at all times be in accordance with the provisions of the Act and all rules and regulations promulgated thereunder.

12-1-2 LIMITATIONS.

(A) Nothing in this Chapter shall be construed to interfere with the course or conduct of a labor dispute, except that actions otherwise authorized by this Chapter or other laws may be taken when necessary to mitigate imminent or existing danger to public health or safety;

(B) Interfere with dissemination of news or comment of public affairs; but any communications facility or organization (including but not limited to radio and television stations, wire services, and newspapers) may be requested to transmit or print public service messages furnishing information or instructions in connection with a disaster;

(C) Affect the jurisdiction or responsibilities of police forces, fire fighting forces, units of the armed forces of the United States, or of any personnel thereof, when on active duty; but State and political subdivision emergency operations plans shall place reliance upon the forces available for performance of functions related to emergency management;

(D) Limit, modify, or abridge the authority of the Governor to proclaim martial law or exercise any other powers vested in him under the constitution, statutes, or common law of this State, independent of or in conjunction with any provisions of this Act; limit any home rule unit; or prohibit any contract or association pursuant to Article VII, Section 10 of the Illinois Constitution.

St. Clair County Code

CHAPTER 12

EMERGENCY SERVICES AND DISASTER AGENCY (ESDA)

12-1-1 ESTABLISHMENT; PURPOSES; MEMBERSHIP; STATUTORY AUTHORITY.

(A) There is hereby created within the County governmental organization an entity to be known as the Emergency Management Agency, hereinafter referred to as the ESDA. This entity shall be responsible for the coordination of all emergency management programs within its jurisdiction and with private organizations, other political subdivisions, the State and federal government in accordance with the provisions of the Illinois Emergency Management Agency Act (20 ILCS Sec. 3305), hereinafter "the Act".

(B) The purpose of the ESDA shall be the coordination of emergency services functions which may be necessary for or proper to prevent, minimize, repair and alleviate injury and damage resulting from any natural or technological causes.

(C) The ESDA shall consist of the Coordinator and such additional staff as may be selected by the Coordinator and approved by the County Board Chairman.

(D) All emergency services functions of the ESDA shall at all times be in accordance with the provisions of the Act and all rules and regulations promulgated thereunder.

12-1-2 LIMITATIONS.

(A) Nothing in this Chapter shall be construed to interfere with the course or conduct of a labor dispute, except that actions otherwise authorized by this Chapter or other laws may be taken when necessary to mitigate imminent or existing danger to public health or safety;

(B) Interfere with dissemination of news or comment of public affairs; but any communications facility or organization (including but not limited to radio and television stations, wire services, and newspapers) may be requested to transmit or print public service messages furnishing information or instructions in connection with a disaster;

(C) Affect the jurisdiction or responsibilities of police forces, fire fighting forces, units of the armed forces of the United States, or of any personnel thereof, when on active duty; but State and political subdivision emergency operations plans shall place reliance upon the forces available for performance of functions related to emergency management;

(D) Limit, modify, or abridge the authority of the Governor to proclaim martial law or exercise any other powers vested in him under the constitution, statutes, or common law of this State, independent of or in conjunction with any provisions of this Act; limit any home rule unit; or prohibit any contract or association pursuant to Article VII, Section 10 of the Illinois Constitution.

St. Clair County Code

ESDA 12-1-3

12-1-3 DEFINITIONS.

(A) Emergency Management means the efforts of the State and the political subdivisions to develop, plan, analyze, conduct, implement and maintain programs for disaster mitigation, preparedness, response and recovery.

(B) Emergency Management Agency means the agency established by ordinance within a political subdivision to coordinate the emergency management program within that political subdivision and with private organizations, other political subdivision, the State and federal governments.

(C) Emergency Operations Plan means the written plan of the State and political subdivisions describing the organization, mission and functions of the government and supporting services for responding to and recovery from disasters.

(D) Emergency Services means the coordination of such functions by the State and its political subdivision, other than functions for which military forces are primarily responsible, as may be necessary or proper to prevent, minimize, repair and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation, fire-fighting services, police services, medical and health services, rescue, engineering, warning services, communications, radiological, chemical and other special weapons defense, evacuation of persons from stricken or threatened areas, emergency assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection, together with all other activities necessary or incidental to protecting life or property.

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

(F) Mobile Support Team means the utilization of personnel to be dispatched by the Governor, or, if he so authorizes the Director, by the Director, to supplement local political subdivisions for emergency management programs in response to a disaster.

(G) Coordinator means the staff assistant to the County Board Chairman with the duty of coordinating the emergency management programs.

(H) Chairman of the County Board shall mean the St. Clair County Board Chairman, or in his absence or disability, the interim successor as established pursuant to Section 7 of the Emergency Interim Executive Succession Act.

(I) Disaster Training Exercise means a planned event designed specifically to simulate an actual disaster which will provide emergency operations training for emergency response personnel. Actual response by ESDA volunteers to local emergency situations not qualifying as disasters, as defined in this Section, is considered a disaster training exercise.

St. Clair County Code

ESDA 12-1-3

Provided, however, that performance of the usual and customary emergency functions of a political subdivision (e.g., police, fire or emergency medical services) is not included within this definition of a disaster training exercise.

(J) **Illinois Emergency Management Agency or IEMA** means the agency established by this Act within the executive branch of State Government responsible for coordination of the overall emergency management program of the State and with private organizations, political subdivisions and the federal government.

(K) **Municipality** means any city, village and incorporated town.

12-1-4 FUNCTIONS STATUTORY RESPONSIBILITIES.

(A) St. Clair County shall maintain an ESDA which has jurisdiction over and serves the entire county, except as otherwise provided in the Act.

(B) The County ESDA shall not have jurisdiction within a political subdivision that has its own emergency services and disaster agency, but shall cooperate with the emergency services and disaster agency of a city, village or incorporated town within their borders.

(C) The County ESDA shall work with the liaison appointed by each municipality within its jurisdiction which is not required to and does not have an emergency services and disaster agency in order to facilitate the cooperation and protection of that municipality with the County ESDA in which it is located in the work of disaster mitigation, preparedness, response and recovery.

(D) The County Board Chairman shall notify the Illinois Emergency Management Agency of the manner in which the political subdivision is providing or securing emergency management, identify the executive head of the ESDA and furnish additional information relating thereto as the Illinois Emergency Management Agency requires.

(E) St. Clair County ESDA shall prepare and keep current an emergency operations plan.

(F) The ESDA shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local departments and officials and of the disaster chain of command.

(G) The ESDA shall coordinate emergency management functions within the territorial limits of the political subdivision within which it is organized as are prescribed in and by the State Emergency Operations Plan, and programs, orders, rules and regulations as may be promulgated by the Illinois Emergency Management Agency and in addition, shall conduct such functions outside of those territorial limits as may be required pursuant to such mutual aid agreements and compacts as are entered into under subparagraph 5 of paragraph C of Section 6 of the Illinois Emergency Management Agency Act. (P.A. 87-168, eff. January 1, 1992).

(H) The County, upon advice from the ESDA, may enter into contracts and incur obligations necessary to place it in a position effectively to combat such disasters in order to protect the health and safety of persons and to protect property, and to provide emergency assistance of victims of those disasters. If such a disaster occurs, the County may exercise the

St. Clair County Code

ESDA 12-1-4

powers vested under this Section in the light of the exigencies of the disaster and, excepting mandatory constitutional requirements, without regard to the procedures and formalities normally prescribed by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation, expenditure and disposition of public funds and property.

(I) The ESDA personnel who, while engaged in a disaster or disaster training exercise, suffer disease, injury or death, shall, for the purposes of benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act only, be deemed to be employees of the State, if:

- (1) the claimant is duly qualified and enrolled (sworn in) as a volunteer of the Illinois Emergency Management Agency or an emergency services and disaster agency accredited by the Illinois Emergency Management Agency, and;
- (2) if the claimant was participating in an actual disaster as defined in paragraph (e) of Section 4 of the Act or the exercise participated in was specifically and expressly approved by the Illinois Emergency Management Agency.

Illinois Emergency Management Agency shall use the same criteria for approving an exercise and utilizing State volunteers as required for any political subdivision. The computation of benefits payable under either of those Acts shall be based on the income commensurate with comparable State employees doing the same type work or income from the person's regular employment, whichever is greater.

12-1-5 ESDA COORDINATOR; OFFICE.

(A) The ESDA shall have a Coordinator who shall be appointed by the County Board Chairman in the same manner as are the heads of regular governmental departments.

(B) The ESDA Coordinator shall have direct responsibility for the organization, administration, training and operation of the ESDA, subject to the direction and control of that County Board Chairman.

(C) The ESDA shall have an office and the County is authorized to designate space in a County building, or elsewhere, as may be provided for the ESDA.

12-1-6 COMPENSATION; STATE REIMBURSEMENT.

(A) ESDA members who are paid employees or officers of the County, if called for training by the State Director, shall receive for the time spent in such training the same rate of pay as is attached to the position held; members who are not such County employees or officers shall receive for such training such compensation as may be established by the County Board.

St. Clair County Code

ESDA 12-1-6

(B) The State Treasurer may receive and allocate to the appropriate fund, any reimbursement by the State to the County for expenses incident to training members of the ESDA prescribed by the State Director, compensation for services and expenses of members of a Mobile Support Team while serving outside the County in response to a call by the Governor or State Director, as provided by law, and any other reimbursement made by the State incident to ESDA activities as provided by law.

12-1-7 LOCAL DISASTER DECLARATIONS.

(A) A local disaster may be declared only by the County Board Chairman, or his interim emergency successor, as provided in Section 7 of the Emergency Interim Executive Succession Act (5 ILCS Sec. 275/1 et seq.) It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the County Board. Any order or proclamation declaring, continuing or terminating a local disaster shall be given prompt and general publicity and shall be filed promptly with the County Clerk.

(B) The effect of a declaration of a local disaster is to activate the emergency operations plans of the County and to authorize the furnishing of aid and assistance thereunder.

12-1-8 TESTING OF DISASTER WARNING DEVICES.

(A) The ESDA shall be allowed to test disaster warning devices including outdoor warning sirens on the first (1st) Tuesday of each month at 10 o'clock in the morning.

(B) The ESDA may also test disaster warning devices including outdoor warning sirens during disaster training exercises that are specifically and expressly approved in advance by the Illinois Emergency Management Agency.

12-1-9 MUTUAL AID BETWEEN POLITICAL SUBDIVISIONS.

(A) The ESDA Coordinator may, in collaboration with other public agencies within his immediate vicinity, develop or cause to be developed mutual aid arrangements with other political subdivisions within this State for reciprocal disaster response and recovery assistance in case a disaster is too great to be dealt with unassisted. Such mutual aid shall not, however, be effective unless and until approved by each of such political subdivisions. Such arrangements shall be consistent with the State Emergency Operations Plan and State emergency management program, and in the event of such disaster as described in Section 4 of the Illinois Emergency Management Agency Act, it shall be the duty of the ESDA to render assistance in accordance with the provisions of such mutual aid arrangements.

(B) The ESDA Coordinator may, subject to the approval of the Director of the Illinois Emergency Management Agency, assist in the negotiation of mutual aid agreements between this and other states.

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ESDA 12-1-10

12-1-10 IMMUNITY. Neither the State, the political subdivision of the State, nor, except in cases of negligence or willful misconduct, the Governor, the Director, the County Board Chairman, or the agents, employees, or representative of any of them, engaged in any emergency management response or recovery activities, while complying with or attempting to comply with the Act or any rule or regulations promulgated pursuant to the Act is liable for the death of or any injury to persons, or damage to property, as a result of such activity. This Section does not, however, apply to political subdivisions and principal executive officers required to maintain emergency services and disaster agencies that are not in compliance with Section 10 of the Act, notwithstanding provisions of any other laws. This Section does not, however, affect the right of any person to receive benefits to which he would otherwise be entitled under this Act under the Worker's Compensation Act or the Worker's Occupational Diseases Act, or under any pension law, and this Section does not affect the right of any such person to receive any benefits or compensation under any Act of Congress.

12-1-11 AUTHORITY TO ACCEPT SERVICES, GIFTS, GRANTS OR LOANS.
(A) Whenever the federal government or any agency or officer thereof or whenever any person, firm or corporation shall offer to the County, services, equipment, supplies, materials or funds by way of gift or grant, for purposes of emergency management, the County, acting through the County Board Chairman, may accept such offer and upon such acceptance, may authorize an officer of the County to receive such services, equipment, supplies, materials or funds on behalf of the County.

(B) The County, acting through the County Board Chairman shall have the authority to establish a special fund if needed to accept such gifts, grants or loans. The establishment of such a special fund shall be in accordance with all County ordinances relating to this subject matter and the laws of the State of Illinois. All services, gifts, grants or loans accepted pursuant to the Section shall be subject to County auditing procedures.

12-1-12 ORDERS, RULES AND REGULATIONS.
(A) The County Board shall have the authority to promulgate orders, rules and regulations upon the advice of the ESDA Coordinator for the purpose of emergency management and in times of disaster.

(B) The ESDA shall execute and enforce such orders, rules and regulations as may be made by the Governor under authority of the Illinois Emergency Management Agency Act (P.A. 87-168). The ESDA shall have available for inspection at its office all orders, rules and regulations made by the Governor, or under the Governor's authority and which have been provided by the Illinois Emergency Management Agency.

12-1-13 UTILIZATION OF EXISTING AGENCY, FACILITIES, AND PERSONNEL. The ESDA acting through the County Board Chairman may utilize the services, equipment, supplies and facilities of existing departments, offices and agencies within its jurisdiction, to the maximum extent practicable, and the officers and personnel of all such departments, offices and agencies are directed, upon request, to cooperate with and extend such services and facilities as may be needed.

St. Clair County Code

ESDA 12-1-14

12-1-15 NO PRIVATE LIABILITY.

(A) Any person owning or controlling real estate or other premises who voluntarily and without compensation grants a license or privilege, or otherwise permits the designation or use of the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual or impending disaster, or a training exercise together with his successors in interest, if any, shall not be civilly liable for negligently causing the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for negligently causing loss of, or damage to, the property of such person.

(B) Any private person, firm or corporation and employees and agents of such person, firm or corporation in the performance of a contract with, and under the direction of the County under the provisions of the Act shall not be civilly liable for causing death of, or injury to, any person or damage to any property except in the event of willful misconduct.

(C) Any private person, firm or corporation, and any employee or agent of such person, firm or corporation, who renders assistance or advice at the request of the County under the Act during an actual or impending disaster, shall not be civilly liable for causing the death of, or injury to, any person or damage to any property except in the event of willful misconduct.

12-1-16 PROHIBITION OF POLITICAL ACTIVITY. The ESDA established by this Chapter shall not be employed directly or indirectly by any person for political purposes.

XI. TERMS AND DEFINITIONS

Alternate Emergency Operations Center – See Emergency Operations Center.

American Red Cross – An independent, voluntary body dedicated to performing the relief obligations entrusted to it by Congress. It is required by congressional charter (Act of Congress of Jan. 5, 1905, as amended, 36 U.S. Code 3, fifth) to undertake relief activities for the purpose of mitigating the suffering caused by disaster.

Annex – A section of the Emergency Operations Plan that outlines the operations of an emergency function or service.

Basic Life Support – The control or resolution of immediate life-threatening problems performed by EMT-Bs or EMT-Is with simple skills and equipment. These include: opening blocked airway, performing CPR, stopping serious bleeding with direct manual pressure, immobilizing fractures with splints.

Bulk Repository – A Central storage facility for radiological instruments in a local community.

Calibration – A procedure, using radioactive sources, for establishing the accuracy of radiological instrument.

Cardiopulmonary Resuscitation – Procedure designed to restore normal breathing after cardiac arrest that includes clearance of air passages to the lungs, heart massage by exertion of pressure to the chest, and the use of drugs.

County Board Chairman – Unless the context clearly indicated otherwise, refers to the Chairperson of the county board.

Citizens Band – Two-way radio restricted to low power capability and operated on the low frequency transmission band.

Command Post – See Field Command Post.

Congregate Lodging Facility – Building designed to provide shelter, food, and other basic needs to population relocated in an emergency/disaster – provides inadequate fallout protection; however, it may be un-gradable. A congregate lodging facility provides 40 square feet of space for each individual.

Continuity of Government – Provisions taken by a jurisdiction to ensure that government can continue to function and maintain its authority. There are four main concerns of COG:

1. Continuity of leadership and preservation of records.
2. Establishment of appropriate emergency authorities legally vested in government leaders.
3. Enduring survivability of mechanisms and systems of direction and control so that actions directed by leaders can be communicated and coordinated.
4. Sustainment of essential emergency services and resources so that critical response and recovery actions can achieve the widest possible implementation.

Coordinator – The staff assistant to the principal executive officer on the political subdivision with the duty of coordinating the emergency management programs of that political subdivision.

Countermeasures – Protective actions to reduce the effects of unclear detonations or accidents upon the population.

Critical Facilities – Facilities essential to emergency response, such as fire stations, police stations, hospitals, and communications centers.

Critique – A Non-fault examination of the effectiveness of an EOP, exercise or actual disaster response.

Direction and Control – Assignment and coordination of responsibilities for immediate and continued response to an emergency situation and enables direct initiation of actions required to carry out emergency management functions.

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

Disaster Analysis – A review and determination of the extent of damage . suffered by a community from any disaster.

Disaster Area – Specifically defined area impacted by the disaster as proclaimed by the Governor or declared by the President; generically, all impacted area.

Disaster Operations – Any and all activities undertaken during the response and recovery phases.

Dosimeter – An instrument used for measuring the registering total accumulated exposure to radiation.

Electromagnetic Pulse – Energy in the medium-to-low frequency range radiated by a nuclear detonation, which may alter or damage electrical or electronic components and equipment.

Emergency – Any situation requiring response which has not but may escalate into a disaster.

Emergency Broadcast System – A network of AM or FM radio and TV stations lined to state or local Emergency Management officials that would remain on the air during an emergency to provide the public with emergency information.

Emergency Management – The efforts of the political subdivisions to develop, plan, analyze, conduct, implement, and maintain programs for disaster mitigation, preparedness, response, and recovery.

Emergency Management Agency (EMA) – The agency established by ordinance within a political subdivision to develop, plan, analyze, conduct, implement, and maintain programs for disaster mitigation, preparedness, response, and recovery.

Emergency Medical Technicians – Those individuals licensed by the State of Illinois to provide medical treatment and transport from a disaster or other emergency site. There are EMT-B(Basic)s, who provide the most basic care, EMT-I(intermediate)s, who have obtained additional training toward paramedic status, and EMT-P(paramedic)s, who have completed the most extensive course of study and who may provide the most extensive medical treatment under the direct supervision of a physician.

Emergency Operations Center (EOC) – The facility where the Emergency Management Agency Director, Principle Executive Officer, and Crisis Management Team assemble to provide direction, control, and coordination of disaster operations to facilitate the rapid transmission and evaluation of information, quick decision making and rapid response to present and likely dangers.

Emergency Operations Team – Officials of county departments and private and voluntary organizations, each of which is responsible for managing their personnel and responsibilities.

Emergency Responders – Individuals who are responsible for lifesaving or recovery operations.

Emergency Services – The Coordination of such functions by the political subdivision as may be necessary or proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, warning services, communications, radiological, chemical and other special weapons defense, evacuating of persons from stricken or threatened areas, emergency assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection, together with all other activities necessary or incidental to protecting life or property.

Essential Personnel – Those persons by means of their position, training, or education who are necessary to effective disaster operations.

Essential Equipment – That equipment or supplies which are necessary for the completion of effective disaster response or recovery.

Evacuation – Removal of residents and other persons from an area of disaster.

Exercise – A simulated emergency/disaster setup to test emergency response methods and for use as a training tool.

Federal Emergency Management Agency (FEMA) – The agency of the Federal Government that oversees disaster programs, planning, and responses.

Feeding Facilities – Those facilities other than Congregate Lodging or Fallout Shelters where disaster evacuees are fed; can be schools, restaurants, or similar type places.

Functional Area – A specific emergency management task or job (i.e. Law Enforcement, Medical Services).

Hazard – Any situation that has the potential for causing damage to life, property, and/or the environment.

Hazard Vulnerability Analysis – Identifies disasters that are susceptible in the jurisdiction should a particular disaster event occur.

Hazardous Material – Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems, or other elements.

Illinois Emergency Management Agency (IEMA) – The agency established by “The Illinois Emergency Management Agency Act of 2002” within the Executive branch of State Government responsible for coordination of the overall

emergency management program of the State and with private organizations, political subdivisions (any county city, village, incorporated town or township of the township is in a county having a population of more than 2,000,000) and the federal government.

Incident Commander – Senior official at the command post and Jurisdictional Authority in charge of the response at an incident site.

Incident Command Post – On-scene or near-scene direction and control point staffed by representatives from the jurisdiction for allocation of resources designated from the EOC.

Media Briefing Room – Room or area designated for the use of the Public Information Officer and press for briefings and news conferences during an emergency or disaster.

Mitigation – Activities designed to either prevent the occurrence of an emergency or long-term activities to minimize the potential adverse effects of an emergency. Identifying resources, developing an Emergency Operating Center, building levees, and designating land use are among the activities conducted during this the first phase of Emergency Management.

Morgue – Room, area, or facility where the deceased are examined, identified, and stored pending release to next-of-kin or disposal.

Municipality – Refers to any city, village, or incorporated town.

Mutual Aid – Concept of neighboring jurisdiction providing reciprocal assistance to one another.

Mutual Aid Agreement – Least formal of inter-local agreements; it defines limits of assistance available to other jurisdiction(s).

Organizational Chart – Pictorial description of an organization's structure and personnel resources.

Personnel Roster – A listing of persons who have agreed to, or are otherwise assigned to provide some sort of disaster response.

Phases of Emergency Management – See Preparedness, Mitigation, Response, and Recovery.

Political Subdivisions – Unless the context clearly indicated otherwise, refers to county.

Preparedness – Activities, programs, and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this the second phase of Emergency Management.

Protective Clothing – Generally refers to garments designed to protect wearer from chemical or radiological contamination.

Public Information Officer – Designated spokesperson for a jurisdiction.

Public Shelters – Facilities that have been surveyed and meet minimum requirements for protection from fallout radiation.

Reception Center(s) – Facility staffed to register, channel, and process evacuees for shelter, either public or private.

Recovery – This is the fourth phase of Emergency Management involves restoring systems to normal. Short-term recovery actions include assessing damage, preparing

reports, critiquing operations, cleaning, and repairing equipment and closing shelters. Long-term recovery actions may continue for many years such as recommending changes in zoning and building code ordinances, improving emergency operations plans, demolishing unsafe structures, and building new structures.

Red Cross – See American Red Cross.

Response – Activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce casualties and damage and to speed recovery. Direction and control, warning, evacuation, other similar operations are conducted during this the third phase of Emergency Management.

Rumor Control – The process of correcting false information and dissemination of true information to the public.

Rumor Control Team – Those individuals charged with providing rumor control.

Shelter Manager – An individual responsible for operating a public fallout shelter or congregate care shelter in an emergency.

Shelter Systems Office – Individual appointed by a jurisdiction to oversee the development and provision of shelter services.

Special Concerns Groups – Those subsections of the population who have extraordinary needs: the elderly, the mobility impaired, the disabled, and the deaf or hearing impaired.

Staging Area – A pre-designated location where manpower and equipment are collected or stored to facilitate effective response.

Standard Operating Procedures – A detailed plan covering emergency operational procedures for a facility or activity.

Triage – The process of sorting casualties based on severity and survivability.

Triage Officer – Senior medical person responsible for the sorting of the injured.

Vital Facilities – Facilities at fixed locations that are essential to conducting emergency operations, national security, or national recovery.

Warning System – Means by which warnings and other information on nuclear attack, fallout, and natural disasters is disseminated to the public. There are federal, state, and local warning systems.

XII. APPENDICES

- a. Organizational Responsibilities for Response Functions
- b. Loyalty Oath

APPENDIX A

ORGANIZATIONAL RESPONSIBILITIES FOR RESPONSE FUNCTIONS

	Direct ion & Contr ol	Communic ations	Warn ing	Pub lic Info	Evacu ation	Ma ss Ca re	Heal th & Medi cal	Reso urce Mgmt.
Chief Exec. Official	P	S	S	S	S	S	S	S
Fire Dept	P/S	S	S	S	S	S	S	S
Law Enforceme nt	P/S	S	S	S	S	S	S	S
Health & Medical Coordinato r	P/S	S	S	S	S	S	P	S
Public Works	P/S	S	S	S	S	S	S	S
Emergenc y Program Mgr.	S	S	S	S	S	S	S	S
EOC Manager	S	S	S	S	S	S	S	S
Communic ations Coordinato r	S	P	S	S	S	S	S	S
Public Informatio n Officer	S	S	S	P	S	S	S	S
Evacuation Coordinato r	S	S	S	S	P	S	S	S
Mass Care Coordinato r	S	S	S	S	S	P	S	S
Resource	S	S	S	S	S	S	S	P

Manager								
Education Department	S	S	S	S	S	S	S	S
Animal Care & Control Agency	S	S	S	S	S	S	S	S
Warning Coordinator	S	S	P	S	S	S	S	S
Comptroller / Chief Financial Officer	S	S	S	S	S	S	S	S
Volunteer Organizations	S	S	S	S	S	S	S	S
Other Organizations	S	S	S	S	S	S	S	S

P – Primary
S – Secondary

APPENDIX B.
LOYALTY OATH

LOYALTY OATH

I, _____, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and that during such time as I am affiliated with St. Clair County, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence.

Signed: _____

Date: _____

Witnessed by: _____

DIRECTION AND CONTROL ANNEX

I. PURPOSE

The purpose of this annex is to provide overview information on the means the jurisdiction will use to direct and control those activities of government that are essential to saving lives, protecting property, and restoring government services during and following emergency situations.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. Natural or man-made disasters may occur which would warrant a multi-response group effort. During such an event, the command structure of the entire response effort must be organized and a timely notification of the response groups must be achieved to restore the county to normalcy.
- ii. Command function will be clearly established at the beginning of incident operations with the agency with primary jurisdictional authority of the incident designates the individual at the scene responsible for establishing command, taking into consideration the specific individuals responsibility, authority, and expertise.
- iii. All activities, functions, documentation, assignment of positions and position responsibilities shall be performed in accordance with the ICS/NIMS Position Checklists, and associated ICS Forms. (Direction and Control Annex, appendix-C.
- iv. Transferring command authority as a minimum shall include briefings that capture all essential information for conducting safe and effective operation between command and support personnel.

b. Assumptions

- i. The Emergency Operations Center (EOC) will be operational around the clock.
- ii. Capacity limitations, resource shortfall, use of personnel or resources from outside the jurisdiction (mutual aid) to augment the jurisdiction's response organization or other considerations that may directly impact the ability of the jurisdiction to respond to emergency situations.
- iii. The National Incident Management System (NIMS) shall be utilized for all disaster and emergency situations within St. Clair County. ICS/NIMS utilization allows for the expansion of the command structure and provides for a manageable span of control to meet

the goals and defined objectives of the response and recovery operations.

1. All activities will be documented by the utilization of ICS Position Checklists and ICS Forms per appendix C – ICS Position Checklists / ICS Forms.
2. ICS positions will be utilized as appropriate to the level of response, magnitude of the event, and geographical area covered. Standardized Management by Objectives and the development and reliance upon an Incident Management Plan (IAP) provides the coherent means of communicating the overall incident objectives for operational and support activities.
3. Recognized ICS/NIMS Positions with associated assigned tasks, assigned duties/ responsibilities are contained within Appendix-C. Positions are:
 - a. Air Operations Branch Coordinator.
 - b. Communications Unit Leader.
 - c. Compensation/Claims Unit Leader.
 - d. Cost Unit Leader.
 - e. Demobilization Unit Leader.
 - f. Division/Group Supervisor.
 - g. Documentation Unit Leader.
 - h. Facilities Unit Leader.
 - i. Finance/Administration Section Chief.
 - j. Food Unit Leader.
 - k. Ground Support Unit Leader.
 - l. Incident Commander.
 - m. Liaison Officer.
 - n. Logistics Section Chief.
 - o. Medical Unit Leader.
 - p. Operations Branch Coordinator
 - q. Operations Section Chief.
 - r. Planning Section Chief.
 - s. Procurement Unit Leader.
 - t. Public Information Officer.
 - u. Resources Unit Leader.
 - v. Safety Officer.
 - w. Service Branch Coordinator.
 - x. Situation Unit Leader.
 - y. Staging Area Manager.
 - z. Strike Team/Task Force Leader.
 - aa. Supply Unit Leader.
 - bb. Support Branch Coordinator.

- cc. Technical Specialist.
- dd. Time Unit Leader.
- 4. Command and General Staff positions shall be filled as a minimum with Branch Officer Positions being established when the number of groups or span of control is exceeded, reducing the effectiveness of command and control operations. Divisions and groups may be further established in relation to geographical and physical areas of operation.

III. CONCEPT OF OPERATIONS

- a. Command Structure
 - i. The EOC will be the centralized management center for policy making, coordination, and overall direction of responding forces in large scale emergency situations. Based upon the scale of the event, unified area Command may be directed from a location outside of the EOC.
 - ii. The County Board Chairman (CBC) of the jurisdiction or appropriate designee (usually the EMA Director) directs all response and recovery activities from the EOC.
 - iii. The on-scene control system vests the responsibility for the direction and control of all response actions with a senior emergency response group individual that has reported to the scene of an emergency. The on-scene control will utilize the incident command system.
 - iv. Communications throughout any event (large scale, multi-jurisdictional, multi-organizational, etc, shall be by the use of common terminology. No TEN codes shall be used.
- b. Authorities and Limitations
 - i. The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
 - ii. The incident command provides overall management at the incident site including public safety and public information actions.
 - iii. The incident command directs, controls and orders resources including people and equipment.
 - iv. When more than one scene is involved, the ICS coordinate activities with the EOC and / or Unified Area Command.
 - v. The ICS concentrates direction and control activities on the field operation of the emergency services organizations that have responded to the scene of an emergency. ICS uses top-down direction and control structure that includes five functions: Command, Operations, Planning, Logistics, and Finance/Administration.
- c. Notification Procedures

- i. St Clair County's 911 PSAP shall contact the emergency response groups by the following means: St Clair County's radio system, telephone, paging, or the emergency response group's own radio system.
 - ii. The EOC will notify emergency response groups using the groups' own radio system or by telephone.
- d. Information
 - i. Information gathering and dissemination between agencies, jurisdictions, or support organizations will use common terminology for organizational functions, resource descriptions and incident functions/ facilities as described within the Terms and Definitions section located within the Basic Plan Annex.
 - 1. The IC shall initiate disaster intelligence gathering upon arrival and relay it to the EOC via any means possible.
 - 2. The EOC shall monitor all public safety frequencies and local commercial broadcast media.
 - 3. The EOC will conduct personal interviews of witnesses to the event.
 - 4. All the emergency representatives at the EOC will review all the information collected to analyze pertinent data. Pertinent information will be forwarded to the Public Information Officer (PIO) and to the IC.
 - 5. All information gathered will be written down and not transmitted over radio. Messages will be delivered by "runners." If runners are not available, radio will be used discriminately to avoid rumors or misinformation by the general public.
- e. EOC and ICP Relationship
 - i. The Incident command Post (ICP) is in charge of tactical operations.
 - ii. The EOC is in charge of strategic operations including, but not limited to Coordination, Communications, Resource Dispatch and Tracking, Information Collection, analysis, and Dissemination.
 - iii. The ICP is responsible to the EOC.
- f. Coordination and Communications
 - i. All response groups will utilize 800 MHz capabilities whenever possible.
 - ii. VHF radio frequencies will serve as secondary communications.
 - iii. All emergency response groups must identify themselves with their standard call signs with all transmissions.
 - iv. Cell phones may be used but not relied on.
- g. Incident Command System

- i. All response groups will utilize 800 MHz capabilities whenever possible.
 - ii. VHF radio frequencies will serve as secondary communications.
 - iii. All emergency response groups must identify themselves with their standard call signs with all transmissions.
 - iv. Cell phones may be used but not relied on.
- h. Unified Command
 - i. When incidents involve multiple jurisdictions, a single jurisdiction with multi agency involvement or multiple jurisdictions with multi-agency involvement a Unified Command structure shall be established. This structure allows agencies with different legal, geographic and functional authorities and responsibilities to effectively work together. Unified Command does not affect individual agency authority, responsibility or accountability.
 - ii. Command and General Staff within Unified Command, including single Incident Command Operations shall hold periodic incident briefings with staff officers and support staff to provide continuous updates for sharing vital information. This process includes as a minimum current and future situation (s) to develop recommended courses of action to be considered by the IC and updated within the incident Action Plan (IAP) and approved by the IC.
- i. Area Command
 - i. Area Command shall be established when necessary to
 - 1. Oversee the management of multiple incidents that are each being handled by separate ICS organizations.
 - 2. Oversee the management of a very large incident that involves multiple ICS organizations.
 - 3. Manage a number of incidents in the same area and of the same type,
 - ii. Area Command has the responsibility to:
 - 1. Set overall incident related priorities
 - 2. Allocate critical resources accordingly to priorities
 - 3. Ensure incidents are managed properly.
 - 4. Ensure incident management objectives are met and do not conflict with each other or with agency policy.
 - 5. Identify critical resource needs and report them to EOC's and/or multiagency coordination entities.
 - 6. Ensure short-term emergency recovery is coordinated to assist in the transition to full recovery operations.
 - iii. All activities undertaken within the Area Command Operations shall follow the established principles for ICS/NIMS position assignment/responsibilities/assigned tasks and associated IAP requirements.

- j. Inter-Jurisdictional Relationship
 - i. The initial emergency response will, to the maximum extent possible, be by the local jurisdiction.
 - ii. Emergency response groups shall address any formal arrangements in order to request assistance from or to provide assistance to other jurisdictions during emergency situations.
 - iii. Any emergency response group requiring mutual aid agreements shall maintain the agreements and shall supply a copy of the agreements to St Clair County EMA for EOC reference.
 - iv. Requests for state resources from IEMA will be made through St Clair County EMA.
 - v. Requests for federal resources from FEMA will be made through IEMA.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

All organizational operations and responsibilities shall be administered, conducted and documented in accordance with NIMS, utilizing position checklists and ICS documentation based upon the Incident Action Plan and Management by Objectives.

- a. County Board Chairman
 - i. Activates EOC (full or partial activation), when appropriate.
 - ii. Directs tasked organizations to ensure response personnel report to the appropriate locations (EOC, emergency scene, work center, staging area, etc.) In accordance with the organization's SOP.
 - iii. When notified, reports to the EOC.
 - iv. If appropriate, identifies and establishes contact the ICS in the field.
 - v. Provides overall direction of emergency response operations, until an emergency scene is established and an IC assumes this responsibility. (For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the CBC.)
 - vi. As appropriate, designates an IC to direct tactical operations at each emergency scene in accordance with established NIMS protocols.
 - vii. As appropriate, directs implementation of protective actions for public safety.
 - viii. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
 - ix. When appropriate, terminates response operations and release personnel.
- b. Fire Department

- i. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as appropriate.
 - ii. Identifies an IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff.
 - iii. Performs IC duties at the emergency scene, if appropriate.
 - iv. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
 - v. Notifies the EOC of the situation if the original notification did not come from the EOC.
 - vi. Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.
 - vii. Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.
 - viii. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.
- c. Law Enforcement
 - i. Identifies an IC and establishes an ICP if appropriate; assigns appropriate personnel to IC staff.
 - ii. Performs IC duties at the emergency scene, if appropriate.
 - iii. Notifies the EOC of the situation if the original notification did not come from the EOC.
 - iv. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
 - v. Manages law enforcement resources and directs law enforcement operations. Duties may include:
 - 1. Directing and controlling traffic during emergency operations.
 - 2. Assisting in the evacuation of people at risk in and around the emergency scene.
 - 3. Controlling access to the scene of the emergency or the area that has been evacuated.
 - 4. Providing security in the area affected by the emergency to protect public and private property
- d. EOC Manager
 - i. Is assigned by the EMA Director
 - ii. Immediately notifies the CBC of significant emergency situations that could affect the jurisdiction. When directed by the CBC, or the EMA Director or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation (report to EOC, scene

- of the emergency, stand by, etc.) In accordance with their organization's SOP.
- iii. Activates EOC when directed to do so by the CBC or EMA Director or when the situation warrants such action.
 - 1. In the event the primary EOC has to be shut down, the EOC manager will be responsible for moving control operations to the alternate EOC site.
 - 2. Ensures that the secondary EOC is appropriate.
 - iv. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
 - 1. Information processing
 - a. Maintaining a significant events log.
 - b. Message handling.
 - c. Aggregating damage information from all available sources.
 - d. Identifying resource needs.
 - e. Preparing summaries on status of damage.
 - f. Preparing briefings for senior management officials.
 - g. Displaying appropriate information in the EOC.
 - h. Preparing and submitting necessary reports when required (re: situation, critical resource status, etc.), including situation reports to the State EOC, as appropriate.
 - 2. Coordinating logistical support for response personnel and disaster victims.
 - 3. When directed by the CBC, or EMA Director or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.
 - 4. When directed by the CBC, or EMA Director, terminating operations and closing the EOC.
 - e. Public Works Coordinator
 - i. Is assigned by the County Engineer.
 - ii. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.
 - iii. Identifies IC and establishes ICP, if appropriate; assigns appropriate personnel to IC staff.
 - iv. Performs IC duties at the emergency scene, if appropriate.
 - v. Notifies the EOC of the situation if the original notification did not come from the EOC.

- vi. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
- vii. Manages public works resources and directs public works operations. Duties may include:
 - 1. Performing debris removal operations.
 - 2. Assisting in search and rescue efforts.
 - 3. Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the EOC.
 - 4. Assisting in the evacuation of people at risk in and around the emergency scene.
 - 5. Coordinating with utility companies to restore power to disaster victims.
 - 6. Responsible for debris removal from the incident site and the proper disposition thereof.
- f. EMA Director (Emergency Manager)
 - i. Ensures appropriate staff members report to the EOC.
 - ii. Oversee operations at primary and secondary EOC's (if required) through assigned EOC Manager(s).
 - iii. Duties may include:
 - 1. Coordinating and/or managing EOC operations.
 - 2. Staffing the Information Processing Section.
 - 3. Advising/briefing the CBC and other key members of the emergency response organization of the emergency situation.
 - 4. Recommending to the CBC actions to protect the public from the life-threatening consequences associated with the emergency situation(s).
- g. Public Information Officer
 - i. Is assigned by the CBC or I/C.
 - ii. When notified, reports to EOC or incident scene as appropriate.
 - iii. Determine, according to the I/C or CBC, any limits on information release.
 - iv. Obtain approval of CBC or I/C on any news releases.
 - v. Conduct periodic media briefings.
 - vi. Handles inquiries and informs the public about disaster damage, restricted areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.
 - vii. Monitor and forward media information that may be useful for incident planning.
 - viii. Maintain current information summaries and/or displays on the incident.

- ix. Coordinate all media releases with any other response organizations or affected parties.
- x. Coordinate all media releases with primary, secondary, and on-scene Command Posts and EOC's, if applicable.
- xi. Serves as the link to the joint information center (JIC) during large scale events.
- h. Health and Medical Coordinator
 - i. Is assigned by the St Clair County Health Department Administrator.
 - ii. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 - iii. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
 - iv. Coordinates necessary mortuary services, to include operations of temporary morgues, and identification of victims.
 - v. Collects information and report damage/status of health and medical facilities and equipment to the EOC.
- i. Communications Coordinator
 - i. Is assigned by the EMA Director.
 - ii. Serves as a member of the EOC team.
 - iii. Ensures the emergency communications section in the EOC is equipped with the appropriate communication gear.
- j. Warning Coordinator
 - i. Is assigned by the EMA Director.
 - ii. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring jurisdictions, and the State EOC of an emergency situation.
 - iii. Develops and maintains a phone list or other means for warning special locations, such as schools, hospitals, nursing homes, major industrial sites, institutions, and places of public assembly.
 - iv. Identifies public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the jurisdiction's warning capabilities.
- k. Evacuation Coordinator
 - i. Is assigned by the Sheriff or IC.
 - ii. When notified of an emergency situation, reports to the EOC, if appropriate.
 - iii. Coordinates implementation of evacuation actions with the appropriate tasked organizations.
- l. Mass Care Coordinator
 - i. Is assigned by the American Red Cross.

- ii. When notified of an emergency situation, reports to the EOC, if appropriate.
 - iii. Coordinates implementation of mass care actions for the public with the appropriate tasked organizations.
- m. Resource Manager
 - i. Is assigned by the EMA Director.
 - ii. When notified of an emergency situation, reports to the EOC, if appropriate.
 - iii. Coordinates implementation of resource management activities with the appropriate tasked organizations.
- n. Legal Department Representative
 - i. Is assigned by the State's Attorney.
 - ii. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
- o. School Superintendent
 - i. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 - ii. Protects students in school when an emergency situation occurs.
 - iii. Evacuates students, if appropriate.
 - iv. When directed by appropriate authority, closes school facilities and releases students.
 - v. When directed by appropriate authority, makes schools available for use as mass care facilities.
 - vi. Conducts damage assessment of school facilities.
- p. Financial Officer
 - i. Is assigned by the county Treasurer
 - ii. When notified of an emergency situation, reports to the EOC, if appropriate.
 - iii. Provides the Resource Manager and the CBC summary briefings on status of financial transactions.
 - iv. Maintains records of all financial transactions during response operations.
 - v. Handles all procurement requests initiated by response organizations.
 - vi. Establishes a procedure for the jurisdiction to accept "cash donations", where statute permits such action; however, jurisdictions may wish to avoid competing with non-profit organizations' efforts to fund their activities.
 - vii. Becomes familiar with the protocol and procedures required by the Stafford Act that are applicable to reimbursing the jurisdiction for eligible expenses associated with Presidentially Declared Disasters.

- viii. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the jurisdiction during the emergency situations.
- q. Illinois National Guard
 - i. Provides personnel and equipment to support direction and control actions at the scene and/or the EOC (at the direction of the Governor.)
- r. Volunteer Organizations
 - i. Amateur Radio Club
 - 1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 - 2. Provides emergency communications for emergency response groups and the EOC.
 - 3. Provides weather spotters during severe weather.
- s. Private Utility Companies
 - i. When notified of an emergency situation, send a representative to the EOC.
- t. Animal Control Officer
 - i. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 - ii. Manages public and private sector efforts to meet the animal service needs that arise including:
 - 1. The rescue and capture of animals that have escaped confinement and displaced wildlife.
 - 2. Evacuation
 - 3. Sheltering
 - 4. Care of the injured, sick, and stray.
 - 5. Disposal of dead animals.
 - iii. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
 - iv. Prepares a resource list that identified the agencies/ organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.
 - i. Coordinates response activities with the appropriate representative in the EOC (EOC Manager, Evacuation Coordinator, Mass Care Coordinator, ARC, PIO, Health and Medical Coordinator, Resource Manger, etc.)
- u. Other Organizations
 - i. Organizations not listed which may be utilized during disasters shall send a representative to the EOC.
 - ii. Provide services in accordance with their capabilities.
- v. All Tasked Organizations

- i. Activate their own control center to support and facilitate the organization's response activities.
- ii. If appropriate, send a representative to the EOC.
- iii. Establish a procedure to identify damage to organizational resources and facilities, and report to the EOC such as:
 - 1. Emergency service facilities and equipment (fire stations; police stations; custodial facilities, such as jails and juvenile detention centers, hospitals, and other health care facilities; rescue squads; public works facilities, etc.)
 - 2. Communications networks (telephones, emergency service radio systems, repeater sites and base stations, television and radio stations, etc.)
 - 3. Water supply system/facilities, to include waste water treatment.
 - 4. Utilities (power plants, substations, power lines, etc.)
 - 5. Transportation networks (roads, bridges, airports, rail terminals.)
 - 6. Homes, businesses, public facilities, etc.
- iv. Where appropriate, ensure that organization staff member(s) tasked to work in the EOC during emergencies have **authority** to commit resources and set policies.
- v. Provide support to the IC, as required.
- vi. If appropriate, establish a protocol for interfacing with State and Federal responders.
- vii. Coordinate with the PIO and clear press releases with the CBC before releasing information to the media for public consumption.

V. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. Where appropriate, ensure that organization staff member(s) tasked to work in the EOC during emergencies have **authority** to commit resources and set policies.
 - ii. Provide support to the IC, as required.
 - iii. If appropriate, establish a protocol for interfacing with State and Federal responders.
 - iv. Coordinate with the PIO and clear press releases with the CBC before releasing information to the media for public consumption.
- b. Logistics
 - i. Each tasked organization is expected to provide its own logistical support during the initial phase (the first 24 hours) of response operations.

- ii. The American Red Cross will be responsible for feeding the emergency response group members.
- iii. EMA maintains an open account at (Convenient Store, Gas Station, Department Store, etc.).
- iv. Drinking water will be available from other communities.
- v. Fire Departments shall supply their own generators. The EOC maintains its own generator. The 911 PSAPs maintain their own generators.
- vi. Fuel for equipment and generators can be obtained at various truck stops and filling stations which are open 24 hours. Response groups should retain all receipts.
- vii. Each emergency response group is responsible for maintenance and replacement of their own equipment.
- viii. Each emergency response group is responsible for re-stocking their own supplies.
- ix. All emergency response groups shall maintain and provide copies of agreements and understandings to St Clair County EMA for use at the EOC.

VI. ADDRESSES OF EOC AND OTHER DIRECTION AND CONTROL FACILITIES

- a. See Appendix B

VII. SUCCESSION OF COMMAND

- a. See Appendix A

VIII. DEVELOPMENT AND MAINTENANCE OF THE DIRECTION AND CONTROL ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

IX. AUTHORITIES AND REFERENCE

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 87 – 168, January 1, 2002).

- c. The Illinois Civil Defense Act as adopted by the St Clair County Board and revised in 2000

APPENDIX A. LINE OF SUCCESSION

- I. The line of succession for the Sheriff's Department will be:
 - a. St. Clair County Sheriff
 - b. Chief Deputy
 - c. Designee of the St. Clair County Sheriff
- II. The line of succession for the EMA Department if the Director is not available for emergency operations will be:
 - a. Assistant Director
 - b. Office Manager
 - c. Designee of the EMA Director
- III. The line of succession for the Fire Protection Districts will be:
 - a. Fire Chief
 - b. Assistant Fire Chief
 - c. Fire Chief's Designee
- IV. The line of succession for all St. Clair County Emergency Response Organizations when the elected official or department head is not available for emergency operations will be:
 - a. Department Head
 - b. Assistant Department Head
 - c. Department Head Designee

APPENDIX B. ADDRESSES OF EOC AND OTHER DIRECTION AND CONTROL FACILITIES

All Police and Fire Departments can be contact by calling CENCOM at 618-825-2051

Government

St. Clair County Courthouse
10 Public Square
Belleville, IL 62220
618-277-6600
Mark Kern – County Board Chairman

St. Clair County EMA

110 West Washington St.
Belleville, IL 62220
618-825-2682
EOC Location: 110 West Washington St.
Herb Simmons – EMA Director

Law Enforcement

St. Clair County Sheriff's Department
700 North 5th St.
Belleville, IL 62220
618-277-3505
Richard Watson – Sheriff

Police Departments in the County

Alorton Police Dept
4821 Bond Ave
Alorton, IL 62207
618-825-2051

Cahokia Police Dept
103 Main St
Cahokia, IL 62206
618-337-4065

Collinsville Police Dept
130 S. Clinton St
Collinsville, IL 62234
618-344-2131

East Carondelet Police Dept
P.O. Box 122
East Carondelet, IL 62240
618-286-4466

Fairview Heights Police Dept
10027 Bunkum Rd
Fairview Heights, IL 62208
618-489-2100

Illinois State Police
1100 Eastport Plaza Dr
Collinsville, IL 62234
618-346-3650

Madison Police Dept
PO Box 87
Madison, IL 62060
618-876-4300

Mid America Airport
8849 Air Service Road
Mascoutah, IL 62258
618-566-5233

New Baden Police Dept
1 East Hanover
New Baden, IL 62265

Belleville Police Dept
101 S. Illinois St
Belleville, IL 62220
618-234-1212

Caseyville Police Dept
10 West Morris
Caseyville, IL 62232
618-344-2151

Columbia Police Dept
1020 N Main St.
Columbia, IL 62236

East St. Louis Police Dept
301 River Park Drive
East St. Louis, IL 62201
618-482-6700

Fayetteville Police Dept
2212 Main Ave
Fayetteville, IL 62258
618-677-3343

Lebanon Police Department
312 West St. Louis St
Lebanon, IL 62254
618-537-4955

Marissa Police Dept
212 N Main St
Marissa, IL 62257
618-295-3622

Millstadt Police Dept
111 West Laurel
Millstadt, IL 62260
618-476-7250

O'Fallon Police Dept
285 North Seven Hills Rd
O'Fallon, IL 62269

Brooklyn Police Dept
312 South 5th St.
Lovejoy, IL 62059
618-274-2198

Centreville Police Dept
5800 Bond Ave
Centreville, IL 62207
618-332-1184

Dupo Police Dept
100 N. 2nd St
Dupo, IL 62239
618-286-3397

Fairmont City Police
2601 North 41st St
Fairmont City, IL 62201
618-874-6100

Freeburg Police Dept
14 South Gate Center
Freeburg, IL 62243
618-539-3132

Lenzburg Police Dept
PO Box 150
Lenzburg, IL 62255
618-825-2051

Mascoutah Police Dept
3 West Main St
Mascoutah, IL 62258
618-566-2976 ext. 110

New Athens Police Dept
905 Spotsylvania Street
New Athens, IL 62264
618-475-2145

Sauget Police Dept
2897 Falling Springs Rd
Sauget, IL 62206

Scott AFB Chief of Security
375 SPS/CC
Scott AFB, IL 62225

Southwestern IL College Police
2500 Carlyle Ave
Belleville, IL 62221
618-222-5221

Washington Park Police Dept
5621 Forest Boulevard
Washington Park, IL 62204
618-874-0116

Shiloh Police Dept
3498 Lebanon Ave.
Shiloh, IL 62269

Summerfield Police
PO Box 256
Summerfield, IL 62289
618-934-4391

Smithton Police Dept
101 S Main St.
Smithton, IL 62285

Swansea Police Dept
1400 N Illinois St.
Swansea, IL 62226
618-234-4110

Fire Departments in St. Clair County

Alorton Fire Dept
4821 Bond Ave
Alorton, IL 62207
618-874-7084

Belleville Fire Dept
424 Lebanon Ave
Belleville, IL 62220
618-234-2236

Brooklyn Fire Protection District
500 Washington St
Lovejoy, IL 62059
618-874-8204

Cahokia Fire Dept
1110 St. Benedict
Cahokia, IL 62206
618-337-4212

Camp Jackson Fire Dept
3201 Camp Jackson Rd
Cahokia, IL 62206
618-332-2196

Caseyville Fire Dept
321 S Main St.
Caseyville, IL 62232
618-344-6703

Church Road Fire Dept
PO Box 8070
Alorton, IL 62207
618-875-4725

Collinsville Fire Dept
125 S. Center Ct
Collinsville, IL 62234
618-346-5201

Columbia Fire Dept
116 Plum Street
Columbia, IL 62236
618-281-5151

Dupo Fire/EMS Dept
PO Box 9
Dupo, IL 62239
618-286-3113

East St. Louis Fire Dept
301 River Park Drive
East St. Louis, IL 62201
618-482-6801

East Side Fire Protection District
1723 North Belt East
Belleville, IL 62223
618-234-7668

Fairmont City Fire Dept
2601 North 41st St
Fairmont City, IL 62201

Fairview Fire Protection Dist
214 Ashland Ave
Fairview Heights, IL 62208

Fayetteville Fire Dept
2212 Main Ave
Fayetteville, IL 62258

Freeburg Fire Protection Dist
PO Box 34
Freeburg, IL 62243
618-539-3288

French Village Fire Dept
PO Box 1812
Fairview Heights, IL 62208
618-397-8547

Golden Gardens Fire Dept
413 Jackson
Centreville, IL 62207
618-332-1184

Hecker Fire Dept
120 E Back St
Hecker, IL 62248
618-473-2466

Hollywood Heights Fire Dept
PO Box 480
Caseyville, IL 62232
618-345-8889

Lebanon-Emerald Mound Fire Dept
312 W. St Louis Ave
Lebanon, IL 62254
618-537-4188

Lenzburg Fire Dept
4 E Maple
Lenzburg, IL 62255
618-475-3106

Madison Fire Dept
1529 Third St
Madison, IL 62060
618-295-3622

Marissa Fire Dept
405 Green Road
Marissa, IL 62257
618-566-2103

Mascoutah Fire Dept
PO Box 68
Mascoutah, IL 62258
618-566-2103

MidAmerica Airport FD
9659 Air Terminal Drive
Mascoutah, IL 62258
618-825-2051

Midway Fire Dept
200 North 74th St
Centreville, IL 62203
618-398-3548

New Athens Fire Dept
608 S East St
New Athens, IL 62264
618-475-3102

New Baden Fire Dept
1 East Hanover
New Baden, IL 62265
618-588-3818

Northwest Fire Dept
3407 S Belt West
Belleville, IL 62226
618-233-0235

O'Fallon Fire Dept
106 East Washington
O'Fallon, IL 62269
618-624-4520

Scott AFB Fire Dept
375th CSG/CEF Bldg. 460
Scott AFB, IL 62225
618-256-5130

St. Libory Fire Dept
PO Box 79
St. Libory, IL 62282
618-295-2112

Swansea Fire Dept
144 Huntwood Rd
Swansea, IL 62226
618-234-3291

Villa Hills Fire Dept
100 Conniston St
Belleville, IL 62223
618-538-5369

Prairie Du Pont Fire Dept
PO Box 169
East Carondelet, IL 62240
618-286-3712

Signal Hill Fire Dept
329 Hazel Ave
Belleville, IL 62223
618-397-1995

St. Louis Dtn Airport FD
10 Archview Dr
Cahokia, IL 62206
618-337-6060

Tilden Fire Dept
PO Box 486
Tilden, IL 62292
618-587-2351

Washington Park Fire Dept
5621 Forest Blvd
Washington Park, IL 62204
618-874-2100

Sauget Fire Dept
2897 Falling Springs Rd
Sauget, IL 62206
618-332-6600

Smithton Fire Dept
PO Box 199
Smithton, IL 62285
618-233-3901

State Park Fire Dept
3218 Arlington Ave
Collinsville, IL 62234
618-344-2583

Trenton Fire Dept
14 West Broadway
Trenton, IL 62293
618-224-9316

COMMUNICATIONS ANNEX

I. PURPOSE

This annex provides information on establishing, using, maintaining, augmenting, and providing backup for all the types of communications needed during emergency response operations.

II. SITUATION AND ASSUMPTIONS

The communication and warning center for St. Clair County is located at St. Clair County Central Communications. 101 South 1st Street Suite B, Belleville Illinois. It is staffed on a 24-hour basis, by Telecommunicators assigned to St. Clair County Central Communications (CENCOM). The center is equipped with Phase I and Phase II, GIS integrated mapping. APCO and EMD Emergency Medical Dispatch training is given to all dispatchers. The Telecommunicators are well trained to distribute response information to emergency agencies. All of the PSAPS in St Clair Co and neighboring Counties have the capability to transfer and receive 911 calls. CENCOM also handles EMA communications. The EMA Communications Center is in a reinforced building with an EMA office, conference room, training facility room, lounge, resource information, and rest rooms. Technical capabilities Emergency Response Tool (ER Tool), Computers with internet access, Email capabilities, along with County ARC GIS mapping capabilities.

a. *Situations*

- i. The communication and warning center for St. Clair County is located at St. Clair County Central Communications. 101 South 1st Street Suite B, Belleville Illinois. It is staffed on a 24-hour basis, by Telecommunicators assigned to St. Clair County Central Communications (CENCOM). The center is equipped with Phase I and Phase II, GIS integrated mapping. APCO and EMD Emergency Medical Dispatch training is given to all dispatchers. The Telecommunicators are well trained to distribute response information to emergency agencies. All of the PSAPS in St Clair Co and neighboring Counties have the capability to transfer and receive 911 calls. CENCOM also handles EMA communications. The EMA Communications Center is in a reinforced building with an EMA office, conference room, training facility room, lounge, resource information, and rest rooms. Technical capabilities Emergency Response Tool (ER Tool), Computers with internet

access, Email capabilities, along with County ARC GIS mapping capabilities.

b. *Assumptions*

- i. Recognition of the fact that large-scale emergency operations usually require a communications capability beyond the normal capacities of the equipment of a local government; therefore, the type required and sources (from the public and private sector) for the additional equipment needed to support response operations should be identified as a fundamental activity associated with developing this annex of the plan.
- ii. Augmentation of local capability by higher levels of government may be necessary.
- iii. Designation of specific response organizations to maintain operational control of their own communications systems, while coordinating with the Emergency Operations Center (EOC) during emergency operations may be necessary.
- iv. The spontaneous voluntary support of ham radio operators, radio clubs, and private organizations with sophisticated communications equipment.
- v. Communications between emergency responders is essential for effective operations.
- vi. Radio frequencies have been established for the various emergency services (police, fire, rescue, EMS, etc.)
- vii. CENCOM is located at the 101 S. 1st St. Suite B, Belleville Illinois CENCOM provides communications service for the various Cities of St. Clair County as well as the Sheriff's Department
- viii. St. Clair County Emergency Telephone Systems Board (ETSB) provides and maintains all necessary 911 enhanced equipment.
- ix. All emergency service vehicles in the county are radio equipped with their assigned talk groups.
- x. Sufficient communications exist for most emergency situations.
- xi. During a large-scale disaster, communications may be to be augmented.
- xii. A large-scale disaster will require additional communications support from the public or private sector, such as TV and Radio Stations etc.
- xiii. Communications support will be available in a reasonable time frame depending on the extent and severity of the disaster.

III. CONCEPT OF OPERATIONS

a. COMMUNICATIONS

- i. The EOC will communicate activities involved with specific events. CENCOM has also implemented Common terminology to ensure it is NIMS compliant.
- ii. CENCOM coordinates countywide day-to-day emergency operations activities from the radio room using St. Clair County's Emergency Telephone System (911) communications equipment. CENCOM coordinates the same activities for some City's using St. Clair County's Emergency telephone System (911) St. Clair communications equipment.
- iii. During a disaster, communications may fail requiring a need to expand communications capabilities. CENCOM is the primary communication center. Expansion of communications can be accomplished utilizing amateur and CB radio (located at 110 West Washington), using fax machines, portable phones, etc. Each PSAP will be offered a new portable for the 800 MHz radio system. The Command Van can also be used for Communications.
- iv. There are amateur and CB operators in St. Clair County who can be contacted to provide additional communications support. Requests for communications assistance should be directed to EMA who maintains a listing of local amateur radio operators. St Clair Co is in the process of organizing members of the local radio clubs to assist the county in the event of a disaster.
- v. The primary method of communication between emergency service units at the disaster site, and to the Emergency Operations Center (EOC), will be by radio. Back-up methods would be by amateur or CB radio, and telephone.
- vi. The EOC has radio capabilities on all local public service UHF, VHF, HF and 800 MHz frequencies and talk groups as well as full amateur radio frequency capabilities.
- vii. The private sector and voluntary organizations primary method of communication would be by telephone with back-up methods provided by amateur or CB radio, and messengers. Some also carry handheld radios.
- viii. The EOC shall establish any type of communication that is available during a disaster.
- ix. EOC to Red Cross facilities would communicate by telephone, or any means of communication with back-up methods provided by amateur or CB radio, and messengers.
- x. EOC to adjacent jurisdictions will be primarily by telephone/cell phone with fax being an alternate method.
- xi. Some agencies do not have the capability to communicate with other jurisdictions on mutual aid frequencies because they are located on different bandwidths such as VHF or UHF. The EOC

also has Illinois Emergency Management Agency (IEMA) 158.35 in operation. Those having the same could communicate to us by radio.

- xii. The EOC to ambulance shall be through the telephone/cell phone or VHF frequencies.
- xiii. The primary EOC communications system source will be CENCOM at the 9-1-1 Center and the EOC with amateur radio serving as backup, or by designated 800 mhz talk groups.
- xiv. The EOC manager will train all EMA volunteers in radio communications and operations.
- xv. All emergency response groups shall maintain their radio equipment at the command post, their control centers, and their vehicles.
- xvi. All other emergency communications facilities are responsible for ensuring continuous 24-hour manning of communications systems during emergency operations.
- xvii. All responding emergency response groups and organizations shall provide one person for EOC duty to ensure communications capability to the incident.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The County Board Chairman will:
 - i. Require the Communications Coordinator/EOC Manager to report to the EOC when notified of an emergency situation and the EOC is activated.
- b. The EMA Director will:
 - i. Activate communications section in the EOC.
 - ii. Implement emergency communications procedures.
 - iii. Ensure communications section of the EOC has the capability to sustain operations around the clock.
 - iv. When notified of an emergency situation reports to the EOC.
 - v. Manage the emergency communications section in the EOC and supervise the personnel (radio, telephone, repair crews, runners, etc.) assigned to it.
 - vi. Support media center communications operations, as needed.
- c. Telecommunication Operators (EMA Volunteers, Amateur Radio Operators) will:
 - i. When notified, report to the EOC, staff the communications section, and operate assigned communications equipment.
 - ii. Follow established procedures and radio protocol for voice transmissions and message handling.

- iii. Screen and log information when appropriate, and route incoming calls to the appropriate section in the EOC.
- d. Illinois National Guard will:
 - i. Provide communications support to include personnel and equipment (as directed by the Governor.)
- e. CENCOM will:
 - i. Test, maintain, and repair communications and alerting equipment at CENCOM
 - ii. Negotiate, coordinate and prepare mutual aid and other agreements, as necessary to support law enforcement operations.
 - iii. Update communications annex, as needed, based on experience in emergencies, deficiencies identified through drills and exercises and changes in government structure and emergency organizations.
 - iv. Assist in coordinating all police agencies to help when requested in notifying citizens of any emergency or disaster by whatever means most appropriate when requested to do so.
- f. Amateur Radio Club will:
 - i. Provide communications support
- g. All tasked organizations will:
 - i. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the EOC informed of their operations at all times and maintain a communications link with the EOC.
 - ii. Provide backup communications capabilities for the EOC.
 - iii. Provide a backup communications link between the EOC and mass care facilities, as needed, through use of mobile and portable radio units.
 - iv. Activate backup or alternate communications systems, as necessary.
 - v. When practical, protect equipment against lighting strikes and electromagnetic pulse (EMP) effects.
 - vi. Phase down operations, as appropriate.
 - vii. Clean, repair, and perform maintenance on all equipment before return to normal operations or to storage.

V. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. A listing of reports and record forms are found in the EOC Annex, Appendix E and in the Resource Manual.

- ii. IC shall give hourly progress reports and immediate reports of significant events to the EOC.
 - iii. Reports and records from the field shall be retained indefinitely.
 - iv. Emergency Response Groups shall submit communication expenditure statements to the appropriate authorities (County Treasurer, EMA) for reimbursement.
 - v. A complete phone list and radio frequencies used in St. Clair County by government, emergency response groups, volunteer organizations are found in the Resource Manual.
- b. Logistics
 - i. Presently, the communication agreement with private communications is the County contract with Wireless USA
 - ii. All Mutual Aid Agreements are available at the EOC, and CENCOM.
 - iii. All emergency response groups shall be responsible for the repair and/or replacement of their communications equipment.

VI. DEVELOPMENT AND MAINTENANCE OF COMMUNICATIONS ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- b. The responsibility for revisions and maintaining SOP's belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 87 – 168, January 1, 2002).
- c. The Illinois Civil Defense Act as adopted by the St. Clair County Board

VIII. APPENDICIES

- a. Pre-Emergency Operations Checklist.
- b. Response Operations Checklist.
- c. Recovery Operations Checklist.

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communications needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communications equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop procedures with the Sheriff's Department, local Police Departments, and Fire Agencies to warn areas not covered by fixed warning systems
6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.) That needs warning information.
7. Review and update government officials alert list.
8. Update Communications Annex, as necessary.
9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Initiate EOC on-line procedures.
2. Alert emergency service units to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information through Sheriff's Departments, local Police Departments, and Fire Agencies to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
- 6 Request communications assistance from amateur radio operators.
7. Request assistance from state and federal government, if necessary.
8. Consult Public Information Annex for more information.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Maintain emergency communications operations as long as Necessary.
2. Repair and maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events.

WARNING / EMERGENCY INFORMATION ANNEX

I. PURPOSE

This annex describes the warning systems in place in the jurisdiction and the responsibilities and procedures for using them. All components of the system will be identified and the provisions that have been made to implement warning described.

II. SITUATIONS AND ASSUMPTIONS

a. Situations

- i. Hazardous material spills, tornadoes, or other hazards will require warning the general public and emergency response groups in an expeditious manner. Warning sirens and commercial radio announcements are methods which will be used to alert the citizens of the county. St. Clair County will also use available social media for communication.

b. Assumptions

- i. Outdoor warning sirens are only used for Tornado warnings.
- ii. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
- iii. Special needs groups such as the hearing impaired, sight impaired, physically disabled, or institutionalized (e.g., in mental treatment facilities, jails/prisons/detention facilities, etc.) require special attention to ensure a workable warning system is established.
- iv. Emergency response organizations such as the fire and police may be called upon to help warn the public.
- v. Radio/TV stations will be willing to issue warning announcements.
- vi. Where available, National Oceanic and Atmospheric Administration (NOAA) Weather Warning Radio stations will disseminate watches and warning issued by the National Weather Service (NWS); NOAA tone alert radios are automatically activated when such watches and warnings are issued.
- vii. The need to warn the public and alert government officials is common to all disaster situations.
- viii. The time available for warning may vary, from ample to none, on the speed of onset.

- ix. Some jurisdictions have fire department sirens that can be activated to warn the public.
- x. Provisions may be made to warn areas not covered by Emergency Management.

III. CONCEPT OF OPERATIONS

- a. Appropriate government officials will be notified by telephone.
- b. The dissemination of alerts and warnings to the general public can be accomplished in the following ways:
 - i. Activation of the Outdoor Warning Siren System: Communities with sirens can activate them, or the EOC or 911 centers may activate them to alert their residents to an actual or impending emergency. The Outdoor Warning Siren System should only be activated for extreme emergency situations. The geographic area regularly covered by an outdoor warning siren is up to two miles in all directions on the exterior of structures. Outdoor warning sirens are NOT meant for indoor warning.
 - ii. Commercial radio station broadcasts: in the area can be requested to make emergency announcements.
 - iii. Activation of cable over-ride systems: some communities with cable TV over-ride systems can activate them to alert their residents to an actual disaster or impending emergency.
 - iv. Emergency service vehicle PA systems: Most emergency service vehicles have sirens with a build-in PA system that can be used to broadcast emergency information.
 - v. Telephone: This should only be used to notify a small number of people due to the time-consuming process.
 - vi. Door-to-door notification: This should only be used for an isolated area with few residents in a slowly-developing situation.
- c. Warning for special locations such as schools, hospital, nursing homes, recreational facilities, child daycare and adult daycare, public assembly areas, and major industrial sites will be accomplished by Sheriff's, Local Police, and Fire Agencies and/or NOAA weather warning radios. Warnings will be augmented by commercial radio and TV broadcasts as well as warning sirens. Location GIS map layers are being indicating where schools, nursing homes, hospitals, etc are located in the county.
- d. Inter-jurisdictional Relationships
 - i. Both City and County 911 PSAP's have the authority to activate the weather only warning sirens for weather only, notify the National Weather Service to activate weather warning radios,

and notify commercial radio and TV stations to broadcast warnings.

- ii. St. Clair County EMA and/or CENCOM have authorization to activate the warning sirens, notify the National Weather Service to activate weather warning radios, and notify commercial radio and TV stations to broadcast warnings.
- iii. Industrial complexes and transportation services that use, produce, store or transport hazardous materials should immediately alert the 911 PSAP's or EOC when an emergency situation involving hazardous material occurs. Any warning, if necessary, will be instituted by 911 PSAP's or the EOC, or EMA.
- iv. Any affected nearby jurisdiction shall be warned of the HazMat incident by any means possible to alert them of the potential threat of the situation.

IV. ORGANIZATION OF ASSIGNMENT OF RESPONSIBILITIES

- a. County Board Chairman
 - i. Specifies who has authority to order activation of warning systems.
 - ii. Assigns a single organization the responsibility of activation of the various warning systems in the jurisdiction. The organization must be able to initiate the warning systems around-the-clock. In many jurisdictions the 911 system has this responsibility.
 - iii. Designates public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's warning capabilities.
- b. Warning Coordinator (EMA Director)
 - i. When notified of an emergency situation, reports to the EOC. (However, when practical, this individual should be permanently assigned to the EOC.)
 - ii. Implements call-down rosters to alert emergency responders or provide situation updates.
 - iii. Implements contingency plans to provide warnings if established warning system fails to work.
 - iv. Coordinates warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.
 - v. Works with the Public Information Officer (PIO) to ensure pertinent warning information is provided to the print media for distribution to the public.
- c. EOC / CENCOM Supervisor
 - i. Activates warning section in the EOC.

- ii. Ensures emergency warning systems are activated when directed to do so.
 - iii. Issues cancellation of warning notice or otherwise ensures emergency responders and the public are aware of the fact that the emergency situation is terminated.
- d. All Tasked Organizations
 - i. Upon receipt of a warning message or signal, initiate internal organization notification actions to:
 - 1. Alert employees and volunteer augmenters assigned emergency response duties to the emergency situation.
 - 2. As appropriate to the situation:
 - a. Suspend or curtail normal business activities
 - b. Recall essential off-duty employees
 - c. Send non-critical employees home
 - d. Evacuate the organization's facilities
 - ii. If appropriate, augment the EOC's effort to warn the public through the use of vehicles equipped with public address systems, sirens, emergency responders going door to door, etc...

V. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. Listing of all phone numbers and radio frequencies of emergency response groups can be found in the Resource Manual.
- b. Logistics
 - i. City and County or organizations responsible will test warning sirens the first Tuesday of every month at 10:00 A.M. Fire departments wishing to test their siren systems.
 - ii. Fire protection districts will be responsible for maintaining, repair, and/or replacement of damaged warning siren equipment.
 - iii. Agreements with the private sector such as commercial broadcast stations to augment warning capabilities are not needed.
 - iv. Ics shall maintain warning equipment at their immediate disposal such as PA systems and mobile sirens.
 - v. It is understood that the warning sirens in use in St. Clair County are for outdoor warning only and are not typically heard within a structure. Furthermore, warning sirens typically broadcast an alert that can be heard for no more than one mile in all directions.

VI. DEVELOPMENT AND MAINTENANCE OF WARNINGS ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belong to EMA.
- b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups and 911 PSAPs.

VII. AUTHORITIES AND REFERENCES

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 87 – 168, January 1, 2002).
- c. The Illinois Civil Defense Act as adopted by the St. Clair County Board

St. Clair County Outdoor Warning Siren Locations

<u>Siren Locations</u>	<u>City</u>	<u>Activating Agency</u>
South Elizabeth @ South St	New Athens	CENCOM 9-1-1
218 Carson Dr	Belleville	Belleville
401 Bellevue Park Dr	Belleville	Belleville
121 E Washington St	Belleville	Belleville
2200 West Washington St	Belleville	Belleville
1499 Golf Course Dr	Belleville	Belleville
1723 North Belt East	Belleville	Belleville
111 Mascoutah Ave	Belleville	Belleville
118 Westhaven School Dr	Belleville	Belleville
Centreville Ave @ Meadowlark Dr	Belleville	Belleville
Southwestern Illinois College	Belleville	CENCOM 9-1-1
W High St. @ S. Railroad	Freeburg	Freeburg ESDA
Carina St @ Willow Dr	Freeburg	Freeburg ESDA
Fayetteville Rd @ State Rt 15	Freeburg	Freeburg ESDA
Deerfield Trailer Park @ State Rt 15	Freeburg	Freeburg ESDA
Niebruegge Ln @ Cabin Creek	Freeburg	Freeburg ESDA
3 West Main St	Mascoutah	CENCOM 9-1-1
Sheve Park @ North 10 th St	Mascoutah	CENCOM 9-1-1
9700 Fuesser Rd	Mascoutah	CENCOM 9-1-1
10000 Fuesser Rd	Mascoutah	CENCOM 9-1-1
743 Reutter St	St. Libory	CENCOM 9-1-1
100 Conniston Dr	Belleville	CENCOM 9-1-1
115 Weatherhold Dr	New Baden	CENCOM 9-1-1
3200 Collinsville Rd	Fairmont City	Fairmont City Staff
6100 Maryland Ave	Fairmont City	Fairmont City Staff
3 Park Drive	Shiloh	CENCOM 9-1-1
2212 Main St	Fayetteville	CENCOM 9-1-1
6 S. Oakland	Caseyville	CENCOM 9-1-1
902 South Main St	Caseyville	CENCOM 9-1-1
2413 Old Country Inn Dr	Caseyville	CENCOM 9-1-1
State Rt 161 @ Helen St	Swansea	CENCOM 9-1-1
410 Huntwood Rd	Swansea	CENCOM 9-1-1
Frank Scott Pkwy @	Swansea	CENCOM 9-1-1

Llewellyn		
Smelting Works @ Grimmig	Swansea	CENCOM 9-1-1
401 Pleasant Ridge Rd	Fairview Heights	O'Fallon PD
10110 Old Lincoln Trail	Fairview Heights	O'Fallon PD
Belle Dr @ East Dr	Fairview Heights	O'Fallon PD
505 Fountains Parkway	Fairview Heights	O'Fallon PD
Greenmount Rd	O'Fallon	O'Fallon PD
Milburn School Rd	O'Fallon	O'Fallon PD
EK School	O'Fallon	O'Fallon PD
Fulton Grand School	O'Fallon	O'Fallon PD
Central School	O'Fallon	O'Fallon PD
Braeswood Subdivision	O'Fallon	O'Fallon PD
Bethel Rd	O'Fallon	O'Fallon PD
Moye School	O'Fallon	O'Fallon PD
Shiloh Village Hall	Shiloh	O'Fallon PD
Three Springs Park	Shiloh	O'Fallon PD
Rachel's Way @ Hartman Rd	Shiloh	O'Fallon PD
Shiloh Station East @ Willman Ln	Shiloh	O'Fallon PD

PUBLIC INFORMATION ANNEX

I. PURPOSE

The purpose of this annex is to establish policies and procedures to ensure a capability to disseminate accurate, timely, and useful information to the public on emergency situations.

II. SITUATIONS AND ASSUMPTIONS

a. *Situation*

- i. St. Clair County has the potential to experience a major emergency or disaster.
- ii. The public needs information regarding actions to be taken to minimize the loss of life and property.
- iii. The media would provide a means of disseminating emergency information to the public.
- iv. Government officials will provide accurate and complete information and cooperate with the media to the extent possible.
- v. Tornadoes, hazardous material spills, and other localized and wide-spread disasters may occur which would necessitate warning the public and informing them of actions that they must take.
- vi. The principal means by which the public would be informed of potential threats to their health and safety would be disseminated by television, radio, cable outlets, also newspaper, vehicle-mounted public address systems, social media and door-to-door notification.
- vii. The area covered by local commercial broadcast stations is the entire county. Warning sirens cover approximately a mile and one-half diameter.
- viii. The vulnerability of the local radio stations is great in that both are located within close proximity to rail yards, the principal threat for hazardous material spills. The local radio stations can be contacted by telephone, personal contact, and via NOAA Weather Warning Radios.
- ix. The county has no non-English speaking groups in excess of the planning threshold.
- x. Due to the population size of the county and the self-reliance of the people of the county, the vast majority of the public has been made aware that in the event of an emergency, turning to local radio or TV stations is their best source of information.

b. Assumptions

- i. During an emergency the public will want information on proper survival/response actions to take.

- ii. The media will demand information about the situation.
- iii. The number of media personnel responding to the emergency will depend on the magnitude
- iv. The local media will usually cooperate with officials in disseminating information to the public.
- v. The general public will turn to local and area media as sources of information and guidance.
- vi. There may be times when disaster strikes without warning and the Public Information System cannot react rapidly enough.
- vii. Rumors can be expected during any emergency.
- viii. The county has a high level of preparedness, although public awareness campaigns cannot be 100% effective due to many tourists and transients.

III. CONCEPTS OF OPERATIONS

- a. The St. Clair County EMA Director will initiate an awareness program to inform the public of potential hazards and appropriate actions to take.
- b. During the response and recovery phases of a major emergency/ disaster situation, a Public Information Officer (PIO), designated by Incident Command, will see that information is disseminated to the public by any means necessary (radio, TV, print, etc.). The PIO will work out of a designated information office which will serve as the official point of contact for the media during the emergency.
- c. Response organizations will coordinate information with the PIO and clear all press releases with Incident Command before releasing information to the media for public consumption. The PIO shall also arrange to obtain information from the private sector and voluntary organizations engaged in response and recovery efforts. Information of a technical nature shall be obtained from the appropriate local, state, or federal government or private sector agency.
- d. The above mentioned procedures are intended to provide for the complete and accurate dissemination of information.
- e. The PIO shall supervise the information office and communicate with the Emergency Operations Center (EOC) to advise decision makers and coordinate public information efforts. News conferences should be scheduled as appropriate to inform the media of developments.
- f. Information regarding the status of injured or missing persons, location of damaged/restricted areas, and emergency welfare services, shall be coordinated with the appropriate response agency. Information concerning the deceased shall be released by the St. Clair County Coroner or the hospital.

- g. The PIO shall arrange a schedule for the activation and release of public information personnel to provide for a continuous 24-hour manning capability of public information jobs during emergency operations. Should additional public information assistance be needed, the Public Information Office shall notify the St. Clair County EMA Director, who will notify IEMA and request related assistance from nearby jurisdictions, the state or federal government.
- h. Currently there **are not** agreements with the media for the dissemination of emergency public information.
- i. The PIO will as soon as possible start the dissemination of information to the public, and also receive public inquiry through the public information office. The PIO will monitor the news media, maintain a working relationship, and also immediately act on any rumors.
- j. The establishment of a public information center will be given top priority so citizens and the news media can obtain immediate information on the incident. This center will normally be in a conference room directly above the EOC, within the same building.
- k. Forecasted Events:
 - i. Coordinate with County Board Chairman, Evacuation Coordinator, Mass Care Coordinator, and Warning Coordinator to determine status of plans and timing of actions.
 - ii. Establish and maintain contact with media. Provide preparedness information and any instructions, as cleared by the CBC.
 - iii. Arrange for accelerated printing of camera-ready emergency public information (EPI) material (e.g., evacuation instructions/maps and Family Protection Program leaflets), if needed to supplement/restock existing print material.
 - iv. Ensure distribution of printed material to broadcast media, to preselected locations (e.g. grocery stores), and/or via newspaper.
 - v. Monitor media.
 - vi. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Communications Coordinator.
 - vii. Message Content: the following is a suggested, but not limited to, general content for a forecasted event.
 - 1. Hazard
 - 2. Estimated area and time of impact.
 - 3. Property protection measures (e.g., sandbagging, taping windows).
 - 4. Disaster supply kit for surviving 72 hours.
 - 5. Evacuation instructions (departure time, routes, mass care facility locations, etc.), if feasible to evacuate.

6. Instructions on how to protect and are for young children, pregnant women, and senior citizens.
 7. Instructions on how to protect and care for companion and farm animals (location of animal shelters, provisions and requirements— e.g., use of leashes or cages—for transport of companion animals, etc.)
 8. Other “do’s and don’ts” if not feasible to evacuate, such as stay indoors, close all doors and windows, etc.
 9. How (and how often) government will be in touch with the public during the emergency.
 10. Telephone numbers for specific kinds of inquiry (if staffed).
- I. Limited Warning
- i. Coordinate with CBC and Evacuation Coordinator to determine what protective action will be taken, (limited) evacuation or in-place shelter.
 - ii. Complete “standby” EPI instructions with particulars of the event. Coordinate with Warning Coordinator to ensure warning system (e.g., route alerting, door-to-door canvassing) is activated and ensure EPI is being disseminated.
 - iii. Contact media to repeat and update initial warning and provide EPI contact name(s) and telephone number(s).
 - iv. Monitor media.
 - v. Message Content: the following is a suggested, but not limited to, general content for a limited warning event.
 1. Hazard; kind of risk posed to people and property.
 2. Area at risk and predicted time of impact.
 3. Protective action instructions. These may address specific groups (e.g., parents with school children in the area) as well as the general public.
 4. Reference to any useful information at hand (e.g., in telephone book).
 5. What government is doing or will do.
 6. How (and how often) government will be in touch with the public during the emergency.
- m. After impact: the following are, but not limited to, EPI actions that may be taken after the emergency.
- i. Establish and maintain contact with media. Provide information and any instructions, as cleared by the CBC or his/her designee.
 - ii. Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.
 - iii. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for EPI operations (e.g., separate

- telephone bank or media center) with support from the Communications Coordinator.
- iv. Arrange for printing of camera-ready EPI material (e.g., Family Protection Program leaflets and health and safety instructions), if needed.
 - v. Ensure distribution of printed material to broadcast media, to preselected locations (e.g., grocery stores) to volunteer groups or other response and recovery personnel that may go into residential areas, and/or via newspaper.
 - vi. Compile chronology of events.
 - vii. Message Content: the following is a suggested, but not limited to, general content for a limited warning event
 - 1. Current situation assessment.
 - 2. Current government actions.
 - 3. Survival instructions (for those affected or still potentially affected).
 - 4. How/where to get what help (for those affected).
 - 5. Health hazards information.
 - 6. How/where to get help for companion and farm animals.
 - 7. Restricted areas (for those not affected).
 - 8. Telephone number for inquiries regarding survivors.
 - 9. What to do and whom to contact in order to offer help.
 - 10. Telephone number for donations offers and inquiries, accompanied by donations policy (send money and make check payable to..., critical needs include X but please don't send Y..., package donations such and such way.)
 - 11. How and how often government will be in touch with public during the emergency.
 - 12. Instructions for evacuees to return home.
 - n. Internal Coordination Control
 - i. The PIO and designated alternate will be appointed by the CBC, EMA Director, or IC.
 - ii. No government employee, elected official, or emergency response group member will talk to the media unless given specific authority to do so by the PIO, CBC, EMA Director, or IC.
 - iii. The Joint Information Center will be the primary location for press briefings, PIO office, for EPI management. Other locations may be used if deemed necessary.
 - iv. Briefings by ICs to the PIO should begin immediately at the onset of the event. Prior to media interviews, PIO shall be briefed by IC, the CBC, and EMA.
 - v. Information received by the PIO shall be considered factual if received over public service radio. Any information received over

- telephone or word-of-mouth should be verified or substantiated before acceptance
- vi. General guidelines for media convergence:
 - 1. Law enforcement will not allow the media to interfere with emergency response group duties.
 - 2. The PIO will designate an area reserved for media vehicles and equipment.
 - 3. All media personnel must wear photo IDs unless they are locally recognized media representatives.
 - 4. Media personnel must obtain permission from the IC before entering an incident area.
 - vii. Press secretaries may augment PIO duties.
 - o. Inter-jurisdictional Coordination
 - i. Local/Local — Village or city PIO's will relinquish their duties to county-assigned PIO's.
 - ii. Local/State — State law and plans define the framework for local and state coordination on EPI.
 - iii. Local/State/Federal — The Federal Response Plan (FRP) calls for maximum coordination of agencies' information releases through a Joint Information Center to ensure consistency and accuracy. There will be a single location for media access to the JIC. If a single local/state/federal Joint Information Center is not a viable option, public affairs personnel, decision-makers, and news centers are to be connected by e-mail, fax, and telephone in a "Joint Information System".

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. County Board Chairman
 - i. Serves as primary spokesperson before media, or delegates function to PIO.
 - ii. Gives final approval to release of emergency instructions and information, or delegates function to PIO.
 - iii. In cases where IC has been established, provides policy guidance on the transfer of authority to release information from the ICP to the EOC should the incident exceed a predetermined level.
 - iv. Designates location for media briefings (e.g., EOC conference room).
 - v. Approves implementation of any special provisions for media convergence.
 - vi. Assigns a public information representative to report to the EOC when activated.
- b. Public Information Officer

- i. Assigned by CBC or IC.
- ii. Manages all aspects of EPI on behalf of CBC.
- iii. Assumes EPI functions delegated by CBC.
- iv. Ensures timely preparation of EPI materials and their dissemination.
- v. Ensures that public is able to obtain additional information and provide feedback (e.g., with hotline for public inquiries).
 - 1. May establish enter for disaster welfare information, and cooperate with any Disaster Welfare Information (DWI) services provided t\by the American Red Cross (ARC).
 - 2. Coordinates with appropriate officials (Mass Care Coordinator, Health and Medical Coordinator, etc.) To obtain necessary information.
- vi. Ensures gathering of necessary information and timely preparation of news releases.
- vii. Briefs public affairs officers who go to the incident site.
- viii. Schedules news conferences, interviews, and other media access (subject to any special media convergence provisions).
- ix. Supervises the media center.
- x. Assigns print and broadcast monitors to review all media reports for accuracy.
- xi. Coordinates rumor control activity.
- xii. At the request of the Resource Manager, obtains media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donations policy, and other donations-related matters.
- xiii. Maintains a chronological record of disaster events.
- c. Emergency Manager
 - i. Advises CBC on when to disseminate emergency instructions to the public.
 - ii. Assists the PIO with news releases and rumor control.
 - iii. Prepare and distribute to the PIO, materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.
 - iv. Prepare and distribute to the PIO, instructions that identify centrally located staging areas and pickup points for evacuees without private vehicles or other means of transportation.
 - v. Establish and maintain a working relationship with the local media.
- d. Commercial Broadcast Stations
 - i. Store “canned” EPI messages (other than warnings) and disseminate this information at the PIO’s request.
 - ii. Disseminate information when requested to do so by CBC or his/her designee.

- e. Local Media Organizations
 - i. Store/maintain advance emergency packets for release at the PIO's request.
 - ii. Verify field reports of emergency's development with PIO.
 - iii. Cooperate in public education efforts.
- f. Chief School Official
 - i. Disseminates emergency information to school population as appropriate.
- g. Resource Manager
 - i. Provides PIO with unmet needs requests from Donations Team to be solicited from businesses and the public, as well as other donations-related information.
- h. Voluntary Organizations
 - i. Provide support to public inquiry telephone lines, as requested by PIO.
 - ii. Provide support in disseminating printed EPI material, as requested by PIO.
- i. All Tasked Organizations
 - i. Provide information as requested by PIO.
 - ii. Clear all emergency-related news releases with the jurisdiction's PIO.
 - iii. Provide public affairs officers to support EPI activities, as requested by PIO.
 - iv. Refer media inquiries to PIO.

V. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. All ICs and emergency response groups should inform the PIO of any significant event in a timely manner.
 - ii. Information which may cause distress, panic or may fuel rumors should be relayed to the PIO with telephone, (**not** cell phones or cordless phones) written messages or personal contact.
 - iii. The PIO should give hourly reports to all ICs.
 - iv. The PIO should submit press coverage summaries, public reactions and concerns twice daily to the CBC.
 - v. The PIO will submit a chronology of events to the CBC, EMA office, and IC at the end of the incident.
- b. Logistics
 - i. The PIO staff is to be augmented by EMA volunteers or designated volunteers by the PIO. Standard office and communication skills are recommended for PIO volunteers.

- ii. The PIO office can be located at the EOC where conference rooms, media centers, telephone banks are located. In the event the EOC is not available, PIO will obtain facilities with EMA augmenting equipment needs for the secondary PIO office. Equipment needs available includes PA system, podium, overhead projectors and audio-visual equipment which are presently at the EOC.
- iii. EMA has an open account at Egyptian Office Supplies to obtain general office supplies.

VI. DEVELOPMENT AND MAINTENANCE OF PUBLIC INFORMATION ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 2002)
- c. The Illinois Civil Defense Act as revised by the St. Clair County Board in 2000.
- d. 47 CFR, Part 73, Subpart G, Emergency Alert System.

VIII. SUCCESSION OF COMMAND

- a. Public Information Officer
- b. Assistant Public Information Officer
- c. Or Designee

IX. APPENDICES

- a. Pre-Emergency Operations Checklist
- b. Response Operations Checklist
- c. Recover Operations Checklist

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communications needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communications equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop procedures with the Sheriff's Department, local Police Departments, and Fire Agencies to warn areas not covered by fixed warning systems
6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.) That needs warning information.
7. Review and update government officials alert list.
8. Update Communications Annex, as necessary.
9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Initiate EOC on-line procedures.
2. Alert emergency service units to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information through Sheriff's Departments, local Police Departments, and Fire Agencies to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
- 6 Request communications assistance from amateur radio operators.
7. Request assistance from state and federal government, if necessary.
8. Consult Public Information Annex for more information.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Maintain emergency communications operations as long as Necessary.
2. Repair and maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events

DISASTER INTELLIGENCE / DAMAGE ASSESSMENT ANNEX

I. PURPOSE

The purpose of this annex describes the procedures used in the assessment of damages caused by a major emergency/disaster. St. Clair County plans to use the damage assessment finding to assess the degree of need for assistance from state and federal agencies and also the type of assistance that will be needed.

II. SITUATIONS AND ASSUMPTIONS

- a. Situation
 - i. St. Clair County has the potential to experience damages caused by a major emergency / disaster.
 - ii. A planned procedure for damage assessment is necessary for effective response and recovery operations.
- b. Assumptions
 - i. There will be damage to life and property (residential and commercial) after a natural or manmade disaster.
 - ii. Damage Assessment Teams will be used to determine the needs of victims and the locations of restorations.
 - iii. The media will be demanding information on the situation.

III. CONCEPT OF OPERATIONS

- a. The St. Clair County EMA Director has trained Zoning and Assessors Office personnel in damage assessment procedures in order to perform initial damage assessment surveys.
- b. During the response phase to a major emergency/disaster, the St. Clair County EMA Director will alert the Damage Assessment Teams (DAT) to perform an initial survey of damages.
- c. The damage assessment information gathered will be displayed in the EOC on maps and charts. Maps will be obtained from the EMA Office, County Highway Department, and the Assessor's Office. Basic maps will be stored in the EMA Office. Also the County 911 mapping system will be available on the CAD System in the EOC.
- d. DATs are provided by EMA.
- e. A designated DAT representative will report to the EOC when the EOC is activated to coordinate damage assessment operations and to advise decision makers of the findings. The St. Clair County EMA Director will advise IEMA and Incident Command of the findings.

- f. The work and control center used to manage organizational resources and operation and control of damage assessment will be in the Emergency Operations Center (EOC). If required, an Incident Command Post will be established near the impacted area with the periodic update being relayed to the EOC. If the Incident Command Post is needed, the EMA Director will appoint a person to act as an incident commander.
- g. If necessary, the DAT may contact voluntary organizations or the private sector to obtain necessary assistance during the surveys.
- h. The County Board Chairperson, Mayors, and township supervisors in conjunction with the EMA Director, will determine the number of damage assessment teams required. Scheduling will be arranged to assure a continuous 24-hour manning of damage assessment jobs during the emergency conditions. Should assistance from nearby jurisdictions, the state, or federal government become necessary, the St. Clair County EMA Director shall request assistance by contacting IEMA.
- i. The St. Clair County EMA Director shall provide the necessary logistical support to damage assessment personnel during emergency operations.
- j. Damage assessment personnel should see that essential records for continuing government and conducting of emergency operations are protected.
- k. During the recovery phase, damage assessment personnel will monitor restoration activities to evaluate recovery operations.
- l. Currently there **are not** mutual aid agreements in place for damage assessment. The DAT teams are trained to assist each municipality if needed.
- m. The responding State or Federal Chief Officer will be notified to aid in managing the procedures required for hazardous material or radiological decontamination of response personnel.
- n. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.
 - i. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may upon necessity appoint the successor to fulfill his duties upon this inability to serve such as absence, injury, sickness, commitment elsewhere, or off duty.
 - ii. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in the EOC and having each EOC member relay the information to their agencies. The alternate method will be to have the communications center make the announcement.

- o. The Damage Assessment Officer or his designee will be assigned to the staff the EOC to advise decision makers and coordinate damage assessment activities in the field.
 - i. The damage assessment officer will determine the areas to be surveyed and when damage assessment personnel can enter the crisis area.
- p. It may become necessary to designate and establish an Incident Command Post to manage damage assessment resources and response personnel. A DAT member will contact the DAT EOC representative to advise on damage assessment operations.
 - i. Damage Assessment teams will make reports to the DAT EOC representative every hour they are in the field. They may also contact the DAT EOC representative if they encounter a special need situation.
 - ii. Damage assessment will be done in towns by assessing every square block and in urban areas by assessing every mile.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The St. Clair County EMA Director will:
 - i. Establish and train personnel to perform surveys.
 - ii. Alert DAT to perform surveys.
 - iii. Advise IEMA of damage assessment information.
 - iv. Advise local officials of damage assessment information.
 - v. Provide logistical support to damage assessment personnel.
 - vi. Maintain personnel notification rosters.
 - vii. Update Damage Assessment Annex as needed.
 - viii. Negotiate, coordinate and prepare mutual aid agreements.
 - ix. Provide for the identification of shelter/reception and care facilities that are safe to use in a post-disaster environment.
- b. The Damage Assessment Team will:
 - i. Be members of the Assessor's Office and Zoning Office. They will have total access to the affected area except when all emergency response groups are prohibited by the IC safety officer.
 - ii. Conduct damage assessment surveys as needed.
 - iii. Monitor restoration activities to evaluate recovery operations.
 - iv. Mark assessed buildings. This shall be done in a like manner throughout the damaged area to insure uniformity. All emergency agencies will be notified to the marking system used for damage assessment. The notifications will be made in the EOC and on site (see Appendix D).
- c. The St. Clair County Clerk will provide necessary property records

- d. The St. Clair County Supervisor of Assessments will provide necessary property records.
- e. All Local and County Government Agencies will:
 - i. Report damages to critical facilities within their jurisdiction
 - ii. Report overall damage observations in their area

V. SUCCESSION OF COMMAND

If the official or department head is not available to direct emergency response operations, the chain of command listed below will be followed.

The line of succession for the Damage Assessment Director will be:

- A. Damage Assessment Director
- B. Assistant Damage Assessment Director
- C. Designee of St. Clair County EMA Director

VI. DEVELOPMENT AND MAINTENANCE OF THE DISASTER INTELLIGENCE AND DAMAGE ASSESSMENT ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- b. The responsibility for revisions and maintaining this annex is the EMA Office, Zoning Office and Assessors Office.

VII. APPENDICIES

- a. Pre-emergency operations checklist
- b. Response Operations Checklist
- c. Recover Operation Checklist
- d. Search Area Markings

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communications needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communications equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop procedures with the Sheriff's Department, local Police Departments, and Fire Agencies to warn areas not covered by fixed warning systems
6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.) That needs warning information.
7. Review and update government officials alert list.
8. Update Communications Annex, as necessary.
9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Initiate EOC on-line procedures.
2. Alert emergency service units to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information through Sheriff's Departments, local Police Departments, and Fire Agencies to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
- 6 Request communications assistance from amateur radio operators.
7. Request assistance from state and federal government, if necessary.
8. Consult Public Information Annex for more information.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Maintain emergency communications operations as long as Necessary.
2. Repair and maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events

APPENDIX D. SEARCH AREA MARKINGS

Marking searched areas prevents duplication of efforts and identifies where rescuers are and have been.

Make a single diagonal slash on or next to the door just before entering. Make an opposite slash (creating an “X”) when all occupants have been removed and the search of that area is finished.

As shown, the quadrants of the “X” can be used to indicate the initials of the searcher (left quadrant), the time/date of the search (top quadrant), personal hazards (right quadrant), and number of victims still inside (bottom quadrant). Use a zero if no victims are found.

Put a box around the “X” if it is not safe to conduct search and rescue efforts in the room or building.

EVACUATION ANNEX

I. PURPOSE

The purpose of this annex is to provide procedures for the orderly and coordinated evacuation of residents of St. Clair County due to any emergency situation.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. Residents of St. Clair County may be advised to evacuate due to various emergency operations, including, but not limited to, fire, flooding, hazardous materials release, etc.
- ii. There are two types of evacuations that may be utilized: general and limited.
 1. A general evacuation would involve the relocation of a large portion of the public from a risk area.
 2. A limited evacuation would involve the relocation of a smaller

b. Assumptions

- i. First responders (fire, police, EMS, rescue) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.
- ii. The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- iii. Some residents may refuse to evacuate after being advised to do so, as is their right in Illinois.
- iv. Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.
- v. Residents may try to re-enter a risk area before safe to do so.
- vi. Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
- vii. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals. The American Red Cross now has an animal evacuation trailer and use of the St. Clair County Animal Control can be utilized.
- viii. Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care facilities.

- ix. Where available, Illinois National Guard (as approved by the Governor) will be available to support evacuation efforts.
- x. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an *ad hoc* basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions should be based on known or assumed health risks associated with the hazard.
- xi. In the event evacuation is not possible or not safe, the appropriate incident commanders can make a decision to broadcast to the residents, they should shelter-in-place.

III. CONCEPT OF OPERATIONS

- a. The St. Clair County EMA Director will designate general evacuation routes for residents to use. At the time of general evacuation, the EMA Director will designate areas along the route where evacuees can obtain fuel, water, medical aid, vehicle repair/maintenance, information, and comfort facilities, as well as recommended destinations.
- b. Emergency responders (fire, police, EMS, rescue) would be the first on scene to an emergency, or potential emergency, requiring an evacuation. They may recommend evacuation to residents, taking into consideration the following characteristics of the emergency:
 - i. Magnitude of the emergency.
 - ii. Intensity of the emergency.
 - iii. Time until onset.
 - iv. Expected duration of the emergency.
- c. Following the evacuation recommendation by an emergency response organization, the St. Clair County Sheriff shall be notified and will coordinate the evacuation effort, including:
 - i. Identifying the number of people requiring transportation to evacuate.
 - ii. Designating an assembly point for evacuees without their own transportation for assembly.
 - iii. Arranging transportation for evacuees without their own vehicles.
 - iv. Arranging shelters to house evacuees.
 - v. Providing evacuation information to the local media to be disseminated.
- d. Provisions, to the extent possible, will be made for providing the elderly, persons with mobility impairments, the handicapped, and hospital/nursing home patient's proper transportation methods, medical assistance, and other related support during emergency situations. This may include, but not limited to; St. Clair County Transit District (SCCTD) and Metro (bus and rail), private bus companies from out of the affected region, and

ambulatory and non-ambulatory medical transportation assets from Scott Air Force Base, municipal and private EMS organizations.

- e. The St. Clair County Sheriff will be responsible for evacuating St. Clair County jail inmates.
- f. The St. Clair County Sheriff with the local municipal police agency is responsible for overseeing and controlling of evacuation routes.
- g. School personnel will be responsible for evacuating students.
- h. For major evacuations the Emergency Operations Center (EOC) will be activated. Decisions will be made at the EOC and transmitted to the Incident Command Post.
- i. Evacuees should use the designated evacuation routes. This will allow emergency personnel to monitor and evaluate evacuation operations. St. Clair Transit Authority and Metro-link will assist in the evacuation.
- j. Impediments to evacuation must be countered to ensure effective evacuation operations. If an evacuation becomes blocked due to a physical barrier, traffic congestion, etc., action must be taken to either remove the barrier or to establish another evacuation route and reroute the traffic. Inoperable vehicles must be moved to the side of the road or towed away to keep traffic moving.
- k. If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for transportation, officials should request persons with vehicles who are evacuating to give the persons without a vehicle a ride to the shelter. Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation. As a last resort, officials may recommend in-place sheltering.
- l. Should efforts of public response agencies be inadequate, assistance from the private sector and local voluntary organizations will be requested. The EMA Director will maintain a list of local organizations who could assist in evacuation operations.
- m. Each agency/organization providing evacuation assistance shall arrange for the activation and release of their personnel to provide for a continuous 24-hour manning of jobs during emergency operations. In addition, each organization will be responsible for providing necessary logistical support for their personnel.
- n. If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, or the state, or federal government. Assistance requests to nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the IEMA.
- o. See also Shelter Annex and Public Works Annex for more assignment of responsibilities and procedures to be used.

- p. If necessary, coordination with a host jurisdiction will be conducted to ensure adequate sheltering for evacuees.
- q. Any radiological response personnel from the state or federal government teams will be notified, if appropriate, to provide radiological decontamination of response personnel, equipment, supplies, instruments, facilities, and civilians.
- r. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.
 - i. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may, upon necessity, appoint the successor to fulfill his duties upon his inability to serve, such as sickness, injury, or commitment elsewhere.
 - ii. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in the EOC and having each EOC member relay the information to their agencies. The alternate method will be to have the EMA communications center make the announcement.
- s. Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
- t. The St. Clair County Highway Department in conjunction with the Sheriff and EMA Director should review all identified evacuation routes to assess potential problem areas.
- u. Transients
 - i. Hotel and motel guests will be expected to use their own modes of transportation for evacuation.
 - ii. Non Residents and/or residents lacking housing and those lacking transportation will be transported via public vehicles.
- v. Commercial radio stations will be the primary means of keeping the evacuees and general public informed.
- w. Assembly areas for picking up people will be selected by the Evacuation Coordinator.
- x. Access to controlled areas will be controlled by law enforcement. Persons wishing access must show proper identification. Law enforcement will patrol all evacuated areas unless officers are at risk.
- y. If possible, the American Red Cross will assist in opening and staffing shelters to house the evacuees.
- z. The hospital is responsible for arranging the evacuation of patients.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

- a. County Board Chairman
 - i. Requires the evacuation coordinator to report to the EOC when notified of an emergency situation.
 - ii. Issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.
 - iii. Issues evacuation instructions or an evacuation order when appropriate.
- b. Evacuation Coordinator (upon arrival at the EOC), is a designee of the Director of Emergency Management as approved by the County Board Chairman
 - i. Reviews known information about the emergency situation and make recommendations to the Emergency Director on the appropriate evacuation options to implement.
 - ii. Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters and verify extent of abandonment.
 - iii. Identifies assembly areas for picking up people that do not have their own transportation.
 - iv. Identifies evacuation routes.
 - 1. Estimates the traffic capacity of each designated evacuation Route.
 - 2. Selects evacuation routes from risk area to designated mass care facilities.
 - 3. Examines access to evacuation routes from each part of the risk area.
 - 4. Prepares the evacuation movement control plan.
 - 5. Coordinates with law enforcement officials.
 - v. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.
 - vi. Is responsible for coordinating all transportation resources planned for use in an evacuation.
- c. Emergency Manager (EMA Director)
 - i. Makes a recommendation to the County Board Chairman on the appropriate evacuation option to implement.
 - ii. Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.

- iii. Coordinates with and assist the animal care and control agency staff to identify facilities that may be used to house evacuated animals.
- d. Law Enforcement
 - i. Provides traffic control during evacuation operations. Operational considerations include:
 - 1. Route assignment departure scheduling.
 - 2. Road capacity expansion.
 - 3. Entry control for outbound routes
 - 4. Perimeter control on inbound routes.
 - 5. Traffic flow, including dealing with breakdowns.
 - 6. Establishment of rest areas.
 - ii. Secures, protects, and houses those prisoners that must be evacuated.
 - iii. Assists in the evacuation of the risk area, as necessary.
 - iv. Protects property in the evacuated area.
 - v. Limits access to the evacuated area.
 - vi. Coordinates with the Evacuation Coordinator.
- e. Public Works
 - i. Verifies the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.) That will be used to evacuate people.
 - ii. Assist with storage and traffic control equipment as needed.
- f. Public Information Officer (PIO)
 - i. Disseminates the following types of instructional materials and information to evacuees.
 - 1. Identification of the specific area(s) to be evacuated.
 - 2. List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
 - 3. Departure times.
 - 4. Pickup points for people requiring transportation.
 - 5. Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.)
 - 6. Location of mass care facilities outside of the evacuation area.
 - ii. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.
 - iii. Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.
- g. Mass Care Coordinator
 - i. Activates staff and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority.

- h. Health and Medical Coordinator
 - i. Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
 - ii. Ensures transport and medical care are provided for the patients being evacuated.
 - iii. Ensures continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.
- i. School Superintendent
 - i. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
 - ii. Closes school facilities and releases students from school when directed to do so by appropriate authority.
 - iii. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.
- j. Animal Control Agency
 - i. Based on information from the Evacuation Coordinator on the high-hazard areas in the jurisdiction, makes an initial estimate of the numbers and types of animals that may need to be evacuated.
 - ii. Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, etc. and wildlife (as appropriate) from the risk area.
 - iii. As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) That may be used to evacuate the animals.
 - i. Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
 - ii. As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.
- k. All Tasked Organizations
 - i. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
 - ii. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.
 - iii. Assist with evacuation.
- l. The State's Attorney
 - i. Shall obtain a court order to evacuate persons in the affected area.

V. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. Records and Reports
 - 1. Evacuation Coordinator shall maintain in chronological order a listing of all public notices given related to evacuation.
 - 2. Realizing that only approximate numbers of evacuees can be documented, all tasked organizations should be aware and relay to the Evacuation Coordinator any approximation of people evacuated.
 - 3. Mass Care Coordinator shall maintain the number of and information on evacuees in mass care facilities.
 - ii. Primary and Alternative Evacuation Route Maps (see Appendix D)
- b. Logistics
 - i. Evacuating Essential Supplies and Equipment
 - 1. Requesting or requisitioning the use of trucks from local dealers to haul food, medical supplies, and water.
 - 2. Supplies for companion animals shall be the responsibility of the owner.
 - 3. Sanitation devices (Port-a-Potty) will be requisitioned from the local sanitation services.
 - 4. Generators and lighting equipment will be requisitioned from emergency response groups, and if necessary, retailers.
 - 5. Gas and diesel fuel will be transported with requisitioned semi tankers.
 - 6. Public works equipment and vehicles will be evacuated as necessary by the Public Works Coordinator.
 - 7. Police, fire, and emergency vehicles will be evacuated as per the recommendation of the IC.

VI. DEVELOPMENT AND MAINTENANCE OF THE EVACUATION ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 2002).
- c. The Illinois Civil Defense Act as revised by the St. Clair County Board in 2000.

VIII. SUCCESSION OF COMMAND

The line of succession for the Evacuation Coordinator will be:

1. Evacuation Coordinator
2. Assistant Evacuation Coordinator
3. Or Designee

IX. APPENDICES

- a. Pre-emergency Operations Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist
- d. General Evacuation Routes and Map of Major Roads and Railroads Used to Transport Extremely Hazardous Substances

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communications needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communications equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop procedures with the Sheriff's Department, local Police Departments, and Fire Agencies to warn areas not covered by fixed warning systems
6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.) That needs warning information.
7. Review and update government officials alert list.
8. Update Communications Annex, as necessary.
9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Initiate EOC on-line procedures.
2. Alert emergency service units to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information through Sheriff's Departments, local Police Departments, and Fire Agencies to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
- 6 Request communications assistance from amateur radio operators.
7. Request assistance from state and federal government, if necessary.
8. Consult Public Information Annex for more information.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Maintain emergency communications operations as long as Necessary.
2. Repair and maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events

MASS CARE ANNEX

I. PURPOSE

The purpose of this annex is to describe the provisions that have been made to ensure disaster victims receive the appropriate services when at a mass care facility.

II. SITUATION AND ASSUMPTIONS

a. Situation

The community 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 local government-provided shelters.

b. Assumptions

- i. The ultimate responsibility for mass care services for citizens rests with local government.
- ii. The American Red Cross (ARC) will serve as the principal organization responsible for operating mass care facilities during disasters.
- iii. Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for the people that have been evacuated.
- iv. Approximately 80 percent of evacuees will seek shelter with friends or relatives rather than go to an established mass care facility.
- v. Where available, military support (as approved by the Governor) will be available to support mass care operations.
- vi. The jurisdiction 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 home jurisdiction or to provide similar services to other jurisdictions when their evacuees cannot be cared for in their home jurisdiction.

III. CONCEPT OF OPERATIONS

The National Incident Management System (NIMS) shall be utilized for all emergency and disaster situations within St. Clair County. ICS/NIMS utilization allows for the expansion of the command structure and provides for a

manageable span of control to meet the goals and objectives of response and recovery operations.

All activities, functions, documentation, and assignment of responsibilities shall be performed in accordance with the ICS/NIMS position checklists and associated ICS FORMS contained within the Direction and Control Annex, appendix –C. ICS positions will be utilized as appropriate to the level of response and magnitude of the event, and geographical area and reliance upon an incident action plan (IAP) provides the coherent means of communicating the overall incident objectives for operational support activities.

Command and General Staff positions shall be filled as a minimum with branch officer positions being established when the number of groups or span of control is exceeded, reducing the effectiveness of command and control operations. Divisions and groups may be further established in relation to geographical and physical areas of operation.

All operational activities addressed and conducted within this annex shall be based upon full compliance of directives, instructions and operational protocol contained within the direction and control annex of the St. Clair County Emergency Operations Plan.

- i. Mass care services will be provided for, but not limited to, the following situations:
 - i. Evacuees
 - ii. Extreme heat
 - iii. Extreme cold
 - iv. Hazardous material spills
 - v. Large-scale damage (ex. tornadoes)
- b. Elements to be considered in setting up mass care facilities will include :
 - i. Magnitude of disaster (area, population)
 - ii. Intensity (severity)
 - iii. Speed of onset (speed of impact)
 - iv. The duration
 - v. The impact on community (economic, psychological, infrastructure, etc.)
- c. The St Louis Chapter of the American Red Cross and the St Clair County Health Department will be responsible for sheltering and health care of all victims. These agencies are also responsible for emergency mass feeding operations, along with health and/or medical care at shelter and/or congregate facilities.

- i. The Public Information Office (PIO) will ensure that all evacuees and the general public will be informed on mass care facilities through the local media.
- ii. Upon the determination of the need for mass care by the Chief Elected Official (CEO), the Incident Commander (IC), EMA Coordinator, the ARC shall initiate sheltering and mass care procedures.
- iii. The staffing and management structure will be the responsibility of the ARC utilizing their standard operating procedure.
- iv. ARC shall maintain complete records including name, age, address, and other vital statistics of each evacuee. St Clair County Health Department shall maintain health records.
- v. The County will provide the following services to evacuees: shelter, feeding, and medical care.
- vi. The ARC will provide communications among shelters and to the EOC. The Amateur Radio Club will augment communications if necessary
- vii. Each shelter shall report to the EOC twice daily and immediately when any significant incident occurs, or when the shelter is 75 percent full.
- viii. Determination of services will be determined by the EOC, IC, or the EMA Director.
- ix. Each mass care facility will respond to inquiries from family members accordingly:
 1. Mass care facilities will give written reports to the EOC, when activated, of victim information. The Emergency Public Information Coordinator will be in charge of disseminating the information to family members.
 2. Under the Federal Response Plan (FRP), the ARC and Emergency Support Function 6 (ESF-6) may operate a Disaster Welfare Information (DWI) System. 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.
- x. Special assistance will be required in the mass care facility for the following: the elderly, and persons with disabilities, and others with special needs.
- xi. Provisions for providing mass care services for the special needs population:
 1. School districts will be responsible for the children in their schools.

2. Daycare providers will be responsible for children in their care.
 3. Because the population is below the threshold, hearing-impaired, sight-impaired, mentally-impaired, and mobility-impaired, the care will be the responsibility of the care-givers, although shelters will make every effort to accommodate special population.
 4. Area Hospitals will be responsible for the care of its patients.
 5. Law Enforcement will be responsible for the care of its inmates.
 6. For short-term care, nursing homes will provide care for their residents.
 7. Animal control, county veterinarian services, and the Humane Society shall coordinate mass care for animals including shelters and requisition land for grazing. Animal control will be responsible for the safety and the identification of ownership of all animals taken to shelters.
- xii. No formal arrangements have been made with emergency management organizations in neighboring jurisdictions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. Chief Executive Official (CEO)
 - i. Requires the Mass Care Coordinator (ARC) to report to the EOC when the EOC is activated.
 - ii. Issues an order to open mass care facilities, when appropriate.
- b. Mass Care Coordinator (ARC) upon arrival at the EOC
 - i. Assesses the situation and make recommendations to the Emergency Manager on the number and locations of mass care facilities to be opened.
 - ii. Reviews listing of a available mass care facilities.
 - iii. Notifies persons and organizations identified in the mass care resource list about possible need for services and facilities.
 - iv. Selected mass care facilities for activation in accordance with:
 1. Hazard/vulnerability analysis considerations.
 2. Locations in relation to evacuation routes.
 3. Services available in facilities.
 4. Input from the Emergency Manager.
 - v. When directed, coordinates the necessary actions to ensure mass care facilities are opened and staffed, as needed.
 - vi. Notifies mass care facility managers to do one of the following, when appropriate:

1. Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.
 2. Take the necessary action to open the facility they are responsible for managing.
- vii. Coordinates with Resource Manager for supplies needed (including bulk emergency relief items) and ensures each mass care facility receives its supplies.
 - viii. Coordinates with EOC staff to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established.
 - ix. Ensures each mass care facility has a highly visible identity marker and sign that identifies its location.
 - x. Provides each Mass Care Facility Manager a listing of the location of the animal shelters that have been opened to house and care for companion animals.
 - xi. Ensures appropriate mass care information (number of occupants, meals served, etc.) is made available to information processing section in the EOC.
 - xii. Collects information from Mass Care Facility Managers to support the jurisdiction's efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.).
 - xiii. Upon termination of emergency, submits a mass care expenditure statement to appropriate authorities for reimbursement.
- c. Mass Care Facility Manager (ARC)
- i. When notified, stands by for further instructions or report to assigned mass care facility, as appropriate.
 - ii. Contacts team members and instructs them to take whatever actions that may be appropriate.
 - iii. Staffs and operates the mass care facility. Upon arrival at the facility, takes the necessary actions to open it, receive evacuees, and provide for their health and welfare.
 - iv. Contacts the EOC when the facility is ready to open
 - v. Opens and keeps the facility operating as long as necessary.
 - vi. Implements registration procedures for all evacuees that enter the facility.
 - vii. If tasked, provides the Mass Care Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.
 - viii. Ensures individual and family support services are provided at the mass care facility.

- ix. Ensures space is available for service animals that belong to people with disabilities.
- x. If companion animals are not permitted in the facility, provides information to their owners about shelters that have been opened to house and care for animals
- xi. Each day, reports the following to the EOC
 - 1. The number of people staying in the facility.
 - 2. The status of supplies.
 - 3. Condition of the facility and any problem areas.
 - 4. As necessary, a request for specific types of support.
- xii. Maintains records of expended supplies.
- xiii. Arranges for the return of evacuees to their homes or for transportation to temporary housing, if necessary.
- xiv. When appropriate, terminates operations and closes the facility.
- xv. Cleans facility and returns it to original condition.
- xvi. Submits mass care facility status report to the Mass Care Coordinator. The report identifies the equipment and supplies that are needed to restock the facility and any other problems that will need to be resolved before the facility is used again.
- d. Emergency Manager (EMA Director)
 - i. Makes recommendations to the CEO on the number and locations of the mass care facilities to be opened.
 - ii. Coordinates with the PIO to facilitate dissemination of information to the public on both the location of the mass care facilities that will be opened and directions to them.
 - iii. Coordinates with the Mass Care Coordinator to activate the jurisdiction's mass care facilities.
 - iv. Responsible for coordinating Press Releases with the PIO
- e. American Red Cross (Local ARC)
 - i. If appropriate, provides personnel to manage and staff mass care facilities.
- f. Non-Profit Public Service Organizations
 - i. If appropriate, provide personnel to manage and staff mass care facilities.
- g. School Superintendent
 - i. If appropriate, provides personnel to manage and staff mass care facilities.
 - ii. Shelters students in school buildings when the situation warrants or when directed to do so by the appropriate authority.
- h. Law Enforcement
 - i. Provides security at mass care facilities.
 - ii. Provides traffic control during evacuee movement to mass care Facilities.

- iii. Maintains order in mass care facilities.
 - iv. If necessary, provides an alternative communications link between the mass care facility and the EOC through a mobile radio unit in police vehicles.
- i. Public Works
 - i. Ensures power, water supply, and sanitary services at mass care facilities are maintained during emergency conditions.
- j. Public Information Officer
 - i. Makes public announcement about availability of mass care facilities and animal shelters and their locations.
- k. Illinois National Guard
 - i. Informs Mass Care Coordinator of mass care facilities available on military installations
 - ii. Coordinates use of mass care facilities on military installations.
 - iii. Provides logistical support for mass care operations.
- l. Agriculture Extension Agent
 - i. Develops and maintains list of local food warehouses and other sources of bulk food stocks.
- m. Human Service
 - i. Will provide stress management care for shelters.
- n. Animal Control Agency
 - i. Assesses the situation and makes a decision on the number and location of shelters that will be used to house animals. Typical facilities include the jurisdiction's animal shelter, veterinary hospitals, boarding kennels, pet stores, and fairgrounds.
 - ii. Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed.
 - iii. Ensures each animal shelter has a highly visible identity marker and sign that identifies its location.
 - iv. Coordinates with the PIO to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.
 - v. Informs the Mass Care Coordinator of the locations(s) of the shelters that have been opened.
 - vi. If appropriate, coordinates with the Mass Care Coordinator to place personnel in public shelters to act as referral source for animal disaster operations.
 - vii. Opens shelters and provides food, water, and medical care, as needed, for the animals in the shelter.
 - viii. Keeps shelters open as long as necessary.

- ix. Ensures each shelter receives the necessary supplies to sustain itself.
- x. When appropriate, terminates shelter operations and closes the facility.

V. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. The following records and reports must be submitted to the EOC: facility locations in use, facility capacity, and number of occupants, beds available, stock levels, medical supplies, food, water, sleeping supplies, and communication, phone lists, and emergency power.
 - ii. The following will be found in the shelter appendix: facility locations, people capacity, number and type of kitchen, restroom facilities, and vehicle parking.

VI. DEVELOPMENT AND MAINTENANCE OF THE MASS CARE ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 2002).
- c. The Illinois Civil Defense Act as adopted by the St Clair County Board
- d. The Federal Response Plan (FRP), the ARC and Emergency Support Function 6 (ESF-6), Disaster Welfare Information (DWI) System.

VIII. SUCCESSION OF COMMAND

- a. Mass Care Coordinator
- b. Assistant Mass Care Coordinator
- c. Or Designee

HEALTH AND MEDICAL ANNEX

I. Purpose

This annex is intended to minimize the loss of life, subsequent disability and human suffering by insuring that timely and coordinated public health services are provided to St. Clair County residents as needed and available due to major natural disaster, technical incident, bioterrorism, chemical or nuclear defense emergency.

II. SITUATIONS AND ASSUMPTIONS

a. Situations

- i. In the event of a national emergency, natural disaster, or a local disaster, the citizens of St. Clair County will have to be advised of health status and sanitation services.

b. Assumptions

- i. 1. It may be assumed that there may be complete or partial disruption of the public and private sewage disposal systems and public and private water supplies within St. Clair County. This disruption would create a definite public health hazard in which St. Clair County Health Department would assist with interim measures to protect public health until such time when the public health hazard is eliminated
- ii. It may be assumed that there may be displaced persons and emergency personnel who will have to be assured that the food and water supply received is unadulterated, potable, and adequate in basic emergency sanitation in established shelters.
- iii. It may be assumed that environmental conditions may exist which may be conducive to the spread of communicable disease. This may necessitate any of the following services as available:
 1. immunization services,
 2. isolation or quarantine procedures for cases of infectious disease, when indicated,
 3. Epidemiological investigations.
 4. insect and rodent control
 5. monitoring of human environment conditions
- iv. A large scale emergency or disaster event could cause sufficient casualties and/ or fatalities to overwhelm local medical, health, and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources as available.
- v. Large-scale emergencies and disaster threat situations may affect large areas of the jurisdiction, the State or other States, requiring the use of Mutual Aid if available.

- vi. Resources available through area, regional, state and federal public health mutual aid agreements will be provided for use during the disaster situation, as available.
- vii. Volunteers who come forward to help perform essential public health tasks in conjunction with St. Clair County Health Department will be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

- a. St. Clair County Health Department's Executive Director will assign a representative to the EOC. The health department representative will relay vital health information from the health department's operations center to the EOC along with assisting in response decisions.
- b. St. Clair County, enacted by law, has two separate health agencies, specifically East Side Health District with jurisdiction in the four townships of Canteen, Centreville, East St. Louis and Stites townships, and St. Clair County Health Department with jurisdiction in the remaining 18 townships. Each agency will provide public health services within their jurisdictional areas, based upon a coordinated and communicated mutual effort.
- c. The St. Clair County Health Department, within its jurisdiction, has the following responsibilities:
 - i. Investigation of disease outbreaks.
 - ii. Inspection of Restaurants for health compliance.
 - iii. Inspection of Landfills and associated industries.
 - iv. County, State and Federal Health Plans.
 - v. Communicable Disease information, monitoring, and response.
- d. St. Clair County Health Department shall be notified by IEPA of hazardous chemicals. Also, labs, hospitals and clinics will notify the Health Department of reportable infectious diseases to make possible, when necessary, the control their spread and reporting their presence to the appropriate state or federal health or environmental authorities.
- e. The Public Information Officer will assist in the dissemination of public health advisories to the public as information is deemed reliable and necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. Chief Executive Official (CEO)
 - i. Requires the Executive Director of the St. Clair County Health Department and the Public Health Administrator of East Side Health District to send a representative to the EOC when notified of an emergency situation and the EOC has been activated.

- b. The Executive Director of the St. Clair County Health Department and/or the Public Health Administrator of East Side Health District (upon activation or upon declaration of or imminent declaration of an emergency or disaster)
 - i. Reports to the EOC or other designated location as deemed appropriate; assigns a representative to report to the EOC if unable to report her or himself.
 - ii. Gathers and reports information provided by Health Department Staff in the field to the EOC.
 - iii. Advises the EOC, when applicable, on decisions and action plans.
 - iv. Coordinates with community organizations and State and Federal Officials on matters related to public health assistance from other entities, as necessary.
- c. Communicable Disease Division
 - i. Will coordinate public health services within the county, especially between the two health departments, and with other neighboring county health departments, state and federal agencies as necessary.
 - ii. Provide epidemiological surveillance, case investigation and follow up within St. Clair County Health Department's and East Side Health District's realm of operation.
 - iii. Coordinates operations for immunizations or quarantine procedures, if necessary.
 - iv. Uses education as a preventative health service.
 - v. Establishes preventative health services, including the control of communicable disease such as influenza, particularly in shelters.
- d. Environmental Health Division
 - i. Provides for the monitoring and evaluation of environmental health risks or hazards as available and advises appropriate actions are taken to protect health and safety of disaster victims, responders and the general public.
 - ii. Educates and disseminates information for prevention or control of vectors, such as flies, mosquitoes or rodents. (All pesticide licensing for application must be provided by Illinois Department of Agriculture.)
 - iii. Inspects affected areas within jurisdiction or upon request, for environmental health hazards.
 - iv. Assists IEPA in coordinating with water, public works, or sanitation departments to ensure a potable water supply, effective sanitation system, and sanitary garbage disposal.
 - v. Ensures facilities provided in emergency shelters and to emergency responders meets sanitation guidelines.

- vi. Inspects quality of food products and water that were exposed to the hazard.
- vii. Assists in the detection and inspection of sources of contamination.
- viii. Inspects food handling and mass feeding sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding and facilities used to feed disaster victims.
- e. Emergency Responder Psychological Support
 - i. The CISM (Critical Incident Stress Management) teams for emergency responder support located in Region IV are as follows:
 1. Southwestern Illinois Critical Incident Stress Management Team located at Memorial Hospital.
 2. Red Cross will also provide mental health counselors in response to disasters.
 3. Local school districts will provide counselors for children upon requests from the Incident Commander or the POD Hospital.
 4. St. Clair County Mental Health will be responsible for coordination of crisis counseling for emergency workers.
- f. All Tasked Divisions
 - i. Adhere to all professional and legal standards in performance of duties.
 - ii. Provide status reports to representation at the EOC.
 - iii. Provide and/or receive mutual aid, as available or necessary.
 - iv. Coordinate response efforts with other emergency response entities.
 - v. Adhere to Health Department SOP's that include, but are not limited to: call rosters for personnel, employee accountability, step by step procedures for performing assigned tasks, safety procedures, and telephone numbers and address information for other entities.
 - vi. The day to day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency, if necessary.
 - vii. Refer all media requests for information concerning public health issues to the PIO.
 - viii. Maintain inventory of emergency supplies, including personnel.
 - ix. Arrange for security to protect vulnerable public health work sites as needed.
 - x. Maintain updated emergency plans for each health department.
 - xi. Designate staff to perform public health duties.

V. LOGISTICS

- a. Sources of supplies and equipment. (Refer to SOP manual for listings of resources.)
 - i. Mutual Aid will be generated and allocated based on IPHMAS requests.
 - ii. Rapid Response Team, Illinois Department of Public Health. (Adhere to SOP for initiating assistance)
 - iii. Strategic National Stockpile can be initiated, as warranted by emergency. (Adhere to SOP for initiating assistance)

VI. DEVELOPMENT OF AND MAINTANENCE OF PUBLIC HEALTH ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- a. The Robert T Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 92-597, June 28, 2002.)
- c. The Illinois Civil Defense Act as revised by the St. Clair County Board in 2000.
- d. Region 4 Emergency Operation Plan.
- e. St. Clair County Code Chapter 19, Health Code, Article I, Public Health Board.

VIII. SUCCESSION OF COMMAND

- a. Refer to St. Clair County Health Department and East Side Health District's Emergency Operation Plans.

IX. APPENDICES

- a. Pre-emergency Operations Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist
- d. St. Clair County Health Department Organizational Chart
- e. St. Clair County Health Department and East Side Health District's EOP Manual

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communications needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communications equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop procedures with the Sheriff's Department, local Police Departments, and Fire Agencies to warn areas not covered by fixed warning systems
6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.) That needs warning information.
7. Review and update government officials alert list.
8. Update Communications Annex, as necessary.
9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Initiate EOC on-line procedures.
2. Alert emergency service units to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information through Sheriff's Departments, local Police Departments, and Fire Agencies to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
- 6 Request communications assistance from amateur radio operators.
7. Request assistance from state and federal government, if necessary.
8. Consult Public Information Annex for more information.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Maintain emergency communications operations as long as Necessary.
2. Repair and maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events

APPENDIX D. ST. CLAIR COUNTY HEALTH DEPARTMENT ORGANIZATIONAL CHART

Available for review in the St. Clair County EMA Office

APPENDIX E: SOP'S

*** See St. Clair County Health Department and East Side Health District's
Emergency Operations Plan on file at St. Clair County's Emergency Management
Agency Office**

MORTUARY SERVICES ANNEX

I. PURPOSE

The purpose of this annex is to define, outline, and describe, the role and functions served by the St. Clair County Coroner's office pertaining to locating, recovering, identifying and processing fatalities that may occur during disaster situations.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. A disaster is any situation where the demand for resources exceeds the available supply.
- ii. Provided with only minimal manpower, equipment, and resources, any unusual demand would tax the capabilities of the office and require supplementation from external sources.
- iii. The county could suffer mass casualties from transportation, weather related, industrial, weapons of mass destruction (WMD) and nuclear incidents. These types of events could result in multiple fatalities requiring the use of Mortuary services.

b. Assumptions

- i. First response would be by fire, rescue, and police agencies.
- ii. Initial response by this office would be by staff on hand.
- iii. Supplemental resources would be from the local community.
- iv. More extensive assistance would come from other governmental entities and the private sector.

III. CONCEPT OF OPERATIONS

The National Incident Management System (NIMS) shall be utilized for all emergency and disaster situations within St. Clair County. ICS/NIMS utilization allows for the expansion of the command structure and provides for a manageable span of control to meet the goals and objectives of response and recovery operations.

All activities, functions, documentation, and assignment of responsibilities shall be performed in accordance with the ICS/NIMS position checklists and associated ICS forms contained within the direction and control level of response and magnitude of the event, and geographical area covered. Standardized Management by objectives and the development and reliance upon an incident action plan (IAP) provides the coherent means of

communicating the overall incident objectives for operational support activities.

Command and General Staff positions shall be filled as a minimum with branch officer positions being established when the number of groups or span of control is exceeded, reducing the effectiveness of command and control operations. Divisions and groups may be further established in relation to geographical and physical areas of operation.

All operational activities addressed and conducted within this annex shall be based upon full compliance of directives, instructions and operational protocol contained within the direction and control annex of the St. Clair County Emergency Operations Plan.

Under Illinois law, the Coroner is responsible for the investigation of unusual deaths. This includes identifying fatalities and arranging for the disposition of the remains. As needed, the Coroner may establish one or more temporary morgues, and call on those state and federal agencies which can assist in identification.

- a. The Coroner will maintain rosters of his office's personnel and any volunteers that will assist in disaster operations. These will include the local funeral directors who have agreed to assist
 - i. Staff personnel will utilize necessary resources to provide needed levels of coverage.
- b. If needed, the Coroner will establish a temporary morgue away from the disaster site.
 - i. Mortuary services personnel will operate from that site, maintaining communication with the Emergency Operations Center (EOC) by phone or radio.
- c. Morgue facilities will be provided dependent upon the location, volume, cause and weather conditions present at the time.
- d. The Coroner is responsible for notifying his personnel and determining if the situation warrants 24-hour operations. If around-the-clock operations are required, then available personnel will be assigned to shifts.
 - i. Staff personnel will utilize necessary resources to provide needed levels of coverage.
- e. If necessary during a mass casualty incident, expansion of services to support county operations will be requested through the State Incident Response Center requesting assistance from DMORT.
- f. Responding radiological teams from the State and Federal Government will be consulted to help manage the procedures required for radiological decontamination of response personnel.

- g. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.
 - i. The successor's emergency authority will become effective upon the unavailability of the authority. The authority may upon necessity appoint the successor to fulfill his duties upon his inability to serve such as injury, sickness, or commitment elsewhere.
 - ii. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement to the EOC and having each EOC representative relay the information to their agencies. The alternate method will be to have the EMA communications center make the announcement.
- h. No mutual aid agreements have been negotiated, coordinated, or prepared. (regional and state agreements are currently in development)
- i. Logistical support for operations will be accessed from the St. Clair County EMA office. Support for actual morgue operations will be through Illinois Coroner & Medical Examiners Association, Illinois Funeral Directors Association and Disaster Mortuary Operational Response Team (DMORT).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The Coroner has developed SOPs for the coordination of emergency mortuary services, the establishment and operation of temporary morgues, and the identification of remains.
 - i. The SOPs will be located in the Coroner's office and EMA office.
 - ii. Basic responsibilities for operation would be divided into locating, recovering, identifying and processing areas which would be overseen by the Coroners command structure and supplemented by the police, fire, and rescue agencies, Illinois Coroner & Medical Examiners Association, Illinois Funeral Directors Association and Disaster Mortuary Operational Response Team (DMORT).
 - iii. Access to personnel, associations, and resources would be affected by the office staff dependent upon the demand at the time.
- b. The responding radiological response teams in conjunction with EMA, Incident Command, and the EOC will make the arrangements to provide Coroner personnel with the necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.

V. LINE OF SUCCESSION

- a. If the Coroner is not available to direct emergency response operations, the chain of command shall be:
 - i. St. Clair County Coroner
 - ii. St. Clair County Chief Deputy Coroner
 - iii. St. Clair County Deputy Coroner
 - iv. Designee of the St. Clair County Coroner

VI. DEVELOPMENT AND MAINTENANCE OF MORTUARY SERVICES ANNEX

- a. The responsibility for revisions, keeping attachments current and developing necessary documents, attachments, and mortuary services SOP's belongs to the St. Clair County Coroner.
- b. The responsibility for revisions and maintaining SOP's belongs to the emergency response groups.

VII. APPENDICES

- a. Pre-emergency Operations Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist
- d. Emergency Mortuary Service Out-Of-County Call list

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communications needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communications equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop procedures with the Sheriff's Department, local Police Departments, and Fire Agencies to warn areas not covered by fixed warning systems
6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.) That needs warning information.
7. Review and update government officials alert list.
8. Update Communications Annex, as necessary.
9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Initiate EOC on-line procedures.
2. Alert emergency service units to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information through Sheriff's Departments, local Police Departments, and Fire Agencies to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
- 6 Request communications assistance from amateur radio operators.
7. Request assistance from state and federal government, if necessary.
8. Consult Public Information Annex for more information.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Maintain emergency communications operations as long as Necessary.
2. Repair and maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events

APPENDIX D. EMERGENCY MORTUARY OUT-OF-COUNTY CALL LIST

St. Clair County Coroner
Calvin Dye
10 Public Square
Belleville, IL 62220
(618) 233-4442

Illinois Coroners & Medical Examiners Association
Stephen Nonn, President
Madison County Coroner
159 North Main Street, Suite 39
Edwardsville, Il. 62025
(618) 692-7478 office
(618) 692-6042 fax
spnonn@co.madison.il.us

Illinois Funeral Directors Association
215 S. Grand Avenue West
Springfield, Il. 62704-3838
1-800-240-4332
1-217-525-2000
1-217-525-8342 fax
ingo@ifda.org email

Disaster Mortuary Operational Response Team (DMORT)
(800) 872-6367
(800) USA-NDMS
www.dmort.org

RESOURCE MANAGEMENT ANNEX

I. PURPOSE

- a. The purpose of this Annex is to provide an overview of Disaster Logistics Support and resource management activities and how St. Clair County EMA will perform its EOC Logistics mission in accordance with the County Emergency Operations Plan (EOP).
- b. This Annex:
 - i. Provides a framework through which logistics procurement, distribution, and resource management functions are conducted during an emergency.
 - ii. Describes how the EOP and respective annexes will interact to provide logistical support to the incident response effort.
 - iii. Outlines logistics management functions and specific roles and responsibilities when operating in accordance with the EOP.
 - iv. Provides guidance to St. Clair County and municipal jurisdictions concerning logistical support and resource management activities following the onset and/or occurrence of an emergency or disaster affecting the government, public, or private sectors within their jurisdictions.

II. SITUATION AND ASSUMPTIONS

- a. Situation
 - i. St. Clair County may experience a major emergency or disaster such as tornadoes, a major hazardous materials spill, or a large fire conflagration, or a county-wide ice storm resulting in power outages to the extent that local and immediate resources would be depleted. Resources such as fuel in winter, potable water, backhoes, dump trucks, generators, as well as transportation routes, and shelter space might be depleted.
 - ii. A resource manual has a listing of resources available to Incident Commander. The resources include, but are not limited to, personnel, communications, equipment, vehicles for passengers, cargo, and debris removal. Heavy equipment, pharmacies, medical supplies, and construction and building materials are also listed.
 - iii. The only known mutual aid agreements are between fire departments and hospitals.
- b. Assumptions
 - i. Organized resource management activities will enhance response and recovery operations

- ii. The resource manual will be able to provide a thorough listing of resources that are likely to be needed.
- iii. Resources will become available in a reasonable amount of time.
- iv. Response agencies will sustain themselves during the first 24 hours of an emergency. Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.
- v. Evacuees located in a mass care facility will receive necessary life sustaining services from the facility
- vi. There is a potential for donations, given any emergency — even a forecast emergency — which generates sustained media coverage.
- vii. Performance of the resource management function will depend on the availability of some volunteers.
- viii. If the jurisdiction is depending on mutual aid to cover resource shortfalls, it assumes some parties to the agreement will themselves be affected and unable to provide the resources. To resupply themselves, the aforementioned parties shall submit reimbursement requests for the depleted supplies to the County Treasurer's Office.
- ix. Pressure on the resource management function to supply unmet needs of response agencies may be reduced by assistance from the next higher level of government. (However, the resource management function will still be necessary given uncertainty over the timing, form, and amount of threat assistance relative to the jurisdiction's needs. Resource management planning is also necessary to generate detailed information on needs and logistics that the higher level of government may not have.)
- x. St. Clair County EMA has resource manuals available describing the amounts and type of equipment from the following agencies:
 - 1. ILEAS (Illinois Law Enforcement Alarm System)
 - 2. MABAS (Mutual Aid Box Alarm System)
 - 3. St. Clair County Coroners Office
 - 4. St. Clair County Health Department
 - 5. St. Clair County Roads and Bridges
 - 6. St. Clair Special Emergency Services Association
 - 7. St. Clair County Fleet Resources
 - 8. St. Clair Mental Health Board

III. CONCEPT OF OPERATIONS

a. Planning Function Organization

- i. *Priorities.* Disaster victims will take precedence in the allocation of resources. Specific priorities will be set by the EOC Logistics Chief in consultation with the CBC and the I/C at the incident.
 - ii. *Initial sustainability.* Response agencies will sustain themselves during the first 24 hours of an emergency.
 - iii. *Supplier of last resort.* 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 resource management function.
 - iv. *Costs.* Costs should initially be considered the responsibility of the requesting agency. All Emergency Response Groups and agencies shall keep all receipts pertaining to the incident.
- b. Sequence of Events
 - i. *Notification.* The EOC Logistics Chief should be among those initially notified of an emergency. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.
 - ii. *Activation and deployment.* The CBC or the Emergency Unit Leader activates the resource management function. The EOC Logistics Chief has the discretion and authority to activate additional functions such as: a Communications Unit Leader, a EOC Supply Unit Leader, and a Resources Unit Leader.
 - iii. *Emergency activity.*
 - 1. Determining Needs
 - a. All agencies are tasked to report to the EOC Logistics Chief whether directly or through the EOC when they are unable to acquire, through their own channels, any emergency resource.
 - b. The following essential information is needed by the EOC Logistics Chief:
 - i. WHAT is needed and WHY, as specifically as possible (since a different item might work as well or better and be readily available).
 - ii. HOW MUCH is needed.
 - iii. WHO needs it.
 - iv. WHERE it is needed.
 - v. WHEN it is needed.
 - c. *Prioritization (ongoing).* The EOC Logistics Chief will apprise all Branch Directors and/or Unit Leaders in the Logistics Section of priorities set by the CBC or a designated representative.
 - i. *Top Priority* — relates to the immediate safety of life.

- ii. *Priority* — relates to the immediate safety of property.
 - iii. *Low Priority* — needs that can be addressed later
 - d. *Follow-up.* All resource requests shall be logged, prioritized and passed to the Supply Unit Leader. The Supply Unit Leader will, in turn, submit the request to the Distribution Unit Leader. Upon distribution of the resource, the Distribution Unit Leader shall report to the Supply Unit Leader and the EOC Logistics Chief of the distribution.
2. Obtaining Supplies
- a. *Notification of suppliers.* When warning is available, the Supply Unit Leader shall notify the suppliers. The Supply Unit Leader will also verify the availability of resources and reserve any critical resources.
 - b. *Evaluation of requests against known supplies (ongoing).* Upon receipt of a request, the Supply Unit Leader should attempt to fill the need with jurisdictional resources. If the needed resource is on hand, the Supply Unit Leader contacts the supplier, confirms transportation responsibilities and provides necessary information (e.g., to pass checkpoints), notified the Distribution Unit Leader of the incoming resource (or of the need to pick it up) and its priority, and informs the Needs Unit Leader that action has been taken on the request. If the needed resource is not listed among prearranged supplies, the next step is to see if a workable offer to donate it has been made (assuming a Donations Coordination Team has been activated). If not, the options are to procure (or hire) or to solicit a donation of the needed resource.
 - c. *Procurement and Hiring.* When requests are of top priority for the jurisdiction, an expedited procurement or hiring process may be used, in coordination with the Financial Officer and Legal Advisor, if necessary. The Supply Unit Leader, Distribution Unit Leader, and Needs Unit Leader will be notified. This allows for an easier procedure for purchases of large ticket items.
 - d. *Soliciting Donations.* When top priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a

- consideration, an appeal can be made through the PIO for donations of the goods or service in question.
3. *Maintaining financial and legal accountability.* The Finance Officer shall keep the EOC Logistics Chief and the Supply Unit Leader aware of their authorized budget, log and process transactions, track accounts, and secure access to ore funding as necessary and feasible (e.g., ensuring jurisdictional access to cash donations, where law permits). The Legal Advisor shall keep them aware of their legal obligations — and also of any special powers granted by law to expedite their tasks.
 4. Distributing goods (and services)
 - a. *A GIS Map layer is being developed to indicate the POD locations in the County.*
 - b. *Activating and operating key facilities.* The EOC Logistics Chief shall determine what facilities (e.g., donations receiving areas, checkpoints, warehouses) will be required to handle the flow of resources into and through the jurisdiction. The EOC Logistics Chief shall then direct the Distribution Unit Leader to set up and operate the facilities.
 - c. *Traffic control.* The Distribution Unit Leader shall ensure that high priority resources are dispatched quickly to where they need to be. Unnecessary traffic should be held back or rerouted.
 - d. *Hauling.* Procurement and donations efforts shall ensure that suppliers of a resource also supply transportation for it as the jurisdiction's transportation resources may be almost fully committed. However, the Distribution Unit Leader may be tasked to pick up resources.
 - e. *Reporting and coordination.* From the EOC, the Distribution Unit Leader would notify checkpoints and other facilities (as applicable) of incoming resources to expect, as well as their priority designation. Checkpoints and other facilities (as applicable) would provide regular reports on resources passing through (or inventory), allowing the Distribution Unit Leader to track location of resources and timeliness of delivery.
 - iv. *Post-emergency activity (recovery).* When needs have largely been met, the crisis subsides, and the jurisdiction's government can begin to function in its normal, day-to-day mode, the resource management function 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 perhaps where hazardous materials are concerned. Warehouse space may be needed for excess donations as local and area volunteer agencies attempt to absorb them; a Donations Unit Leader would then have a role in finding takers for the excess.
 2. *Stand down.* Facilities and staff should be deactivated as soon as is feasible, with all reports and documentation filed.
 3. *Financial settlement.* The jurisdiction may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address the jurisdiction's financial liability for any assistance received under the Stafford Act.
 4. *Thank-you's.* Suppliers and donors who came through for the jurisdiction should receive some acknowledgment from the CBC or the PIO. New suppliers will be polled about their interest in developing a memorandum of agreement in time for the next emergency.
- c. Coordination with Voluntary Agencies
 - i. The Resource Unit Leader will coordinate resource donations from voluntary agencies. Monetary donations will be referred to the County Treasurer.
 - ii. All volunteer labor must sign the loyalty oath.
 - iii. All volunteer labor will be assigned a supervisor.
 - d. Local, State, and Federal Coordination
 - i. The EOC Logistics Chief shall maintain communications with the Federal Emergency Management Agency through the Illinois Emergency Management Agency.
 - ii. The EOC Logistics Chief shall request State resources through the IEMA Region 8 Coordinator, and if unavailable, through the State EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. EOC Logistics Chief
 - i. Is assigned by the EMA Director.
 - ii. Directs and supervises all Logistics operations and reports to the EOC when activated.
 - iii. Coordinates with the EOC Unit Leader and key organizations' representatives in the EOC regarding needs and priorities for meeting them.

- iv. During the emergency, monitors potential resource shortages in the jurisdiction and advises the Emergency Unit Leader or CBC on the need for action.
- v. Identifies facilities/sites that may be used to store needed resources and donations.
- vi. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources.
- vii. Makes arrangements for work space and other support needs for resource management staff.
- viii. Serves as the EOC resource management rep when the EOC is activated.
- b. Supply Unit Leader
 - i. When notified of an emergency, reports to the EOC or other location specified by the EOC Logistics Chief.
 - ii. Determines appropriate means for satisfying requests (with concurrence of EOC Logistics Chief.)
 - i. Handles unsolicited bids.
 - ii. Requests transportation from Distribution Unit Leader (with concurrence of EOC Logistics Chief.
- c. Donations Unit Leader / Financial Officer
 - i. Is assigned by the County Treasurer
 - ii. When notified of an emergency, reports to the EOC or other location specified by the EOC Logistics Chief.
 - iii. Oversees the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
 - iv. Receives offers of donated goods and services.
 - v. Matches offers to needs (whether those of its own separate needs assessment or those of the larger jurisdictional needs assessment).
 - vi. Through PIO, disseminates information to ensure that offers are not inappropriate to needs.
 - vii. Make special requests as directed by the Supply Unit Leader
 - viii. Ensures that EOC Logistics Chief is apprised of “needs/unmet needs” list and that physical distribution efforts (in those jurisdictions that treat donations logistics separately) are coordinated with the Distribution Manger.
- d. Procurement Unit Leader
 - i. Undertakes *ad hoc* procurement as directed by Supply Manger.
 - ii. When notified of an emergency, reports to the EOC or other location specified by the EOC Logistics Chief.

- iii. When warning is available and as directed by Supply Unit Leader, notifies private industry parties to any memorandum of agreement of the jurisdiction's intent to activate the agreement, confirms availability of resources specified by the agreement, and reserves supply.
 - iv. Locates needed resources using database and/or resource listings for the jurisdiction and participating suppliers.
 - v. As directed by Supply Unit Leader, seeks to procure resources not available through pre-arranged channels.
 - vi. In all cases, contacts suppliers, settles terms for transportation, and provides information necessary to pass checkpoints.
 - vii. Informs Supply Unit Leader when the jurisdiction must provide transportation in order to make use of the resource.
 - viii. When notified of an emergency, reports to the EOC or other location specified by the EOC Logistics Chief.
 - ix. As directed by Supply Unit Leader, recruits and hires personnel to meet emergency staffing needs.
- e. Legal Advisor / Counsel
 - i. Is assigned by the State's Attorney
 - ii. When notified of an emergency, reports to the EOC or other location as specified by the EOC Logistics Chief.
 - iii. Advises Supply Unit Leader and Procurement Unit Leader on contracts and questions of administrative law.
- f. Emergency Unit Leader (EMA Director)
 - i. Assists the EOC Logistics Chief as needed during response operations.
- g. Law Enforcement
 - i. Provides escort and security as appropriate for the delivery, storage, and distribution of resources.
- h. County Highway Department
 - i. Provides knowledgeable staff to serve with Distribution Unit Leader.
 - ii. Assists in procuring and providing transportation.
- i. All Agencies
 - i. Provide staff knowledgeable in a particular resource category to work with Needs Unit Leader and/or Procurement Unit Leader.
 - ii. Provide updated emergency resource listings on a regular basis or as requested by EOC Logistics Chief.
 - iii. Make personnel/resources available as needed in an emergency.

V. ADMINISTRATION AND LOGISTICS

a. Administration

- i. All records and reports are found in the EOC Annex, Appendix E, and the Resource Manual.
 - ii. All forms should be filled out in triplicate with the original copy routed to the EOC and kept on file by St. Clair County EMA. The second copy will be retained by the reporting emergency response group or agency. The third copy will go to the County Clerk's Office for safekeeping and filing.
 - iii. All funds appropriated shall be solely for the use for incident response and recovery. Any remaining funds are to be returned to the County Treasurer or to the proper line-item in the county budget as determined by the Tax and Finance Committee. Contingency funds are available when three county board members sign a voucher.
 - iv. Emergency procurement of resources must be approved by either the CBC, EMA Director, or Incident Commander. All procurement must be listed on ICS Form 104 found in the EOC Annex, Appendix E, and the Resource Manual.
 - v. All normal procedures for matters of hiring and/or assigning work that is not in an employee's job description or at an employee's normal duty station, etc., will be waived during the response to and recovery from an incident contingent upon the approval of the CBC, or IC, or EMA Director.
- b. Logistics
 - i. Staffing
 - 1. The staff needed to perform resource management will consist of Resource Manager, Supply Unit Leader.
 - 2. The maximum number of Resource Management personnel may be twenty-four persons.
 - 3. The augmentation of a staffing shortfall in Resource Management shall be the reassignment of jurisdictional personnel, aid from other jurisdictions, or area volunteers.
 - ii. Facilities
 - 1. Basis Resource Management activities will be conducted at the EOC with a secondary location of the Incident Command Post(s).
 - 2. St. Clair County Fairgrounds, St. Clair Square will serve as the initial staging areas.
 - 3. If warehouses or other storage facilities are needed, they will be requisitioned from local warehousing businesses.
 - 4. The EOC shall serve as the donations coordination center with the County Treasurer's Office serving as lead financial agency.

5. The St Clair County Fairgrounds will be used for the donation receiving area.
 6. Area churches and volunteer agencies' facilities will be used for distribution centers.
 1. Shelters and/or local motels will be used for volunteers and government workers in need of lodging
 2. A listing of commercial warehouses can be found in the Resource Manual.
 - iii. Communications
 1. The number of telephone lines, fax machines, and other standard equipment required will depend on the size of the Resource Management operations. Local telephone companies will set up emergency phone lines. Equipment such as fax machines will be obtained from county agencies or purchases locally. Citizen band radios will be used for communicating with semi-truck and warehouses. Amateur radio will also be used for inter-communications among Resource Management personnel.
 - iv. Computers
 1. There is computer equipment in place at the EOC. The equipment is set up to use the federal, state, and local forms that are required for each incident.
 - v. Office Equipment and Supplies
 1. Available office equipment and supplies shall first be used, and when exhausted, will then be obtained through local retailers.
 - vi. Transportation
 1. The St. Clair County Highway Department will direct transportation of all resources to their designated locations. Volunteers will be under the direction of the EMA
- VI. DEVELOPMENT AND MAINTENANCE OF RESOURCE MANAGEMENT ANNEX
- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
 - b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups and 911 PSAPs.
 - c. All Emergency Response Groups, County Highway Department, and Township Highway Departments shall send a basic inventory report of their resources to St. Clair County EMA to be placed in the Resource Manual on an annual basis. Any mutual aid agreements that are new or revised shall be immediately sent to St. Clair County EMA.

- d. St. Clair County EMA will hold meetings with private industry, professional and labor associations, volunteer groups for maintaining the Resource Manual.

VII. SUCCSSION OF COMMAND

- a. EOC Logistics Chief
- b. EOC Deputy Logistics Chief
- c. Supply Unit Leader
- d. Or Designee

VIII. AUTHORITIES AND REFERENCES

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- b. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 2002).
- c. The FEMA/National Donation Steering Committee, *Donations Management Guidance Manual*, January 1995.
- d. The Federal Response Plan, April 1992.
- e. Legislation or regulations pertaining to eminent domain, rationing and price controls, suspension of "full and open competition" can be obtained at the St. Clair County State's Attorney's Office.
- f. Sample forms such as Resource Inventory, Donations, etc. can be found in the EOC Annex, Appendix E, and in the Resource Manual.
- g. Resource Management Organization Chart will be found in Appendix D of this annex.

IX. APPENDICES

- a. Pre-emergency Operations Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Analyze communications needs.
2. Train assigned communications staff and volunteer augmenters to perform emergency functions.
3. Test, maintain, and repair communications equipment.
4. Identify public, private, and voluntary organizations that can augment.
5. Develop procedures with the Sheriff's Department, local Police Departments, and Fire Agencies to warn areas not covered by fixed warning systems
6. Identify special locations (schools, hospitals, nursing homes, major industries, places of public assembly, etc.) That needs warning information.
7. Review and update government officials alert list.
8. Update Communications Annex, as necessary.
9. Negotiate, coordinate, and prepare mutual aid agreements, as necessary.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Initiate EOC on-line procedures.
2. Alert emergency service units to the emergency.
3. Alert key government officials to the emergency.
4. Work with the Public Information Officer (PIO) to disseminate pertinent information to the public and media.
5. Provide information through Sheriff's Departments, local Police Departments, and Fire Agencies to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
- 6 Request communications assistance from amateur radio operators.
7. Request assistance from state and federal government, if necessary.
8. Consult Public Information Annex for more information.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Maintain emergency communications operations as long as Necessary.
2. Repair and maintain equipment.
3. Release unneeded personnel.
4. Support cleanup and recovery operations during disaster events

Hazardous Materials Annex

I. PURPOSE

The purpose of this annex is to mitigate the effects of a hazardous materials incident that may occur within the boundaries of St. Clair County. It is the intent of this plan to address both fixed and transportation type incidents, and to marshal the needed expertise, equipment, supplies, and personnel for the proper response. The plan shall try to anticipate aspects of the events in order that procedures shall address situations as closely as possible. It is not the purpose of this plan to replace the Local Emergency Planning Committee (LEPC) but to support and compliment that organization. The St. Clair Special Emergency Services Association (SCSESA) HAZMAT team shall assist to safeguard the public. Throughout the incident, prime consideration shall be given to the personal safety of the people of St. Clair County.

II. SITUATIONS AND ASSUMPTIONS

a. Situations

- i. St. Clair County, located along the Mississippi River contains a concentration of industry and transportation infrastructure. The western portion of the county contains several chemical plants and other industries that use chemicals in there manufacturing process. Also, interstate highways and major state highways as well as railroads crisscross the county. All of these have a potential for an accident that might lead to the emission of toxic and/or hazardous materials into the soil, surface water, ground water, atmosphere, or the combination of two or more environmental areas.
- ii. While most situations are of short duration and do not affect the general population, some incidents may become prolonged and require a response from local, state and/or federal agencies.
- iii. This annex is under the direction of the County Board Chairman and his signature shall be the legal authority for the implementation of this Plan.

b. Assumptions

i. Fixed Locations

1. That most of the spills will be of a contained nature within the plant site.
2. That the plant will respond with company members for the clean up.
3. That any spill what will affect areas beyond that plant boundaries will be identified by the plant and warnings given to the appropriate individuals and/or government agencies.

4. That plant policy and personnel will work with the responders and SCSESA on off -site situations.
 5. That most spills will be of short duration and in some cases emission will conclude before a warning can be given.
 6. That this plan will best fit those emissions that are long term in scope or those emissions that require extended response and cleanup.
- ii. Transportation
1. That with the amount of highway and rail traffic through St. Clair County transportation accidents involving hazardous materials is a certainty.
 2. That this situation shall be more fluid due to the lack of expert assistance on hand at the scene when the incident begins. (You may only have a truck driver and/or train personnel -with few exceptions these people are not reliable sources of information about their cargoes.)
 3. Situations may affect more people in a shorter time depending on the location, and the type of occurrence. (Cities with major highways and/or railroads passing through have a high risk.)
 4. That response may be slower due to the location of the incident.
 5. The entire situation will contain more "unknowns" requiring greater management of the situation.

III. CONCEPTS OF OPERATIONS

- a. In the event of notification of a spill and or emission, this annex shall be activated. If the AHJ is unable to handle the incident and additional resources are required to mitigate the situation it will be the intent of this plan to:
 - i. Respond with the proper personnel and material to the situation.
 - ii. Open operations at the EOC and notify other agencies that may be needed to support the emergency.
 - iii. Protect the population if required.
 - iv. Notify and act as liaison with SCSESA, state, and federal agencies. All notifications for SCSESA, will be made through CENCOM.
- b. Upon notification of the incident the EOC shall be opened and the staff notified. It will be the intention of the EOC and staff to support the services directly involved in the operation. Support shall be in the form of communications, man power, and equipment. A Communications plan shall be developed to allow field operations to be conducted between all agencies and the command center.

- a. Other members of the plan who are notified shall operate under their SOP's as written by the departments and by their individual annexes.
- b. More in depth information can be found in the LEPC Manual located in the back of this Operations Plan.

IV. ORGANIZATION AND RESPONSIBILITIES

- a. With the notification of an event, the response to the situation will require various agencies to be tasked with operations and responsibilities for which they are best suited to handle, and in some cases they may be required to back-up other agencies in order to accomplish an assigned role. Listed are the main response units and their responsibilities. Each organization must write SOP's on how they will accomplish their assignments.
 - i. County Board Chairman shall, within the unincorporated areas have charge of the disaster operations.
 - ii. EMA Director shall under the direction of the CBC coordinate county resources and departments, shall operate the EOC and its staff, and act as liaison between local, state, and federal government/agencies.
 - iii. Fire service - shall be responsible for the identification, organizing the field operations, and calling for necessary assistance. While they will be responsible for the immediate area of the release overall command shall remain with the CBC. The fire service shall oversee operations as to the use of other personnel, such as, SCSESA, private vendors, or manufactures.
 - iv. Law Enforcement shall ensure that the incident scene is isolated in order that no one may enter the area unless required to be there. That traffic control will be maintained to ensure if evacuation becomes necessary, it can be conducted in a rapid and orderly manner, that the evacuation area is secured, and that if needed they may be called upon to support other operations.
 - v. Public Health will support the fire service and EMA to ensure that any health matters related directly or indirectly to the release or spill is handled properly and to ensure that the health dangers to citizens of the county are avoided or held to a minimum. That they work with state and federal organizations in order to complete this task.
 - vi. Public Works shall be required to support the other services to the extent needed to complete the incident in the safest and quickest way.

- vii. St. Clair Special Emergency Services Association (SCSESA) HAZMAT team shall assist the Fire Service with their mission. They shall work to stabilize the release and give technical assistance.
 - viii. Officials and employees of the fixed site and/or transportation company shall be needed to give technical support about the product has been released. (This is important as guidebooks and training are no substitute to a company representative who is familiar with the chemicals and the operations of the physical plant.)
- b. It will be the responsibility of each agency and or department to write SOP's addressing how they will respond to incidents.
- c. Each agency shall maintain call up rosters, and procedures for contacting personnel within their organizations. A copy of these shall be kept at the EOC. This will ensure that the department representatives to the EOC shall have all the information that is required for the coordination of operations.
- d. The county EOC has the capability of communicating with all county governmental departments and executive personnel. This includes two way radio, cellular telephones and pagers.

V. DIRECTION AND CONTROL

- a. Upon notification the EOC staff shall contact all departments advising them that the EOC is to be opened. The EOC duty telecommunicator shall contact the people on the call up roster as listed.
- b. Each department shall send a representative to the EOC in order to ensure coordination and to handle any departmental SOP's and/or problems. He shall also have the responsibilities of direction and control over the personnel within his organization.
- c. During a hazardous materials event the EOC shall provide support to the field units. Each agency shall also make arrangements to have administrative support available but, the county will support those agencies that do not have the staff. This shall be done through temporary reassignment from other offices not involved in disaster operations.
- d. Communications support shall be provided by the EOC communications center.

VI. DEVELOPMENT AND MAINTENANCE OF HAZMAT ANNEX

- a. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA and the LEPC.
- b. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. CONTINUITY OF GOVERNMENT

- a. Each agency must have, within its SOP's, a line of succession in the event personnel are not available or unable to fulfill their assignments. This list should be included with the call up rosters and a copy held at the EOC.

VIII. APPENDICES

- a. Pre-Emergency Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Identify industries that have a potential for hazmat incidents. This is to include fixed and transportation modes. (see Hazmat Contingency Planning Manual SM111A/July 1987.)
2. Identify locations in the area that can be used as forward command posts and staging areas.
3. Identify alternate working areas for departments responding to the incident and for the EOC. Remember government buildings are not immune.
4. Ensure that SOP's are written and updated on a timely basis.
5. Train personnel who will respond and assist.
6. Develop and maintain rosters and call up lists. Ensure a location where they can be obtained immediately.
7. Develop and maintain a resource list of both responders and equipment.
8. Identify hospitals and ensure that they conduct training in receiving hazmat type injuries.
9. Identify locations that require special needs. (hospitals, nursing homes, day care centers etc) GIS map layers are being developed in this ongoing project.
10. Identify special needs individuals, (shut-ins, blind, deaf, handicapped, etc) in order to plan for their protection.
11. Ensure that all agencies understand their role in the incident and assist them in locating any equipment they may need.
12. Formulate an interoperable communications plan. Make sure that all units responding can talk to each other. Keep extra radio equipment on hand for the "transient user. **COMMUNICATIONS IS IMPORTANT.**
13. Have on hand a supply of area maps. This can consist of a large map of the jurisdiction, topographical maps, area photography and any other maps deemed important.
14. Study the meteorological data for the area to get an idea of the average wind patterns and temperature variations for the different seasons and the different times of the day. (Obtained from the US Weather Service Climatological Center.)
15. Dovetail other sections of the plan into the hazmat annex, i.e. reference the evacuation annex and others that can be used during a hazardous materials operation. Establish checklists for all operations prior to, during and after the event. This will ensure that the situation is controlled and minimizes the potential problems.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Call up lists shall be developed and updated for local, state, and federal agencies that must or may be called for reporting an incident and/or for requesting assistance. This list shall be kept at the EOC Communications Center.
2. Duty Telecommunicators shall contact the required personnel and agencies from the call list as per the SOP's.
3. The Telecommunicator should obtain as much information about the event as possible from the reporting party.
4. The Telecommunicator shall contact the EOC staff.
5. The EOC shall contact local hospitals and brief them about the event.
6. As information becomes available it will be forwarded to the responsible agency.
7. An on scene command post shall be established.
8. Activation of EBS and the use of the media to pass along information vital to evacuations and or other safety related matters of interest, to ensure the public is protected.
9. EOC staff shall make provisions for evacuation of the area, if this is required.
10. Agreements with other jurisdictions for accepting personnel in the event of an evacuation shall be developed and reviewed.
11. The Health Department shall ensure that water and sewage systems are protected. This may include inspections and testing on a regular basis.
12. Keep communications open with company technical personnel to ensure that the most current advice is received. This will affect the decisions that must be made.
13. For Extended Operations:
 - a. Coordination of Sanitary Facilities on site
 - b. Coordination of food/refreshments of onsite crews.
 - c. Contact for resources to cover the County in the event the SCSESA response agency will be committed to the incident for an extended period.
14. Ensure that those organizations that handle human services are aware of the situation and have developed SOP's to meet the situation.
15. Develop and maintain a listing of all vendors who will respond to affect a clean up of the spill. (Remember that the manufacturer may have a response team of their own near the incident.)
16. Use and know other annexes to the plan. Part of the planning should include how other annexes can help mitigate a hazmat incident.
17. Develop a shut down list that will let you account for personnel, materials, and equipment. This will ensure that upon clearing the scene that the incident has been contained, any leak stopped, and any spilled material cleaned up and removed to an approved landfill.
18. Make notification of the incident to IEMA and IEPA and make any requests for assistance.
19. Develop a reporting system.

20. Develop a procedure for requesting assistance from the state and federal agencies.
21. Identify special facilities and population and develop SOP's to meet their needs.
22. Develop SOP's on evacuation (who, when & how). This should include who will make decisions.
23. Develop SOP's for the identification of the area to be evacuated, the number of people involved and the facilities that they are to be moved into.
24. Ensure the updating of situation reports to the EOC.
25. Assignment of evacuees to lodging and feeding facilities.
26. Ensure that traffic control and security in evacuated areas are maintained.
27. Requirements of special facilities such as correctional and juvenile facilities.
28. Limiting access to the vicinity of the incident. **STRICTLY ENFORCED.**
29. The PIO staff is to develop SOP's to ensure that the citizens will receive timely and correct information. That rumors are controlled. They must be prepared to answer inquiries from the press, family, and friends as the location and condition of loved ones and property.
30. Confirm all information and the source before acting upon and/or releasing information.
31. Ensure that medical needs are met both for those evacuated and those responding to the incident.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Ensure that the area is safe and all leaks are stopped, all spills are cleaned up and all materials are removed, and to ensure that the area evacuated is safe from any harmful residues.
2. Ensure an orderly return to the evacuated area.
3. Gather all reports, messages, and logs in order to put together an after action report. Hold a critique of the incident in order to make updates and procedure changes to the Plan.

EARTHQUAKE ANNEX

I. PURPOSE

This hazard specific annex describes the actions to be taken by *St. Clair County* to prepare for and respond to an earthquake. Earthquakes can cause extensive damage to public and private property, and can cause numerous injuries and deaths within the region. A major or damaging earthquake may require the activation of all functional annexes of emergency response operations of the St. Clair County Emergency Operations Plan (EOP). This and other annex's to the EOP support and expand the general concept of operations, organizations, and responsibilities of St. Clair County.

This earthquake annex provides general and specific functional procedures for first responders. Major earthquakes may overburden all local capabilities and resources such as personnel, equipment, vital facilities, and supplies. These resources may also be damaged, destroyed or be insufficient to meet the catastrophe. The government of St. Clair County bears the responsibility for earthquake planning, preparedness, response, and recovery.

II. SITUATIONS AND ASSUMPTIONS

a. Situations

- i. The New Madrid Seismic Zone generated earthquakes, which may impact at least a 29 county area in Southern Illinois, is the most active fault zone east of the Rocky Mountains and has an extensive history of earthquakes, including some of the largest ever recorded. In addition, numerous counties in six surrounding states are also within this earthquake zone and are also susceptible to major damage from earthquakes. *St. Clair County* is within this zone which is highly susceptible to damaging earthquakes and this annex is an attempt to plan and prepare for and hopefully minimize the effects of possible damaging earthquakes.
- ii. The actual movement of the ground in an earthquake is seldom the direct cause of injuries and fatalities. Many injuries and casualties result from falling objects and debris as a result of shocks, which shake, damage, or demolish buildings and/or other structures. The disruption of communications, power, gas, sewer, and water systems can be expected. Earthquakes may also trigger landslides, which can cause extensive damage. Hazardous materials incidents also have a high probability of occurrence as a result of ground shaking from an earthquake.

- iii. Experts have estimated that enough energy has been stored to produce another earthquake of at least 6.0 to 7.0 magnitude along the New Madrid Fault (1895 in Charleston, Missouri was the last occurrence of a 6.8 magnitude earthquake). There is also a probability of a larger than 7.0 magnitude earthquake occurring. Earthquakes of this magnitude could be felt across the United States with major direct damage in at least seven states surrounding the New Madrid Seismic Zone. There is thus a crucial need to increase the public's awareness and preparedness for the possibility of such an event in order to reduce the casualties, injuries, and damages, which would result.
 - iv. In the event of a major, damaging earthquake, there could be numerous bridge failures over the county's water shed system. Fire and explosions from natural gas and petroleum pipeline ruptures would increase damage, in addition to disrupting utility services. Railroads, highways, telecommunications, and electric power networks can be expected to receive damage and disruption.
- b. Assumptions
 - i. A major earthquake or a series of quakes effecting Illinois could result in:
 - 1. Substantial numbers of deaths and injuries.
 - 2. Destruction of a large percentage of facilities that provides and sustains human needs.
 - 3. An overwhelming demand on local and state resources.
 - 4. Severe long-term effects to the general economic well-being of the region.
 - 5. Major effects on local, private sector, and state initiatives to begin and sustain initial recovery efforts.
 - 6. Data Processing (GIS Topography)
 - ii. Due to the estimates mentioned in the Situation section, the planning in this document is accomplished assuming the occurrence of an earthquake of 6.0 to 7.0 magnitude quake which both earthquake experts and seismologists believe is highly probable in the Midwest.
 - iii. An earthquake can occur without warning and at a time of day, which could produce a maximum number of casualties. Access to and from the damaged areas may be severely restricted for hours and perhaps days. Thus, *St. Clair County* should prepare to be self-sustaining for no less than 72 hours (and possibly longer). Communications and life support systems could be severely disrupted or destroyed. Also, earthquakes and the aftershocks may

trigger fires, landslides, liquefaction, flooding, and releases of hazardous materials.

- iv. The damage resulting from a major or catastrophic earthquake could most likely be widespread. Seismic caused ground motions will vary within a geographical region, and so will resulting damages. There may be high concentrations of damage in some areas with only slight damages in others. A quick evaluation of areas damaged will facilitate effective responses.
- v. Initial reports of the earthquake may not reflect the true nature of the problem. An objective on-the-scene evaluation and assessment must be made as soon as possible and as damage assessment teams can be dispatched.
- vi. *St. Clair County* must give special consideration to urban search and rescue, debris removal, mass medical care, and public health problems. Earthquakes are different from other disasters, such as flooding or hazardous materials spills/accidents, where evacuation and shelter are primary needs. Earthquakes have a greater potential for disrupting communications than do other disasters. Earthquakes will also make the coordination of services more difficult and the acquisition of resources much more critical.
- vii. Resources will probably be inadequate to respond to the needs of residents after a major earthquake. Again, *St. Clair County* officials and residents should plan to be self-sufficient for at least 72 hours after a quake. The *St. Clair County* must establish priorities and procedures for the use of available resources, and the priorities for the restoration of utilities, communications, and transportation networks.
- viii. A major or catastrophic earthquake will most likely result in a quick Proclamation of State of Emergency first by the *St Clair County Board Chairman* then by the Governor, and followed later by a Presidential Disaster Declaration. Consequently allowing State and Federal life support and emergency response operations to begin. Resources may not be available in any large quantities for the first 72 hours, and even then may be insufficient to meet the *St. Clair County* needs.

III. CONCEPT OF OPERATIONS

The National Incident Management System (NIMS) shall be utilized for all emergency and disaster situations within St. Clair Co. ICS/NIMS utilization allows for the expansion of the command structure and provides for a manageable span of control to meet the goals and objectives of the response and recovery operations.

All activities, functions, documentation, and assignment of responsibilities shall be performed in accordance with the ICS/NIMS Position checklists, and associated ICS forms contained within direction and control annex, appendix-c. ICS positions will be utilized as appropriate to the level of response, magnitude of the event and geographical area covered. Standardized management by objectives and the development and reliance upon an incident action plan (IAP) provides the coherent means of communicating the overall incident objectives for operational support activities.

Command and General Staff positions shall be filled as a minimum with branch officer positions being established when the number of groups or span of operations. Divisions and groups may be further established in relation to geographical and physical areas of operation.

All operational activities addressed and conducted within this annex shall be based upon full compliance of directives, instructions and operational protocols contained within the Direction and Control annex of the St. Clair County Emergency Operations Plan.

- a. This hazard specific annex anticipates that if an earthquake is strong enough to cause extensive damage, affected residents and emergency personnel will experience it first-hand. As soon as the initial shaking stops, damage assessment personnel will make an initial survey of the damage in St. Clair County and report to the appropriate officials.

As reports of damages are received, St. Clair County officials will follow established procedures, St. Clair County governmental organizations shall implement all duties and responsibilities detailed in the respective organizations Earthquake checklist for pre emergency and response operations as detailed within the attached checklists, to this annex. If serious damage occurs in an area between jurisdictions, the first emergency response team to arrive is responsible for initial emergency actions.

Due to the nature of damages from an earthquake, local-planning priorities might change. Overall, the need to re-establish reliable communications will determine if the remaining response and recovery functions can be directed and controlled adequately and appropriately. Other functions that should be given the highest priority include:

1. Emergency medical services
2. Search and rescue operations

3. Essential debris removal (i.e. major routes or critical facilities)
 4. Evacuation of structures
 5. Public Health
 6. Public Works / Highways
 7. Resource Management (priorities should be pre-determined)
- b. If it is determined that residents may not return to their homes, the St. Clair County should be consulted so that the appropriate emergency shelter and support services can be arranged.
 - c. *St. Clair County* officials should immediately notify the Illinois Emergency Management Agency (IEMA) through any means available, and provide all known information about the earthquake and periodic follow-up reports should occur. The State Emergency Operating Center (SEOC) should be kept informed of situations on site to the maximum extent possible by appropriate officials, even if local officials can handle the situation effectively. Damage assessment forms should be used for status updates and to track activities. Adequate overall record keeping of all activities should be given a high priority.
 - d. If the IEMA Regional Coordinator, Chief of Operations, and/or Director determines additional communications are required, a request for mobile equipment and operations will be considered and priorities assigned at the State Emergency Operations Center. If the area impacted is wide-spread, a Mobile Command Post may be moved to a centralized location which may or may not be in the affected area depending on the circumstances.
 - e. When State response is solicited under this annex, all primary operational decisions, to include evacuation, relocation and sheltering, debris removal and sanitation, media control or other related matters shall be a result of joint consultations and consensus decisions involving all appropriate *St. Clair County*, State, and Federal agencies on the scene.
 - f. A Joint Public Information Center should be established to coordinate the flow of information to the media and public. All public information activities should be coordinated with the IEMA Public Information Officer or appropriate official either on the scene and/or with the State Emergency Operations Center.

IV. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

- a. *St. Clair County* government has three basic groups—policy, coordination, and operations—as shown in the Basic Section of the *St. Clair County* Emergency Operations Plan (EOP). The ultimate authority for emergency management in *St. Clair County* is the *St. Clair County Board Chairman* who directs emergency operations and provides official information and instructions to the public.

- b. The coordination group analyzes all available information on the situation, develops and refines a joint response and recovery strategy, plans the deployment of field units to ensure the availability of appropriate agency, department or organization to deal with the situation at particular locations, and makes certain that all responders work together in a mutually supportive manner.
- c. The operations group implements the strategy and plan of the coordination group. They communicate with the *St. Clair County* Emergency Operations Center and other responding emergency organizations concerning the status of current operations.
- d. The responsibility for provisions, keeping attachments current, and developing necessary documents for the annex belongs to ESDA. The responsibility for revisions and maintaining SOP's belongs to the emergency response groups.
- e. If conditions exceed the local authority's ability to respond, requests for assistance will be forwarded to the Illinois Emergency Management Agency (IEMA).

V. SUCCESSION OF COMMAND

- a. Lines of succession will remain the same as in the Basic Section and each functional annex.

VI. EARTHQUAKE RESPONSE CHECK LIST OF ST. CLAIR COUNTY GOVERNMENTAL ORGANIZATIONS

- a. Pre-Emergency Checklists and Response Checklists
 - i. Communications & Warning
 - ii. Damage Assessment
 - iii. Emergency Medical
 - iv. Emergency Mortuary
 - v. EOC
 - vi. Evacuation
 - vii. Fire Search and Rescue
 - viii. Law Enforcement
 - ix. Public Works
 - x. Shelter
 - xi. Resource Management
 - xii. Public Information
 - xiii. Sample Announcements

COMMUNICATIONS AND WARNING / LEAD Agency St. Clair County EMA Pre-Emergency Operations Checklist

1. Check Communications and Warning Annex's Pre-Emergency Operations Check List in Basic Section of Emergency Operations Plan (EOP).
2. Identify vulnerability of communications towers used for day-to-day operations.
3. Identify HAM radio operators with auxiliary power.
4. Identify county citizens with mobile radios and their frequencies.
 - Contractors
 - Farmers
 - Citizen band radios
5. Identify auxiliary radio towers which may supplement St. Clair County communications towers.
6. Inventory portable and mobile radios which will be available for use after an earthquake.
 - Inventory frequencies in such radios
 - Check batteries to be sure they will maintain a charge

COMMUNICATIONS AND WARNING / LEAD Agency St. Clair County CENCOM 911 Response Operations Checklist

1. Check Communications and Warning Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine communications capability of normal communications systems.
 - Tower conditions
 - Availability of electrical power or generator supplement
3. Determine availability of phone lines.
 - Intact
 - Overtaxed
4. Notify amateur radio operators with accessory power.
5. Appoint volunteers for messenger service, if needed.
 - Four wheel drive vehicles
 - Horses
 - Snowmobiles
6. Contact IEMA through St. Clair County EOC to request establishment of communications in the affected area.
 - Communications van
 - Dedicated phone lines
 - Facsimile machines for damage reports
 - Military may establish communications lines to IEMA
7. Provide for information and warning to responders of secondary effects.
 - Aftershocks
 - Hazardous material emergencies (spills, leaks, etc.)
 - Weakened dams and levees
 - Loss or public water supplies or pollution of these supplies

DAMAGE ASSESSMENT / LEAD Agency St. Clair County Assessor's Office Pre-Emergency Operations Checklist

1. Check Damage Assessment/Disaster I Annex's Pre-Emergency Operations

Checklist in Basic Section of Emergency Operations Plan (EOP).

2. Assist EMA Director/Manager in identification of major facilities, buildings, and structures which will require damage assessment after an earthquake has occurred. Plot these facilities, buildings, and structures on a map, if possible.

- Critical facilities
- Hospitals and other medical facilities
- Emergency Operations Centers
- Critical government facilities
- Police and fire stations
- Shelter locations
- Storage facilities
- Nursing homes
- Apartment buildings
- Dams and levees
- Bridges
- Major water ways
- Hazardous material storage facilities
- Interstates and overpasses
- Proposed staging area locations and facilities
- Communications towers
- Conduits for energy and/or public service
- Electrical transmission lines
- Pipelines
- Water and sewer lines
- Any other utility lines (buried also)

3. Identify private sector personnel who may be able to perform damage assessment functions.

- Engineers
- Contractors
- Architects

4. Conduct training for damage assessment teams or individuals with specialized equipment (such as the Applied Technology Councils ATC-20 course).

**DAMAGE ASSESSMENT / LEAD Agency St. Clair County Assessor's Office
Response Operations Checklist**

1. Check Damage Assessment/Disaster I Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Check pre-identified critical facilities for major damage.
3. Check utility systems to determine availability of service.
4. Coordinate with St. Clair County EOC to deliver damage assessment information to IEMA.
5. Activate damage assessment teams to begin survey of facilities, buildings, and structures, including critical facilities. Surveys may be accomplished by ground or aerial methods and will be coordinated by St Clair County Zoning Department
6. Tag facilities appropriately to indicate their status—usable, non-usable, etc.
7. Develop centralized damage assessment coordination system.

- Computer
- Standardized forms
- GIS Mapping
- IEMA S/A Software

EMERGENCY MEDICAL SERVICES / LEAD Agency Edwardsville Regions Hospital Pre-Emergency Operations Checklist

1. Check Emergency Medical Services Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate survivability of critical facilities.
 - Hospitals
 - Ambulance storage facilities
 - Rescue equipment storage facilities
 - Other critical facilities
3. Identify location of necessary supplies.
 - Supply houses
 - Military first aid supplies
 - Red Cross or other volunteer agencies
4. Identify areas to be used for triage/treatment.
 - Casualty collection points
 - Staging areas
 - Location where a field hospital might be set up, if it becomes necessary
5. Establish/update mutual aid or Memorandums of Understanding with other medical service providers.
6. Request *St. Clair County* EMA Director to locate/identify specialized vehicles which may be useful in transport of patients.
7. Inventory lists of medical providers.
 - Physicians
 - Nurses
 - Paramedics or EMTs
 - Certified Nurses Aids
 - Dentists
 - Veterinarians
8. Coordinate with EOC to provide for back-up communications.

EMERGENCY MEDICAL SERVICES / LEAD Agency Edwardsville Region Hospital Response Operations Checklist

1. Check Emergency Medical Services Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).

2. Establish communications with available response units.

3. Establish command system for dispatch of available resources.

4. Determine availability of existing medical facilities—hospitals, etc.

5. Determine availability of alternate facilities for patient.

Nursing homes

Armories

Warehouses or gymnasiums

6. Implement triage operations which may include.

Casualty collection points

Staging areas for triage

Airlift of critical injuries out of affected areas

7. Activate Mutual Aid Agreements or Memorandums of Understanding.

8. Inventory numbers of injured and deceased and transmit to IEMA.

9. with (insert jurisdiction name) EOC to collect needed supplies and relocate these supplies, if necessary.

10. Provide for division of labor and work shifts for responders

11. Provide for debriefing and counseling of responders.

12. Select mass care facilities in low seismic risk areas that are away from secondary effect threats.

13. Select mass care facilities that are structurally sound, well retrofitted, or built to code, based on the knowledge of a structural engineer.

14. Rank mass care facilities based on the amount of earthquake protection offered.

EMERGENCY MORTUARY SERVICES / LEAD Agency St. Clair County Coroner Pre-Emergency Operations Checklist

1. Check Emergency Mortuary Services Annex's Pre-Emergency operations Checklist in Basic Section of Emergency Operations Plan (EOP).
 2. Inventory necessary personnel.
 - *St. Clair County* Coroner and Deputy Coroner(s)
 - Morticians and funeral directors
 - EMS personnel who may assist
 3. Inventory necessary facilities which may serve as temporary morgue sites.
 - Morgues which are presently in use
 - Large buildings which may serve as morgues
 - Gymnasiums
 - Armories
 - Warehouses
 - Meat packing plants or frozen storage facilities
 - Equipment which may be used as temporary morgue facilities
 - Refrigerated trucks
 - Refrigerated tractor trailers
 - Unrefrigerated tractor trailers
 4. Identify sources of additional supplies.
 - Funeral homes
 - Funeral supply houses
 - Illinois Emergency Management Agency (IEMA)
- Contact regional representative of the Illinois Coroners Association for names of coroner in jurisdictions outside of zones at risk from earthquake damage.

EMERGENCY MORTUARY SERVICES / LEAD Agency St. Clair County Coroner Response Operations Checklist

1. Check Emergency Mortuary Services Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Establish system for communicating data concerning number of fatalities to IEMA.
3. Contact regional representative of the Illinois Coroners Association for needed personnel.
4. Communicate with funeral supply houses outside of affected area for additional refrigeration equipment, if needed. Or, contact IEMA for assistance.
5. Communicate with funeral supply houses outside of affected area for additional resources (body bags, caskets, etc.). Or, contact IEMA for assistance.
6. If necessary, contact IEMA for assistance in obtaining organizations, agencies, and/or team(s) qualified in body identification.

EMERGENCY OPERATING CENTER / LEAD Agency St. Clair County EMA
Pre-Emergency Operations Checklist

1. Check Emergency Operating Center Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic stability of primary Emergency Operating Center.
3. Estimate seismic survivability of communications structures into and out of EOC.
4. Provide for stocking of food, water, and supplies for EOC extended operations.
5. Determine seismic survivability of utility systems serving EOC.
6. Provide for an alternate EOC in a seismically safe facility or area.
7. Develop a list of any additional supplies needed for EOC operations.
8. Make provisions for engineers, or other qualified individuals, to determine condition of EOC as a first priority after each seismic event. Aftershocks may necessitate multiple safety inspections of EOC facility.

EMERGENCY OPERATING CENTER / LEAD Agency St. Clair County EMA
Response Operations Checklist

1. Check Emergency Operating Center Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Assess damage to EOC IMMEDIATELY after a seismic event. Aftershocks may necessitate multiple safety inspections of EOC.
3. If primary EOC is damaged beyond safe use, activate an alternate EOC as soon as possible.
4. Establish communications into and out of EOC.
 - Phone lines
 - Radio communications
 - Facsimile machines
 - Amateur Facsimile machines
 - Amateur radio operations
 - Portable radios via car repeaters, if applicable
 - Computer (email, etc.)
5. If alternate EOC is used, provide for:
 - Habitability of structure
 - Relocation of necessary and usable supplies from primary (deactivated) EOC

**EVACUATION / LEAD Agency St. Clair County EMA
Pre-Emergency Operations Checklist**

1. Check Evacuation Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine sites which may need evacuation after major or damaging earthquake.
 - Dams
 - Levees
 - Sites around hazardous materials storage sites or manufacturing facilities
 - Buildings which are susceptible to collapse
3. Plan for evacuation routes over roads which are expected to survive a seismic event.
 - Secondary roads without bridges or overpasses
 - Asphalt, blacktop, gravel roads versus concrete pavement
 - Roads over flat land versus roads over or near hills or water storage
 - Roads which are not near electrical transmission lines, large towers, etc.

**EVACUATION / LEAD Agency St. Clair County EMA
Response Operations Checklist**

1. Check Evacuation Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Assess pre-determined hazards for possible evacuation conditions.
3. Determine priority routing on roads determined to be less susceptible to damage.
4. Following the evacuation recommendation by an emergency response organization, the St. Clair County Sheriff shall be notified and will coordinate the evacuation effort in accordance with any earthquake or aftershocks.
5. Provisions, to the extent possible, will be made for providing the elderly, persons with mobility impairments, the handicapped, and hospital/nursing home patient's proper transportation methods, medical assistance, and other related support during any earthquake situations and/or aftershocks. This may include, but not limited to; St. Clair County Transit District (SCCTD) and Metro (bus and rail), private bus companies from out of the affected region, and ambulatory and non-ambulatory medical transportation assets from Scott Air Force Base, municipal and private EMS organizations.
6. The St. Clair County Sheriff will be responsible for evacuating St. Clair County jail inmates.
7. Determine warning/communications for alerting residents in affected areas.
8. If *St. Clair County* shelters are inadequate, contact IEMA to coordinate sheltering requirements with appropriate agencies—possibly outside of affected areas.

FIRE, SEARCH, AND RESCUE / LEAD Agency Area Fire Department Pre-Emergency Operations Checklist

1. Check Fire, Search, and Rescue Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Inventory available resources
 - Fire fighting equipment
 - Rescue equipment
 - Contractors with heavy equipment
 - Specialized rescue equipment
 - Specialized listening equipment
 - Army Corp of Engineers
3. Establish mutual aid agreements for extra equipment and personnel resources.

FIRE, SEARCH, AND RESCUE / LEAD Agency Area Fire Department Response Operations Checklist

1. Check Fire, Search, and Rescue Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Inventory equipment and available personnel.
3. Determine availability of public water supply for fire fighting.
4. Utilize mutual aid agreements if necessary and possible.
5. Move all equipment from buildings to prevent additional loss from aftershocks.
6. Establish system for communicating situational reports and any requests for additional manpower or equipment to St. Clair County EOC for relay to IEMA.
7. Assess need for specialized search and rescue equipment and determine availability.
8. Provide for orientation of volunteers to assist in search and rescue.
9. Provide for debriefing and counseling of professionals and volunteers.
10. Provide for human needs of professionals and volunteers near site of fires or collapses.
11. Coordinate services of private contractors to haul water for fire fighting.
12. Notify IEMA to request Federal resources for assistance in Fire, Search, and Rescue in affected areas.

**LAW ENFORCEMENT / LEAD Agency Area Law Enforcement
Pre-Emergency Operations Checklist**

1. Check Law Enforcement Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Inventory equipment available.
3. Inventory personnel available.
4. Survey buildings housing dispatch/communications for seismic survivability.
5. Survey communications equipment for seismic survivability.
6. Prepare provisions/instructions for access control into and out of damaged areas.

**LAW ENFORCEMENT / LEAD Agency Area Law Enforcement
Response Operations Checklist**

1. Check Law Enforcement Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine availability of personnel.
3. Determine availability of equipment.
4. Establish communications between field units and dispatch center.
 - Systems that constitute normal operations
 - Portable radios and repeaters in vehicles
 - A mobile command post, if available
5. Implement provisions/instructions for access control into and out of damaged areas.

**PUBLIC HEALTH / LEAD Agency St. Clair County Public Health
Pre-Emergency Operations Checklist**

1. Check Public Health Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Develop educational materials to inform public about public health considerations after an earthquake.
 - Water storage and purification
 - Kinds of food to store, preparation, and contamination
 - Storage of emergency safety supplies, etc.
3. Identify potential health hazards which under normal circumstances would be considered safe.
 - Containers
 - Pipelines
 - Shipping
 - Hazardous substances

**PUBLIC HEALTH / LEAD Agency St. Clair County Public Health
Response Operations Checklist**

1. Check Public Health Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine availability of personnel.
3. Determine availability of equipment.
4. Determine condition of public water supply.
5. Determine conditions of food distribution outlets.
 - Public stores
 - Restaurants
 - Packing, distribution facilities
6. Provide for disease and varmint control.
7. Determine need for special testing and contact State for availability of personnel needed for such testing.

**PUBLIC WORKS / LEAD Agency St. Clair County Highway Dept
Pre-Emergency Operations Checklist**

1. Check Public Works Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic survivability of buildings housing public works functions.
3. Estimate seismic survivability of energy and utility service delivery systems.
4. Evaluate retrofit of public works structures to improve their survivability.
5. Develop resource inventories of available personnel, equipment, and supplies.
6. Determine availability of public works resources in adjoining jurisdictions.

**PUBLIC WORKS / LEAD Agency St. Clair County Highway Dept
Response Operations Checklist**

1. Check Public Works Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Work with damage assessment teams to determine conditions of roads, bridges, levees, other structures, etc.
3. Determine damages to public utility facilities.
 - Above ground water storage tanks
 - Elevated water storage tanks
 - Buried water lines
 - Buried sewer lines
 - Water treatment systems and buildings which house them
 - Sewer treatment systems and building which house them
 - Any hazardous materials used in treatment systems
 - Chlorine gas containers
 - Lime or such other chemicals
4. Coordinate or assist with building condemnation and/or demolition and will mark buildings accordingly with the standardized county inspection report displayed on the exterior of the structure to clarify its ability to be inhabited.

SHELTER / LEAD Agency American Red Cross**Pre-Emergency Operations Checklist**

1. Check Shelter Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic survivability of buildings designated as shelters.
3. Inventory shelters and establish new ones if some are no longer available.
4. Determine areas which can be used as staging areas in the event of evacuations.
 - Red Cross
 - Church groups

SHELTER / LEAD Agency American Red Cross**Response Operations Checklist**

1. Check Shelter Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Utilize engineers or other qualified personnel to determine seismic safety of shelters which may be needed.
3. Assess condition of areas which are to be used as staging areas and accessibility into and out of these areas.
4. Reassess seismic safety of shelters after each aftershock.
5. Move shelter inhabitants into alternate shelters if required.

**RESOURCE MANAGEMENT / LEAD Agency St. Clair County EMA
Pre-Emergency Operations Checklist**

1. Check Resource Management Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Designate a central location for information on available resources.
3. Designate a central location for receipt of incoming resources.
4. Establish resource management team and communications to handle existing and incoming resources.

**RESOURCE MANAGEMENT / LEAD Agency St. Clair County EMA
Response Operations Checklist**

1. Check Resource Management Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine resources available for dissemination to St. Clair County Emergency Management and IEMA.
3. Coordinate with damage assessment teams to determine areas of most critical need and determine resources to fill those needs. Damage assessment teams will be utilized to identify facilities where USAR operations are to be conducted and establish priorities for those searches.
4. Inventory State and Federal resources as they arrive.
5. Arrange movement of resources as areas of critical need are determined and/or change.
6. Assist in identifying staging areas for resource compilation.
7. Distribute existing *St. Clair County* resources and inventory incoming resources from outside sources and/or central location.

**PUBLIC INFORMATION / LEAD Agency St. Clair County EMA
Pre-Emergency Operations Checklist**

1. Check Public Information Annex's Pre-Emergency Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Estimate seismic survivability of communications systems which are normally used to distribute public information.
Television stations
Radio stations
Newspaper printing facilities
County Website located at www.co.st-clair.il.us
3. Determine seismic survivability of emergency broadcast system.
4. Prepare statements about earthquake emergencies for distribution to public.

**PUBLIC INFORMATION / LEAD Agency St. Clair County EMA
Response Operations Checklist**

1. Check Public Information Annex's Response Operations Checklist in Basic Section of Emergency Operations Plan (EOP).
2. Determine availability of communications systems.
3. Use pre-prepared messages to inform public if communications systems are available and operational.
4. Advise public of status, instructions, and special conditions.
Possibility of aftershocks
Evacuations
Closed highways and safe highways
Shelters open, their location, and how to get there
Hazardous materials incidents
How to find out about loved ones in the affected areas
Fires and other hazardous situations
Need for volunteers and where they should go
Need to contact persons with disabilities /handicapped
5. Other special instructions, information, situations.

SAMPLE RADIO MESSAGE

NO INFORMATION AVAILABLE ON EARTHQUAKE

This is _____ at the _____

An earthquake of undetermined magnitude has just occurred in the _____ area. At this time we have no confirmed reports of injuries, fatalities, or damages.

Police, fire, and/or other emergency response units are responding to the area. We will keep you informed and updated as reports come in.

Meanwhile, be prepared for aftershocks. If shaking begins, immediately seek shelter under a sturdy piece of furniture. If your house has been damaged do not continue to stay. After the shaking stops leave your house immediately by the safest route. If you smell gas, shut off the main gas valve. You may need to also switch off the main electrical supply to your house.

DO NOT use your telephone unless you need immediate emergency help.

EARTHQUAKE

PUBLIC SERVICE ANNOUNCEMENT

1. A major earthquake has occurred in the _____ area. Stay tuned for further news and emergency information.
2. Do not use the telephone unless there is a serious injury, fire, or gas line leak.
3. Check your home or buildings water, gas, and electric service. If there is damage, turn them off at the source.
4. Check for injuries. Apply first aid. Do not move seriously injured persons unless they are in immediate danger.
5. Do not use matches, candles, or lighters inside.
6. Do not use a vehicle except in an emergency.
7. Check building for cracks and damage. If suspect, set up a shelter away from the building away from objects which may fall or collapse.
8. If forced to leave your home, leave a written message for other family members and/or rescue workers.
9. Be Prepared for aftershocks.
10. Plan for evacuation if events make this necessary.
11. Stay calm and lend a hand to others.
12. Work with your neighbors for a quicker recovery.
13. Stay tuned to _____ for further news and information.

SUMMARY STATEMENT FOR MEDIA AFTER EARTHQUAKE

At approximately _____ on _____, and earthquake of magnitude _____ struck the _____ area, with an approximate epicenter at _____. Fire, police, and/or other emergency response units were dispatched to assess injuries, fatalities, and damages.

(If known, indicate injuries, fatalities, damages, fires, etc. reported to date)

_____ aftershocks were felt, the largest occurring at _____. No additional damage was reported (or specify other damages reported if known).

More than _____ police, fire, emergency personnel were called into action, and the staff of (insert jurisdiction name) EMA were put on emergency status and the *(insert jurisdiction name)* Emergency Operations Center was activated and manned.

The Red Cross will be opening (or has opened) shelters at _____ for persons unable to remain in their homes.

At _____ on _____ the *St. Clair County Board Chairman* has proclaimed the existence of an emergency and has requested assistance from the State.

Damages to private and public facilities has been estimated at \$_____.

SAMPLE RADIO MESSAGE UPDATE ON EARTHQUAKE

This is _____ at the _____.

The magnitude of the earthquake which struck the _____ area at _____ today has been determined to be _____ magnitude.

The epicenter has been determined to be located at _____.

This office has received reports of _____ CASUALTIES

_____ INJURIES

_____ HOMES DAMAGED

No dollar damage amount is yet available. Emergency personnel are on the scene and are available to assist residents. (Continue with summary situation)

Aftershocks continue to be felt in the area. If you feel shaking, immediately seek shelter under a sturdy piece of furniture or other object .

DO NOT use you telephone unless you need immediate emergency help.

TERRORISM ANNEX

I. PURPOSE

The purpose of this annex is to describe the policies and procedures which St Clair County 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 St Clair County from the consequences of weapons of mass destruction (WMD).

II. SITUATION AND ASSUMPTIONS

a. Situations

- i. St Clair County is vulnerable to acts of terrorism, domestic and/or foreign. It may be directed against the population in general, a specific segment of the population, or a governmental or private organization. The incident may be explosive or incendiary devices, chemical, biological, or nuclear attacks. Local first responders will be overwhelmed by any terror incident. With the large amounts of hazardous materials being shipped on railroads and roads, the incident may reach a critical mass in a matter of minutes, and may affect extremely large areas of the county and a large percentage of the population. With the massive amount of travelers through our area, biological terrorism may enter from other attack areas outside the county.

b. Assumptions

- i. The first response to a terrorism incident is always the responsibility of local emergency response groups.
- ii. Emergency response groups should be aware of secondary devices in all instances.
- iii. A terrorism event may not be immediately recognized as an act of terrorism.
- iv. There will be multiple agencies involved in response to a terrorist incident. This response will include local, state, and federal resources.
- v. Protective actions taken by citizens in the risk areas include in-place sheltering, evacuation, and possibly quarantine.
- vi. In the event of a serious incident, many residents in the risk area will choose to evacuate spontaneously and may not use designated evacuation routes.
- vii. Some of the population will relocate to private homes or hotel/motel facilities. For planning purposes, mass care resources will be for 25% of the at-risk population.

- viii. Water and Sewage treatment plants may have to be shut down due to biological, chemical, or nuclear hazardous materials entering into the distribution systems.
- ix. A terrorism incident could rapidly overwhelm local resources in or around the affected area.
- x. Maximum protection must be provided to all emergency response groups until the nature of the incident has been identified and a tactical response plan formulated.
- xi. Biological incidents may not be apparent until widespread systems appear and are identified by the hospital/public health system.

III. CONCEPT OF OPERATIONS

All actions involved in the response to, and recovery from a terrorism event fall into one of two categories: Crisis Management and Consequence Management, which may function consecutively or concurrently.

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 services, and provide emergency relief to the government, businesses, and individuals affected by the consequence of terrorism.”

Crisis Management will be implemented with Law Enforcement as the lead agency. Consequence Management will be implemented through an Incident Command System using NIMS guidelines. 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, an Incident Command System will immediately be established including the lead Crisis and Consequence Management agencies as well as a command officer from all other on-site responding agencies. The structure of the ICS system will constantly evolve during the course of the incident, but will always include the lead Crisis and Consequence Management Agencies.

The St Clair County Board Chairperson and/or Municipal Executive Officer has the responsibility of making sure 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. In the event a terrorism event is suspected the SCSESA Hazmat team shall be deployed to conduct air monitoring and related duties to ensure the area is safe.

If evacuation is necessary, the procedures found in the Evacuation Annex will apply, based on the recommendation of the on-scene 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.

- a. The function of the City and Village Law Enforcement Agencies, the St Clair County Sheriff's Department, and the Illinois State Police is to enforce and maintain all laws and emergency regulations for the protection of life and property. Acts of terrorism are to be treated as a criminal offense. If needed, an initial Law Enforcement command center may be established at the vehicle of the senior officer on scene. In the event of a terrorist emergency or disaster, the Sheriff's Deputies or the City Police Department will take a perimeter position around the area utilizing available personnel. If needed, a mutual aid request will be made to other existing agencies to ensure that their security mission can be completed. Upon recognition of a terrorist event, law enforcement agencies will immediately initiate the segregation of victims and witnesses from perpetrators. Law Enforcement agencies will be responsible for providing perimeter, external, and special facilities security. Preservation of evidence at the scene will be the responsibility of the jurisdictional law enforcement agency. Laboratory and crime scene technical assistance will be available from the ISP and numerous federal agencies. Law Enforcement agencies will assist in evacuation of the affected or at risk areas.
- b. The jurisdictional Fire Department will respond to the scene of the incident, but will not make entry until law enforcement agencies have secured the area. Emergency Responder safety will be held at the highest regard. The Fire Department will identify, isolate and contain hazardous material situations. If needed the IC will request CENCOM to notify St Clair Special Emergency Services for assistance. If hazardous materials are found at a terrorist incident, the St Clair County LEPC Hazardous Materials Response Plan will go into effect. The jurisdictional Fire Department will be responsible for fire suppression, EMS support, as well as urban search and rescue. Mutual aid will be requested through the jurisdictional Fire Department's normal procedures, or when necessary, through the County EOC or EMA Director. In some instances, the jurisdictional Fire Department may be the first on the scene and may be responsible for identifying an event as being caused by terrorism.

- c. Upon recognition/notification of a credible terrorist event, Emergency Medical Responders, keeping in mind the possibilities of secondary devices, will take all precautions necessary to prevent/contain contamination, infection, and/ or injuries to themselves. Mass Casualty Protocols will be utilized. Emergency Medical Response personnel will assess a terrorist scene for any hazards to rescue workers, survey victims, and initiate triage setup. The highest level of EMS Provider will assume direction and control of triage and victim transport activities, with the support of fire and other emergency response personnel as needed. Emergency Medical Responders will be responsible for providing on-scene medical support of emergency responders. In the event of the presence of hazardous materials, EMS transfer protocols will go into effect. The Disaster Medical Coordinator will provide staging areas for Mutual Aid EMS Resources.
- d. Memorial - POD Hospital and St Clair County Health Department will be responsible for the detection and control of disease-causing agents. In the event of a biological release, symptoms may not become apparent until they have been identified through medical treatment. Once identified, Memorial Hospital will coordinate with St Clair County Health Department on all control aspects to prevent further infections. Upon notification of a terrorist event, they will initiate disaster plans and strengthen security measures to ensure that they do not become a secondary target site. In the event of an incident, they will be responsible for the treatment of victims, family members, and emergency response workers. Memorial - POD Hospital will initiate mass casualty emergency triage procedures when notified of an event, and if needed, will establish temporary patient care facilities. When notified that an incident involves hazardous material, Memorial - Pod Hospital will give medical advice and support decontamination procedures. Memorial - POD Hospital will procure and allocate medical resources required to support disaster medical care operations.
- e. Emergency operation for Public Health services will be an extension of normal duties. One of the primary concerns of public health and mortuary personnel is disease control. This involves the detection and control of disease-causing agents, as well as the purification of water. Sanitation is a very significant aspect of public health. One primary consideration is the continuation of waste disposal under disaster conditions. The St Clair County Health Department will be responsible for directing the management, distribution, and utilization of health resources under County control or allocated by the County. The Health Department will be responsible for collecting data related to disease outbreaks. This data will be forwarded to the appropriate state and federal agencies. The St Clair County Health Department will be responsible for issuing health

instructions to the general public. They will also coordinate with other agencies to provide transportation, communication, non-health supplies, and supporting manpower.

- f. The St Clair County Coroner shall assume responsibility for any deceased. The Coroner will be responsible for initiating Emergency Mortuary Services and the establishment of temporary morgue sites as directed through the St Clair County Emergency Operation Plan. When multiple deaths occur, and when requested by the St Clair County Coroner, the Emergency Mortuary Services Plan will be initiated as directed through the EOP. Under the guidance of the St Clair County Coroner, a Mortuary Response Team will be responsible for the recovery, staging, investigation and identification of remains. The Coroner will be responsible for the establishment of temporary morgue sites, as well as storage, temporary burial, and the release of the remains. Any decision to begin mass burial must be made at the highest levels of government. Their direction will be essential before such an effort can be initiated for the public health, safety, and welfare, as directed through the Illinois Funeral Directors Association Emergency Response Disaster Manual.
- g. St Clair County Emergency Management Agency (EMA), upon notification of a Verified Terrorism event, will activate the Emergency Operations Center, making notifications as required. EMA will establish contact with higher levels of government ensuring resource availability, as well as managing strategic resources within the affected community. EMA will coordinate transportation support for evacuation, emergency workers, and response equipment while coordinating intergovernmental and inter-jurisdictional operations through the Emergency Operations Center. When it becomes apparent that the local resources may be inadequate to support the response, the St Clair County EMA will request assistance through the State EOC.
- h. The St Clair County 911 (CENCOM) will provide tactical communications to an incident scene. Communications will support interagency and intergovernmental communications, as well as acting as communication support for designated reunification and reception centers. Upon request from the Emergency Operations Center, St Clair County 911 (CENCOM) will activate emergency communications and warning procedures.
- i. In the event of a terrorist event, St Clair County Highway Department and/or City Street Department will be responsible for maintaining traffic routes and debris removal. St Clair County Highway Department and/or City Street Department will clear debris from streets, roads, and other designated areas. St Clair County Highway Department and/or City Street Department will work in cooperation with the sanitary districts and the County Health Department by assisting as necessary, to protect the sanitary sewage systems and monitoring sources of potable water for any

potential or possible contamination, and take any steps necessary to prevent/isolate contamination.

- j. The Incident Command System using NIMS guidelines, shall be implemented.
- k. Consequence Management is the combined utilization of pre-event planning, initial response actions, and follow-up actions. It is the responsibility of participating agencies to ensure the training, equipping, and readiness of on-scene response teams. Furthermore, the Consequence Management function is the combined capability of the Emergency Operations Center and the Incident Command Post. The exchange of critical information between these facilities, e.g., request for support and coordination of key decisions will enable first response effort and support operations to be better synchronized.
- l. The purpose of the Incident Command Post is to command tactical response elements deployed in large-scale emergency situations that require the commitment of significant quantities of emergency services resources. The Incident Command Post is supported by a communications system that can monitor and transmit on all City and County Emergency Services channels.
- m. 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 managed by EMA. The EOC is staffed, as necessary, with representatives from each department and private sector organization identified in the Direction and Control Annex of the St Clair County Emergency Operations Plan.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The County Board Chairman is responsible for the response and recovery operations to ensure a return to normalcy.
- b. The functions of Law Enforcement Agencies are as follows:
 - i. Enforce and maintain all laws and emergency regulations for the protection of life and property.
 - ii. Establish an Incident Command Post.
 - iii. Assume a perimeter position around the area using available personnel.
 - iv. Make mutual aid request as needed to Law Enforcement agencies to ensure that security mission can be completed.
 - v. Initiate the segregation of victims and witnesses from perpetrators.
 - vi. Provide perimeter, external, and special facilities security.
 - vii. Preserve evidence for later prosecution.

- viii. Request laboratory and crime scene technical assistance from Illinois State Police and federal agencies.
 - ix. Initiate evacuation, if needed.
- c. The functions of the jurisdictional Fire Department's will be as follows:
 - i. Request mutual aid assistance through the proper chain of command.
 - ii. Identification, isolation, and containment of any hazardous material.
 - iii. Fire suppression operations.
 - iv. Emergency medical support.
 - v. Search and rescue operations.
- d. The functions of the Emergency Medical Services are as follows:
 - i. Take precautions necessary to prevent, contain contamination, infection, or injuries to themselves and others involved in operation.
 - ii. Assess the scene for hazards to rescue workers.
 - iii. Survey victims and initiate triage setup.
 - iv. Provide on-scene medical support.
 - v. Initiate victim transport activities.
 - vi. Provide emergency medical care to emergency responders.
 - vii. In bomb incidents, initiate "load and go."
- e. The functions of Memorial Hospital are as follows:
 - i. Detect and control disease-causing agents
 - ii. Coordinate with Public Health on all control aspects to prevent further infections.
 - iii. Initiate disaster plans and strengthen security to ensure that hospitals do not become secondary target.
 - iv. Provide medical treatment to victims, families, and emergency responders.
 - v. Initiate Mass Casualty Emergency triage when notified of the large influx of patients to arrive.
 - vi. Establish temporary patient care facilities.
 - vii. Give medical advice and support on hazardous materials decontamination procedures.
 - viii. Coordinate emergency evacuation of patients in St. Clair County to surrounding regional areas if necessary.
- f. The functions of St Clair County Public Health Department will be as follows:
 - i. Responsible for the detection and control of disease-causing agents.
 - ii. Responsible for sanitation and the purification of water sources.
 - iii. Provide a means of directing the management of distribution and utilization of health resources under county control or allocated by the county.
 - iv. Collecting data related to disease outbreaks.

- v. Forwarding data to the appropriate local, state, and federal agencies.
 - vi. Issue necessary health instructions to the general public
 - vii. Coordinate with other agencies to provide transportation, communication, non-health supplies, and supporting manpower if necessary.
- g. The functions of the St Clair County Coroner are as follows:
 - i. Assume responsibility for any deceased.
 - ii. Initiate Emergency Mortuary Services if necessary.
 - iii. Establish temporary morgue sites as necessary.
 - iv. Initiate the Mortuary Response Team, as needed.
 - v. Assume responsibility for the recovery, staging, and identification of remains.
- h. The functions of the St Clair County Emergency Management Agency (EMA) are as follows:
 - i. Activate the Emergency Operations Center.
 - ii. Establish contacts with higher levels of government to ensure resource availability.
 - iii. Manage strategic resources within the affected area(s).
 - iv. Coordinate transportation support for evacuation, emergency workers and response equipment.
 - v. Coordinate intergovernmental and Inter-jurisdictional operations through the Emergency Operations Center.
 - vi. Serve as the County Resource Manager.
 - vii. Maintain a list of resources available to local government during a terrorism event.
 - viii. Commit all available resources necessary to protect lives, property, and to relieve suffering and hardship.
 - ix. Maintain all records of resources expended during a terrorism event.
 - x. Request assistance through the State EOC (1-800-782-7860) if necessary.
 - xi. Maintain open communications through land line, cellular, 800 mhz, or WebEOC.
- i. The functions of the St Clair County/City 911 PSAP's are as follows:
 - i. Provide tactical communications to the incident scene.
 - ii. Support interagency and intergovernmental communications.
 - iii. Act as communication support for designated Reunification Centers and Reception Centers.
 - iv. Activate emergency communications and warning procedure when requested by the Emergency Operations Center.
- j. The functions of the St Clair County Highway Department or City Street Departments are as follows:

- i. Maintain traffic routes and remove debris from roadways.
- a. Work in cooperation with the Water & Sewage Treatment Departments and the Public Health Department by assisting to protect the sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination.
- b. Take steps necessary to prevent/isolate contamination of sewage system and water resources.

V. TERRORISM RESPONSE CLASSIFICATIONS

- a. Terrorism Response Classifications
 - i. Credible Threat: A threat that may be presented in verbal, written form or may be intelligence based.
 - ii. Suspected Terrorism Event: An event suspected of being caused by terrorist.
 - iii. Verified Terrorism Event: An incident in which a politically, racially, or religiously motivated group has claimed responsibility for an incident, or one involving the use of WMD.
- b. Levels of Terrorism Incidents
 - i. **Level 1 Terrorism Incident**
 - 1. Credible threat — an incident that can be controlled by first response groups and does not require evacuation other than the involved structure or immediate area.
 - a. Activate the lowest emergency response level sufficient to resolve the incident.
 - b. A perimeter and Incident Command Post will be established.
 - c. EOC will be rarely activated.
 - d. The Incident Commander (IC) will determine if further notifications are needed.
 - ii. **Level 2 Terrorism Incident:**
 - 1. Suspected threat — an incident involving a larger area which poses a potential threat to life and property, and may require evacuation of the surrounding area.
 - a. Activation of the highest level of emergency response for the affected jurisdiction.
 - b. An Incident Command Post and staging area will be established. The EOC will be activated.
 - c. Strategic decisions from the EOC to the Incident Command Post will be instituted.
 - d. All emergency response groups will be notified whether responding or not.
 - iii. **Level 3 Terrorism Incident:**

1. Verified threat — an incident involving a large area which poses an extreme threat to life or safety and will require a large-scale evacuation and/or require the resources of county, state, federal, or private agencies and/or organizations
 - a. Illinois Emergency Management Agency must be notified.
 - b. Full mobilization of all county emergency response groups shall be initiated.
 - c. IEMP notified

VI. CHAIN OF COMMAND

- a. The County Board Chairman shall be responsible for and shall have full command and control of all aspects of the emergency response to and recovery from an act of terrorism.
- b. The chain of command of the emergency response groups shall be as stated in the Law Enforcement, Fire, and EMS Annexes of the Emergency Operation Plan.
- c. The Incident Command system using NIMS guidelines, shall be implemented.

VII. ADMINISTRATION

- a. Administration
 - i. Listing of all phone numbers and radio frequencies of Emergency Response Groups can be found in the Resource Manual.
 - ii. Information which may cause distress, panic, or may fuel rumors should be relayed to the EOC via written or personal contact, telephone or cell phones.
 - iii. Contacts of any kind with State and Federal officials should be documented in triplicate. One copy will be for the IC, one copy for the EOC, and one copy to the State or Federal entity.

VIII. DEVELOPMENT AND MAINTENANCE OF TERRORISM ANNEX

- a. The responsibility for revisions, and developing the necessary documents for this Annex belongs to EMA.
- b. The responsibility for revisions and maintaining terrorism response SOPs belongs to the Emergency Response EMA Director

IX. AUTHORITIES AND REFERENCES

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

- b. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 2002).
- c. The Illinois Civil Defense Act as revised in 2000 by the St Clair County Board

WEATHER ANNEX

I. PURPOSE

The purpose of this annex is to provide proper management of weather-related emergencies or disaster.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. St Clair County may experience major weather emergencies resulting in the need for a multitude of resources.
- ii. This annex will offer guidance to St Clair County government officials and response groups in emergency situations such as extreme heat, cold, or tornado disasters.

b. Assumption

- i. Organized response to weather emergencies will enhance response and recovery operations.
- ii. Weather-related emergencies can overwhelm local emergency response groups and resources.

III. CONCEPT OF OPERATIONS

a. Extreme Weather

- i. American Red Cross will open short term shelters during weather related emergencies.
- ii. Coroner's Office shall maintain an emergency morgue if local funeral homes are overwhelmed.
- iii. St Clair County EMA will provide access to local, county, state and federal resources.

b. Tornado Emergencies

- i. Law Enforcement will assist in weather spotting and perimeter control.
- ii. Fire Departments will assist in weather spotting, rescue.
- iii. Amateur Radio will assist in weather spotting.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. St Clair County Health Department will:

- i. Distribute heat/cold safety warnings and survival tips utilizing the media.
- ii. Regularly inspect public buildings and shelters during the heat/cold emergency.
- iii. Provide health care for occupants of public buildings and shelters.

- b. St. Clair County EMA will:
 - i. Provide Amateur Radio communications
 - ii. Access any resources needed to respond to a heat/cold/tornado emergency.
 - iii. Notify the general public and the proper authorities of tornadoes/funnel clouds. (See Appendix A.)
 - iv. Authorize activation of warning sirens. (See Appendix B.)
 - v. Supply Damage Assessment Team (DAT) to disaster area.
 - vi. Supply communications if necessary to any responding group.
 - vii. Will work with local jurisdictions and communities to establish warming and cooling centers.
- c. St. Clair County Coroner will:
 - i. Maintain a list of all victims taken to any county funeral home or emergency morgue.
 - ii. Release names of victims.
- d. Fire Departments will:
 - i. Check homes in their jurisdiction for victims of heat/cold emergencies.
 - ii. Assist in weather spotting.
 - iii. Aid in search and rescue of tornado victims.
 - iv. Activate some weather warning sirens. (See Appendix B.)
- e. The 911 Centers will:
 - i. Activate some weather warning sirens. (See appendix B.)
 - ii. The County Board Chairman will identify a public information officer (PIO) during the emergency.
- f. St. Clair County Chapter of the American Red Cross will:
 - i. Operate and maintain shelters.
 - ii. Supply water/refreshments to emergency response groups responding to disasters.
 - iii. Act as liaison to American Red Cross disaster services.

V. LINE OF SUCCESSION

- a. The line of succession for the Health Department will be:
 - i. County Health Department Administrator
 - ii. Assistant County Health Department Administrator.
 - iii. Designee of the County Health Department Administrator.
- b. The line of succession for St. Clair County EMA will be:
 - i. St Clair County EMA Director
 - ii. Assistant St Clair County EMA Director
 - iii. Designee of the St Clair County EMA Director.

VI. APPENDICES

- a. Call List in the Event of a Tornado
- b. Siren Criteria

APPENDIX A. CALL LIST IN THE EVENT OF A TORNADO

1. Log: time
 - a. Location
 - b. Direction
 - c. speed aloft or on ground
 - d. who called it in (weather spotter's number)
2. Notify all Fire Departments via radio
3. Call the affected School Superintendent 825-3900
4. Call the National Weather Service 636-447-1759
5. Call Memorial Hospital (if in jeopardy): (618) 257-5841
6. Call EMA Director – Communications Officer
7. If tornado damage occurs, call:
 - a. St Clair County Board Chairperson
 - i. Work: 277-6600 Ext 2201
 - b. After Hours CENCOM will contact the EMA Director who will contact the CBC
 - i. St Clair County EMA Director
 1. Work: 825-2684
 2. After Hours: 277-3500

APPENDIX B. SIREN CRITERIA

1. EMA, and CENCOM are authorized to activate the warning sirens.
2. The Cities and County PSAP will test the sirens on the first Tuesday of each month at 10:00 a.m.
3. The local Fire Departments and some PSAP's are responsible for the proper operation of the sirens.
4. Sirens will be activated when:
 - a. The National Weather Service issues a **tornado warning**. If the National Weather Service issues a warning for any part of the county, all sirens will be activated.
5. A tone will be sounded for approximately three minutes for warning. **No all clear will be sounded.**

EMERGENCY OPERATIONS CENTER ANNEX

I. PURPOSE

The purpose of this annex is to provide procedures to be used by participants in utilizing an Emergency Operations Center (EOC) for direction and control activities.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. St. Clair County has the potential to experience a major emergency/disaster event.
- ii. During a major emergency/disaster situation, a single point for coordination of response is necessary.
- iii. St. Clair County has an EOC, located in the 110 West Washington Street, Belleville, IL to provide management and coordination capability for an effective response and recovery.
- iv. St. Clair County has a backup EOC at the County Jail building located at 321 West 'F' Street, Belleville, Illinois

b. Assumptions

- i. Most emergency functions can be handled routinely by the various emergency services of St. Clair County.
- ii. Most major emergencies can be handled by the Incident Command system (ICS) at an on-scene Incident Command Post (ICP) setting.
- iii. Some major emergencies may require activation of a portion of the EOC.
- iv. Some major emergencies may require the backup EOC to be put on standby.
- v. Most large scale disasters may require total activation of the EOC.

III. CONCEPT OF OPERATIONS

- a. The St. Clair County provides emergency service dispatching on a 24-hour-per-day basis at CENCOM 101 South 1st Street, Suite B, Belleville, Illinois.
- b. The Telecommunicators are likely to be aware of any emergency situation affecting St. Clair County.
- c. The Emergency Operations Center has a backup power system powered by a generator. The fuel source is diesel powered.
- d. The emergency response personnel shall be dispatched through EOC staff.
- e. Emergency situations vary in speed of onset and their potential for escalation to a disaster situation. The extent to which the EOC is activated

will depend upon the type of emergency situation, its potential for escalation, its geographic extent, and other contributing factors. Any emergency service may require the activation of the entire, or a partial EOC staff. The request will be reported to the St. Clair County EMA Director or his designee for approval.

- f. The St. Clair County EMA Director shall be responsible for directing emergency response operations. In the event of the Director's absence, the succession of command shall be:
 - i. Designee of St. Clair County EMA Director
- g. The St. Clair County Board Chairperson and the St. Clair County EMA Director will be responsible for overall direction and control of the emergency response following implementation of the Emergency Operations Plan and/or declaration of a disaster. The EOC staff assists them by managing individual functional areas. The on-scene Incident Commander is responsible for assessing the situation and providing information to the EOC staff for review and prioritization. After a decision is made, it is transmitted to the on-scene commander, who carries it out.
- h. The St. Clair County EOC is located 110 West Washington Street, Belleville IL. The EOC consists of an operations room, communications room, training room, kitchen area, EMA Director and Office Manager desk area
- i. At the time of activation maps will be generated using the County GIS system through Data Processing. The maps will then be placed strategically throughout the EOC. The Directors, Director's assistant, Director's secretary, and communication room are set up and ready to function in a crisis. Incoming messages from the communications room will be handled through an opening from the communications room supervisor to the Assistant Director or his designee. These will be scanned, logged, and grouped to go to the appropriate EOC staff. A runner will deliver the message to the appropriate EOC staff member. Outgoing messages will be delivered to the Assistant Director's office, and to the communications room supervisor to be presented to the radio operator and transmitted.
- j. When an event occurs that requires the activation of the EOC, the St. Clair County EMA Director or designee will see that the appropriate government officials, and the EOC representatives of each agency/organization are assigned to the EOC, and the EOC support staff are alerted.
- k. The EMA Director is responsible for developing rosters for the notification and recall of EOC staff and other EMA personnel and volunteers.
- l. Upon arrival of the EOC personnel, the St. Clair County EMA Director will initially brief decision makers on the emergency situation and allow all participants to offer advice on actions to take to protect the public and respond to the situation.

- m. An Incident Command Post should be established to provide a central point for coordinating the operational, logistical, and administrative support needs of response personnel at the emergency scene, shelters, EOC, etc. An ICP may also be utilized during events not requiring activation of a large number of EOC representatives.
- n. Each agency/organization will be responsible for providing logistical and administrative support for their personnel deployed at the site.
- o. The EOC allows the collecting, analyzing, reporting, and dissemination of information to, from, and between local response personnel, state, or federal government, and the public.
- p. Information can be collected and disseminated via telephone, cellular phone, two-way radio, facsimile, and messengers. Information will be analyzed by the appropriate EOC representatives. (See the appendix of this annex, Communications and Warning Annex, and the Public Information Annex for more detailed information.)
- q. Each agency/organization required to have an EOC representative shall arrange a schedule for the activation and release of EOC personnel to provide for a continuous 24-hour manning of the EOC during emergency conditions. Those requested to respond to the EOC will include, but not be limited to:
 - i. Law Enforcement
 - ii. Fire Department
 - iii. EMS
 - iv. Department Heads
 - v. Utility Representative
- r. St.. Clair County has a back-up EOC located at the County Jail Building at 321 West 'F' Street, in Belleville, IL. Should the primary EOC become inoperable or uninhabitable, the back-up EOC will be readied to be capable of performing as the EOC. The back-up EOC is powered by a natural gas fueled generator located on site which will run automatically in the event of a power outage.
- s. The St. Clair County Board Chairperson will have overall responsibility for directing emergency operations. The St. Clair County EMA Director will coordinate the operations with the appropriate agency/organization
- t. Each designated EOC staff member will report to the EOC upon activation to advise decision makers and coordinate its own services response effort with other responding organizations/agencies.
- u. Each agency/organization will provide direction and control over its own personnel, but will coordinate EOC operations to the fullest.
- v. The overall direction and control concept has the St. Clair County Board Chairperson giving general instructions to the EOC staff members. The appropriate staff members will notify their on-scene manager for their

respective departments and give instructions for the on-scene manager to give to their response personnel.

- w. The EOC staff members will use disaster effects monitoring and report forms to evaluate the emergency situation by. See the appropriate Appendix for copies of the forms.
- x. Upon the arrival of state and/or federal officials, the St. Clair County Board Chairperson will still retain overall direction and control responsibility for local agency/organizations, but will coordinate with the state and/or federal officials to provide assistance where needed.
- y. Upon the decision of the St. Clair County Board Chairperson, direction and control authority will transfer from him at the EOC to the appropriate department/agency/organization head for normal day to day operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The EOC staff will be divided into four (4) groups with the following responsibilities:
 - i. **Policy Group:** The policy group is concerned with policy matters concerning the basic plan of action and overall deployment of personnel and equipment. Members include the St. Clair County Board Chairperson, EMA Director, Law Enforcement/EMA Committee, Municipal EMA Liaisons, and the Public Information Officer (PIO). The Policy Group will:
 - 1. Ensure the operational guidelines in support of policy for the conduct of emergency operations.
 - 2. Ensure that information and directions are given to the general public.
 - 3. Ensure that steps are taken for the proper use and distribution of resources.
 - 4. The EMA Director, acting as Chief of Staff for the County Board will:
 - a. Ensure briefings are presented to the Policy Group.
 - b. Determine that Operations Group members are present and that their agency is ready for operations.
 - c. Review actions by Operations Group to ensure that actions conform to policy set by Policy Group.
 - ii. **Operations Group:** The Operations Group is responsible for conducting emergency operations and consist of:
 - 1. County Board Chairman (CBC)
 - a. Assume command of Disaster Operations at the EOC.
 - b. Designate and notify his successor.
 - 2. The St. Clair County EMA Director, who will:
 - a. Maintain operational readiness of the EOC.

- b. Coordinate the mutual aid agreements.
 - c. Maintain EOC personnel notification roster.
 - d. Identify specific functions of each EOC staff position
 - e. Update EOC Annex as needed.
 - f. Coordinate Operations Group Activities.
 - g. Assist department heads in obtaining outside assistance.
 - h. Brief Policy Group on emergency operations.
3. The St. Clair County Sheriff, who will:
 - a. Coordinate Law Enforcement activities.
 - b. Maintain status records on law enforcement personnel, vehicles, and equipment.
 - c. Make requests for outside assistance through the EMA Director.
 4. The St. Clair County Health Department Administrator, who will:
 - a. Coordinate public health activities.
 - b. Maintain status records on health personnel, equipment, and supplies.
 - c. Make requests for outside assistance through the EMA Director.
 5. The St. Clair County Engineer, who will:
 - a. Coordinate public works activities.
 - b. Maintain status records on public works personnel, equipment, and supplies.
 - c. Make requests for outside assistance through the EMA Director.
 6. The St. Clair County Coroner, who will:
 - a. Coordinate mortuary service activities.
 - b. Maintain status records on personnel, equipment, and supplies.
 - c. Make requests for outside assistance through the EMA Director.
 7. The Jurisdictional Fire Chief, who will:
 - a. Coordinate fire, search, and rescue activities
 - a. Maintain status records on personnel, equipment, and supplies.
 - b. Make requests for outside assistance through the EMA Director.
 8. Memorial Hospital – Edwardsville Area Region 4 Representatives, who will:
 - a. Coordinate emergency medical services activities.

- b. Maintain status records on EMS personnel, equipment, and supplies.
 - c. Make requests for outside assistance through the EMA Director.
- 9. The St. Clair County State's Attorney, who will offer legal advice to the Policy Group.
- 10. The St. Clair County Zoning Department, who will provide necessary records for damage assessment purposes.
- 11. The St. Clair County Clerk, who will provide necessary records for operations.
- 12. The St. Clair County Treasurer, who will provide necessary records for operations.
- 13. The St. Clair County Planning Director, who will provide the necessary maps and information for operations.
- 14. The American Red Cross, who will:
 - a. Coordinate sheltering activities.
 - b. Maintain status records on shelters.
 - c. Coordinate welfare services for victims.
 - d. Maintain status records on personnel, equipment, and supplies.
 - e. Make requests for outside assistance through the EMA Director.
- 15. The St. Clair County EMA designated Evacuation Director, who will:
 - a. Coordinate evacuation operations.
 - b. Maintain status of evacuees.
 - c. Coordinate operations with Shelter, Welfare, and Transportation Directors.
- 16. The St. Clair County Transit District, who will:
 - a. Coordinate Transportation services.
 - b. Maintain records of transportation personnel, and vehicles.
 - c. Coordinate operations with Shelter and Evacuation Directors.
- 17. The St. Clair County Resource Manager / EMA Director, who will:
 - a. Coordinate resource requests from operational personnel.
 - b. Maintain records of resources obtained.
 - c. Make requests for outside resources through the EMA Director.
- 18. The St. Clair County Zoning / Damage Assessment Officer, who will:

- a. Coordinate damage assessment team activities.
 - b. Maintain records of damages and forward to EMA Director.
- iii. **Communications Group:** The Communications Group will be responsible for the flow of information to, from, and between field forces, EOC staff, and outside jurisdictions. The Communications Group consists of:
 - 1. The Public Information Officer, who will:
 - a. Coordinate information for release to the media and the general public.
 - b. Clear all releases through the St. Clair County Board Chairperson or EMA Director.
 - c. Supervise the information office.
 - d. Keep EOC staff informed of newsworthy developments.
 - 2. Radio / Telephone Operators, who will:
 - a. Transmit/receive/relay information to appropriate department or individual.
 - b. Maintain log of emergency traffic.
 - 3. Messengers, who will:
 - a. Relay reports and messages within our outside the EOC, as necessary.
 - b. Report to and work with radio/telephone operators to deliver messages.
- iv. **Administrative Support Group:** the Administrative Support Group will assist the EOC staff as needed. The Administrative Support Group consists of personnel not previously mentioned above. The members can come from the public or private entities
- b. The above mentioned EOC staff members are to report to the EOC upon activation as soon as possible. In absence of the EOC designee of a department, the successor shall report to the EOC.
- c. The St. Clair County EMA Director shall manage the EOC during emergency periods.

V. SUCCESSION OF COMMAND

- a. The line of succession for EOC operations will be:
 - i. St. Clair County EMA Director
 - ii. Designee of St. Clair County EMA Director

VI. APPENDICIES

- a. Pre-emergency Operations Checklist
- b. Response Operations Checklist

- c. Recovery Operations Checklist
- d. EOC Activation/Deactivation Checklist
- e. Message Form Use and Handling Procedures

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Make provisions for starting a significant events log for the duration of the emergency situation. The log would be used to record key disaster related information (casualty information, health concerns, property damage, fire status, size of risk area, scope of hazard to the public, number of evacuees, radiation dose, etc.)
2. Establish a procedure for acknowledging and authenticating reports.
3. Make provisions for the display of damage assessment information.
4. Train assigned response staff and volunteer augmenters to perform emergency functions.
5. Develop an operational EOC.
6. Designate an alternate EOC.
7. Provide adequate communications equipment (radio, telephones, fax machines, etc.
8. Arrange for adequate food and water supplies.
9. Stock adequate supplies for EOC operations.
10. Develop a system to manage information handled within and disseminated from the EOC.
11. Conduct EOC exercises.
12. Prepare plans and standard operating procedures for EOC operations.
13. Assist local cities in developing an EOC.
14. Test, maintain, and repair equipment.
15. Develop procedures for upgrading the primary and alternate EOC to increase the protection factor.
16. Prepare maps, charts, displays, etc. to outfit the EOC.
17. Develop a system to ensure all EOC personnel will be notified of critical decisions.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Activate the EOC as directed by emergency conditions.
2. Alert EOC staff.
3. Test communications equipment.
4. Ensure that supplies and equipment are available in the EOC.
5. Provide for security of the EOC, if necessary.
6. Alert public and private organizations as necessary.
7. Continue to train assigned response staff and volunteer augmenters who will perform emergency functions.
8. Coordinate all operations through the EOC.
9. Establish contact with the IEMA EOC.
10. Establish contact with other jurisdictions affected by the emergency conditions.
11. Hold initial briefing for EOC staff.
12. Review plan, and assignments, and fill vacancies.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support recovery operations during disaster events.
2. Perform repairs and maintenance on EOC equipment and replenish supplies used during disaster operations.
3. Conduct a critique of EOC operations and initiate actions to improve operations.

APPENDIX D. EOC ACTIVATION/DEACTIVATION CHECKLIST

ACTIVATION:

1. Alert EOC staff members.
2. Arrange tables and chairs in appropriate manner.
3. Mount displays not already mounted.
4. Test communications equipment.
5. Distribute stationary supplies to each EOC staff member.
6. Arrange for food and beverages.
7. Have Public Information Officer (PIO), arrange to set up information office.

DEACTIVATION:

1. Release EOC staff members.
2. Arrange tables and chairs to original configuration.
3. Return appropriate displays, stationary supplies, etc. to storage.

APPENDIX E. MESSAGE FORM USE AND HANDLING PROCEDURES

I. PURPOSE

To record significant operational messages requiring dissemination and/ or action regarding activities of agencies operating within the EOC.

II. DEFINITIONS

TO - message information concerning the person receiving the message.

FROM - message information concerning the person initiating or sending the message.

INTERNAL - a message between or among the agencies operating within the EOC.

EXTERNAL - a message that is received from or sent to any person outside of the EOC.

COMMUNICATIONS - a message requiring support, such as radio, teletype, or facsimile for transmission.

URGENT - a message requiring immediate attention because of a significant or imminent threat to life and/or property.

ROUTINE - a message that does not involve a significant or imminent threat to life and/or property.

ACTION - designates an agency responsible for responding to or acting upon a message.

INFORMATION - designates an agency requiring information on the contents of a message.

III. INSTRUCTIONS

1. Insert date and time the message is sent/received.
2. Insert name, position, organization, and telephone number of person who receives message in the TO block.
3. Insert name, position, organization, and telephone number of person who initiates or sends the message in the FROM block.
4. Mark a check on the INTERNAL, EXTERNAL, or COMMUNICATIONS line indicating the type of message.
5. Put a check on the URGENT, or ROUTINE line indicating the priority of the message.
6. Write the text of the message concisely and legibly in the MESSAGE block.
7. Indicate the primary agency responsible for a message and the action taken in the PRIMARY AGENCY block.
8. Indicate the support / information agency / agencies and any actions taken in the SECONDARY AGENCY block.

IV. MESSAGE HANDLING PROCEDURES

A. Message arrives in Communications Room

1. Radio/Telephone Operator will:
 - a) Record message information
 - b) Forward to messenger for delivery.
2. Messenger will:
 - a) Determine appropriate Operations position.
 - b) Forward to Operations position.
 - c) Notify EMA Director or Policy Group of significant events.
3. Operations Staff Member will:
 - a) Determine capability to respond to information
 - b) Forward to appropriate party if unable to respond.
 - c) Coordinate and complete response.
 - d) Forward information to messenger for delivery to Communications Room if necessary.

B. Messenger Arrives at Operations Position

1. Operations Group Member will:
 - a) Record message information.
 - b) Determine capability to respond.
 - c) Forward to appropriate party if unable to respond.
 - d) Coordinate and complete response.

e) Forward information to messenger for delivery to Communications Room, if necessary.

FIRE SERVICE ANNEX

I. PURPOSE

The purpose of this annex is to identify the agencies in St. Clair County that are available to coordinate fire, search, and rescue services, which include fire, protection, suppression, and hazardous materials incidents in addition to search and rescue of missing and trapped people.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergencies. Several hazards present difficulties concerning fire protection including conflagrations, forest fires, nuclear attack, hazardous materials accidents and Weapons of Mass Destruction incidents. These hazards and others may require the activation of search and rescue services.

b. Assumptions'

- i. In St. Clair County the existing fire departments have adequate personnel and are available to respond to most emergencies using existing mutual aid agreements. When additional support is required, assistance can be requested through Regional office of the Illinois Emergency Management Agency (IEMA), or through Illinois Mutual Aid Box System Alarm or the Missouri Region C Fire Mutual Aid.

III. CONCEPT OF OPERATIONS

- a. As the Chief Executive Officer (CEO) of St. Clair County, the County Board Chairperson is responsible for ensuring that disaster response and recovery operations are effective. The local jurisdictional Fire Department is the Lead Agency for fire, search, and rescue services
- b. When the lead agency is unavailable to handle the emergency or disaster, mutual aid will be requested.
- c. To facilitate proper support, each department will maintain status lists of personnel and equipment at their work locations and at the Emergency Operations Center (EOC). (See Resource Manual.)
- d. Each Fire Chief or designated representative will be prepared to advise local government officials and emergency support personnel of the hazards associated with hazardous materials and the dangers associated with technological hazards and fire during emergency operations.

- e. All fire and search & rescue vehicles shall display flashing lights in accordance with Illinois Vehicle code 625 ILCS 5/12-215.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The Fire Chief within the Authority Having Jurisdiction (AHJ) is responsible to the CEO or to the Trustee of the fire department. The fire departments within St. Clair County are responsible for providing fire, search, and rescue services within St. Clair County.
- b. The Fire Chief or his designated representative will:
 - i. Coordinate all incidents from the EOC and/or Command Post using NIMS guidelines.
 - ii. Provide fire control.
 - iii. Provide fire protection (including in emergency shelters).
 - iv. Inform the EOC of the hazards associated with hazardous materials and the dangers associated with technological hazards.
 - v. Support fire codes.
 - vi. Enforce fire codes.
 - vii. Support other public safety operations.
 - viii. Conduct rescue operations.
 - ix. Inform the public of appropriate fire prevention measures both before and during emergency operations.
 - x. Request assistance when additional manpower and/or equipment is needed from mutual aid departments or organizations and direct their activities upon arrival.
 - xi. Conduct decontamination activities, as needed.
- c. Law Enforcement personnel will:
 - i. Limit access to the scene
 - ii. Provide crowd control
 - iii. Assist in search and rescue operations
- d. County highway departments and local street departments will provide traffic control devices (i.e. barricades, covers, etc.) as may be required.
- e. The St. Clair County EMA Director will notify the IEMA Regional Coordinator of disaster activities and request specialized personnel, equipment, or materials not available through existing mutual aid.

V. SUCCESSION OF COMMAND

- a. The line of succession for fire, search and rescue shall be:
 - i. Fire Chief
 - ii. Assistant Fire Chief
 - iii. 2nd Assistant Chief, Senior Officer
 - iv. Or Designee

VI. APPENDICIES

- a. Pre-Emergency Operations Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist
- d. Area Fire Departments
- e. Map Identifying Fire Districts (Located on file in the EMA Office)
- f. List of Hazardous Materials and Locations (Located on file in the EMA Office)
- g. Fire Chief Resource Manual

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Develop and maintain a complete inventory of resources (equipment, materials, manpower, fuel, etc.) that are available in the area.
2. Develop and maintain Standard Operating Procedures for fire, search, and rescue operations.
3. Maintain equipment in a ready state of condition.
4. Maintain current list of personnel complete with addresses and phone numbers.
5. Conduct or provide training of all personnel.
6. Advise all emergency personnel of the dangers involved with hazardous materials and fires during emergency operations.
7. Advise decision makers (CEO, department heads, etc.) of the risks and dangers involved with hazardous materials, as well as the circumstances for using water, foam, dispersants, fog spray, special type extinguishers, dilutant, or neutralizing agents for hazardous materials.
8. Arrange to obtain specialized clothing and equipment that may be needed by personnel responding to hazardous materials incidents.
9. Develop list of agencies, organizations and individuals that may have specialized training and/or equipment to respond to search and rescue missions.
10. Participate in or conduct exercises to test this annex and other portions of this Emergency Operations Plan.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. The Fire Chief in charge shall designate a staging area. All incoming units and manpower will first report to the staging area to obtain assignments given to particular units and personnel. When an assignment has been given, that information shall be passed to the Incident Command Post.
2. The priority of emergency operations and assignments given shall be for the saving of life and protecting of property. These duties shall be coordinated with other emergency personnel.
3. Members of the fire department shall assist medical personnel with triage operations, if possible.
4. In the event that the department's own resources will not be adequate, the officer in charge will request assistance by using existing mutual aid.
5. If a specific danger or hazard is encountered or anticipated, it will be reported to the command post and all incoming units.
6. The command post will give periodic updates to the fire services representative in the EOC.
7. The fire services liason in the EOC shall coordinate activities with other agencies and departments and render all available assistance as may be required.

8. In incidents involving hazardous materials, the IEPA, IDOT, and the manufacturer of the product and any appropriate parties shall be notified.
9. Should the need arise for emergency public sheltering, the Fire Departments shall inspect the shelters for fire safety before arrival of evacuees.
10. The Fire Chief in charge will alert all emergency support personnel and the CEO of the dangers associated with hazardous materials and fires during emergency operations.
11. Fire Department Personnel will assist in the dissemination of warning to the public, as appropriate.
12. Every attempt will be made to rescue injured people.
13. Keep records of all expenditures, usage of personnel, and equipment, etc.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Continue to respond to the needs of assistance from the community.
2. Dismiss equipment and personnel as the situation subsides with mutual aid assistance being the first released and others according to their time of duty.
3. Support cleanup and recovery operations following the disaster.
4. Maintain surveillance of critical areas to prevent rekindling.
5. Assess equipment and make repairs and replace as necessary.
6. Complete reports and record of events and participate in critique of operations

APPENDIX D. LIST OF AREA FIRE DEPARTMENTS

List provided in Annex 4

APPENDIX E. MAP IDENTIFYING FIRE DISTRICTS

LOCATED ON THE GIS SYSTEM AT ST. CLAIR COUNTY EOC

APPENDIX F. LIST OF HAZARDOUS MATERIALS AND LOCATIONS

Lists of hazardous materials, quantities and locations can be obtained from SARA Title III reports located at the LEPC office, located at the St. Clair County EOC

APPENDIX G. FIRE CHIEF RESOURCE MANUAL

On file in the EMA Office

LAW ENFORCEMENT ANNEX

I. PURPOSE

The purpose of this annex is to describe procedures and responsibilities for maintaining a Law Enforcement capability during a major emergency/disaster situation.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. In addition to the St. Clair County Sheriff's Department, the municipalities of St. Clair and some cities provide full-time law enforcement.
- ii. During major emergency/disaster situations, law enforcement agencies must be able to expand their operations to provide the increased services dictated by emergency conditions.
- iii. The Illinois State Police patrol major highways in St. Clair County and can assist local law enforcement agencies.

b. Assumptions

- i. Local law enforcement agencies can usually provide adequate services for minor emergencies.
- ii. The Sheriff's Auxiliary Deputies can be activated to support local law enforcement agencies.
- iii. Should additional support be needed, law enforcement agencies from outside the County will be available in a reasonable amount of time, as a result of being a member of the Illinois Law Enforcement Alarm System (ILEAS).

III. CONCEPT OF OPERATIONS

The National Incident Management System (NIMS) shall be utilized for all emergency and disaster situations within St. Clair County. ICS/NIMS utilization allows for the expansion of the command structure and provides for a manageable span of control to meet the goals and objectives of response and recovery operations.

All activities, functions, documentation, and assignment of responsibilities shall be performed in accordance with the ICS/NIMS position checklists and associated ICS forms contained within the direction and control annex appendix –C. ICS positions will be utilized as appropriate to the level of response and magnitude of the event, and geographical area covered. Standardized Management by objectives for operational support activities.

Command and General Staff positions shall be filled as a minimum with branch officer positions being established when the number of groups or span of control is exceeded reducing the effectiveness of command and control operations. Divisions and groups may be further established in relation to geographical and physical areas of operation.

All operational activities addressed and conducted within this annex shall be based upon full compliance of directives, instructions and operational protocol contained within the direction and control annex of the St. Clair County Emergency Operations Plan.

- a. Ultimate responsibility for law enforcement rests with the local government. The law enforcement function must be expanded to meet the increased demands caused by a major emergency/disaster. The St. Clair County Sheriff's Department has been delegated as the lead agency for coordinating Law Enforcement operations during crisis situations, except during any acts of terrorism the Federal Presidential Act states the FBI will be the Lead Agency during terrorism only.
- b. Following an emergency requiring the activation of the Emergency Operations Center, the St. Clair County Sheriff, or his designee, shall report to the EOC to advise decision-makers and coordinate Law Enforcement operations.
- c. If local Law Enforcement agencies cannot effectively respond to the demands of the situation, the Sheriff can activate members of the Sheriff's Department for support.
 - i. If additional personnel are needed, the Sheriff can request assistance from adjacent jurisdictions, the Illinois State Police, and federal government and the Illinois Law Enforcement Alarm System.
 - ii. Currently a formal written mutual aid agreement exists for law enforcement assistance from nearby jurisdictions, the Illinois Alarm System. Illinois Law Enforcement Activation System (ILEAS).
- d. Each agency shall arrange for the activation and release of law enforcement personnel to provide for continuous 24-hour manning of response jobs during emergency conditions.
- e. It shall be the responsibility of each law enforcement agency to provide for necessary logistical support for work/control/dispatch center(s) and for personnel during emergency operations.
- f. The St. Clair County Sheriff has the responsibility for relocating and housing St. Clair County jail inmates in custody, if necessary, during emergency situations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The St. Clair County Sheriff's Department will:
 - i. Coordinate law enforcement activities.
 - ii. Maintain law and order.
 - iii. Provide for security of shelters.
 - iv. Provide for traffic control.
 - v. Arrange for relocation of prisoners, if necessary.
 - vi. Assist in warning.
 - vii. Request Law Enforcement mutual aid from outside the jurisdiction, if necessary the Illinois Alarm System, ILEAS.
 - viii. Provide crowd control.
 - ix. Update Law Enforcement Annex as needed, based on experience in emergencies, exercises, and changes in emergency organization.
 - x. Protect records deemed essential for continuing government functions and conducting emergency operations.
 - xi. Maintain current internal personnel notification rosters and a means to implement them.
 - xii. Negotiate, coordinate, and prepare mutual aid agreements, as needed.
 - xiii. Assist in initial damage assessment.
 - xiv. Compile a resource inventory.
- b. Municipal Law Enforcement Agencies will:
 - i. Maintain law and order in their respective areas.
 - ii. Provide for security of key facilities.
 - iii. Provide for crowd control.
 - iv. Assist in warning.
 - v. Provide for traffic control.
 - vi. Maintain current internal personnel notification rosters and a means to implement them.
 - vii. Protect records deemed essential for continuing government functions and conducting emergency operations.
 - viii. Compile a resource inventory.

V. SUCCESSION OF COMMAND

- a. The line of succession for the St. Clair County Sheriff's Department shall be:
 - i. St. Clair County Sheriff
 - ii. Chief Deputy / Undersheriff
 - iii. Patrol Commander
 - iv. Designee of St. Clair County Sheriff

VI. APPENDICIES

- a. Pre-Emergency Operations Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Train assigned Law Enforcement response staff and volunteer augmenters to perform emergency functions.
2. Identify agencies capable of providing support services.
3. Coordinate law enforcement capabilities with neighboring jurisdictions.
4. Develop plans and standard operating procedures (SOPs).
5. Participate in emergency management exercises.
6. Compile a resource inventory.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Continue to train assigned law enforcement staff and volunteer augmenters to perform emergency functions.
2. Report the appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to The EOC and dispatch center during emergency operations.
3. Assist in the dissemination of warning to the public.
4. Assist in the evacuation of disaster areas during emergency operations.
5. Limits access to the incident scene and evacuated areas during response operations.
6. Provide protection and security for critical facility resources.
7. Provide security in the disaster and other affected areas to ensure That private and public property is protected.
8. Provide traffic control during an emergency.
9. Provide vehicle security and parking in the reception area.
10. Provide law enforcement in the reception centers, lodging, and facilities, and emergency shelters.
11. Protect prisoners in custody.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Limits access to the incident scene and evacuated areas during recovery operations.
2. Support cleanup and recovery operations during disaster events.
3. Continue to provide law enforcement services as long as necessary.
4. Release mutual aid resources.
5. Assist in return of evacuees to homes.

PUBLIC WORKS ANNEX

I. PURPOSE

The purpose of this annex is to acknowledge the responsibility of the St. Clair County Highway Department to develop and implement procedures to include clearance of debris, repair, and installation of public facilities, support assistance to other agencies, and the maintenance of equipment as required because of a disaster.

II. SITUATION AND ASSUMPTIONS

a. Situation

- i. The St. Clair County Highway Department is responsible for maintaining the county highways and providing technical advice to the 19 road districts who are responsible for the township roads.
- ii. The possibility that St. Clair County may receive damages from natural, manmade, or nuclear disasters is an ever present threat.

b. Assumptions

- i. An emergency situation can result from a natural or manmade occurrence resulting in the loss of life or property. During such an emergency, it is the responsibility of local government to protect the lives and property of its citizens.
- ii. County resources may be overburdened in responding to a major disaster. Thus, agreements with neighboring jurisdictions and private contractors should be in place to provide assistance.

III. CONCEPT OF OPERATIONS

- a. Emergency operations of the County Highway Department will be structured similar to the routine operations of the department.
- b. Debris removal, inspection of bridges and crossings, and the erection of traffic control devices would be within the capabilities of the department.
- c. Coordination of response and recovery operations will be facilitated by the St. Clair County radio system
- d. If necessary, assistance will be sought from the private sector, voluntary organizations, neighboring governmental jurisdictions by phoning or radioing for assistance or by having the PIO put a general call out to the media requesting certain types of assistance.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. The St. Clair County Board Chairperson will assure effective disaster response and recovery operations.
- b. The St. Clair County Engineer will:
 - i. Maintain a roster of the department's personnel for initial and recall notification during disaster operations and be prepared to activate and make shift assignments for 24-hour-a-day operations.
 - ii. Assure that the department's equipment is maintained in an operational condition.
 - iii. Maintain working relationships with county/township road districts.
 - iv. Develop and maintain an inventory of resources that are available through mutual aid agreements with neighboring jurisdictions and the private sector.
 - v. Provide debris removal from the streets and roads and other areas as required after a disaster.
 - vi. Provide barricades as needed or requested by other response departments.
 - vii. Make repairs to roads, bridges, and other highway features as required, during disaster operations.
 - viii. Establish priorities for department personnel and equipment.
 - ix. Handle vehicles with mechanical problems that impede evacuation operations.
 - x. Provide personnel, equipment, and materials to assist in rescue operations.
 - xi. Assist other emergency response departments and organizations services as feasible.
 - xii. Coordinate with the St. Clair County Emergency Management Agency (EMA) Coordinator as a liaison with private utility companies to effect restoration of services.
 - xiii. Assist in relocating personnel and equipment of other responders as feasible.
 - xiv. Request state assistance through the St. Clair County EMA Coordinator when all local resources have been expended or committed.
 - xv. Coordinate with the PIO to keep the public informed of pertinent information or request assistance through the use of the media.
 - xvi. Keep complete and accurate records of all expenses for equipment and manpower following a disaster occurrence and throughout the duration.
 - xvii. Report status of field operations (i.e., areas cleared, roads and highways opened) to the appropriate authorities in the EOC so that police, fire, medical, rescue units, etc., may be advised.
- c. Township Road Districts to the fullest extent possible will:
 - i. Work within their districts to:

1. Clear roads of debris
 2. Make repairs to roads, bridges, etc..., as required during disaster operations
 3. Provide barricades as needed or requested
 4. Keep complete and accurate records of all expenses for equipment and manpower following a disaster occurrence.
- ii. Keep the St. Clair County Engineer informed as to their operations and need.
 - iii. Work outside their districts at the request of the St. Clair County Engineer or other districts to expedite response and recovery operations.

V. SUCCESSION OF COMMAND

- a. The line of succession for public works shall be:
 - i. St. Clair County Engineer
 - ii. St. Clair County Highway Maintenance Foreman
 - iii. Or Designee

VI. APPENDICES

- a. Pre-emergency Operations Checklist
- b. Response Operations Checklist
- c. Recovery Operations Checklist
- d. Highway Departments Equipment and Materials
- e. Vital Facilities
- f. Utility Contacts
- g. St. Clair County Highway Commissioners

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Review and update personnel assignments and equipment inventory.
2. Establish and maintain a plan for refueling response vehicles.
3. Determine condition of construction equipment. Keep as much equipment as possible in operation.
4. Periodically check any specialty equipment, such as chainsaws, that are not used on a regular basis to ensure their operations readiness.
5. Coordinate with other governmental agencies to ensure that proper notification channels are known and used in the event of a major disaster.
6. Work with the County Boards to ensure that the Highway Department would not be reduced in its capability to respond to emergency situations.
7. Identify, coordinating with EMA, flood plains and alternate routings available during periods of flooding.
8. Identify, coordinating with EMA, other hazardous areas.
9. Establish and maintain working relationships with road districts.
10. Coordinating with EMA, establish and maintain contact with utility companies serving St. Clair County to prioritize restorations during disaster operations.
11. Select personnel to receive initial or refresher training in radiological operations.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Following the determination that a major disaster has occurred, the EMA Director will ensure the notification of the St. Clair County Engineer or his alternate.
2. The St. Clair County Engineer will ensure the notification of the department's personnel.
3. Highway personnel will establish and maintain contact with the St. Clair County Engineer or his representative at the EOC.
4. Highway personnel will clear and open roads that are suited for vehicular travel and barricade damaged sections.
5. Only after the completion of the department's primary mission will they be available to assist other departments for support manpower.
6. If the resources are committed or exhausted, the St. Clair County Engineer will request assistance from:
 - a) Township road districts
 - b) Private contractors
 - c) Neighboring jurisdictions.
7. Field personnel will make status reports to the St. Clair County Engineer or his representative in the EOC.
8. In a post-earthquake environment, use local engineer(s) to determine the safety of EOCs, public shelters, and reception and care facilities.
9. In a post-earthquake environment, use local engineers to determine the safety of evacuation routes (roads, bridges, airstrips, airports, etc.).
10. Provide methods to counter potential impediments to evacuation.
11. Provide for handling vehicles with mechanical problems (push them out of the way, tow, etc.).
12. Coordinate with the EMA Director, County Board, etc, to drain flooded areas.
13. Coordinate deployment of personnel and equipment with EOC staff.
14. Work with local utilities to maintain proper water supply and sewerage disposal operations.
15. Assist rescue units as feasible
16. Assist in radiological operations as feasible.
17. Assist Coroner, if necessary.
18. Check condition of existing systems for continued operations.
19. Record all expenses incurred for personnel and equipment.

APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Assist in recovery operations.
2. Maintain communication updates of recovery operations with the EOC.
3. Identify and inventory remaining resources of supply.
4. Make a prioritized list of road and bridge repairs needed and other essential government facilities.
5. Complete all required reports and turn them in to the EOC.
6. Participate in critique of departmental operations and overall disaster operations

APPENDIX D. HIGHWAY DEPARTMENTS EQUIPMENT AND MATERIALS

Resource Manual maintained at the Highway Department

APPENDIX E. VITAL FACILITIES

Sheriff's Office 825-2051 (Sheriff's Dispatcher)

All other **Police Departments** may be reached by using the Sheriff Dispatch number **825-2051, alternate 825-2052**

Fire Departments

All Fire Departments may be reached by calling the Sheriff Department number **825-2051, alternate 825-2052**

All Hospitals can be notified of an emergency through the Sheriff Dispatch Number (825-2051)

Memorial Hospital 233-7750

St. Elizabeth Hospital 234-2120

Touchette Regional Hospital 332-3060

APPENDIX F. UTILITY CONTACTS, included by limited to
(All numbers are on file at Sheriff's Dispatch)

ELECTRIC SERVICES

Illinois Power 1-800-755-7000

NATURAL GAS SERVICES

Illinois Power 1-800-755-6000

PROPANE SERVICES

Midwest Butane 235-3232

Thompson Gas 1-800-633-8253

Farm Services 444-8619

WATER COMPANIES

Illinois American Water 1-800-422-2782

Summerfield-Lebanon-Mascoutah 566-7101

FSH (Freeburg) 539-3100

Nashville Rural Water

Caseyville Water Contact Caseyville PD

Tri Township 654-4542 or 338-9618

APPENDIX G. ST. CLAIR COUNTY HIGHWAY COMMISSIONERS

List is maintained at the EOC and at the St. Clair County Highway Department

EMERGENCY MEDICAL SERVICES ANNEX

I. PURPOSE

- a. This annex has been developed to minimize the loss of life, limit long term disability and ensure the availability of medical care during a multi-casualty incident.
- b. By using this annex, the medical needs of St. Clair County residents can be attained during a natural disaster or technological incident.
- c. The scope of this annex includes but is not limited to the treatment and the transport of the severely ill or critically injured, identification of treatment facilities, provision of medical equipment and supplies, personnel administration, communications, and record keeping.

II. SITUATION AND ASSUMPTIONS

- a. Situation
 - i. St. Clair County, an agricultural area of 386 square miles located in south central Illinois, is susceptible to natural disaster, technological incident, and nuclear emergency.
 - ii. With a population of 270,056 distributed between urban, city and rural concentrations in St. Clair County, the county remains susceptible to a multi-casualty incident.
 - iii. Medical care is provided by Memorial Hospital Belleville, St. Elizabeth Hospital, Memorial Hospital East and Touchette Hospital Centreville. All facilities provide emergency room services. Primary referral hospitals are listed at the end of this Annex.
 - iv. Pre-hospital care is provided by a well-developed system of First Responders, EMT-B's, EMT-I's, and EMT-Paramedics. Patient transport is provided by ambulance services listed at the end of this Annex.
 - v. Public health and sanitation services for St. Clair County are provided by the St. Clair County Health Department located in Belleville, Illinois. For specific details, see the Public Health Annex in this document.
 - vi. Death investigation and the processing of the deceased is a function of the St. Clair County Coroner's Office. For specific details, see the Mortuary Services Annex in this document.
- b. Assumptions
 - i. In spite of a well-developed medical system, a multi-casualty incident could overwhelm the existing medical resources in St. Clair County.

- ii. The widely dispersed population could lead to prolonged response times by emergency medical transport personnel.
- iii. Initial emergency response will be the responsibility of the local jurisdiction until the arrival of an ambulance service and mutual aid responders.
- iv. In widespread disasters, mutual aid response may be severely limited. Again the local jurisdiction will be responsible to provide care.
- v. It will be necessary to go outside St. Clair County to obtain specific expertise and equipment in certain types of technological incidents.
- vi. Due to a high degree of cross training of emergency services personnel, many of the medical providers will not be available in a disaster situation.
- vii. The Emergency Services Annex will provide a basic guideline for medical care's integration into the Incident Command system.

III. CONCEPT OF OPERATIONS

- a. If a local jurisdiction in St. Clair County determines that an emergency situation exists, a request for assistance will be made via radio to the St. Clair County CENCOM or by dialing 911.
- b. Basic radio communication procedures and frequencies are found in communications Annex
- c. All St. Clair County EMS providers will be responsible for developing and maintaining recall rosters. These will also include personnel for the EOC.
- d. Memorial hospital serving as the Regional Hospital Coordination Center must be notified of the incident as soon as possible to allow distribution of patients and ambulance allocations.
- e. An ambulance service will be dispatched to the scene via the established protocols.
 - i. Mutual aid requests would be made by the EMS medical officer for outside assistance.
 - ii. Paramedic personnel not assigned to ambulances would be transported by available alternative means to the disaster site.
 - iii. Alternative methods of patient transport would be developed by the EOC staff to meet the particular needs of the situation.
- f. Upon arrival at the scene, the senior paramedic will assume medical control at the scene. A triage function will be developed in response to the specific needs of the emergency.
- g. It will be the responsibility of the medical officer to determine the resources needed for triage and the initial treatment of patients. Care and stabilization of victims shall then be assumed.

- h. The transportation sector will communicate with the Regional Hospital Coordination Center, receiving hospitals, ambulances, and aero-medical services for transport.
 - i. In the event that Memorial Hospital while serving as the Regional Hospital Coordination Center is rendered unusable, Anderson Hospital in Maryville, Illinois will assume the Regional Hospital Coordination Center role and will identify appropriate facilities for patient care.
 - ii. A large scale incident may significantly challenge or exhaust St. Clair County of transporting vehicles. In view of this potential, transport to a facility of the patient's choice may not be possible.
 - iii. Whenever possible this EOP will be integrated with the Edwardsville Region 4 Disaster Plan as approved by the Illinois Department of Public Health.
 - iv. Alternate Care Sites have been developed and MOU's completed. Each hospital has signed a Regional Hospital MOU to assist with staffing and providing equipment for Alternate Care Sites.
- i. Supply and re-supply of medical equipment and medication will be a shared responsibility of responding ambulance services, Local hospitals, and the St. Clair County Health Department in the emergency field.
 - i. Ongoing medical care in hospitals, nursing homes, and other Hospital Coordination facilities will be primarily the responsibility of the facility.
 - ii. When order has been established, and an individual assumes responsibility for a particular function, all agencies will be informed on a need to know basis. This will be accomplished by making the announcement in the EOC and/or asking that Emergency Operations Team members relay the information to their agencies, The alternate method will be to have the communications room make the announcement.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. In 2004 a Presidential mandate required NIMS compliance for all organizations receiving federal reimbursements. By 2007 this mandate of NIMS compliance had been met by all hospitals within St Clair County. The NIMS Incident Command Management System allows all County and Regional agencies and organizations to follow the same language and protocols during emergency response.
- b. Overall management of emergency medical services will be through Memorial Hospital serving as the Edwardsville Regional Hospital Coordination Center or their alternate. As a primary function within the

- ICS, the DMC will provide management function from the St. Clair County or jurisdictional EOC or Incident Command Post.
- c. Responsibilities of the St. Clair County Disaster Medical Coordinator will include but not be limited to:
- i. Coordinate the emergency medical care operations within St. Clair County.
 - ii. Procure and allocate medical resources to meet the disaster needs.
 - iii. Coordinate patient transportation to Hospitals within St. Clair County or to the other designated Hospital Coordination facilities outside the area.
 - iv. Maintain liaison with the representative of the other ICS functions at the EOC.
 - v. The Regional Hospital Coordination Center in conjunction with the Illinois Department of Public Health will assume the task of arranging secondary units to meet the day to day emergency needs of unaffected areas as is possible
 - vi. Each service and facility shall assume the responsibility of tracking cost factors of provisions. Records and resource lists shall be maintained and delivered to the ICS Financial Officer for reimbursement purposes.
 - vii. The radiological or Chemical Defense officer shall provide appropriate protective devices to persons trained to respond to such an event.
 - viii. Protection shall include respiratory protection, individual covering, equipment, and antidotes required for the incident.
- d. Medical Control shall lie with Memorial Hospital as the Edwardsville Regional Hospital Coordination Center and the Resource Hospital in accompaniment with St. Elizabeth Hospital as an Associate Hospital. Each may provide direction to EMS personnel within the Southwestern Illinois EMS System. EMS responding to a multi-casualty situation within the Southwest Illinois EMS System in a mutual aid role, may receive direction from the Resource or Associate Hospital.
- i. If possible, the EMS Medical Control will be in direct communications with pre-hospital personnel at the scene.
 - ii. In the event of a large-scale incident the Regions EMS Medical Director's will function from their respective emergency departments.
 - iii. In a HazMat incident, the EMS Medical Director will defer to the St Clair Special Emergency Services Association, HazMat teams, decisions for scene needs.
 1. This is covered in the HazMat Annex under Response Personnel Safety.
 2. An LEPC representative will be notified for technical support

V. LINE OF SUCCESSION

- a. The line of succession for Disaster Medical Coordinator in the field shall be:
 - i. Ambulance Service Supervisor or their alternate with incident command training
 - ii. Paramedic with Incident Command knowledge.
 - iii. EMT-Intermediate or Basic with Incident Command knowledge
 - iv. Or Designee

VI. APPENDICIES

- a. Pre-emergency Operations Checklist
- b. Response Operations Checklist
- c. Communications
- d. EMS Resources
- e. EMS Support Resources
- f. Medical Supplies
- g. Ambulance Transport Resources
- h. Recovery Operations Checklist

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. A community assessment & hazards vulnerability analysis was completed in 2001 indicating areas of concern. A synopsis may be obtained from EMA.
 2. Many fire and EMS workers are cross trained and or function within DMAT, IMERT, and REMERT teams.
 3. First aid training for community members is available through local Red Cross chapters.
 4. Region 4 Disaster plan provides guidelines to ensure successful service responses in the event of a major disaster
 5. Memorial Hospital and St Elizabeth Hospital Belleville, have a limited re stock of medical supplies and additional equipment.
 6. Maintenance of medication and other equipment will be the responsibility of the individual entity.
 7. Emergency plans for hospital and pre-hospital treatment and transfer of patients is as directed per Region 4 Disaster plan. The Regional Hospital Coordination Center will be activated through IDPH
 8. Agencies outside the jurisdiction will be activated via mutual aide agreements or upon IDPH authority.
 9. Mental Health agencies will be contacted via the Regional Hospital Coordination Center or with the assistance of Chester Mental Health
 10. Decontamination must be provided at the scene. Hospitals are to notified as soon as possible of potential contaminations
 11. Alternate Care Sites have been developed and MOU's completed. Each hospital has signed a Regional Hospital MOU to assist with staffing and providing equipment for Alternate Care Sites.
 12. Each facility assumes responsibility for maintaining up to date lists of doctors, nurses, and associate medical personnel.
 13. Equipment and supply inventory shall be maintained by individual agencies.
 14. Each facility assumes the responsibility to protect records or other items essential for continuing operations.
 15. Medical personnel that received direction from either the Regional Hospital Coordination Center or their Resource Hospital are tracked during their deployment, provided destination originated via Regional Hospital Coordination Center or Resource Hospital direction.
- Upon scene arrival EMS/medical personnel will be directed and tracked as per the needs of the Operations section of Incident Command.
16. The operations section of Incident Command will coordinate and direct medical staff with National Disaster Medical System responders.
 17. All HazMat will be handled according the St. Clair Special Emergency Services Association recommendations and procedures.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. An abbreviated training session will be provided for volunteer augmenters via personnel assigned by the Operations Section
2. The triage sector works closely with the extrication sector in patient care and deliver. As patients are triaged, they will be categorized according to their needs. The treatment will provide advanced care and stabilization until the patients are transported to a medical facility via available transporting mechanisms.
3. A functional Incident Command post will be established as directed by the Incident Commander.
Responsibility for the assignment of a staging area will be assumed by the Operations Officer. Appointment of a Staging area manager shall fall within the Operations Officers duties
4. Development and location of a temporary triage/treatment area shall be established as close as is safely possible to the extrication, treatment, and transport areas.
5. Victims that have been determined to be within the yellow or red triage categories shall be transported to a hospital via an Advanced Life Support ambulance when available. Intermediate Life Support and Basic Life support ambulances shall provide additional transport resources. Victims assigned the green category shall be directed away from the immediate incident site and requested to wait in an assigned area for transport to a medical facility for assessment and treatment of minor injuries.
6. In accordance with the Region 4 Disaster Plan, each hospital within St. Clair County has the responsibility to provide a pre assigned triage area on site
7. Each hospital maintains an Internal Disaster Plan that allows direction for the reduction of the hospital in-patient population during patient surge occurrences.
8. Food, water, emergency power, lighting, fuel and other logistical support shall be provided as per direction of EMA
9. State and Federal agencies shall be notified in accordance with the Region 4 Disaster Plan
10. Periodic status reports shall be provided to the EOC
11. Radiation exposure dosimeter readings shall be monitored hourly and with increased frequency should the dosimeter indicate exposure. It is the responsibility of the Sector Officer to ensure maintenance of the exposure records.
12. Upon Regional Hospital Coordination Center notification of Radiological Contamination, each facility within Region 4 will be notified to implement individual internal plans for decontamination and in the event of a surge in patients.
13. Personnel chosen to function with the emergency medical care centers will be medical personnel trained to function within a hazardous materials zone. The Minimum number of personnel that can provide essential care will be encouraged, to reduce exposure potential.
14. Technical advice and support for decontamination will be acquired through the IDNS 217-785-0600 via the Regional Hospital Coordination Center and on scene personnel as required.

15. The staging officer will assume responsibility for patient tracking in conjunction with transporting personnel. The patients triage tag number, status, name, and destination will be documented and maintained.

16. Arrangements and contacts are available to allow distribution of patients for medical care in the event that local hospitals are overwhelmed. The location and opening of such facilities are the responsibility of the individual hospitals. EMS personnel and transporting units will be directed to outside receiving facilities through medical control.

17. Memorial Hospital maintains the Critical Incident Stress Management Team. Members shall be contacted and on scene defusing shall be arranged as availability allows.

18. Sector Officers shall monitor, record, and notify the Incident Commander of threats that develop during the crisis.

19. Sector Officers are responsible for recording and maintain records of all resources utilized.

APPENDIX C. COMMUNICATIONS

I. GENERAL OPERATING FREQUENCIES FOR MEDICAL UNITS

A. St. Clair County Fire Dispatch 9-1-1

B. St. Clair County Medical Emergency Dispatch 9-1-1

C. Ambulance to Hospital: 155.340 (Merci 1)

155.160 (Merci 3)

II. GENERAL OPERATING GUIDELINES

A. The primary ambulance dispatch frequency will be 155.340

B. The primary flow of patient information will be relayed on 155.160 or via the 800 Mhz systems as available.

APPENDIX D. EMS RESOURCES & TRANSPORT RESOURCES

1. St. Clair County Ambulance Services/Southwestern Illinois EMS System Ambulance Services

*** NOTE: ALL AMBULANCE CAN BE CONTACTED THROUGH 9-1-1 or by CALLING CENCOM DIRECTLY AT 825-2051**

a) Abbott 394-9111

b) Breese Ambulance 594-4555

c) Columbia EMS 281-5151

d) Dupo 277-3500

e) Mascoutah 277-3500

f) Medstar EMS 800-426-9281

g) Millstadt 277-3500

h) Monroe County 939-8651

i) New Athens 277-3500

j) New Baden 594-4555

k) O'Fallon 624-4545

l) Sugar Creek 594-4545

2. Helicopters:
a) ARCH 800-325-9191
b) Air Evac Lifeteam 800-247-3822

APPENDIX E. EMS SUPPORT RESOURCES

LAW ENFORCEMENT

ALL POLICE DEPARTMENTS CAN BE REACHED BY CALLING CENCOM 825-2051 OR DIALING 9-1-1

St. Clair County Sheriff 618-825-2051
St. Clair County EMA 618-825-2051
St. Clair County Coroner 277-3500 or 233-4442
Red Cross 782-2477 or 782-2804

HOSPITALS:

Memorial Hospital ER 257-5841
St. Elizabeth Hospital 234-2120 Ext 1303
Touchette Hospital ER 332-5481

APPENDIX F. MEDICAL SUPPLIES

Memorial Hospital
4500 Memorial Drive
Belleville, IL 62226

1. As the Resource Hospital within St. Clair County, Memorial Hospital will serve as a resupply source for ambulances within the Southwestern Illinois EMS System in conjunction and St Elizabeth Hospital as the Associate facility.
2. Equipment stickers or restock sheets will be maintained whenever possible for cost accounting purposes.
3. Additional suppliers and vendors are located in Appendix E hospitals

APPENDIX G. EMS TRANSPORT RESOURCES

Available in the REGION 4 EMS Operations Plan which is kept at the EMA Office

APPENDIX H RECOVERY OPERATIONS CHECKLIST

1. Begin re-stocking health and medical supplies.
2. Complete records and reports as required by State and Federal agencies
3. Continue medical activities as long as a need remains.
4. Promote in development of financial assistance reports to offset the incurred costs of operation.
5. Participate in the critique and review of disaster medical operations.
6. Revise the Emergency Medical Annex to reflect experiences and realities of disaster medicine.
7. Support cleanup and recovery events.

LEPC MANUAL

The Local Emergency Planning Commission Manual and List of Facilities are maintained in the EMA Office. The most recent LEPC Manual was published in 2012.

ANIMAL EMERGENCY ANNEX

I. PURPOSE

The purpose of this annex is to provide guidance for a rapid local response to EAD/AD incidents and other events affecting the health, safety, and welfare of humans and animals during disaster situations in St. Clair County. A coordinated local response is necessary to alleviate the crisis and minimize the consequences in order to return the jurisdiction to normal as quickly as possible following a disaster or incident.

II. SITUATION and ASSUMPTIONS

a. Situation

- i. There are estimated to be _250_ head of cattle, _78,000_ head of swine, 150_ sheep and goats, as well as a very large domestic and wild animal population within St. Clair County. In recent years, several serious EAD outbreaks have occurred outside of the United States. The importation of animals and animal products from foreign countries, the ease of travel throughout the world, and the ongoing threat of agro-terrorism increase our vulnerability to an EAD. The introduction of an EAD would present the County, State, and Nation with a time sensitive, critical situation that affects not only animal health but also agricultural economics. Protecting the animal agriculture industry in St. Clair County requires cooperation, participation and partnership.
- ii. Any large disaster or emergency in St. Clair County may cause substantial suffering to the human and animal populations. With the advent of larger animal production facilities, an ever-increasing pet population, and the increased vulnerability to intentional introduction of animal diseases by terrorist activities, a coordinated local animal response plan for St. Clair County is imperative.

b. Assumptions

- i. The identification of an EAD outbreak anywhere in Illinois would have an effect in St. Clair County. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products, and other property in the County.
- ii. It is likely that livestock producers in St. Clair County would be the first to notice unusual behavior or symptoms of disease in their animals.
- iii. Private veterinary practitioners in the County will likely be the first responders to any emergency animal disease outbreak. A local veterinarian is required by law to immediately notify suspected EAD

to the Illinois State Veterinarian APHIS Area Veterinarian in Charge (AVIC).

- iv. Because EAD's are naturally occurring, it would be difficult, if not impossible to distinguish them as terrorism events unless suspected or confirmed by law enforcement officials.
- v. Suspected or positive detection of an EAD in St. Clair County will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease.
- vi. Numerous local, State and federal agencies will play a role in eradicating the disease.
- vii. Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed.
- viii. Immediate quarantine areas may be required where suspected or confirmed cases may have originated. Special operational procedures may be required (Reference: Attachment # 2).
- ix. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
- x. The St. Clair County Board Chairman and/or Governor may issue an emergency proclamation or disaster declaration. Federal disaster assistance may be requested.
- xi. The St. Clair County Emergency Operations Center (EOC) and/or SEOC may be activated to manage the emergency
- xii. Any disaster may potentially have adverse effects on the animal population in the County and/or the public health and welfare.
- xiii. Expedient animal shelters may need to be established in St. Clair County and staffed for extended periods in a disaster.
- xiv. Depopulation of animals will be conducted in the most humane, expeditious manner to stop the spread of the disease and limit the number of animals affected.
- xv. Carcass disposal sites will need to be rapidly identified. (Potential solutions: Rendering, landfill, burial on site, and/or incineration).
- xvi. People with companion animals frequently will choose **not** to evacuate rather than leave animals (livestock or pets) behind in a disaster.

III. ORGANIZATIONAL RESPONSIBILITIES

a. Organization

- i. The St. Clair County EOP provides the framework for the operational response to natural and man-made disasters. This would include any response to a suspected EAD/AD outbreak or

disaster. The State Veterinarian in close coordination with the County Emergency Manager and the Illinois Emergency Management Agency (IEMA) will direct an EAD/AD response in St. Clair County. The County Emergency Manager will facilitate and coordinate with support agencies and organizations such as local veterinary practitioners, humane organizations, animal rescue groups, and private sector entities to meet emergency responsibilities. The County Emergency Manager (with the approval of the St. Clair County Board Chairman) may designate a willing individual to serve as the St. Clair County Animal Emergency Coordinator

1. St. Clair County and the local governments will utilize their available resources in any emergency response effort. Additional State assistance may be requested through IEMA. Emergency management response strategies will be based on the location(s) of the animal population where the disease or disaster is located. All emergency response activities will fall under the Incident/Unified Command System of the National Incident Management System.
2. St. Clair County and the local governments will utilize their available resources in any emergency response effort. Additional State assistance may be requested through IEMA. Emergency management response strategies will be based on the location(s) of the animal population where the disease or disaster is located. All emergency response activities will fall under the Incident/Unified Command System of the National Incident Management System.

b. Responsibilities

- i. The St. Clair County Emergency Manager will:
 1. Determine which county and local agencies/departments/organizations have responsibilities in an animal emergency for sheltering, feeding, and routine care of stray or abandoned pets, livestock, or exotics.
 2. Maintain current listing of emergency contacts and resources necessary for an EAD/AD response or other animal emergencies. A complete list of emergency contacts and resources can be found at the EOC.
 3. Act as advisor to local veterinarians, humane organizations, farm service agencies, and others on emergency preparedness issues.
 4. Locate, produce and maintain maps with the locations of large livestock operations in St. Clair County or other animal facilities.

5. Coordinate with the American Red Cross (ARC) to provide information to residents and transients on animal care instructions and emergency procedures in the event of an evacuation or shelter recommendation.
6. Oversee the activities of the County Animal Emergency Coordinator. (Duties of the animal coordinator may include; assisting veterinarians and agriculture officials in making appropriate and timely reports of possible EAD cases; ensuring that communications from the State Veterinarian are received by the county's veterinarians and other animal health professionals in a timely manner; consulting with emergency response officials on animal issues during a disaster or emergency operation).
7. Coordinate with the St. Clair County Health Department, and State agriculture and environmental officials to determine the best methods for dealing with dead animals.
8. Maintain a network of organizations and individuals in St. Clair County who would have responsibilities in an EAD/AD response.

IV. CONCEPT OF OPERATIONS

a. Mitigation

- i. Any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, animal shelters, university veterinary medical and animal science centers, and large livestock operations, in St. Clair County are encouraged to develop emergency procedures and evacuation plans for the animals in their care and custody. Any written plans should be provided to the County Emergency Manager for review and comment.
- ii. The St. Clair County Emergency Manager will determine the best methods to disseminate information to the media. **(Public Information Annex # 07)**

b. Preparedness

- i. The State of Illinois, Department of Agriculture, provides an organizational structure, chain of command, and outline of duties and responsibilities, required for any EAD/AD response.
- ii. IDOA, USDA, local veterinarians, humane society, and animal control personnel are identified in the St. Clair County EOP and contact information is maintained. **(Attachment # 3)**
- iii. EAD/AD scenarios are included in the St. Clair County multi-year exercise cycle.

- iv. Agro-terrorism is included in the County hazard analysis.
(Reference: St. Clair County Hazard Analysis)
- c. Response
 - i. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management or any act of agro-terrorism that may pose a substantial threat to St. Clair County.
 - ii. Request additional State or federal assistance through IEMA, if required.
- d. Recovery
 - i. Evaluate any quarantine orders that were put in place around the County during the EAD outbreak, to decide if they are still needed.
 - ii. Augment veterinary medical services through IDOA to expedite rapid recovery.
 - iii. Document all costs associated with the response effort.

V. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. Basic administrative and accountability procedures for any animal emergency will be followed as required by the St. Clair County government.
- b. Logistics
 - i. If supplies, materials, and equipment are required, records will be maintained
- c. Public Information
 - i. Provide periodic spot announcements to the public on pertinent aspects of the emergency.
 - ii. Insure availability for the media in the event an animal emergency situation arises. **(Public Information Annex # _07_)**

VI. APPENDICIES

- a. Emergency Response Checklist

APPENDIX A. EMERGENCY RESPONSE CHECKLIST

St Clair COUNTY EMERGENCY MANAGER

- _____ Develop and maintain contact list of those willing to care for animals in an emergency. List on file at the EOC.
- _____ Conduct at least one training program annually for the county animal emergency coordinator, support staff, and other interested parties
- _____ Assist with site- specific animal emergency plans
- _____ Identify buildings in the County suitable for use as pet shelters in an emergency
- _____ Contact owners/managers for permission to designate building as pet shelters
- _____ Work with veterinary medical and non-medical volunteers and agencies that will provide animal care assistance
- _____ Alert animal owners of designated pet shelters
- _____ Conduct an annual “on-site” visit of animal care facilities

RESPONSE PHASE

COUNTY EMERGENCY MANAGER

- _____ Track the activities of all available animal shelter facilities and confinement areas identified before, during, and after the disaster
- _____ Keep public advised during emergency period
- _____ Assure the availability of storage sites and staging areas for animal food and medical supplies
- _____ Coordinate with local/State law enforcement for establishment of quarantine zones and enforcement of animal movement restrictions
- _____ Act as advisor to County and local government(s) during disaster response actions

COUNTY HEALTH DEPARTMENT

- _____ Support the disaster response and recovery with all available resources
- _____ Assess disease impact on humans and make appropriate recommendations

COUNTY PUBLIC WORKS DEPARTMENT

- _____ Support the disaster response and recovery effort with all available resources
- _____ Assist with disposal of dead animals in the County

COUNTY SHERIFF’S OFFICE

- _____ Support the disaster response and recovery with all available resources
- _____ Enforce animal movement restrictions and control established quarantine zones

FIRE DEPARTMENT/DISTRICT

- _____ Support the disaster response and recovery effort with all available resources
- _____ Assist with decontamination of facilities, personnel and/or equipment

RECOVERY PHASE

COUNTY EMERGENCY MANAGER

_____ Assist animal coordinator and other organizations with long-term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners

_____ Act as advisor to local government during recovery actions

_____ Document all animal disaster related activities and their costs

_____ Restore equipment and supplies to normal state of readiness

_____ When safe, resume day-to-day operations as quickly as possible

ADDITIONAL ATTACHMENTS

- ARES Ham Radio Guidelines
 - Maintained in the EMA Office
- RACES Amateur Radio User List
 - Maintained in the Radio Room of the EMA Office
- Radio System Standard Operating Procedures
 - Maintained in the EMA Office
- Tactical Interoperable Communications Plan
 - Available in the EMA Office
- 911 Standard Operating Procedures
 - Maintained in the County 911 Administrative Offices