

THE CITY OF
Rochelle



Emergency Operations
Plan

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PROMULGATION

In accordance with the provisions of the **Illinois Emergency Management Act 20 Illinois Compiled Statutes 3305/1 et seq., January 1, 2002** and the **Rules for Emergency Services and Disaster Agencies 29 Illinois Administrative Code Part 301, February 26, 2002**, the Mayor of Rochelle is authorized to cause to be prepared and maintained a comprehensive emergency management plan and program for the City of Rochelle. The Emergency Operations Plan has been developed and is maintained through a cooperative effort between representatives of emergency response groups, city and county offices and/or agencies, the American Red Cross and other volunteer agencies in accordance with the aforementioned provisions. The Rochelle EMA Coordinator is responsible for facilitation of this effort

This plan identifies the hazards to which the City of Rochelle is vulnerable, sets down responsibilities of City departments, agencies, offices and volunteer organizations. This plan also outlines a means for the City's resources to be used to assist the citizens of the jurisdiction during times of disaster. The planning authorities and responsibilities conveyed to the individual departments, agencies, offices and volunteer organizations are recognized and acknowledged.

This plan describes a coordination mechanism for response to and recovery from disasters and incidences arising therefrom. On my implementation, all agencies shall abide by and cooperate fully with the provisions described or referenced herein.

All tasked organizations have a responsibility to prepare and maintain standard operating procedures (SOPs) and commit their personnel to the training, exercising and plan maintenance efforts needed to support the Emergency Operations Plan.

As the Chief Executive Officer, I affirm my support for emergency management in the City of Rochelle and hereby approve this Emergency Operations Plan this _____ day of _____, 2016

Chet Olson – Mayor
City of Rochelle

APPROVAL

Terry Inman
EMA Coordinator

Date

David Plyman
City Manager

Date

Chet Olson
Mayor

Date

Approval Date:

Thomas Richter
Ogle County Emergency Management Agency 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 regulations, conflicting with any of the provisions of this plan, shall be replaced.

This Emergency Operations Plan shall be in force and effect the date of its approval by the Mayor of Rochelle.

Approved this _____ day of _____, 2016

By: _____
Mayor – City of Rochelle

Seal of the City

Clerk – City of Rochelle

SIGNATURE PAGE

We, the undersigned, have read, written or approved our respective part or parts of the Rochelle Emergency Operations Plan. We accept the duties and responsibilities as assigned and written, and acknowledge the relationships thereby established. We further agree to provide to the extent possible, manpower, equipment, and material to perform assigned duties.

Signed: _____
Mayor

Date: _____

Signed: _____
City Manager

Date: _____

Signed: _____
EMA Coordinator

Date: _____

Signed: _____
City Attorney

Date: _____

Signed: _____
City Clerk

Date: _____

Signed: _____
Fire Chief

Date: _____

Signed: _____
Police Chief

Date: _____

Signed: _____
Finance Director

Date: _____

Signed: _____
Human Resource Manager

Date: _____

Signed: _____
City Engineer

Date: _____

Signed: _____
Business Analyst

Date: _____

Signed: _____
Streets & Cemetery Supt.

Date: _____

Signed: _____
Electric Operations Supt.

Date: _____

Signed: _____
Water/Water Reclamation Supt.

Date: _____

Signed: _____
Advanced Communications Supt.

Date: _____

Signed: _____
Public Information Officer

Date: _____

Signed: _____
RMU Customer Service Superintendent

Date: _____

Signed: _____
Economic Development Director

Date: _____

Signed: _____
Community Development Director

Date: _____

Signed: _____
Rochelle Community Hospital

Date: _____

Signed: _____
Rochelle TWP High School – Dist. 212

Date: _____

Signed: _____
Rochelle Elem. Schools – Dist. 231

Date: _____

Signed: _____
Ogle County EMA Coordinator

Date: _____

Signed: _____
Ogle County Sheriff

Date: _____

Signed: _____
Ogle County Coroner

Date: _____

Signed: _____
Ogle County Health Department

Date: _____

Signed: _____
Lee County EMA Coordinator

Date: _____

Signed: _____
Ogle/Lee Fire Protection Dist. Chief

Date: _____

Signed: _____
American Red Cross

Date: _____

Signed: _____
Ogle/Lee LEPC Chair

Date: _____

RECORD OF DISTRIBUTION

I. ROCHELLE

1. Mayor
2. City Manager
3. EMA Coordinator
4. City Attorney
5. City Clerk
6. Fire Chief
7. Police Chief
8. Finance Director
9. Human Resources Manager
10. City Engineer
11. Business Analyst
12. Streets & Cemetery Superintendent
13. Electric Operations Superintendent
14. Water/Water Reclamation Superintendent
15. Advanced Communications Superintendent
16. Public Information Officer (PIO)
17. RMU Customer Service Supervisor
18. Economic Development Director
19. Community Development Director
20. Rochelle Community Hospital
21. Rochelle Township High School District 212
22. Rochelle Elementary School District 231

II. OGLE COUNTY

1. Ogle County Emergency Management Agency Coordinator
2. Ogle County Sheriff
3. Ogle County Coroner
4. Ogle County Health Department

III. LEE COUNTY

1. Lee County Emergency Management Agency Coordinator

IV. MISCELLANEOUS and/or COMBINED ENTITIES

1. Ogle/Lee Fire Protection District Chief
2. American Red Cross
3. Lee/Ogle Local Emergency Planning Committee (LEPC) Chair

RECEIPT OF PLAN

I hereby acknowledge that I have received a copy of the Rochelle Emergency Operations Plan from the Rochelle Emergency Management Director.

I also understand this document contains privileged information, and any reproduction or duplication requires written approval from the EMA Coordinator.

Date Sent: _____

Date Received: _____

Signature: _____

Printed Name: _____

Title: _____

Dept./Organization: _____

EMA Coordinator's Signature: _____

PLAN ABSTRACT and PLANNING GOALS

PLAN ABSTRACT

The Basic Plan Section of the City of Rochelle Emergency Operations Plan is an overview of the approach to emergency management in Rochelle. It establishes the general foundation for coping with major emergencies and disasters. The Basic Plan 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 for the City of Rochelle.

Checklists that appear at the end of functional annexes 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 the 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.

The City of Rochelle's emergency management goals are to develop and maintain this plan to increase community awareness and improve emergency response for the City of Rochelle. This will be done by developing the plan to allow agencies to work together in an organized team effort. The current primary goals, along with the updating of this plan, are to complete a Threat & Hazard Identification and Risk Assessment (THIRA), establish and structure the Rochelle Emergency Operations Center, and develop a relevant and applicable Training & Exercise Program (TEP). The City of Rochelle EMA Coordinator will work with surrounding municipalities, counties and state & federal entities, to enhance interoperability on a variety of levels including communications, operations and training.

The purpose of this Emergency Operations Plan is to give written comprehensive emergency/disaster response and authority within the City of Rochelle during such incidents so all agencies/entities can work more effectively together.

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Basic Plan

I. PURPOSE

A. The purpose of the City of Rochelle Emergency Operations Plan (EOP) is to provide a comprehensive management program in order to mitigate the effects of a disaster or disaster-threat situation, preserve life and minimize damage, respond to the disaster, provide necessary assistance and establish a system of recovery to return the community to a normal state as soon as possible.

B. The plan attempts to define, in a straight forward manner, who does what, when, where and how in order to mitigate, prepare for and respond to incidents/circumstances (natural and/or man-made) that exceed the day-to-day operational capacity of the City's assets.

II. LEGAL AUTHORITY

A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.

B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)

C. Illinois Emergency Management Act (20 ILCS 3305)

D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.

E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents

F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

III. SITUATIONS & ASSUMPTIONS

A. Situations

1. The City of Rochelle is exposed to many hazards, all of which have the potential for disrupting the community, causing damage and creating casualties.
2. The City of Rochelle:
 - a) 2013 US Census Bureau estimates Rochelle's population to be 9,451 with 3792 households. Rochelle is the largest city in Ogle County.
 - b) Rochelle covers approximately 12.9 square miles and is situated in the southeast corner of Ogle County and the northeast corner of Lee County.
 - c) Rochelle is bordered on the north by the Village of Hillcrest, the east by the Village of Creston, the south by the Village of Steward and the west by the residential developments of ShanGri La Trailer Park, Rolling Green Trailer Park, Flag Center and Hickory Ridge subdivision.

- d) Rochelle is transected by two state highways (IL Route 38 east/west & IL Route 251 north/south), two interstates (I-39 north/south & I-88 east/west), two transcontinental rail lines (Burlington Northern/Santa Fe RR & Union Pacific RR) and one intra-city rail line (City Industrial Rail).
 - e) A number of man-made and naturally occurring bodies of water are found in and around the City of Rochelle. The largest of these are the Flagg Rd., quarry on the north edge of the City, Spring Lake, adjacent to south 7th & south 8th streets, Lake Lida along I-88 at south Main Street and Lake Sule at the intersection of I-39 and I-88.
 - f) The Kyte River is a 32 mile long tributary of the Rock River and part of the Mississippi River watershed system. Known locally as “Kyte Creek”, the river flows its entire length within Ogle County. It rises about 7 miles north of Rochelle and initially turns northwestward and enters the Rock River from the east about 3 miles south of the City of Oregon, IL.
 - g) The remaining topography of Rochelle is characteristic of prairie farmland.
3. The City of Rochelle could experience the following hazards in varying degrees:
 - a) Natural Hazards – drought & severe heat, fire, flooding, earthquake, severe thunderstorm, tornado, winter storm (heavy storm/blizzard conditions), ice storm, high wind and hail.
 - b) Technological Hazards – terrorism, civil disorder, explosion, hazardous materials, transportation accident, utility failure, cyber-attack.
 - c) War-related Hazards – inadvertent missile launch, chemical warfare, nuclear warfare, missile/weapon accident, asymmetric warfare.
 4. Known risk areas have been identified (flood plains, hazardous materials facilities/routes, etc.) to enable officials to determine the need to evacuate at-risk residents. Evacuation will be weighed against in-place sheltering.
 5. Rochelle is outside of the 10 mile emergency planning zone for the Exelon Nuclear Power Station in Byron, IL. However, the Ogle County Emergency Operations Center is located in Rochelle (510 Lincoln Highway) and Rochelle is within the 50 mile ingestion pathway. The emphasis of which is on controlling the ingestion pathway of milk, food and water. The ***“Environmental Monitoring Program for Nuclear Power Stations Report for Calendar Year 2013”*** produced by the Bureau of Radiation Safety of the Illinois Emergency Management Agency has the most recent data concerning radiation levels found associated with milk, food and water within 50 miles of the Byron generating station.
 6. There are facilities throughout the City of Rochelle which manufacture and/or store hazardous materials. In addition to fixed facilities, hazardous materials are routinely transported through and around the City by highway, rail and underground pipeline. In essence, all residents of the City of Rochelle are vulnerable to a hazardous materials incident. Lists of facilities that use, store or produce extremely hazardous substances are available from the Ogle/Lee Local Emergency Planning Committee (LEPC). Additionally, facilities are required to file reports under the Superfund Amendments and Re-Authorization Act with the Rochelle Fire Department.

7. Areas of the City of Rochelle are in flood plains, as determined by the Federal Emergency Management Agency. Maps of flood plains and all other necessary maps of Rochelle are located in the Rochelle Engineering Department. Floodplain maps can also be obtained from the Ogle County Geospatial Information Systems (GIS) Office or at www.illinoisfloodmaps.org.

B. Assumptions

1. The City of Rochelle will continue to be exposed to the hazards noted above as well as to those that could develop in the future.
2. All local officials having a role in emergency management are familiar with the appropriate sections of the plan. The local government recognizes their responsibilities; chief among them being the protection/preservation of life and property in disaster situations. Local government will commit all available resources to saving lives, minimize injuries and property damage.
3. While outside assistance would be available in most large-scale disaster situations affecting the City, it is necessary for the City of Rochelle to plan for and be prepared to carry out disaster response and short-term recovery operations independent of outside aid.
4. Mutual aid and other related assistance described within this plan will be available in a reasonable amount of time as circumstances allow.
5. Should state or federal government officials arrive to assist, the City of Rochelle will retain control but will seek the advice and/or assistance from the other levels of government.

IV. CONCEPT OF OPERATIONS

- A. The City of Rochelle will manage any and all response operations using the National Incident Management System (NIMS) and Incident Command System (ICS) based methodologies as required through Homeland Security Presidential Declaration 5 (HSPD-5). NIMS is the framework accepted and utilized in the national approach to emergency management and is applicable to response of any size and is applicable to any functional discipline.
- B. Responsibility for the protection of the lives and property of Rochelle residents rests with the various departments in the city. The ultimate responsibility in disaster situations rests with the Mayor of Rochelle as the Chief Executive Officer. The Mayor, his/her successor or designee are the only individuals who can declare a local disaster within the City of Rochelle.
- C. The Mayor, City Manager, EMA Coordinator, or designee may activate the plan following the occurrence of or the impending occurrence of a major emergency/disaster situation.

1. Local Declared Disaster – This will activate the City of Rochelle Emergency Operations Plan, provide county and state insurance for Emergency Management Agency volunteers, authorize the request for and provision of aid via the County EMA and allow for emergency purchasing options.
 2. State Declared Disaster – Following a Local Declared Disaster and a declaration from the Governor of Illinois, a State Declaration would be declared for Ogle County. State resources and assistance would be made available to the City of Rochelle through the State Emergency Operations Center (SEOC) in conjunction with the Ogle County Emergency Management Agency and Emergency Operations Center.
 3. 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 Ogle County and the City of Rochelle.
 4. A Federal Declaration triggers federal disaster relief and recovery assistance.
- D. Under a Declaration of Emergency or Disaster, the Mayor of Rochelle shall assume responsibility for coordinating the City’s resources with local, county, state and federal assistance in order to implement an effective response.
- E. Disaster response relies upon the coordination of all levels of government and is augmented with volunteer and private agencies/organizations. However, it will remain the responsibility of the Mayor of Rochelle to provide direction and control for response operations.
- F. Duties and tasks for the various departments, agencies and organizations during emergency operations will generally correspond with their normal day-to-day functions. Each entity is responsible for the direction and control of their personnel. Moreover, each entity will arrange for the activation and release of emergency personnel to provide for a continuous 24-hour manning of emergency functions as the circumstances dictate.
- G. Hazardous material spills, tornadoes and other hazards, natural or man-made, will require warning the public and emergency response groups in an expeditious fashion. Warning sirens, NOAA all-hazards radio, commercial radio and television, as well as Internet (social media) and cellular applications/platforms will be used to alert the citizens of Rochelle.
- H. Rochelle Police Emergency 911 Center will notify necessary emergency response assets by pager, telephone or radio using established procedures.
- I. In their planning efforts, the City of Rochelle recognizes and utilizes the five phases of emergency management:
1. Mitigation – Actions taken to reduce or minimize the possibility of, and or the impact of, a disaster.

2. Preparedness – Actions taken to insure the readiness of the government to respond to and recover from the effects of a disaster.
3. Response – Actions taken to meet the immediate life-saving needs of the City within and following a disaster.
4. Recover - Actions taken, short & long term, to restore the City to its pre-disaster condition.
5. Prevention – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as: deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the full nature and source of the threat, public health and agricultural surveillance and testing processes, immunizations, isolation, or quarantine, and as appropriate, specific law enforcement operations aimed at deterring, preempting interdicting or disrupting illegal activity and apprehending potential perpetrators.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Most of the departments within the city government have certain emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined under “Task Assignments,” as well as in individual annexes.

B. Organization

Developing response plans and formulating policy is the responsibility in part or in whole of:

1. Mayor of Rochelle (City Council)
2. City Manager
3. EMA Coordinator
4. Police Chief
5. Fire Chief
6. Fire Chief/EMS
7. City Engineer*
8. Streets Department*
9. Water/Water Reclamation*
10. Advanced Communications*
11. Electric Operations Department*
12. City Clerk
13. Finance Director
14. City Attorney
15. Rochelle TWP High School District 212 & Rochelle Consolidated School District 231

16. Rochelle Veterinary Hospital
17. Rochelle Community Hospital
18. American Red Cross
19. State and Federal Support

**** The City of Rochelle does not have a “Public Works Department” per se. However, these departments are commonly found within a Public Works structure and as such any one or all of them may be referenced herein under the phrase Public Works.***

C. Task Assignments

1. Chief Executive Official (Mayor of Rochelle)
 - a) Sets city-wide policy for the emergency response structure.
 - b) Assumes responsibility for the overall response and recovery operations.
 - c) Authorizes the mitigation strategy for recovery.
 - d) Determines the need for a disaster declaration and makes it when required.
 - e) May delegate emergency responsibilities to another designated City Council Member.
2. City Manager
 - a) Assists Mayor and Council in the development of strategic emergency response objectives.
 - b) Is the conduit for strategic policy decisions from the Mayor and Council to the responders in the field; as well as for the tactical decisions employed by the responders to be shared with the Mayor and Council.
 - c) Authorizes emergency purchases as deemed necessary by recommendation of the EMA Coordinator in concert with Incident Command.
3. EMA Coordinator
 - a) Coordinates all phases of emergency management.
 - b) Advise decision makers of the emergency situation and (in conjunction with the Incident Command) recommend actions to protect the public (i.e. public warning, evacuation, shelter activation, request state and or federal assistance).
 - c) Ensure special needs populations are accounted for and appropriate response measures are enacted to protect them.
 - d) Coordinates warnings and communications with 911 Center, Incident Command and Public Information Officer.
 - e) Maintain readiness of the EOC and coordinates EOC operations.
 - f) Coordinate with all response entities (i.e. governmental, non-governmental, Red Cross, volunteers etc.) on relevant response needs and actions.
4. Chief of Police
 - a) Coordinate/lead law enforcement response.
 - b) Coordinate and assist evacuations.
 - c) Maintain law and order.

- d) Provide security for shelters, evacuated areas, disaster scene and critical facilities.
 - e) Provide traffic control.
 - f) Assist in communications and warnings as necessary.
 - g) Arrange for relocation of jail inmates as necessary.
 - h) If Incident Commander, evaluate current command post location and operations if already established and re-locate and re-establish as necessary. If no command post is established, establish and oversee a command post at a prudent & effective location.
 - i) Support damage assessment operations.
 - j) Support EOC
 - k) Provide support for emergency response assets.
5. Fire Chief
- a) If Incident Commander, evaluate current command post location and operations if already established and re-locate and re-establish as necessary. If no command post is established, establish and oversee a command post at a prudent & effective location.
 - b) Conduct fire suppression operations.
 - c) Conduct hazardous materials operations as possible.
 - d) Conduct search & rescue operations.
 - e) Assist in traffic control where appropriate.
 - f) Provide damage assessment support.
 - g) Provide EOC support.
6. Rochelle Fire Emergency Medical Service (EMS)
- a) If Incident Commander, evaluate current command post location and operations if already established and re-locate and re-establish as necessary. If no command post is established, establish and oversee a command post at a prudent & effective location.
 - b) Triage, treat & transport patients.
 - c) Maintain necessary medical supplies
 - d) Assist Ogle County Health Department as needed.
 - e) Provide EOC support.
 - f) Assist Rochelle Fire as needed.
7. Engineer
- a) Geospatial Information Services (GIS).
 - b) Damage Assessment/Structural Integrity.
 - c) Provide EOC support.
 - d) Support flooding mitigation operations.
8. Streets & Cemetery Superintendent
- a) Provide EOC support.
 - b) Support debris clean-up and removal.
 - c) Support scene security.
 - d) Support avenues of ingress/egress and evacuation
9. Water/Water Reclamation
- a) Provide EOC support.
 - b) Maintain useable water resources.

- c) Support flooding mitigation operations.
10. Advanced Communications
 - a) Provide EOC support.
 - b) Maintain Internet access.
 - c) Provide technical support.
 11. Electric Operations
 - a) Provide EOC support.
 - b) Maintain and restore electrical power resources.
 - c) Assist in damage assessment.
 12. City Clerk
 - a) Provide EOC support.
 - b) Provide and maintain pertinent City documents related to disaster response and recovery efforts (i.e. copy of any Declaration of Disaster)
 13. Finance Director
 - a) Provide EOC support.
 - b) Provide and maintain pertinent financial documentation of disaster response and recovery efforts.
 14. City Attorney
 - a) Provide EOC support.
 - b) Provide legal counsel to local officials.
 15. Rochelle Schools
 - a) Provide EOC support.
 - b) Provide protection for school children (when school is in session).
 - c) Provide evacuation and care of school children when circumstances warrant.
 - d) Provide school buses for evacuation and transportation.
 16. Rochelle Veterinary Hospital
 - a) Provide sheltering for animal victims of disaster and provide means of tracking and identifying owners.
 - b) Coordinate relevant activities with Humane Society.
 - c) Coordinate activities with Ogle County Animal Control.
 - d) Provide for disposal of animal carcasses.
 - e) Coordinate animal care with veterinary clinics.
 - f) Provide EOC support.
 17. Rochelle Community Hospital
 - a) Triage and treat the sick and injured.
 - b) Provide EOC support.
 18. American Red Cross
 - a) Assist in sheltering operations.
 - b) Assist coordination of welfare services.
 - c) Assist with providing first aid where needed.
 - d) Assist in providing meals and basic needs kits.
 - e) Assist in providing counseling for disaster victims.
 - f) Provide EOC support.

19. State & Federal Support

a) State and or Federal support resources will be requested via the Ogle County EMA/EOC and provided based upon the needs of the circumstances and the availability of the resources.

20. Each tasked organization shall:

a) Prepare and maintain standard operating procedures and checklists which detail how their assigned responsibilities will be performed to support the implementation of this plan.

b) Specify how authorities may be assumed by a designated successor during emergency conditions.

c) Identify circumstances under which successor emergency authorities would become effective and when they would be terminated in the EOC and/or Incident Command Post.

d) Maintain internal personnel notification rosters.

e) Designate and establish a work control center and maintain contact with the EOC and/ or Incident Command during emergency/disaster situations

f) Designate a representative (and 2 alternates) to report to the EOC (or if requested the Incident Command Post) during an emergency/disaster to advise decision makers and coordinate their own services' response effort with responding agency and organizations.

g) Report the appropriate information (i.e. casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the EOC/Incident Command during emergency/disaster operations.

h) Protect records deemed essential for continuing governmental functions and the conduct of emergency operations. Upon request, these records shall be provided to the City of Rochelle EMA Coordinator.

i) Provide necessary logistical support for food, water, emergency power and lighting, fuel, etc., for emergency/disaster response operations.

j) Negotiate, coordinate and prepare mutual aid agreements relative to their operations (i.e. law enforcement, public works, fire etc.).

k) Support clean-up and recover operations during emergency/disaster operations.

l) Train assigned staff and volunteer augmenters to perform emergency functions.

21. A table of organizational responsibilities for response functions is found in Appendix A.

VI. SUCCESSION OF COMMAND

A. The line of succession for the Mayor of Rochelle will be:

1. Mayor of Rochelle
2. Council Member
3. Council Member

- B. The line of succession for the City Manager will be:
 - 1. City Manager
 - 2. Designee
 - 3. Designee

- C. The line of succession for the EMA Coordinator will be:
 - 1. EMA Coordinator
 - 2. City Manager Appointee
 - 3. City Manager Appointee

- D. The line of succession for the Rochelle Fire Department will be:
 - 1. Fire Chief
 - 2. Lieutenant (by seniority)
 - 3. Firefighter (by seniority)

- E. The line of succession for the Rochelle Police Department will be:
 - 1. Police Chief
 - 2. Deputy Police Chief
 - 3. Sergeant (by seniority)
 - 4. Officer/Detective (by seniority)

- F. The line of succession for the City Clerk will be:
 - 1. City Clerk
 - 2. Deputy City Clerk
 - 3. Mayoral appointment

- G. The line of succession for the Finance Director will be:
 - 1. Finance Director
 - 2. Departmental staff by Director designation
 - 3. Departmental staff by Director designation

- H. The line of succession for the Electric Operations Superintendent will be:
 - 1. Electric Operations Superintendent
 - 2. Departmental staff by Superintendent designation
 - 3. Departmental staff by Superintendent designation

- I. The line of succession for the Advanced Communications Superintendent will be:
 - 1. A.C. Superintendent
 - 2. Departmental staff by Superintendent designation
 - 3. Departmental staff by Superintendent designation

- J. The line of succession for the Streets Department Superintendent will be:
 - 1. Streets Department Superintendent
 - 2. Departmental staff by Superintendent designation
 - 3. Departmental staff by Superintendent designation

- K. The line of succession for the Water/Water Reclamation Department Director will be:
 - 1. Water/Water Reclamation Director
 - 2. Departmental staff by Director designation
 - 3. Departmental staff by Director designation

- L. The line of succession for the City Engineer will be:
 - 1. City Engineer
 - 2. Departmental staff by Engineer designation
 - 3. Departmental staff by Engineer designation

- M. The line of succession for the Public Information Officer will be:
 - 1. Public Information Officer
 - 2. Mayoral designee
 - 3. Mayoral designee

- N. The line of succession for all City Departments/Organizations not delineated above will be:
 - 1. Department/Organization head
 - 2. Department/Organization designee
 - 3. Department/Organization designee

****The above structure is in place to provide guidance. However, if the Senior Authority or Department Head of a particular category above identifies a lower ranking but higher qualified individual to a position of succession that authority remains their purview to act on and to be held accountable for.***

VII. PRESERVATION OF RECORDS

- A. All departments shall provide for the protection of records deemed essential for the continuing government functions and the execution of emergency operations.

VIII. ADMINISTRATION AND LOGISTICS

- A. Administration
 - 1. Support resources and services of Rochelle shall be utilized and depleted before outside assistance is requested. Mutual aid requests can be made prior to resource depletion to off-set response time for responding resources.
 - 2. Mutual aid agreements shall be maintained by the applicable department with copies kept with the Rochelle EMA Coordinator and in the EOC.

3. Financial records, records of resources and all other records and reports shall be made in triplicate. One copy for the City Clerk – permanent safe-keeping, one for the department from which it came, and one for the Rochelle EMA Coordinator.
4. All Incident Commanders or department heads shall maintain inventory and status of all resources utilizing appropriate ICS forms. All inventories shall include FEMA classifications and type codes for each item.
5. The Chief Executive Official or the Incident Commander shall have the authority to reassign public employees.
6. All emergency responders shall maintain and provide applicable financial records, receipts of costs involved and any additional documentation of their actions.
7. The Incident Commander and EMA Coordinator shall maintain records of all private property resources and shall have the authority to compensate for the same.

B. Logistics

1. The Rochelle EMA Coordinator shall maintain original copies of all forms which may be needed for copying and use.
2. A Resource Manual containing the jurisdiction's resources, forms and associated information shall be maintained by the Rochelle EMA Coordinator. Each fire, law enforcement and emergency medical services response group shall have their copy available during any response.
3. All emergency response groups shall be self-supporting for the first 48-72 hours of any incident. This includes but is not limited to, forms, equipment and personnel.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. This Emergency Operations Plan was developed in 2015 following the guidance of the FEMA "State & Local Guide" (SLG) 101 and getting input from stakeholders and department heads.
- B. Each assigned department/organization will update its portion(s) of the plan as needed based on experiences with emergencies, deficiencies identified through drills and exercises and changes in government structure and emergency organizations. These updates will be done bi-annually.
- C. The Rochelle EMA Coordinator will revise the plan as new emergency management services are established and also when new information and techniques are discovered that improve efficiency and overall effectiveness.
- D. The Rochelle EMA Coordinator 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 Rochelle EMA Coordinator will work with the appropriate organization(s) to ensure that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.
- F. The Rochelle EMA Coordinator will maintain a distribution list in order to forward all revisions of the plan to the appropriate departments/organizations.
- G. This plan is submitted to the Ogle County Emergency Management Agency for review.

X. EMERGENCY PREPAREDNESS EXERCISE

- A. At a minimum, an exercise will be conducted bi-annually to determine revisions needing to be made to improve response and recover operations as described in the plan and the City's Training and Exercise Program (TEP).
- B. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), the Illinois Emergency Management Agency (IEMA) Act and the Illinois Administrative Code.
- C. The Rochelle EMA Coordinator shall be responsible for scheduling, conducting and critiquing the exercise program.

XI. SPECIAL NEEDS POPULATION

- A. The City of Rochelle acknowledges that there are individuals with special requirements that must be an integral part of any disaster planning, mitigation, response and recovery efforts. These include the mobility impaired, hearing impaired, blind or visually impaired, developmentally impaired and the elderly.
- B. The Rochelle EMA Coordinator will work with local and county partners in identifying those individuals within this segment of the population and insuring the availability of disaster services for them.
- C. The Rochelle EMA Coordinator will be responsible for ensuring a response form is printed in the local newspaper each year soliciting residents with special needs to identify themselves to the Coordinator, if they feel they need additional assistance. The Coordinator will compile and maintain a directory of residents in need of assistance. A copy of this directory will be kept in the EOC and utilized to facilitate response/recovery as necessary.

XII. 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, Jan 5, 1905, as amended, 36 USC 3, 5th) 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, EMT-Is, EMT-Ps, with simple skills and equipment: Airway, Breathing, and Circulation.

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 instruments.

Cardiopulmonary Resuscitation (CPR) – A procedure designed to restore normal breathing after cardiac arrest that includes the clearance of the air passages to the lungs, heart massage by exertion of pressure to the chest and the use of pharmaceutical augments.

Chief Executive Officer – See Principal Executive Officer.

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

Command Post – See Incident Command Post.

Congregate Lodging Facility – A structure designed to provide shelter, food and other basic needs to population relocated in an emergency/disaster. They do not provide adequate fallout protection, but may be upgradeable. A congregate lodging facility provides **40 square feet** of space for each individual.

Continuity of Government (COG) – 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/Director – The staff assistant to the Chief Executive Officer of the political subdivision with the duty of coordinating the emergency management programs of that political subdivision.

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

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

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

Direction & 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 incident, 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 para-military action.

Disaster Analysis - A review and determination of the extent of damage sustained 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 areas.

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

Dosimeter - An instrument used for measuring the registering the 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 Alert 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 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 (ambulance) who provide the most basic care, EMT-I (intermediate) who have obtained additional training toward paramedic status and EMT-P (paramedics) 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 - The facility where the Emergency Services and Disaster Agency Coordinator, 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 city 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, fire-fighting 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.

Emergency Services and Disaster Agency - 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.

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 1992" 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 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.

Joint Information Center - 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 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, Recovery, Prevention.

Political Subdivisions - Unless the context clearly indicates otherwise, refers to city.

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.

Prevention - Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other

information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Principal Executive Officer - Unless the context clearly indicates otherwise, refers to the Mayor of Rochelle.

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

Public Information Officer - Designated spokesperson for the 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.

XIII. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) DEFINITIONS & ACRONYMS

A. Definitions

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the

primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

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

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T.

Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as an Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

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

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (See Division).

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes,

tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

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

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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

Joint Information System (JIS): Integrates incident information and public affairs into a

cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to

reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

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

Nongovernmental Organization: An entity with an association that is based on interests

of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It

includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. Expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.

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

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State

or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional (See Area Command).

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

B. Acronyms

ALS Advanced Life Support

DOC Department Operations Center

EMAC Emergency Management Assistance Compact

EOC Emergency Operations Center

EOP Emergency Operations Plan

FOG Field Operations Guide

GIS Geographic Information System

HAZMAT Hazardous Material

HSPD-5 Homeland Security Presidential Directive-5

IAP Incident Action Plan

IC Incident Commander

ICP Incident Command Post
ICS Incident Command System
IC or **UC** Incident Command or Unified Command
IMT Incident Management Team
JIS Joint Information System
JIC Joint Information Center
LNO Liaison Officer
NDMS National Disaster Medical System
NGO Nongovernmental Organization
NIMS National Incident Management System
NRP National Response Plan
POLREP Pollution Report
PIO Public Information Officer
PVO Private Voluntary Organizations
R&D Research and Development
RESTAT Resources Status
ROSS Resource Ordering and Status System
SDO Standards Development Organizations
SITREP Situation Report
SO Safety Officer
SOP Standard Operating Procedure
UC Unified Command
US&R Urban Search and Rescue

XIV. APPENDICES

- A. Organizational Responsibilities
- B. Loyalty Oath
- C. Written Mutual Aid Agreements

APPENDIX A
ORGANIZATIONAL RESPONSIBILITIES for RESPONSE FUNCTIONS

	Direction & Control	Communi-cations	Warning	Public Info.	Evacuation	Mass Care	Health & Medical	Resource Mgmt.
Chief Exec. Official	P	S	S	S	S	S	S	S
Fire Dept/EMS	P/S	S	S	S	S	S	P/S	S
Law Enf.	P/S	S	S	S	S	S	S	S
RCH	P/S	S	S	S	S	S	P	S
Public Works	P/S	S	S	S	S	S	S	S
Em. Mgt. Coord.	S	S	S	S	S	S	S	P
Comms. Coord.	S	P	S	S	S	S	S	S
Pub. Info. Officer	S	S	S	P	S	S	S	S
Evacuation Coord.	S	S	S	S	P	S	S	S
Schools	S	S	S	S	S	S	S	S
Animal Care & Control	S	S	S	S	S	S	S	S
Chief Financial Officer	S	S	S	S	S	S	S	S
Volunteer Org.	S	S	S	S	S	S	S	S
Other Orgs.	S	S	S	S	S	S	S	S

P – Primary
S - Secondary

APPENDIX B
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 the City of Rochelle, 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: _____

Witness: _____

APPENDIX C
MUTUAL AID AGREEMENTS and MEMORANDA OF UNDERSTANDING

The City of Rochelle EMA Coordinator shall maintain a file with copies of all mutual aid agreements and memorandum of understandings of all emergency response groups, public and private. Additional copies will be maintained by the City Clerk's Office.

All emergency response groups, both public and private, shall submit copies of all mutual aid agreements and memorandums of understanding to the Rochelle Emergency Management Director and will provide current copies

A. Mutual Aid Agreements

1. Emergency Management (Ogle County EMA)
 2. Rochelle Fire Department (Fire, EMS, Rescue)
 - a) Ogle/Lee Fire Protection District
 - b) Illinois Mutual Aid Box Alarm System (MABAS)
 3. Rochelle Police Department
 - a) Ogle County Sheriff's Police
 - b) Lee County Sheriff's Police
 - c) DeKalb County Sheriff's Police
 - d) Illinois State Police (Districts 1 & 15)
 - e) Illinois Law Enforcement Alarm System (ILEAS)
 4. Rochelle Street Department
 - a) Ogle County Highway Department
 - b) Lee County Highway Department
 - c) Illinois Department of Transportation
 - d) Illinois Public Works Mutual Aid Network (IPWMAN)
 5. Rochelle Water/Water Reclamation Department
 - a) The City of Dixon Public Works Department
 - b) The City of DeKalb Public Works Department
 - c) Illinois Water/Wastewater Agency Response Network (ILWARN)
 6. Rochelle Municipal Utilities (Electric Operations)
 - a) BHMG Consulting
 - b) Local Contractors
 - c) Illinois Municipal Utility Electric Agency (IMEA)
 7. Rochelle Municipal Utilities (Advanced Communications)
 - a) Frontier Communications
 8. Rochelle Community Hospital
 - a) KSB Hospital (Dixon, IL)
 - b) Kishwaukee Hospital (DeKalb, IL)
 - c) Rockford Memorial Hospital (Rockford, IL)
 - d) Swedish American Hospital (Rockford, IL)
 - e) OSF St. Anthony Medical Center (Rockford, IL)
-

f) EMS Region 1 Regional Hospital Coordinating Center
(RHCC)

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Direction & Control
Annex

I. PURPOSE

The purpose of this annex is to provide overview information on the means the City of Rochelle 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

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 city to normalcy.

B. Assumptions

1. Once activated, the Emergency Operations Center (EOC) will be operational around the clock, until demobilized.
2. Capacity limitations, resource shortfalls, use of personnel or resources from outside the jurisdiction (mutual aid) to augment the jurisdiction's response organization or other considerations may directly impact the ability of the jurisdiction to respond to emergency situations.
3. An Incident Command System (ICS) will ensure that the appropriate response leader will assume proper command of all response groups without the questioning of that individual's authority.

III. CONCEPT OF OPERATIONS

A. Command Structure

1. The EOC will be the centralized management center for policy making, coordination, and overall direction of responding forces in large scale emergency situations.
2. The Chief Elected Official (CEO) of the jurisdiction or appropriate designee (usually the EMA Coordinator/Liaison) directs all response and recovery activities from the EOC.
3. 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.

- B. Authorities and Limitations
1. The Incident Commander (IC) has authority to coordinate the use of resources and personnel at the scene of the emergency.
 2. The Incident Commander provides overall management at the incident site including public safety and public information actions. The Incident Commander directs, controls and orders resources including people and equipment.
 3. When more than one scene is involved, the ICs coordinate activities with the Area Command and EOC.
 4. 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
1. The Rochelle Police Dispatch Center will contact the necessary emergency response groups by pager, telephone or radio, according to established procedures.
 2. The EOC will notify emergency response groups by telephone or through the City of Rochelle Police Dispatch.
- D. Information
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. All of the emergency representatives at the EOC will review all information collected and analyze pertinent data. Pertinent information will be forwarded to the Public Information Officer (PIO) and to the IC.
 4. The PIO will compare gathered information with any rumors and have meetings with the media to dispel any rumors and misinformation.
- E. EOC and ICP relationship
1. The Incident Command Post (ICP) is in charge of tactical operations.
 2. The EOC is in charge of strategic operations and IC support.
 3. The ICP is responsible to the EOC.
 4. ICP decisions should be made from information gathered in the field and by the EOC.
- F. Coordination and Communications
1. All response groups will utilize VHF capabilities whenever possible.
 2. All emergency response groups must identify themselves with their standard call signs with all transmissions, but plain English will be used to convey their messages.
 3. Cell phones may be used but not relied on.

- G. Incident Command System
 1. The Incident Command Systems (ICS) will be used in all responses to disasters.
 2. On single emergency response group responses, the ICS may be reduced to solely one incident commander.

- H. Inter-jurisdictional Relationship
 1. The initial emergency response will, to the maximum extent possible, be by the local jurisdiction.
 2. Emergency response groups shall address any formal arrangements in order to request assistance from or to provide assistance to other jurisdictions during emergency situations.
 3. Any emergency response group requiring mutual aid agreements shall maintain the agreements and shall supply a copy of the agreements to the City of Rochelle EMA Coordinator for EOC reference.
 4. Requests for state resources from IEMA will be made through the Ogle County EOC and EMA.
 5. Requests for federal resources from FEMA will be made through IEMA.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Chief Executive Official (Mayor and or Council Member designee)
 1. Directly or by instruction to others, activates EOC (full or partial activation), when appropriate.
 2. When notified, reports to the EOC.
 3. If appropriate, identifies and establishes contact with the ICs in the field.
 4. 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 CEO.)
 5. As appropriate, designates an IC to direct tactical operations at each emergency scene.
 6. As appropriate, directs implementation of protective actions for public safety.
 7. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
 8. When appropriate, terminates response operations and release personnel.

- B. City Manager
 1. Assists Mayor and Council in the development of strategic emergency response objectives.
 2. Serves as the conduit for strategic policy decisions from the Mayor and Council to be acted upon by the response assets; as well as the conduit for tactical decisions employed by the responders to be shared with the Mayor and Council.
 3. Authorizes emergency purchases as deemed necessary by recommendation of the EMA Coordinator in concert with Incident Command.

C. Fire Department

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as appropriate.
2. Identifies an IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Sends a qualified representative to the EOC, when the EOC has been activated during an emergency.
5. Notifies the EOC of the situation if the original notification did not come from the EOC.
6. Manages fire/rescue/EMS and HAZMAT 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.
7. Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.
8. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.

D. Police Department

1. When notified of an emergency situation, sends response teams/personnel equipment and vehicles to the emergency site, reception areas, staging areas or other location, as appropriate.
2. Identifies an IC and establishes an ICP if appropriate; assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Notifies the EOC of the situation if the original notification did not come from the EOC.
5. Sends a qualified representative to the EOC when the EOC has been activated during an emergency.
6. Manages law enforcement resources and directs law enforcement operations. Duties may include:
 - a) Directing and controlling traffic during emergency operations.
 - b) Assisting in the evacuation of people at risk in and around the emergency scene.
 - c) Controlling access to the scene of the emergency or the area that has been evacuated.
 - d) Providing security in the area affected by the emergency to protect public and private property.
 - e) Provide security for the EOC (as the circumstances allow).
 - f) Conduct interview of witnesses to the emergency situation and prepare written reports for EOC review.

- E. EOC Manager/Liaison Officer
1. Is assigned by the EMA Coordinator.
 2. Immediately notifies the CEO of significant emergency situations that could affect the jurisdiction. When directed by the CEO, or the EMA Coordinator 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.
 3. Activates EOC when directed to do so by the CEO or EMA Coordinator or when the situation warrants such action.
 - a) 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.
 - b) Ensures that the secondary EOC is appropriate.
 4. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
 - a) Information processing
 - 1) Maintaining a significant events log.
 - 2) Message handling.
 - 3) Collecting damage information from all available sources.
 - 4) Identifying resource needs.
 - 5) Preparing summaries on status of damage.
 - 6) Preparing briefings for senior management officials.
 - 7) Displaying appropriate information in the EOC.
 - 8) Preparing and submitting necessary reports when required (re: situation, critical resource status, etc.), including situation reports to the Ogle County EOC, as appropriate.
 - b) Coordinating logistical support for response personnel and disaster victims.
 - c) When directed by the CEO, or EMA Coordinator or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.
 - d) When directed by the CEO, or EMA Coordinator, terminating operations and closing the EOC.

F. Public Works

HEREIN: Engineering, Streets, RMU –Electrical OPS, Advanced Comms & Water/Water Rec.

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.
2. Identifies IC and establishes ICP, if appropriate; assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Notifies the EOC of the situation if the original notification did not come from the EOC.
5. Sends qualified representatives to the EOC when the EOC has been activated during an emergency.
6. Manages public works resources and directs public works operations. Duties

may include but not limited to:

- a) Performing debris removal operations.
- b) Assisting in search and rescue efforts.
- c) Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the EOC.
- d) Assisting in the evacuation of people at risk in and around the emergency scene.
- e) Assess City infrastructure.
- f) Coordinating with utility companies to restore power to disaster victims.
- g) Responsible for debris removal from the incident site and the proper disposition thereof.
- h) Ensures communication functionality and interoperability

G. EMA Coordinator

1. Ensures, (in conjunction with the EOC Manager) appropriate staff members report to the EOC.
2. Coordinates all phases of emergency management.
3. Advise decision makers of the emergency situation and (in conjunction with the Incident Command) and recommend actions to protect the public (i.e. public warning, evacuation, shelter activation, request state and or federal assistance).
4. Ensure special needs populations are accounted for and appropriate response measures are enacted to protect them.
5. Coordinates warnings and communications with 911 Center, Incident Command and Public Information Officer.
6. Maintain readiness of the EOC and coordinates EOC operations with EOC Manager.
7. Coordinate with all response entities (i.e. governmental, non-governmental, Red Cross, volunteers etc.) on relevant response needs and actions.

H. Public Information Officer

1. Is assigned by the CEO or IC.
2. When notified, reports to EOC or incident scene as appropriate.
3. Handles inquiries and informs the public about disaster damage, restricted areas, and actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.
4. Coordinates press releases among all response organizations.

I. Health and Medical (Ogle County Health Dept., Rochelle Community Hospital, Rochelle Fire EMS)

1. Matters of public health are addressed by the Ogle County Health Department (OCHD) with appropriate personnel assigned by the Administrator as circumstances warrant.
2. As circumstances dictate and accordance with established policies, procedures and statutes, OCHD will seek assistance from the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC).
3. When notified of an emergency situation, OCHD will send a representative to the

EOC, if appropriate. If the situation is such as to merit the activation of the Ogle County EOC, OCHD personnel will report there.

4. Rochelle Community Hospital (RCH) and Rochelle Fire Dept./EMS (EMS), coordinate the medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
 5. Assists with mortuary services in conjunction with the Ogle County Coroner, to include operations of temporary morgues, and identification of victims.
 6. Collects information and report damage/status of health and medical facilities and equipment to the EOC.
- J. Communications Coordinator
1. Is assigned by the EMA Coordinator.
 2. Serves as a member of the EOC team.
 3. Ensures the emergency communications section in the EOC is equipped with the appropriate communication gear.
- K. Warning Coordinator
1. Is assigned by the EMA Coordinator.
 2. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring jurisdictions, and the Ogle County EOC of an emergency situation.
 3. 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.
 4. Identifies public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the jurisdiction's warning capabilities.
- L. Evacuation Coordinator
1. Is assigned by the Police Chief or IC.
 2. When notified of an emergency situation, reports to the EOC, if appropriate.
 3. Coordinates implementation of evacuation actions with the appropriate tasked organizations.
 4. Coordinate with City of Rochelle Street Department to implement evacuation routes.
- M. Mass Care Coordinator
1. Is assigned by the American Red Cross.
 2. When notified of an emergency situation, reports to the EOC, if appropriate.
 3. Coordinates implementation of mass care actions for the public with the appropriate tasked organizations.
 4. Will utilize standing agreements for shelters.
- N. Resource Manager
1. Is assigned by the EMA Coordinator.

2. When notified of an emergency situation, reports to the EOC if appropriate.
 3. Coordinates implementation of resource management activities with the appropriate tasked organizations.
- O. Legal Department Representative
1. Is assigned by the City Attorney.
 2. When notified of an emergency situation, sends a representative to the EOC if appropriate.
- P. School Superintendents
1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 2. Protects students in school when an emergency situation occurs.
 3. Evacuates students, if appropriate.
 4. When directed by appropriate authority, closes school facilities and releases students.
 5. When directed by appropriate authority makes schools available for use as mass care facilities.
 6. Conducts damage assessment of school facilities.
- Q. Financial Officer
1. Is assigned by the City Treasurer
 2. When notified of an emergency situation, reports to the EOC if appropriate.
 3. Provides the Resource Manager and the CEO summary briefings on status of financial transactions.
 4. Maintains records of all financial transactions during response operations.
 5. Handles all procurement requests initiated by response organizations.
 6. 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.
 7. 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.
 8. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the jurisdiction during the emergency situations.
- R. Illinois National Guard
1. Provides personnel and equipment to support direction and control actions at the scene and/or the EOC (at the direction of the Governor.)
- S. Volunteer Organizations
1. Amateur Radio Club Representative
 - a) When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 - b) Provides emergency communications for emergency response groups and the

EOC.

- c) Provides weather spotters during severe weather.
2. Salvation Army Officer
 - a) When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 - b) Assists with mass care and mobile feeding.
 - c) Coordinates the warehousing and distribution of donated goods.

- T. Private Utility Companies
 1. Rochelle Municipal Utilities, as the primary utility provider for the City of Rochelle, has first response obligations in an emergency situation. Their role(s) are addressed in paragraph E as a component of Public Works. However, private utility companies may be brought in to assist as RMU leadership deem necessary.

- U. Animal Control Officer (Rochelle Veterinary Hospital & Ogle County Animal Control)
 1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
 2. Manages public and private sector efforts to meet the animal service needs that arise including:
 - a) The rescue and capture of animals that have escaped confinement and displaced wildlife.
 - b) Evacuation.
 - c) Sheltering.
 - d) Care of the injured, sick, and stray.
 - e) Disposal of dead animals.
 3. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
 4. Prepares a resource list that identifies 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.
 5. Coordinates response activities with the appropriate representative in the EOC (EOC Manager, Evacuation Coordinator, Mass Care Coordinator, ARC, PIO, Health and Medical Coordinator, Resource Manager, etc.)

- V. Rochelle Fire Rescue Squad/Search and Rescue
 1. When notified of an emergency situation, sends personnel, vehicles and equipment to the emergency site, reception area, staging area or other location, as directed.
 2. Performs IC duties at the emergency scene, if appropriate.
 3. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
 4. Manages rescue/extrication operations and resources, as appropriate.
 5. Alerts all emergency response organizations of the dangers associated with

rescue/extrication operations.

6. Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.

W. Rochelle Fire Dive Team/Search and Rescue

1. When notified of an emergency situation, sends personnel, vehicles and equipment to the emergency site, reception area, staging area or other location as directed.
2. Performs IC Duties at the emergency scene, if appropriate.
3. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
4. Manages water and ground related search and rescue operations, as appropriate.
5. Alerts all emergency response organizations of the dangers associated with water and ground search and rescue operations.
6. Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency.

X. Other Organizations

1. Organizations not listed which may be utilized during disasters shall send a representative to the EOC.
2. Provide services in accordance with their capabilities

Y. All Tasked Organizations

1. Activate their own control center to support and facilitate the organization's response activities.
2. If appropriate, send a representative to the EOC.
3. Establish a procedure to identify damage to organizational resources and facilities, and report to the EOC such as:
 - a) 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.)
 - b) Communications networks (telephones, emergency service radio systems, repeater sites and base stations, television and radio stations, etc.)
 - c) Water supply system/facilities, to include waste water treatment.
 - d) Utilities (power plants, substations, power lines, etc.)
 - e) Transportation networks (roads, bridges, airports, rail terminals.)
 - f) Homes, businesses, public facilities, etc.
4. Where appropriate, ensure that organization staff member(s) tasked to work in the EOC during emergencies has/have authority to commit resources and set policies.
5. Provide support to the IC, as required.
6. If appropriate, establish a protocol for interfacing with State and Federal responders.
7. Coordinate with the PIO and clear press releases with the CEO before releasing information to the media for public consumption.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Agency heads shall submit reports to the EOC relating to their agency's expenditures and obligations during emergency conditions.
2. Local governments shall submit daily situation, resource consumption, resource shortfall, etc. report(s) to the Ogle County EOC.
3. EMA Coordinator shall report daily on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.
4. The format for reports or requests for assistance are found in the Resource Manual located in the EMA Coordinator's office.

B. Logistics

1. Each tasked organization is expected to provide its own logistical support during the initial phase (the first 48 to 72 hours) of response operations.
2. The American Red Cross will be responsible for feeding the emergency response group members.
3. Drinking water will be available from other communities and possibly commercial vendors. The American Red Cross will also bring water with shelter placement.
4. Fire Departments shall supply their own generators. The EOC maintains its own generator. The Communications Center maintains its own generator.
5. Fuel for equipment and generators can be obtained at filling stations which are open 24 hours. Response groups should retain all receipts.
6. Each emergency response group is responsible for maintenance and replacement of their own equipment.
7. Each emergency response group is responsible for re-stocking their own supplies.
8. All emergency response groups shall maintain and provide copies of agreements and understandings to the EMA Coordinator for use at the EOC.

VI. ADDRESSES OF EOC AND OTHER DIRECTION AND CONTROL FACILITIES (See Appendix A)

VII. SUCCESSION OF COMMAND (See Basic Plan)

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 the EMA Coordinator.

B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

C. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to the EMA Coordinator.

D. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

IX. AUTHORITIES AND REFERENCES

A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.

B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)

C. Illinois Emergency Management Act (20 ILCS 3305)

D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.

E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents

F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

X. APPENDICES

A. Addresses of EOC and Other Direction and Control Facilities

APPENDIX A:
ADDRESSES OF EOC AND OTHER DIRECTION AND CONTROL FACILITIES

ROCHELLE OFFICES

Rochelle City Hall (**ALTERNATE EOC**)
420 N. 6th St.
Rochelle, IL 61068
(815) 562-6161
Fax: (815) 562-3338

Mayor of Rochelle
420 N. 6th St.
Rochelle, IL 61068
(815) 562-6161

Rochelle City Manager
420 N. 6th St
Rochelle, IL 61068
(815) 562-6161

City Clerk
420 N. 6th St.
Rochelle, IL 61068
(815) 561-2002

Rochelle Emergency Management (RPD)
416 N 6th St.
Rochelle, IL 61068
(815) 561-2016
Fax: (815) 562-6736

Rochelle EOC
910 Tech. Ctr. Pkwy
Rochelle, IL 61068
(815) 561-3610
(C.R. 2018/2019)
Fax: (815) 561-3611

Rochelle Finance Director
420 N. 6th St.
Rochelle, IL 61068
(815) 561-2043

City Attorney
420 N. 6th St.
Rochelle, IL 61068
(815) 562-6161

LAW ENFORCEMENT

Rochelle Police Department
416 N. 6th St.
Rochelle, IL 61068
(815) 562-2131
Fax: (815) 562-4869

Ogle Co. Sheriff
103 Jefferson St
Oregon, IL 61061
(815) 562-4100
Fax: (815) 732-7115

Illinois State Police District 1
3107 E. Lincolnway
Sterling, IL 61081
(815) 632-4010
Fax: (815) 632-4020

FIRE / EMS / SEARCH & RESCUE

Rochelle Fire Department
401 5th Ave.
Rochelle, IL
(815) 562-2122
Fax: (815) 562-3913

(O/L FPD) Creston Fire Station
103 E. North St.
Creston, IL 60113
(815) 384 - 6681

(O/L FPD) Steward Fire Station
311 Main St.
Steward, IL 60553
(815) 396-2355

(O/L FPD) Flagg CTR Station
5288 Center Rd
Rochelle, IL 61068
(815) 562-8846

(O/L FPD) Hillcrest Station
223 Powers Rd.
Hillcrest, IL 61068
(815) 562-4719

OGLE COUNTY OFFICES

Ogle County EMA
103 Jefferson St.,
Oregon, IL 61061
(815) 562-4100
Fax: (815) 732-7115

Ogle County EOC
510 Lincoln Hwy
Rochelle, IL 61068
(815) 562-1032
Fax: (815) 561-
0024/0026

Ogle County State's Attorney
106 S. 5th St., STE 110
Oregon, IL 61061
(815) 732-1170
Fax: (815) 732-6607

Ogle County Coroner
105 S. 5th St. #3
Oregon, IL 61061
(815) 732-1199
Fax: (815) 732-2055

Ogle County Health Department
907 W. Pines Rd.
Oregon, IL 61061
(815) 732-7330
Fax: (815) 732-7458

Ogle County Board
105 S. 5th St.
Oregon, IL 61061
(815) 732-1111

LEE COUNTY OFFICES

Lee County EMA
309 S. Galena Ave.
Dixon, IL 61021
(815) 284-3365

Lee County EOC
220 S. Hennipen Ave
Dixon, IL 61021
(815) 284-8801
Fax: (815) 284-8800

OTHER AGENCIES

Rochelle Community Hospital
900 N. 2nd St.
Rochelle, IL 61068
(815) 562-2181
Fax: (815) 561-3120

American Red Cross
727 N. Church St.
Rockford, IL 61102
(815) 963-8471

IEMA Region 2
1325 N. Galena Ave.
Dixon, IL 61021
(815) 288-1455
Fax: (815) 288-5650

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Communications

Annex

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

The communications and warning center for City of Rochelle is located in the communications room at the City of Rochelle Police Department.

The communications center is staffed on a 24-hour basis by dispatch personnel assigned to the Police Department. All tele-communicators are well-trained to operate and distribute response information to emergency response agencies located in City of Rochelle.

A. Situations

1. In the event of a large-scale disaster, the normally used emergency radio system will be overloaded by emergency response group radio usage. The use of private/public frequencies and radio systems may be necessary to maintain viable communications. Emergency response groups may need to rely on their own radio systems and utilize amateur radio and other communications systems to effectively respond to the disaster.

B. Assumptions

1. 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.
2. Augmentation of local capability by higher levels of government may be necessary.
3. 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.
4. Communications between emergency responders is essential for effective operations.
5. Radio frequencies have been established for the various emergency services (police, fire, rescue, EMS, etc.)
6. The City of Rochelle Police Department operates and maintains the City's communications center at the Rochelle Police Station.
7. All emergency service vehicles in the City are radio equipped with radios with their assigned frequencies.
8. Sufficient communications exist for most emergency situations however communication systems will continually be updated/improved and added.

9. During a large scale disaster, communications may need to be augmented.
10. A large scale disaster will require additional communications support from the public or private sector.
11. Communications support will be available in a reasonable time frame.

III. CONCEPT OF OPERATIONS

A. COMMUNICATIONS

1. The City of Rochelle Police Department coordinates city-wide day-to-day emergency operations activities from the City of Rochelle 911 Dispatch Center using Emergency Telephone System and VHF radios.
2. During a disaster, communications may fail requiring a need to expand communications capabilities. The City of Rochelle Dispatch Center is the primary communications center. Expansion of communications can be accomplished by utilization of mutual aid resources, installing additional telephone lines and internet capabilities, utilizing amateur and CB radio, using fax machines, cellular phones, etc. Also many emergency service mobile radios are programmed with other emergency service frequencies, other than their own, to all interagency communication.
3. If the primary communications center is disabled, County PSAPs (Ogle & Lee) would be requested to assist. Mutual aid and mobile communications trailers would be requested also.
4. There are amateur radio operators in the City of Rochelle who can be contacted to provide additional communications support. Requests for communications assistance should be directed to the EMA Coordinator.
5. 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 will be by telephone cellular and/or land lines, and/or messengers.
6. The EOC has radio capabilities on all local public service 800 MHz, UHF, VHF, HF frequencies.
7. Communications from the EOC to the control centers will be by radio on the emergency response group frequency or telephone/cellular phones.
8. Communications from the EOC to shelters and mass feeding facilities will be by telephone, with back-up methods provided by amateur radio, and messengers.
9. Communications from the EOC to adjacent jurisdictions will be primarily by telephone or cellular phone with fax being an alternate method.
10. Some agencies have the capability to communicate with other jurisdictions on mutual aid frequencies. These frequencies should be utilized to the fullest.
11. Communications from the EOC to the ambulance services will be done utilizing the VHF radio.
12. The primary EOC communications system source will be the radio room at the EOC.

13. The EOC manager will train all volunteers in radio communications and operations.
14. All emergency response groups shall maintain their radio equipment as well as their own radio equipment at the command post, their control centers, and their vehicles.
15. All other emergency communications facilities are responsible for ensuring continuous 24-hour manning of communications systems during emergency operations.
16. 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 Chief Executive Official will:

1. Require the Communications Coordinator/EOC Manager to report to the EOC when notified of an emergency situation.

B. Communications Coordinator/EOC Manager will:

1. Activate communications section in the EOC.
2. Implement emergency communications procedures.
3. Ensure communications section of the EOC has the capability to sustain operations around the clock.
4. When notified of an emergency situation report to the EOC or assign a qualified representative.
5. Manage the emergency communications section in the EOC and supervise the personnel (radio, telephone, repair crews, runners, etc.) assigned to it.
6. Support media center communications operations, as needed.

C. Telecommunication Operators (EMA Volunteers) will:

1. When notified, report to the EOC, staff the communications section, and operate assigned communications equipment.
2. Follow established procedures and radio protocol for voice transmissions and message handling.
3. Screen and log information when appropriate, and route incoming calls to the appropriate section in the EOC.

D. Illinois National Guard will:

1. Provide communications support to include personnel and equipment, as directed by the Governor.

- E. Rochelle Police Department will:
 - 1. Test, maintain, and repair communications and alerting equipment in the Police Department Communications Center.
 - 2. Negotiate, coordinate and prepare mutual aid and other agreements, as necessary to support law enforcement operations.
 - 3. Update communications annex, as needed, based on experience in emergencies, deficiencies identified through drills and exercises and changes in government structure and emergency organizations.
 - 4. 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:
 - 1. Provide communications support.

- G. All Tasked Organizations will:
 - 1. 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.
 - 2. Provide backup communications capabilities for the EOC.
 - 3. Provide a backup communications link between the EOC and mass care facilities, as needed, through use of mobile and portable radio units.
 - 4. Activate backup or alternate communications systems, as necessary.
 - 5. When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects.
 - 6. Phase down operations, as appropriate.
 - 7. Clean, repair, and perform maintenance on all equipment before return to normal operations or to storage.

- H. All emergency response groups, both public and private, shall submit a list of their representatives who will report to the EOC when activated.

- I. The Public Information Officer will assign one of his/her staff to the EOC if activated

V. SUCCESSION OF COMMAND (See Basic Plan)

VI. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. A listing of reports and record forms are found in the Resource Manual.
- 2. The Incident Commander (IC) shall give hourly progress reports and immediate reports of significant events to the EOC.

3. Reports and records from the field shall be retained indefinitely.
4. Emergency Response Groups shall submit communication expenditure statements to the appropriate authorities (City Treasurer, EMA Coordinator) for reimbursement.
5. A complete phone list and radio frequencies used in City of Rochelle by government, emergency response groups volunteer organizations are found in the Resource Manual.

B. Logistics

1. Copies of all Mutual Aid Agreements are available at the EMA Coordinator's office.
2. All emergency response groups shall be responsible for the repair and/or replacement of their communications equipment

VII. DEVELOPMENT AND MAINTENANCE OF COMMUNICATIONS ANNEX

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to the EMA Director and the Rochelle 911 Communications Supervisor.
- B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VIII. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)
- C. Illinois Emergency Management Act (20 ILCS 3305)
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents
- F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

IX. APPENDICES

- A. Pre-Emergency Operations Checklist.
- B. Response Operations Checklist.

C. Recovery Operations Checklist.

D. Radio Frequencies

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 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 need 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 activation 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 to special locations (schools, hospitals, nursing homes, major industries, and places of public assembly.)
 6. Provide information for the hearing impaired, if applicable.
 7. Request communications assistance from amateur radio operators.
 8. Request assistance from state and federal government, if necessary.
 9. Consult Public Information Annex for more information.
-

APPENDIX C.
RECOVERY OPERATIONS CHECKLIST

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

**APPENDIX D.
RADIO FREQUENCIES**

Band		OCSO	RPD	RFD	Utilities	Streets	Water	Schools	EOC
VHF	TX req Rx Freq pl	150.775 155.100 123.000	153.935 155.055 156.700	154.160 154.160 csq	158.145 153.560 77.0	153.845 153.845 77.0	158.145 158.145 77.0	155.235 155.235 127.3	
UHF	Tx Freq Fx Freq pl	458.100 453.100 192.800							
800	System Name Group ID	Starcom Control 4 402	Starcom Roch PD 725	Starcom Roch Fire 727					Starcom Control 4 402.000

Band		OCEMA	M-AID	IREACH	Pub. Hlth	ISP ISPERN	IEMA	Federal
VHF	TX Freq Rx Freq pl	155.175 155.175 146.2	154.190 154.190 csq	155.055 155.055 csq		155.460 155.460 csq		
UHF	Tx Freq Fx Freq pl	458.100 453.100 192.800						
800	System Name Group ID	Starcom Control 4 402			Starcom Pub Hlth 676B	Starcom Dist. 1 ISPERN 2359	Starcom IESMA 7678	Starcom I Call

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***Warning/Emergency
Information
Annex***

I. PURPOSE

This annex describes the warning systems in place in the City of Rochelle 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

1. Hazardous material spills, tornadoes or other hazards, natural or manmade, will require warning the general public and emergency response groups in an expeditious manner. Warning sirens, NOAA all-hazards radio, commercial radio and television announcements and internet messages are methods which will be used to alert the citizens of the city.

B. Assumptions

1. Some people who are directly threatened by a hazard may ignore, not hear or not understand warnings issued by the government.
2. 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.
3. Emergency response organizations, such as fire and police, may be called upon to help warn the public.
4. Radio and television stations will be utilized to issue warning announcements.
5. Where available, National Oceanic and Atmospheric Administration (NOAA) all-hazards warning radio stations will disseminate watches and warnings issued by the National Weather Service (NWS) as well as other emergency warnings. NOAA tone alert radios are automatically activated when such watches and warnings are issued.
6. The need to warn the public and alert government officials is common to all disaster situations.
7. The time available for warning may vary from ample to none, depending on the speed of onset.
8. The City of Rochelle has sirens that can be activated to warn the public.
9. Provisions may be made to warn areas not covered.

III. CONCEPT OF OPERATIONS

- A. The VHF radio system will be the primary source to notify emergency response organizations concerning warnings about to be issued.

- B. Appropriate government officials will be notified by telephone or text messaging alert.
- C. The dissemination of alerts and warnings to the general public can be accomplished in the following ways:
 1. Activation of the Outdoor Warning Siren System: the City of Rochelle can activate them or they can be activated at the request of the EOC or local fire departments or police departments to alert residents to an actual or impending emergency. The Outdoor Warning Siren System should only be activated for extreme emergency situations.

Outdoor sirens are **NOT** a reliable warning system for persons inside of buildings.

2. Commercial radio/television station broadcasts: Radio stations and local television stations can be requested to make emergency announcements.
 3. Internet messaging: If available, messages should be broadcast to subscribers of an internet emergency messaging service as well as social media web-sites.
 4. Emergency service vehicle PA systems: Most emergency service vehicles have sirens with a built-in PA system that can be used to broadcast emergency information.
 5. Telephone: This should only be used to notify a small number of people due to the time-consuming process.
 6. Door-to-door notification: this should only be used for an isolated area with few residents in a slowly developing situation.
- D. Warning for special locations such as schools, hospitals, nursing homes, recreational facilities, child and adult daycare, public assembly areas and major industrial sites will be accomplished by the Communications Coordinator and/or NOAA all hazards warning radios. Warnings will be augmented by commercial radio and television broadcasts as well as warning sirens, text messages and internet
 - E. There is a significant population of the hearing impaired or non-English speaking groups in City of Rochelle requiring special warning provisions.
 - F. A single tone warning siren signal will be sounded for all warnings. No all clear tone will be given.
 - G. Interjurisdictional Relationships
 1. City of Rochelle agencies have the authority to activate the warning sirens, notify the National Weather Service to activate weather warning radios and notify commercial radio and television stations to broadcast warnings.

2. City of Rochelle EMA, Rochelle Fire Department, Rochelle Police Department and/or the EOC have authorization to activate, or request the activation of the warning sirens, notify the National Weather Service to activate weather warning radios and notify commercial radio and television stations to broadcast warnings.
3. Industrial complexes and transportation services that use, produce, store or transport hazardous materials should immediately alert the City of Rochelle Dispatch Center when an emergency situation involving hazardous materials occurs. Any warning, if necessary, will be instituted by the EOC or the City of Rochelle EMA.
4. Any affected nearby jurisdiction shall be warned of the hazardous materials incident by any means possible to alert them of the potential threat of the situation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Specifies who has authority to order activation of warning systems.
2. 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.
3. Designates public service agencies, personnel, equipment and facilities that can augment the jurisdictions warning capabilities.

B. Warning Coordinator

1. When notified of an emergency situation, reports to the EOC (However, when practical, this individual should be permanently assigned to the EOC.)
2. Implements call-down rosters to alert emergency responders or to provide situation updates.
3. Activates public warning systems.
4. Implements contingency plans to provide warnings if established warning systems fail to work.
5. Coordinates warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.
6. 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 Manager

1. Activates the warning section in the EOC.
2. Ensures emergency warning systems are activated when directed to do so.
3. 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

1. Upon receipt of a warning message or signal, initiate internal organization notification actions to:
2. Alert employees and volunteer augmenters assigned emergency response duties to the emergency situation.
3. 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 organizations facilities.
4. If appropriate, augment the EOCs effort to warn the public through the use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Listing of all phone numbers and radio frequencies of emergency response groups can be found in the Resource Manual.
2. Maps of the warning siren system can be found in the Appendix of this section.

B. Logistics

1. Rochelle Police 911 Dispatch Center will test warning sirens on the first Tuesday of every month at 10:00 AM.
2. Rochelle Fire Department will be responsible for maintaining, repair and/or replacement of damaged or malfunctioning warning siren equipment.
3. Agreements with the private sector, such as commercial broadcast stations to augment warning capabilities, are not needed.
4. Incident Commanders shall maintain warning equipment at their immediate disposal, such as PA systems and mobile sirens.

VI. DEVELOPMENT AND MAINTENANCE OF WARNINGS ANNEX

- A. The responsibility for revisions, keeping attachments current and developing necessary documents for the annex belongs to the Rochelle EMA Coordinator and the Rochelle Fire Department.
- B. The responsibility for revisions and maintaining emergency response groups' Standard Operating Procedures belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Management Act (20 ILCS 3305)
- C. 47 CFR, Part 73, Subpart G, Emergency Alert System
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents
- F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

VIII. APPENDICES

- A. Siren #1 location – Wiscold Drive Southeast Industrial Park
- B. Siren #2 location – Gary Street and Veteran’s Parkway
- C. Siren #3 location – Avenue C and Avenue E
- D. Siren #4 location – Alley at 6th Avenue, between North 12th Street and Woolf Court
- E. Siren #5 location – Southwest end of First Financial Plaza
- F. Siren #6 location – North end of Phill Road along Highway 38
- G. Siren #7 location – Northeast corner of the intersection of Flagg Road and 20th Street
- H. Siren #8 Location – 401 5th Avenue, the roof of the Fire Station

APPENDIX A.
SIREN #1 LOCATION (WISCOLD DR. INDUSTRIAL PARK)



APPENDIX B
SIREN #2 LOCATION (GARY ST., & VETERAN'S PKWY)



****Standard Oil Road is now Veteran's Parkway****

APPENDIX C.
SIREN #3 LOCATION (AVE. C., & AVE. E.)



APPENDIX D.
SIREN #4 LOCATION (6TH BETWEEN N. 12TH & WOOLF CT)



APPENDIX E.
SIREN #5 LOCATION (FIRST FINANCIAL PLAZA)



APPENDIX F.
SIREN #6 LOCATION (PHILL RD. & IL RTE. 38)



APPENDIX G.
SIREN #7 LOCATION (FLAGG RD., & 20TH ST.)



APPENDIX H.
SIREN #8 LOCATION (401 5TH AVE., RFD)



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***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. Public information may be used in mitigation, preparedness, response, and recovery phases. This annex acknowledges the need for public information both during an emergency and before an emergency occurs.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. City of Rochelle has the potential to experience a major emergency or disaster.
2. The public needs information regarding actions to be taken to minimize the loss of life and property.
3. The media would provide a means of disseminating emergency information to the public.
4. Government officials will provide accurate and complete information and cooperate with the media to the extent possible.
5. Tornadoes, hazardous material spills, and other localized and widespread disasters may occur which would necessitate warning the community and informing them of actions that they must take.
6. The principal means by which the community would be informed of potential threats to their health and safety would be disseminated by television, radio, cable outlets, Internet also newspaper, vehicle-mounted public address systems and door-to-door notification.
7. The area covered by local commercial broadcast stations is the entire city. Warning sirens cover approximately a mile and one-half diameter.
8. The vulnerability of the local radio station is great in that both the offices and the transmission towers are located within close proximity to rail lines, the principal threat for hazardous material spills. The local radio stations can be contacted by telephone, personal contact, and via NOAA Weather Warning Radios.
9. Due to the population size of the City of Rochelle and the self-reliance of the people of Rochelle, the vast majority of the public has been made aware that in the event of an emergency, turning to local radio & social media are their best sources of information.

B. Assumptions

1. During an emergency the community will want information on proper survival/response actions to take.
2. The media will demand information about the situation.
3. The number of media personnel responding to the emergency will depend on

- the magnitude.
4. The local media will usually cooperate with officials in disseminating information to the public.
 5. The general public will turn to local and area media as sources of information and guidance.
 6. There may be times when disaster strikes without warning and the Public Information System cannot react rapidly enough.
 7. Rumors can be expected during any emergency.
 8. The City of Rochelle 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 City of Rochelle EMA Coordinator will initiate awareness programs of potential hazards through local media, community engagement, and utilization of state resources. (i.e.. Lightning Awareness Week, Fire Prevention, Weather Spotter Training etc.)
- 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, social media, 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 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.
- E. Information regarding the status of injured, deceased or missing persons, location of damaged/restricted areas, and emergency welfare services, shall be coordinated with the appropriate response agency and or the Ogle County Coroner or Rochelle Community Hospital.
- F. 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 City of Rochelle EMA Coordinator, who will notify Ogle County EMA and request related assistance from nearby jurisdictions, the state or federal government. 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.

G. The establishment of a Joint Information Center (JIC) will be given top priority so citizens and the news media can obtain immediate information on the incident.

H. Forecasted Events:

1. Coordinate with Chief Executive Official (CEO), EMA Coordinator, Evacuation Coordinator, Mass Care Coordinator, and Warning Coordinator to determine status of plans and timing of actions.
2. Establish and maintain contact with media. Provide preparedness information and any instructions, as cleared by the CEO.
3. 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.
4. Ensure distribution of printed material to broadcast media, to preselected locations (e.g. grocery stores), and/or via newspaper,
5. Monitor media.
6. 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.
7. Message Content: the following is a suggested, but not limited to, general content for a forecasted event.
 - a) Hazard.
 - b) Estimated area and time of impact.
 - c) Property protection measures (e.g., sandbagging, taping windows).
 - d) Disaster supply kit for surviving 72 hours.
 - e) Evacuation instructions (departure time, routes, mass care facility locations, etc.), if feasible to evacuate.
 - f) Instructions on how to protect and care for young children, pregnant women, and senior citizens.
 - h) 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.)
 - i) Other considerations/options if not feasible to evacuate, such as stay indoors, close all doors and windows, etc.
 - j) The manner(s) to be utilized by and the frequency of the government's official communications with the public during the emergency.
 - k) Telephone numbers for specific kinds of inquiry (if staffed).

L. Limited Warning

1. Coordinate with CEO and Evacuation Coordinator to determine what protective action will be taken, (limited) evacuation or in-place shelter.
2. Complete standby EPI instruction 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.
3. Contact media to repeat and update initial warning and provide EPI contact name(s) and telephone number(s).
4. Monitor media.
5. Message Content: the following is a suggested, but not limited to, general content for a limited warning event.
 - a) Hazard; kind of risk posed to people and property.
 - b) Area at risk and predicted time of impact.
 - c) Protective action instructions. These may address specific groups (e.g., parents with school children in the area) as well as the general public.
 - d) Reference to any useful information at hand (e.g., in telephone book).
 - e) What government is doing or will do.
 - f) The manner(s) to be utilized by and the frequency of the government's official communications with the public during the emergency.

M. After Impact: the following are, but not an exhaustive listing, EPI actions that may be taken after the emergency.

1. Establish and maintain contact with media. Provide information and any instructions, as cleared by the CEO or his/her designee.
2. Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.
3. 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.
4. Arrange for printing of camera-ready EPI material (e.g., Family Protection Program leaflets and health and safety instructions), if needed.
5. 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.
6. Compile chronology of events.
7. Message Content: the following are suggested, but not limited to, general content for a limited warning event.
 - a) Current situation assessment.
 - b) Current government actions.
 - c) Survival instructions (for those affected or still potentially affected).
 - d) How/where to get what help (for those affected).
 - e) Health hazards information.
 - f) How/where to get help for companion and farm animals.
 - g) Restricted areas (for those not affected).
 - h) Telephone number for inquiries regarding survivors.

- i) What to do and whom to contact in order to offer help.
- j) Telephone number for donations offers and inquiries, accompanied by donations policy (send money and make check payable to..., critical needs include X but please dont send Y..., package donations such and such way.)
- k) How and how often government will be in touch with public during the emergency.
- l) Instructions for evacuees to return home.

N. Internal Coordination/Control

- 1. The PIO and designated alternate will be appointed by the CEO, or IC.
- 2. 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, CEO, EMA Coordinator, or IC.
- 3. The Rochelle City Council Chambers will be the primary location for press briefings, PIO office, for EPI management. Other locations may be used if deemed necessary.
- 4. 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 CEO, and EMA.
- 5. 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.
- 6. General guidelines for media convergence:
 - a) Law enforcement will not allow the media to interfere with emergency response group duties.
 - b) The PIO will designate an area reserved for media vehicles and equipment.
 - c) All media personnel must wear photo IDs unless they are locally recognized media representatives.
 - d) Media personnel must obtain permission from the IC before entering an incident area.
- 7. Press secretaries may augment PIO duties.

O. Inter-jurisdictional Coordination

- 1. Rochelle PIOs will work with and when necessary relinquish their duties to county, state or federally-assigned PIOs.
- 2. Local/State law and plans define the framework for local and state coordination on EPI.
- 3. The Federal Response Plan (FRP) calls for maximum coordination of agencies information releases through a Joint Information Center (JIC) to ensure consistency and accuracy. There will be a single location for media access to the JIC. If a single local/state/federal JIC 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 (JIS).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Serves as primary spokesperson before media, or delegates function to PIO.
2. Gives final approval to release of emergency instructions and information, or delegates function to PIO.
3. 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.
4. Designates location for media briefings (e.g., City Council Chambers).
5. Approves implementation of any special provisions for media convergence.

B. Public Information Officer

1. Assigned by CEO or IC, reports to the EOC when activated.
2. Manages all aspects of EPI on behalf of CEO.
3. Assumes EPI functions delegated by CEO.
4. Ensures timely preparation of EPI materials and their dissemination.
5. Ensures that public is able to obtain additional information and provide feedback (e.g., with hotline for public inquiries).
 - a) May establish center for disaster welfare information, and cooperate with any Disaster Welfare Information (DWI) services provided by the American Red Cross (ARC).
 - b) Coordinates with appropriate officials (Mass Care Coordinator, Health and Medical Coordinator, etc.) to obtain necessary information.
6. Ensures gathering of necessary information and timely preparation of news releases.
7. Briefs public affairs officers who go to the incident site.
8. Schedules news conferences, interviews, and other media access (subject to any special media convergence provisions).
9. Supervises the media center.
10. Assigns print and broadcast monitors to review all media reports for accuracy.
11. Coordinates rumor control activity.
12. 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.
13. Maintains a chronological record of disaster events.

C. EMA Coordinator

1. Advises CEO on when to disseminate emergency instructions to the public.
2. Assists the PIO with news releases and rumor control.
3. 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.
4. 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.
 5. Establish and maintain a working relationship with the local media.
- D. Commercial Broadcast Stations
1. Store canned EPI messages (other than warnings) and disseminate this information at the PIOs request.
 2. Disseminate information when requested to do so by CEO or his/her designee.
- E. Local Media Organizations
1. Verify field reports of emergency's development with PIO.
 2. Cooperate in public education efforts.
- F. Chief School Official
1. Disseminates emergency information to school population as appropriate.
- G. Resource Manager
1. 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
1. Provide support to public inquiry telephone lines, as requested by PIO.
 2. Provide support in disseminating printed EPI material, as requested by the PIO.
- I. All Tasked Organizations
1. Provide information as requested by the PIO.
 2. Clear all emergency-related news releases with the jurisdictions PIO.
 3. Provide public affairs officers to support EPI activities, as requested by the PIO.
 4. Refer media inquiries to the PIO.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. All ICs and emergency response groups should inform the PIO of any significant event in a timely manner.
2. 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.
3. The PIO should give hourly reports to all ICs.
4. The PIO should submit press coverage summaries, public reactions and concerns twice daily to the CEO.
5. The PIO will submit a chronology of events to the CEO, EMA Coordinator's Office, and IC at the end of the incident.

B. Logistics

1. 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.
2. The PIO office can be located at the City Hall where conference rooms, media centers, telephone banks are located. In the event the City Hall is not available, the PIO will obtain facilities with EMA Coordinator augmenting equipment needs for the secondary PIO office. Equipment needs available includes PA system, podium, overhead projectors and audio-visual equipment.

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 City of Rochelle EMA Coordinator and local media representatives.
- B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)
- C. Illinois Emergency Management Act (20 ILCS 3305)
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.

E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents

F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

VIII. SUCCESSION OF COMMAND (See Basic Plan)

IX. APPENDICES

A. Pre-emergency Operations Checklist.

B. Response Operations Checklist.

C. Recovery Operation Checklist.

D. Local Media Outlets.

APPENDIX A.
PRE- EMERGENCY OPERATIONS CHECKLIST

1. Designate a Public Information Officer.
 2. Develop a disaster preparedness program.
 3. Develop the local Emergency Alert System (EAS).
 4. Train Public Information staff and volunteer augmenters to perform Public Information emergency functions.
 5. Establish a procedure for acknowledging and authenticating information reports.
 6. Prepare emergency information packets for release during emergencies and distribute pertinent materials to the media.
 7. Negotiate, coordinate, and prepare mutual aid agreements, if necessary.
 8. Prepare materials for the visually impaired and non-English speaking groups, if necessary.
 9. Update Public Information annex as necessary.
-

APPENDIX B.
RESPONSE OPERATIONS CHECKLIST

1. Continue to train assigned Public Information staff and volunteer augmenters to perform Public Information emergency functions.
 2. Activate EAS if necessary.
 3. Distribute press releases and emergency information packets.
 4. Coordinate rumor control.
 5. Schedule news conferences.
 6. Authenticate all sources of information being released and verify for accuracy.
 7. Provide evacuees with appropriate information regarding evacuation routes, reception areas, etc.
 8. Coordinate inquiries and inform families of the status of individuals injured or missing due to the disaster.
-

APPENDIX C.
RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
2. Continue Public Information programs.
3. Compile a chronological record of events.
4. Assess effectiveness of information and education programs.

APPENDIX D.
LOCAL MEDIA OUTLETS

RADIO:

WRHL-Rochelle

400 May Mart Dr.
Rochelle, IL 61068
Business Line: (815) 562-7001
Studio Line: (815) 561-8255
Fax: (815) 562-7002

**WZOK / WKGL / WXXQ / WROK
97.5 FM / 96.7 FM / 98.5 FM / 1440 AM**

3901 Brendenwood Rd.
Rockford, IL 61107
Business Line: (815) 399-2233
Studio Line: (815) 229-5100
Fax: (815) 399-8148

NEWSPAPER:

Rochelle News-Leader

211 Highway 38 East
Rochelle, IL 61068
Business Line: (815) 562-4171
Fax: (815) 562-2161

Daily Chronicle

1586 Barber Greene Rd.
DeKalb, IL 60115
Business Line: (815) 756-4841
Fax: (815) 758-5059

Rockford Register Star

99 E. State St.
Rockford, IL 61104
Business Line: (815) 987-1200
Fax: (815) 987-1365

TELEVISION:

WREX TV – Channel 13

10322 Auburn RD
Rockford, IL 61103
Business Line: (815) 335-2213
Fax: (815) 335-7230

WIFR TV – Channel 23

2523 North Meridian Rd.
Rockford, IL 61101
Business Line: (815) 987-5300
Fax Line: (815) 965-0981

WTVO TV – Channel 17/39

1917 N. Meridian Rd.,
Rockford, IL 61101
Business Line: (815) 963-5413
Fax: (815) 963-0029

WGN – TV Channel 9

2501 West Bradley Place
Chicago, IL 60618
Business Line: (773) 528-2311
Fax: (773) 528-6050

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***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. The City of Rochelle plans to use the damage assessment findings 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 & Assumptions

1. City of Rochelle has the potential to experience damages caused by a major emergency/disaster.
2. A planned procedure for damage assessment is necessary for effective response and recovery operations.

III. CONCEPT OF OPERATIONS

- A. The City of Rochelle EMA Coordinator will train personnel in damage assessment procedures in order to perform initial damage assessment surveys. Training of EM volunteers for damage assessment is conducted yearly through the combined efforts of the American Red Cross and City of Rochelle EMA.
- B. During the response phase to a major emergency/disaster, the City of Rochelle EMA Coordinator will alert the Damage Assessment Teams (DAT) to perform an initial survey of damages which include:
1. Number of residential structures damaged.
 2. Number of residential structures destroyed.
 3. Number of public buildings damaged.
 4. Number of public buildings destroyed.
 5. Damage done to major streets, roads, bridges, and other critical facilities.
- C. The damage assessment information gathered will be displayed in the EOC on maps and charts. Maps will be obtained from the City of Rochelle EMA Office, County Highway Department, and the Assessor's Office. Basic maps will be stored in the Rochelle EMA Office.
- D. DATs are provided by the City of Rochelle EMA and the American Red Cross.
- E. A designated DAT representative will report to the EOC to coordinate damage assessment operations and to advise decision makers of the findings. The City of Rochelle EMA Coordinator will advise Ogle County EMA 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 City of Rochelle EMA Coordinator 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 Mayor, in conjunction with the City of Rochelle EMA Coordinator, 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 City of Rochelle EMA Coordinator shall request assistance by contacting Ogle County EMA.
- I. The City of Rochelle EMA Coordinator 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. 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.
- M. 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.
 - 1. 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.
 - 2. 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.
- N. Preliminary damage assessments shall be conducted immediately following initial

disaster.

- O. The Damage Assessment Officer or his designee will be assigned to staff the EOC to advise decision makers and coordinate damage assessment activities in the field.
 - 1. 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.
 - 1. 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.
 - 2. Damage assessment will be done in towns by assessing every square block and in rural areas by assessing every mile.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The City of Rochelle EMA Coordinator will:
 - 1. Establish and train personnel to perform surveys.
 - 2. Alert DAT to perform surveys.
 - 3. Advise Ogle County EMA of damage assessment information.
 - 4. Advise local officials of damage assessment information.
 - 5. Provide logistical support to damage assessment personnel.
 - 6. Maintain personnel notification rosters.
 - 7. Update Damage Assessment Annex as needed.
 - 8. Negotiate, coordinate and prepare mutual aid agreements.
 - 9. 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:
 - 1. Have total access to the affected area except when all emergency response groups are prohibited by the IC safety officer.
 - 2. Conduct damage assessment surveys as needed.
 - 3. Monitor restoration activities to evaluate recovery operations.
 - 4. 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.

- C. The Rochelle City Clerk will provide necessary property records.
- D. The Ogle County Supervisor of Assessments will provide necessary property records.
- E. All Local and County Government Agencies will:
 1. Report damages to critical facilities in their jurisdictions.
 2. Report overall damage observations in their area.

V. DEVELOPMENT AND MAINTENANCE OF DISASTER INTELLIGENCE/DAMAGE ASSESSMENT ANNEX

- A. The responsibility for revisions, keeping attachments current and developing necessary documents for the annex belongs to the City of Rochelle EMA.
- B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VI. 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 Damage Assessment Coordinator will be:

- A. Damage Assessment Coordinator
- B. If the Rochelle EMA is unavailable Ogle County EMA will be contacted.

VII. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)
- C. Illinois Emergency Management Act (20 ILCS 3305)
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents

- F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

VIII. APPENDICES

- A. Pre-emergency Operations Checklist.
- B. Response Operations Checklist.
- C. Recovery Operations Checklist.
- D. Search Area Markings
- E. IEMA Damage Assessment Forms
- F. Rochelle Damage Assessment Team

APPENDIX A.
PRE-EMERGENCY OPERATIONS CHECKLIST

1. Obtain documentation indicating a pre-disaster condition that would illustrate the impact of the event.
 2. Train assigned Damage Assessment personnel to perform emergency functions.
 3. Make provisions for the display of Damage Assessment information in the EOC.
 4. Pre-stock Damage Assessment forms.
 5. List critical facilities requiring priority restoration.
 6. Maintain a current list of all emergency response sources.
 7. Track resources deployed for disaster response.
 8. Make provisions to protect records and other essential items needed for continuing operations.
 9. Develop procedures to ensure successful response during a major disaster.
-

APPENDIX B.
RESPONSE OPERATIONS CHECKLIST

1. Notify Damage Assessment personnel.
 2. Perform initial damage survey indicating:
 - a) Number of residential structures damaged.
 - b) Number of residential structures destroyed.
 - c) Number of public buildings damaged.
 - d) Number of public buildings destroyed.
 - e) Damage done to major streets, roads, bridges, and other critical facilities.
 - f) Estimate the number of persons injured/deceased.
 3. Report the appropriate damage information to the EOC during emergency operations.
 4. Have the Rochelle EMA Coordinator relay the initial damage information to the Ogle County EMA Office or to Ogle County EMA EOC.
 5. Display damage assessment information in EOC.
 6. Provide logistical support to the personnel (response, dispatch, work control) such as food, fuel, lighting, emergency power, etc.
 7. Maintain radiation exposure records for response personnel and if necessary dosimeter readings every two hours.
 8. Continue training for response personnel and volunteers to perform emergency functions.
-

APPENDIX C.
RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
 2. Monitor restorations activities.
 3. Compile final damage estimate report for inclusion into the official disaster record.
 4. Work with the proper authorities, if necessary, to establish new ordinances or land-use regulations to lessen the impact of future disasters.
-

APPENDIX D.
SEARCH AREA MARKINGS

Rochelle Fire Department utilizes the United States Search and Rescue (US&R) Response System when conducting search and rescue operations. The link below accesses the 2006 Homeland Security Urban Search & Rescue Field Operations Guide:

https://www.fema.gov/pdf/emergency/usr/usr_23_20080205_rog.pdf

APPENDIX E.
IEMA DAMAGE ASSESSMENT FORMS

Damage Assessment forms will be kept in the Resource Manual located:

- 1) The Rochelle EMA Coordinator's Office,
- 2) Rochelle Engineering Office,
- 3) Rochelle EOC and also available online at the IEMA web site accessible through the following link:

http://www.state.il.us/iema/disaster/ida_forms.htm

APPENDIX F.

CITY OF ROCHELLE DAMAGE ASSESSMENT TEAM
(DAT TEAM)

City EMA Coordinator (Terry Inman)	(815) 703-8307
City Engineer (Sam Tesreau)	(815) 561-5164
City Building Inspector (Kip Countryman)	(815) 561-5080
City Engineering Technician (Curt Ward)	(815) 561-5124

* Rochelle Fire Dive Team and approved volunteers may also be included

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Evacuation Annex

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Residents of Rochelle may be advised to evacuate due to various emergency operations, including, but not limited to, fire, flooding, hazardous materials release, etc.
2. There are two types of evacuations that may be utilized: general and limited.
 - a) A general evacuation would involve the relocation of a large portion of the public from a risk area.
 - b) A limited evacuation would involve the relocation of a smaller portion of the public from a risk area.
3. General evacuation routes have been designated for use when evacuating from the risk area.

B. Assumptions

1. First responders (fire, police, EMS, rescue) will be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.
2. 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.
3. Some residents may refuse to evacuate after being advised to do so, as is their right in Illinois.
4. Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.
5. Residents may try to re-enter a risk area before safe to do so.
6. 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.
7. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
8. Where available, Illinois National Guard (as approved by the Governor) will be available to support evacuation efforts.
9. 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.

III. CONCEPT OF OPERATIONS

- A. The Rochelle EMA Coordinator will designate general evacuation routes for residents to use. At the time of general evacuation, the EMA Coordinator 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:
 - 1. Magnitude of the emergency.
 - 2. Intensity of the emergency.
 - 3. Time until onset.
 - 4. Expected duration of the emergency.
- C. Following the evacuation recommendation by an emergency response organization, the Rochelle Police Department will coordinate with assisting agencies in the evacuation effort, including:
 - 1. Identifying the number of people requiring transportation to evacuate.
 - 2. Designating an assembly point for evacuees without their own transportation for assembly.
 - 3. Arranging transportation for evacuees without their own vehicles.
 - 4. Arranging shelters to house evacuees.
 - 5. 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 patients with proper transportation methods, medical assistance, and other related support during emergency situations.
- E. The Rochelle Police Department is responsible for overseeing and controlling evacuation routes.
- F. School personnel will be responsible for evacuating students.
- G. For major evacuations the Emergency Operations Center (EOC) will be activated. Strategic decisions will be made at the EOC and transmitted to the Incident Command Post.
- H. Evacuees should use the designated evacuation routes. This will allow emergency personnel to monitor and evaluate evacuation operations.

- I. 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.
- J. 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.
- K. Should efforts of public response agencies be inadequate, assistance from the private sector and local voluntary organizations will be requested. The Rochelle EMA Coordinator will maintain a list of local organizations that could assist in evacuation operations.
- L. 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.
- M. 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 Ogle County EMA.
- N. If necessary, coordination with a host jurisdiction will be conducted to ensure adequate sheltering for evacuees.
- O. 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.
- P. 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.
 - 1. 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.
 - 2. 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 Rochelle E-911 communications center make the announcement.

- Q. 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.)
- R. The Rochelle Streets Department in conjunction with the Police Chief and Rochelle EMA Coordinator should review all identified evacuation routes to assess potential problem areas.
- S. There are currently no mutual aid agreements negotiated, coordinated, or prepared at this time.
- T. Transients
 - 1. Hotel and motel guests will be expected to use their own modes of transportation for evacuation.
 - 2. Street people and those lacking transportation will be transported via public vehicles.
- U. Commercial radio stations will be the primary means of keeping the evacuees and general public informed.
- V. Assembly areas for picking up people will be selected by the Evacuation Coordinator.
- W. Access to controlled areas will be enforced by law enforcement. Persons wishing access must show proper identification. Law enforcement will patrol all evacuated areas unless officers are at risk.
- X. There currently are no mutual aid agreements for moving or sheltering evacuees.
- Y. The hospital is responsible for arranging the evacuation of patients.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Requires the evacuation coordinator to report to the EOC when notified of an emergency situation.
2. Issues a statement on the jurisdictions 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.
3. Issues evacuation instructions or an evacuation order when appropriate.

B. Evacuation Coordinator (upon arrival at the EOC)

1. Reviews known information about the emergency situation and makes recommendations to the Emergency Coordinator on the appropriate evacuation options to implement.
2. Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters and verify extent of abandonment.
3. Identifies assembly areas for picking up people that do not have their own transportation.
4. Identifies evacuation routes.
 - a) Estimates the traffic capacity of each designated evacuation route.
 - b) Selects evacuation routes from risk area to designated mass care facilities.
 - c) Examines access to evacuation routes from each part of the risk area.
 - d) Prepares the evacuation movement control plan.
 - e) Coordinates with law enforcement officials.
5. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.

C. EMA Coordinator

1. Makes recommendations to the CEO on the appropriate evacuation option to implement.
2. Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.
3. 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

1. Provides traffic control during evacuation operations. Operational considerations include:
 - a) Route assignment departure scheduling.
 - b) Road capacity expansion.
 - c) Entry control for outbound routes.

- d) Perimeter control on inbound routes.
 - e) Traffic flow, including dealing with breakdowns.
 - f) Establishment of rest areas.
 - 2. Secures, protects, and houses those prisoners that must be evacuated.
 - 3. Assists in the evacuation of the risk area, as necessary.
 - 4. Protects property in the evacuated area.
 - 5. Limits access to the evacuated area.
 - 6. Coordinates with the Evacuation Coordinator.
- E. Public Works
- 1. Verifies the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.) that will be used to evacuate people.
- F. Public Information Officer (PIO)
- 1. Disseminates the following types of instructional materials and information to evacuees.
 - a) Identification of the specific area(s) to be evacuated.
 - b) List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
 - c) Departure times.
 - d) Pickup points for people requiring transportation.
 - e) Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.)
 - f) Location of mass care facilities outside of the evacuation area.
 - 2. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.
 - 3. 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
- 1. Activates staff and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority.
- H. Health and Medical
- 1. Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
 - 2. Ensures transport and medical care are provided for the patients being evacuated.
 - 3. 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

1. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
3. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.

J. Animal Control Agency

1. 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.
2. 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.
3. As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
4. Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
5. 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

1. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
2. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.
3. Assist with evacuation.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Records and Reports
 - a) Evacuation Coordinator and the EMA Coordinator shall maintain in chronological order a listing of all public notices given related to evacuation.
 - b) 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.
 - c) Mass Care Coordinator shall maintain the number of and information on

evacuees in mass care facilities.

2. Primary and Alternative Evacuation Route Maps (see Appendix D)

B. Logistics

1. Evacuating essential supplies and equipment

- a) Requesting or requisitioning the use of trucks from local dealers to haul food, medical supplies, and water.
- b) Supplies for companion animals shall be the responsibility of the owner.
- c) Sanitation devices (Port-a-Potty) will be requisitioned from the local sanitation services.
- d) Generators and lighting equipment will be requisitioned from emergency response groups, and if necessary, retailers.
- e) Gas and diesel fuel will be transported with requisitioned semi tankers or local service stations.
- f) Public works equipment and vehicles will be evacuated as necessary by the Public Works Coordinator.
- g) Police, fire, and emergency vehicles will be evacuated as per the recommendation of the IC.

VI. DEVELOPMENT AND MAINTENANCE OF EVACUATION ANNEX

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to the Rochelle EMA Coordinator, Police Chief and the American Red Cross.
- B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)
- C. Illinois Emergency Management Act (20 ILCS 3305)
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents
- F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

VIII. SUCCESSION OF COMMAND (see Basic Plan)

IX. APPENDICES

- A. Pre-emergency Operations Checklist
- B. Response Operations Checklist
- C. Recovery Operations Checklist
- D. General Evacuation Routes and Map of Major Roads

APPENDIX A.
PRE-EMERGENCY OPERATIONS CHECKLIST

1. Train assigned evacuation response staff and volunteer augmenters to perform emergency functions.
 2. Identify potential risk areas that may require evacuation.
 3. Identify on maps the primary and alternate evacuation routes for the established risk areas of the jurisdiction.
 4. Identify traffic capacity estimates for the designated evacuation routes.
 5. Identify population groups requiring special assistance during evacuation (disabled, hospital, nursing homes, prisoners, etc.).
 6. Develop a system to track resources deployed during a disaster.
 7. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information and comfort facilities.
 8. Develop SOPs in sufficient procedural detail to ensure successful response during a major disaster.
 9. Maintain current inventory of all emergency response resources.
 10. Update Evacuation Annex as necessary.
 11. Arrange evacuation of special/vulnerable populations
-

APPENDIX B.
RESPONSE OPERATIONS CHECKLIST

1. Recommend evacuations when necessary.
 2. Identify the number of people requiring transportation to reception areas, designated assembly point, and the means to get these people to the destination point.
 3. Activate shelter operations or contact reception area, as appropriate.
 4. Provide security for evacuated areas
 5. Provide traffic and perimeter control
 6. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities. (These can be shown on a map.)
 7. Report the appropriate evacuation information to the EOC during emergency operations.
 8. Obtain the necessary protective respiratory devices, clothing, equipment, and antidotes for evacuation personnel to perform assigned tasks in hazardous radiological or chemical environments.
 9. Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information (see Public Information Annex).
 10. Continue to train assigned evacuation personnel and volunteer augmenters to perform emergency functions.
 11. Notify the Ogle County EMA of large-scale evacuations.
 12. Maintain response exposure records for all response personnel.
-

APPENDIX C.
RECOVERY OPERATIONS CHECKLIST

1. Support recovery operations during disaster events.
 2. Arrange for early return of persons needed to staff essential service operations, or to reactivate vital business activities.
 3. Initiate general return of evacuees to area as soon as possible.
 4. Provide traffic control for return of evacuees
 5. Support cleanup and recovery operations.
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*Mass Care
Annex*

I. PURPOSE

- A. 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

- 1. 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

- 1. The ultimate responsibility for mass care services for citizens rests with local government.
- 2. The American Red Cross (ARC) will serve as the principal organization responsible for operating mass care facilities during disasters.
- 3. 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.
- 4. Approximately 80 percent of evacuees will seek shelter with friends or relatives rather than go to an established mass care facility.
- 5. Where available, military support (as approved by the Governor) will be available to support mass care operations.
- 6. Rochelle 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

- A. Mass care services will be provided for, but not limited to, the following situations:
 - B. Evacuees
 - C. Extreme heat
 - D. Extreme cold
 - E. Hazardous material spills

- F. Large-scale damage (ex. tornadoes)
- G. Elements to be considered in setting up mass care facilities will include:
- H. Magnitude of disaster (area, population)
- I. Intensity (severity)
- J. Speed of onset (speed of impact)
- K. The duration
- L. The impact on community (economic, psychological, infrastructure, etc.)
- M. The local Chapter of the American Red Cross and the Ogle County Health Department will be responsible for sheltering and health care of all victims.
- N. The locations of all shelter locations are shown in Appendix A.
- O. 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.
- P. 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.
- Q. The staffing and management structure will be the responsibility of the ARC utilizing their standard operating procedure.
- R. ARC shall maintain complete records including name, age, address, and other vital statistics of each evacuee. Ogle County Health Department shall maintain health records.
- S. The County will provide the following services to evacuees:
 - 1. Shelter
 - 2. Food
 - 3. Medical care.
- T. The ARC will provide communications among shelters and to the EOC. The Amateur Radio Club will augment communications if necessary.
- U. Each shelter shall report to the EOC twice daily and immediately when any significant incident occurs, or when the shelter is 75 percent full.
- V. Determination of services will be identified by the EOC, IC, or the EMA Coordinator.

- W. Each mass care facility will respond to inquiries from family members accordingly.
- X. Mass care facilities will give written reports to the EOC of victim information. The Emergency Public Information Coordinator will be in charge of disseminating the information to family members.
 - 1. Under the National Response Framework (NRF), 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.
- Y. Special assistance will be required in the mass care facility for the following: the elderly, and persons with disabilities, and others with special needs.
- Z. 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. Long-term nursing home residents will be the responsibility of the Salvation Army when nursing home resources are exhausted.
 - 4. Because the population is below the threshold, hearing-impaired, sight-impaired, mentally impaired, and mobility-impaired, the care will be the responsibility of the caregivers, although shelters will make every effort to accommodate special population.
 - 5. Non-English speaking population is below the planning threshold.
 - 6. Rochelle Community Hospital will be responsible for the care of its patients.
 - 7. Rochelle Police Department will be responsible for the care of its inmates.
 - 8. For short-term care, nursing homes will provide care for their residents.
 - 9. Transient population such as, street people, motel guests, seasonal workers, people without transportation shall be the responsibility of the ARC.
 - 10. 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.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Chief Executive Official (CEO)
 - 1. Requires the Mass Care Coordinator (ARC) to report to the EOC when notified of an emergency condition.
 - 2. Issues an order to open mass care facilities, when appropriate.
- B. Mass Care Coordinator (ARC) upon arrival at the EOC:

1. Assesses the situation and make recommendations to the Emergency Manager on the number and locations of mass care facilities to be opened.
2. Reviews listing of an available mass care facilities.
3. Notifies persons and organizations identified in the mass care resource list about possible need for services and facilities.
4. Selected mass care facilities for activation in accordance with:
 - a) Hazard/vulnerability analysis considerations.
 - b) Locations in relation to evacuation routes.
 - c) Services available in facilities.
 - d) Input from the Emergency Manager.
5. When directed, coordinates the necessary actions to ensure mass care facilities are opened and staffed, as needed.
6. Notifies mass care facility managers to do one of the following, when appropriate:
 - a) Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.
 - b) Take the necessary action to open the facility they are responsible for managing.
 - c) Coordinates with Resource Manager for supplies needed (including bulk emergency relief items/including mass feeding operations) and ensures each mass care facility receives its supplies.
7. Coordinates with EOC staff to ensure that communications are established, the mass care facilities are clearly marked, and appropriate traffic control systems are established.
8. Ensures each mass care facility has a highly visible identity marker and sign that identifies its location.
9. 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.
10. Assists, as appropriate, the animal care and control agency's efforts to feed, shelter, and provide medical treatment for animals during catastrophic emergencies.
11. Ensures appropriate mass care information (number of occupants, meals served, etc.) is made available to information processing section in the EOC.
12. 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.).
13. Upon termination of emergency, submits a mass care expenditure statement to appropriate authorities for reimbursement.

C. Mass Care Facility Manager (ARC)

1. When notified, stands by for further instructions or report to assigned mass care facility, as appropriate.
2. Contacts team members and instruct them to take whatever actions may be appropriate.
3. 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.
4. Contacts the EOC when the facility is ready to open.
5. Opens and keeps the facility operating as long as necessary.
6. Implements registration procedures for all evacuees that enter the facility.
7. If tasked, provides the Mass Care Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.
8. Ensures individual and family support services are provided at the mass care facility.
9. Ensures space is available for service animals that belong to people with disabilities.
10. 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.
11. Each day, reports the following to the EOC:
 - a) The number of people staying in the facility.
 - b) The status of supplies.
 - c) Condition of the facility and any problem areas.
 - d) As necessary, a request for specific types of support.
12. Maintains records of expended supplies.
13. Arranges for the return of evacuees to their homes or for transportation to temporary housing, if necessary.
14. When appropriate, terminates operations and closes the facility.
15. Cleans facility and returns it to original condition.
16. 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 Coordinator)

1. Makes recommendations to the CEO on the number and locations of the mass care facilities to be opened.
2. Coordinates with the PIO to facilitate dissemination of information (press releases) to the public on both the location of the mass care facilities that will be opened and directions to them.
3. Coordinates with the Mass Care Coordinator to activate the jurisdiction's mass care facilities.

- E. Health Department
 - 1. Provide health and/or medical care at shelters and/or congregate care facilities.
- F. American Red Cross (local ARC)
 - 1. If appropriate, provides personnel to manage and staff mass care facilities.
- G. Salvation Army (local)
 - 1. If appropriate, provides personnel to manage and staff mass care facilities.
 - 2. Provides clothing and other services as needed.
- H. Non-profit Public Service Organizations
 - 1. If appropriate, provide personnel to manage and staff mass care facilities.
- I. School Superintendent
 - 1. If appropriate, provides personnel to manage and staff mass care facilities.
 - 2. Shelters students in school buildings when the situation warrants or when directed to do so by the appropriate authority.
- J. Rochelle Police Department
 - 1. Provides security at mass care facilities.
 - 2. Provides traffic control during evacuee movement to mass care facilities.
 - 3. Maintains order in mass care facilities.
 - 4. If necessary, provides an alternative communications link between the mass care facility and the EOC through a mobile radio unit in police vehicles.
- K. Public Works
 - 1. Ensures power, water supply, and sanitary services at mass care facilities are maintained during emergency conditions.
- L. Public Information Officer (PIO)
 - 1. Makes public announcement about availability of mass care facilities, animal shelters, and their locations.
- M. Illinois National Guard (Upon Governor's Activation)
 - 1. Informs Mass Care Coordinator of mass care facilities available on military installations.
 - 2. Coordinates use of mass care facilities on military installations.

3. Provides logistical support for mass care operations.

N. Resource Coordinator

1. Develops and maintains list of local food warehouses and other sources of bulk food stocks.

O. Human Services

1. Will provide stress management care for shelters.

P. Animal Control Agency

1. 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. Facilities for agricultural animals could include sale barns, boarding stables, racetracks, horse farms, poultry barns, dairy farms, and fairgrounds/rodeo grounds.

2. Coordinates the actions needed to obtain sufficient personnel to staff animal shelters, as needed.

3. Ensures each animal shelter has a highly visible identity marker and sign that identifies its location.

4. Coordinates with the PIO to facilitate dissemination of information to the public on the location of the companion animal shelters that will be opened.

5. Informs the Mass Care Coordinator of the locations(s) of the shelters that have been opened.

6. If appropriate, coordinates with the Mass Care Coordinator to place personnel in public shelters to act as referral source for animal disaster operations.

7. Opens shelters and provides food, water, and medical care, as needed, for the animals in the shelter.

8. Keeps shelters open as long as necessary.

9. Ensures each shelter receives the necessary supplies to sustain itself.

10. When appropriate, terminates shelter operations and closes the facility.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. 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.

2. 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 the Rochelle EMA Coordinator and the American Red Cross.
- B. The responsibility for revisions and maintaining SOPs belongs to the emergency response groups.

VII. SUCCESSION OF COMMAND

- A. Mass Care Coordinator
- B. Assistant Mass Care Coordinator
- C. Ogle County Health Department Senior Officer

VIII. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)
- C. Illinois Emergency Management Act (20 ILCS 3305)
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents
- F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

IX. APPENDICES

- A. Shelter Locations (Rochelle School Districts have existing agreements with the Red Cross)
- B. Shelter Information

APPENDIX A.
SHELTER LOCATIONS

1. Rochelle Township High School – 1401 E. Flagg Road, Rochelle
 2. Rochelle Middle School – 111 School Avenue, Rochelle
 3. May Elementary – 1033 N. 2nd Street, Rochelle
 4. Central Elementary – 444 N. 8th Street, Rochelle
 5. Tilton Elementary – 1050 N. 9th Street, Rochelle
 6. Lincoln Elementary – 1450 20th Street, Rochelle
-

APPENDIX B.
SHELTER INFORMATION

- The shelter information, is located in the Resource Manual. The information includes, but is not limited to the following:
 - Capacity
 - Quantity and type of kitchen Beds available:
 - Stock levels of medical and sanitation supplies
 - Food and water
 - Sleeping Bags
 - Restroom facilities
-

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*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 Rochelle residents as needed due to a major natural disaster, technical incident, and nuclear defense emergency or manufactured disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In the event of a national emergency, natural disaster, or a local disaster, wounded, disabled, and displaced persons will have to be provided with emergency care, mental health services, and sanitation services.

B. Assumptions

1. It may be assumed that there may be complete or partial disruption of the public and private sewer disposal systems and public and private water supplies within the City of Rochelle. This disruption would create a definite public health hazard, which would have to be eliminated to ensure public health and safety.
2. It may be assumed that disaster victims and/or emergency services personnel who report to established shelters may be in need of triage and treatment of minor injuries.
3. It may be assumed that there may be displaced persons and emergency personnel who will have to be provided with a wholesome and unadulterated food supply, potable water, and adequate basic emergency sanitation in established shelters.
4. 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:
 - a) Insect and rodent control,
 - b) Immunization services,
 - c) Isolation or quarantine procedures for cases of infectious disease, when indicated,
 - d) Epidemiological investigations.
5. It may be assumed that there may be a number of bodies, both human and animal, which will have to be disposed of safely and immediately to protect the public health and safety of the citizens of the City of Rochelle.
6. It may be assumed that disaster victims, their families, and friends and/or personnel may be in need of mental health services to cope with the injury, death, and/or destruction caused by the disaster.
7. A large-scale emergency or disaster event would 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.

8. Public and private medical, health, and mortuary services resources located in the jurisdiction will be available for use during disaster situations.
9. Large-scale emergencies and disaster threat situations (earthquakes, hurricanes, nuclear power plant accidents, floods, etc.) may affect large areas of the jurisdiction, the State, or other States, requiring the use of mutual aid.
10. Public and private health and medical resources located in the jurisdiction generally will be available for use during disaster situations, but many of these resources, including human resources, will themselves be impacted by the disaster.
11. Emergency measures to protect life and health during the first 12 to 24 hours after the disaster in all likelihood will be exclusively dependent upon local and area resources.
12. Resources available through area and regional medical, health, and mortuary services mutual aid agreements will be provided for use during the disaster situation.
13. It may be necessary to relocate hospital facilities under austere conditions to contingency field hospitals, or to permanent or temporary buildings that will provide patients and medical staff adequate protection from the effects of the disaster.
14. Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

- A. The senior EMS provider will work with the Incident Commander at an incident to establish a medical command post and triage at the disaster site(s). If there are more than one disaster site(s), location of command posts shall be identified to all responding agencies.
- B. Rochelle Fire EMS and Rochelle Community Hospital shall be responsible for coordinating health and medical response in accordance with the emergency plan.
- C. Human Services (Critical Incident Stress Debriefing Teams) will assist with stress management for responders and victims.
- D. Ambulance services will be the primary medical care and transport providers for the injured.
- E. The Ogle County Coroner shall maintain a SOP for the identification, transportation and disposition of the deceased.
- F. Rochelle Community Hospital shall establish a holding and treatment area for the injured within their facilities.
- G. Rochelle Community Hospital shall isolate, decontaminate and treat victims

of hazardous chemical or infectious diseases, as needed (i.e. contaminated victims who self-report to the hospital). Rochelle Fire shall execute decontamination measures on scene as needed.

- H. Ogle County Health Department shall identify hazardous chemicals or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
- I. An appointed PIO will issue all health and medical advisories to the public, such as: emergency water supplies, waste disposal, mass feeding services, immunizations, disinfecting, etc.
- J. Rochelle Community Hospital maintains mutual agreements with other hospitals.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief Executive Official (CEO)

1. Requires RFD and/or RCH to send a representative to the EOC when notified of an emergency situation. If warranted, Ogle County Health Department would either man the Ogle County EOC or liaise with Rochelle's EOC depending on the circumstances.

B. Rochelle Fire EMS

1. Respond to the disaster scene with emergency medical personnel and equipment.
2. Upon arrival at the scene, assume appropriate role in the ICS. If ICS has not been established, initiate in accordance with the jurisdictions emergency management system and report implementation to the EOC if feasible/applicable.
3. Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities. Trauma patients should be transported to the designated trauma center.
4. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone communications with hospitals, as appropriate.
5. Direct the activities of private, volunteer, and other emergency medical units and of bystander volunteers as needed.
6. Evacuate patients from affected hospitals and nursing homes if necessary.
7. Assign a qualified representative to the EOC as necessary.

C. Rochelle Community Hospital shall

1. Implement internal and/or external hospital disaster plan.
2. Advise the Health and Medical Coordinator or appropriate representative in the EOC of conditions of the hospital and number and type of beds.

3. Establish and maintain field and inter-hospital medical communications.
4. Provide medical guidance as needed to EMS.
5. Coordinate with EMS, other hospitals, and any medical response personnel at scene to ensure that casualties are transported to the appropriate medical facility. Distribute patients to and among hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, and bed capacity. Take into account special designations such as trauma centers and burn centers. Consider the use of clinics to treat less than acute illnesses and injuries.
6. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
7. Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken.
8. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
9. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
10. Provide patient identification information to the ARC upon request.

E. Public Health Officer

1. Is assigned by Ogle County Health Department.
2. Coordinates all public health services in the jurisdiction.
3. Inspects for purity and usability all foodstuffs, water, drugs, and other consumables that were exposed to the hazard.
4. Provides epidemiological surveillance, case investigating, and follow-up.
5. Provides laboratory services for identification required to support emergency health and medical services.
6. Coordinates operations for immunizations, isolation or quarantine procedures, if required.
7. Establishes preventive health services, including the control of communicable diseases such as influenza, particularly in shelters.
8. Monitors food handling and mass feeding sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding and facilities that are used to feed disaster victims.

F. Environmental Health Officer

1. Is assigned by Ogle County Health Department.
2. Provides for the monitoring and evaluation of environmental health risks or hazards as needed and ensures the appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public.

3. Implements actions to prevent or control vectors such as flies, mosquitoes, and rodents.
4. Detects and inspects sources of contamination.
5. May assist in inspections of damaged buildings for health hazards.
6. Coordinates with the water, public works, or sanitation departments to ensure the availability of potable water, an effective sewage system, and sanitary garbage disposal.
7. Coordinates with the animal care and control agency to dispose of dead animals.
8. Ensures that adequate sanitary facilities are provided in emergency shelters and for response personnel.

G. Mental Health Agencies

1. Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery. Services may include crisis counseling, critical incident stress debriefings, information and referral to other resources, and education about normal, predictable reactions to a disaster experience and how to cope with them. There should be a capacity to provide specialized assistance for those affected by a traumatic event or who become traumatized by cumulative stress related to the disaster experience.
2. Provide outreach to identify and serve those in need of mental health support.
 - a) Coordinate with the PIO to arrange for dissemination of information to the public.
 - b) Coordinate with the Mass Care Coordinator to identify shelter occupants that may require assistance.

H. Mortuary Services (Ogle County Coroner)

1. Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased is personal effects, and locating and notifying the next of kin.
2. Establish temporary morgue sites.
3. Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality numbers.
4. Coordinate with:
 - a) Search and rescue teams, hospitals, EMS, and other emergency responders.
 - b) Funeral directors, morticians, and assets for transportation of deceased persons.
 - c) Other pathologists.
 - d) The ARC for location and notification of relatives.
 - e) Dentists and x-ray technicians for purposes of identification.
 - f) Law enforcement agencies for security, property protection, and evidence collection.

I. American Red Cross (ARC)

1. Provides food for emergency medical workers, volunteers, and patients, if requested.
2. Assists in the notification of the next of kin of the injured and deceased.
3. Assists with the reunification of the injured with their families.
4. Provides blood, blood substitutes, and blood byproducts, and/or implementing reciprocal agreements for replacement of blood items.
5. Provides first aid and other related medical support at temporary treatment centers, as requested, and within capability.
6. Provides supplementary medical, nursing aid, and other health services upon request, and within capability.
7. Provides assistance for the special needs of the handicapped, elderly, and those children separated from their parents, within capability.

J. Social Service Agencies

1. Assist in providing for the special needs of the handicapped, elderly, and children separated from their parents; also provide for special needs of orphaned children.

K. Animal Control Agency

1. Coordinates with veterinarians and animal hospitals to arrange for services for animals as needed. These might include service, companion, or farm animals, wildlife, etc.
2. Coordinates with the Environmental Health Officer on the location, collection, and disposal of dead animals.

L. Law Enforcement

1. Maintains emergency health services at jail facilities.
2. May assist Mortuary Services in the identification of fatalities.
3. Provides security assistance to medical facilities and to health and medical field personnel upon request.

M. Illinois National Guard

1. Provides personnel and equipment to support medical operations during disaster situations (at the direction of the Governor).

N. All Tasked Organizations

1. Adhere to all professional and legal standards in the performance of duties.
2. Provide ongoing status reports to the EOC, including number of deaths, injuries, etc.
3. Provide and/or receive mutual aid in coordination with the EOC.

4. Provide information to the PIO for dissemination of public advisories as needed.
5. As needed, coordinate with other emergency health and medical services; with emergency services such as fire, police, and public works; and with the Health and Medical Coordinator.
6. Refer all media requests for information concerning health and medical status to the Health and Medical Coordinator. All other requests for information should go to the PIO.
7. Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.
8. Arrange for security to protect vulnerable work sites such as remote aid stations, temporary morgues, etc.
9. Develop plans to evacuate and/or shelter, as appropriate, patients, staff, equipment, supplies, and vehicles before, during, and after disasters.
10. Prepare detailed SOPs that include, but are not limited to: call-down rosters for notifying personnel; step-by-step procedures for performing assigned tasks; telephone numbers and addresses/locations of similar services in other jurisdictions.
11. Designate staff to perform disaster duties.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Since there are no medical response teams, initial medical actions will be the responsibility of the responding EMS services.
2. Augmentation personnel
 - a) Rochelle Community Hospital and Rochelle Fire EMS will be responsible for checking credentials of all volunteer health and medical responders.
 - b) Local emergency medical services personnel from medical and public health agencies and fire, police, public works, and other emergency services departments. Among these would be general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.
 - c) State-employed general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.
 - d) Volunteer/bystander health professionals including general physicians, specialists (qualifications should include hospital experience in trauma/disaster medicine), nurses, laboratory and x-ray technicians, emergency ambulance crews, etc.
 - e) Medical school residents and teaching staff from throughout the State.
 - f) Public Health Service (to include federally sponsored DMATs and Veterinary Medical Assistance Teams.
 - g) Other volunteer medical personnel from throughout the state.

- h) The Illinois Medical Emergency Response Team (IMERT) must be requested through Ogle County EMA.
- j) Volunteer medical personnel from other states.
- k) Business and industry medical departments.

B. Logistics

1. Sources of medical supplies and equipment:
 - a) Refer to the Resource Manual for listing of pharmacies, medical clinics, and local medical suppliers.
 - b) Mutual aid from hospitals outside the local jurisdiction.
 - c) National Disaster Medical System (NDMS includes U.S. Department of Defense, Department of Health and Human Services, Department of Veterans Affairs, and FEMA.) Note: Local jurisdictions will work through EMA, which in turn will work through the Ogle County Emergency Agency and IEMA to obtain resources under the control of the State and/or Federal Government.
2. Acquisition of medical/health equipment and supplies including medical operations.
 - a) Rochelle Community Hospital shall supply and re-supply field
 - b) Ogle County Health Department will supply and re-supply for health services.
 - c) The Ogle County Coroner's Office will supply and re-supply mortuary service.
 - d) Rochelle Community Hospital shall be responsible for its own supply and re-supply.
 - e) Rochelle Community Hospital must maintain mutual aid agreements with neighboring hospitals.
3. Transportation of medical/health supplies, personnel, and equipment:
 - a) Local government-owned vehicles will provide transportation.
 - b) Public ambulance services will provide transportation services.
 - c) Water transportation will be accomplished by Rochelle Fire and Public Works Departments
 - d) The Ogle County Coroner's Office will provide transportation for mortuary services.
 - e) Volunteers with four-wheel-drive vehicles may provide transportation for medical evacuations under bad weather or terrain conditions.
4. Shelter and feeding of field, health, medical personnel, and patients shall be the responsibility of ARC, Salvation Army, and Emergency Medical Response Groups.
5. Funeral Homes may serve as temporary morgues. If they are overwhelmed, assistance will be requested from Rochelle Cold Storage Industry, Ogle County EMA and IEMA.
6. The acquisition of embalming supplies, body bags, etc. for dealing with a mass fatality situation will be through Ogle County EMA to the Illinois Emergency Management Agency.

VI. DEVELOPMENT AND MAINTENANCE OF HEALTH AND MEDICAL ANNEX

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

VII. SUCCESSION OF COMMAND

- A. Succession of Command will go as outlined in the Basic Plan for Ogle County Public Health, Rochelle Fire and Rochelle Community Hospital.

VIII. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Management Act (20 ILCS 3305)
- C. 47 CFR, Part 73, Subpart G, Emergency Alert System
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents
- F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

IX. APPENDICES

- A. Pre-emergency Operations Checklist
- B. Response Operations Checklist
- C. Recovery Operations Checklist
- D. Organizational Chart, Ogle County Health Department

APPENDIX A.
PRE-EMERGENCY OPERATIONS CHECKLIST

1. Establish/update plans and procedures for procurement of the National Pharmaceutical Stockpile, medical supplies, vaccines, and potable water and refrigeration units.
 2. Identify shelters and develop procedures for staffing and supplying.
 3. Maintain current and up-to-date lists of physicians, nurses, and other personnel within the county.
 4. Provide specialized training in disaster operations for the staff of Ogle County Health Department, Rochelle Community Hospital and Rochelle Fire EMS.
 5. Develop and maintain emergency plans for mutual aid response for Ogle County Public Health, Rochelle Community Hospital and Rochelle Fire EMS.
 6. Contact local ministerial association and (local) Mental Health for support.
 7. Prepare news releases for disaster situations.
-

APPENDIX B.
RESPONSE OPERATIONS CHECKLIST

1. Activate Administrative, Nursing, and Environmental Health Staff.
 2. Activate shelters.
 3. Notify appropriate state and federal agencies.
 4. Provide staging area for mutual aid forces.
 5. Establish communication lines to shelters and Director of Environmental Health.
 6. Provide triage and first-aid at shelters.
 7. Ensure potable water supply during the emergency.
 8. Provide sanitation services during the emergency.
 9. Ensure adequate refrigeration during the emergency.
 10. If deemed necessary, inoculate individuals to prevent the threat and / or spread of disease.
 11. Distribute supplies, antidotes, vaccines, etc. to the shelters.
 12. Maintain records of all resources used (personnel, equipment, and supplies).
 13. Establish and operate emergency first-aid station at the shelters for emergency personnel.
-

APPENDIX C.
RECOVERY OPERATIONS CHECKLIST

1. Re-stock health and medical supplies.
 2. Complete records and reports for local, state, and federal agencies.
 3. Revise Public Health Annex as a result of the disaster operations.
 4. Participate in the critique and review of the response and recovery efforts.
 5. Re-assess personnel assignments.
 6. Continue response and treatment activities as necessary.
-

APPENDIX D.
ORGANIZATIONAL CHART

OGLE COUNTY HEALTH DEPARTMENT

907 West Pines Road

Oregon, IL 61061

Work: 815.732.7330

Fax: 815.732.2133

Staff should be contacted in the following order for these purposes:

1) Cindy Bauling - Public Health Administrator

Cell: 815.218.0306

E-mail: lbauling@oglecounty.org

2) Joanie Padilla

Cell: 815.631.4725

E-mail: jpadilla@oglecounty.org

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Mortuary Services
Annex

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A disaster is any situation where the demand for resources exceeds the available supply.
2. Provided with only minimal manpower, equipment, and resources, any unusual demand would tax the capabilities of the office and require supplementation from external sources.
3. The city could suffer mass casualties from transportation, weather related, industrial, weapons of mass destruction (WMD) and nuclear incidents.

B. Assumptions

1. First response would be by fire, rescue, and police agencies.
2. Initial response by the Coroner's office would be by staff on hand.
3. Supplemental resources would be from the local community.
4. More extensive assistance would come from other governmental entities and the private sector.

III. CONCEPT OF OPERATIONS

- A. 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.
- B. The Coroner will maintain rosters of his/her personnel that will assist in disaster operations. These will include the local funeral directors who have agreed to assist.
- C. Staff personnel will utilize necessary resources to provide needed levels of coverage.
- D. If needed, the Coroner will establish a temporary morgue away from the disaster site and maintain communications with the EOC.

- E. Morgue facilities will be provided dependent upon the location, volume, cause and weather conditions present at the time.
- F. The Coroner is responsible for notifying his/her 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.
- G. In the event that mortuary services overwhelm the Coroner's Office access to disaster teams would be provided by office staff to secure necessary services from organizations such as Illinois Coroner's Association and Illinois Funeral Directors Association.
- H. Responding radiological teams from the State and Federal Government will be consulted to help manage the procedures required for radiological decontamination of response personnel.
- I. 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.
- J. 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.
 - 1. 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 communications center make the announcement.
- K. Logistical support for operations will be accessed from the Ogle County EMA office. Support for actual morgue operations will be through the associations.

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.
 - 1. The SOPs will be located in the Coroner's office and the Rochelle EMA office.
 - 2. Basic responsibilities for operation would be divided into locating, recovering, and processing areas which would be overseen by the Coroner's command structure and supplemented by the police, fire, and rescue agencies, the Coroners association personnel and the funeral directors association personnel.

3. 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 the Rochelle 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. DEVELOPMENT AND MAINTENANCE OF MORTUARY SERVICES ANNEX

A. The responsibility for revisions, annex maintenance, review and updating this annex belongs to Rochelle EMA with the assistance Ogle County Coroner's Office.

VI. AUTHORITIES AND REFERENCES

A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.

B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)

C. Illinois Emergency Management Act (20 ILCS 3305)

D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.

E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents

F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

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. Train assigned mortuary service response staff and voluntary augmenters to perform emergency functions.
 2. Maintain personnel list and emergency response resources.
 3. Update Mortuary Services Annex as needed based on emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency operations.
 4. Negotiate, coordinate, and prepare mutual aid agreements.
 5. Identify and make provisions to protect records or other items essential for continuing operations.
 6. Develop SOPs to ensure successful response during a major disaster.
 7. Develop a system to track deployed resources for disaster response.
-

APPENDIX B.
RESPONSE OPERATIONS CHECKLIST

1. Continue training assigned mortuary service response staff and voluntary augmenters to perform emergency functions.
 2. Report appropriate information to the EOC during emergency operations.
 3. Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for mortuary personnel to perform assigned tasks in hazardous radiological or chemical environments.
 4. Expand mortuary services in an emergency.
 5. Designate and establish an emergency mortuary to manage organization resources and response personnel and to maintain contact with the EOC during emergency situations.
 6. Provide Public Information Officer with necessary information.
 7. Provide necessary logistical support for food, water, emergency power, lighting, fuel, etc.
 8. Maintain necessary radiation exposure records for all Coroner personnel and required dosimeter readings.
-

APPENDIX C.
RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
 2. Decontaminate mortuary equipment.
 3. Release unneeded mortuary personnel.
 4. Continue mortuary services until last identifications are made and remains released to next of kin.
 5. Arrange for appropriate disposal of unidentified remains.
-

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

Ogle County Coroner

Lou Finch
Oregon, Il 61061
Personal Cell: (815) 973 - 6156

Jeanette Bennett- Chief Dep. Coroner
Oregon, IL
Cell Phone: (815) 238 - 9371

ILLINOIS FUNERAL DIRECTORS EMERGENCY RESPONSE

IFDA OFFICE SPRINGFIELD IL 1-800-240-4332

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*Hazardous
Materials Annex*

I. PURPOSE

The purpose of this annex is to provide procedures, information and assignments of responsibility applicable to planning, preparation, mitigation, response, and recovery and prevention operations related to an incident involving release or potential release of hazardous materials within the City of Rochelle. Its intent is to provide a basic framework for a coordinated effort by responders, City agencies and the entire Emergency Management team to minimize the adverse effects on man and the environment resulting from such an uncontrolled release of or exposure to hazardous materials.

This annex is also designed to fulfill the requirements of the Federal Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).

- A. Assess the potential hazards of an extremely hazardous substance incident.
- B. Reduce the vulnerability of Rochelle residents in the event of an extremely hazardous substance incident.
- C. Establish capabilities for protecting citizens from the effects of an extremely hazardous substance incident.
- D. Respond effectively to the actual occurrence of an extremely hazardous substance incident.
- E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. SITUATIONS

- A. Chemical release from a facility where a worker or member of the public is killed or injured.
- B. A motor vehicle has overturned on a public highway involving hazardous materials.
- C. Derailment of a train carrying hazardous materials.
- D. Any release of an etiological agent.
- E. A release of a hazardous material that threatens or has been released in a body of water.
- F. Per IEMA, any release equal to or exceeding the reportable quantity of an

extremely hazardous substance or a CERCLA hazardous substance occurs at a facility within the City.

III. ASSUMPTIONS

- A. Emergency response agencies such as law enforcement, fire-fighting, medical/rescue and public works should be considered as primary responders to a hazardous materials incident. Most emergency responders lack the equipment and training for all but minor incidents/accidents. Despite its best efforts, City of Rochelle resources will be overwhelmed quickly with a major hazardous material release.
- B. Emergency response personnel will be trained in hazardous materials response and vehicles will be equipped with emergency response reference materials, guidebooks and specialized equipment appropriate to the level of response necessary.
- C. The amount of lead time available to determine the scope and magnitude of the incident will impact on the protective actions recommended.
- D. Additional resources may be obtained through established mutual aid agreements, state and federal resources.
- E. Private agencies involved in the use, storage and transport of extremely hazardous substances will cooperate with local governments in preparing for and conducting operations in response to hazardous materials incidents.
- F. Local government has the primary responsibility for the protection and well-being of the citizens. Consequently, local governments, through the designated response agencies, will:
 - 1. Respond to hazardous materials incidents of all types and sizes.
 - 2. Make initial assessments as to the severity or magnitude of the situation.
 - 3. Take appropriate first responder protection measures to prevent or minimize injuries and property/environmental damage.
- G. Protective actions for citizens in the risk area are in-place sheltering or evacuation.
- H. MABAS will be activated almost immediately for technical support/mitigation assistance.
- I. There may be a need for a wide evacuation area.

- J. There is the possibility for a mass casualty incident.
- K. Not all persons involved will go through the established decontamination procedures set up by emergency officials. Some people will circumvent this system and arrive at the area hospitals contaminated. Rochelle Community Hospital should implement the decontamination SOPs in their EOP.
- L. Rochelle EMA (via Ogle County EMA) will contact IEMA for incident documentation, technical support and additional resources as needed.
- M. In the event of a hazardous materials accidental release, first response will be by the Rochelle Fire Department.
- N. An event could require protective measures including evacuation and sheltering in place as appropriate. Warning systems and evacuation are discussed in their own sections in the EOP. In the case of an evacuation, re-entry into the area will be allowed only after qualified personnel have deemed it safe to do so.
 - 1. The transportation of extremely hazardous materials within the City of Rochelle poses a significant threat to the City via rail traffic, two State highways, two Interstates, and interstate pipelines. Such materials cannot be identified precisely in advance.
 - 2. The City of Rochelle also has a strong presence of industrial and other commercial facilities which handle hazardous materials. A list of fixed site facilities which have extremely hazardous substances and the facility coordinators and their emergency telephone numbers is available in the EOC.
- O. Natural and manmade emergencies can contribute to the likelihood of a Hazardous Materials emergency being present.

IV. CONCEPT OF OPERATIONS

- A. General
 - 1. The Chief Elected Officials and their designated managers, assisted by the Rochelle Emergency Management Agency Coordinator, supported by the Ogle County EMA and the Ogle/Lee County LEPC, will be responsible for administrative coordination of emergency response to all hazardous material incidents/accidents. All Direction and Control activities will be in accordance with the Basic Plan, Concept of Operations and other appropriate annexes.
 - 2. Support agencies will increase the need for coordination during the emergency. If the local capabilities are over-taxed, support may come from other jurisdictions or state or federal agencies. The use of resources

should be directed from the Emergency Operations Center (EOC), depending on the type and seriousness of the incident.

3. Calls are received and processed through the Rochelle 911 Center (Refer to the Communications Annex). Dispatchers will process the call, obtain as much information and then dispatch the appropriate agency.
4. The responsible agency will respond with other agencies to investigate the incident. There will more than likely be police and EMS units as well as fire units on scene.
5. Upon arriving, the responsible agency will conduct a size up of the situation. Incident Command will immediately be established. The strategic priorities of IC will always be **1) Life safety, 2) Incident stabilization and 3) Property conservation**. Within these strategic objectives, the following tactical priorities to be addressed at a hazardous materials scene: *ISOLATE, IDENTIFY, NOTIFY, MITIGATION and TERMINATION*.
6. The IC will make the determination if the resources he has initially assigned will be able to mitigate the incident. He will attempt to assess if there is a hazardous materials incident using the ERG, placards and other common signs that present themselves.
7. The IC will request any additional resources he needs for the incident.
8. Upon arrival of EMA, Ogle County EMA will be contacted for documentation, technical assistance and other resources as needed.
9. The hospitals will be advised as soon as is practical to implement their EOP. They will also be faxed as much information as possible about the chemical.
10. If needed, mutual aid from existing hazardous materials teams or MABAS will be activated.
11. Fire departments will set up triage if applicable. EMS will transport victims to area hospitals.
12. As is possible, decontamination procedures will be set up at the incident.
13. A record of expenses will be maintained by the EMA Coordinator and provided to responding agencies who make the request as well as to the City Finance Director.
14. The transporting documents will be recovered.
 - a. The responsible party will be advised that they are responsible for the cleanup of the incident.
 - b. The responsible party will be given an IEMA Emergency Release Notification Fact Sheet along with explanation for follow-up.

B. Extremely Hazardous Incidents/Accidents

1. The basic policy of the City of Rochelle relating to incidents/accidents involving extremely hazardous substances will be direct response efforts toward rescue and curtailing the release of the substance.
2. The establishment of a capability to decontaminate people, equipment and

facilities is essential for successful response to emergencies involving extremely hazardous substances.

C. Personal Protective Measures

1. Evacuation

- a. Limited evacuation which demands urgent and immediate action should be directed and managed by the IC.
- b. Evacuations of major scope, which include large populations and extensive relocation and support resources, will be managed under the authority of the Chief Executive Group and under the coordination of the Rochelle EMA Coordinator.
- c. When conditions dictate, precautionary measure will be taken to evacuate special populations.
- d. The Police Chief will coordinate evacuation/reception movement procedures and special contingency planning with local law enforcement to provide for evacuation routes within the county and alternate routes.

2. Shelter In-Place

- a. Shelter in-place is recommended when the projected toxicity of the release does not justify evacuation or when the risks and threats associated with the movement and evacuation of residents outweigh the benefits. In many circumstances, effective protection can be found in homes or other facilities.
- b. If shelter in-place actions are to be implemented, announcements should be made using measures outlined in the public notification and warning section of these procedures.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Depending on the seriousness of the hazardous materials incident/accident, all governmental agencies in the City of Rochelle will have an emergency function in addition to their normal duties. Each agency has the responsibility to develop and maintain its own Standard Operation Guidelines (SOGs). General areas of responsibility are found in the Basic Plan section of the EOP.

B. Task Assignments

1. Ogle/Lee County Local Emergency Planning Committee (LEPC)

- a. The LEPC is appointed by IEMA; it is charged with the development, review and revision of the local plan. The LEPC conducts hazards identification and analysis along with assessing the local response capabilities. It develops a Hazardous Material Annex appropriate to the county. The LEPC outlines methods and schedules of exercises and coordinates the exercise plan to ensure its

- comprehensiveness.
 - b. Holds scheduled meetings to establish short and long range plans mandated by EPCRA Section 303(a).
 - c. Provides support and focuses on hazardous materials in fixed facilities and transportation routes by performing a hazards analysis or updating the current analysis.
 - d. Shall annually submit the plan to the Illinois Emergency Management Agency for review and comment.
2. Rochelle EMA Coordinator
- a. The EMA Coordinator shall be responsible for implementation of this annex.
 - b. The EMA Coordinator is the administrative coordinator of the Rochelle hazardous materials response effort. The administrative coordinator works with the Ogle County Emergency Management Agency to maintain hazardous materials preparedness programs in the City. This includes integrating hazardous materials information into the County-Wide Multi-Hazard Emergency Operations Plan (EOP).
 - c. With the Incident Commander, briefs local and state officials as to the situation in regard to the spill or incident.
 - d. Maintains plans and training programs in support of the Hazardous Materials Annex and updates them on a regular basis.
 - e. Coordinates technical assistance for hazardous material risk assessments.
 - f. Maintains plans and training programs in support of the Hazardous Material Annex and updates them on a regular basis.
3. City Attorneys
- a. Provide enforcement of regulations and initiate legal action and cost recovery against parties responsible for release of hazardous materials in violation of regulations.
4. Rochelle Fire Department
- a. Is responsible for an initial response to a hazardous materials incident. The response should be in accordance with federal and state laws and rules and regulations with regard to hazardous materials response.
 - b. The RFD first arriving officer establishes Incident Command (IC) and begins size-up. The first unit must consciously avoid committing itself to a dangerous situation.
 - c. Response to any hazardous materials incident shall be in a defensive posture. Slow down or stop approach to assess any visible activity taking place. Evaluate the effects of wind, topography and location of the incident. Stage all other units at a safe distance until instructed to take specific actions.
 - f. Establishes staging areas upwind at highest elevation.
 - g. Coordinates with on-site authorities and the EOC.
 - h. Decides which public protection actions are appropriate based on the initial situation assessment; clearly specifies objectives and tactics,

(sheltering in place or evacuation methods). The IC may make decisions based on predicted release, speed, direction and concentration of plume(s).

- i. Coordinates the activities of all support agencies at the Incident Command Post; briefs the medical, law enforcement and other authorities on the hazard evaluation and environmental assessment.
 - j. Provides staff support to the EOC. Requests necessary support by type (technical assistance, manpower, equipment, etc.).
 - k. Develops and maintains Standard Operating Guidelines (SOGs) based on training, manpower, equipment and other resources.
 - l. Provides assistance in search and rescue operations. Maintains records of all persons in the exclusion area. Provides for decontamination of personnel and equipment.
 - m. RFD should notify Ogle County EMA, IEMA, IEPA, EPA, FEMA, NRC, etc., as appropriate.
 - n. Prevents site access to unauthorized personnel to prevent the spread of the product or accidental contamination. Unauthorized access to the site will not be permitted until deemed safe by the Incident Commander and the Safety Officer.
9. Law Enforcement
- With their responsibilities and special jurisdictional authority, all law enforcement agencies will have an important response role in most hazardous substances incidents/accidents. The Police Chief is responsible for ensuring their personnel are thoroughly familiar with emergency response procedures as set forth in these plans.
- a. Establishes incident boundaries and access control points in accordance with Command Post guidelines.
 - b. Provides for warning support and coordinates evacuation to sheltering areas or pick up points.
 - c. Hazardous materials emergencies commonly require mutual aid assistance among law enforcement agencies of the county and from surrounding counties for the coordination of traffic control and law enforcement operations. Mutual aid agreements are in place or shall be established as appropriate by the county law enforcement agencies to ensure an effective law enforcement operation.
10. Public Works and Utilities
- a. The Public Works agencies in Rochelle shall assist in necessary road closures, detours and establishment of control zones. Additionally, shall ensure coordination with IDOT on state road closures. Public Works agencies shall be responsible for establishing appropriate procedures to support this requirement.
 - b. Provide technical assistance and resources to support hazardous materials containment activities.
 - c. Water and sewer departments shall be responsible for assisting with remedial actions when a hazardous material may affect water sources and distribution systems. They may also assist in product analysis

and sampling. Public Works directors shall assist in establishing procedures to support this requirement.

- d. Establishes procedures for assisting with disposal of hazardous materials when appropriate.
 - e. Assists with the posting of contaminated areas.
 - f. Coordinates the provision of utilities and other services essential for basic human needs.
 - g. Hazardous materials emergencies commonly require mutual aid assistance for the purpose of coordinating containment actions in the event of a release that could affect another city, county or state. Public Works agencies shall be responsible for establishing written agreements between each organization responsible for containment actions to ensure an effective response.
11. Health Department
- a. Provides an environmental analysis of the situation and recommends proper epidemiological and toxicological solutions to deal with public health issues concerning hazardous material incidents/accidents.
 - b. Manages the distribution and use of health resources
 - c. Consults on and assists if necessary with damage assessments and based on the assessments, issues guidance to the general public.
 - d. Assists in product analysis and sampling as appropriate.
 - e. Implements Health Department EOP as appropriate.
12. Emergency Medical Services
- a. Coordinates the on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials emergency. Ensures mutual aid plans for both the Emergency Medical Service (EMS) and hospitals are implemented.
 - b. Provides emergency medical assistance to persons directly affected by the incident, emergency workers and the affected public.
 - c. Written mutual aid agreements are maintained between EMS organizations to ensure an effective response.
13. State Support
- a. Illinois Emergency Management Agency
 - (1) Responsible for the overall emergency coordination of State assistance if state agency response is required. Therefore, immediate notification of all incidents/accidents involving hazardous materials are reported to IEMA via Ogle County EMA.
 - (2) Provides support and resources to the Ogle County EOC and Ogle County EMA Coordinator which is then forwarded to the Rochelle EOC or locations as needed.
14. General Support
- a. U.S. EPA coordinates federal funding, equipment, personnel and expertise during major ground and air toxic incidents and land/water spills.
 - b. FEMA
 - (1) Establishes guidance for the development of training, emergency planning and exercises.

- (2) Provides support and resources to the EOC upon a request from the State.

VI. DIRECTION AND CONTROL

- A. Rochelle Fire Chief is responsible for all fire department activities within their coverage area.
- B. Hazardous materials responses shall be assigned by the RFD Officer in the EOC. The RFD Officer is assigned by or with the approval of the Fire Chief or Fire Command on scene.
- C. Hazardous materials response might be delayed or postponed if the hazardous materials trained fire department personnel are assigned to other higher priority duties such as rescue, firefighting or emergency medical services.
- D. If all available trained hazardous materials personnel are committed, expended or inadequate, the RFD Officer in the EOC shall advise the Ogle County EMA of the need for state assistance.

VII. SUCCESSION OF COMMAND

- A. Fire Chief
- B. On Scene Senior Officer
- C. RFD Officer in EOC

VIII. DEVELOPMENT AND MAINTENANCE OF THE DIRECTION AND CONTROL ANNEX

- A. The Ogle/Lee County LEPC is charged with developing a chemical emergency response plan for the County. The plan will be reviewed and updated on an annual basis, in accordance with Section 303 of EPCRA.
- B. The responsibility for revisions, keeping attachments current and developing necessary documents for this annex belongs to Rochelle EMA Coordinator.
- C. The responsibility for revisions and maintenance of SOPs, belongs to the emergency response groups.

IX. AUTHORITIES AND REFERENCES

- A. Rochelle Municipal Code, Chapter 34 - Civil Emergencies.
- B. Illinois Emergency Interim Executive Succession Act (5 ILCS 275)
- C. Illinois Emergency Management Act (20 ILCS 3305)
- D. The Robert T. Stafford Disaster Relief & Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- E. Homeland Security Presidential Directive (HSPD) – 5 Management of Domestic Incidents
- F. Homeland Security Presidential Directive (HSPD) – 8 National Preparedness

X. APPENDICES

- A. Reporting TIER II facilities
- B. Pre-Emergency Checklist
- C. Response Operations Checklist
- D. Recovery Checklist

APPENDIX A.
REPORTING TIER II FACILITIES

The list of facilities within the City of Rochelle which have reportable quantities of hazardous chemicals and have submitted TIER II forms to the Ogle/Lee Local Emergency Planning Committee and the Rochelle Fire Department. Copies are located in the Ogle County Emergency Management Agency Office and the Rochelle Fire Station.

APPENDIX B.

PRE-EMERGENCY CHECKLIST

1. Train all fire, police and public works personnel to hazardous materials first responder awareness level. NOTE: Rochelle Fire Department has personnel trained to the Hazardous Materials Technician B level.
 2. Write and put in place standard operating procedures on all levels of hazardous materials response.
 3. Keep current a list of available hazardous materials teams in the region.
 4. Establish Memorandums of Understanding with private contractors who work with hazardous materials.
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APPENDIX C.

RESPONSE OPERATIONS CHECKLIST

1. Respond to incidents as manpower and equipment allow and function at the appropriate level of training to control or stabilize the incident.
 2. Staff the EOC with a trained hazardous materials officer who will advise the EOC staff on the hazardous materials problems.
 3. Use the proper chemical protective clothing and breathing apparatus in hazardous chemical environment.
 4. Use appropriate methods to stabilize the incidents.
 5. Risk assessment at incidents to determine or predict possible outcomes.
 6. Advise the EOC of all on-scene activities.
 7. Monitor private contractors working at the scene.
 8. Work with local, state and federal agencies who respond to the scene.
 9. Monitor and minimize environmental damage to the air, water and ground.
 10. Record all incident activities and expenses.
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APPENDIX D.
RECOVERY CHECKLIST

1. Supervise all clean-up activity.
 2. Compile all records and file an after-action report.
 3. Inventory all response equipment and replace all that is expended or damaged.
 4. Attempt to recover all expenses incurred during the incident.
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