

VILLAGE OF MAHOMET



EMERGENCY OPERATIONS PLAN

Village of Mahomet Emergency Services and Disaster Agency
303 East Oak Street
Mahomet, IL. 61853

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Village of Mahomet

Emergency Operations Plan

Adopted June 2006

/S/ Deb Braunig

**Village President
Deb Bräunig**

/s/ Mell Smigielski

Village Administrator

/s/ Daniel J. Driscoll

**EMA Coordinator
Daniel J. Driscoll**

VILLAGE OF MAHOMET
EMERGENCY OPERATIONS PLAN

RECEIPT OF PLAN

I hereby acknowledge that I have received a copy of the Village of Mahomet's Emergency Operations Plan from which my Department or Agency may be a component part of the local Emergency Management Organization for the Village of Mahomet.

Date

Signature

Printed Name

Title

Department

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5. ESDA DIRECTOR
6. SUPERINTENDENT OF SCHOOLS
7. VILLAGE ATTORNEY
8. LIBRARY DIRECTOR
9. VILLAGE TREASURER
10. STREET/ALLEY SUPERINTENDENT
11. WATER/SEWER SUPERINTENDENT
12. METCAD DIRECTOR
13. VILLAGE ENGINEER
14. ASSISTANT ESDA DIRECTOR
15. FIRE DEPARTMENT PUBLIC INFORMATION OFFICER
16. CONSULTING ENGINEER
17. ARROW AMBULANCE, DIRECTOR
18. PRO AMBULANCE, DIRECTOR
19. EMERGENCY OPERATING CENTER
20. POLICE DEPARTMENT
21. FIRE DEPARTMENT
22. CHAMPAIGN COUNTY ESDA

AUTHENTICATION

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

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

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

Approved this _____ day of _____, 2005.

By: _____
_____, VILLAGE PRESIDENT
Village of Mahomet

By: _____
_____, VILLAGE ADMINISTRATOR
Village of Mahomet

By: _____
_____, CHIEF OF POLICE
Village of Mahomet

By: _____
_____, ESDA DIRECTOR
Village of Mahomet

By: _____
_____, CLERK
Village of Mahomet

RESERVATION OF RIGHTS

The Village President, Village Administrator and EMA Coordinator hereby reserve the right and privilege of making changes in the Emergency Operations Plan at their own discretion without providing advance notice to, or securing permission from, any state or federal agency or any of its employees.

Village of Mahomet, Village President

Village of Mahomet, Village Administrator

Village of Mahomet, EMA Coordinator

CONCURRENCE PAGE

We, the undersigned, have read, written, or approved our respective part or parts of the Village of Mahomet's Emergency Operations Plan (EOP). I accept the duties and responsibilities as assigned and written and acknowledge the relationships hereby established. I further agree to provide all resources possible — manpower, equipment, and material — to perform the assigned duties.

<u>Section</u>	<u>Signature, Title and Date</u>
Communications and Warning	_____ Assistant ESDA Director
Public Information	_____ Public Information Officer
Damage Assessment	_____ Village Engineer
Emergency Operating Center	_____ ESDA Director
Fire, Search & Rescue, Medical Assistance, Haz Mat and Radiological Protection	_____ Assistant Fire Chief of Operations
Law Enforcement/Evacuation & Animal Welfare	_____ Chief of Police
Mortuary	_____ Parks and Recreation Director
Public Works	_____ Street/Alley Superintendent
Resource Management & Volunteer Resource	_____ Village Treasurer
Shelter and Welfare	_____ Library Director
Transportation	_____ Superintendent of Schools
Command and Control & Terrorism	_____ Assistant Fire Chief of Training

PLAN ABSTRACT

The Basic Section of this Emergency Operations Plan is written to describe the functions and responsibilities of the overall plan. It is intended to be used by the policy group of Village of Mahomet, which includes elected officials, Village Administrator, Chief of Police and ESDA Director.

Individual sections covering specific functions such as Damage Assessment, Emergency Operating Center, Fire/Rescue, Law Enforcement, Transportation, etc., which detail specific information as to how these areas function during emergency operations follow the Basic Section. These sections are written by and for the emergency responders of the Village of Mahomet.

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VOLUNTEER RESOURCE MANAGEMENT SECTION

TERRORISM: CONSEQUENCE MANAGEMENT PLAN

ACRONYMS AND ABBREVIATIONS

CEO	Chief Executive Officer
CMT	Crisis Management Team
CPG	Comprehensive Procurement Guidelines
CPO	Command Post Officer
EBS	Emergency Broadcast System
EMA	Emergency Management Activity
EMP	Electro-Magnetic Pulse
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operating Center
EOP	Emergency Operations Plan
ESDA	Emergency Services and Disaster Agency
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IDNS	Illinois Department of Nuclear Safety
IDOT	Illinois Department of Transportation
IDPA	Illinois Department of Public Aid
IDPH	Illinois Department of Public Health
IEMA	Illinois Emergency Management Agency
IEPA	Illinois Environmental Protection Agency
ILCS	Illinois Compiled Statutes
IREACH	Illinois Radio Emergency Assistance Channel
ISP	Illinois State Police
ISPERN	Illinois State Police Emergency Radio Network
LEPC	Local Emergency Planning Committee
MABAS	Mutual Aid Box Alarm System

MCI	Mass Casualty Incident
MCO	Medical Command Officer
MCP	Mobile Command Post
METCAD	Metropolitan Computer-Aided Dispatch
MHCDS	Mental Health Council for Disaster Services
NAPB	Nuclear Attack Planning Base
NAWAS	National Warning System
NBC	Nuclear, Biological, Chemical
NFPA	National Fire Protection Association
NIMS	National Incident Command System
NIPC	National Infrastructure Protection Center
NORAD	North American Air Defense Command
OSHA	Occupational Health and Safety Administration
PF	Protection Category
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RADEF	Radiological Defense
RM	Radiological Monitor
RPO	Radiological Protection Officer
RPS	Radiological Protection System
SEOC	State Emergency Operations Center
SLG	State and Local Government
SOP	Standard Operating Procedures
UI	University of Illinois, Champaign-Urbana
UIC	Unified Incident Command
WERS	Weapons Effects Reporting Station(s)
WMD	Weapons of Mass Destruction

TERMS AND DEFINITIONS

Aerial Radiological Monitoring — The use of aircraft and radiological instruments to acquire radiation exposure rate data on large areas and at or between locations of specific interest.

Alpha Particle — Charged particle of relatively large mass emitted spontaneously from the nucleus of certain radioactive atoms. It can penetrate only the epidermal layer of skin. It is primarily an external radiation hazard.

Alternate Emergency Operating Center — Facility designed to be used by the Crisis Management Team in the event the Primary EOC is inaccessible or unusable.

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

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

Basic Life Support — The control or resolution of immediate life-threatening problems performed by EMT-A's or EMT-I's with simple skills and equipment. These include:

- Opening blocked airway,
- Performing CPR,
- Stopping serious bleeding with direct manual pressure, and
- Immobilizing fractures with splints.

Beta Particle — A charged particle of very small mass emitted spontaneously from the nucleus of certain radioactive atoms. It can penetrate the skin and may cause severe skin tissue damage. It is both an internal and external hazard.

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

Chief Executive Officer — See Principle Executive Officer.

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

Command Post — See Field Command Post.

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

Contaminant (Radioactive) — Radioactive debris fallout from a nuclear explosion or accident whose radiation can be harmful if the debris is not removed or covered.

Contamination (Radioactive) — Radioactive material (fallout) deposited on the surface of structures, areas, objects, or people following a nuclear explosion or accident.

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

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

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

Crisis Management Team — Heads of City departments, each of which is responsible for managing their own department and coordinating needed assistance and services to augment their response capabilities.

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

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

Decontamination — The removal of any hazardous material contamination from a structure, area, object, or person.

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

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

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

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

Disaster Assistance Center — Federally run “one-stop” facility where citizens affected by a disaster may apply for various federal relief programs.

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

Dosimeter — An instrument used for measuring and registering total accumulated exposure to radiation.

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

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

Emergency Broadcast System — A network of AM or FM radio and TV stations linked to state or local EOC's 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-A's (ambulance), who provide the most basic care; EMT-I's (intermediate), who have obtained additional training toward paramedic status; and EMT-P's (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 Operating 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 Plan — The written plan of a political subdivision describing the information, mission, and functions of the government and supporting services for responding to and recovering from disaster.

Emergency Operating Procedures — See Standard Operating Procedures.

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

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

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

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

Essential Services — Those services necessary for the survival of the population and the continuation of government.

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

Exercise — A simulated emergency/disaster set-up to test emergency response methods and for use as a training tool.

Expedient Shelters (or Improvised Shelter) — Facilities that are constructed in an increased readiness period to provide fallout and blast protection.

Exposure — The total or accumulated quantity of contamination that an individual experiences.

Exposure Rate — The amount of contamination to which an individual is exposed per unit of time.

Fallout (Radioactive) — Airborne particles containing radioactive material that settles to the surface of the earth following a nuclear explosion or accident; also, the settling on the earth's surface of radioactive substances from a nuclear explosion or accident. Early fallout, also called local fallout, is fallout that settles to the surface of the earth during the first 24 hours after a nuclear explosion or accident. Delayed fallout, also called worldwide fallout, is fallout that settles to the surface of the earth after the first 24 hours after a nuclear explosion or accident. Early fallout precedes most of the fallout radiation.

Fallout Shelter — Facility, which provides shelter from the ionizing radiation produced by a nuclear detonation. The shielding capability of a shelter is determined by survey and may be upgraded. Each shelter is provided 10 square feet.

Federal Emergency Management Agency — 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.

Field Command Officer — Senior official at the field command post.

Field Command Post — On-scene or near-scene direction and control point.

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

Gamma Ray — Electromagnetic radiation of high energy originating in atomic nuclei and accompanying nuclear reaction. It is identical with an x-ray of high energy. It can penetrate dense materials. It is a serious external hazard.

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 of the environment if accidentally released. Hazardous materials include: explosives, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, poisonous and infectious substances, radioactive materials, and corrosives.

Homeland Security Advisory System (HSAS) — Nationwide system, which characterizes the terrorist threat, based on a five-tier scale of threat conditions and corresponding colors: Low (Green), Guarded (Blue), Elevated (Yellow), High (Orange), and Severe (Red).

Hot Spots — Areas on a contaminated surface in which the radiation level is greater than in neighboring areas.

Illinois Department of Nuclear Safety — A state agency with emergency response capability or group of emergency response capabilities with a common mission. The IDNS should function well during an emergency to provide authorities with information on the radiation environment so they can make decisions and initiate actions to minimize the effects of the radiation hazard. It does this by (1) detecting, measuring, evaluating, and assessing the radiation hazard; (2) selectively reporting radiological information to higher authorities; and (3) recommending appropriate countermeasures.

Illinois Emergency Services and Disaster Agency — The agency established by “The Illinois Emergency Services and Disaster Agency Act of 1988” (P.A. 85-1027, effective June 30, 1988) 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 if the township is in a county having a population of more than 2,000,000) and the federal government.

Incident Commander — Individual in charge of directing the response at a disaster.

Increased Readiness/Heightened Risk — A pre-attack phase when world tensions are high and crisis preparations for protection of the population and government are undertaken. During this period, civil defense systems are upgraded from the minimal level of operational readiness toward the total preparedness level required by the jurisdiction.

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

Military Civil Support Team — Division of the Army National Guard that responds to regional emergencies and supports the local and state hazardous material emergency mitigation efforts.

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

Mobile Radiological Monitoring — Monitoring operations conducted on foot or by vehicles in areas where specialized knowledge of the fallout situation is required.

Monitoring — Analysis of the environment, periodic or continual, for the presence of hazardous materials. Also see radiological monitoring.

Morgue — Room, area, or facility where the dead 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).

Nuclear Attack — Warfare against this country involving nuclear weapons.

NUDET — A nuclear detonation.

Operations Group — Responsible for carrying out response activities.

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

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

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

Policy Group — Committee responsible for major decisions and overall operations.

Political Subdivision — Unless the context clearly indicates otherwise, refers to the village.

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.

Principal Executive Officer — Unless the context clearly indicates otherwise, refers to the Mayor/Village President.

Protective Clothing — Generally refers to garments designed to protect wearer from biological, nuclear or chemical contamination.

Public Information Officer — Designated spokesperson for a jurisdiction.

Public Shelters — Facilities that have been surveyed and meet minimum requirements for protection from fallout radiation or severe weather.

Radiation (Nuclear) — High-speed particles and electromagnetic radiation spontaneously emitted from the nucleus of unstable (radioactive) atoms. (See Alpha Particle, Beta Particle, and Gamma Ray.)

Radio Amateur Civil Emergency Service — An amateur radio resource licensed by the Federal Communications Commission to remain on the air during a national emergency to support civil defense operations. When organized locally, it provides high frequency communications capable of operating long distances without the use of repeaters or wireless controlled equipment.

Radioactive Decay — The decrease with passage of time in the amount of radiation being emitted by radioactive materials.

Radiological Defense — A program, including plans, procedures, and systems to monitor, report, and evaluate the radiological hazards resulting from a nuclear attack. It supports preventive and remedial measures to minimize the effect of nuclear radiation on people and resources.

Radiological Defense Communications — The communications required within a jurisdiction to link local reporting stations, shelters, and emergency services workers to the local EOC and to state EOC's for weapons effects reporting and self-protection operations.

Radiological Defense Officer — The principal technical advisor within the EOC on RADEF matters.

Radiological Defense Program — The means, by which RADEF systems are developed, implemented, exercised, and maintained. It combines the plans, trained personnel, facilities, and instruments into a complete operational RADEF system.

Radiological Monitor — An individual trained to measure, record, and report radiation exposure and exposure rates and to provide limited field guidance on radiation hazards associated with his assigned operation.

Radiological Monitoring Instructors — Individuals qualified to train radiological monitors.

Radiological Monitoring Instruments — Special instruments to detect and measure radiation exposure rates or accumulated exposure.

Radiological Protection — See Radiological Defense.

Radiological Protection Officer — See Radiological Defense Officer.

Radiological Protection System — See Radiological Defense Support System.

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

Recovery — This, 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.

Remedial Movement — Movement of people following a hazardous material incident to a safer area or a better-protected location.

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.

Roentgen — A unit of exposure to X-ray or gamma radiation.

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

Section — A portion of the Emergency Operations Plan that outlines the operations of an emergency function or service.

Self-Protection Radiological Monitoring — Monitoring by emergency workers and personnel of essential facilities and industries that must conduct emergency operations under fallout conditions.

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

Shelter Systems Officer — 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.

State Instrument Maintenance and Calibration Facility — An operation in each state that is totally funded by the Federal Emergency Management Agency to repair, maintain, and calibrate radiological monitoring instruments.

Survey Meter — A portable instrument used to detect nuclear radiation and measure the exposure rate.

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

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

Triage Tag — Card used to identify the category once a patient has been triaged.

Unified Management Team — An identifiable group of persons with responsibility for an incident, either geographical or functional, that work together to establish a common set of incident objectives and strategies that they can subscribe to. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Upgradeable Shelters — Facilities that have additional mass, such as earth or bricks, added to increase their fallout protection.

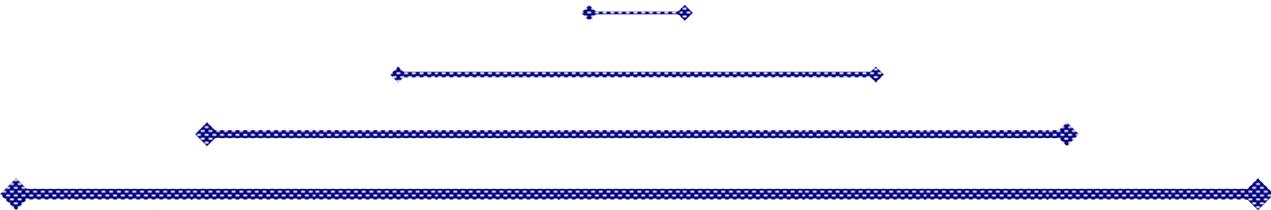
Vital Facilities — Facilities at fixed locations that are essential to conducting emergency operations, national security, or national recovery.

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.

Weapons Effects Reporting Network — A network of stations strategically located throughout the jurisdiction to provide the local EOC RADEF operation or disaster analysis section with data on weapons effects damage and fallout.

Weapons Effects Reporting Stations — A facility with fallout protection, reliable communications, instruments, and trained monitors that is designated for collecting and reporting weapons effects and radiological data to the EOC.

Weapons of Mass Destruction — Biological, nuclear, incendiary, chemical and explosive devices or agents designed to cause widespread destruction of structures and death of people and animals.



Village of Mahomet Emergency Operations Plan

Basic Plan



VILLAGE OF MAHOMET EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. PURPOSE

This Emergency Operations Plan is an effort to develop a comprehensive emergency management program which seeks to **mitigate** the effect of a hazard, to **prepare** for measures to be taken which will preserve life and minimize damage, to **respond** during emergencies by providing necessary assistance, and to establish a **recovery** system in order to return the community to its normal state of affairs.

This Basic Section attempts to define in a straight forward manner who does what, when, where, and how, along with also addressing the Village of Mahomet's planned response to extraordinary emergencies associated with natural disasters, technological incidents, nuclear defense activities and acts of terrorism. It is a strategic planning approach to organizing the integrated emergency management system to respond efficiently and effectively to all disasters. Operational concepts relating to the various emergencies are provided. Components of the local emergency management organization are identified. The Village of Mahomet's responsibility to protect life and property and assure the general well-being of its population is described. This section also identifies the sources of outside support that might be provided by other jurisdictions, state, and federal agencies. These concepts assure the general well-being of the population of the Village of Mahomet.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The Village of Mahomet can be exposed to many hazards, all of which have the potential to threaten the health, safety and welfare of the citizens of the community. These hazards are classified as natural, technological, and nuclear risks and have the potential to cause injuries, deaths, property damage, and major disruption to the community.
 - a. Natural hazards would include tornadoes, earthquakes, violent storms, extreme temperatures, land subsidence, flood, etc.
 - b. Technological hazards would include hazardous materials accidents, conflagration, transportation accidents, structural collapse and explosion.

- c. There is also the threat of a war-related incident such as a nuclear, biological or conventional attack upon the United States.
 - d. An explanation of the types of hazards that could occur and have an impact upon the Village are located in the Hazard Analysis Annex.
2. The Village of Mahomet is an urban community of 4,900 with a mix of residential and commercial uses/development and is centrally-located between Champaign-Urbana, Decatur and Bloomington. The Sangamon River runs through the village and is part of the storm management water system. The climate is generally temperate. The village is subject to an average of 36 inches of rain and snow per year. The prevailing wind is from the southwest 55% of the time, except in the winter when it switches to the northwest. The Village of Mahomet has two state highways and one interstate highway that run through the community with two additional interstates located nearby. There is also a railroad corridor that runs through the village.
 3. In all but the most severe and widespread disaster situations, the Village of Mahomet has adequate resources and expertise available to respond to and resolve most situations.
 4. The officials of the Village of Mahomet recognize their responsibilities both by statute and morally to provide for the safety of the population during times of disaster.
 5. The Federal Emergency Management Agency (FEMA) did not identify the Village of Mahomet as a risk area in "Nuclear Attack Planning Base."

B. Assumptions

1. The Village of Mahomet will continue to be exposed to the hazards noted above as well as others that may develop in the future.
2. Public officials within the village recognize their responsibilities with regards to the health, safety and welfare of the citizens of the community and will assume their responsibility in the implementation of any section or part of this emergency management plan.
4. The mutual aid resources described in the plan are available within a reasonable period.
5. All village departments can provide 24 hour operations when required for disaster management.
6. If properly implemented, this plan will reduce or prevent disaster-related losses.

III. CONCEPT OF OPERATIONS

A. General

1. Mitigation, preparedness, response and recovery are the responsibility of each agency and organization identified within the appropriate chapter. This plan is written under the assumption that the basic plan and sections provide the legal authority and basis for preparing hazard-specific contingency plans for natural and technological disasters and the threat of nuclear attack. The hazard-specific contingency plans will provide emergency procedures aimed at responding to and recovering from each disaster situation. It is a basic concept that emergency operations will make use of all available resources to combat the effect of a disaster.
2. The Village President is responsible for declaring a local disaster, issuing emergency proclamations, and for communicating with the public.
3. While the Village President has the overall responsibility for protection of lives and property within the village, it is recognized that the response to disaster relies on many governmental levels including municipal, county, supporting municipalities, counties, regional, state, and federal. It is, therefore, critical that any such response be coordinated through a unified command to insure a proper response to the situation.
4. The Village Administrator will supervise all response activities and serve as the Emergency Manager to coordinate and direct policy.
5. Emergency functions for various departments, organizations, and groups involved in emergency management will generally correspond to their normal day-to-day functions. Maintaining organizational continuity and assigning familiar tasks to personnel is desirable. However, in response to large-scale disasters, officials must be prepared to draw on basic human capabilities and use them in areas of greatest need. Due to the overwhelming impact of disasters, it may become necessary to suspend some routine functions of government that are directly related to the disaster response efforts.
6. This plan addresses all types of emergencies or disasters that may occur, all of which have the potential to disrupt the community, cause damage, and create casualties.
7. Authority for the implementation of any section or part contained within this plan will be determined by:
 - a. Village President
 - b. Village Administrator
 - c. Chief of Police
 - d. ESDA Director

8. The ESDA Director's responsibility is to assist in coordinating emergency operations along with functioning as the liaison between the county, village and the state EMA in requesting disaster assistance. The ESDA Director will follow the proper notification procedures in seeking county and state assistance. Specific information on the disaster and the impact will be promptly reported to the IEMA. IEMA is responsible for the coordination of state resources and federal disaster assistance.
9. Upon implementation of this plan, all assigned individuals will be advised to assemble at the Mahomet Police Department (EOC). Pre-assigned emergency operating procedures will be followed by each department in order to institute an orderly and phased-in emergency response base upon pre-emergency, emergency and post-emergency sequences.
10. The planning effort of the Village of Mahomet is based on the orderly, coordinated accomplishment of required tasks by the appropriate departments. In order to insure the ability of the government to respond, there must be a time-line established by the unified command for task accomplishment.

B. Four Phases of Emergency Management

1. Mitigation — These are activities that eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities that lessen the undesirable effect of unavoidable hazards.
2. Preparedness — All actions taken to insure the readiness of the government to respond to and recover from the effects of a disaster and to develop the response capabilities needed in the event an emergency arises. Planning and training are among the activities conducted during this phase.
3. Response — Response is the actual provision of emergency services during a crisis, to include all actions taken to meet the immediate life safety needs of the jurisdiction following a disaster. These activities help to reduce casualties and damage and provide a speedy recovery. Response activities include warning, evacuation, rescue, and other similar operations.
4. Recovery — Recovery is both short-term and long-term. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

IV. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. General

1. The Village of Mahomet is responsible for providing a comprehensive emergency management system that will integrate all available operating departments, levels of government and the private sector into a single unified management team. Department heads and representatives called to the EOC will function as a unified management team in the response and recovery phases of emergency management. It is recognized that the various departments of government will have emergency functions beyond their routine functions.
2. Specific persons and agencies are responsible for fulfilling their obligations as presented in the Organizational Flow Charts.
3. During emergency operations, the ESDA Director will be responsible for the proper functioning of the EOC. The Director also acts as a liaison with other local, state, and federal emergency management agencies.
4. It is the responsibility of all departments listed in the plan to develop and maintain procedures in support of the plan.
5. During emergency situations certain agencies will be required to relocate their center of control to the EOC. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis.

C. Strata of Emergency Management

1. Village – The village level consists of the emergency management staff of the village responsible for providing unified command, control, and coordination of disaster operations. The village level also coordinates mutual aid and acts as an information and coordination link with the Region 7 Office of Illinois Emergency Management Agency (IEMA).
2. The IEMA Region 7 Office/Forward Command Post — This level is responsible for providing and coordinating support from unaffected counties and regional and district offices of other state agencies within the region. In addition, it will serve as an information and coordination link with IEMA in Springfield.
3. IEMA EOC — The state EOC is responsible for providing support not available from within a region, providing information to the Governor's office, and requesting federal assistance.

D. Local Responsibilities

1. Village of Mahomet President and Board of Trustees:

- a. Formulate policy decisions.
 - b. Provide overall direction and leadership.
 - c. Disseminate public information through the Public Information Officer.
 - d. Enact legislation.
 - e. Declare a local disaster, as necessary or required.
 - f. Serve as members of the Policy Group.
2. Village of Mahomet Administrator will:
- a. Serve as Emergency Manager in the EOC
 - b. Supervise activities within the EOC.
 - c. Direct and control emergency response activities.
 - d. Serve as a member of the Policy Group.
3. Village of Mahomet EMA Coordinator will:
- a. Coordinate all phases of emergency management by organizing the unified command.
 - b. Conduct public education.
 - c. Ensure resource management.
 - d. Develop and update the emergency operations plan.
 - e. Ensure emergency management staff training.
 - f. Serve as a member of the Policy Group.
4. Village of Mahomet ESDA Director will:
- a. Coordinate emergency services and disaster operations.
 - c. Coordinate mutual aid.
 - d. Provide communications support.
 - g. Select staff and oversee a forward command post, if required.
5. Village of Mahomet Police Department will:
- a. Maintain law and order.
 - b. Provide traffic control.
 - c. Control restricted areas.
 - d. Protect vital facilities.
 - e. Assist in warning.
 - f. Act as liaison with other law enforcement entities.
 - g. Support and secure the forward command post.
 - h. Conduct evacuations.
5. Cornbelt Fire Protection District will:
- a. Provide fire suppression.
 - b. Render fire prevention.
 - c. Make fire inspection recommendations.
 - d. Conduct search and rescue operations.
 - e. Assist in warning.
 - f. Conduct radiological monitoring.
 - g. Provide radiological decontamination.
 - h. Conduct initial damage assessment.

- i. Provide communications support.
 - j. Dispense emergency medical services where applicable.
 - k. Provide biochemical decontamination.
 - l. Provide biological isolation or quarantine.
 - m. Provide support to the forward command post.
 - n. Handle hazardous material incidents/problems.
 - o. Request assistance from the Critical Incident Stress Debriefing Team.
6. Village of Mahomet Street/Alley & Water/Sewer Departments will:
- a. Repair and maintain roads, bridges, and storm sewers.
 - b. Remove debris.
 - c. Conduct detailed damage assessment for damaged public properties.
 - d. Support evacuation operations.
 - e. Support radiological and/or chemical decontamination.
 - f. Support biological isolation or quarantine.
 - g. Provide support to the forward command post.
 - h. Handle vehicles with mechanical problems.
 - i. Relocate personnel, supplies and equipment as required.
 - j. Support hazardous materials problems.
7. Mahomet Library District will:
- a. Provide public welfare/shelter.
 - b. Provide welfare/housing for emergency workers.
8. Community Unit School District #3 will:
- a. Protect School Children
 - b. Provide transportation for evacuees.
 - c. Support EOC operations with transportation needs.
 - d. Collect information on the incident to guide planning and logistics.
 - e. Acquire special equipment and supplies to support operations.

V. CONTINUITY OF GOVERNMENT

- A. Executive Line of Succession - The line of succession for the Village of Mahomet is:
- 1. Village President
 - 2. Village Administrator
 - 3. Chief of Police
- B. Each village department is responsible for developing lines of succession.

VI. PRESERVATION OF RECORDS

- A. In order to provide normal government operations, following a disaster, vital records must be protected. These would include legal documents, property

deeds and tax records. It is the responsibility of the Village Clerk to identify and provide for the protection of these documents of a public and private nature that are critical for the continuing operation of the government. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

- B. Each department is responsible for preservation of vital records pertinent to the department.

VII. DIRECTION AND CONTROL

- A. General - Responsibility of all disaster operations within the Village of Mahomet will remain with the Village of Mahomet President/Board. Should state and federal officials arrive in the Village of Mahomet, their advice and assistance will be sought but their presence will not supersede the authority of the village government. Command of individual departments will remain with the Village Administrator and operating department heads under the leadership of the Village President/Board.
- B. Emergency Operating Facilities - The Village of Mahomet maintains an Emergency Operating Center at the Police Station, located at 303 E. Oak Street and a mobile EOC. The facility designated as the alternate EOC is the Champaign County EOC, which is in the basement of the METCAD building at 1905 East Main Street, Urbana.

VIII. ADMINISTRATION AND LOGISTICS

- A. Records and Reports - The Village of Mahomet's Administrator's Office will ensure that all reports relating to disasters required by the State of Illinois are prepared and forwarded in an expeditious manner. Also, they will ensure that, at a minimum, records will be kept recording all disaster-related expenditures, personnel time and equipment time. These records are discussed in the appropriate sections of this plan.
- B. Non-Discrimination - It is the policy of the Village of Mahomet not to discriminate against any person regardless of race, color, religion, creed, or sexual preference.
- C. Emergency Purchasing - As outlined in the Village's Purchasing Manual or as amended by Board action.
- D. Use of Local Firms - Where possible, emergency purchases will be from local businesses and previously-used vendors.

IX. EMERGENCY MANAGEMENT GOALS

- A. The Village of Mahomet Board, Village Administrator and EMA Coordinator have established emergency management goals to better serve the citizens of the Village of Mahomet as follows:
1. Promote public awareness of hazards the village faces and provide self-help measures and guidance to the public.
 2. Establish radio communications between the Village of Mahomet EOC and the IEMA Region 7 Office Coordinator.
 3. Update and expand the Village EOP Resource Directory.

X. PLAN ACTIVATION, DEVELOPMENT AND MAINTENANCE

- A. This plan will be activated by the declaration of a local disaster or by order of:
1. The Village President
 2. The Village Administrator
 3. The Chief of Police
 4. The ESDA Director
- B. The Village of Mahomet authorizes ESDA to take an integral part in the development and revision of local and inter-jurisdictional emergency management plans, as prescribed by the State of Illinois. The disaster plan will include a Basic Document, a Hazard Analysis, separate sections for emergency functions, and hazard specific contingency plans for natural, technological, and nuclear disasters.
- C. IEMA will be utilized to provide emergency planning and preparedness technical assistance to the ESDA Director of the Village of Mahomet. The ESDA Director will ensure that the Disaster Plan is consistent with the IEMA Administrative Rules.
- D. The EMA Coordinator has the primary responsibility for maintaining the Village of Mahomet Emergency Operations Plan, to include plan development and maintenance. The plan will be revised and updated at a minimum every two years. However, changes should be made as they occur. A standardized method for reviewing, updating, and revising this plan will be performed under the following conditions:

1. As changes occur in personnel, equipment, resources, reporting methods, and operating procedures.
 2. As new emergency management services are established.
 3. As new information and techniques are discovered that improve the efficiency and overall effectiveness of the emergency management system.
 4. After an actual emergency or disaster has occurred and each responding agency critiques the disaster response.
 5. Changes in chain of command, communications equipment, phone numbers, personnel, resources and emergency operating procedures will be forwarded to the EMA Coordinator.
- E. Each operating department head is responsible for insuring the maintenance of their individual section(s) of the plan.
- F. Distribution of the Village of Mahomet's Emergency Operations Plan will be made by the EMA Coordinator. Controlled copies of the plan will be distributed to the Village President, Police/ESDA Committee Chairman, Village Administrator, Chief of Police, the State of Illinois EMA, Federal Emergency Management Agency, Region 7, and other copies will be assigned as may be requested. This plan contains classified information that must be protected. The protection of this information is the responsibility of the holders.
- G. The Village EMA Coordinator will develop and conduct bi-annual exercises of the plan. But, when an actual disaster occurs, an annual exercise is optional.

XI. LEGAL AUTHORITIES AND REFERENCES

A. Legal Authorities for Planning and Conducting Emergency Operations

1. Illinois Emergency Management Agency Act, 20 ILCS 3305
2. IEMA Administrative Rule on Local Emergency Operations Plans
3. "Good Samaritan Laws", Chapter 225, Illinois Compiled Statutes Act 60/30, 65/5.1 and Chapter 210, Illinois Compiled Statutes Act 50/17

B. Legal Basis of Emergency Authority

1. Illinois Emergency Interim Executive Succession Act
2. Illinois Administrative Code Title 29, as amended

C. References

1. CPG 1–6, “Disaster Operations”
2. SLG 100, “Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis”
3. CPG 1–8, “Guide for Development of State and Local Emergency Operations Plans”
4. CPG 1–8a, “Guide for the Review of State and Local Emergency Operations Plans”
5. Illinois Hazard Analysis by IEMA
6. Village of Mahomet Hazard Analysis
7. Mutual Aid Agreements (Police & Fire)

XII. APPENDICES

- A. Index of maps in the EOC
- B. Proclamation of Village of Mahomet Disaster
- C. Illinois Emergency Management Agency Act, 20 ILCS 3305
- D. Village of Mahomet Hazard Analysis

APPENDIX A

MAP INDEX

(All maps are on file in the ESDA office)

Village of Mahomet

Champaign County

Mahomet ESDA Severe Weather Spotter Locations

Champaign County ESDA Severe Weather Spotter Locations

State of Illinois

MABAS divisions of the State of Illinois

ILEAS divisions of the State of Illinois

Village of Mahomet storm sewers/drainage

Village of Mahomet water/sewer systems and facilities

Sangamon Valley Water District water/sewer systems and facilities

Illinois Power Company electrical distribution system

Illinois Power company natural gas system

Verizon telephone system

Mediacom cable system

Illinois Homeland Security Regions

APPENDIX B

PROCLAMATION OF VILLAGE OF MAHOMET DISASTER

Under authority of Chapter 127, Section 1111, of the Illinois Revised Statutes, I _____, Village of Mahomet President, upon recommendation of the Village Emergency Management Activity Coordinator, do hereby proclaim that a disaster exists in Village of Mahomet due to the following reasons:

_____, Director of the Village of Mahomet ESDA, is ordered to proceed with all haste to bring said disaster to a rapid conclusion for the best interest of the residents of Village of Mahomet pursuant to the Illinois Emergency Management Act P.A. 87-168 effective 1/1/92 as amended and the Village of Mahomet Emergency Services and Disaster Activity Ordinance.

This proclamation is effective on _____ and shall expire on _____ unless extended by the Village President.

Village of Mahomet President

Filed this _____ day of _____, 20 _____, with the Village Clerk.

Village of Mahomet Clerk

APPENDIX C

Illinois Emergency Management Agency Act, (20 ILCS 3305/)

Located in EOC and ESDA Director's Office

APPENDIX D

VILLAGE OF MAHOMET - HAZARD ANALYSIS

I. STATEMENT OF PURPOSE

- A. The Village of Mahomet is mostly known for being a residential community in an agricultural setting although it does have some commercial development.
- B. This document will attempt to describe potential hazards. Once a hazard is recognized, there are ways of which they can be prevented, reduced or controlled. A hazard is only considered a possibility and not a hazard until it actually materializes. To qualify for a hazard, it must:
 - 1. Cause a long-term disruption of on-going social processes affecting relatively large numbers of people, and
 - 2. Cannot be effectively handled by the governmental unit affected.
- C. Proper planning can serve to reduce your vulnerability, so with a functioning disaster response plan, you can mitigate the effects before, during and after a disaster.

II. FLOODS

- A. Rivers and streams have overflowed onto the lands adjacent to them since time immortal. These lands or floodplains act as a natural reservoir and temporary channels for the excess water, which gradually dissipates over a period of time.
- B. There are many factors which contribute to the flooding of a river or a stream. These factors are listed below:
 - 1. An extremely heavy rainfall;
 - 2. The melting of snow due to the rising of temperatures;
 - 3. The elimination of the ground cover on drainage slopes and on the watershed as a result of forest or brush fires, the cutting of trees, the clearing of land, or the overgrazing of cattle or sheep or other livestock;
 - a. The simultaneous arrival of flood crests from major tributaries;
 - b. The formulation of ice jams which block the river flow;
 - c. The creation of dams and levees which are liable to failure.

- C. Various areas of the Village of Mahomet are susceptible to flooding especially along the Sangamon River. Major changes in levee construction both up and downstream coupled with siltation of the valley basis significantly increase flooding frequency. Major snow-fall, melting of existing snow along with rainfall causes many problems with flooding in the area.

III. TORNADOES

- A. The technical definition of a tornado is a local atmospheric storm of short duration composed of winds rotating at very high speeds, usually moving in a counter-clockwise direction. It is visible as a vortex, a whirlpool-like column of winds rotating around a hollow cavity in which its centrifugal forces have produced a partial vacuum. To anyone who has seen a tornado, it can simply be described as a menacing dark funnel.
- B. The odds against tornadoes in Illinois aren't the best. They seem to prefer striking nearby. The state is located on the northeast edge of "tornado alley". Illinois' average of 25 tornadoes each year ranks the state among the top in the nation in tornado frequency.
- C. Tornadoes strike more frequently in some areas than others. Champaign County is one of the areas that frequently have favorable conditions that periodically produce a tornado. There have been numerous tornadoes in the past and the County warrants constant monitoring. Tornadoes have been known to appear during all seasons.

IV. SEVERE WINTER STORMS

- A. Severe winter storms normally occur in the Village of Mahomet, producing more damage than any other form of severe weather including tornadoes and severe thunderstorms.
- B. Significant winter storms have occurred here in the past in which several counties in Illinois were declared an Emergency Area. Heavy snowfall combined with strong winds which created severe drifting and visibility problems, as well as electric power and water system failures.
- C. A winter storm is considered to be severe when it can be described by one or more of the following:
 - 1. Six inches or more of snow has been produced within a forty-eight hour period.

2. Has produced conditions leading to property damages, deaths or injuries regardless of the amount of snowfall.
3. An ice storm, when ten percent of the cooperative United States Weather Bureau substations in Illinois have reported glaze.
4. It is an ice storm in which property damages, deaths, or injuries occurred.

V. HAZARDOUS MATERIAL STORAGE

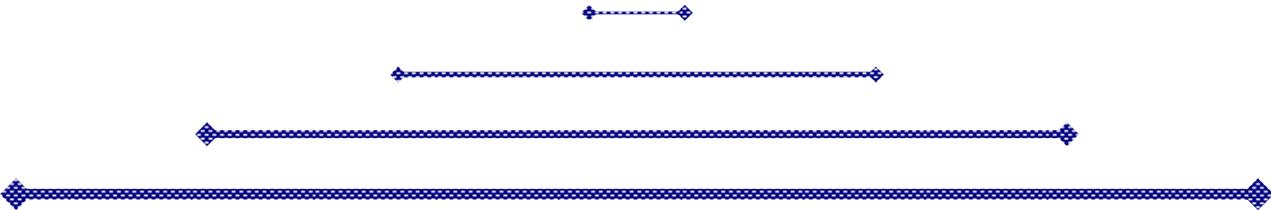
There are Hazardous Material manufacturers and users in the Village of Mahomet and a list may be obtained through the LEPC or local fire services.

VI. TRANSPORTATION OF HAZARDOUS MATERIALS

- A. There are many types of transportation, which enter through the Village of Mahomet area. There is an interstate, state highways and a railroad spur that run throughout the Village. Champaign County has a high rate of farm chemicals being transported, mostly being anhydrous ammonia as Champaign County has a large farming community.
- B. An act was passed by the Illinois General Assembly in 1976 that requires the labeling of equipment and facilities for the use, transportation, storage and manufacture of hazardous materials and to provide for a uniform response system to hazardous materials emergencies.

VII. POLLUTION

- A. Air, water, and land pollution would be considered a possibility in this area. It is impossible to eliminate all of the pollutants which might affect a particular area, but a community might help by forming a disaster response plan for pollutants that might present a problem. By knowing most pollutants, extra precautions can be taken in day to day life.
- B. Runoff from various chemicals used as fertilizers could cause a problem to area wells still in use by many residents. These chemicals range from several gallons to several tons stored at one particular time. The runoff from the chemicals used on the fields themselves may possibly work its way in nearby lakes and streams which may be used as a water source.



Village of Mahomet Emergency Operations Plan

Command and Control



COMMAND AND CONTROL

I. PURPOSE

This section identifies those individuals and agencies responsible for command and control of disaster operations.

II. AUTHORITY AND RESPONSIBILITY

A. Responsibility of all disaster operations within the Village of Mahomet will remain with the Village President and Board. Should state and federal officials arrive in the Village of Mahomet, their advice and assistance will be sought but their presence will not supersede the authority of the Village government. Command of individual departments will remain with the Village Administrator and operating department heads under the leadership of the Village President and Board.

B. Coordination

1. The ultimate responsibility for coordination of disaster operations rests with the Village Administrator.
2. Under the direction of the Village Administrator, the EMA Coordinator is responsible for the organization, administration and operation of the emergency management program.
3. Overall coordination will be established through the Emergency Operations Center (EOC).
4. The Village's primary EOC is located in the Police Department at 303 E. Oak Street. The alternate EOC is located in the METCAD building at 1905 East Main Street, Urbana, Illinois.
6. The ESDA Director is responsible for maintaining the primary and alternate EOC's and making accommodations for remote and/or virtual operations.
7. The principles of the Incident Command System (ICS) will be used to guide command and control activities at the disaster scene(s). The EOC will organize using Unified Command principles in support of Incident Commanders and Field Supervisors. To avoid confusion, the term Unified Management will be used to describe the EOC Command and Control Team.

8. The Emergency Operations Plan (EOP) may be implemented and the (EOC) activated under the following conditions:
 - a. An activation threshold, as published in the Hazard Specific Section has been reached.
 - b. If the Fire Chief, Police Chief or any department head encounters or expects to encounter a situation requiring more than routine local resources or coordination or emergency/disaster assistance from any state or federal agency. This warrants urgent activation that may be ordered directly by calling the ESDA Director.
 - c. Any hazardous event, or imminent threat of such an event, of a magnitude or complexity to warrant extraordinary measures to respond or deliberate. This warrants urgent activation that may be ordered directly by calling the ESDA Director. This may also invoke spontaneous activation.
9. The EOC will be staffed and equipped to:
 - a. Collect, record, analyze, display and distribute information.
 - b. Coordinate public information and warning.
 - c. Prioritize and coordinate Village disaster-related activities.
 - d. Support field activities.
 - e. Conduct liaison and coordination activities with external entities.
10. Each organization with emergency responsibilities will assign a key representative to report to the EOC under the following conditions:
 - a. When requested by:
 - 1) Village President
 - 2) Village Administrator
 - 3) Chief of Police
 - 4) ESDA Director
 - b. When notified through one of the Village's paging centers that urgent activation is requested; or
 - c. When a disastrous event has obviously occurred, but there has been no request or notification to report to the EOC. Under this situation, individuals assigned to the EOC should assume that activation has been or will be ordered and spontaneously report to the EOC without waiting for formal or official notification.

III. EOC ACTIVATION LEVELS AND STAFFING

A. To optimize coordination and communications, EOC activation and staffing will be at the lowest level necessary to adequately respond to a hazardous event. The following activation levels are defined.

1. Level I: (Monitoring Operations and Low Impact Emergencies)

An event that poses no immediate threat to life or property but could escalate, necessitating that it be monitored, or one requiring minimal coordination. The situation may be such that it can be more efficiently and effectively supported without primary EOC activation. There is no foreseen need to proclaim a local emergency. The EOC will operate under the guidance of the EOC Team Leader and selected additional staff specific to the hazard. The Unified Management Team will not be activated.

Examples: A tornado watch or warning; a flood or flash flood watch or warning.

2. Level II: (Medium Impact Emergency)

An event requiring coordination of resources or technical assistance of multiple organizations. Life safety is generally not an issue, though there may be an impact on the community such as evacuation of certain areas or restrictions on movement. May involve a high degree of media and public interest. It may be necessary to proclaim a local emergency. In most cases, the EOC will operate under the guidance of the EOC Team Leader and selected additional staff unless or until escalation of the event requires activation of the Unified Management Team.

Examples: Any emergency that displaces an inordinate number of citizens or guests. A major transportation accident, major hazardous material spill, a major weather event, which has caused moderate damage, or a major problem with water pressure.

3. Level III: (High Impact Emergency/Disaster)

An event requiring significant commitment and coordination of resources or technical assistance of multiple organizations. May require state or federal assistance! Life safety generally is an issue. The EOC will operate under the guidance of the Unified Management Team. A local emergency will most likely be declared.

Example: Tornado where lives have been, or will be lost if appropriate measures are not taken.

B. The following functional positions are defined for EOC activation. Functional position coordinators will report to the EOC Team Leader.

1. EOC Team Leader/Unified Management Team:

a. EOC Team Leader: Person with overall responsibility for coordination of village-wide response and recovery operations. The EOC Team Leader will generally be the Chief of Police or Fire Chief.

(1) *Unified Management Team*: A core group of individuals comprised of the Fire Chief, Chief of Police and the Superintendent of Streets/Alleys. Other department heads and/or agency representatives may be designated on a case-by-case basis depending on the nature of the emergency. The EOC Team Leader shall make the additional designations to the Unified Management Team based upon their organization's involvement with the incident and/or the knowledge and expertise of specific individuals. The Unified Management Team will generally assemble only for the highest-level emergencies.

(2) *Emergency Coordinator*: Responsible for site management, supervision of support staff and advising the EOC Team Leader. This will generally be the Assistant ESDA Director or designee.

(3) *Public Information Coordinator*: Responsible for public information and media relations and for establishing the Joint Information Center when needed. This will generally be the Cornbelt Fire Protection District Public Information Officer.

(4) *Operations Coordinator*: Responsible for coordinating support to individual Commanders or Supervisors in the field. The Operations Coordinator is generally a representative of the primary response agency with overall incident management responsibilities in the field. For most emergencies this will be the Fire Chief designee or Chief of Police designee.

(5) *Logistics Coordinator*: Responsible for resource management and responding to resource requests. This will generally be the Village Treasurer.

(6) *Planning Coordinator*: Responsible for situation analysis and anticipating future response and recovery needs. During most events, the Planning Coordinator will be a collateral duty of the Operations Coordinator. During more complex emergencies, a separate Planning Coordinator will be assigned.

- b. When disaster strikes without warning, creating a situation for urgent or spontaneous EOC activation, the first staff person arriving at the EOC will assume the duties of EOC Team Leader until relieved by one of the individuals previously mentioned.
- c. The primary EOC role of the ESDA Director or designee is to act as Emergency Coordinator. This role will be in addition to acting as EOC Team Leader during Level I and II activations.
- d. Activation staff will report to the EOC when informed that the EOC is being activated and when conditions warrant spontaneous activation.
- e. The Emergency Manager will promulgate procedures for activating under urgent or spontaneous conditions.

IV. CONTINUITY OF GOVERNMENT

- A. Emergency Operations cannot be delayed because a key government official is a casualty of the disaster. Continuity of responsibility must be maintained. Accordingly, the Village President, Village Administrator, Chief of Police, Fire Chief, appointed Department Directors and the ESDA Director must each have an official line of succession.
- B. The line of succession for the ESDA Director is to the Assistant ESDA Director.
- C. The Chief of Police, Fire Chief and other Department Heads will establish lines of succession and provide that information to the EMA Coordinator.

V. APPENDICES

A. COMMAND POST GUIDELINES

APPENDIX A

COMMAND POST GUIDELINES

I. Purpose

- A. The establishment and efficient operation of a command post is the essential element of coordination and command. The command post consists of the location, the persons, and the communications necessary to coordinate the actions of all emergency response agencies and their personnel during an emergency.
- B. The command post has the following major functions:
 - 1. Coordinate response agencies
 - 2. Keep the site open
 - 3. Establish communications
 - 4. Coordinate transportation

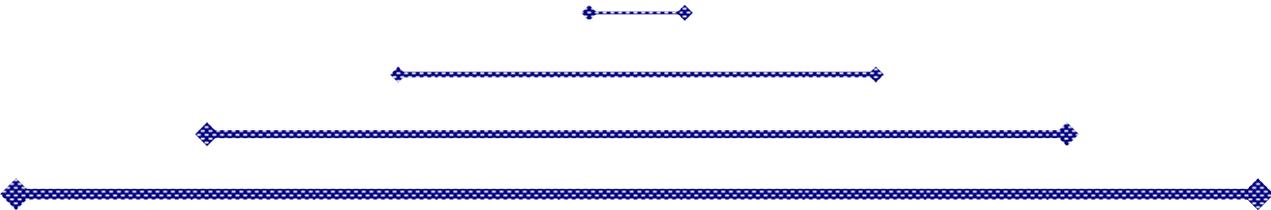
II. Staffing

- A. A senior officer from each responding agency should physically be stationed at the command post. If that individual leaves the command post, for any reason, during an incident, the command responsibility must be transferred to another representative from that agency who remains at the command post as long as that agency is involved in the incident. In addition to the agency representative, the following staff positions, at the command post, may be necessary, depending upon the nature and scope of the incident.
Definitions:
 - 1. Public Information Officer - responsible for liaison with the media.
 - 2. Communications Officer - has the responsibility of assuring that communications are coordinated and run smoothly.
 - 3. Administrative Officer or Aide - has the responsibility for maintaining essential records and obtaining needed information.
 - 4. Resources or Logistics Officer - has the responsibility of maintaining records showing who is doing what and for coordinating the flow of manpower and equipment.

- B. Additional staff support personnel may be needed at the command post by some or all of the responding agencies to fulfill their functions.

III. Location

- A. The command post should be located back a reasonable distance from the scene to maintain an overall view of the scene. It should be easy to find, but free of congestion. It should be isolated from the general public and only those necessary for the smooth operation of the organization should be allowed access. It is important to locate the command post so it can control the resources, the subordinate units, and the overall problem. The command post should be located outside the danger area, preferably upwind and on higher ground than the scene and in a quiet zone protected from the weather.



Village of Mahomet Emergency Operations Plan

Communications and Warning



COMMUNICATIONS AND WARNING

I. PURPOSE

This section is developed to provide information and guidance concerning the communications and warning capabilities of the Village of Mahomet. It will detail the means of communications between the Emergency Operating Center (EOC) and the response units and organizations, other communities and the State and Federal Government. The magnitude of a disaster will determine the degree to which communications and warning systems are available for utilization. Operations during major emergencies or disasters place an increased demand on communications and communication facilities. These facilities must be prepared to switch from normal operations into emergency mode. Dispatcher/communications operations must be prepared to receive, analyze and distribute timely information to various departments, the general public and provide emergency communications to response units. The purpose of this section is to identify the role of the communications and warning operational plan, and its operators; the city or county emergency preparedness program; and to specify actions that will be taken during major emergency or disaster situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The Village of Mahomet will utilize the Police Department as the answering point for the Public Works and ESDA services during a disaster.
2. The Mahomet Police Department is normally dispatched by METCAD. The Cornbelt Fire Protection District is normally dispatched by itself, but can be supported by METCAD.
3. The Mahomet Police Department will continue to use METCAD as the PSAP (Public Safety Answering Point). From this facility, all police, fire, emergency medical and rescue operations could be dispatched on a daily basis if needed. This facility is staffed on a 24 hour a day basis.
4. There is a system of radio-controlled sirens that effectively cover the village. The sirens are activated by ESDA or the Police Department. Refer to Appendix E of this section.
5. WDWS/AM and WHMS/FM radio stations located in the City of Champaign will disseminate information to the general public when possible. METCAD or Cornbelt Fire Department's P.I.O. will relay information to the media.

B. Assumptions

1. An effective communications capability to support emergency operations is essential to all emergency response organizations.
2. The magnitude of the disaster will affect the degree to which communications systems are operable for utilization.
3. Warnings can originate at several levels of government depending upon the nature of the threat and the population at risk.
4. All routine communications will be handled by normal dispatch methods until such time that the Mahomet EOC is activated. At that time the EOC will coordinate communication and dispatch operations with METCAD.
5. Operations during major disasters place an increased demand on the normal everyday dispatching facilities, especially in light of the fact that these facilities may have been damaged as a result of the disaster. These facilities must be prepared to switch from normal operations into an emergency mode.
6. If existing means of dispatching and/or communicating are overtaxed or inoperable, assistance can be sought from neighboring jurisdictions, private sector, state, and federal governments. METCAD telecommunicators may shift call volume to the Rantoul dispatch office as needed.

III. CONCEPT OF OPERATIONS

- A. The Village President of the Village of Mahomet is responsible for the protection of life and property and for insurance that disaster response and recovery operations are timely and effective.
- B. Warning messages to the general public will be broadcast on the local radio station WDWS/AM and WHMS/FM per EBS procedures. This warning system will be activated by METCAD or by Champaign County ESDA at the direction of the ESDA Director, or at the direction of the Chief of Police.
- C. Upon receiving notification of an impending disaster, hazardous materials release or terrorist attack, dispatchers will follow pre-established departmental procedures.
- D. Activation Levels and Staffing
 1. Level I Activation: The ESDA Director or Assistant ESDA Director may determine a need to open and man the EOC.

2. Level II Activation: Upon confirmation of an imminent emergency situation, the ESDA Director or Assistant Director will increase staffing to include the necessary department heads.
3. Level III Activation: Upon confirmation of an imminent disaster of large scale or the escalation of an existing emergency, the ESDA Director or Assistant Director will increase staffing to include the Village President Board of Trustees, Village Administrator, and all department heads.
4. Refer to the Command and Control Section as to when the EOP may be implemented and the EOC activated.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Village Administrator will direct and control operations during an emergency.
- B. The Village of Mahomet Police Department will:
 1. Act as the lead agency for communications and warning operations within the Village of Mahomet.
 2. Provide to the Policy Group and the appointed Public Information Officer information for the public, both prior to the occurrence and following the actual occurrence of a disaster.
 3. Work with other response departments and organizations to establish common communication links and the capability of augmenting existing links during disaster operations.
 4. Receive weather and Homeland Security related emergency information from the National Weather Bureau located in Lincoln, Illinois and the Office of Homeland Security.
- C. The Village of Mahomet ESDA Director will:
 1. Request assistance for additional communications from IEMA through the Region 7 Office in Champaign or the Central Office in Springfield.
 2. When the Homeland Security Advisory System is at a level that indicates enemy attack is imminent, receive notification from the Homeland Security Advisory System and IEMA as transmitted and authorized by the Office of Homeland Security and Federal Emergency Management Agency.
 3. When epidemiology indicates the presence of a biological agent, will receive information from IDPH, Carle Hospital and Provena Hospital.

V. DIRECTION AND CONTROL

- A. The Village Administrator is responsible for operations during a disaster.
- B. The ESDA Director, Chief of Police or designee will direct and control communications and warning activities from the EOC.

VI. SUCCESSION OF COMMAND

The line of succession for communications and warning shall be:

- A. ESDA Director
- B. Chief of Police
- C. Village Administrator
- D. Village President

VII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST
- D. DEPARTMENTAL RADIO FREQUENCIES
- E. WARNING SYSTEM
 - 1. EMERGENCY OPERATIONS CENTER ACTIVATION POLICY
 - 2. SIREN ACTIVATION POLICY
- F. TORNADO TAKE ACTION MESSAGE
- G. GENERAL INCIDENT FORM
- H. CABLE TV OVERRIDE
- I. CABLE MESSAGE FORM
- J. DISASTER OPERATIONS LOG

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Analyze communications and warning resource requirements.
- Identify communications and warning resources in the local government available to the EOC.
- Train personnel for maximum use of available communications and warning resources.
- Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's communications and warning capabilities.
- Survey communications and warning equipment sites for power sources and locations.
- Analyze equipment locations in relation to potential hazards and disaster conditions.
- Coordinate communications and warning capabilities with neighboring jurisdictions.
- Identify repair capability available under emergency conditions.
- Develop plans and standard operating procedures (SOPs).
- Test, maintain, and repair communications and warning equipment.
- Protect equipment against electromagnetic pulse (EMP) effects in the event of a national emergency.
- Arrange training programs for all communications staff, including volunteers and repair personnel.
- Stockpile supplies and repair equipment.
- Identify potential sources of additional equipment supplies.
- Use CPG 1–17 to identify areas covered by fixed-site warning systems.
- Develop plans to warn areas not covered by existing warning systems.
- Determine authority to activate various warning systems.

- Develop special warning systems for deaf, elderly, and handicapped populations. Procedures should be integrated into public information packages.
- Develop charts of various warning systems, applicability of each to various hazards, and procedures for activating each.
- Develop listing of sources and types of warning for various hazards.
- Develop listing of warning equipment and locations in region.
- Develop contingency plans to provide a warning if existing equipment is disabled for any reason.
- Review and upgrade listings including phone numbers of emergency response personnel to be notified of emergency declarations.
- Establish contact with media representatives including Emergency Broadcasting stations.
- Notify Crisis Management Team (Policy Group) of the disaster.
- Activate communications and warning section in the EOC.
- Implement emergency communications and warning procedures.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Notify Crisis Management Team (Policy Group) of the disaster.
- Activate communications and warning section in the EOC.
- Implement emergency communications and warning procedures.
- Ensure communications capability for a 24-hour basis throughout disaster operations.
- Initiate warning procedures.
- Activate alternate communications capabilities as necessary.
- Maintain logs and reports, including all financial expenditures and use of supplies and equipment.
- Support media center communications operations as needed.
- Work with Public Information Officer to distribute pertinent information to the media and general public.
- Personnel temporarily relieved will advise department representative where they can be located if recall is necessary.
- Deploy personnel with portable/mobile communications to priority locations to relay information in the event the repeater is down.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Maintain emergency communications systems as long as necessary.
- Phase down operation, as appropriate, returning to normal staffing operations.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.
- Submit communications expenditure statements to appropriate authorities for reimbursement.
- Restock supplies, i.e. message forms, logs, etc.

APPENDIX D

DEPARTMENTAL RADIO FREQUENCIES

VHF Frequency

Name	TX	PL Tone	RX
ISPERN	155.475		same
I-REACH	155.055		same
Metro Fire (F1)	156.015	131.8	154.070
Metro Fire (F4)	154.265		same
Cornbelt Fire (F5)	154.250	131.8	same
Metro Fire (F6)	154.190	131.8	same
ESDA Spotters	158.925	131.8	155.040
ESDA Villages	155.115	131.8	155.115
Cornbelt Fire #2	153.950		same
Homer ESDA	155.895		same
Mahomet PW/ESDA	155.865		same
Piatt County SO	158.910	131.8	155.595
Forest Preserve	151.145		same
Fisher PD	155.730		same

UHF Frequency

Name	TX	PL Tone	RX
C.C.S.O.	458.150	118.8	453.150
Talk Around	453.150	118.8	453.150
Rantoul P.D.	453.300	118.8	458.300
Sheriff car to car	458.625	118.8	453.625
Special Events	458.250	118.8	453.250
Champaign P.D.	458.400	118.8	453.400
Urbana P.D.	458.975	118.8	453.975
U of I P.D.	458.900	118.8	453.900
Parkland College	458.825	118.8	453.825

Village of Mahomet Primary Public Safety Radio Frequencies

APPENDIX E

WARNING SYSTEM

I. PURPOSE

The purpose of this section is to provide information on the Village of Mahomet's Warning System and to analyze the capabilities of the system. The Warning System is designed to alert key officials and the general public to an impending disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

The need to warn the public of a disaster situation could arise at any time. Adequate warning and public information should be disseminated in order to save lives and reduce property damage.

B. Assumptions

A warning period will be available for most disaster situations, although the amount of lead-time will vary. Proper use of this warning period should save lives, reduce the number of injuries, and minimize damage to property.

III. DEFINITIONS

A. The National Weather Service has defined various weather phenomena as follows:

1. TORNADO WATCH - Is issued to alert people to the possibility of tornado development in a specified area for a specified period of time.
2. TORNADO WARNING - Is issued when a tornado or funnel cloud has actually been sighted in the area or indicated by radar.
3. SEVERE THUNDERSTORM WATCH - Is issued when the possibility exists for severe thunderstorms which may contain hail and high winds, accompanied by local heavy rain.
4. SEVERE THUNDERSTORM WARNING - Are issued when 3/4" or larger hail is reported and winds exceed 58 mph in a given area.

5. FLASH FLOOD WATCH/WARNING - A Flash flood is a possibility (watch) or a flash flood is occurring or anticipated (warning).
6. SEVERE BLIZZARD WARNING - Conditions include 45 mile per hour winds, falling or blowing snow reducing visibility to zero. Temperatures are 10⁰ F or lower.
7. BLIZZARD WARNING - Conditions include falling snow lasting 3 hours or more with winds in excess of 35 mph with visibility of 1/4 mile or less.
8. HEAVY SNOW WATCH/WARNING 4" or more snow in 12 hours or 6" or more in a 24 hour period.
9. HIGH WIND WARNING - Gusting winds of 40 mph for one or more hours.

IV. CONCEPT OF OPERATIONS

A. General

1. Natural Disasters

The most common warnings are those issued for severe weather and tornadoes. Warnings can also be issued to protect the public from other types of natural and manmade disasters.

2. Technological Disasters

Warnings would be issued should a technological incident effecting the health and safety of the public occur.

3. War-related Incident

An enemy attack on the United States would most likely be preceded by a period of international tension and crisis. This would provide adequate time to forewarn the public.

V. PHASES OF MANAGEMENT

A. Mitigation

1. The public, upon hearing the Warning should turn on their television or radio to an Emergency Broadcast Station (EBS). The EBS will provide emergency public information and instructions on the type of protective actions the public should take (i.e., take shelter, prepare to evacuate, evacuate the area).

2. Preceding an enemy attack, the public should turn on their television or radio to an EBS.

B. Preparedness

1. Outdoor warning sirens

- a. For each siren installation, the technical information, and address of specific location should be documented.
- b. The outdoor warning siren is tested on the first Tuesday of every month at 10:00 a.m., weather permitting.
- c. The primary activation point for the outdoor warning sirens is located at the Mahomet EOC.
- d. A list of authorized personnel that can activate the outdoor warning sirens is posted.

C. Response

1. Should the need to warn the public of a disaster situation arise, the Village of Mahomet EOC has the ability to activate the siren warning system. These sirens with the exception of test day can be ordered activated only by authorized personnel. The following person(s) can order the activation of the disaster sirens:
 - a. ESDA Director
 - b. Chief of Police
 - b. Village Administrator
 - c. Village President

D. Recovery

1. When threatening hazardous conditions no longer exist, the ESDA Director will inform IEMA.
2. IEMA or ESDA Director will notify the EBS that the hazardous condition is no longer present and recovery and re-entry activities may commence.
3. The EBS will then inform the public that a hazardous situation is no longer present and recovery and re-entry activities may commence.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Task Assignments

1. ESDA Director

- a. Establish and maintain an emergency warning point.
- b. Conduct regular tests of the outdoor warning sirens.
- c. Disseminate emergency warning information to all appropriate county and local officials, activate necessary warning systems, and if necessary, transmit emergency warning information on local radio stations.
- d. Report all disaster-related information to the IEMA Dispatch Center and make appropriate requests for state assistance.
- e. Assemble all information regarding the specific hazard.

2. Village of Mahomet Administration

- a. Disseminate emergency information to county and local officials by holding periodic press briefings.
- b. Take the lead role, when dealing with the media, assisted by Cornbelt Fire Protection District's PIO.

3. Mahomet Police Department

- a. Activate the Outdoor Warning Sirens and TV override system if ESDA personnel are not immediately available.
- c. Provide mobile vehicle equipped with sirens to supplement the outdoor warning sirens.
- d. Provide mobile public address warning announcements to alert the general public.

4. Cornbelt Fire Protection District

- a. The Fire Department maintains a 24-hour emergency call status.
- b. Provide mobile vehicles equipped with sirens to supplement the outdoor warning sirens.
- c. Provide mobile public address warning announcements to alert the general public.

B. Emergency Warning

1. Once the Warning System is activated, each method identified in this section may be used to warn the public.
2. Emergency warning information generated by either the Illinois State Police or the IEMA will be disseminated to the ESDA Director.

3. Emergency warning information generated from a local unit of government will be disseminated through the PSAP Center and EOC.
4. The ESDA Director has the responsibility of notifying the IEMA Communications Center at 1-800-782-7860. IEMA will then notify the Illinois State Police Command Center.

C. Existing Warning System and Use

1. Illinois State Police
2. National Weather Service - The National Weather Service office is located in Lincoln, IL. Continuous weather information is relayed to the Mahomet ESDA on 162.55 MHz. The frequency 162.55 MHz has the capability of transmitting a public warning alert tone for severe weather and/or a tornado watch or warning.

D. Weather Warning System

1. Mahomet ESDA and Champaign County ESDA provide a weather watch program. When activated, the spotters are located throughout the county in mobile units.
2. The spotters have the capability to communicate information to Mahomet ESDA directly. Severe weather information and/or tornado sightings reported to the Mahomet ESDA are relayed to Champaign County ESDA and then forwarded to the National Weather Service.
3. The National Weather Service will disseminate the appropriate weather warnings.

E. Flood Warning System

The Corps of Engineers and the National Weather Service have established a network of rain and river gauges to collect data for flood warning purposes. The Corps' River Forecast Center gives a daily report on the height and rate of rise of the Sangamon River. The Corps also provides information on the river's stage in time of flooding along with predicted height and date of the river's crest. This information is provided by the National Weather Service in Lincoln, IL.

F. Emergency Broadcast System (EBS)

The EBS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services that are provided on a voluntary organized basis. Under the direction of the Governor, IEMA has the responsibility for the activation of the EBS.

G. Outdoor Warning Siren

1. ESDA uses an outdoor warning siren system which is placed in four locations within the Village:
 - a. On State Street just east of Turkey Farm Road (Timber Ridge)
 - b. On Main Street just west of Division Street (Behind Middletown School)
 - c. On Heather Drive just east of Jeffery Drive (Sandy Ridge)
 - d. On Division Street just north of Riverbend Blvd.
2. Supplemental siren coverage is provided through law enforcement and fire mobile units.
3. Alert Radio Warning Receivers

Weather alert radio receivers provide weather warnings. Officials of all counties, cities, villages, towns, hospitals, schools, institutions and industrial plants which have these warning/alert radio receivers can receive warnings directly and take appropriate action.

H. Print Media

1. When time is sufficient, the Chief of Police and the ESDA Director will provide the print media with emergency warning information.
2. The daily and weekly newspapers will print and distribute emergency public information that will contain specific emergency instructions.

I. Mobile Sirens and Public Address Systems

The Law Enforcement Departments and the Fire Protection Departments have equipped their emergency vehicles with sirens and public address systems.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Emergency Operation

1. List of outside resources.
 - a. Key Officials: home address, home and business phone numbers, pagers, etc.
 - b. Amateur and Citizen Band Radio Operators: home address, home and business phone numbers, pager, etc.
2. Annually survey communications system.

B. RESPONSE

1. Implement staff call-up list to ensure adequate manpower.
2. Upon receiving warning information of a major emergency or disaster, sound the appropriate warning system(s) and initiate call list of key officials
3. Implement supplemental manpower call lists (amateur, CB) as directed.
4. Keep disaster operations log, describing each request for assistance, response given, manpower used, and any significant events.
5. Following activation of EOC, forward any unusual requests for assistance to the appropriate EOC staff for determination of necessary steps to be taken.
6. During the major emergency or disaster, provide communications assistance as requested.

C. RECOVERY

1. Continue major emergency or disaster communication dispatching as long as necessary.
2. Return to normal staffing operations when major emergency or disaster is declared to be finished.
3. Complete reports and other necessary reports for inclusion in situation report and permanent record.
4. Repair any equipment damaged as a result of the emergency or disaster situation.
5. Restock supplies, i.e. message forms, logs, etc.

APPENDIX E-1

VILLAGE OF MAHOMET EMERGENCY SERVICES AND DISASTER AGENCY

Emergency Operations Center Activation

- A. The decision to activate the Emergency Operations Center (EOC) is made by the Mayor, Village Administrator, Chief of Police, ESDA Director or their designee. The EOC is the conference/meeting room and the ESDA office are located within the Mahomet Police Department.
- B. The EOC will be activated in the event of a "threat" to the health, safety and welfare of the community. The "threat" may include a nuclear power plant emergency, a hazardous material/chemical release or a serious weather condition that may develop and affect the Mahomet area.
- C. Activations due to weather conditions will follow these general guidelines:
 - 1. A tornado watch or a severe thunderstorm warning is announced by the National Weather Service that is a potential threat to Champaign County, or
 - 2. A funnel cloud was sighted, a tornado has touched down, or a radar echo is received from the National Weather Service indicating a threat to the Mahomet area.

APPENDIX E-2

VILLAGE OF MAHOMET EMERGENCY SERVICES AND DISASTER AGENCY

Siren Activation

- A. The decision to activate the Outdoor Warning Sirens is made by the Mayor, Village Administrator, Chief of Police, ESDA Director or an ESDA designee. The primary activation point is the ESDA office located within the Mahomet Police Department.

- B. In the event of a major emergency or "threat" to the health, safety and welfare of the community, the Village of Mahomet will activate the Warning System Sirens. This is a STEADY TONE lasting THREE MINUTES or more.

- C. As a general policy, the sirens will be activated when:
 - 1. A funnel cloud or tornado has been sighted by law enforcement, fire department personnel, or trained ESDA spotters and is an **immediate** threat to any portion of the community.

 - 2. A tornado has touched down or a radar echo is received from the National Weather Service indicating an **immediate** threat to any portion of the community.

 - 3. A local or national emergency exists, including but not limited to a breach of national security, a nuclear power plant emergency, or a hazardous material/chemical release

* Trained weather spotters, weather data supplied by media sources, along with NOAA weather service radar, may support this information and will assist the appropriate personnel in making his/her decision to activate the sirens.

APPENDIX F

TORNADO WARNING TAKE ACTION MESSAGE

"THIS IS THE MAHOMET EMERGENCY SERVICES AND DISASTER AGENCY. A TORNADO WARNING FOR CHAMPAIGN COUNTY IS IN EFFECT. A FUNNEL CLOUD/TORNADO HAS BEEN IDENTIFIED/SEEN (IN AT, NEAR, ETC.) _____ PERSONS IN THE MAHOMET AREA ARE ADVISED TO SEEK SHELTER IMMEDIATELY.

THIS IS THE MAHOMET EMERGENCY SERVICES AND DISASTER AGENCY."

APPENDIX G

GENERAL INCIDENT FORM

THIS IS MAHOMET EMERGENCY SERVICES AND DISASTER AGENCY

(Briefly describe the emergency)

PERSONS IN THE MAHOMET AREA ARE ADVISED TO,

(State recommended action)

THIS IS THE MAHOMET EMERGENCY SERVICES AND DISASTER AGENCY."

APPENDIX H

CABLE TV OVERRIDE OPERATING INSTRUCTIONS

CONFIDENTIAL

I. GENERAL INFORMATION

- A. The Mahomet cable TV override capability was developed as a result of input by: Illinois ESDA Region 7, Champaign County ESDA, Mahomet ESDA, and cable TV. The purpose of the override is to provide immediate notification of an impending emergency, such as a tornado, hazardous material incident, national emergency or other imminent emergency to those cable TV subscribers, who maybe viewing. The override, when activated, will allow an audio message to be transmitted on all cable channels. Such an override will augment other means utilized by ESDA to warn the public of danger, including outdoor sirens, weather receivers, etc.

II. SCOPE AND APPLICABILITY

- A. The Mahomet cable TV override will be activated only when danger is imminent and there is a need for immediate action.
- B. In the event a funnel cloud or tornado has been sighted by law enforcement, fire department personnel, or trained ESDA spotters and is an immediate threat to any portion of the community; a tornado has touched down or a radar echo is received from the National Weather Service indicating an immediate threat to portion of the community; the system will be activated. Other imminent emergencies may include a local or national emergency exists, including but not limited to a breach of national security, a nuclear power plant emergency, or a hazardous material/chemical release incident.
- C. The system is equipped with special emergency override equipment that when activated, allows an emergency voice message to be broadcast on all channels SIMULTANEOUSLY.
- D. Tornado watches, severe thunderstorm watches-warnings, blizzard warning and other occasional alerts issued by the National Weather Service will not warrant the override. These alerts will be handled by local TV and radio as in the past. Specific action will be determined by the individual stations.
- E. AGAIN - THE OVERRIDE WILL BE ACTIVATED ONLY WHEN DANGER IS IMMINENT!

- F. Tests of this system will be conducted on the first Tuesday of each month at 10:00 am.

III. AGENCY FUNCTIONS, PROCEDURES AND RESPONSIBILITIES

- A. Override Consideration - Under normal circumstances, the State Region 7 and the Champaign County ESDA EOC will be activated during all severe weather periods and operational in the event of a national emergency. Planning for the override, as well as all other disasters, is based upon this premise.
- B. ESDA Function in Override - The decision to activate the Cable TV Override will be made by the ESDA Director or the Chief of Police or their designee.
- C. Local Officials - Only the National Weather Service can issue weather statements. The primary information source is through the ESDA EOC. It is possible that local fire or police have additional information during a failure of the primary system. In the event of such a failure, the override will only be used when danger is imminent and immediate action is necessary.

IV. ACTIVATION PROCEDURES

- A. Override Activation – The Mahomet ESDA Director or Mahomet Police Chief or their designee may activate the system by:
 - 1. Telephoning into the system (586-5938 – 911) and stating the nature of the emergency situation and recommended action.
 - 2. Press the # button upon completion of the message.
 - 3. Utilize Pager and/or Cell Phone numbers during the normal office hours (8:00 am. - 5:00 pm.) and home phone numbers after hours in order to contact ESDA personnel.
- B. All Clear Message – There will be no all clear message given over the cable override system.
- C. Continuing Emergency Situations - In consort with the Siren activation policy, the override system will be activated every 30 minutes if an imminent danger situation still exists.
- D. Log of Activations - A daily log entry will be accomplished at Mahomet ESDA each time the system is used or tested.
- E. FAILURES - Any failures in the system to black the screen and relay this audio message should be reported to Cable TV Headquarters.

APPENDIX I

CABLE MESSAGE FORM

OVERRIDE REQUEST

CALLER/TITLE: _____

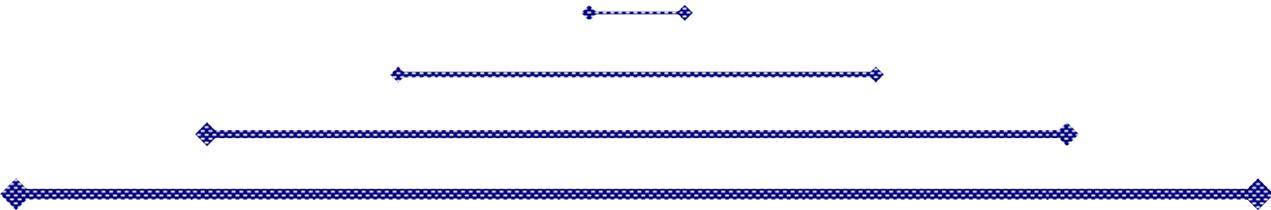
AGENCY: _____

MESSAGE: _____

RECOMMEND ACTION FOR THE PUBLIC:

CALL BACK TELEPHONE NO: _____

Upon Receipt of Information, Immediately Give This Message to ESDA Director



Village of Mahomet Emergency Operations Plan

Emergency Operations Center



EMERGENCY OPERATIONS CENTER

I. PURPOSE

The Village of Mahomet EOC is located at **303 East Oak Street, Mahomet**. The EOC serves as the primary crisis management center for the Village of Mahomet. Emergency operations during a major emergency or disaster require careful coordination and direction. These operations are coordinated by a group of Village officials/employees that are to be known as "Crisis Management Team". Crisis Management, under emergency or disaster conditions, requires making a rapid response to present and likely dangers.

The purpose of this section is to identify those personnel who comprise the Crisis Management Team, to identify the Agency responsible for upkeep of the EOC, and to specify procedures for activation and operations of the EOC.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergencies, whether natural, manmade or radiological, place extraordinary strain on all levels of government. Demand for services escalates, while the ability to deliver diminishes, special skills, equipment and facilities are needed. These requirements create a need for government officials to direct and control village operations under the most adverse circumstances. To gather information during an emergency, make decisions, and direct the necessary action requires close cooperation between key officials who make up the Crisis Management Team.
2. In order to provide the most effective response to an emergency, all response and recovery activities must be coordinated through one central location or facility. The conference room at the Mahomet Police Department, located at 303 E. Oak Street has been designated as the primary Emergency Operations Center (EOC) for all emergency management activity for the Village of Mahomet, Illinois.

B. Assumptions

1. The Village of Mahomet EOC is designated to be functional in response to most types of emergencies or disaster situations. Members of the Crisis Management Team will be trained in their functions.
2. The response activities presented are applicable to all emergency situations and will provide adequate direction for proper emergency management.

III. CONCEPT OF OPERATIONS

- A. General — The EOC is the key to successful response and recovery operations. With decision-makers located together, personnel and other resources can be used more efficiently. Coordination of activities will ensure that all tasks are accomplished with little or no duplication of effort.
- B. Phase of Emergency Management — Activities associated with the four phases of emergency management follow:
 - 1. Mitigation
 - a. Develop an operational EOC.
 - b. Provide adequate communication capabilities.
 - c. Keep the EOC operational on a daily basis as the Village's Emergency Management Activity (EMA) Office.
 - d. Encourage public visits to the EOC.
 - 2. Preparedness
 - a. The Assistant ESDA Director will arrange adequate food and water supplies.
 - b. The Assistant ESDA Director will stock adequate administrative supplies.
 - c. The ESDA Director will maintain constant schedule of testing and repairing equipment to ensure a peak state of readiness.
 - d. The EMA Coordinator will instruct officials, prepare plans and standard operating procedures (SOPs) for EOC operations.
 - 3. Response
 - a. Activate the EOC as necessary.
 - b. Initiate response activity.
 - c. Coordinate all operations through the EOC.
 - d. Establish contact with other jurisdictions involved and/or affected by disaster conditions.
 - e. Establish contact with IEMA.

4. Recovery
 - a. Continue response operations as needed.
 - b. Begin recovery activities.
 - c. Release unnecessary personnel and begin to deactivate the EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The overall responsibility for command of village operations is the Village Administrator. The EMA Coordinator and ESDA Director are responsible for development of plans, coordination of operations, ensuring the EOC has the necessary supplies and equipment to support the requirements of the Crisis Management Team. The Mahomet Police Department will, following activation of the EOC, provide security. Only those personnel identified as members of the Crisis Management Team, their alternates, support staff and personnel authorized by the Village of Mahomet EMA Coordinator will be allowed access to the EOC. The broad responsibilities of each EOC assignee are outlined in Appendix D. The EOC setup and deactivation procedures are also found in Appendix J.13 and J.14.

V. DIRECTION AND CONTROL

- A. During emergency operation, the EOC staff is organized into two groups:
 1. Policy Group — This group consists of the Village Board members, Village Administrator, and the ESDA Director. This group is responsible for major decisions and overall operation.
 2. Operations Group — The operations assignees and their field staff comprise this group, which is responsible for carrying out response activities.
- B. The facility designated as the primary EOC is the conference room at the Mahomet Police Department, a federally approved EOC. The Village Administrator or his/her designee will provide direction and control for all disaster operations from this facility.
- C. Personnel assigned EOC responsibilities will report to the EOC when a disaster occurs or appears imminent as notified by the ESDA Director, Chief of Police, Village Administrator, or the Village President. They will coordinate their own services response effort with other responding organizations/agencies, advise decision makers of appropriate response actions, and share information to prevent duplication of effort and/or contradictory instructions.

- D. The facility designated as the alternate EOC is the Champaign County EOC, which is in the basement of the METCAD building at 1905 East Main Street, Urbana. As at the primary EOC, the Village Administrator or his/her designee will provide ultimate direction and control for all disaster operations from this facility. A mobile EOC, the Mahomet Emergency Services Command vehicle, is also available.
- E. Relocation of staff members to the alternate EOC will be accomplished as soon as possible upon the determination of the ESDA Director, Chief of Police, Village Administrator, or the Village President that such relocation is warranted. The staff will be asked to assist by taking supplies, materials, data, equipment, etc. with them to the alternate EOC. They will utilize their private vehicles, government vehicles, or the ESDA Director may arrange transportation.

VI. CONTINUITY OF GOVERNMENT AND SUCCESSION OF COMMAND

- A. Activation of the Mahomet EOC will be as follows: Upon notification of a major emergency or disaster situation or the potential for a major emergency or disaster situation the Director of ESDA will notify the ESDA Staff as well as the 911 Communication center. The disaster site command post will then be informed that the EOC will take over control and be the primary center for all governmental operations. Appropriate support agencies will then be contacted for information and instructions.
- B. The line of succession for the Village of Mahomet Emergency Operations Center shall be:
 - 1. Village of Mahomet ESDA Director
 - 2. Assistant ESDA Director
 - 3. Chief of Police
 - 4. Village Administrator
- C. Refer to the Command and Control Section as to when the EOP may be implemented and the EOC activated.

VII. ADMINISTRATION AND LOGISTICS

- A. Emergency Operations Centers

1. Primary EOC — The conference room at the Mahomet Police Department will serve as the primary EOC during emergency operations affecting the Village of Mahomet. This is a federally approved EOC.
 2. Alternate EOC — Should the primary EOC be unusable or inoperable, emergency operations will be established at or transferred to the Champaign County EOC at 1905 East Main Street, Urbana.
 3. Mobile EOC — Should both the primary and secondary EOC's become unusable or inoperable, the EOC operations shall be transferred to the Village of Mahomet Emergency Services Mobile Command vehicle.
 4. Forward Command Post — During emergency operations, it may become necessary to establish a forward command post(s) to coordinate response activities at the incident site. To accomplish this, vehicle(s) will be placed at this location or a local building may be used as the forward command post or unified command.
- B. Reports and records used will vary according to the type of disaster involved:
1. Messages — All requests for assistance and all general messages will be handled using the procedures and form found in the appendices.
 2. Increased Readiness Report — This report is used to record the steps taken toward increased readiness (see Appendix J.7). A report is filed daily with the Illinois Emergency Management Agency.
 3. Initial Disaster Report — This short report is designed to keep IEMA officials informed about an emergency situation (see Appendix J.8).
 4. Operations Situation Report — These reports are compiled daily and forwarded to IEMA in order to keep state officials informed about the current state of operations (see Appendix J.8).
 5. Events Log — A record of major events during EOC operations will be compiled by a member of the support staff under the direction of the ESDA Director (see Appendix J.10).
 6. Personnel Log — A record of all persons in the EOC will be maintained by security personnel at the entrances (see Appendix J.5)
- C. Security will be established by requiring that all persons entering the EOC will be personally identified.
- D. Media personnel will be briefed in the Village of Mahomet's Administrative Building. Scheduled news conferences will be held at regular intervals in the Village Board Chambers. With prior approval of the Policy Group, media

personnel may be permitted to tour the EOC and the disaster site in small groups when accompanied by the Public Information Officer and approved by the Policy Group.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The EMA Coordinator will be responsible for the contents and maintenance of the EOC Section. All EOC personnel will be responsible for becoming familiar with its contents.

IX. AUTHORITIES AND REFERENCES

Federal Emergency Management Agency, Emergency Operating Centers Handbook, CPG 1-20, FEMA, May 1984

Federal Emergency Management Agency, Job Aid Manual, SM-61.1, FEMA, August 1983

X. APPENDICES

- A. EMERGENCY OPERATIONS CENTER ACTIVATION CHECKLIST
- B. PRE-EMERGENCY OPERATIONS CHECKLIST
- C. RESPONSE OPERATIONS CHECKLIST
- D. RECOVERY OPERATIONS CHECKLIST
- E. ASSIGNMENT OF RESPONSIBILITIES - STANDARD OPERATING PROCEDURE
- F. EOC ACTIVATION CHECKLIST
- G. EMERGENCY OPERATIONS CENTER FLOOR PLAN
- H. ORGANIZATIONAL CHART
- I. EMERGENCY OPERATIONS CENTER - STAFF LISTING
- J. FORMS/LOGS/PROCEDURES/INSTRUCTIONS

APPENDIX A

EMERGENCY OPERATIONS CENTER ACTIVATION CHECKLIST

- Following authorization for activation from the ESDA Director, all remaining members of the Crisis Management Team will be notified.
- Village Dispatch personnel shall start an emergency situation log, identifying dates and times of all incidents, situations, and responses. Responsibility for keeping this log may be transferred to the ESDA Director following his arrival at the EOC.
- Following authorization to activate the EOC, the ESDA Director and available personnel will set up the EOC operations room. This procedure shall include:
 - a. Connect phones at Conference Tables
 - b. Remove Operations Information Packets from cabinet in ESDA supply room.
 - c. Secure the Mahomet Police Department and ESDA Office.
 - d. Set up Media Briefing Center in Administration Building.
- Following authorization for activation from the ESDA Director, all remaining members of the Crisis Management Team will be notified.
- Ensure the establishment of a Command Post at or near the scene of the emergency or disaster.
- Each department head should ensure that a command level representative or his/her department is sent to the Command Post of the emergency or disaster.
- The ESDA Director will ensure that a photographic team is dispatched to the disaster site, if appropriate, to record initial damage and conditions for inclusion into later documentation.
- The ESDA Director will notify IEMA through its Region or the state EOC in Springfield (800-782-7860). This initial notification shall include:
 - a. Identification of disaster agent
 - b. Initial response by the city/county
 - c. Preliminary estimate of impact
 - d. Immediate assistance required
- The Village Administrator will hold an initial staff briefing, as soon as practically possible, to ensure thorough understanding of the situation by members of the Crisis Management Team.

- The Village Administrator or the PIO will issue a statement to the public, as soon as possible, identifying the situation, outlining initial government actions, and recommending citizen action.
- Appropriate department heads shall request mutual aid assistance, as necessary, through normal mutual aid channels. The ESDA Director shall forward requests for assistance from State of Illinois to IEMA.
- The Crisis Management Team shall ensure that all available local resources have been committed prior to requesting outside assistance from the State or Federal Government.

APPENDIX B

PRE-EMERGENCY OPERATIONS CHECKLISTS

- Determine the community's vulnerability to disasters and develop an operational EOC.
- Identify facilities, agencies, personnel, and resources to support EOC activities; develop procedures to control access to facilities. Determine availability of equipment for EOC under emergency conditions.
- Survey communications and auxiliary power needs; identify and provide facilities and equipment to meet these needs.
- Analyze EOC locations in relation to potential hazards and disaster conditions. Select and equip alternate EOC.
- Develop procedures for upgrading the primary and alternate EOC (e.g., increase protection factor).
- Develop an EOC training program.
- Develop a public information program to increase citizen awareness of the EOC facility and encourage citizen visits at times other than disaster operations.
- Prepare plans and standard operating procedures (SOPs) for EOC operations.
- Prepare displays; identify and assemble equipment and furnishings to outfit the EOC.
- Arrange training programs for EOC crisis management personnel and support staff, including radiological personnel.
- Arrange to provide food supplies for EOC staff.
- Stock administrative supplies and equipment.
- Develop and maintain schedule of testing, maintenance, and repair of equipment.
- Establish a media information and rumor control program.
- Develop a system to manage information handled within and disseminated from the EOC.
- Develop systems to ensure that all EOC personnel will learn of critical decisions.

- Develop a set of general guidelines for activating the EOC. Examples could include:
 - a. Level I: (Monitoring Operations and Low Impact Emergencies) Potential emergency conditions — situations in which the communication staff must be augmented to monitor threatening situations. If the threat increases, mobilization of a limited staff can be quickly initiated.
 - b. Level II: (Medium Impact Emergency) Limited emergency conditions — situations that require a limited emergency staff to handle specific aspects of an emergency. This is defined as a partial mobilization.
 - c. Level III: (High Impact Emergency/Disaster) Full emergency operation — situations that require total mobilization of entire staff.
- Review and update community resource lists.
- Conduct EOC exercises and critiques with entire EOC staff.

APPENDIX C

RESPONSE OPERATIONS CHECKLIST

- Activate EOC as required or dictated by disaster conditions.
 - a. Alert crisis management staff.
 - b. Test communications.
 - c. Ensure that supplies and equipment are available in the EOC.
 - d. Place information packets at each staff location. Each packet should contain the following:
 - 1. EOC SOPs.
 - 2. A description of communications systems.
 - 3. An EOC layout/floor plan.
 - 4. Procedures for preparing, transmitting, and logging messages.
 - 5. A list of EOC telephone numbers.
 - 6. Personal Actions Log Sheet
- Coordinate all operations through the EOC.
- Establish contact with IEMA EOC.
- Establish contact with other jurisdictions involved and/or affected by disaster conditions.
- Hold initial briefings for staff and announce briefing schedules for staff and for media.
- Provide for security of the EOC.
- Review plans, personnel assignments, and fill staff vacancies.
- Alert public and private organizations.

APPENDIX D

RECOVERY OPERATIONS CHECKLIST

- Clean and return equipment to pre-emergency condition and replenish EOC supplies.
- Perform maintenance and repair on EOC equipment as required.
- Compile expenditure data and cost figures for submission to appropriate authorities for reimbursement.
- Prepare necessary damage assessment reports.
- Conduct critique of operations and initiate action to improve plans and resources.

APPENDIX E

ASSIGNMENT OF RESPONSIBILITIES

STANDARD OPERATING PROCEDURE

I. EOC CAPACITY

The EOC is designed for the limited capacity of a staff and operational personnel of 24 people.

II. AUTHORITY

The EOC will be activated as required for exercises, impending and/or actual emergencies on order of the Village President, Village Administrator, Chief of Police, ESDA Director, or other duly constituted authority. The EOC shall not be activated for surprise exercises without the knowledge of the Village of Mahomet President and Village Administrator.

III. ALERTING RESPONSIBILITIES

A. In the event of a national emergency, the Illinois State Police and Illinois EMA will receive notice from the Homeland Security Advisory System. They will notify METCAD and the Village of Mahomet ESDA Director. The ESDA Director will notify the Village President, Village Administrator, Chief of Police and all other departments. All outdoor warning sirens will be sounded as appropriate.

B. In the event of a natural disaster such as a tornado, once METCAD receives the report, they will notify the ESDA Director, who if needed, will activate the outdoor warning system.

C. In the event of a local emergency such as an airplane accident, hazardous materials incident, train wreck, or explosion, METCAD will notify the ESDA Director who, in turn, will implement the Emergency Operations Plan.

IV. EOC ACTIVATION PROCEDURES

A. In the event that it becomes necessary to activate the Village of Mahomet Emergency Operations Center, the ESDA Director will ALERT the various staff personnel needed to handle the emergency.

B. The following groups of staffing will be activated as needed:

1. Policy Group

- a. Village President
- b. Board of Trustees
- c. Village Administrator
- d. EMA Coordinator

2. Operations Group

- a. ESDA Director
- b. Chief of Police
- c. Fire Chief
- d. Shelter and Welfare Coordinator
- e. Transportation Coordinator
- f. Public Information Officer
- g. Public Works Coordinator
- h. Resource Coordinator
- i. Volunteer Resource Coordinator
- j. Damage Assessment Coordinator

3. Other personnel as assigned

V. DUTIES OF THE ASSIGNED STAFF MEMBERS

A. Policy Group will:

- 1. Ensure the operational guidelines in support of policies for the conduct of emergency operations.
- 2. Ensure that information and directions are given to the general public and that contact is maintained with IEMA.

3. Ensure the overall management of Village of Mahomet survival and recovery efforts through the village departments.
4. Ensure that the emergency powers granted to them by law are applied.
5. Ensure that steps are taken for the proper use and distribution of available resources.
6. Village Administrator will:
 - a. Ensure that proper briefings are presented to the Village President and Board of Trustees.
 - b. Ensure that the population is made aware of the type of emergency by the best means available.
 - c. Check with each department head to determine that their department is staffed and ready.
 - d. Supervise actions being taken by the Operations Group in response to major emergencies to insure that these actions conform to policy set by the Village President and Board, and refer all problems that require the exercise of emergency powers to the Village President.
 - e. Brief the Village President and Board on all situations that exist in Village of Mahomet, including a summary of the major emergencies that have occurred or are being reviewed by the staff.
 - f. Assist the Village President and Board in preparing policy statements for the residents of the Village of Mahomet.

B. OPERATIONS GROUP

1. The ESDA Director will:
 - a. Supervise and coordinate activities with the Operations Group.
 - b. Review the sections of the Emergency Operations Plan to ensure that they are current.
 - c. Ensure that rapid, well-coordinated and effective responses are made to the operations sections by outside field forces.
 - d. Brief the Policy Group on the status of emergency operations and major problems.

- e. Assist coordinators in the formulation of requests from outside the Village of Mahomet and the possibility of assisting other communities.
 - f. Ensure that supplies of the necessary EOC forms are available at all times in the EOC.
 - g. Ensure that any news releases, reports or data required by the Public Information Officer and the Policy Group are typed, distributed, etc.
 - h. Designate personnel to answer the phones and relay all pertinent information.
2. The Chief of Police will:
- a. Develop law enforcement services in the Village of Mahomet and provide for the overall management of law enforcement and evacuation activities during an emergency or disaster.
 - b. Provide personnel within the EOC for the purpose of maintaining status records of law enforcement manpower, vehicles and equipment.
 - c. Prioritize response as dictated by number of persons involved or endangered.
 - d. Periodically brief the Policy Group on the status of emergency operations and major problems concerning law enforcement and evacuation.
 - e. Make requests for outside assistance through the ESDA Director.
3. The Fire Chief will:
- a. Be responsible for the direction and control of fire department operations — combating fires, providing EMS and conducting rescue operations.
 - b. Keep the ESDA Director informed of the status of major operational activities and hazardous missions.
 - c. Brief the Policy Group periodically on the status of emergency operations.
 - d. Request advice from the Hazardous Material Sector Officer if radiation or other contaminants are present.
 - e. Pass along requests for out-of-village assistance to the ESDA Director.

- f. Provide a list of hospitals, medical care centers, and packaged disaster hospitals (including locations), number of personnel on staff, supplies and whether or not emergency radiological care and/or decontamination are available.
 - g. List drug stores and the procedures for requesting supplies. He should also list the number of trained doctors and other trained medical personnel in the area.
 - h. Coordinate with Public Health as required.
4. The Radiological Officer will:
- a. Assume responsibility for providing advice and assistance to the staff in the EOC, the field organizations and the public on the field range of nuclear weapons effects, including the radiological hazard, fire and blast effects.
 - b. Compile maps, compute and plot nuclear detonation and fallout.
 - c. Notify the ESDA Director of situations involving overall activities of radiation hazards.
5. The Shelter/Welfare Coordinator will:
- a. Assume responsibility for the direction and control of the public shelter system and coordinate activities with the Volunteer Resource Coordinator.
 - b. Develop operational policies for the shelters and assume responsibility for the overall management of shelter activities.
 - c. Check periodically with the Radiological Officer to become aware of weapons effects information and predictions on fallout arrival so as to advise shelter complexes.
 - d. Provide feeding and rest area for emergency workers.
 - e. Coordinate with Red Cross, Salvation Army, etc.
6. The Volunteer Resource Coordinator will:
- a. Assume responsibility for coordination of emergency feeding, clothing, lodging and social services of non-sheltered people.
 - b. Provide volunteer assistance through outside resources.

- c. Be responsible for providing direction under local executive authority for emergency welfare services.
7. The Public Works Coordinator will:
- a. Assume the responsibility for the direction and control over all public works and engineering as well as vehicles, equipment and facilities.
 - b. Direct major field operations that are required in an emergency.
 - c. Advise the ESDA Director if:
 - 1) Outside resources are needed.
 - 2) Village of Mahomet resources are available to other communities.
 - d. Coordinate with the Radiological Officer and advise utility companies of radiation hazards to include exposure levels to be expected by work crews.
 - e. Coordinate with the ESDA Director for support of auxiliary agencies (i.e., fire, police) for service restorations.
 - f. Establish radio communications with utility companies as required.
 - g. Advise utility companies of damage reports gathered by all agencies in the EOC as appropriate.
 - h. Recommend to the ESDA Director for allocation of services if required.
 - i. Maintain charts and reference material to reflect current status of the utilities.
8. Transportation Coordinator will:
- a. Maintain an inventory of available buses, vans, and so forth for the transportation of shelterees, response personnel, etc.
 - b. Coordinate with Law Enforcement to determine routes to be used.
9. Mortuary Coordinator will:
- a. Establish and maintain contact with the ESDA Director when notification of an emergency involving deceased is received.
 - b. Coordinate information with the Public Information Officer regarding release of information as pertains to mortuary services.

- c. Assemble and deploy personnel to address mortuary services.
10. The Communications Officer will:
- a. Coordinate the use of communications capabilities within the village to accomplish emergency operations.
 - b. Coordinate with the Public Information Officer to determine that communications are being established with local broadcast facilities and, if appropriate, the Emergency Broadcast System programming.
11. The Resource Coordinator will:
- a. Provide vendors and resource list of outside non-volunteer contractors, equipment, material, etc. other than mutual aid agreements.
 - b. Assume control of all purchases and expenses involved with the incident.
 - c. Advise the Policy Group of financial condition in support of policies and decisions.
 - d. Coordinate activities with the Volunteer Resource Coordinator.
 - e. Maintain records of Policy Group actions and expenditures.
12. Damage Assessment Coordinator will:
- a. Designate personnel to assess damage.
 - b. Update maps and records of damage location and extent.
13. Public Information Coordinator will:
- a. Provide news releases and supervise media center.
 - c. Coordinate with Policy Committee.

VI. OPERATIONAL FEATURES OF PRIMARY EOC

- A. Maps depicting the Village, County, State, utilities, flood plains, high risk areas, etc. are available at the EOC or will be obtained by the ESDA Director.
- B. Emergency power to operate EOC equipment, lights, telephones, radios, etc. will be provided by a generator that is presently installed and periodically tested.

- C. The ESDA Director will arrange for drinking water if the water supply is interrupted or contaminated.
- D. Food will be made available for the EOC staff as arranged by the ESDA Director with local restaurants, grocers, or volunteer organizations.
- E. Communications available in the EOC are as follows:
 - 1. All 450 MHz Village of Mahomet's Police Department and mutual aid radio frequencies.
 - 2. All 150 MHz Cornbelt Fire Protection District and mutual aid radio frequencies.
 - 3. All 150 MHz Village of Mahomet's Public Works frequencies.
 - 4. Both Professional Ambulance and Arrow Ambulance radio frequencies.
 - 5. The Champaign County ESDA radio frequencies.
 - 6. The statewide emergency mutual aid frequency ISPERN & IREACH.
 - 7. Tone encoders to activate all pagers and dispatch fire calls and activate warning sirens.
 - 8. Cable Television interrupt capability.
 - 9. Multiple telephone capability.

VII. ALTERNATE EOC (located at METCAD, 1905 East Main Street, Urbana, IL)

- A. Maps depicting the Village, County, State, utilities, flood plains, high risk areas, etc. are available at the EOC or will be obtained by the ESDA Director.
- B. Emergency power to operate EOC equipment, lights, telephones, radios, etc. will be provided by the generator that is presently installed and periodically tested.
- C. The ESDA Director will arrange for drinking if the water supply is interrupted or contaminated.
- D. Food will be made available for the EOC staff as arranged by the ESDA Director with local restaurants, grocers, or volunteer organizations.

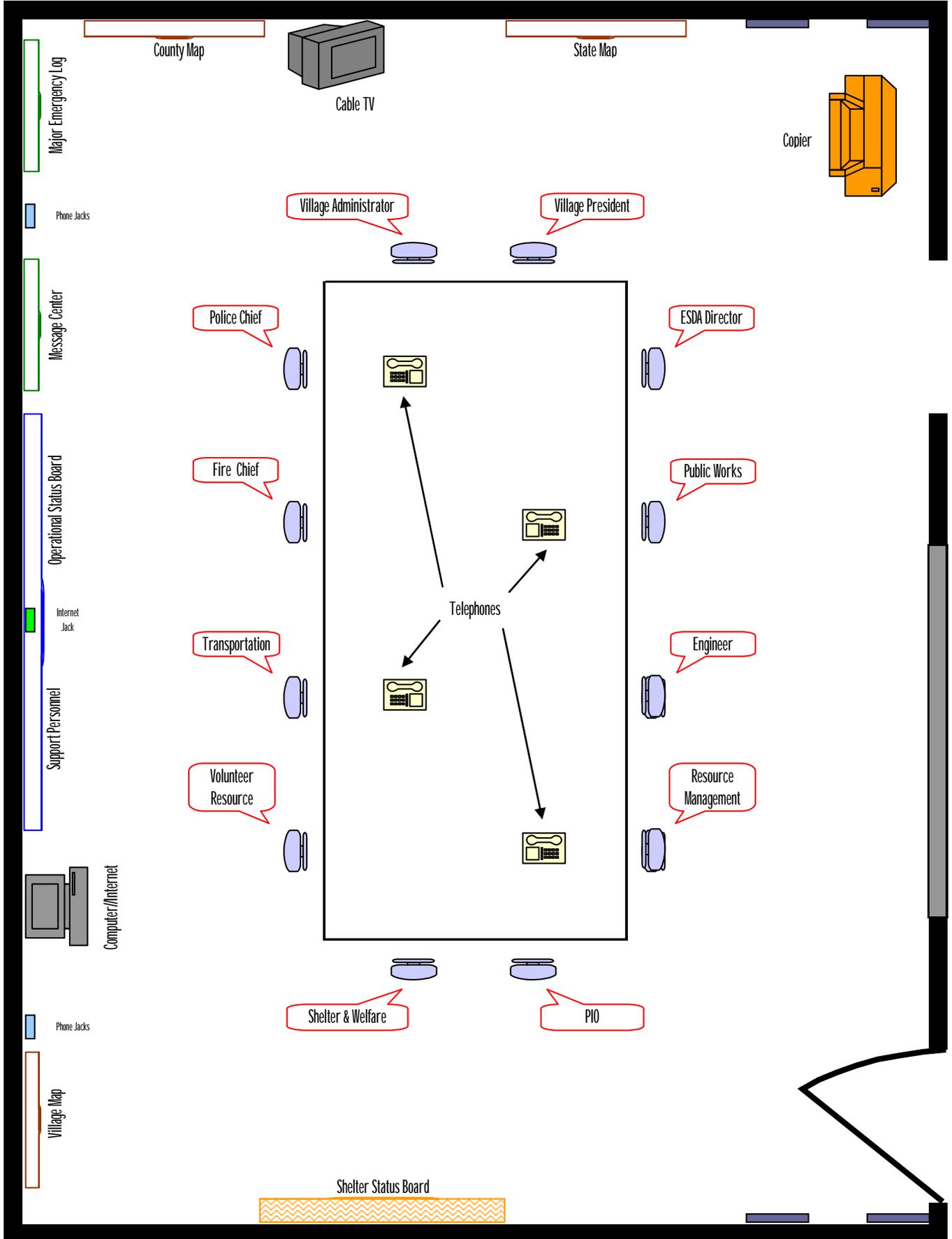
APPENDIX F

EOC ACTIVATION CHECKLIST

- Activate the EOC call-list
- Notify IEMA SEOC and request the Regional Coordinator be notified
- Establish EOC security
- Designate EOC support personnel
- EOC personnel security check-in, ID badges
- Status Board/ EOC Event Log Maintenance
- EOC Tele-communicator & Message Runner
- Snacks, meals, etc.
- Post maps of incident site (s)
- Establish communication links with Dispatch Center
- Incident Commander(s) & Other Field Unit(s)
- Media contact and news releases, press conferences -
- Rumor control
- Orientation for EOC personnel
 - Introductions - The facility – Restrooms - Emergency exits
- Emergency Operations Plan
 - SOP's - Call Lists - Resource lists
- EOC Procedures
 - Security - Telephone use - Getting a dial tone; incoming/outgoing lines; using the FAX machine; use of cellular telephones; Portable radio use in the EOC - Status updates - Shift changes - Noise Control in the EOC
- Event log forms, office supplies
- Personal needs of the EOC staff
 - Medicine – Diet - Safety of family

APPENDIX G

EMERGENCY OPERATIONS CENTER FLOOR PLAN



APPENDIX H
ORGANIZATIONAL CHART

PENDING

APPENDIX I

EMERGENCY OPERATIONS CENTER

STAFF LISTING

CONFIDENTIAL

Names, addresses, and phone numbers are on file at the ESDA and Police Department Office's for the following:

VILLAGE PRESIDENT
VILLAGE ADMINISTRATOR
VILLAGE TRUSTEES
EMA COORDINATOR
ESDA DIRECTOR
POLICE CHIEF
FIRE CHIEF
VILLAGE TREASURER
PUBLIC WORKS SUPERINTENDENT
WATER/SEWER SUPERINTENDENT
VILLAGE ENGINEER
RADIOLOGICAL OFFICER
COMMUNICATIONS OFFICER
SECRETARIAL STAFF
RADIO OPERATORS
RECORD AND INFORMATION STAFF

APPENDIX J

FORMS/PROCEDURES/INSTRUCTIONS

1. Message Handling Procedures
2. Message Form
3. Message Form Instructions
4. Message Log
5. Personnel Log
6. Village Identification Cards
7. Increased Readiness Reporting Form
8. Initial Disaster Report
9. Situation Report
10. Events Log
11. SLG 100, "Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis," Section Eight, Actions to Improve EOC or to Develop an EOC Facility as Required
12. SLG 100, "Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis," Section Nine, Actions to Increase Direction and Control Readiness
13. EOC Setup Procedures
14. EOC Deactivation Procedures

APPENDIX J-1

MESSAGE HANDLING PROCEDURES

MESSAGE ARRIVES IN COMMUNICATIONS ROOM

RADIO OPERATOR

- Records message
- Enters into radio log
- Forwards to message coordinator

MESSAGE COORDINATOR

- Determines appropriate operations position
- Assigns priority
- Enters into log
- Forwards to position
- Notifies plotter of significant events

OPERATIONS STAFF MEMBER

- Determines capability to respond
- Forwards if unable to respond
- Coordinates and completes response
- Enters into log
- Forwards to message coordinator; forwards to communications room if necessary

MESSAGE COORDINATOR

- Completes log
- Forwards to plotter and file

MESSAGE ARRIVES AT OPERATIONS POSITION

OPERATIONS STAFF MEMBER

- Records message
- Enters into log
- Determines capability to respond
- Forwards if unable to respond
- Notifies message coordinator
- Coordinates and completes response
- Forwards to message coordinator; forwards to communications room if necessary

MESSAGE COORDINATOR

- Completes log
- Forward to plotter and file

APPENDIX J-2

MESSAGE FORM

MESSAGE #: _____ DATE: _____ TIME: _____

TO: _____
NAME & COMPANY/BUSINESS

TELEPHONE #

FROM: _____
NAME & COMPANY/BUSINESS

TELEPHONE #

INTERNAL EXTERNAL COMMUNICATIONS

URGENT ROUTINE

* * * * * IN RESPONSE TO MESSAGE NUMBER _____ * * * * *

PRIMARY AGENCY: _____

ACTION TAKEN: _____

SECONDARY AGENCY: _____

ACTION TAKEN: _____

APPENDIX J-3

MESSAGE FORM INSTRUCTIONS

1. PURPOSE

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

2. DEFINITIONS

- a. TO — message information concerning the person receiving the message.
- b. FROM — message information concerning the person initiating or sending the information.
- c. INTERNAL — a message between or among agencies operating within the EOC.
- d. EXTERNAL — a message that is received from or sent to any person or organization outside of the EOC.
- e. COMMUNICATIONS — a message requiring support, such as radio teletype or telecopier, for transmission.
- f. URGENT — a message that requires immediate attention because of a significant or imminent threat to life and/or property.
- g. ROUTINE — a message that does not involve a significant or imminent threat to life and/or property.
- h. ACTION — designates an agency responsible for responding to or acting upon a message.
- i. INFORMATION — designates an agency requiring information on the contents of a message.

3. INSTRUCTIONS

- a. Insert message number, date and time the message is sent or received.
- b. Insert name, position, organization, and telephone number of person who receives the message in the "TO" block.
- c. Insert name, position, organization, and telephone number of person who initiates or sends the message in the "FROM" block.

- d. Mark a check on the "INTERNAL," "EXTERNAL," or "COMMUNICATIONS" line indicating the type of message.
- e. Mark a check on the "URGENT" or "ROUTINE" line indicating the priority of the message.
- f. If message is prepared in response to a previous message, insert the message number of the message you are responding to on the "IN RESPONSE TO MESSAGE NUMBER" block.
- g. Write the text of the message concisely and legibly in the "MESSAGE" block.
- h. Indicate the primary agency responsible for a message and the action taken in the "PRIMARY AGENCY" block.
- h. Indicate the support/information agency (agencies) and any action(s) taken in the "SECONDARY AGENCY" block.

APPENDIX J-6

VILLAGE IDENTIFICATION CARDS

APPENDIX J-7

INCREASED READINESS REPORTING FORM

EOC: _____ ID NUMBER: _____

DATE: _____ REPORT NUMBER: _____

BASIC ACTIONS TO INCREASE GOVERNMENT READINESS

_____ Head of government briefed and checklist of actions reviewed.

_____ Local Emergency Operations Plan reviewed and/or updated.

EMERGENCY PUBLIC INFORMATION

_____ Moderate step-up in local EMA public information activities.

_____ Local Community Shelter Plan information disseminated to public.

_____ Final public information preparations before sheltering.

SIGNIFICANT PUBLIC ACTIONS DURING READINESS PERIOD

_____ Estimated level of retail food sales above normal.

_____ Estimated level of retail gasoline sales above normal.

_____ Estimated number of persons who have activated to the EOC.

_____ Estimated number of evacuees arriving.

ACCELERATED TRAINING

_____ Accelerated training started.

_____ Number of shelter managers completing training.

_____ Number of radiological monitors completing training.

EOC FACILITY IMPROVEMENTS

_____ Improvements or development of EOC completed.

APPENDIX J-9

SITUATION REPORT

FROM:

DATE:

(Local Government/State/Agency)

TO:

SUBJECT:

I. TYPE OF EMERGENCY

Identify the type of emergency (flood, snowstorm, tornado, etc.) describing where it happened and when, or is likely to occur.

II. DAMAGE

- A. Casualties: number of dead and injured and location(s) of these.
- B. Type and extent of property damage, especially as this directly affects people (e.g., major highways, bridges, rail routes, airports, deep water ports), or military facilities.
- C. Any additional damage potential as a result of the emergency.

III. STATE AND LOCAL ACTIONS

- A. Major emergency management actions such as dissemination of warning, activation, and use of the EOC's coordinating rescue operations, management of evacuations, arranging of needed emergency supplies, and working with mass media to get official information to the people.
- B. Requests for assistance from state and/or federal civil agencies.
- C. Military support requests and whether support actions are to be performed by National Guard or federal active duty forces (make clear whether such requests are anticipated or actually made).

IV. FEDERAL ACTIONS

- A. Participation by FEMA regional staff members to assist the affected local governments.
- B. Use of FEMA-supported resources (e.g., NAWAS and other communications nets, local EOC's funded by FEMA, packaged disaster hospitals, radio stations able to remain on the air because of FEMA-provided emergency generators, on-site assistance elements brought to bear in the emergency, and so on).

V. MILITARY ACTION

- A. State National Guard or Federal Active Duty Forces involved, described in terms of numbers of troops and type of equipment committed, and the mission(s).
- B. Actions by Army Corps of Engineers.

VI. OTHER FEDERAL AGENCIES

VII. ORGANIZED VOLUNTEER ACTION

Identify American Red Cross and other volunteer agency participation in emergency actions and describe major actions they have taken.

APPENDIX J-11

**"GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS
DURING PERIODS OF INTERNATIONAL CRISIS,"**

**SECTION EIGHT, ACTIONS TO IMPROVE EOC OR TO DEVELOP AN EOC
FACILITY AS REQUIRED**

**SECTION NINE, ACTIONS TO INCREASE DIRECTION AND CONTROL
READINESS.**

Available at EOC and ESDA Director's offices.

APPENDIX J-12

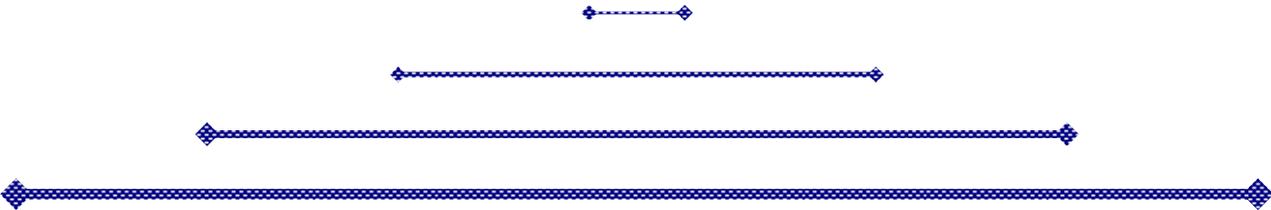
EOC SETUP PROCEDURES

- Set up personnel positions in operations per Appendix F, Page EOC-21.
- Distribute operations information packets and additional stationery to each desk/position.
- Inspect generator and fuel supply.
- Connect emergency phones or contact phone company to install.
- Arrange for food and water.
- Set up media center in Village Board Room.

APPENDIX J-13

EOC DEACTIVATION PROCEDURES

- Store any equipment normally stored.
- Make permanent record of any displays.
- Clean displays.
- Inventory and store supplies.
- Restock supplies.
- Complete expenditure reports and forward to appropriate officials.
- Prepare after-action reports.



Village of Mahomet Emergency Operations Plan

Fire, Search, Rescue and EMS



FIRE, SEARCH, RESCUE AND EMS

I. PURPOSE

The purpose of this section is to identify the agencies the Village of Mahomet has available to coordinate fire, emergency medical, search, and rescue services which include fire protection, suppression, hazardous materials, and emergency medical incidents in addition to search and rescue of missing and trapped people.

II. SITUATION AND ASSUMPTIONS

- A. Situation — Fire prevention, control and emergency medical are daily problems faced by fire services personnel. These problems become more significant during emergencies. Several hazards present difficulties concerning fire protection including tornados, conflagrations, nuclear attack, and hazardous materials accidents. These hazards and others may require the activation of search, rescue and emergency medical response.
- B. Assumptions — In the Village of Mahomet, the Cornbelt Fire Protection District has adequate personnel and equipment available to respond to most emergencies. When additional support is required, assistance can be requested through mutual aid agreements, private ambulance and local hospital emergency plans.

III. CONCEPT OF OPERATIONS

- A. The Village Administrator will ensure that disaster response and recovery operations are effective. The Cornbelt Fire Protection District is the "Lead Agency" for fire, search, rescue, and emergency medical services.
- B. The Fire Chief is responsible to the trustees of the Cornbelt Fire Protection District.
- C. When the "Lead Agency" is unable to handle the emergency or disaster, mutual aid will be requested.
- D. To facilitate proper support, the fire department will maintain status lists of personnel and equipment at METCAD and at the (EOC).
- E. The Fire Chief or designated representative will be prepared to advise local government officials and emergency support personnel of the hazards associated with hazardous materials and the dangers associated with technological hazards and fire during emergency operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Fire Chief or his designated representative will:

1. Coordinate all fire, search, rescue, and emergency medical services from the EOC.
2. Provide fire control.
3. Provide fire protection (including the emergency shelters).
4. Inform the EMA Coordinator of the hazards associated with hazardous materials and the dangers associated with technological hazards.
5. Control hazardous materials.
6. Support fire codes.
7. Enforce fire codes through the State Fire Marshall's Office.
8. Support other public safety operations.
9. Conduct rescue operations.
10. Inform the public of appropriate fire prevention measures both before and during emergency operations.
11. Request assistance when additional manpower and/or equipment are needed from mutual aid departments or organizations and direct and control their activities to the area of greatest need.
12. Conduct decontamination activities as needed through a supervised HazMat Team.
13. Coordinate ambulance and medical personnel response, using the Mass Casualty Agreement.
14. Request Critical Incident Stress Management support.
15. Act as the Health and Medical Coordinator and will act as a liaison with IDPH. May request IDPH representative to respond to the EOC to assist in coordinating efforts to address large-scale public health issues.
16. Be responsible for the maintenance, review and update of this section.
17. Coordinate sanitation services through the Village of Mahomet and Sangamon Valley Public Water District.

- B. Law Enforcement personnel will:
 - 1. Limit access to the scene.
 - 2. Provide crowd control.
 - 3. Assist in search and rescue operations.
- C. Public Works personnel will provide traffic control devices (i.e., barricades, covers, etc.) as may be required.
- D. The Village of Mahomet ESDA Director will inform the Illinois Emergency Management Agency of disaster activities and request specialized personnel, materials, or equipment not available through existing mutual aid.

V. DIRECTION AND CONTROL

- A. The Village Administrator will control and direct all disaster operations within the Village of Mahomet.
- B. The Fire Chief or designee will provide direction and control of all fire, search, rescue, or medical operations from the EOC until they are assigned to an on-scene commander. An on-scene command post shall be established and utilized at each incident location.

VI. SUCCESSION OF COMMAND

The line of succession for fire, search, rescue, and emergency medical shall be:

- A. Fire Chief
- B. Assistant Fire Chief
- C. Fire Captain
- D. Fire Lieutenant

VII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST

- D. AREA FIRE DEPARTMENTS
- E. AREA AMBULANCE SERVICES
- F. MAP IDENTIFYING FIRE DISTRICTS
- G. MAP IDENTIFYING HIGH RISK FIRE LOCATIONS AND A LIST OF HAZARDOUS MATERIALS AND LOCATIONS
- H. DECONTAMINATION PROCEDURES
- I. LIST OF LOCAL HOSPITALS
- J. MAJOR EMS INCIDENT PLAN
- K. FIRE EQUIPMENT
- L. AMBULANCE EQUIPMENT
- M. MASS CASUALTY INCIDENT (MCI) PLAN
- N. SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS," SECTION FIFTEEN, ACTIONS TO INCREASE READINESS FOR FIRE PREVENTION AND CONTROL UNDER NUCLEAR ATTACK CONDITIONS.

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Develop and maintain complete inventory of resources (equipment, materials, manpower, fuel, etc.) that are available in the area.
- Develop and maintain standard operating procedures for fire, search, rescue, and medical operations.
- Maintain equipment in a ready state of condition.
- Maintain current roster of personnel complete with addresses and phone numbers.
- Conduct or provide training of all personnel.
- Advise all emergency support personnel of the dangers associated with hazardous materials and fires during emergency operations.
- Advise decision makers (CEO, department heads, etc.) of the risks and dangers associated with hazardous materials as well as the circumstances for using water, foam, dispersants, fog spray, special type extinguishers, dilutents or neutralizing agents for hazardous materials.
- Arrange to obtain specialized clothing and equipment that may be needed by personnel responding to hazardous materials incidents.
- Develop lists of agencies, organizations, and individuals that may have specialized training and/or equipment to respond to search and rescue missions.
- Participate in or conduct exercises to test this section and other portions of this Emergency Operations Plan.
- Keep current emergency plans for hospital and pre-hospital EMS treatment.
- Update EMS protocols.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- The Fire Chief or his designee shall designate a staging area. All incoming units and manpower will report to the staging area to obtain assignments. When an assignment has been given, that information shall be passed to the on-scene command and recorded.
- The priority of emergency operations and assignments given shall be for the saving of life and protecting of property. These duties shall be coordinated with other emergency personnel.
- Members of the fire department shall assist medical personnel with triage operations if possible.
- In the event that the department's own resources are not adequate, the Fire Chief or designee will request assistance by using existing mutual aid.
- If a specific danger or hazard is encountered or anticipated, it will be reported to the on-scene command.
- The on-scene command shall give periodic updates to the Fire Chief or his designee in the EOC.
- The Fire Chief or his designee in the EOC shall coordinate activities with other on-scene commanders and render all available assistance.
- In incidents involving hazardous materials, the IEPA, IDOT, and the manufacturer of the product and any appropriate parties shall be notified.
- The on-scene commander will alert all emergency support personnel of the dangers associated with hazardous materials and fires during emergency operations.
- Fire department personnel will assist in the dissemination of warning to the public as appropriate.
- Every attempt will be made to rescue injured people.
- Keep records of all expenditures, usage of personnel and equipment, etc.
- Coordinate ambulance response.
- Initiate triage, treatment and transportation of sick and injured.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Continue to respond to the needs for assistance from the community.
- Dismiss personnel and equipment as the situation subsides with mutual aid assistance being the first released and others according to their time of duty.
- Support cleanup and recovery operations following the disaster.
- If appropriate, conduct fire investigation.
- Maintain surveillance of critical areas to prevent rekindling.
- Monitor demolition of damaged structures.
- Assess equipment and make repairs and replace as necessary.
- Complete reports and record of events and participate in critique of operations.

APPENDIX D

CHAMPAIGN COUNTY AND AREA FIRE DEPARTMENTS

<u>Departments</u>		<u>Address</u>	<u>Phone #</u>
<u>Bondville Village Fire Department</u>	PO Box 25	Bondville, IL 61815	217/863-2585
<u>Broadlands-Longview Fire Protection District</u>	107 S. Lincoln	Broadlands, IL	217/834-3341
<u>Carroll Fire Protection District</u>	1811 Brownfield Rd	Urbana, IL 61801	217/367-5076
<u>Champaign Fire Department</u>	307 S. Randolph	Champaign, IL 61820	217/351-4511
<u>Cornbelt Fire Protection District</u>	506 E Main - PO Box 508	Mahomet, IL 61853	217-586-3380
<u>Eastern Prairie Fire Protection District</u>	424 Wilber Ave.	Champaign, IL 61820	217/356-8830
<u>Edge Scott Fire Protection District</u>	201 N. Smith Rd. - PO Box 951	Urbana, IL 61803	217/328-1911
<u>Gifford Fire Protection District</u>	103 N. Main - PO Box 164	Gifford	
<u>Homer Fire Protection District</u>	501 N. Main	Homer, IL	217/896-2171
<u>Ivesdale Fire Protection District</u>	406 Third Street	Ivesdale, IL 61851	217/564-2333
<u>Ludlow Fire Protection District</u>	PO Box 178 - Thomas St	Ludlow, IL	217/892-2103
<u>Mid-Piatt Fire Protection District</u>	PO Box 218	White Heath, IL 61884	217/762-7927
<u>Northern Piatt Fire Protection District</u>	108 N. Washington St. - PO Box 40	Mansfield, IL 61854	217/489-3021
<u>Pesotum Fire Protection District</u>	PO Box 32	Pesotum, IL 61863	217/867-2414
<u>Rantoul Fire Department</u>	PO Box 38	Rantoul, IL 61866	217/893-8401
<u>Seymour Fire Department</u>	304 S. Main St. - PO Box 222	Seymour, IL 61875	217/687-5810
<u>Sidney Fire Protection District</u>			217/688-2617
<u>St. Joseph Stanton Fire Protection District</u>	222 W. Warren St.	St. Joseph, IL	217/469-7398
<u>Thomasboro Fire Protection District</u>	PO Box 574	Thomasboro, IL 61878	217/643-7201
<u>Tolono Fire Department</u>	507 W. Strong	Tolono, IL	217/485-5533
<u>Urbana Fire Department</u>	400 S. Vine	Urbana, IL 61803	217/384-2420

APPENDIX E

AREA AMBULANCE SERVICES

Arrow Carle Ambulance Service
210 E. University
Champaign, IL 61820
Emergency: 217-337-3911
Non-Emergency: 217- 356-3429
Fax: 217-356-0794

Professional Ambulance Service
408 S. Neil St.
Champaign, IL 61820
Emergency: 217-337-2911

Kirby Ambulance Service
1408 N. Market St.
Monticello, IL 61856
Emergency: 217-762-4440
Fax: 217-762-4419

Farmer City Ambulance
P.O. Box 49
Farmer City, IL 61842
Emergency: 309-928-2111

Gibson Area Ambulance Service
1120 N. Melvin St.
Gibson City, IL 60936
Emergency: 217-784-2633

APPENDIX F

MAP IDENTIFYING FIRE DISTRICTS

On file in EOC and ESDA Director's Office

APPENDIX G

MAP IDENTIFYING HIGH RISK FIRE LOCATIONS AND A LIST OF HAZARDOUS MATERIALS AND LOCATIONS/ SITES

On file in EOC and ESDA Director's Office

APPENDIX H

DECONTAMINATION PROCEDURES

1. Contamination monitoring is performed in conjunction with beta-gamma radiation monitoring. The magnitude of the contamination will determine the method and the technique to be used.
2. Monitoring of personnel is performed to detect body contamination, to control exposure to spot-contamination of the skin, and to prevent the transfer of contamination into the body.
3. Those portions of the body and clothing that would normally become contaminated from working in a contaminated area (hands, face, sleeves, seat of pants, knees, and shoes) should always be monitored. If no contamination is found on these areas, the person may be considered clean.
4. Basic zone control of contamination is accomplished through the establishment of a decontamination station between the contaminated area and the clean area. All personnel and equipment pass through this station either to equip them for work or to decontaminate them after working in a contaminated area. The size and facilities of a personnel decontamination center may vary from a simple roped-off area to a large building according to the number of personnel and the degree of control required.
5. The personnel decontamination center is usually the nerve center of RAD-safe activities in the field. It is also a central clearinghouse for equipment required for the protection and decontamination of personnel.
6. The principle of zone control is used within the decontamination center itself. Every effort should be made to separate the "clean" and the "contaminated" areas. Upon return to the center after working in a contaminated area, personnel are processed through the decontamination section, monitored, decontaminated as necessary and, when found "clean," permitted to return to normal duty.
7. Personnel returning from the contaminated area must be processed properly to prevent spreading contamination to "clean" work areas. Each must be monitored as soon as they exit from the contaminated area. Used protective clothing must be placed in proper containers.
8. The same principles apply for processing contaminated equipment. Normally the equipment decontamination station will be near or adjacent to the personnel decontamination station.

9. It should be understood that the aim of personnel decontamination is cleanliness, and all the precept of good personal hygiene apply. There are two basic rules of personnel decontamination that must always be remembered. The first is common sense. The second is that radioactive contamination is exactly the same as any other dirt and the same methods that apply to the removal of ordinary dirt from the skin apply also to the removal of contamination from the skin.
10. The first step in body decontamination is spot cleaning. Showering before local hot spots are removed could result in the spread of contamination over the entire body. Spot cleaning minimizes the spread of local contamination to clean parts of the body. In spot cleaning, moist cotton swabs or gauze may be used for decontamination. Any one of several skin cleansers may be used.
11. The second step in decontamination is showering, using large amounts of soap and water. Scrub the body thoroughly, especially the hands and hair. Clean the fingernails. After the shower, monitor again and remove any residual contamination either by spot cleaning or by further showering.
12. The removal of contamination from the person should be as complete as practicable. However, it should be realized that the removal of the last few radioactive atoms does not justify injury to the skin.
13. If an emergency worker is injured and contaminated, they will be transported to a hospital accepting contaminated patients.
14. Personnel of the Radiological Protection System will be present to ensure decontamination is accomplished and the area is secured.

APPENDIX I

LIST OF LOCAL HOSPITALS

Carle Foundation Hospital
611 W. Park
Urbana, IL 61801
383-6000

Provena Covenant Medical Center
1400 W. Park
Urbana, IL 61801
337-2000

Kirby Hospital
1111 N. State St.
Monticello, IL 61856
(217) 762-2115

Gibson Area Hospital
1120 N. Melvin St.
Gibson City, IL 60936
(217) 784-4251

APPENDIX J

MAJOR EMS INCIDENT PLAN

On file in EOC and ESDA Director's Office

APPENDIX K
FIRE EQUIPMENT

On file in EOC and ESDA Director's Office

APPENDIX L

AMBULANCE EQUIPMENT

Arrow Ambulance Service
210 E. University
Champaign, IL 61820
337-3911
7 ambulances

Professional Ambulance Service
1400 W. Park
Urbana, IL 61801
337-2911
5 ambulances

Kirby Ambulance
1408 N. Market St.
Monticello, IL 61856
(217) 762-2115
4 ambulances

APPENDIX M

MASS CASUALTY INCIDENT PLAN

I. STATEMENT OF PURPOSE AND PROCEDURE

Mass Casualty Incident's (MCI's) are disasters that occur in one location in the absence of similar related occurrences in the neighboring town or counties. These occurrences have in common one thing that is important to everyone injured – prompt medical care.

The purpose of the MCI Plan is to provide those agencies involved with lifesaving, the measures, guidelines and procedures to be utilized in case of a mass casualty incident caused by a natural or man-made incident.

As stated in **“Responding to Mass Casualty Incident”** by Alexander M. Butman, EMSI, Westport, Connecticut:

“Any modern EMS system must assure the responsibility of providing adequate emergency care to every patient even at times when there are many patients. It is the patient's right to expect essentially the same care in a Mass Casualty Incident as that commonly associated with his or her condition and injuries. What this means is that the system must provide for each patient's stabilization needs regardless of the number of injured. The system, on a patient by patient basis, must offer each individual almost the same chance of survival he would have if he were the only victim.”

The Incident Command Post will be established by the senior police or fire representative first arriving at the scene.

II. DEFINITIONS

INCIDENT CATEGORIZATION - Defined by number of apparent Non-Ambulatory Victims as follows:

- LEVEL I - 10 to 20
- LEVEL II - 20 to 30
- LEVEL III - over 30

MANAGING HOSPITAL - Carle Hospital will direct all medical aspects of the Mass Casualty Incident.

MEDICAL COMMAND OFFICER (MCO) IN CHARGE - The identified on-scene medical individual, appointed by and responsible to the Hospital, which directs the triage, treatment and transportation of the Mass Casualty Incident Victims.

MEDICAL TREATMENT - Pre-hospital medical treatment will be provided in accordance EMS system treatment protocols.

TRANSPORTATION OFFICER - The on-scene individual appointed by and responsible to the MCO that coordinates the transportation of victims from the Triage Point to the Medical Facility. This individual maintains communications with the Triage and Staging Officer.

TRIAGE - Mechanism to allow for rapid identification of victims that will benefit the most from rapid and proper medical treatment. This is generally initiated by the first EMT personnel on the scene, with treatment occurring with the next-in medical personnel. It will generally be necessary to gather victims to a safe area (Triage Area) to be treated and transported.

TRIAGE AREA - The area, designated by the first EMT on site or MCO in Charge, that victims will be brought to so they can be evaluated, treated and transported by appropriate mode of conveyance and distributed to Medical Facilities. This area, up-wind, is a safe area from further danger and would allow for all transportation units to pull up, load and transport in a one way pattern.

TRIAGE OFFICER - The on-scene individual appointed by the MCO (or initially the first EMT on-scene) who directs the evaluation, tagging, organization and treatment of victims until the arrival of MCO.

STAGING AREA - The area, designated by the MCO, immediately outside of the incident perimeter where responding equipment, including medical, will first respond to and on an as needed basis will be routed to the appropriate location within the incident site.

STAGING OFFICER - The on-scene individual, appointed by the MCO that responds to requests from the Transportation Officer for Medical Transport to be sent from the Triage Area.

III. MEDICAL MANAGEMENT

The following Medical Management for MCI's have been developed to assist area hospitals by providing detailed guidance for responders and outlines complete support of an incident.

- Incident occurs
- Initial response is made
- First Responders will:
 - Determine apparent safety of scene
 - Identify type of incident (fire, tornado, auto accident, etc.)
 - Count total victims involved
- Identify special need groups

- Count total victims down
- Determine category of incident, based on the following:
 - Level I: 10-20 non-ambulatory victims
 - Level II: 20-30 non-ambulatory victims
 - Level III: More than 30 non-ambulatory victims
- Notify jurisdictional dispatching agency of apparent level of incident, location, type of safety at scene. Dispatching agency will notify:
 - Carle Hospital
 - Appropriate Fire Department
 - Appropriate Police Agency
 - ESDA
 - Coroner
- Commence triage operations

IV. COMMUNICATIONS AND TRANSPORTATION

In any situation, there is always one EMT or Paramedic who is the first-in or first responder. Someone has to be the first to arrive, and success or failure of the operation depends on that individual. In a disaster situation, one always hopes it is the other person or agency that arrives first. This plan is designed to assist that individual who becomes the "Person in Charge."

In any disaster, the first rule of order is to communicate. Communication is the key element in any efficient field operation.

The availability of transport during MCI's can be expected to be critical. In order to facilitate response requests list those agencies capable of providing transportation and their phone numbers.

V. HOSPITALS, MEDICAL RESOURCE AGENCIES

It is the responsibility of the primary resource hospital to have a resource list of hospitals and transportation available inside and outside of Champaign County in the event the MCI creates an overload for Carle Hospital.

The Red Cross, Salvation Army resources include blankets, stretchers and cots. Spiritual guidance will be provided at the scene as needed, by the Salvation Army and local clergy. Canteen Services can also be provided by the above upon request.

In the event of a Mass Casualty Incident the Village of Mahomet will request an Incident Commander from Carle Hospital to assist Cornbelt Fire EMTs and other medical staff that have arrived on scene.

VI. CATEGORIES OF VICTIMS/DESIGNATION OF TREATMENT AREAS

CLASS ONE: RED FLAG: Immediate life threatening injuries needing intervention as soon as possible. Only the red part of the disaster tag should be left on the patient's tag.

CLASS TWO: YELLOW FLAG: Injuries that should be treated as soon as possible, but do not involve life threatening multi-system injuries. Only the yellow part of the disaster tag should be left on the patient's tag.

CLASS THREE: GREEN FLAG: These are also known as "walking wounded" and are in no danger of loss of life/limb. Only the green part of the disaster tag should be left on the patient's tag.

CLASS FOUR: BLACK FLAG: These victims are deceased at the scene. This treatment area is actually designated as the temporary morgue. Only the black part of the disaster tag should be left on the patient's tag.

VII. MINIMUM PERSONNEL STANDARDS FOR TREATMENT AREAS

CLASS ONE: This treatment area contains those victims who are in need of immediate treatment and usually consist of intravenous fluid therapy, drug therapy, and/or invasive airway techniques. The staging commander should attempt to keep this treatment area on as close to a one-to-one ratio as possible. Class one treatment area must contain at least two paramedics and two intermediates. The actual numbers of personnel in this treatment area is at the discretion of the staging commander.

CLASS TWO: This treatment area contains victims who are in need of advanced/intermediate life support treatment skills. These victims are not in immediate danger of loss of life or limb; however, the potential for their condition becoming worse is very possible. This treatment should be staffed with at least one paramedic and/or two intermediates. Actual numbers and levels are at the discretion of the staging commander.

CLASS THREE: This treatment area contains the "walking wounded", who for the most part, have minor injuries from the situation. None of the Class Three victims are in danger of loss of life or limb. This treatment area could be staffed with a minimum of two basic EMT's; however, this staffing too is at the discretion of the staging commander.

CLASS FOUR: This area is not a treatment area as it contains all the deceased victims. This area should, however, be staffed with one person to assure that proper documentation has been completed on the corpses.

VIII. METHOD OF TREATMENT: VICTIMS OF A DISASTER SITUATION

Declaration of a disaster situation along with confirmation of such, and activation of the EMS system disaster plan also activates the implementation of existing EMS system treatment protocols currently approved by the EMS Medical Director.

All EMS personnel function under the authority of the project medical director, who has developed the written treatment protocols for the system. These protocols shall be followed by all personnel acting as an agent of the project medical director in a disaster situation.

The arrival of an Emergency Department physician will result in EMS personnel treating victims under the direct orders of the physician as well as protocols. The direct order of the physician at the scene shall override any and all treatment protocols should they vary in composition.

IX. TRANSPORTATION OF VICTIMS FROM SCENE

The coordination of all transportation of victims from the scene of the disaster to a hospital is the responsibility of the **staging commander**. It is this person who shall issue orders to transport victims after stabilization has been completed or implemented.

Transportation of victims is done upon order of the staging commander only. ALL PATIENTS ARE TRANSPORTED TO CARLE HOSPITAL UNTIL THE ARRIVAL OF THE EMS COORDINATOR OR EMERGENCY ROOM PHYSICIAN.

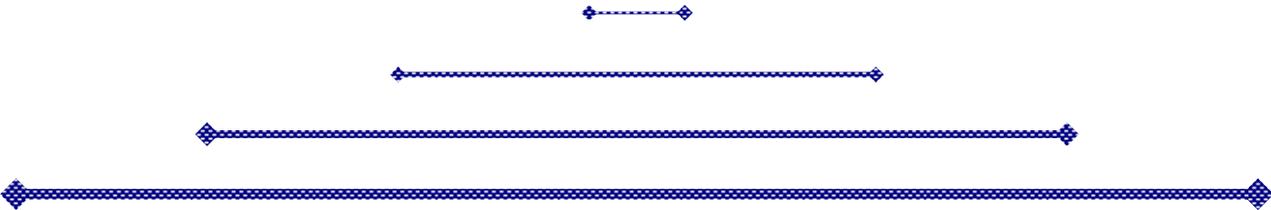
The staging commander will make every attempt to have class one victims treated and transported first; however, in mass casualty incidents, stabilization may take longer than in non-multiple casualty cases.

The staging commander shall decide how many victims are to be transported per ambulance, and how many as well as what type of personnel need to be in attendance. In no case will any ambulance leave the scene without the minimum state requirements for staffing in order to meet the needs of each victim.

APPENDIX N

SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS," SECTION 15, ACTIONS TO INCREASE READINESS FOR FIRE PREVENTION AND CONTROL UNDER NUCLEAR ATTACK CONDITIONS

On file in EOC and ESDA Director's Office



Village of Mahomet Emergency Operations Plan

Law Enforcement



LAW ENFORCEMENT

I. PURPOSE

Maintaining law and order and providing for the protection of life and property through enforcement of statutes and ordinances will be the main function for the Mahomet Police Department. During times of major emergencies or disasters, increased activities of traffic and crowd control, security and preservation of property, looting, protection of vital facilities, etc, will greatly increase the demand for law enforcement.

The purpose of this section is to identify the law enforcement services and to define their respective roles to ensure the safety of life and property during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situations — During times of emergency, law enforcement agencies will be called upon to expand their operations. The Mahomet Police Department can receive support from Champaign, Urbana, University of Illinois, Champaign County Sheriff and the Illinois State Police.

B. Assumptions — Local law enforcement personnel will generally be able to provide adequate police control through existing mutual aid agreements. If local capabilities are exceeded, support will be available from any of several state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

A. During all man-made, natural disasters or major emergencies, emergency law enforcement operations in the Village of Mahomet will be an expansion of the normal functions and responsibilities to include maintenance of law and order, traffic control, crowd control, and security of other public safety elements of local government for the protection of life and property.

B. Responsibilities for law enforcement services in times of major emergency or disaster are basically the same as in day-to-day operations. However, in addition to normal law enforcement functions, department personnel may be asked to perform other tasks and may have to coordinate their operations with other departments or agencies. In the event the situation requires evacuation of large sections of the village, mutual aid resources will be activated.

- C. Following a disaster or emergency, a perimeter around the impact area will be established by the Mahomet Police Department. Depending upon the size of the disaster or emergency, additional resources may be required. Preservation of evidence at the scene as well as protection of the deceased will also be undertaken by the Mahomet Police Department. Local agencies (Champaign, Urbana, University of Illinois, and Champaign County Sheriff's Department) will be primarily responsible for routine law enforcement with support groups assisting in traffic and crowd control.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Village President and Village Administrator are responsible for ensuring public safety, health and welfare.
- B. The Mahomet Police Department as the "Lead Agency" for law enforcement will:
 - 1. Coordinate all law enforcement activities.
 - 2. Maintain law and order.
 - 3. Secure vital facilities.
 - 4. Provide law enforcement communications.
 - 5. Provide traffic and access control.
 - 6. Provide crowd control.
 - 7. Coordinate requests for mutual aid law enforcement.
 - 8. Provide public information.
 - 9. Provide security for public shelters.
 - 10. Request mutual aid.
 - 11. Assist in warning activities.
 - 12. Support other emergency response activities.
- C. Area law enforcement (Champaign, Urbana, University of Illinois, and Champaign County Sheriff's Department) will:
 - 1. Maintain law and order within their respective jurisdiction.

2. Provide security for vital facilities.
 3. Provide crowd control.
 4. Provide mutual aid assistance as requested by the Mahomet Police Department.
 5. Assist in warning activities.
 6. Support other emergency response activities.
- D. Mahomet Public Works Services will:
1. Provide barricades as needed.
 2. Maintain accessibility of key routes.
 3. Support other emergency response activities.
- E. Illinois State Police District Office will:
1. Support law enforcement activities as requested.
- F. Illinois National Guard will:
1. Provide support within the affected area as directed by the Governor.

V. DIRECTION AND CONTROL

- A. The Village Administrator will direct and control disaster response operations within the Village of Mahomet.
- B. The Mahomet Police Chief shall be responsible for maintaining and coordinating emergency law enforcement activities. The Chief or his designee shall serve as the Law Enforcement Coordinator at the EOC.
- C. The EOC shall be the direction and control point for all major decisions concerning law enforcement operations. The Mahomet Police Department will provide security for the EOC. Field operations shall be coordinated by the senior officer through the command post functioning at, or near, the disaster site.
- D. Requests for assistance by the general public shall be handled by the Metropolitan Computer-Aided Dispatch Center (METCAD), located in the County Building. In the event these communication centers are destroyed, a mobile command post could be utilized.

- E. The coordination and prioritization of missions shall be assigned by the Law Enforcement Coordinator.
- F. If all local law enforcement resources have been committed, expended, or inadequate, the Chief or his representative in the EOC shall advise the ESDA Director of the need for state and federal assistance. The ESDA Director will then communicate these requests to the IEMA Central Office in Springfield.

VI. SUCCESSION OF COMMAND

The line of succession of the Mahomet Police Department shall be:

- A. Chief of Police
- B. Police Sergeant
- C. Senior Officer on-duty

VII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST
- D. RESOURCE CAPABILITIES - METCAD
- E. SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS," SECTION 16, ACTIONS TO INCREASE READINESS FOR LAW ENFORCEMENT.

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Identify agencies, organizations, and local citizens capable of providing support services in times of emergency.
- Develop a training program to prepare volunteers for the roles that they will fill.
- Identify those facilities that will require protection in the event of a major disaster (i.e., EOC, critical facilities, utilities, hazardous materials warehouse).
- Develop plans to safeguard vital facilities and government officials.
- Develop procedures for securing a disaster scene and allowing entry only to authorized personnel.
- Provide specialized training for department personnel to prepare them for emergency response (i.e., radiological and other hazardous materials, bomb search, and passive defense measures).
- Develop plans through the Shelter and Welfare Coordinator for temporary sheltering of department personnel and/or their families.
- Maintain current internal personnel notification and recall rosters and a means to implement them.
- Update standard operating procedures for law enforcement personnel to utilize during times of emergencies or disasters.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Following a major emergency or disaster situation, the officer on-duty shall ensure that the Chief of Police has been advised of the situation.
- The Law Enforcement Coordinator shall report to the EOC or, if appropriate, the Field Command Post, to ensure command of law enforcement operations.
- Establish or augment protective measures for facilities previously determined to be vital if appropriate.
- Establish a security perimeter around the disaster site and/or evacuated areas and admit only authorized personnel.
- Establish a staging area for incoming law enforcement resources and responding requests for mutual aid.
- Receive, analyze, and expedite requests for mobile unit support.
- Patrol any evacuated or secured area to prevent trespassing and/or looting.
- Take passive defense measures in the investigation of unexploded ordinance if appropriate.
- The Command Post, if activated, or field personnel, shall make periodic status reports detailing the emergency's progress of law enforcement to the EOC.
- Law enforcement personnel will continue to respond to requests from the community using remaining local or mutual aid resources.
- Provide for traffic control during the emergency.
- Provide law enforcement personnel to assist in movement to shelters.
- Provide law enforcement personnel in reception centers, lodging and feeding facilities and emergency shelters.
- Protect all resources, personnel and equipment during disaster operations.
- Provide vehicle security and parking in the reception area.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Continue to provide emergency law enforcement services as long as necessary.
- Continue to respond to routine calls from residents.
- Assist in damage assessment as requested.
- Maintain "secured areas" until no longer necessary.
- Prepare reports on the situation for inclusion into the official record and participate in critique.
- Provide security for temporary morgues.
- Release mutual aid resources.
- Assist in return of evacuees to homes.

APPENDIX D

RESOURCE CAPABILITIES - METCAD

METCAD is the centralized Police/Fire Dispatch Center for the Champaign County 911. It is located in a secure Facility and staffed 24hrs by trained civilian telecommunicators. Standby emergency power is provided, as are back-up communications systems.

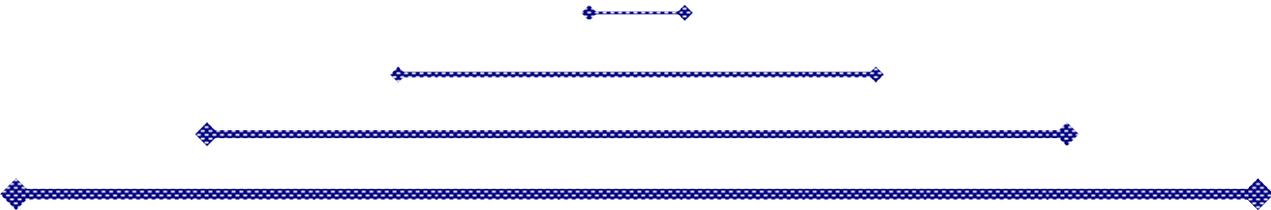
Currently, the following communications capacities exist:

- Champaign Police Frequency
- Urbana Police Frequency
- U of I Police Frequency
- County Sheriff Frequency
- County Sheriff Administrative Frequency
- Point-to-Point Police Frequency
- ISP Microwave Link
- U of I PD Hotline
- Champaign PD Hotline
- Urbana PD Hotline
- Champaign Fire Hotlines
- Urbana Fire Hotlines
- U of I Fire Hotline
- ESDA Frequency
- County Rural Fire Frequency
- City Fire Frequency
- Mutual Aid Fire Frequencies
- Public Works Frequency
- IREACH Frequency
- Law Enforcement/Fire Paging
- 9-1-1
- NAWAS Monitor System

APPENDIX E

SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS," SECTION 16, ACTIONS TO INCREASE READINESS FOR LAW ENFORCEMENT

On file in EOC and ESDA Director's office.



Village of Mahomet Emergency Operations Plan

Public Works



PUBLIC WORKS

I. PURPOSE

The purpose of this section is to acknowledge the responsibility of the Village of Mahomet Public Works Department to develop and implement procedures to include clearance of debris, inspection and repair of public facilities, maintenance of transportation routes, provision of support assistance to other agencies, and the maintenance of equipment as required as a result of a disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The Village of Mahomet Public Works Department (which includes water/sewer, transportation and engineering) is responsible for maintaining approximately 7.63 miles of streets and the associated appurtenances such as street lights, traffic signals and signs, storm sewers, water and wastewater distribution systems, trees and sidewalks. The Village of Mahomet is exposed to many hazards, all having the potential for catastrophic loss of life, property damage, and disruption of Village services. During an emergency, they may be called to assist on state, county or township highways.

The geographic location of Mahomet makes it vulnerable to tornadoes and severe weather emergencies. The community is dissected by a railroad and an interstate highway making the community very susceptible to transportation and hazardous materials accidents. There is also the threat of nuclear incidents, terrorism, and civil disorder.

B. Assumptions

1. A natural or manmade occurrence can create an emergency situation that results in the loss of life or property. During such emergencies, it is the responsibility of local government to protect the lives and property of its citizens.
2. Village resources may be overtaxed while responding to a major disaster. Therefore, agreements with neighboring jurisdictions and private contractors should be in place to provide additional assistance.

III. CONCEPT OF OPERATIONS

- A. This plan is based upon the concept that the Public Works Departments when involved in emergency management will generally parallel their normal, day-to-day functions. Similarly, emergency operations will be structured in a manner corresponding to the routine operations of the department.
- B. During emergency situations personnel will be activated following procedures already established. Although no formal time limit exists on how long employees can be worked, supervisors are to use good judgment so as to not endanger employees due to excessive fatigue. When emergency situations require an extended period of 24-hour service, alternating 12-hour shifts should be implemented when practicable.
- C. Day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of an emergency. The efforts and resources normally required to perform routine functions will be redirected to accomplish the emergency task.
- D. When the situation exceeds the Village's capability, assistance will be requested from other local government units, the State of Illinois, the federal government, and the private sector. Inventory lists of equipment belonging to various local governmental and private agencies and listings of the supervisors/owners (including phone numbers) responsible for the equipment are maintained by the Public Works Departments. When deemed necessary, the Transportation Superintendent is responsible for confirming and requesting resource availability from village and non-village agencies.
- E. When emergency lighting is required, the Public Works Departments are responsible for picking up the lighting from designated locations, transferring the lighting to the site requiring it, and setting up the lighting as directed by other emergency personnel.
- F. Should it be necessary to evacuate a given section of the Village, the Public Works Departments will use whatever personnel and equipment are available in order to keep evacuation routes open.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Transportation Superintendent will assure effective disaster response and recovery operations. Additionally, the Transportation Superintendent or a designee will:
 - 1. Maintain a roster of the departments' personnel for initial and recall notification during disaster operations and be prepared to activate and make shift assignments for 24 hours-a-day operations.

2. Ensure that the departments' equipment is maintained and operational.
3. Maintain working relationships with local government and private agencies.
4. Develop and maintain an inventory of resources that are available through mutual aid agreements with neighboring jurisdictions and private sector.
5. Survey disaster areas and establish priorities for department personnel and equipment, i.e.:
 - a. Provide debris removal from streets and roads and other areas as required following a disaster.
 - b. Provide emergency maintenance to roads, bridges, etc., as required during disaster operations.
 - c. Provide barricades as needed or requested by other response departments.
 - d. Transport and set up emergency lighting at designated locations as directed by other emergency personnel.
 - e. Remove any impediments to traffic flow along emergency routes.
6. Provide personnel, equipment, and materials to assist in rescue operations.
7. Assist other emergency response departments and organizations as feasible.
8. Act as a liaison between the Village of Mahomet and private utility companies to effect the restoration of services.
9. Assist in relocating personnel and equipment of other responders as feasible.
10. Keep complete and accurate records of all expenses for personnel, equipment, and materials incurred while responding to a disaster occurrence.
11. Report the status of field operations (areas cleared, road opened, etc.) to the appropriate authorities in the EOC so that police, fire, medical and other emergency service agencies may be advised.
12. Ensure that the Public Works portion of the emergency preparedness plan is reviewed and updated as needed.

B. The Village Engineer or a designee will:

1. Determine service utility needs.
2. Inform the Public Information Officer of power restoration schedules.
3. Assist in traffic and access control.
4. If a disaster occurs which affects the water or sewer systems, the Engineer or his designee will inspect sites for damage.
5. Conduct damage assessments and provide cost estimates.
6. Should a disaster occur which affects the Village's roadway system; the Village Engineer will be responsible for having bridges, overpasses and roadways inspected in order to ensure their safe usage.
7. If necessary, direct Public Works efforts in assisting with the warehousing and distribution of equipment and supplies. Public Works will deploy personnel and vehicles for the transportation of food, health-medical supplies and other essential consumer goods as directed by the EOC.
8. Inspect Village-owned buildings to ensure that they are secure. Personnel will also verify that emergency generators are operational and flashlights are available.
9. Provide materials and personnel to board up damaged Village-owned buildings.

V. DIRECTION AND CONTROL

The Village of Mahomet EOC shall be the primary direction and control facility for operations during a disaster or emergency. The Transportation Superintendent will function from the EOC and direct all transportation department operations from that facility. During smaller scale emergencies/ disasters, direction and control may be supplied from the Field Command Post.

VI. SUCCESSION OF COMMAND

A. For EOC Operations:

1. Transportation Superintendent
2. Water & Sewer Superintendent
3. Village Engineer

VII. REVIEW AND UPDATE

It is the responsibility of the Transportation Superintendent that this document is reviewed at least annually to ensure that all pertinent information remains current.

VIII. APPENDICES

A. PRE-EMERGENCY OPERATIONS CHECKLIST

B. RESPONSE OPERATIONS CHECKLIST

1. GENERAL
2. TORNADO
3. FLOOD
4. SNOWSTORM/ICE STORM
5. WIND STORM
6. HAZARDOUS MATERIALS INCIDENT
7. MAJOR TRANSPORTATION ACCIDENT
8. FIRE
9. WATER CONTAMINATION
10. EPIDEMIC
11. EXPLOSION
12. UTILITY FAILURE
13. RIOT
14. NUCLEAR ACCIDENT

C. RECOVERY OPERATIONS CHECKLIST

D. PUBLIC WORKS DEPARTMENTS EMPLOYEES

E. PUBLIC WORKS DEPARTMENTS EQUIPMENT AND VEHICLES

F. VILLAGE OF MAHOMET — MISCELLANEOUS EQUIPMENT/MATERIAL

G. OTHER GOVERNMENTAL VEHICLE/EQUIPMENT RESOURCES

H. PRIVATE CONTRACTORS—EQUIPMENT RESOURCES

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Review and update personnel assignments and equipment inventory.
- Establish and maintain a plan for refueling response vehicles.
- Determine condition of construction equipment. Keep as much equipment as possible in operation.
- Check emergency sources of water treatment and storage.
- Determine what problems might affect water supply or sewage disposal.
- Determine sources of potable water and resources for delivery and distribution.
- Periodically check any specialty equipment, such as chain saws, generators, and portable radios that are not used on a regular basis to ensure their operational readiness.
- Coordinate with other governmental agencies to insure that proper notification channels are known and used in the event of a major disaster.
- Work with the Village Board to ensure that the Public Works Departments will not be reduced in their capability to respond to emergency situations.
- Establish and maintain working relationships with state, county and township road districts.
- Establish and maintain contact with utility companies serving Champaign County to prioritize restorations during disaster operations.

APPENDIX B-1

GENERAL RESPONSE OPERATIONS CHECKLIST

- Following the determination that a major disaster has occurred, the ESDA Director will ensure the notification to the Transportation & Water/Sewer Superintendents or their alternates.
- The Superintendents will ensure the notification of department personnel.
- Public Works personnel will establish and maintain contact with the Village Engineer or their representative at the EOC.
- Operations personnel will clear and open roads that are not damaged and barricade damaged sections.
- Only after the completion of the department's primary mission will they be available to assist other departments for support manpower.
- If the resources are committed or exhausted, the appropriate Superintendent will request assistance from:
 - a. Township Road Districts
 - b. Private contractors
 - c. Neighboring jurisdictions
- Field personnel will make status reports to the Village Engineer or his representative in the EOC.
- Provide liaison with trash haulers to ensure necessary sanitation services are provided.
- Provide methods to counter potential impediments to evacuation.
- Provide for handling vehicles with mechanical problems (push them out of the way, tow, etc.).
- Coordinate deployment of personnel and equipment with priorities established by EOC staff.
- Work with local utilities to maintain proper water supply and sewage disposal operations. This may require Public Works employees to dig trenches or build dikes when necessary.
- Assist rescue units as feasible.

- Assist in radiological operations as feasible.
- Assist Coroner if necessary.
- Check condition of existing systems for continued operations.
- Record all expenses incurred for personnel and equipment.

APPENDIX B-2

TORNADO RESPONSE OPERATIONS CHECKLIST

- Clear and remove debris. Debris to be removed from emergency routes first and later from local routes. Coordinate activity with private companies and other public agencies when required.
- Assist fire department with heavy rescue. Assistance includes providing equipment and personnel as necessary. The Transportation Superintendent at EOC will contact other emergency response organizations to provide services as needed.
- Provide signs, barricades and other supplies necessary for access control of the disaster scene.
- Transport and set up emergency lighting at locations designated by other emergency personnel.
- Determine unsafe structures and provide necessary equipment and personnel for demolition.
- Provide materials and manpower to board up damaged public buildings.
- Reroute traffic around disaster.

APPENDIX B-3

FLOOD RESPONSE OPERATIONS CHECKLIST

- Coordinate flood watch network (ESDA checks radar and weather services).
- Clear debris, to include hosing down areas.
- Coordinate the transport of emergency water supply.
- Control access to flooded area.
- Reroute traffic around flooded area.
- Remove obstructions to the routes used by emergency response personnel.
- Provide generators.
- Control water flow (sandbags and pumping).
- Maintain sewer system, inspect sewer system, and remove debris clogging sewers and causing sewer backup.
- Pump water from Village-owned buildings, property and roadways in the affected area.
- Assist in the structural inspection of bridges, roads, and public buildings.
- Assist other emergency transportation resources in moving essential items out of flood- prone areas.
- Inspect furnaces and other large appliances in the Village-owned buildings.
- Provide water purifiers.
- Coordinate with public/private utilities to ensure timely utility shut offs.
- Repair roads and bridges to provide at least temporary access.
- Identify best evacuation routes.
- Inspect gas and electric hookups and water mains.

APPENDIX B-4

SNOWSTORM/ICE STORM RESPONSE OPERATIONS CHECKLIST

- Clear and remove downed limbs and hazardous trees. Coordinate with private companies and other public activities when necessary.
- Assist or remove stranded vehicles.
- Coordinate emergency transportation of large supplies and equipment (food to farms, livestock feed, etc.)
- Search for stranded motorists and rescue them.
- Follow the policy for road closure.
- Conduct structural inspection of public buildings (i.e., roofs, etc.) for soundness.
- Provide emergency water supply in the event of freezing pipes and assign personnel to assist in its distribution.
- Inform EOC of previously identified critical roads that must be kept open.
- Work with utilities in repairing broken pipes, etc.

APPENDIX B-5

WINDSTORM RESPONSE OPERATIONS CHECKLIST

- Coordinate with public and private utilities in restoring power and telephone service.
- Clear and remove debris, especially on emergency vehicle routes.
- Assist in traffic control for utility crews.
- Mark downed wire areas.
- Provide information to the media, through the PIO, power restoration timetable and notifying the public when power will be shut off for repairs.
- Provide generators.
- Coordinate with utilities in preventing access to areas with downed power lines.
- Transport emergency lighting for essential services and security.

APPENDIX B-6

HAZARDOUS MATERIALS INCIDENT

RESPONSE OPERATIONS CHECKLIST

- Provide barricades to cordon off area as determined by fire officials.
- Assist or remove stalled or parked vehicles along routes used for emergency response personnel and evacuation.
- Reroute traffic around risk area as determined by fire officials.
- Identify area drainage pathway and sewer locations so hazardous materials can be prevented from entering the water supply.
- Contain spill by diking as directed by fire officials.
- Identify wastewater treatment centers and together with the IDPH and/or IEPA, analyze discharges.
- Locate area to receive contaminated materials.
- Perform cleanup operations such as removal of contaminated dirt, pumping out contaminates, etc.
- Assist in decontamination.
- Haul away-contaminated food crops and other items.
- Provide potable drinking water.
- Pump out contaminated water.

APPENDIX B-7

MAJOR TRANSPORTATION ACCIDENT RESPONSE

OPERATIONS CHECKLIST

- Reroute traffic.
- Assist in removing damaged vehicles.
- Provide barricades and other items to cordon off accident scene.
- Remove debris.
- Assist in removing obstacles that prevent responders from entering the area.
- Perform heavy rescue.
- Coordinate with law enforcement in establishing traffic routes for emergency vehicles.

APPENDIX B-8

FIRE RESPONSE OPERATIONS CHECKLIST

- Dispatch Public Works personnel and equipment to clear and remove debris.
- Coordinate utility shutoffs.
- Coordinate with water department to provide increased pumping capacity.
- Assist or remove stalled or parked vehicles along routes used for emergency response personnel.
- Cordon area and reroute traffic.
- Assist with crowd control.

APPENDIX B-9

WATER CONTAMINATION RESPONSE OPERATIONS CHECKLIST

- Identify source, location and cause of pollutants.
- Identify sources of bottled water, transport it, and set up distribution center.
- Identify critical users of water and share information with IDPA and IEPA.
- Assist in contaminate cleanup as directed by IDPA and IEPA.
- Assist in decontamination.

APPENDIX B-10

EPIDEMIC RESPONSE OPERATIONS CHECKLIST

- Assist with transporting equipment and supplies to health facilities.

APPENDIX B-11

EXPLOSION RESPONSE OPERATIONS CHECKLIST

- Coordinate utility shutoffs.
- Coordinate emergency repair or service with utility companies.
- Inspect for structural damage.
- Provide necessary personnel and equipment for demolition or protective reconstruction.
- Cordon off area.
- Repair roads and bridges.
- Reroute traffic.
- Perform heavy rescue.
- Clear and remove debris.
- Coordinate with law enforcement in establishing staging area for emergency workers and vehicles.
- Coordinate with law enforcement in establishing traffic routes for emergency vehicles.

APPENDIX B-12

UTILITY FAILURE RESPONSE OPERATIONS CHECKLIST

- Coordinate the restoration of utilities.
- Obtain and transport portable generators in conjunction with law enforcement.
- Assist law enforcement in maintaining order at key intersections where traffic lights are inoperable.
- Establish dry ice distribution centers.
- Identify alternate sources of water.
- Provide emergency lighting.
- Provide reflective devices at dangerous road areas.
- Assist in traffic control for utility crews.
- Assist in transporting food supplies to shelters.
- Assist in transporting water to critical facilities.

APPENDIX B-13

RIOT RESPONSE OPERATIONS CHECKLIST

- Assist law enforcement in placing barricades and blocking traffic.

APPENDIX B-14

NUCLEAR ACCIDENT RESPONSE OPERATIONS CHECKLIST

- Coordinate emergency transportation as directed by the EOC.
- Cordon off affected areas as directed.
- Identify evacuation routes.
- Remove any impediments to traffic flow along emergency routes.
- Assist law enforcement in traffic control along affected routes.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Assist in recovery operations.
- Maintain communications updates of recovery operations with EOC.
- Identify and inventory remaining sources of supply.
- Make a prioritized list of road and bridge repairs needed and other essential government facilities.
- Complete all required reports and turn in to the EOC.
- Participate in critique of departmental operations and overall disaster operations.

APPENDIX D

PUBLIC WORKS DEPARTMENT EMPLOYEES

On file in EOC and ESDA Director's office.

APPENDIX E

VILLAGE EQUIPMENT AND VEHICLES

- (1) Tandem Dump Truck
- (1) Single Axle Dump Truck
- (2) 1 ¼ Ton Dump Trucks – 4x4
- (1) 1 Ton Pick-up Truck – 4x4
- (5) Snow plows – one for each truck
- (1) Case Backhoe
- (2) 45 HP Tractors
- (1) 16" Flatbed Trailer
- (1) 12" Flatbed Trailer

APPENDIX F

PUBLIC WORKS —MISCELLANEOUS EQUIPMENT/MATERIAL

Air Compressors	1 Stationary
Concrete Saws	1 portable
Chain Saws	2
Street Barricades	25 8 ft., 20 flashers – 2 ft.
Sand Bags	200
Sand	30 tons
Asphalt	5–15 tons
Crushed Stone	30 tons
Road Salt	25 tons
Pumps	one 2 inch; two 3 inch; one 4 inch (various types)

APPENDIX G

OTHER GOVERNMENTAL VEHICLE/EQUIPMENT RESOURCES

Champaign County Highway Department

2	motor graders
1	966D loader with 4 yd. bucket
5	tandem dump trucks
2	backhoes
1	flatbed trailer
2	mower tractors
4	pickup trucks
3	1 ton dump trucks

Illinois Department of Transportation

Leverett

3	tandem dump trucks
16	three ton dump trucks
1	motor grader
1	end loader
1	backhoe

Champaign

4	tandem dump trucks
21	three ton dump trucks
1	motor grader
1	end loader
1	backhoe
5	pickups

Ayers Township

1 Truck
1 Pay loader
1 Grader

Brown Township

1 Motor Grader
1 Tractor with End Loader
2 Dump Trucks
1 4wd P/u Truck

Champaign Township

2 Diesel Motor Grader
1 7.5 Ton Chevrolet. Dump
1 10 Ton Dump Spreader Box
1 15 Ton Dump Tractor
1 Street Sweeper
1 Sewer Machine
1 Excavator

Colfax Township

1 Cat. Diesel Motor Grader
1 10 Ton Int. Dump
1 Int. Tractor w/end Loader
1 71 Tandem Dump
1 Pneumatic Roller

Compromise Township

1 Cat Loader with Bucket
1 Cat Road Patrol
3 Dump Trucks 2 Single 1 Tandem
1 Pull Broom
1 IH Tractor

East Bend Township

3 5-6 Cu Yard Dump Trucks
1 Case Tractor with Front Loader

Harwood Township

1 Dump
1 4wd Loader
1 Motor Grader
1 8000 Dump Truck w/end Loader

Hensley Township

1 Backhoe & Loader
1 Pickup
1 Cat Motor Grader
3 Tandem Dump Trucks

Ludlow Township

1 580 Case End Loader
1 Road Grader
4 Dump Trucks
1 Portable Welder

Mahomet Township

1 Diesel Motor Grader
1 Tractor W/end Loader
2 10 Ton Dump

Newcomb Township

2 Motor Graders
1 10 Ton Int. Spreader Box
1 Int. Tractor W/end Loader

Ogden Township

1 Cat. Diesel Motor Grader
1 Tractor W/end Loader
2 10 Ton Dumps

Pesotum Township

1 End Loader
1 Backhoe
2 Ten wheel trucks

Philo Township

1 Snow Plow
1 End Loader
1 Motor Grader
2 Trucks

Rantoul Township

4 Dump Trucks
1 Tractor W/end Loader
1 Cat. Diesel Motor Grade
1 10 Dump

Raymond Township

1 Tractor w/end Loader
1 Back Hoe
1 Road Patrol
2 2 Ton Trucks

Sadorus Township

2 Tandem Trucks
2 Straight Trucks
1 Tractor w/end Loader
1 Tractor w/ Scoop
1 Motor Grader
1 Generator

Scott Township

2 Dump Trucks
1 End Loader
1 Road Grader

Sidney Township

1 Case Tractor W/end Loader
2 Dump Trucks
1 Road Patrol
1 Cat. Diesel Motor Grader

Somer Township

1 Cat. Diesel Motor Grader
2 Ford 1 Ton Truck
2 Int. Dump
2 Int. Tandem

South Homer Township

1 Dump Truck
1 Tractor W/end Loader
1 Cat. Diesel Motor Grader

St. Joseph Township

1 Cat End Loader
2 Dump Trucks
2 Chain Saws

Stanton Township

1 Cat. Tractor W/end Loader
1 Cat. diesel Motor Grader
3 Dump Trucks
1 Backhoe

Tolono Township

1 Grader
1 End Loader
2 Dump Trucks
1 Tractor

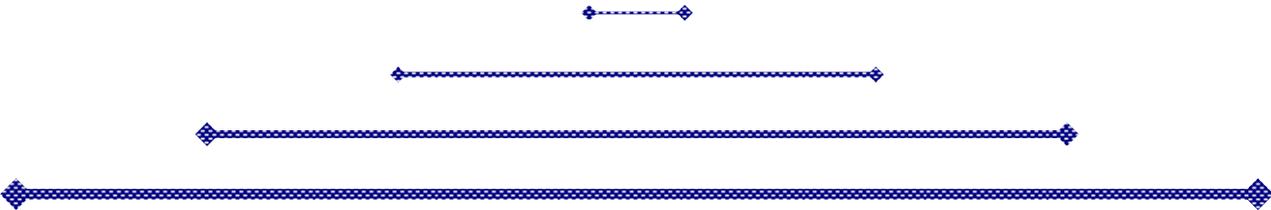
Urbana Township

3 Dumps
1 1 Ton
1 Tanker
1 End Loader
1 Diesel Motor Grader
1 Backhoe
1 Flatbed to Haul Equip.

APPENDIX H

PRIVATE CONTRACTORS EQUIPMENT RESOURCES

On file in EOC and ESDA Director's office.



Village of Mahomet Emergency Operations Plan

Evacuation



EVACUATION

I. PURPOSE

There are many situations that may require the temporary relocation of certain segments of the public. The purpose of this section is to identify the agencies that would be involved in coordinating an evacuation effort and to identify possible evacuation routes and temporary relocation centers for community residents.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Potential hazards have been identified which may require Mahomet residents to relocate.
2. Evacuation routes have been developed and designed in the event of a major emergency or disaster.
3. There are various situations facing the Village of Mahomet that may require the evacuation, dispersal, or relocation of persons from threatened or hazardous areas during natural disasters, technological incidents, or nuclear defense emergencies. There are two types of evacuation that may be utilized: "General" and "Limited."
 - a. General — A general evacuation would involve the relocation of a large portion of the public from a dangerous or potentially dangerous area to one that provides safety.
 - b. Limited — A limited evacuation would involve the relocation of a small portion of the public from a dangerous or potentially dangerous area to one that provides safety.

B. Assumptions

1. If a general or limited evacuation is recommended, the Village of Mahomet officials can assume that assistance from neighboring jurisdictions will be readily available unless the event impacts them.
2. Even if the emergency or disaster is clearly visible, some residents may refuse to leave their homes and/or property as is their right in Illinois.
3. Following the fact, security must be established immediately to alleviate the threat of looting.

4. Residents may attempt to return before it is actually safe
5. The majority of residents most likely would not utilize public shelters but would relocate with relatives, friends, or in hotels/motels.

III. CONCEPT OF OPERATIONS

- A. The Village Administrator is responsible for the protection of life and property. And will also be responsible for ensuring that disaster response and recovery operations are effective. Ensuring the safety of the public during times of a major emergency or disaster is one of their critical functions.
- B. The Village Administrator will ensure the effectiveness of disaster response and recovery operations and recommend the implementation of an evacuation. Only after a thorough assessment of the situation has been made and advice sought from emergency responders will an evacuation recommendation be made.
- C. There are several factors that must be considered when planning for evacuation. Among these are the characteristics, magnitude, intensity, spread of the onset, and duration of the hazard itself. These factors will determine the number of people to be evacuated and the time and distance of travel necessary to insure safety.
- D. If a decision is made to evacuate, the public will be warned by designated mobile units, local radio, and other preplanned means. Law enforcement and traffic control personnel will be dispatched to facilitate the evacuation. For those segments of the population requiring transportation, the Transportation Coordinator in the EOC will arrange it.
- E. In the event that evacuation is required, and the opening of shelters is imminent, careful consideration must be given as to the direction of the evacuation and shelter placement.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

- A. The Village Administrator is responsible for the recommendation, initiation, and overall control of evacuation operations.
- B. In the case of a structural fire, hazardous material spill, threatened building collapse, or crime scene, a limited evacuation may be recommended by the Police Chief or Fire Chief.
- C. A limited evacuation will be conducted with local personnel and equipment. Circumstances will dictate the magnitude of the evacuation and shelter

locations. Mutual aid will be available through pre-established mutual aid agreements.

D. A general evacuation will involve all village and local law enforcement departments with normal emergency duties (i.e., University of Illinois, Champaign, and Urbana Police, Champaign County Sheriff's Department, Fire, Streets, etc.) and conceivably at the state level, the Illinois Emergency Management Agency (IEMA), Department of Transportation (IDOT), State Police (ISP), Environmental Protection Agency (IEPA), and National Guard.

1. The Policy Committee will:

- a. Make evacuation recommendations as necessary.
- b. Provide public information.
- c. Identify Village of Mahomet officials and employees who should remain behind to support essential public services.

2. The ESDA Director will:

- a. Advise the EOC coordinators of appropriate actions.
- b. Coordinate relocation to other jurisdictions.
- c. Coordinate evacuation support for families of public officials and employees who do not evacuate.
- d. Establish and maintain communications with IEMA to inform of emergency operations, seek advice, and request state assistance.

3. The Chief of Police will:

- a. Provide traffic control during evacuation.
- b. Provide access control to the evacuated area.
- c. Provide law enforcement and security in the evacuated area.
- d. Coordinate road service support.
- e. Provide warning services.
- f. Coordinate with other police chiefs and the sheriff to accomplish above responsibilities in their jurisdictions.
- g. Coordinate transportation needs with the Transportation Coordinator.

4. The Fire Chief will:

- a. Maintain fire security in and around the evacuated area.
- b. Assist in warning services.
- c. Conduct decontamination as necessary.

5. The Street/Alley Superintendent will:

- a. Provide traffic control devices as requested.
- b. Maintain accessibility of evacuation routes.

- c. Assist in relocating personnel, supplies, and/or equipment.
- d. Coordinate with area municipal public works departments and township road commissioners to accomplish above responsibilities in their jurisdictions.

E. The EMA Coordinator will be responsible for the maintenance, review and update of this section.

V. DIRECTION AND CONTROL

A. The Village Administrator will direct and control evacuation operations within the Village of Mahomet from the EOC. A Mobile Command Post shall be established and utilized as appropriate.

B. Evacuation of areas involving high-density populations that center around a hazardous materials incident could require a local emergency declaration. The Incident Commander will determine the routes of evacuation and staging areas for the evacuees. Police will stand by, ready to evacuate additional areas if required. The on-scene commander will determine the necessity for additional evacuation. Any orders for changing the evacuation zone will be passed on to the Command Post. It is imperative to coordinate these procedures with all agencies at the command post. When evacuation of an area takes place, ESDA needs to be advised so that the necessary services can be activated and coordinated.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for evacuation shall be:

1. Village President
2. Village Administrator
3. Police/Fire Chief
4. ESDA Director

VII. APPENDICES

- A. Pre-Emergency Operations Checklist
- B. Response Operations Checklist
- C. Recovery Operations Checklist
- D. Village Map with Evacuation Routes

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Identify potential risk areas that may require evacuation.
- Identify population groups requiring special assistance during evacuation (such as senior citizens, disabled, and nursing home populations).
- Review Transportation Section to determine availability of resources.
- Identify pick-up points for persons without private automobiles or other means of transportation.
- Identify procedures for alerting the public of an evacuation.
- Plan evacuation routes by taking into account traffic capacities and road conditions.
- Identify resources to provide road service (i.e., mechanical repair, towing and fuel).
- Train staff in evacuation procedures.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Following evacuation determination, the Village Administrator or designee will:
 - a. Issue an evacuation recommendation.
 - b. Issue public statement via radio and television to inform the public of the need to evacuate, routes to use, items to take with them, etc.
- Open shelters, if necessary.
- Departments (i.e., Police, fire, public works, ESDA, etc.) to coordinate evacuation, crowd control, shelter operations.
- Evacuate persons with mobility impairments and special needs. Refer to Transportation Section to identify elderly, disabled, nursing home residents, etc.
- Contact Superintendent of Schools to provide transportation.
- Provide evacuees with informational material (what to take with, location of shelters, etc.)
- Control exposure of personnel to hazardous substances.
- Request reports of evacuation status from response agencies.
- Provide up-to-date public information to the Public Information Officer to inform the public of emergency conditions.
- Provide security in evacuated areas.
- Arrange for continuing operations or rapid restart of essential services in hazard area.

APPENDIX C

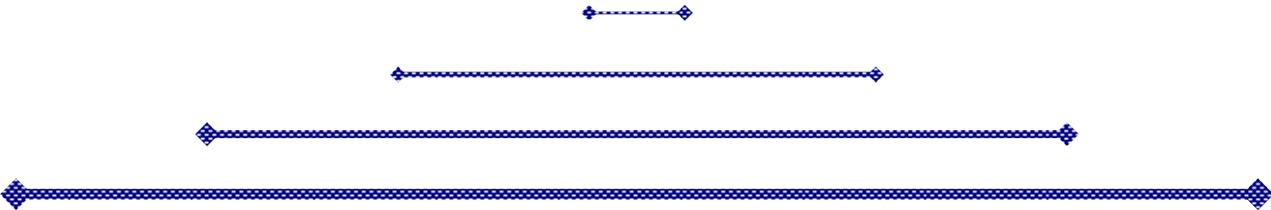
RECOVERY OPERATIONS CHECKLIST

- Assess the affected area to insure safety prior to re-entry.
- The Public Information Officer will notify media to broadcast that re-entry is safe.
- Advise shelter managers that shelter operations should be terminated.
- Arrange for early return of persons needed to staff essential service operations or to reactivate vital business activities.
- Provide traffic and access control during re-entry.
- Compile reports for submission into official records and critiques.

APPENDIX D

VILLAGE MAP WITH EVACUATION ROUTES

On file in EOC and ESDA Director's Office



Village of Mahomet Emergency Operations Plan

Public Information



PUBLIC INFORMATION

I. PURPOSE

The objective of this section is to describe the public information system, which will be utilized to furnish adequate pre-emergency information for the public to inform them of appropriate actions to take during times of emergencies and to provide public notification and/or warning during a disaster and advisory information of the situation. During an emergency or disaster, which threatens or strikes the Village, residents and transients, will depend on public information supplied by Village officials. Quick and accurate information about the disaster and how the officials are handling the situation will save lives and property.

The Village of Mahomet recognizes and acknowledges the importance of providing the general public with adequate information as rapidly as possible in the event of a disaster. The role of the news media in such a disaster is invaluable to the agencies involved in disaster response by reducing inquiries from the public. Every effort should be made to cooperate with the news media in providing information and equal access to the scene of response, within the bounds of safety and efficient operations, and in recognition of the rights of the news media to perform their proper function.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The public requires and requests detailed information regarding protective actions to be taken to minimize the loss of life and property during normal conditions, imminent disasters and/or actual disasters. Disasters often strike with little or no warning. When this happens, public information cannot be disseminated quickly enough to inform the public properly about the hazard. Therefore, it is imperative that before the occurrence of an emergency or disaster that the residents of Village of Mahomet be made aware of the potential hazards and protective measures that should be implemented.
2. Local media representatives will cover any disaster or emergency.

B. Assumptions – Disaster related casualties and property damage will be significantly reduced by implementing a public information system that combines both education and emergency information. Often people are unconcerned about hazards until affected, even though educational programs have been used to inform them of the possibilities. Consequently, specific emphasis must be placed on the effectiveness of the emergency information program. Accordingly, the following can be assumed:

1. There will be some misinformation and rumors that can be expected following any emergency or disaster situation.
2. The number of media personnel responding to the disaster will depend on the magnitude of the event.
3. The local broadcast and print media will normally cooperate by broadcasting and printing detailed disaster-related information to the public. The national media may not be as concerned about handling the detailed information but on the what, when, where, and how.
4. Some disasters may disrupt electrical service, thereby making the broadcast media unavailable. Therefore, other methods of communicating with the public will be necessary.

III. CONCEPT OF OPERATIONS

- A. The public should and will be made aware of potential hazards and the protective measures that can be implemented before the occurrence of an emergency. Public emergency information efforts will focus on specific event related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. Rumor control will be a major aspect of the informational program. Along with this will be the use of public feedback as a measure of the program's effectiveness. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.
- B. During an impending or actual emergency or disaster, public information will be disseminated by the Cornbelt Fire Protection District Public Information Officer (PIO) who has been designated to serve as spokesman for the Village. At these times, public information will focus on specific event-related information. This information will generally be of an instructional nature focusing on the functions of warning, evacuation, and shelter. The public also will be kept informed of the general progress of disaster events. Special efforts will be made to report positive information regarding the response to the situation in order to reassure the community that the situation is under control. The public will be provided information as promptly as feasible and in as much detail as possible as follows:
 1. Nature of disaster.
 2. Location of disaster.

3. Time disaster struck.
 4. Number of casualties (deceased) (ID will be released by the Coroner).
 5. Number, nature and severity of injured and where treated.
 6. Agencies and scope of their involvement in response.
- C. The Mahomet Village Board Room will be utilized by the PIO as point of contact for the media during an emergency. Village Building space will be designated at the time of the incident for the media and a media briefing room. After clearing information with the Policy Group, all information will be disseminated by the PIO with the exception that the Champaign County Coroner will release all information regarding deceased victims. Rumor control will be a major aspect of the public information system. Ancillary to this will be the use of public feedback as a measure of the system's effectiveness.
- D. All response organizations will coordinate with the PIO and clear press releases with the Policy Group before releasing information to the media for public consumption. The release of information to all media sources will be coordinated by the PIO along with the dissemination of emergency information to the Crisis Management Team (CMT), all response organizations (both public and private), and other units of local and state governments.
- E. At the present, agreements with the local media have not been entered into. Appendix 4 contains a list of the local media that could be expected to cooperate in disseminating disaster-related information either before, during or following a disaster.
- F. Inquiries to disaster response agencies and organizations can be greatly reduced by utilizing the media to provide disaster information to the public. The participation of the media in delivering prompt and accurate information will lessen the anxiety of those who have friends and relatives in the area affected by the disaster. Efforts will be made to cooperate with the media in providing information and access to the response scene when feasible. It is recognized that the media has a right to inform the public of the disaster.
- G. During times of a major emergency or in the case of a specialized situation, PIO's from the State and Federal Governments may be available to assist in presenting technical or higher-level government information. Following the declaration of a local disaster, a briefing area will be established. Members of the media will be encouraged to report to this location to receive factual information regarding the disaster response operations. Emergency public notification of a disaster/emergency situation will be primarily through radio stations.

- H. The types of information outlined above shall be collected and disseminated as soon as possible by the appropriate personnel as follows:
1. Mobile Command Post Officer, or his designee, will provide a timely evaluation of the disaster to the PIO, to be followed, as appropriate, by additional details as they are available.
 2. The PIO will be responsible for the collection of information from the Mobile Command Post, hospitals, and other sources and agencies, and for the dissemination of information directly to the news media, for preparation of news releases and, where appropriate, for making announcements directly to the public via radio and/or television.

IV. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

- A. The Policy Group is responsible for ensuring an effective release of information on any emergency or disaster.
- B. The Village of Mahomet EMA Coordinator will:
1. Develop and maintain the Public Information Section of the Village of Mahomet Emergency Operations Plan to include up-to-date listings of the media for use during emergencies.
 2. Establish and maintain working relationships with the local media.
 3. Direct the public information program.
- C. The Assistant ESDA Director or designee will:
1. Maintain a chronological record of disaster-related events.
 2. Secure technical information (health risks, weather, etc.) from local, state, federal, and/or private sector agencies for the PIO to release to the public and media when appropriate.
 3. Prepare and distribute instructions for people who must evacuate from a high-risk area if and when appropriate. The materials for each threat are:
 - a. A definition of the population at risk.
 - b. Evacuation routes.
 - c. Suggestions as to the types and quantities that evacuees should take with them of the following:
 - 1) Clothing
 - 2) Food
 - 3) Medical items

- d. Locations of reception areas.
 - e. Locations of shelters.
 - f. Safe travel routes for return to residence.
4. Develop instruction for evacuees' use (in the event the county is designated a hosting area) upon arrival showing the locations of:
 - a. Reception centers
 - b. Shelters
 - c. Feeding facilities
 - d. Medical clinics
 5. Maintain working agreement and procedures for the emergency broadcasting system.
- C. The Public Information Officer, being responsible for public information during an impending or actual emergency or disaster, will:
1. Provide news releases for the media and supervise the media center in the Mahomet Village Board Room.
 2. Coordinate visitor control (media) at the EOC and disaster sites.
 3. Coordinate rumor control activities.
 4. Assign print and broadcast monitors to review all media reports for accuracy and thoroughness.
 5. Release technical information (health risks, weather, etc.) to the public and media.
 6. Disseminate instructions that identify centrally located staging areas and pick-up points for evacuees without private automobiles or other means of transportation if required.
 7. Utilize the broadcast and print medias to inform the public and to direct inquiries regarding:
 - a. Disaster operations
 - b. Status of relatives and friends that are injured or missing
 - c. Damaged/restricted area
 8. Advise the Policy Group, during periods of international crisis, of actions that can be taken by local governments to inform the public on civil defense steps being taken by federal, state, and local governments to increase civil defense readiness and actions individuals and families can take to improve their chances of surviving a nuclear attack.

D. The Police Chief will:

1. Work with the PIO to provide security at the media center in the Mahomet Village Board Room.
 2. Coordinate use of mobile public address equipment to disseminate disaster-related information to the public.
- E. All departments will clear all emergency press releases with the Policy Group except that the Coroner shall release the names of the deceased.

V. DIRECTION AND CONTROL

- A. The Public Information Officer will release information to the public only after clearing the release with the Policy Group. Media representatives will be informed in advance of pending release when practical to ensure that all media sources receive the same information at the same time.
- B. Prescribed emergency information messages will be prepared for distribution to the media.
- C. The EOC shall be the central location for the direction and control of the Emergency Public Information System. The PIO and Village Administrator, or their designees and the ESDA Director shall coordinate media releases with village departments to ensure timely and accurate information to the public.
- D. The PIO will be at the EOC or the media briefing room in the Mahomet Village Board Room during emergency operations to advise decision-makers and coordinate public information efforts with other responding organizations or agencies. All official media/press statements will be provided to radio/television/press at the Mahomet Administration Building, 503 E. Main Street.

VI. ACCESS FOR NEWS MEDIA REPRESENTATIVES

- A. In recognition of the public's right to know as much information as possible about a disaster, the various agencies involved will make every effort to cooperate with representatives of legitimate news media and to provide equal access to information and scenes of response activities as directed for safety and efficient operation.
- B. A Mobile Command Post Officer, or his designee, will allow such access as consistent with safety and efficient operation. Although on the scene access will be necessarily limited dependent on conditions, the MCP Officer should use discretion in cooperating with news media representatives.

- C. The PIO will establish rules for media access at the EOC or Command Post as appropriate to conditions unless otherwise specified, news media representatives will be governed by the following rules:
 - 1. When the EOC or Command Post is activated following declaration of a disaster, representatives of news media shall have access only to the designated press area.
 - 2. All media representatives at a disaster scene will promptly adhere to all requests made by the Mobile CPO.

VII. SUCCESSION OF COMMAND

The line of succession for the PIO will be:

- A. Designated PIO
- B. Village Administrator
- C. Chief of Police

VIII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST
- D. SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS," SECTION THREE, ACTIONS TO SECURE INFORMATION.
- E. PUBLIC INFORMATION NEWS RELEASE FORM
- F. RUMOR CONTROL FORM
- G. MEDIA SOURCES
- H. LOCAL EBS REQUIREMENTS

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Establish a hazard awareness program.
- Conduct public education programs.
- Develop/continue relationships with all local media.
- Develop the EBS and exercise it regularly.
- Develop agreements with the media for dissemination of emergency public information and emergency warnings.
- Prepare emergency information packets for release during emergencies.
- Prepare instructional materials for each threat/risk for people who must evacuate from a high risk area which include the following:
 - a. Definition of the population at risk.
 - b. Evacuation routes.
 - c. Suggestions as to the types and quantities that evacuees should take with them i.e., clothing, food, and medical items
 - d. Locations of reception area.
 - e. Locations of shelters.
 - f. Safe travel routes for return to residence.
- Prepare instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation as appropriate.
- Prepare and provide instructions for evacuees' use upon arrival in a hosting area which shows the location of reception centers, shelters and lodging, feeding facilities, and medical clinics, if the village should be designated as a host area.
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help and/or first aid actions, and other appropriate survival measures.
- Prepare materials for the visually impaired.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Authenticate all sources of information being received and verify for accuracy.
- Provide evacuees with appropriate information regarding evacuation routes, reception areas, facilities, etc.
- Handle inquiries and inform families of the status of individuals injured or missing due to the disaster.
- Activate the EBS.
- Distribute press releases and emergency information packets.
- Coordinate rumor control.
- Schedule news conferences.
- Prepare and deliver announcements urging residents to share their homes with evacuees.
- Disseminate emergency public information materials for the visually impaired.
- Collect and compile reports of appropriate information from the CMT.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Continue emergency public information programs.
- Assess effectiveness of information and education programs.
- Compile a chronological record of events.

APPENDIX D

SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS," SECTION THREE, ACTIONS TO SECURE INFORMATION

On file in EOC and ESDA Director's office

APPENDIX E

PUBLIC INFORMATION NEWS RELEASE FORM

On file in EOC and ESDA Director's office

APPENDIX F

RUMOR CONTROL FORM

Information came into EOC via: _____

Caller's name: _____

Caller's Phone: _____

Caller's address: _____

What did you hear?

Inaccurate information heard on: _____

Date & Time: _____

Form Completed by: _____

APPENDIX G

MEDIA SOURCES

WCCU-TV 27 FOX
201 W. Springfield Ave, Suite 208
Champaign, IL 61820
217-403-1002
217-403-9927
Fax: 217-403-1007

WCID-Channel 15 ABC
250 S. Country Fair Drive
Champaign, IL 61821
217-351-8500
News: 217-351-8538
Fax: 217-351-6056

Mahomet Citizen
303 E. Main St. Suite D
Mahomet, IL 61853
Office: 217-586-2512
Fax: 217-586-3636

Bloomington Pantagraph
301 W. Washington St.
Bloomington, IL 61702
309-829-9411
Toll Free: 800-747-7323
Fax: 309-829-8497

WQQB-96.1 FM Q96
4108 Fieldstone Rd.
Champaign, IL 61822
Business: 217-367-1195
Fax: 217-367-3291

WDWS-1400 AM
2301 S. Neil St.
Champaign, IL 61820
Business: 217-351-5300
Fax: 217-351-5385

WHMS-97.5 FM Lite Rock
2301 S. Neil St.
Champaign, IL 61820
Business: 217-351-5300
Fax: 217-351-5385

WCIA-Channel 3 CBS
509 S. Neil St.
Champaign, IL 61820
217-356-8333
News: 217-373-3650
Weather: 217-351-2900

WILL TV PBS
300 N. Goodwin Ave.
Urbana, IL 61801
217-333-1070
News Fax: 217-333-7151
TV Fax: 217-244-6386

News Gazette
15 E. Main St.
Champaign, IL 61821
217-351-5252
News Room: 217-351-5211

WKIO-92.5 Oldies 92
2603 W. Bradley Ave.
Champaign, IL 61821
Business: 217-352-1040
On-Air: 217-355-9250
Fax: 217-352-1256

WIXY-100.3 FM
2603 W. Bradley Ave.
Champaign, IL 61821
Business: 217-355-2222
Fax: 217-352-1256

WLRW-94.5 Mix 94.5
2603 W. Bradley Ave.
Champaign, IL 61821
Business: 217-352-4141
Fax: 217-352-1256

WILL-580 AM/101.1 FM
300 N. Goodwin Ave.
Urbana, IL 61801
AM/FM: 217-333-0850
News Fax: 217-333-7151

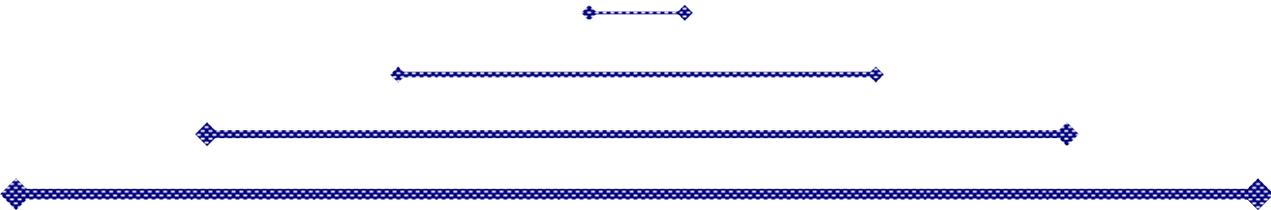
APPENDIX H

LOCAL EBS REQUIREMENTS

As part of the statewide Emergency Broadcast System Plan, WDWS AM/FM is part of the Central Illinois Operational Area and will disseminate emergency information and warnings to the general public in the operational area or any portion thereof within the station's broadcast coverage capability at the request of designated local, state, and federal officials.

To activate the Emergency Broadcast System (EBS) at the local level, a "call back" telephone number is to be posted in the radio station's control room.

At the time of the activation, the ESDA Director can call, identify himself and explain the nature of the emergency or the content of the message desired to be broadcast. Operators would be instructed to verify the message immediately by placing a call to the predetermined "call back" telephone number. For instances when the "call back" number is busy, the alternate method of developing a code word and leaving it in the control room to be used by the ESDA Director to verify the caller/authorization should be established.



Village of Mahomet Emergency Operations Plan

Resource Management



RESOURCE MANAGEMENT

I. PURPOSE

The purpose of this section is to provide for the proper coordination of resources by mitigation and preparedness action in order to effectively respond to an emergency. The prompt and orderly deployment of these resources is necessary as the initial response and recovery must be made by the Village of Mahomet.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. This section is intended to furnish guidance to the Village for the purchase of resources and equipment in an emergency/disaster situation.
2. It delineates methods for requesting assistance and resources during an emergency/disaster.
3. It establishes a network for response inventory to aid in maintaining sufficient resources available.
4. Resource inventory will include anticipated needs of local government for all types of emergencies.
5. It provides proper coordination of available resources and their sources through management.

B. Assumptions

1. It is the responsibility of local government to protect the lives and property of its citizens during emergencies and disasters.
2. One of the most critical functions in disaster response is the rapid mobilization and deployment of resources to meet the immediate life-safety needs of the jurisdiction.

III. CONCEPT OF OPERATIONS

- A. It is the duty of local government to safeguard the lives and property of its citizens. Among the endeavors to be taken toward this goal are:
1. Develop and maintain a list of vendors available to local government during an emergency.

2. Commit all, or part of its accessible resources required to protect lives and property, to relieve suffering and hardship.
3. Maintain records of all resources utilized during an emergency such as personnel, equipment, and supplies.
4. In the event that all local resources have been expended or committed, the Village of Mahomet ESDA Director will request assistance from the Illinois Emergency Management Agency (IEMA).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Village of Mahomet Resource Management Coordinator will:

1. Identify needed resources. At a minimum are the following needs:
 - a. Heavy Equipment
 - 1) Machinery for clearance
 - 2) Bulldozers
 - 3) Backhoes
 - 4) Draglines
 - b. Specialized Equipment
 - 1) Chain saws
 - 2) Firefighting equipment
 - 3) Water pumps
 - 4) Rescue equipment
 - c. Food Centers
 - 1) Wholesalers
 - 2) Grocery stores
 - 3) Frozen food lockers
2. Locate available private resources within the Village or area.
3. Coordinate all resource requests from representatives in the EOC.
4. Establish equipment and personnel staging areas if necessary.
5. Maintain records of equipment and personnel utilization.
6. Insure maximum effective utilization of scarce or specialized resources.
7. Be responsible for the maintenance, review and update of this section.

B. All Village Departments will:

1. Develop and maintain personnel rosters of department personnel.
2. Develop and maintain inventory lists of departmental equipment and supplies.
3. Forward lists of personnel and equipment to the EMA Coordinator for inclusion in the Emergency Operations Plan.
4. Be prepared to support requests for resources needed by other jurisdictions within and outside the village.

V. DIRECTION AND CONTROL

- A. The Village Administrator will direct all Village disaster response activities.
- B. The Village Treasurer will serve as the Village's Resource Management Coordinator.
- C. All requests for resource support to the Village from the state or federal levels will be coordinated through the EOC.

VI. CONTINUITY OF GOVERNMENT

The line of succession for resource management will be as follows:

1. Village Treasurer
2. ESDA Director
3. Chief of Police

VII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST
- D. LIST OF MUTUAL AID AGREEMENTS
- E. VILLAGE OF MAHOMET RESOURCE LIST

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Periodically analyze resource requirements and determine availability.
- Plan and train adequate personnel for maximum use of available resources.
- Draft letter of understanding or contracts with businesses, organizations, agencies, departments, etc. within and outside of the Village to ensure availability of resources at the time of the emergency.
- Designate personnel to assist the Resource Management Coordinator during the emergency.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Activate resource management section in EOC.
- Establish priorities and allocate resources.
- Coordinate delivery of resources to response teams and disaster victims.
- Identify resource distribution centers.
- Coordinate local efforts with other agencies, departments, etc.
- Make lists available during the emergency to response agencies that identify sources of materials, equipment, personnel, and other resources.
- Record services and resources rendered during the emergency.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Assess recovery needs of those providing assistance and victims.
- Estimate costs of providing resources.
- Assess impact of emergency on available resources and material.
- Set priorities for available resources.
- Coordinate resource management.
- Maintain appropriate records of resource utilization.
- Provide information about resource availability and relay this to the Public Information Officer.
- Record resource needs and available supplies.

APPENDIX D

LIST OF MUTUAL AID AGREEMENTS

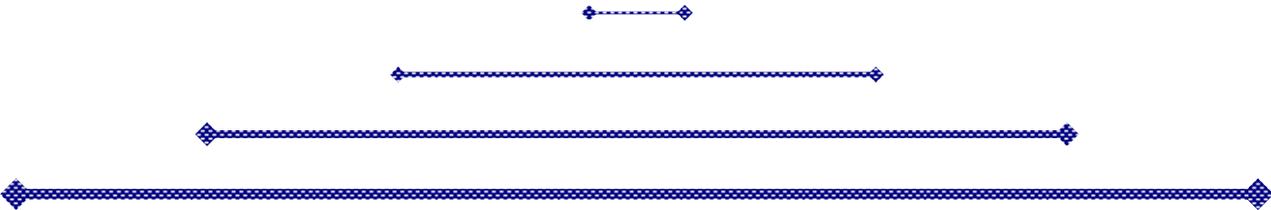
Agreements are on file in the office of the ESDA Director's office.

1. Mutual Aid Box Alarm System Agreement
2. Champaign County Mutual Aid Agreement between Fire and Emergency Service Organizations
3. Carle Regional EMS System Mutual Aid Agreement
4. Covenant Regional EMS System Mutual Aid Agreement
5. East Central Illinois Mutual Aid System Agreement
6. Illinois Law Enforcement Alarm System Mutual Aid Agreement

APPENDIX E

VILLAGE OF MAHOMET RESOURCE LIST

Airports	Mine Rescue Teams
Animal Control	Moving Companies
	Motels
Backhoes	
Barricades	National Guard, Illinois
Boarding-up Services	National Transportation Safety Board
Boats	
Bulldozers	Oxygen
Chain Saws	Parks
Child Services	Pathologists
Churches	Photographers, Aerial
Circular Saws	Poisons
Compressed Air	Portable Toilets (see toilets)
Construction Equipment	Post Offices
Concrete Saws	Postal Inspector
Cranes	Psychologists
Cutting Torches	
	Radioactive Material Handlers
Department of Conservation	Railroad Dispatcher
Department of Transportation	Railroad Police
Drug Stores	Refrigerator Trailers
Dump Trucks	
	Sand
Electric Companies	Sand Bags
Environmental Protection Agency	Schools (public and private)
Explosives Handling	Scuba Divers
	Senior Citizens
Federal Aviation Administration	Suicide Prevention Services
Federal Communications Commission	
Floodlights	Tanker Trucks (water, etc.)
Front loaders	Taxicabs
Fuel Supplies	Telephone Companies
	Television Stations
Gasoline Delivery Trucks	Tents
Gasoline Stations	Tires
Gas Companies	Toilets
Generators	Towing Services
Gravel	Tree Removal
Heaters, Portable	Veterinarians
Helicopters	
	Waste Disposal
Ice/Dry	Weather Bureau
	Welding Equipment
Lumber Companies	



Village of Mahomet Emergency Operations Plan

Animal Control



ANIMAL CONTROL

I. PURPOSE

To offer a coordinated approach to dealing with animal-related issues that could have a negative impact on the Village as a result of a manmade or natural disaster. To address foreseeable problems which may occur with both personal pets and livestock within the Village or on interstate roadways that pass through the Village.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Rural communities surround the Village of Mahomet and the probability of transportation of livestock on roadways or interstates that pass through the Village is high.
2. The close proximity of the University of Illinois College of Veterinary Medicine guarantees the presence of both domestic livestock and exotic animals.
3. The Village of Mahomet is susceptible to both manmade and natural disasters, which could be a threat to pets and livestock in the immediate area.
4. If safe relocation of these animals is not possible, a disaster situation could require the need for food, water, shelter and veterinary care for displaced animals.
5. There are a number of agencies within the Village and County that have the capability to provide for the needs of displaced animals.

B. Assumptions

1. Suitable space can be identified and made available to accommodate displaced pets and livestock.
2. That local agencies can coordinate the transportation of animals by the owners and if necessary assist with transportation.
3. That with the coordination of public, private and volunteer groups we can provide emergency response and animal rescue services.

III. CONCEPT OF OPERATIONS

A. General

1. Village of Mahomet resources responding to any disaster will be faced with a wide range of response needs. Priority will be placed on protecting life and property first.
2. This plan is not intended to override existing services in place for the day-to-day animal control issues. It is intended to be used in conjunction with situations that occur during an emergency.
3. This plan is not intended to address day-to-day issues related to wild animals that might stray into the Village of Mahomet.
4. The sheltering of pets and livestock are the responsibility of the owner.

IV. DIRECTION AND CONTROL

- A. The Village of Mahomet and the Police Department will act as the lead agents in coordinating for the needs associated with domestic and non-domestic animals during a disaster.
- B. As the lead agent, the Police Department will coordinate animal needs as they occur through the utilization and coordination with identified public, private and volunteer groups.

V. ASSIGNMENT OF RESPONSIBILITIES

- A. The Village of Mahomet Police Chief will:
 1. Coordinate planning and preparation,
 2. Insure that public information statements and education materials are disseminated to the public,
 3. Receive, identify and task animal response needs to the ESDA Director,
 4. Review, update and disseminate changes to the plan.
- B. The Mahomet Police Department will receive requests for assistance and coordinate and assign tasks.
- C. The Mahomet Police Department will maintain contacts for response agencies and groups.

- D. The Mahomet Police Department will identify shelters to be used in an emergency.
- E. The Mahomet Police Department will coordinate with outside agencies to provide technical support and logistical support during emergencies.

VI. APPENDICES

- A. EMERGENCY ANIMAL SHELTER LOCATION LIST
- B. VETERINARIAN DIRECTORY FOR CHAMPAIGN COUNTY
- C. ANIMAL RESCUE VOLUNTEER CALL LIST

APPENDIX A

EMERGENCY ANIMAL SHELTER LOCATION LIST

A & E Animal Hospital
3003 E. Windsor Road
Urbana, IL 61801
(217) 367-1137

Crossroads Veterinary Clinic
1805 E. Olympian
Urbana, IL 61802
(217) 643-2325

All Creatures Animal Hospital
2001 Linview
Urbana, IL 61801
(217) 328-4143Dr.

Country View Veterinary Clinic
2619 W. Springfield Avenue
Champaign, IL 61821
(217) 356-6481

Animal Emergency Clinic
1713 S. State Street
Champaign, IL 61821
(217) 359-1977

Hill Animal Care
609 S. Division Street
Mahomet, IL 61853
(217) 586-6800

Beaumont Small Animal Clinic
1304 N. Cunningham
Urbana, IL 61802
(217) 359-1187

Lipton Animal Clinic
908 E. Main Street
Urbana, IL 61801
(217) 344-1017

Caring Hands Animal Hospital
1704 S. Philo Road
Urbana, IL 61801
(217) 328-5350

Mahomet Animal Hospital
Eastwood Shopping Center
Mahomet, IL 61853
(217) 586-3176

Champaign County Animal Control
210 S. Art Bartell Road
Urbana, IL 61802
(217) 384-3798

U of I Veterinary Clinic
1008 W. Hazelwood Drive
Urbana, IL 61801
(217) 355-8500

Champaign County Humane Society
1911 E. Main Street
Urbana, IL 61802
(217) 344-9314

APPENDIX B

VETERINARIAN DIRECTORY FOR CHAMPAIGN COUNTY

A&E Animal Hospital
3003 E. Windsor Rd.
Urbana, IL. 61801
(217) 367-1137
Dr. Gary Brummet, DVM
Dr. Donna Juhl, DVM

Acre Hill Veterinary Clinic
608 W. Champaign
Rantoul, IL.
(217) 893-0313
Dr. Stubblefield

All Creatures Animal Hospital
2001 Linview
Urbana, IL. 61801
(217) 328-4143
Dr. Mary Welle, DVM
Dr. Kenneth Welle, DVM (exotics)

All Tails Clinic
107 S. 3rd St.
Fisher, IL.
(217) 897-1022
Dr. Allhands

Animal Clinic of Paxton
725 S. Railroad Ave.
Paxton, IL.
(217) 379-3800
Dr. Crank

Animal Emergency Clinic
1713 S. State St.
Champaign, IL. 61821
(217) 359-1977

Animal Hospital of Monticello
501 Bridge St.
Monticello, IL.
(217) 762-2144
Drs. Lindsay and Peterson

Beaumont Small Animal Clinic
1304 N. Cunningham
Urbana, IL. 61802
(217) 359-1187
Dr. John Byrd, DVM

Caring Hands Animal Hospital
1704 S. Philo Rd.
Urbana, IL. 61801
(217) 328-5350
Dr. Curt Thurman, DVM, 621-7826

Countryview Veterinary Clinic
2619 W Springfield Ave.
Champaign, IL.
(217) 356-6481
Dr. Beaumont

Crossroads Veterinary Clinic
1805 E Olympian
Urbana, IL. 61802
(217) 643-2325
Dr. Griffiths, DVM

Curtis Road Animal Hospital
210 W. Curtis Rd.
Savoy, IL.
(217) 351-5814
Dr. Downs

Gibson Veterinary Clinic
425 S. Lawrence Ave.
Gibson City, IL.
(217) 784-4711

Hill Animal Clinic
609 S. Division St.
Mahomet, IL. 61853
(217) 586-6800
Dr. Hill

Lipton Animal Hospital
908 E. Main St.
Urbana, IL. 61801
(217) 344-1017
Dr. Delores Lipton

Mahomet Animal Hospital
Eastwood Center
Mahomet, IL. 61853
(217) 586-3176
Dr. Klarman

Meadows Animal Hospital
2610 W. Bloomington Rd.
Champaign, IL.
(217) 352-1446
Dr. Siwe

Monticello Animal Clinic
1037 Bucks Pond Rd.
Monticello, IL.
(217) 762-7174
Dr. Lerner

Okaw Veterinary Clinic
140 W. Sale St.
Tuscola, IL.
(217) 253-3221
Dr. Foote

Paxton Veterinary Clinic
1953 E 200 N Rd.
Paxton, IL.
(217) 379-3232
Dr. Updike

Pet Pro
1815 W. Kirby
Champaign, IL.
(217) 355-5051
Dr. Lykins

Rantoul Veterinary Clinic
401 Maplewood Dr.
Rantoul, IL.
(217) 893-3216
Dr. Walker

St. Joseph Animal Hospital
Northgate & 4th Ave.
St. Joseph, IL.
(217) 469-2220
Drs. Birk & Duncan

Southside Veterinary Clinic
107 E. Church
Savoy, IL.
(217) 359-5623
Dr. Amin

U of I Small Animal Clinic
1008 W. Hazelwood
Urbana, IL.
(217) 333-5300

VCA Heritage Animal Hospital
2505 S. Neil St.
Champaign, IL.
(217) 356-2200
Dr. Dust

Village Pet Doctor
411 Long St. Rt. 45
Tolono, IL.
(217) 485-7387
Dr. King

APPENDIX C

ANIMAL RESCUE VOLUNTEER CALL LIST

Stephanie Joos – Director of Champaign County Animal Control 621-5999

Michelle McKnight (CCHS) 353-0099

Curt Thurman DVM (Caring Hands Animal Hospital) 621-7826



Village of Mahomet Emergency Operations Plan

Damage Assessment



DAMAGE ASSESSMENT

I. PURPOSE

It is essential to rapidly assess the situation to determine the extent of damage and the type of assistance that may be needed. Accurate information is essential in planning orderly and organized recovery programs.

This section identifies those agencies of the Village that are responsible for implementing the damage assessment function and specifies responsibilities. Guidelines for the restoration of public services are also presented.

II. SITUATION AND ASSUMPTIONS

A. Situation — Most disasters have the potential for causing extensive property damage. In the event that such damage occurs, a planned damage assessment procedure is essential for response and recovery operations.

B. Assumptions — Building code and land use regulations can reduce much of the structural damage that would otherwise result from a disaster. Nevertheless, damage will usually occur. A primary concern of local officials will be to obtain fast and accurate assessment of the disaster effects to private and public property including public services. This assessment will influence the manner in which recovery is affected in the Village and simultaneously fulfill requirements of state and federal officials, thus allowing for physical and fiscal assistance.

III. CONCEPT OF OPERATIONS

A. A pre-determined Damage Assessment Team or Teams will be utilized to make a preliminary assessment. This team or teams will perform on-site-evaluations and report their findings to the Damage Assessment Coordinator. During the survey, Damage Assessment Team or Teams will identify the availability of residences and business structures.

B. The Village of Mahomet's Engineer will act as the Damage Assessment Coordinator, and he will take the on-site evaluations for preliminary damage assessment and report their findings to the Village Administrator in the EOC.

C. The preliminary assessment reports will then be given to the Village of Mahomet ESDA Director for forwarding to either the Champaign or Springfield office of the Illinois Emergency Management Agency (IEMA).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Village Administrator is responsible for ensuring the effectiveness of disaster response and recovery operations.

B. The Damage Assessment Coordinator will:

1. Establish teams comprised of public works employees, realtors, insurance adjustors, etc. who will:
 - a. Provide personnel to compile damage assessment reports.
 - b. Effect repairs to public facilities following priority restoration list (see Appendix D).
 - c. Relay damage information to the EOC concerning their respective operations.
2. Periodically advise the ESDA Director of damage assessment status.
3. Compile field reports to complete EMA Forms 320, 31, and 322 and deliver to the ESDA Director (see Appendix F).

C. The ESDA Director will:

1. Verbally advise the Champaign or Springfield Office of IEMA of the results of the preliminary assessment (contents of IEMA Forms 320, 321, and 322); then follow up with hard copies.
2. Coordinate with Public Works to effect restoration of services.
3. If state and federal officials arrive to conduct subsequent assessment, coordinate with Damage Assessment Coordinator to provide personnel to assist as may be required.
4. Where appropriate, advise the Village Board of the need to establish/enforce zoning and land use regulations to prevent construction in hazardous area(s).
5. Be responsible for the maintenance, review and updating of this section.

V. DIRECTION AND CONTROL

The ESDA Director and Village Administrator have the responsibility for implementation of the Damage Assessment Section. They will operate from the EOC and will coordinate all damage assessment activities. Damage Assessment

Team or Teams will coordinate activities with the Field Command Post to insure their awareness of field conditions.

The Village of Mahomet's EOC will be staffed at all times during a major disaster or emergency by Village officials with the Village Administrator providing overall direction and control. The Damage Assessment Coordinator will provide direction and control for the damage assessment function.

VI. SUCCESSION OF COMMAND

The line of succession for damage assessment in the Village of Mahomet shall be:

- A. Village Engineer
- B. ESDA Director
- C. Village Administrator

VII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST
- D. CRITICAL FACILITIES PRIORITY RESTORATION LIST
- E. DATA COLLECTION CHECKLIST
- F. DAMAGE ASSESSMENT FORMS

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Work with proper authorities to develop and enforce adequate building codes.
- Work with proper authorities to develop zoning and land use regulations to continue to prevent construction in hazardous areas.
- Will conduct periodic inspections to ensure compliance with Village ordinances and codes.
- Obtain aerial photographs, maps, photographs, and other documentation indicating pre-disaster conditions of the Village that would illustrate the impact of the event.
- Train additional personnel to assist in damage assessment surveys.
- List critical facilities (government buildings, water and sewer treatment facilities, schools, etc.) that may require priority repairs.
- Pre-stock damage assessment forms and building marking signs for emergency use.
- Locate a person who is qualified as a structural engineer, architectural engineer, or contractor to inspect properties and determine whether structures are habitable or inhabitable.
- Make provisions for the display of damage assessment information in the EOC.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Following the initial response to a major emergency or disaster, the ESDA Director will ensure that the Damage Assessment Coordinator has been notified and asked to report to the EOC.
- The Damage Assessment Coordinator will ensure the notification of the remainder of the Damage Assessment personnel.
- The Damage Assessment Coordinator will report to the EOC for a briefing on the extent of the situation.
- The Damage Assessment Coordinator will ensure that an initial damage survey is completed, when reasonable considering the safety of the personnel. This survey will include:
 - a. Number of buildings damaged
 - b. Number of buildings destroyed
 - c. Damage done to the major streets, bridges, and other critical facilities
- The ESDA Director, in coordination with the Damage Assessment Coordinator, will prepare an initial damage report and transmit it to IEMA.
- Following completion of the initial survey, the Damage Assessment Coordinator will direct the primary damage assessment using the information required on the IEMA Damage Survey Form (see Appendix F).
- As survey teams determine the level of habitability of damaged structures, they will mark buildings using pre-stocked marking signs. This task will be accomplished by working with structural engineer(s), architectural engineer(s), or contractor(s).
- The Damage Assessment Coordinator will ensure that complete and accurate records of time and personnel are kept.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Work with proper authorities to ensure the restoration or demolition of damaged and/or unsafe structures.
- Monitor restoration operations for assessment purposes.
- Compile final damage estimate report for inclusion into official disaster record.
- Make recommendations and work with proper authorities to establish, if necessary, new ordinances and land use regulations to lessen the impact of future disaster effects.

APPENDIX D

CRITICAL FACILITIES PRIORITY RESTORATION LIST

Hospital and Medical Facilities

Utilities

Law Enforcement

Fire Station

Grocery - Food Supply

Transportation - Fuel

Industries

Schools

APPENDIX E

DATA COLLECTION CHECKLIST

PRIORITY 1

- _____ 1. Boundaries of impact area
- _____ 2. Status of transportation system
- _____ 3. Status of communications
- _____ 4. Status of the utility infrastructure
- _____ 5. Status of the transportation Infrastructure
- _____ 6. Access points to the disaster area
- _____ 7. Amount and severity of casualties'
- _____ 8. Number of fatalities
- _____ 9. Hazard specific information
- _____ 10. Weather data affecting operations
- _____ 11. Status of critical facilities
- _____ 12. Status of special needs facilities
- _____ 13. Status of key personnel
- _____ 14. Status of activation of forces
- _____ 15. Identification of resource shortfalls
- _____ 16. Identification of future resource needs
- _____ 17. Major issues/activities of response organizations

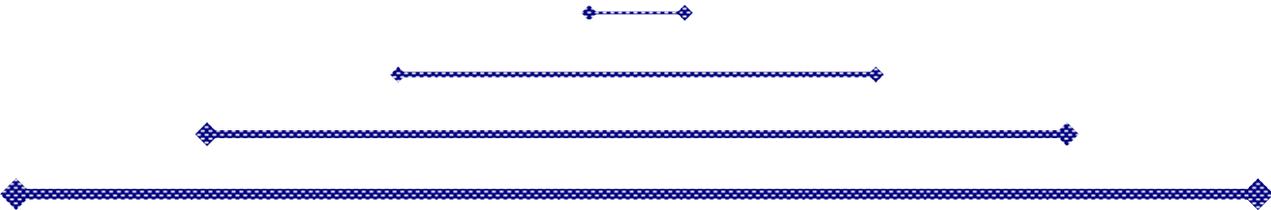
PRIORITY 2

- _____ 1. Social/economic/political impact
- _____ 2. Population demographics
- _____ 3. Jurisdictional boundaries
- _____ 4. Status of Aerial Reconnaissance
- _____ 5. Seismic or other geophysical activities
- _____ 6. Mitigation planning
- _____ 7. Status of proclamations or declarations
- _____ 8. Overall priorities for response
- _____ 9. Status of upcoming activities
- _____ 10. Donations
- _____ 11. Historical information

APPENDIX F

DAMAGE ASSESSMENT FORMS

On file in EOC and ESDA Director's office.



Village of Mahomet Emergency Operations Plan

Hazardous Materials



HAZARDOUS MATERIALS

I. PURPOSE

This section provides for the coordination of response activities to protect lives, property and the environment during an emergency involving hazardous materials.

II. SITUATIONS AND ASSUMPTIONS

- A. Situations - During an emergency involving hazardous materials, the Cornbelt Fire Protection District will be called upon to respond. The Cornbelt Fire Protection District can operate at the emergency with the support of a hazardous materials team that may be contacted through mutual aid.
- B. Assumptions - The Cornbelt Fire Protection District and mutual aid agencies will generally be able to provide adequate trained fire and hazardous materials personnel to control most emergencies. If the capabilities of local responders are exceeded, support will be available from any of several state, federal, and private hazardous materials responders.

III. CONCEPT OF OPERATIONS

During all man-made and natural disasters or major emergencies, response to hazardous materials in the Village of Mahomet will be an expansion of normal functions and responsibilities. The Cornbelt Fire Protection District will operate at the level of training and expertise required to safely mitigate the incident.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Cornbelt Fire Protection District as the lead agency in the mitigation of hazardous materials releases will:
 - 1. Coordinate all hazardous materials response in the Village of Mahomet.
 - 2. Determine the product(s) involved and the related hazards.
 - 3. Predict the worst possible outcome, fires, explosions, and NBC agents.
 - 4. Determine the tactics necessary to mitigate the incident.
 - 5. Use safe procedures to control or mitigate the incident.

6. Use appropriate decontamination procedures on personnel and equipment.
 7. Request additional equipment, supplies and manpower as needed.
 8. Perform air and water monitoring as needed.
 9. Request evacuation as needed.
 10. Assist EMS and health care providers in decontaminating victims.
 11. Be responsible for the maintenance, review and update of this section.
 12. Provide public information for evacuation and shelter-in-place instructions.
- B. The EOC and EOP will be activated when coordination of activities is needed.

V. DIRECTION AND CONTROL

- A. The Village Administrator shall be responsible for all emergency and disaster response within the Village of Mahomet.
- B. The Fire Chief is responsible for all fire department activities within the Village of Mahomet.
- C. The Fire Chief is responsible for hazardous materials activities and response in the Village of Mahomet.
- D. The Fire Chief shall designate a hazardous materials officer to serve as the Hazardous Materials Coordinator at the EOC.
- E. Requests for hazardous materials response shall be handled by MABIAS or the EOC.
- F. Hazardous materials responses shall be assigned by the Hazardous Materials Officer in the EOC.
- G. 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.
- H. If all available trained hazardous materials personnel are committed, expended, or inadequate, the Hazardous Materials Officer in the EOC shall advise the Illinois Emergency Management Agency of the need for state and federal assistance.

VI. SUCCESSION OF COMMAND

- A. Fire Chief
- B. Assistant Fire Chief of Operations
- C. Hazardous materials officer

VII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST

APPENDIX A

PRE-EMERGENCY CHECKLIST

- Train all Police and Public Works responders to hazardous materials first responder awareness level.
- Train all fire department suppression personnel to hazardous materials first responder operations level.
- Train all Hazardous Materials Response Team members to hazardous materials technician level.
- Write and put in place standard operating procedures on all levels of hazardous materials response.
- Obtain hazardous materials response equipment to control most types of identified hazardous materials risks.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Respond to incidents as manpower and equipment allow and function at the appropriate level of training to control or stabilize the incident.
- Staff the EOC with a trained hazardous materials officer who will advise the EOC staff on hazardous materials problems.
- Use proper chemical protective clothing and breathing apparatus in hazardous chemical environments.
- Use various leak sealing, spill control or firefighting methods to stabilize the incidents.
- Perform risk assessment at incidents to determine or predict possible outcomes.
- Advise the EOC of all on-scene activities.
- Control and monitor private contractors working at the scene.
- Work with state and federal agencies that respond to the scene.
- Continually monitor and attempt to minimize environmental damage to the air, water and ground.
- Record all incident activities and expenses.

APPENDIX C

RECOVERY CHECKLIST

- Supervise all cleanup activities.
- Compile all records and file an after-action report.
- Inventory all response equipment and replace all that is expended or damaged.
- Attempt to recover all expenses incurred during incident.



Village of Mahomet Emergency Operations Plan

Radiological Protection



RADIOLOGICAL PROTECTION

I. PURPOSE

This section defines the roles of the various agencies and procedures involved with safeguarding the citizens of the Village of Mahomet against the hazards of radioactive fallout.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Peacetime

- a. The Village of Mahomet has state highways and railways that could be used to transport radioactive material, thus transportation accidents could occur.
- b. Situations could occur requiring radiological response at the University of Illinois, local hospitals or Clinton Power Plant, all of which are users of radioactive materials.
- c. The Village of Mahomet is within the ingestion pathway zone for emergencies at the Clinton Power Plant and also plays a shelter/monitoring role for certain populations in the main hazard area.

2. Wartime

- a. Although the Village of Mahomet was not identified as a potential target area by the Federal Emergency Management Agency (FEMA) in the Nuclear Attack Planning Base (NAPB), the threat of a war-caused situation involving a nuclear exchange or an accidental detonation of a nuclear weapon is a possibility.
- b. With the concern of international terrorism, there is also the possibility of terrorist activities involving radioactive materials.

B. Assumptions

1. Peacetime

- a. First responders to a local radiological emergency will be from the Mahomet Police Department, the Cornbelt Fire Protection District, and ambulance services. Since it is possible that these responders could

come in contact with radioactive contamination, a system for monitoring response personnel is necessary.

- b. Clean up and recovery of peacetime incidents would be handled by the Cornbelt Fire Protection District who will rely on state and federal agencies to provide technical support. The primary function of the Village ESDA would be to provide the best available protection to the public as recommended by state and federal officials.
- c. Mahomet ESDA has a limited supply of radiological monitoring instruments stored away. Any additional radiological monitoring instruments must be provided by county, state or federal agencies.
- d. An effective radiological protection system depends upon the availability of trained personnel. Candidates for training should be identified by the ESDA Director. Training will depend on the ability of IEMA to provide needed classes.

2. Wartime

- a. If a nuclear war occurs, the military and other federal agencies will have primary responsibility for handling radiological incidents. The IEMA will provide instructions and radiological data to Mahomet ESDA, which will be responsible for providing information to its citizens on the best available protection.
- b. Mahomet ESDA will provide additional radiological information to the state through the IEMA and Illinois State Police communication links, providing the systems are still operable.
- c. By properly organizing and developing a radiological protection system, the number of casualties from a nuclear attack will be significantly reduced.

III. CONCEPT OF OPERATIONS

- A. By Illinois law, local government is responsible for the protection of the life and property of its citizens. The Village President, with consent and confirmation by the Board of Trustees, is responsible for the appointment of the ESDA Director. The Village ESDA Director ensures that an effective radiological protection system is developed and functional.
- B. The radiological protection system will be headed by Radiological Protection Officers (RPO's) appointed by and responsible to the Village ESDA Director. The RPO's shall be responsible for developing, training, and implementing the Village radiological protection system.

- C. In order to provide for the collection and analysis of disaster intelligence, a RPO shall be assigned to the Village EOC during emergencies involving radiological materials. The RPO shall provide training for sufficient staff to address radiological emergencies.
- D. This staff will support and coordinate all local personnel and agencies involved in reporting radiological information. The Radiological Protection Officers (RPO's) shall secure the most current and accurate radiological information on the disaster, assess the radiological environment, and forward recommendations to the policy group for their use in coordinating the disaster response. The Operation Management Team in directing response and recovery operations in the Village shall also utilize this information.
- E. The Radiological Protection Officers may be responsible for 24 hour a day operations depending on the nature and extent of the radiological incident. The radiological protection system has the primary function of providing trained personnel at key locations within the Village to detect and measure the presence of ionizing radiation. The Emergency Operations Center (EOC) shall be staffed with recorders, analysts and plotters as appropriate.
- F. The Village RPO's will coordinate with IEMA through the EOC to ensure timely and accurate radiological data. The RPO's will oversee the operational functions of recording and plotting radiological information. The RPO's will coordinate with field staff and emergency workers (many of whom are fire and law enforcement personnel) operating within their respective organizations in assigned locations throughout the Village.
- G. The RPO's will assist in coordinating any monitoring or decontamination activities following an incident in the recovery phase.
- H. Based on the best available information, the RPO will advise the Village ESDA Director of the actions the public should take to protect themselves from the harmful effect of ionizing radiation.
- I. Following federal and state guidance, field radiological monitors (RM's) will report conditions to the RPO in the EOC. Radiological information to support response and recovery actions shall be obtained from the fire department, emergency medical personnel, law enforcement and the IEMA.
- J. During peacetime incidents, radiological information will also be obtained from the Illinois Department of Nuclear Safety (IDNS) or other state and federal agencies. IDNS has the responsibility, capability, and resources for field monitoring within a radiological accident zone. Both IEMA and IDNS have the procedures, equipment and expertise to make rapid assessments of the actual or potential radiological hazards.

- K. Based upon the reported information, maps, recording logs, and tabulations shall be maintained in the EOC to provide a current comprehensive portrayal of the radiological environment.
- L. Radiological monitoring kits will be provided to trained Village personnel and to volunteers willing to assist in obtaining radiological data throughout the county. The RPO shall assign personnel and monitoring kits to the EOC and weapons affect reporting stations (WERS).
- M. Coordinate with the Shelter/Welfare Coordinator for information regarding existing shelters, upgradeable facilities and expedient construction measures.
- N. The RPO will contact the ESDA Director for logistical support and assistance.
- O. The RPO will contact the ESDA Director for assistance from volunteers/private sector, neighboring jurisdictions, state or federal governments. The ESDA Director will notify the IEMA Regional Coordinator when assistance is needed from nearby jurisdictions. Requests for state or federal assistance will be made through the IEMA Regional Coordinator or the Central Office of IEMA in Springfield.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Village President and the Village Administrator are responsible for ensuring the safety, health, and welfare of the citizens of the Village during any radiological incident. To assure the radiological preparedness of the Village, an ESDA Director has been appointed.
- B. The ESDA Director has appointed Radiological Protection Officers (RPO's) or may serve as the RPO.
- C. The Radiological Protection Officer will:
 - 1. Complete radiological courses offered by IEMA as prescribed by FEMA to enable him/her to:
 - a. Coordinate the radiological program for and within the Village during emergencies.
 - b. Direct the radiological staff assigned to the EOC and field operations to include record keeping, mapping, charting personnel exposures, and other assigned functions.
 - c. Identify resources that would be required during a radiological incident.

- d. Maintain communications between field operations, the EOC, the County EOC, and the IEMA Regional Office.
 - e. Prepare radiological policy recommendations.
 - f. Coordinate emergency support services, organizations, and/or agencies with the ESDA Director to perform radiological monitoring, weapons effects reporting and decontamination duties.
 - g. Be conversant with measurement and reporting procedures, capable of evaluating the probable effects of reported radiation on the people and their environment, and capable of recommending appropriate protective measures (such as remedial movement, shelter and decontamination) to be taken as a result of an evacuation.
 - h. Revise this section, SOPs, etc. as warranted and maintain forms.
2. Arrange radiological training for emergency response departments and organizations.
 3. Keep current on radiological data, information and training requirements.
- D. The Assistant Radiological Protection Officer will:
1. Serve as the Radiological Protection Officer in the absence of the RPO.
 2. Serve as the staff assistant to the RPO.
 3. Train Radiological Monitors (RM's) who will:
 - a. Be able to detect, record, and report radiation exposure rates.
 - b. Provide limited field guidance on radiation hazards associated with operations to which they are assigned.
 4. Train recorders to record all incoming radiological information at the EOC.
 5. Train plotters who will:
 - a. Record incoming data in appropriate tabular form and plot such data on maps.
 - b. Perform routine computations under direction of the RPO.

V. DIRECTION AND CONTROL

- A. The Village EOC will be the direction and control center for all major decisions concerning radiological protection operations.
- B. An RPO will report to and coordinate activities from the EOC, including obtaining and recording significant data. This information will be made available to appropriate Village, county, state and federal agencies for their radiological operations.
- C. If the situation warrants, a staging area can be designated and staffed to manage personnel and resources.

VI. SUCCESSION OF COMMAND

The line of succession for radiological protection shall be:

- A. Radiological Protection Officer
- B. Assistant Radiological Protection Officer
- C. ESDA Director

VII. APPENDICES

- A. PEACETIME —
 - 1. PRE-EMERGENCY OPERATIONS CHECKLIST
 - 2. RESPONSE OPERATIONS CHECKLIST
 - 3. RECOVERY OPERATIONS CHECKLIST
- B. WARTIME —
 - 1. PRE-EMERGENCY OPERATIONS CHECKLIST
 - 2. RESPONSE OPERATIONS CHECKLIST
 - 3. RECOVERY OPERATIONS CHECKLIST
- C. RADIOLOGICAL PROTECTION EQUIPMENT AND LOCATION
- D. VITAL FACILITIES LIST
- E. VILLAGE MAP IDENTIFYING WERS AS NEEDED
- F. INFORMATION FLOW CHART

- G. TIME CONVERSION CHART
- H. 7:10 RULE CHART
- I. PROTECTION FACTOR CATEGORY VS. PROTECTION FACTOR
- J. RADIOLOGICAL PROTECTION FORMS/RECORDS/LOGS/CHARTS
 - 1. RADIATION EXPOSURE RECORD
 - 2. WEAPONS EFFECT MESSAGE FORM
 - 3. REPORTING LOG
 - 4. REPORTING STATION LOG
 - 5. FALLOUT HISTORY CHART
- K. SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS"
 - 1. SECTION TWO, ACTIONS TO PROTECT EQUIPMENT FROM ELECTROMAGNETIC PULSE (EMP)
 - 2. SECTION FIVE, ACTIONS TO ACCELERATE CIVIL DEFENSE TRAINING
 - 3. SECTION TWELVE, ACTIONS TO INCREASE RADIOLOGICAL DEFENSE READINESS
 - 4. SECTION TWENTY, ACTIONS TO INCREASE READINESS OF LOCAL SCHOOLS
 - 5. SECTION TWENTY-ONE, ACTIONS FOR INDUSTRY INCREASED READINESS
 - 6. SECTION TWENTY-TWO, ACTIONS TO INCREASE READINESS IN RURAL AREAS

APPENDIX A-1

PEACETIME PRE-EMERGENCY OPERATIONS CHECKLIST

- Designate and train a RPO.
- Develop/train the Radiological Protection System (RPO's, RM's, recorders, plotters) for response operations.
- Develop a local radiological training program to include both low-level and high-level incidents.
- Determine the location and users of low-level radiation.
- Determine Village WERS.
- Determine the amount of monitoring equipment needed, based on monitoring requirements.
- Secure radiological equipment from IEMA through the Regional Coordinator.
- Coordinate information (procedures and methods) with shelter managers and private citizens for increasing the protection factors of shelter spaces.
- Determine communication link between reporting stations and the EOC.
- Coordinate with PIO on the most efficient way to advise and warn citizens.
- Train fire, law enforcement, radiological personnel, and volunteers as radiation monitors for augmenting monitoring during crisis periods.
- Coordinate and implement an exercise designed to test and further train Radiological Protection System in the field and at the EOC.
- The RPO will develop procedures for emergency response personnel to utilize in reporting their dosimeter readings during response and recovery operations.
- The RPO will store and maintain the Village's radiological monitoring equipment to ensure a constant state of readiness to respond to a radiological emergency.
- Develop and maintain an inventory of RADEF instruments.
- Prepare emergency public information materials addressing survival in a nuclear attack.

APPENDIX A-2

PEACETIME RESPONSE OPERATIONS CHECKLIST

- Following the determination that a situation exists requiring the activation of the radiological protection system, the ESDA Director or his alternate will notify the Radiological Protection Officer and the IEMA Region 7 Coordinator or the IEMA Central Office who will notify IDNS.
- The IDNS performs the majority of radiological monitoring during a radiological accident and provides the county with actual and projected dose assessments and analyses. If appropriate, Village of Mahomet RADIOLOGICAL PROTECTION SYSTEM will assist IDNS personnel with sample collection and field monitoring activities.
- The RPO will assess the radiological emergency and determine the need to assign:
 - a. Staff to the EOC radiological reporting section (i.e., recorders, analysts and plotters)
 - b. Local RM's to shelters, decontamination centers, or monitoring stations
- As necessary, RM's shall be activated and assigned to detect the presence of radiation and to report radiological information to the EOC.
- As required, distribute radiological equipment — batteries, chargers and dosimeters.
- Maintain contact with IEMA for the latest radiological data and specific instructions.
- Request and record reports from RM's and maintain records on exposure to protect monitors and emergency response personnel.
- Maintain a record and take action to control the amount of radiation exposure sustained by emergency workers and the residents in the affected areas.
- Plot meteorological data of the affected area. This data shall be provided by the National Weather Bureau and IEMA to Village, county and state governments.
- Coordinate with the PIO to be sure that the public is kept informed of the situation.
- If appropriate and recommended by IEMA, implement procedures for population protection to include either shelter in place or general evacuation.

- Record and plot actual and projected doses based on information received from the radiological site.
- Coordinate with IEMA when requesting additional equipment and assistance.
- Report all radiological data recorded from field monitors to higher levels of government pursuant to the procedures for reporting information.
- Recommend and coordinate the securing of a contaminated area, based upon field intelligence, with law enforcement and fire service personnel.
- Visually display the status of the emergency or disaster by plotting radiological information on area maps of appropriate scale located in the EOC, which will provide EOC officials the means to assess the situation and initiate the appropriate response and recovery actions.
- The RPO shall be responsible for advising other response agencies of protective measures, decontamination activities and procedures to be utilized.
- All incoming radiological information shall be reviewed and analyzed by the RPO. The status of the situation shall be authenticated by the RPO before displaying and releasing information to the PIO.

APPENDIX A-3

PEACETIME RECOVERY OPERATIONS CHECKLIST

- Obtain the action levels for determining the need for decontamination from IDNS as issued by IDPH.
- Work closely with state officials to ensure proper decontamination procedures as necessary for:
 - a. Facilities
 - b. Emergency workers
 - c. Equipment
 - d. Environment
- Assist IDNS in monitoring evacuees at the reception/decontamination centers.
- Monitor emergency workers as they leave the scene at the decontamination site.
- Coordinate with IEMA and IDNS officials to determine when radiation levels allow reentry to the evacuated areas.
- Continue to coordinate with the PIO to ensure community residents are updated on the situation.
- Collect personal dosimetry and exposure records from field operations personnel.
- Complete required forms and reports for post-emergency critique.

APPENDIX B-1

WARTIME PRE-EMERGENCY OPERATIONS CHECKLIST

Increased Readiness Phase: *Readiness condition four (RECON 4). When notice is received from the state government that pre-attack readiness conditions are in effect, the following crisis actions will be implemented under each recon by the Village RPO.*

- Confirm that a RECON 4 is in effect with the chief elected official of the Village.
- Review the radiological protection section and make necessary revisions.
- Alert all RADIOLOGICAL PROTECTION SYSTEM of the situation utilizing the call list for RM's.
- Designate trained volunteers to assist the RPO.
- Hold a meeting with the RM's at the Village EOC to review their assignments and SOP's to be followed at WERS and shelter locations.
- Initiate an accelerated training program for RM's and assign them to a shelter.
- Notify law enforcement, fire, public works, health, and other personnel of available training for self-protection from radiation hazards.
- Check inventory and determine that monitoring kits are in place.
- Make sure all supplies necessary for the Village EOC radiological operations are at the EOC.
- Establish emergency shift assignments and schedules for RADIOLOGICAL PROTECTION SYSTEM in the Village EOC for 24-hour continuous operations.
- Coordinate with shelter managers to make preparations to upgrade shelters to increase their protection factor.
- Determine procedure with shelter manager to mark fallout shelters properly and inform the public of their location.
- Ascertain that all radiological kits are operational and batteries are fresh. Determine if additional equipment is needed and request additional equipment from the IEMA Regional Coordinator.
- Distribute WERS kits, self-protection kits, shelter kits, and reporting forms pursuant to SOPs established for the Village.

- Distribute dosimeters, chargers and recording forms to congregate care facilities pursuant to SOPs.
- Coordinate with the Communications Officer to ensure adequate communications exist between the EOC, WERS, and the IEMA Regional Coordinator.
- Establish liaison with the state RPO at the EOC in Springfield through the IEMA Regional Coordinator.
- Provide the PIO with information for release to the media on the extent of nuclear detonation/attack and protective measures that can be taken to minimize radiation exposure.
- Review procedures for coordination with damage assessment staff.
- Review decontamination plans for essential facilities. Brief RM's on proper procedures for supporting decontamination per SOPs.
- Review procedures for collecting weather data.
- Review procedures for distribution of dosimeters to all members of the Village EOC staff.
- Review radiological decay characteristics and procedures for analysis of fallout history curves developed for Village monitoring stations.
- Review procedures for recording radiation exposure levels of essential personnel.
- Review procedures for communicating with RM's.
- If an attack warning is received, review procedures, plans, etc. with appropriate personnel.
- As appropriate, review procedures for obtaining and redistributing radiological resources to congregate care facilities from risk areas.

Readiness condition three (RECON 3): A notice that a RECON 3 has been received and is in effect. Confirm that a RECON 3 is in effect with the chief elected official of the Village.

- Notify all personnel of the change in status.
- Following the implementation of increased readiness condition, the ESDA Director or his alternate will notify the RADIOLOGICAL PROTECTION SYSTEM and request they report to the Village EOC.
- Contact IEMA for the latest radiological data and/or specific instructions.
- Coordinate with the Shelter/Welfare Coordinator to ensure procedures are underway for upgrading congregate shelter facilities.
- Continue all activities not yet completed under RECON 4.
- Continue crisis training monitors and assigning them to WERS and shelters.
- Every 12 hours, or as new information is available, obtain weather data and indicate wind patterns on a map within a 500 mile radius. Continue this procedure throughout the crisis to maintain a fallout forecasting capability.
- Assist the damage assessment group in recording, plotting, and compiling crisis relocation data.
- Advise RM's how to protect communications equipment from electromagnetic pulse.
- Receive and reassign to congregate care facilities the radiological resources from the risk areas to the Village.

Readiness condition two (RECON 2): A notice that a RECON 2 has been received and is in effect. Confirm that a RECON 2 is in effect with the chief elected official of the Village.

- Notify all RPO's of change in status and deploy all shelter and WERS monitors.
- Distribute dosimeters to EOC staff members. Supervise exposure control of the Village EOC staff.
- Continue tasks in RECON 4 and 3 if not completed.
- Check assignments of shelter and WERS monitors and confirm that all stations are manned and that communications have been established.
- Ensure that all weather data is being plotted to project fallout arrival time in the event that a nuclear detonation is reported.
- Direct improvements to the protection factors of shelters and WERS to increase their protection factor.

Readiness condition one (RECON 1): A notice that a RECON 1 has been received and is in effect. Confirm that a RECON 1 is in effect with the chief elected official of the Village.

- Inform all RPO's of the change in status.
- Continue tasks listed in RECON 4, 3 and 2 if not completed.

APPENDIX B-2

WARTIME RESPONSE OPERATIONS CHECKLIST

ATTACK WARNING:

- Implement procedures to protect communication systems from electromagnetic pulse.
- Instruct all personnel to take shelter immediately.
- Personnel at WERS maintain watch for nuclear detonations (nudets).
- If possible, upon detected arrival of fallout, initiate a fallout report to IEMA.
- Throughout the fallout deposition and decay period, follow reporting procedures as established by IEMA.
- Continue to work with the PIO and Shelter/Welfare Coordinator to provide shelter occupants with the latest available information.
- If possible, coordinate with IEMA throughout the situation to obtain the latest radiological data and specific instructions.
- Advise EOC staff to read instruments and maintain dose records for response personnel.

APPENDIX B-3

WARTIME RECOVERY OPERATIONS CHECKLIST

POST ATTACK RECOVERY:

- Establish communications between the Village EOC, WERS, shelters and the IEMA Regional Coordinator.
- Obtain information on the approximate size of the weapon, time of detonation and location from WERS and/or IEMA Regional Coordinator.
- On a map plot the location, time, and size of the detonation(s) along with the most current weather forecast data for use in predicting when fallout will arrive in the county/area.
- Report available local radiological information to the IEMA Regional Coordinator utilizing SOPs for reporting.
- Obtain and record radiation level readings from WERS and shelters.
- Notify RM's when the dose rate has peaked and provide this information to the PIO for further dissemination.
- Continue field monitoring throughout the recovery phase and make state-required periodic reports to IEMA.
- Provide status information to the PIO so that guidance can be made available to the public via the Emergency Broadcast System (EBS) or other available means.
- Using the proper decay exponent, predict when the population can leave their shelters and for how long.
- Continue monitoring throughout the situation until radiation levels reach an acceptable limit for shelter emergence.
- If possible, obtain instructions concerning emergence and decontamination activities from IEMA.
- Reassign radiological personnel and equipment to support recovery operations including decontamination.
- Continue to record, monitor, and limit the exposure rates of personnel according to SOPs.

- Support decontamination measures for essential and priority facilities by determining level of radiation and time of exposure that can be endured by emergency workers.
- Advise population of proper procedures for decontamination of facilities and food sources.
- Prepare final reports for submission to the Village ESDA Director.

APPENDIX C

RADIOLOGICAL PROTECTION EQUIPMENT

Listed in EOC and ESDA Director's Office
Still Pending

APPENDIX D
VITAL FACILITIES

COMMUNICATIONS SYSTEMS

ELECTRICAL SERVICES

NATURAL GAS SERVICES

PROPANE GAS SERVICES

WATER AND SEWAGE TREATMENT PLANTS

HOSPITAL

OTHER MEDICAL TREATMENT FACILITIES

APPENDIX E

VILLAGE MAP IDENTIFYING WERS

To be developed during crisis period

APPENDIX F INFORMATION FLOW CHART

READINESS REPORT:	Local to state region State region to state
SIGHTING REPORT:	Local to state region State region to state State to federal region Federal region to state State to state region State region to local
DAMAGE REPORT:	
Structural:	Local to state region State region to state
Glass:	Local to state region State region to state
Fire:	Local to state region State region to state
SUMMARY:	State to federal region Federal region to state State to state region State region to local
FALLOUT REPORT:	
Flash 0.5 R/hr:	Local to state region State region to state
Above 50 R/hr:	Local to state region State region to state
Peak R/hr:	Local to state region State region to state
Subsequent Peak R/hr:	Local to state region State region to local
Below 50 R/hr:	Local to state region State region to state
Below 0.5 R/hr:	Local to state region State region to state
Fallout Forecast:	Federal region to state State to state region State region to local
Fallout Warning:	Federal region to state State to state region State region to local

APPENDIX G

TIME CONVERSION CHART

Greenwich Mean Time	Eastern Daylight	Eastern Standard/ Central Daylight	Central Standard/ Mountain Daylight	Mountain Standard/ Pacific Daylight	Pacific Standard
0100	2100*	2000*	1900*	1800*	1700*
0200	2200*	2100*	2000*	1900*	1800*
0300	2300*	2200*	2100*	2000*	1900*
0400	2400*	2300*	2200*	2100*	2000*
0500	0100	2400*	2300*	2200*	2100*
0600	0200	0100	2400*	2300*	2200*
0700	0300	0200	0100	2400*	2300*
0800	0400	0300	0200	0100	2400*
0900	0500	0400	0300	0200	0100
1000	0600	0500	0400	0300	0200
1100	0700	0600	0500	0400	0300
1200	0800	0700	0600	0500	0400
1300	0900	0800	0700	0600	0500
1400	1000	0900	0800	0700	0600
1500	1100	1000	0900	0800	0700
1600	1200	1100	1000	0900	0800
1700	1300	1200	1100	1000	0900
1800	1400	1300	1200	1100	1000
1900	1500	1400	1300	1200	1100
2000	1600	1500	1400	1300	1200
2100	1700	1600	1500	1400	1300
2200	1800	1700	1600	1500	1400
2300	1900	1800	1700	1600	1500
2400	2000	1900	1800	1700	1600

* Add 1 day to the local calendar date for equivalent date in GMT. Example: Observed Central Standard Time is 10:00 p.m. (2200 CST) on the 14th day of the month (142200 CST). Expressed as GMT, that time would be 0400Z on the 15th day of the month (150400Z).

APPENDIX H

7:10 RULE

No computation of exposure or exposure rate should be made until the rates begin to decrease. You should not calculate exposure rates while they are increasing. Further, calculation is no substitute for accurate instrument readings.

After exposure rates have begun to decrease, you can get a rough idea of future rates by using the 7:10 Rule. Simply stated, this rule is that for every seven-fold increase in time after detonation, there is a ten-fold decrease in exposure rate.

Through use of this rule of thumb, if a 50 R/hr exposure rate exists at three hours after detonation, by the end of 21 hours (3×7), it will have decreased to 5 R/hr (50 divided by 10); and by the end of 147 hours (21×7), it will have decreased to 0.5 R/hr (5 divided by 10).

TIME	DECAY	RADIATION INTENSITY
1	-	1000 R/hr
7	1/10	100 R/hr
49	1/100	10 R/hr
343	1/1000	1 R/hr

APPENDIX I

PROTECTION FACTOR CATEGORY VS. PROTECTION FACTOR

PROTECTION FACTOR CATEGORY (CAT) — A designation of the relative protection from fallout radiation provided by a facility. There are five official categories as follows:

PF CAT X	- protection factor of 1 to 9;
PF CAT 0	- protection factor of 10 to 19;
PF CAT 1	- protection factor of 20 to 39;
PF CAT 2–3	- protection factor of 40 to 49; and
PF CAT 4	- protection factor of 100 or better

PROTECTION FACTOR (PF) — A theoretical value that defines the ratio of the exposure rate from fallout gamma radiation to be expected in a protected location compared to the exposure rate expected with the same amount of radiation in a completely unprotected idealized location. PF values results from calculations that take into account building design, the type of building materials and the locations of the areas within the building.

CAT to PF Table

CAT	PF
8	Over 1000
7	500–1000
6	250–499
5	150–249
4	100–149
3	70–99
2	40–69
1	20–39
0	1–19

APPENDIX J

RADIOLOGICAL PROTECTION FORMS/RECORDS/LOGS/CHARTS

1. RADIATION EXPOSURE RECORD
2. WEAPONS EFFECTS MESSAGE FORM
3. REPORTING LOG
4. REPORTING STATION LOG
5. FALLOUT HISTORY CHART
6. STATUS BOARD
7. READINESS REPORTING STATUS FORMS

APPENDIX J-1

RADIATION EXPOSURE RECORD

Name: _____

Mailing Address: _____

Date(s) of Exposure Total Exposure

Date(s) of Exposure Total Exposure

Exposure Received to Date

Exposure Received to Date

APPENDIX J-2

WEAPONS EFFECT MESSAGE FORM

FROM: _____ DATE: _____

TO: _____ MESSAGE TIME: _____

_____ Readiness Report

_____ NUDET signing — WERS No. _____ Direction _____ at _____

_____ Damage — WERS No. _____ Structural _____ Glass _____

_____ Major Fire

_____ Fallout

_____ .5 R/hr. and rising at _____

_____ 50 R/hr. and rising at _____

_____ Peak _____ R/hr. at _____

_____ 50 R/hr. and falling at _____

_____ .5 R/hr. and falling at _____

_____ New fallout arrival

_____ R/hr. at _____

_____ Hourly reading _____ at _____

Comments: _____

APPENDIX J-3

REPORTING LOG

STATION _____ REPORTED TO _____

IDENTIFICATION NUMBER _____ I.D. NO. _____

If at any time following a period of decay, the dose rate increases materially, file a special report and start a new program of observations.

1st hour through 12th hour
(every hour on the hour)

25th hour through 48th hour
(every 6 hours)

Date: _____

Date: _____

Time	Dose Rate
1. _____	_____ R/hr.
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Time	Dose Rate
1. _____	_____ R/hr.
2. _____	_____
3. _____	_____
4. _____	_____

Take observations at:
2200 0400 1000 1600

After 48th hour at 2200 hours:
(daily)

Date: _____

13th hour through 24th hour
(every three hours)

Time Dose Rate

Date: _____

Time	Dose Rate
1. _____	_____ R/hr.
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Time	Dose Rate
_____	_____ R/hr.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

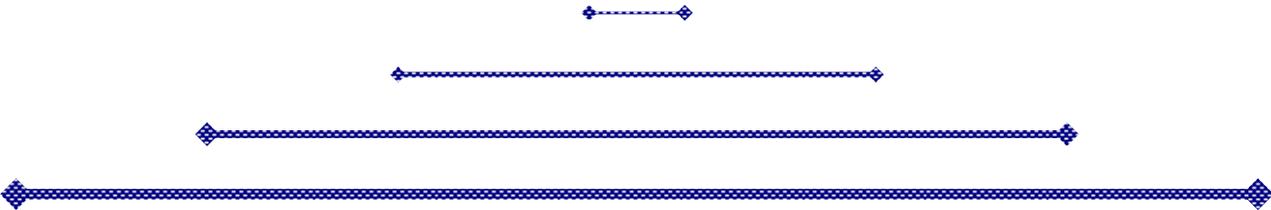
Take observations at: 2200 0100 0400 0700
1000 1300 1600 1900 hours

APPENDIX K

SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS,"

1. SECTION TWO, ACTIONS TO PROTECT EQUIPMENT FROM ELECTROMAGNETIC PULSE (EMP)
2. SECTION FIVE, ACTIONS TO ACCELERATE CIVIL DEFENSE TRAINING
3. SECTION TWELVE, ACTIONS TO INCREASE RADIOLOGICAL DEFENSE READINESS
4. SECTION TWENTY, ACTIONS TO INCREASE READINESS OF LOCAL SCHOOLS
5. SECTION TWENTY-ONE, ACTIONS FOR INDUSTRY INCREASED READINESS
6. SECTION TWENTY-TWO, ACTIONS TO INCREASE READINESS IN RURAL AREAS

On file in EOC and ESDA Director's office.



Village of Mahomet Emergency Operations Plan

Mortuary Services



MORTUARY SERVICES

I. PURPOSE

The purpose of this section is to define the role of the Village of Mahomet as a liaison to the Champaign County Coroner and identify support services to be utilized in dealing with the deceased during disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. All of the Village of Mahomet is susceptible to a major emergency or disaster that could lead to a large number of fatalities. Transportation accidents, environmental or natural hazards, medical and health hazards or national attack could produce fatalities in the Village of Mahomet, thus overwhelming the Coroner's normal capabilities.
2. Under such adverse conditions, demands for services could increase rapidly while the ability to provide services, special skills and equipment diminishes.
3. The Village's role is to act as a liaison to the Champaign County Coroner's Office and to coordinate with law enforcement officials arriving on the scene. The Village will also provide assistance with communications and provide space in the EOC for the Coroner's Office representative to work.

B. Assumptions

1. The first response to a mass casualty/fatality incident that occurs within the Village would be Police, Fire personnel and private ambulance.
2. As the need for the emergency mortuary services becomes evident, the Champaign County Coroner would be notified. The Coroner would receive initial assistance from his deputies, the Village of Mahomet, funeral directors, and morticians.
3. Additional assistance can be obtained from adjoining cities, counties, state and federal government agencies.

III. CONCEPT OF OPERATIONS

- A. The initial request for mortuary services will be received at METCAD from law enforcement or fire service personnel. METCAD will notify the Champaign

County Coroner's office of the request along with the Village Administrator of the Village of Mahomet. The Village of Mahomet's Parks & Recreation Director will act as a liaison to the County Coroner and will assist in providing resources needed at the scene.

- B. Following the elimination of pending dangers, the Coroner shall take charge of the death scene completing those actions deemed necessary.
- C. In the case of an emergency involving mass fatalities, expanded mortuary services would be required. The Champaign County Coroner or his/her designee shall be responsible for establishing temporary morgue locations and for arranging needed mortuary services from area funeral directors.
- D. The Village will assist the Champaign County Coroner in carrying out the Disaster Planning for Coroners attachment.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Village Administrator directs the effective and expedient execution of response and recovery activities, during and after an emergency.
- B. The Parks & Recreation Director will assist the Champaign County Coroner to:
 - 1. Ensure the mobilization, organization and operations of the Coroner's personnel, equipment, and expertise at the time of a disaster as follows:
 - a. Provide for the recovery, removal, collection, identification, and processing of the deceased and their personal effects.
 - b. Coordinate mortuary services activities with other agencies involved in disaster activities.
 - c. Provide necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for mortuary response personnel during emergency operations.
 - d. Provide representation in the Village of Mahomet Emergency Operations Center (EOC) or maintain contact with the EOC via telephone or radio as feasible.
 - 2. Direct deputy coroners as required.
 - 3. Obtain mutual aid from other county coroners, area funeral directors and morticians (i.e., personnel, supplies, equipment, or the use of their facilities).
 - 4. Request assistance of state and federal government agencies as required.

5. Contact area pastors who will:
 - a. Counsel families and assist them in making visual identifications.
 - b. Assist in providing debriefing of mortuary services staff following the disposition of the deceased.
6. Establish temporary morgue(s) and/or utilize refrigeration trucks as required.
7. After family notifications have been made, release the names of the deceased either to the press or to the Public Information Officer.
8. Be responsible for the maintenance, review and update of this section.

C. Law Enforcement will:

1. Secure the death scene.
2. Provide communications for mortuary services as feasible.
3. Assist in scene investigation if requested by the Coroner.

V. DIRECTION AND CONTROL

The Village of Mahomet Emergency Operations Center will be the primary direction and control facility during any major emergency or disaster.

VI. SUCCESSION OF COMMAND

The line of succession for the Mortuary Coordinator shall be:

- A. Parks & Recreation Director
- B. Designee

VII. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Review hazard/vulnerability analysis to determine possible emergency mortuary services problems.
- Familiarize Village Administrator's staff with disaster and mass fatality operations and provide them with training as necessary.
- Periodically meet with the Champaign County Coroner to ensure that adequate integration of the Village of Mahomet's Emergency Operations Plan exists regarding emergency mortuary services.
- Assist if necessary in the development of a public information program with the Public Information Officer to provide information, identification and disposition of the dead, and methods for obtaining information relating to mortuary services.
- If requested by the Champaign County Coroner, contact local ministerial alliance to assist in counseling families of disaster victims and workers.
- Participate in periodic exercises.

APPENDIX B

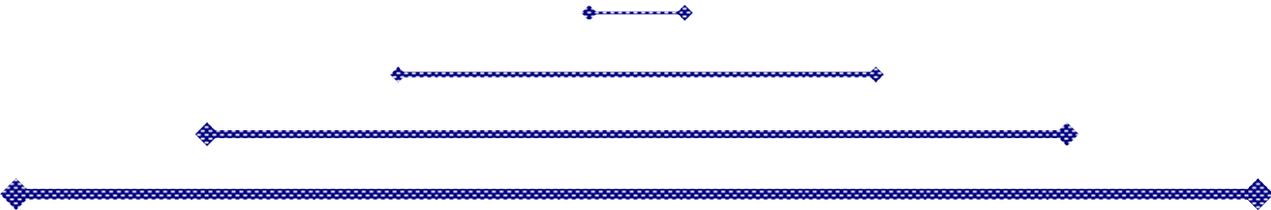
RESPONSE OPERATIONS CHECKLIST

- After determining that an emergency exists requiring the activation of this section, the Parks & Recreation Director will report to the EOC.
- The Coroner or his designee at the Command Post will take charge of the death scene after all rescue operations and all pending hazards have been eliminated.
- The Coroner or his designee should:
 - a. Protect the scene, i.e., evidence, bodies, property, etc.
 - b. Remove unauthorized personnel.
 - c. Secure and rope off the area.
 - d. Carefully make a map of the physical evidence and location of bodies or parts of it.
 - e. Prepare a photographic record of the scene.
 - f. Collect statements from eyewitnesses
 - g. Supervise the proper removal of the dead, along with all personal property of the dead, to morgue facilities.
- If requested, assist the County Coroner to establish and coordinate adequate morgue facilities to:
 - a. Identify the dead.
 - b. Determine cause of death.
 - c. Aid in the disposition of bodies.
 - d. Assist in storage and disposition of personal property of the dead.
 - e. Aid in maintenance of complete records.
 - f. Coordinate releases of information to the family, press, and public through the Emergency Operations Center, Public Information Officer, and the Coroner's Office.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Continue to provide services as requested.
- If necessary, provide mental health assistance to the staff and ancillary personnel.
- If requested, assist the Coroner in completing all pending investigations, conduct inquests, fill out permanent death certificates and file with the local registrar.
- Repair or replace any damaged, lost or unstable equipment, restock all supplies used.
- Prepare reports on the situation for inclusion into the official record and later critique.



Village of Mahomet Emergency Operations Plan

Transportation



TRANSPORTATION

I. PURPOSE

The purpose of this section is to insure the coordination of transportation services in an emergency situation for the swift and orderly evacuation of the resident and transient populations and the movement of resources, materials and/or supplies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During any major emergency/disaster situation, it is conceivable that the need for transportation services into and out of an affected area may be required.
2. During an emergency/disaster situation involving the Village of Mahomet, the Superintendent of the Mahomet-Seymour CUSD #3, working in conjunction with the Village of Mahomet, have the personnel and equipment available to respond to the transportation needs of the community.

B. Assumptions

1. Evacuation of the resident and transient populations from an affected area may be required on short notice. In particular, the needs of special need populations (e.g., handicapped, elderly) would need to be addressed.
2. It may also be necessary to move resources, materials and supplies from bulk repositories into the affected area.
3. In order to meet these needs, resources would be primarily drawn from the School District and would be coordinated by the Village of Mahomet.
4. Should the resources within the Village of Mahomet be insufficient to address transportation needs, assistance from neighboring cities, counties, state and federal government agencies would be made available.

III. CONCEPT OF OPERATIONS

- A. The Village President, Village Administrator, and ESDA Director are responsible for ensuring that transportation services in an emergency situation are effective.

- B. Primary evacuation of residents and transient population will be provided by publicly owned equipment first. Privately owned vehicles will be requested in terms of urgency.
- C. Requests for obtaining transportation support will be made by the person serving as Transportation Coordinator as soon as practical following the Village President's Proclamation of Village of Mahomet's Disaster Emergency (see Attachment C of the Basic Section). The request should include essential information such as:
 - 1. What is to be transported?
 - a. People, equipment, supplies
 - b. Quantity or numbers
 - c. Special needs populations
 - 2. Pickup point(s) and destination(s).
 - a. Potential staging areas for transportation operations include Mahomet-Seymour High School, Eastwood Shopping Center, and Barber Park.
 - b. The assembly points designated by hospitals, elderly care facilities, etc.
 - 3. Additional assistance (personnel or equipment) needed to load or unload.
- D. The Village of Mahomet Public Works personnel will provide equipment, personnel and materials to supplement the movement of resources, materials and supplies into the affected area and to ensure the serviceability of traffic and access routes. The Village of Mahomet will be assisted by the other public agencies as requested.
- E. Coordination will be required with various Village departments to provide crowd control, acquisition of fuel, maintenance supplies, and additional resources.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Village Administrator will ensure an effective response to disaster situations affecting the Village.
- B. During disaster operations, Transportation Coordinator will:
 - 1. Coordinate all requests for transportation services that would be required in evacuation and/or relocation of personnel, equipment, or supplies with the School District, or the Village of Mahomet Public Works personnel as appropriate. Contact will be made with representatives of these agencies based on the authority to release resources.

2. Request assistance from neighboring jurisdictions, state and federal government agencies through the Regional or Springfield Office of the Illinois Emergency Management Agency (IEMA) as appropriate.
3. Request assistance from private transportation companies if the public agencies listed above cannot meet the identified transportation needs.
4. Designate boarding or pickup points for evacuation of impacted populations and arrange for communication of these locations.

V. DIRECTION AND CONTROL

- A. The Village of Mahomet Emergency Operations Center will be the central point for direction and control during disaster response and recovery operations.
- B. Attached organizational charts for the Village of Mahomet, Mahomet-Seymour CUSD #3, which depict the provisions for direction and control with each organization.

VI. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST
- D. MAHOMET-SEYMOUR CUSD #3 — CONTACTS AND RESOURCES

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Determine available Village resources.
 - a. Vehicles and personnel
 - 1. Mahomet-Seymour CUSD #3
 - 2. Private sector
 - b. Fuel sources
 - c. Supplies
- Coordinate pre-planning with other agencies to ensure effective operational plans.
- Train assigned transportation response staff for disaster operations.
- Make contacts with ESDA Director or neighboring jurisdictions to assess possible available transportation resources.
- Participate in exercise of the Transportation Section.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Following the determination that a major emergency or disaster has occurred, the ESDA Director will assess the situation and determine what transportation resources are required and notify the appropriate contacts from the School District and the Village Public Works Representative.
- The School District and Public Works will respond as soon as feasible to provide transportation services as requested by the ESDA Director or his designee.
- Personnel involved with field operations will keep the EOC informed of response operations.
- In the event of transportation vehicles with mechanical problems, alternate methods of transportation will be secured.
- Persons with mobility impairments will be given special consideration.
- Detailed itemized records will be kept by the ESDA Director or his designee as to resources utilized, number of people relocated, and quantities of equipment or supplies relocated and any associated costs.

APPENDIX C

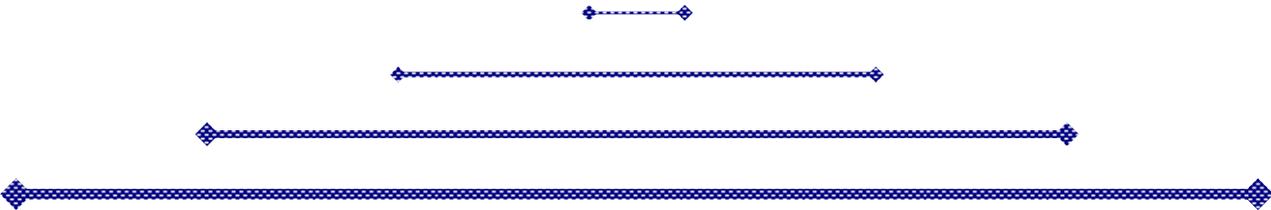
RECOVERY OPERATIONS CHECKLIST

- As soon as possible after the conclusion of the response operations, release equipment and personnel.
- Finalize records of transportation usage and costs for inclusion into the disaster record and for possible reimbursement.
- Transportation providers should participate in critique of the disaster operations.

APPENDIX D

MAHOMET-SEYMOUR CUSD #3 — CONTACTS AND RESOURCES

Pending



Village of Mahomet Emergency Operations Plan

Shelter and Welfare



SHELTER AND WELFARE

I. PURPOSE

The focus of this section is to provide shelter and welfare assistance to aid the Village of Mahomet victims of any disaster in a quick and efficient manner. It is often necessary to provide assistance to persons who have become stranded, isolated or are in some way displaced from their homes as a result of some technological or natural disaster. The Village of Mahomet ESDA will ensure shelter of these victims during and after the disaster as needed. Trained shelter personnel, who are familiar with shelter management, will be on duty to maintain the shelter and handle any problems or needs that may arise.

II. DEFINITION OF A SHELTER

A shelter is a temporary housing facility to be utilized only through the course of an emergency. The need for shelters depends upon the severity of an emergency. Some shelters will only be needed for a few hours, while others may be needed for longer periods (maybe up to a few weeks) or until normal living conditions are restored. If necessary, people will be advised about other agencies that can assist them in locating temporary (or permanent) housing after the shelter is no longer needed to house a large group of people.

Except for fall-out shelters, a shelter can be any facility large enough to house persons who are temporarily displaced, is close to the disaster area or main routes and is unaffected by the emergency conditions. Permission to use a building as an emergency shelter must be obtained from the building owner or the individual who is in charge of the buildings.

III. SITUATION AND ASSUMPTIONS

A. Situation

The Village of Mahomet is susceptible to natural and technological disaster/emergencies that would require shelter and welfare services for persons affected by the event.

B. Assumptions

1. Many people will find shelter with nearby family, friends or neighbors until the situation has subsided, thus not all persons displaced will require provisions of temporary sheltering.

2. All agencies (Red Cross, Ministerial Alliance, Public Aid, Food Pantries, etc.) will work through the Village of Mahomet following the emergency to alleviate the losses and hardships experienced by residents, many of whom would not normally be clients of the local social service agencies.

IV. CONCEPT OF OPERATIONS

- A. During emergencies the ultimate responsibility for sheltering citizens and providing welfare services rests with local government elected and appointed officials.
- B. In the Village of Mahomet, these services will be managed by the Village's Emergency Operations Center.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Village President, Village Administrator, and ESDA Director are responsible for ensuring the effectiveness of disaster response and recovery operations. If international tensions increase and the Homeland Security Advisory System moves to threat condition "Red" for the state of Illinois, they are prepared to:
 1. Recommend shelter upgrading techniques and expedient shelter designs as illustrated in Appendix E to afford the best feasible protection available to shelter all residents of the Village as well as spontaneous evacuees of other counties.
 2. Take actions as described in Appendix E to increase welfare readiness during periods of increased international tension.
 3. Increase inventory of public shelters by implementing measures detailed in Appendix E.
 4. Increase operational readiness of public shelters as described in Appendix E.
 5. Initiate and implement an accelerated program to recruit and train shelter personnel (managers and staff) that can be assigned to all public fallout shelters when opened to the public.
 6. Coordinate with Champaign County Coordinator to provide shelter and welfare for Village of Mahomet evacuees.
- B. The Coordinator of Shelter and Welfare will:

1. Prepare resource lists identifying agencies, personnel, resources, and physical facilities. Draft agreements to guarantee access to facilities and availability of staff during emergencies.
2. Compare shelter locations with potential hazards and disaster conditions.
3. Encourage local architects to include shelter factors (e.g., PF and wind-strength factors) in new construction.
4. Review and update shelter resource lists.
5. Notify persons and organizations identified in shelter resource list about possible need for services and facilities.
6. Prepare plans and standard operating procedures (SOP's) for shelters.
7. Prepare shelter management kits.
8. Arrange training programs for shelter managers' staff and shelter radiological personnel.
9. Make arrangements to stock shelters.
10. Identify potential expedient shelters.
11. Select shelters in accordance with:
 - a. Hazard/vulnerability analysis considerations
 - b. Locations in relation to evacuation routes
 - c. Services available in facilities
12. Open and staff shelters with shelter managers and staff as well as welfare personnel.
13. Coordinate with the Village of Mahomet ESDA staff to ensure that communications are established, routes to shelters are clearly marked, and appropriate traffic control systems are established.
14. Distribute shelter kits.
15. Complete shelter stocking.
16. Display shelter identifying markers and signs at shelter locations.

17. Ensure that public announcements about shelter availability and locations are made.
18. Prepare to receive evacuees and provide for their physical and mental health and welfare.
19. Maintain records of financial expenditures and shelter supply use.
20. If appropriate, coordinate with ESDA for radiological support of shelters.
21. Establish shift assignments for personnel and maintain shelter operations 24 hours a day until the need for shelter no longer exists.
22. Develop and maintain internal personnel notification/recall rosters and a means to implement them.
23. Allocate space to residents who have special conditions (physical disabilities or elderly, etc.).
24. Identify organizations and/or facilities to assist in providing mass feeding, emergency water supply and waste disposal for disaster victims and workers.
25. Limit the exposure of individuals to gamma radiation and hazardous materials by monitoring the threat, decontamination, increased shielding, etc.
26. Coordinate volunteer and welfare efforts with Village Treasurer activities.
27. Develop registration and inquiry procedures.
28. Will be responsible for the maintenance, review and update of this section.
29. Will coordinate with IDPH and POD hospital to provide for medication and inoculation of victims and workers.

C. The ESDA Director will:

1. Provide or arrange communications between the EOC and each shelter opened.
2. Seek additional sources to support shelter and welfare operations from state, federal and private sources through the IEMA as required.
3. Make arrangements to augment the capabilities of the local Red Cross Director in accomplishing shelter and welfare activities as required.

D. The Police Chief will:

1. Provide security and law enforcement for shelters.
2. Provide traffic control during movement to shelters and then during the return to residents once sheltering is no longer required.

E. The Chief of Cornbelt Fire Protection District will:

1. Survey shelter sites for fire safety.
2. Advise about fire security during shelter operations.
3. Train selected evacuees to serve on shelter fire suppression teams.

F. Public Works personnel will:

1. Inspect shelter sites for serviceability.
2. Maintain water supplies and sanitary facilities at shelter sites during the emergency.
3. Assist in preparing expedient shelters and/or marking them as directed by ESDA.

VI. DIRECTION AND CONTROL

The Village of Mahomet EOC will be the direction and control point for all decisions concerning shelter and welfare operations. Representatives from the Salvation Army, Red Cross, Welfare Supervisor, etc. will report to the EOC to coordinate response to welfare needs. While at the EOC, the ESDA Director will coordinate with other welfare agencies and will be the point of contact.

VII. SUCCESSION OF COMMAND

The line of succession for shelter and welfare shall be:

- A. Library Director
- B. Assistant Library Director
- C. Designee

VIII. APPENDICES

A. CONGREGATE CARE —

1. PRE-EMERGENCY OPERATIONS CHECKLIST
2. RESPONSE OPERATIONS CHECKLIST
3. RECOVERY OPERATIONS CHECKLIST

B. FALLOUT —

1. PRE-EMERGENCY OPERATIONS CHECKLIST
2. RESPONSE OPERATIONS CHECKLIST
3. RECOVERY OPERATIONS CHECKLIST

C. WELFARE —

1. PRE-EMERGENCY OPERATIONS CHECKLIST
2. RESPONSE OPERATIONS CHECKLIST
3. RECOVERY OPERATIONS CHECKLIST

D. ILLINOIS DEPARTMENT OF PUBLIC AID — WELFARE SECTION

APPENDIX A-1

CONGREGATE CARE — PRE-EMERGENCY OPERATIONS CHECKLIST

- Identify shelter managers and additional shelter staff.
- Arrange training for shelter managers and staff.
- Maintain list of facilities that are appropriate for sheltering.
- Identify facilities to accommodate the disabled and elderly.
- Designate facilities for lodging institutionalized or special needs groups.
- Prepare and maintain resource lists that could be used to support disaster response and/or recovery operations as pertains to sheltering that identifies source, location, and availability.
- Update this section periodically.

APPENDIX A-2

CONGREGATE CARE — RESPONSE OPERATIONS CHECKLIST

- Upon determination that the need for sheltering exists, the Coordinator will notify the local Director of the Red Cross to report to the EOC to direct shelter operations.
- Select appropriate shelters based on:
 - a. Hazards
 - b. Evacuation routes
 - c. Services available in the facility
- Open and staff shelter(s) ensuring that:
 - a. Shelter is marked.
 - b. Communications are established with EOC.
 - c. Routes to shelters are marked.
 - d. Traffic control is established.
 - e. Vehicle parking and security is arranged.
 - f. Public announcements regarding availability and location of shelter(s) are issued.
- Distribute shelter kits and other supplies as needed.
- Keep EOC informed of shelter operations.
- Maintain complete and accurate records.
- Instruct shelter manager(s) to report all appropriate information to the EOC during shelter operations.
- Provide shelter population with periodic briefings.
- Maintain shelter areas free from contamination.
- Contact fire department to provide protection.
- Designate shelter space within commuting distance of the hazardous area for essential workers and their families.

APPENDIX A-3

CONGREGATE CARE — RECOVERY OPERATIONS CHECKLIST

- Provide volunteers to assist in operation of Disaster Application Center(s), if a Presidential Declaration is made.
- Coordinate with Public Information Officer concerning the locations of Disaster Application Center(s).
- Coordinate with welfare operations to ensure that all residents requiring services are assisted.
- Coordinate with the EOC for adequate transportation for re-entry into the affected area as necessary.
- Submit shelter expenditures to appropriate authorities for possible reimbursement.
- Clean and return shelters to pre-emergency conditions after sheltered have departed.

APPENDIX B-1

FALLOUT — PRE-EMERGENCY OPERATIONS CHECKLIST

- Identify shelter managers and provide training.
- Identify shelter staff and provide training.
- Make residents aware of shelter locations.
- Provide shelter needs for special groups.
- Designate facilities for lodging institutionalized and/or special needs groups.
- Identify communications links available between the EOC and shelters.
- Identify facilities which could be upgraded, if necessary.
- Develop and maintain lists of resources that identify source, location, and availability to support shelter response and recovery operations.
- Refer to Appendix E for expedient construction designs and upgrading techniques.
- Maintain list of suitable fallout shelters.
- Provide 10 square feet of living space for each of the sheltered.
- Assign managers and staff to each shelter opened.
- Develop a crisis shelter marking plan.
- Develop a crisis shelter stocking plan.
- Identify facilities for mass feeding.
- Update section periodically.

APPENDIX B-2

FALLOUT — RESPONSE OPERATIONS CHECKLIST

- Notify local Director of the Red Cross of the need to open shelters.
- Director of the Red Cross will make assignments of shelter managers and staff.
- Each shelter will establish communications with the EOC.
- Obtain radiological monitoring equipment for each shelter.
- Initiate and maintain all reports and records required.
- Each shelter manager to ensure that periodic reports are made to the EOC.
- Each shelter manager to make periodic briefings to the sheltered regarding the disaster situation.
- Provide coordination of vehicle security and parking.
- Use upgradeable facilities or recommend expedient construction only after all fallout shelter spaces have been assigned.
- Provide accelerated training for shelter managers and staff in a crisis building period.
- Provide for crisis upgrading of shelters.
- Provide for crisis marking of all fallout shelters.
- Maintain shelter areas free from contamination.
- Provide crisis training for radiological monitors.
- Designate facilities within commuting distance of the hazardous area for essential workers and their families, if required.
- Obtain protective devices, clothing, etc. as required.
- Contact fire department to provide protection in each shelter.

APPENDIX B-3

FALLOUT — RECOVERY OPERATIONS CHECKLIST

- Provide adequate transportation through the EOC for re-entry as required.
- Return shelters to pre-emergency conditions.
- Finalize reports and distribute as appropriate.

APPENDIX C-1

WELFARE — PRE-EMERGENCY OPERATIONS CHECKLIST

- Work with designated agencies to determine what type of support will be available.
- Identify local and private welfare services agencies that will be available to provide support during emergencies and coordinate plans with them.
- Prepare and maintain a list of all resources to support welfare operations.
- Identify population groups requiring special assistance during emergencies and ensure that help can be provided.
- Update welfare section periodically.

APPENDIX C-2

WELFARE — RESPONSE OPERATIONS CHECKLIST

- Upon determination that a disaster situation exists requiring the activation of welfare services, the local Director of the Red Cross will be requested to report to the EOC to coordinate welfare operations.
- Director of Red Cross will coordinate with the Damage Assistance Officer to assess human needs requirements.
- Director of Red Cross will notify proper agencies that welfare support is required (i.e., feeding, clothing, long-term sheltering, financing, etc.).
- Establish base for welfare operations and advise public of locations via local media.
- Register disaster victims requesting services and provide available services.
- Keep records of all functions and expenditures.
- Keep Public Information Officer advised of availability of services for broadcast by local media.

APPENDIX C-3

WELFARE — RECOVERY OPERATIONS CHECKLIST

- Coordinate welfare operations to ensure that all residents in need are assisted.
- Coordinate with Public Information Officer to inform public of social services availability, including state, federal and private assistance.
- Finalize reports of records and submit to ESDA Director or appropriate officials.

APPENDIX D

ILLINOIS DEPARTMENT OF PUBLIC AID — WELFARE

I. PURPOSE

In the event of an emergency or a Presidentially-declared disaster, residents of counties/townships in Illinois may be faced with need for assistance provided through programs administered by the Illinois Department of Public Aid (IDPA).

II. SITUATIONS AND ASSUMPTIONS

A. Situation

Residents of the State of Illinois are vulnerable to the effects of emergencies and disasters. The effects of these traumatic occurrences may greatly impact the social, physical and economic well-being of the citizenry of Illinois.

B. Assumptions

In the event of a major emergency or disaster, many state residents who would normally not be recipients of programs administered by IDPA as well as active recipients may, in fact, be in need of and eligible for some form of assistance or additional assistance from IDPA.

III. CONCEPT OF OPERATIONS

A. Notify IDPA of disaster.

B. Provide assistance as needed to IDPA.

APPENDIX E

SLG 100, "GUIDE FOR INCREASING LOCAL GOVERNMENT CIVIL DEFENSE READINESS DURING PERIODS OF INTERNATIONAL CRISIS,"

1. SECTION SIX, ACTIONS BY HOST AREA GOVERNMENTS TO PREPARE FOR ARRIVAL OF EVACUEES
2. SECTION THIRTEEN, ACTIONS TO INCREASE INVENTORY OF PUBLIC SHELTER
3. SECTION SEVENTEEN, ACTIONS TO INCREASE OPERATIONAL READINESS OF PUBLIC SHELTER
4. SECTION EIGHTEEN, ACTIONS TO INCREASE EMERGENCY WELFARE READINESS

Located in EOC and ESDA Director's Office



Village of Mahomet Emergency Operations Plan

Shelter and Welfare



VOLUNTEER RESOURCE MANAGEMENT

I. PURPOSE

The purpose of this section is to provide for the proper coordination of volunteer resources to effectively respond to an emergency. The orderly deployment of these resources is necessary for their safety and for maximum effect.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. This section is intended to furnish guidance to Village of Mahomet government for the management of volunteer resources in an emergency/disaster situation.
2. It delineates methods for requesting assistance and resources during an emergency/disaster.
3. It establishes a network for response personnel to request volunteer assistance and to control their use to maximum advantage.
4. Volunteer resource will include anticipated needs of local government for all types of emergencies with the resources available.
5. It provides proper coordination of available volunteer resources and their sources through management.

B. Assumptions

An emergency/disaster situation can result from a natural or technological event resulting in the loss of life and/or property. During such an emergency, it is the responsibility of Village of Mahomet government to protect the lives and property of its citizens. Efforts to mitigate these problems are coordinated through the Emergency Operations Center (EOC), where a list of available local volunteers is on file.

III. CONCEPT OF OPERATIONS

It is the duty of local government to safeguard the lives and property of its citizens. Among the endeavors to be taken toward this goal are the following:

- A. Develop and maintain a list of volunteer resources available to local government during an emergency.

- B. Commit all or part of its accessible resources required to protect lives and property, and to relieve suffering and hardship.
- C. Maintain records of resources utilized during an emergency.
- D. In the event that all local resources have been expended or committed, the Village of Mahomet ESDA Director will request assistance from the Illinois Emergency Management Agency (IEMA) through the Regional Office.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Volunteer Resource Coordinator will:

- 1. Record needed resources, including but not limited to:
 - a. Non-skilled personnel
 - b. Skilled personnel
 - c. Organized and unorganized groups
- 2. Locate available resources within the Village of Mahomet region.
- 3. Coordinate all resource requests from the Mobile Command Post or from representatives in the EOC.
- 4. Establish personnel staging areas.
- 5. Maintain records of personnel utilization.
- 6. Insure maximum effective utilization of trained or specialized personnel.

B. All Village departments will:

- 1. Develop and maintain personnel rosters of department personnel.
- 2. Develop and maintain inventory lists of departmental equipment and supplies.
- 3. Forward lists of personnel and equipment to the Village of Mahomet ESDA Director for inclusion in the Resource Manual.
- 4. Be prepared to support requests for resources needed by other jurisdictions within and outside the Village.

V. DIRECTION AND CONTROL

- A. The Village Administrator will direct and control all Village disaster response.
- B. The Village Treasurer will serve as the Village's Volunteer Resource Coordinator.
- C. All requests and offers for volunteer resource support to the Village will be coordinated through the Volunteer Resource Coordinator.

VI. APPENDICES

- A. PRE-EMERGENCY OPERATIONS CHECKLIST
- B. RESPONSE OPERATIONS CHECKLIST
- C. RECOVERY OPERATIONS CHECKLIST
- D. VILLAGE OF MAHOMET RESOURCE LIST

APPENDIX A

PRE-EMERGENCY OPERATIONS CHECKLIST

- Periodically analyze resource requirements and determine availability.
- Plan and train adequate personnel for maximum use of available resources from the following:
 - a. Sheriff/police departments
 - b. Fire departments, rural and urban
 - c. Hospitals and ambulance companies
 - d. Highway, engineering and public works departments
 - e. Welfare departments, organizations, and agencies
 - f. Schools
 - g. Public utilities
- Draft letter of understanding or mutual aid agreements with businesses, organizations, agencies, departments, etc. within and outside of the Village to ensure availability of resources at the time of the emergency.
- Designate personnel to assist the Resource Manager during the emergency.

APPENDIX B

RESPONSE OPERATIONS CHECKLIST

- Activate resource management situation in EOC.
- Establish priorities and allocate resources.
- Coordinate delivery of resources to response teams and disaster victims.
- Identify resource distribution centers.
- Coordinate local efforts with other agencies, departments, etc.
- Make lists available during the emergency to response agencies that identify sources of materials, equipment, personnel, and other resources.
- Record services and resources rendered during the emergency.

APPENDIX C

RECOVERY OPERATIONS CHECKLIST

- Assess recovery needs of those providing assistance and victims.
- Estimate costs of providing resources.
- Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs.
- Set priorities for available resources.
- Coordinate resource management.
- Maintain appropriate records of resource utilization.
- Provide public information about resource availability and communicate this to disaster victims.
- Record resource needs and available supplies.

APPENDIX D

VILLAGE OF MAHOMET RESOURCE LIST

On file in EOC and ESDA Director's Office. Also see Public Works Section.