

City of Alton



COMPREHENSIVE DISASTER PLAN

Certified NIMS Compliant

Date 12/05/2024

To the Citizens of Alton:

The city officials of Alton, Illinois, understand their responsibility to protect the life and property of all citizens and visitors to our city. With this in mind, the following document has been prepared and is presented to all concerned; it shall be known as the "Emergency Operations Plan" for the City of Alton.

The information presented in this document was developed according to the standards set forth in FEMA's State and Local Guide (SLG) 101 (1996) to provide guidance on actions that can be taken to minimize the immediate impact of all types of hazards, whether they are natural, technological, or related to national security. The plan was prepared with the belief that it will be useful to all persons responsible for mitigation, planning, response to, and recovery from any disaster that might affect the citizens of this city. This integrated emergency management system philosophy is utilized by city departments and other agencies as the basic concept of emergency planning.

The City of Alton has adopted this Emergency Operations Plan to include the National Incident Management System and will use the established Incident Command System for all emergency operations. The City of Alton Fire Chief is designated by the Mayor as the liaison to the Madison County Emergency Management Agency, the Illinois Emergency Management Agency, and the Federal Emergency Management Agency for state and federal disaster assistance.

This plan is hereby submitted to the Madison County Emergency Management Agency for review to ensure compliance with statutes, the Illinois Administrative Code, and Federal Emergency Management Agency guidelines.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Goins".

David Goins
Mayor

Basic Plan

Concurrence Page

We, the undersigned, have read and provided our input into our respective part or parts of the Emergency Operations Plan. We accept the duties and responsibilities as assigned and written, and acknowledge the cooperative relationship here established. We further agree to provide the resources, both personnel and equipment, to perform our duties, within the scope of our ability to do so. We also are aware that some responses and actions may deviate from the plan when it may seem more practical to do so to ensure the protection of life and property.

Annex	Primary Agency Signature/Title	Agency Name/Date
Communications	Alton Police Department	
Direction and Control	Mayor's Office	
Disaster Intelligence	Alton Police Department Alton Fire Department Alton Public Works Department	
Emergency Medical Services	Alton Fire Department	
Emergency Public Health	Madison County Health Department	
Emergency Public Information	Mayor's Office	
EOC Operations	Alton Fire Department	
Evacuation	Alton Police Department	
Hazardous Materials	Alton Fire Department	
Law Enforcement	Alton Police Department	
Mass Care	American Red Cross Salvation Army	
Mortuary Services	Madison County Coroner's Office	
Resource Management	Alton City Comptroller Alton Public Works Department	
Search and Rescue	Alton Fire Department	

CONCURRENCE PAGE (Continued)

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Agency/Organization	Signature/Date
Alton Memorial Hospital	
St. Anthony's Hospital	
Alton Memorial Hospital Ambulance	
Survival Flight Ground Ambulance	
American Red Cross	
The Salvation Army	
Madison County Dept. of Public Health	
Madison County Coroner's Office	
Alton School District #11	
Madison County Transit Authority	
Alton Volunteer Emergency Corps	
Twin Rivers Search and Rescue	
Illinois American Water Company	
Ameren	

Abstract

The Emergency Operations Plan (EOP) describes the functions and responsibilities that the elected and appointed officials of the City of Alton have before, during and after a disaster. The EOP was written with the assistance and cooperation of various city departments, public and private organizations, and individuals dedicated to serving the citizens of Alton. The EOP consists of the following sections:

1. A Basic Section, outlining the emergency management organization and programs utilized by the public officials of Alton, including the Mayor and his/her appointed officials.
2. Function Annexes which describe the policies, procedures, and resources associated with specific functions utilized during an emergency.
3. Incident Annexes that describe response issues associated with specific hazards.
4. A Confidential Contact Section for emergency contact information by agency.
5. A Mitigation Section outlining the pre-disaster mitigation efforts that impact all functions and incidents in the plan.

Plan Distribution

Issue Number:	Distributed To:
1	Mayor
2	Alton City Council / 1 st Ward Alderman
3	Alton City Council / 2 nd Ward Alderman
4	Alton City Council / 3 rd Ward Alderman
5	Alton City Council / 4 th Ward Alderman
6	Alton City Council / 5 th Ward Alderman
7	Alton City Council / 7 th Ward Alderman
8	Alton City Clerk
9	Alton City Comptroller
10	Alton City Treasurer
11	Alton Director of Building, Housing, Zoning
12	Alton Township Supervisor
13	Alton Township Assessor
14	Legal Department / Corporation Counsel
15	Police Department / Police Chief
16	Police Department / Deputy Police Chief
17	Police Department / Captain
18	Police Department / Shift Commander
19	Fire Department / Fire Chief
20	Fire Department / Deputy Fire Chief
21	Fire Department / Shift Commander
22	Alton Public Works / Director
23	Alton Public Works / Deputy Director
24	Alton Personnel Director
25	Madison County Coroner
26	Illinois Emergency Management Agency
27	Madison County Emergency Management Agency
28	Alton Memorial Hospital
29	St. Anthony's Hospital
30	American Red Cross
31	The Salvation Army

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FUNCTION ANNEXES

- Communications
- Damage Assessment
- EOC Operations
- Evacuation
- Fire, Search & Rescue
- Hazardous Materials
- Health Care
- Law Enforcement
- Mass Care
- Medical Services
- Mortuary Services
- Public Information
- Public Works
- Resource Management
- Transportation

Hazard Analysis Summary

In November of 2005 Madison County, Illinois completed a hazard mitigation plan for the entire county. This plan reviewed historical data relating to disaster events that had occurred in the county as well as identifying potential areas of concern with the intent of predicting possible future events. A review of this plan, as well as an internal analysis, identifies potential hazards, their predicted level of severity, and possible consequences to the City of Alton. The chart below summarizes the risks identified in the hazard assessment, their probability of occurrences, and the relative consequences.

Secondary Events

Major Hazards	Flood/Flash Flood	Hazardous Materials	Major Fire	Severe Thunderstorm	Power Failure	Radiological Incident	Air (Transportation)	Land (Transportation)	Water (Transportation)	Tornado	Water Supply Failure
Civil Disturbance		✗	✗		✗	✗		✗			
Earthquake	✗	✗	✗		✗	✗		✗	✗		✗
Extreme Heat/Drought			✗								
Flood/Flash Flood	✗							✗	✗		
Hazardous Materials		✗	✗			✗					
Severe Thunderstorm	✗		✗	✗	✗		✗	✗		✗	
Severe Winter Storm			✗		✗		✗	✗			
Major Fire		✗	✗		✗						
Chemical		✗					✗	✗	✗		
Biological Attack		✗					✗	✗	✗		
Radiological Incident		✗				✗	✗	✗	✗		
Nuclear Attack		✗	✗		✗	✗	✗	✗	✗		
Explosive Attack		✗	✗		✗						✗
Conventional attack			✗		✗						✗
Power Failure					✗						✗
Tornado	✗	✗	✗	✗	✗			✗			✗
Mine Subsidence/Sinkhole		✗	✗		✗						✗
Air (Transportation)		✗	✗			✗	✗				
Land (Transportation)		✗	✗			✗		✗			
Water (Transportation)		✗	✗			✗			✗		
Water Supply Failure			✗								✗

Basic Plan

I. PURPOSE

- A. The purpose of a comprehensive Emergency Operations Plan (EOP) is to plan for measures to be taken which will preserve life and minimize damage to property during a response to emergencies, to provide necessary assistance to the Citizens of this City, and to establish a recovery system in order to return the City of Alton to its normal state of affairs.
- B. Since response organizations are trained to operate within their organization's command structure, but are rarely called upon to perform their duties as part of a unified and integrated multi-organizational response, the need for a comprehensive EOP exists.
- C. The EOP is written in a straightforward manner regarding who, what, when, where, and how to respond to any natural, technological, or national security emergency or disaster. The EOP consists of three segments that establish an emergency management strategy designed to ensure that the City of Alton is better prepared to respond to disasters. These segments are 1) Emergency Operations Basic Plan; 2) Functional Annexes; and 3) Incident Specific Annexes.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Alton maintains a full-time, professional staff of emergency responders. The police department is staffed with 67 sworn officers and 28 civilian employees. The fire department is staffed by 47 uniform personnel and one civilian employee. The fire department provides advanced life support paramedic service to the community. Ambulance transport is provided the Alton Fire Department and two private ambulance services located in the city. The City also operates its own park & recreation department. The public works department is staffed with 54 full-time and 5 part-time employees and provides a fully functional maintenance garage for all city apparatus and vehicles.
2. The City of Alton's population in the 2022 census was 25,217; with 24% being under the age of 18 years and 14% being over the age of 65 years. The climate is characterized by changeable weather and a wide range of temperature extremes. Temperatures range from 0 degrees F. in the winter months to 100 degrees F. during July and August. The City covers approximately 15 square miles with approximately 250 miles of streets, roads, and highways. The Melvin Price Lock & Dam on the Mississippi River at Alton sees an average of 56,403,850 tons of cargo pass through annually. The City has two major railway lines, one in the south along the river and one in the north of town. The closest airport is approximately 10 miles away.
3. Alton is 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 national security in nature. All disasters create the potential for injuries, death, property damage, and disruption of a community. Some disasters have the potential to include the evacuation and/or sheltering of people. These include, but are not limited to, major fires, hazardous materials incidents, flooding, severe winter storms/weather/tornadoes, transportation accidents, mine subsidence, and terrorist attacks. A detailed explanation of the types of hazards that could occur is located in the City's Hazard Vulnerability Analysis.

B. Assumptions

1. The City of Alton will continue to be exposed to the hazards noted above as well as others that may develop in the future.
2. City officials and staff recognize their responsibilities with regard to the health, safety and welfare of the public and will assume their responsibilities in the implementation of any section or part of the EOP. If properly implemented, this plan should reduce or prevent disaster-related losses, and reduce recovery time.
3. All city departments and resources will be utilized during disaster operations as needed. If these resources prove to be inadequate, additional assistance would be requested from nearby jurisdictions, the State and/or Federal government.
4. The City of Alton has adopted and will utilize the principles outlined in the National Incident Management System (NIMS) and will utilize the Incident Command System on all emergencies.

III. LEGAL AUTHORITIES AND REFERENCES

- A. The legal basis for the preparation and implementation of the Emergency Operations Plan is delegated to the City of Alton by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, (Attachment 5) and the Illinois Emergency Management Agency Act (Attachment 4). The State of Illinois Executive Order #12 (2004) authorizes the implementation of the National Incident Management System.
- B. The Emergency Interim Executive Succession Act, as amended, provides the legal basis for the delegation of emergency authorities by elected or appointed leaders to their designated successors.
- C. The codification of Federal regulations relating to Emergency Management and Assistance is found in Title 44, Code of Federal Regulations. The codification of State regulations relating to Emergency Services, Disasters, and Civil Defense is found in 29 Illinois Administrative Code.
- D. Copies of these documents are maintained at the Madison County Emergency Management office.

IV. CONCEPT OF OPERATIONS

A. General

1. Alton's first responders are usually the first to know of an impending disaster/emergency. They will notify the Police Chief and/or Fire Chief, who will contact the Mayor. The Mayor will decide what personnel or agencies need to be contacted and if the Emergency Operations Center (EOC) will be activated. The City of Alton will utilize the Integrated Emergency Management System for overall direction and control of the City's disaster response and the Unified Incident Command System structure for purposes of on-site direction and control.
2. It is the basic concept that emergency operations will make primary use of all normally available resources to combat the effects of a disaster. Because city government will be the primary resource for disaster operations, appropriate emergency functions are assigned to city departments, and various public and private agencies, based on their normal day-to-day responsibilities. Routine City functions, which are not essential to disaster response, will be suspended once the EOP is implemented and emergency assignments will be made for all City personnel.

3. The Mayor of Alton, as the principal executive officer, has overall legal responsibilities in any disaster situation. Depending on the situation, either the Police Chief, Fire Chief, or Director of Public Works will have direct command of all emergency operations. He coordinates and directs all emergency operations and keeps the Mayor and the City Council apprised of the operation's status.
4. Implementation of any section of this EOP will be based upon the probability or actual occurrence of an incident that threatens the public health, safety, and welfare of the citizens of Alton, and has the potential to overwhelm the city's public and private resources. Authorization for the implementation of any section or part contained within the EOP will be determined by the following line of succession:
 - a) Mayor
 - b) Mayor Pro-tem (Appointed by Mayor)
 - c) Police Chief
 - d) Fire Chief
 - e) Director of Public Works
5. Upon implementation of the EOP, all assigned agency and department heads or designees will be advised to assemble at the City of Alton's Emergency Operations Center (EOC) at 333 E. 20th St. to begin overall command and control functions. Each agency and city department will follow planned emergency operating guidelines in order to institute an orderly and phased-in emergency response based upon the EOP.
6. Should the resources of the city prove insufficient in a disaster situation, the Fire Chief or his/her designate, will function as the city's coordinating official in requesting disaster assistance from Illinois Emergency Management Agency (IEMA). Damage assessment information on the disaster will be promptly reported to IEMA, which is responsible for the coordination of state resources. This will facilitate a more effective state response. Should the resources of the state prove insufficient in a disaster situation, federal disaster assistance will be requested through IEMA.
7. No matter how many levels of response are involved, local officials will always maintain ultimate control and responsibility. It is also recognized that government cannot respond to all disasters alone. Volunteers will be accepted, when doing so will not put them at extreme risk, and utilized to the full extent of their capabilities in accordance with the IEMA Act.

B. Phases of Emergency Management

1. The four phases of emergency management are the responsibility of each agency and organization identified within the agency responsibility matrix. The four phases are defined as follows:
 - a) *Mitigation* activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards.
 - b) *Preparedness* activities serve to develop the response capabilities needed in the event an emergency arises. Planning, public education, exercises, and training are among the activities conducted during this phase.
 - c) *Response* is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and provide for an efficient and effective recovery. Response activities include warning, evacuation, rescue, and other similar operations.

- d) *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 state of affairs. The recovery period is also

an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of utilities, restoration of non-vital government services, and reconstruction of damaged areas.

C. Inter-jurisdictional Relationships

1. Declared Disasters - Within the State of Illinois, counties are identified as the recognized areas for disaster declarations.
2. Regions - The State of Illinois is divided into eight IEMA regions with Alton in Region 8. Each region has a Regional Coordinator who provides planning and administrative support to local units of government. Regional Coordinators also provide liaison for local units, through their County emergency management agency, to the IEMA office.
3. State - IEMA is operational on a twenty-four-hour basis with a toll-free telephone number (217) 785-0600 for disaster assistance and coordination of resources from within and outside the state to support local units. IEMA also functions as the state-level coordinating agency for federal assistance due to Presidential and Emergency Disaster Declarations. Illinois is one of six states within Federal Emergency Management Agency (FEMA) Region 5.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The EOP assigns emergency functions, based on their normal duties, to each department in City government. Each department is responsible for developing and maintaining their own emergency operations procedures, that are consistent with this plan, and for conducting adequate training of their personnel regarding their department's mission assignments. Records of such training and procedures shall be maintained within each individual department. Specific responsibilities are outlined in the Agency Responsibility Matrix (Attachment 1) and the Task Assignments (Attachment 2).

VI. DIRECTION AND CONTROL

- A. The ultimate responsibility for emergency management rests with the City's elected officials -- the Mayor and the City Council. They are responsible for all policy level decisions.
- B. Specific agencies and department heads are responsible for fulfilling their obligations as presented in the Agency Responsibility Matrix. This includes having departmental standard operating guidelines (SOG's) coordinated with the City's EOP in order to facilitate the effective and efficient response to any hazard.
- C. Since there is no guarantee that agency directors or department heads will be in Alton at the time of a disaster, each must identify a minimum of two successors; and identify what authority and under what circumstances that authority becomes effective and terminated.
- D. During emergency operations, the Police Chief or his/her designate is responsible for the proper functioning of the EOC. The Fire Chief is designated as the ESDA Liaison/Coordinator and acts as the liaison with county, state and federal emergency management agencies.

- E. During emergency situations, certain agencies will be required to relocate their centers of control to the EOC. During large-scale emergencies, the EOC will in fact become the seat of government for the duration of the crisis. EOC operations cease when activities have returned to near pre-disaster conditions.
- F. The EOC will provide overall direction and control of a disaster situation. A Unified Incident Command Post could function as the EOC for smaller scale disasters and will be established at or near the disaster to provide on-site direction and control.
- G. All agencies and departments should be aware that a disaster situation may require the continuous (24-hour) manning of many functions (i.e. EOC, shelters, search and rescue, area security) and should be included in their emergency operating procedures. Depending on the scope of the disaster, shifts will be established with each department determining its own personnel rotation schedule.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

- 1. By executive order of the Mayor, a committee has been established for the purpose of developing a comprehensive Emergency Operations Plan (EOP). This committee consists of the Police Chief, Deputy Police Chief, Fire Chief, Deputy Fire Chief, Director of Public Works and the Deputy Director of Public Works. The EOP includes a Basic Plan, separate annexes for emergency functions, and hazard specific annexes for natural, technological, and national security emergencies.
- 2. The City of Alton's EOP Planning Committee will review and approve the EOP. The committee consists of those officials listed above and will seek the advice and consent of representatives from each emergency response organization identified within the Agency Responsibility Matrix. Departmental representatives draft the functional annexes and appendices for their department or agency in coordination with the Committee. After review, the EOP is submitted to the Mayor and City Council for adoption.
- 3. The EOP will conform to state law and FEMA's SLG-101 Guide for All-Hands Emergency Operations Planning which contains planning standards and guidance for the formulation and development of an EOP. The EOP will also be reviewed for consistency with the state's EOP.

B. Plan Review and Update

- 1. The Planning Committee has the primary responsibility to maintain the EOP. Each agency or department head will assist the Committee in maintaining this plan by updating his or her respective sections. A standardized method for reviewing, updating, and revising this plan will be accomplished under the following conditions:
 - a) Review and revise on a biannual basis.
 - b) Revise as changes occur in personnel, equipment, resources, reporting methods, and operating guidelines.
 - c) Review and revise after conducting a simulated exercise of any portion of the plan, following a formal critique.
 - d) Revise as new emergency management services are established.
 - e) Revise as new information is introduced, and new techniques are discovered, that improves the efficiency and overall effectiveness of the emergency management system.

- f) Review and revise after an actual emergency or disaster has occurred and each responding agency critiques the disaster response.
 - g) Revise as mitigation plans are developed for hazard specific scenarios.
- 2. Each department and agency identified within this plan is responsible for updating their specific section(s) of the EOP. Changes in chain of command, communications equipment and procedures, personnel, addresses, phone numbers, resources, and standard operating guidelines as well as other changes that affect their sections of the EOP will be forwarded to the Committee as they occur.

C. Plan Distribution

- 1. The Planning Committee will make distribution of the EOP. Controlled copies of the plan will be distributed according to the EOP distribution list. It is the responsibility of each department and agency to distribute appropriate sections of the EOP to key division heads and/or other designated personnel within their organization. The public may request copies under the Freedom of Information Act. Portions of the EOP that can be released without security risks will be made available for the cost of copying the document.

VIII. ADMINISTRATION AND LOGISTICS

A. Emergency Authority

- 1. These provisions for local emergency powers are found in the Chapter 7 of the City code. They include, but are not limited to:
 - a) Declaring a “state of emergency” (Mayor)
 - b) Mobilize all available city resources (Mayor)
 - c) Control of alcoholic beverages: sale and consumption (Mayor)
 - d) Control the sale & distribution of gasoline and other combustibles (Mayor)
 - e) Restrict movement in and out of an area and order evacuations (Mayor)
 - f) Issue such other orders as are imminently necessary for the protection of life and property (Mayor)

None of these powers shall be construed to impair the lawful authority given to the Police and Fire Departments by the City Code and State Statute.

B. Agreements & Understandings

- 1. Should local resources prove to be inadequate during emergency operations, request will be made for assistance from other local jurisdictions, higher levels of government, and other agencies. The City has already entered into such agreements with several governmental bodies and private volunteer organizations for providing assistance during a disaster situation. The agreements are on file either with this document or in the appropriate department. All mutual aid agreements and understandings are submitted to the City Council for their approval and adoption.

C. Records & Reports

1. Accurate record keeping and safeguarding of official records during a disaster is important to support continuing government functions and speed up the recovery process. The Mayor, City Comptroller, and the City Clerk will maintain copies of the State of Emergency/Disaster Declaration readily available at all times in order to assure the timely declaration of an emergency situation and begin the request for state and federal assistance if necessary.
2. The safeguarding of all legal documents is the responsibility of the City Clerk. The safeguarding of all departmental records is the responsibility of each department. These departmental records include, but are not limited to, manpower hours, equipment usage, purchases and contracts, damage assessment data, policy decisions, and operational actions taken, etc.

D. Emergency Operations Center (EOC)

1. The City's Emergency Operations Center at 333 E. 20th St., is the primary site for disaster command operations. Should the primary site be unavailable, the secondary site for the Emergency Operations Center will be the Alton Public Works Complex on Emma Kaus Lane. Alton Fire Station #2 at 3212 College Avenue will serve as the E.O.C. in the event that the primary and secondary sites are unavailable. The Madison County Emergency Management Agency also has a mobile Unified Command Post available upon request that could serve as an alternate E.O.C.

E. Human Needs Assistance

1. Alton has many social service organizations and agencies. The American Red Cross and the Salvation Army are two social agencies with the primary responsibility for assisting individuals affected by disaster. In declared disasters, all individual relief assistance will be provided in accordance with State and Federal policies. The Annexes contain more details about the roles and responsibilities of the social service sector in disasters.

F. Complaints

1. Complaints pertaining to alleged unfair or illegal activities will be referred to the Corporation Counsel for the City of Alton with additional referral to the State Attorney General offices.

G. Financing

1. Chapter 7 of the City Code provides for the Mayor to "issue such orders as are imminently necessary for the protection of life and property" during a declared emergency. This includes making special financial arrangements needed during disasters, i.e. authority to pay for, administer and expend grants, gifts, or payments, including additional appropriations. The City's Finance Department would handle these arrangements. This would also include the authority to accept services, gifts, grants, loans, or establish a special fund to deal with any offers of assistance during a disaster.

H. Nondiscrimination in Disaster Assistance

1. The distribution of supplies, the processing of applications, and other relief and assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status. Complaints of discrimination will be handled by the City's legal department.



ATTACHMENTS

- Attachment 1: Agency Responsibility Matrix
- Attachment 2: Task Assignments
- Attachment 3: City of Alton Disaster Declaration

Attachment #01 - Agency Responsibility Matrix

	Lead Agency on...	Supporting Agency...
E.O.P. Planning Committee (Police Chief, Deputy Police Chief, Fire Chief, Deputy Fire Chief, Director of Public Works, Deputy Director of Public Works)	Basic Plan Direction & Control Annex Resource Management	Entire Emergency Operations Plan (all annexes)
Mayor	Public Information Annex	Basic Plan Direction and Control Annex Operations Annex Resource Management
Alton Police Department	Law Enforcement Annex Evacuation Annex Mass Fatalities Annex Communications Annex Mortuary Services	Basic Plan Direction & Control Resource Management
Alton Fire Department	E.O.C Operations Search & Rescue Annex Emergency Medical Services Emergency Public Health Annex Hazardous Materials Annex Care Annex	Basic Plan Mass Fatalities Direction and Control Resource Management Communications Annex
Alton Public Works Department	Damage Assessment Public Works Annex	Basic Plan Direction and Control Annex Resource Management Annex
Alton Building & Zoning Department		Damage Assessment Annex Mass Care Annex
Madison County Coroner's Office	Mass Fatalities Annex Mortuary Services Annex	
Madison County Public Health		EOC Operations Annex Fatalities Annex Emergency Public Health Annex
Madison County Emergency Management Office		Entire Plan
Regional E.M.S. Director		EOC Operations Annex Medical Service Annex Public Health Annex Fire, Search & Rescue Annex Mass Care Annex
American Red Cross	Mass Care Annex	E.O.C. Operations Annex Evacuation Annex Mass Care Annex
Salvation Army	Mass Care Annex	E.O.C. Operations Annex Evacuation Annex Mass Care Annex
Legal Department		Entire Plan
Amateur Radio Club		E.O.C. Operations Annex Communications Annex Public Information Annex

Simplified Agency Responsibility Matrix

Agency 	Annex 	Animal Welfare	Communications & Warning	Damage Assessment	EOC	Evacuation	Fire, Search & Rescue	Hazardous Materials	Health	Law Enforcement	Mass Care	Medical	Mortuary Services	Public Information	Public Works	Resource Management	Transportation	Terrorism
Government																		
	Building & Zoning			S											S			
	County Coroner											S	P					S
	Fire		S	S	S	S	P	P	S		P	P				P		S
	Health Dept		S		S	S		S	P		S	S						S
	Legal																	S
	Mayor				S									P		S		
	Police	P	P	S	P	P	S	S		P			S			P	P	P
	Public Works	S		P	S	S		S							P	P		S
Medical																		
	Regional EMS Dir.		S		S				S			P						S
	Alton Memorial							S	S			S						
	St. Anthony's							S	S			S						
	A.M.H.A.S.								S			S						
	Survival Flight Ground Ambulance								S			S						
Transportation																		
	M.C.T.A.					S											S	
	Alton School Dist.					S											S	
Utilities																		
	Ameren			S														
	Illinois-American			S														
Other Organizations																		
	Amateur Radio		S		S	S	S			S	S	S		S				
	Am. Red Cross				S			S			P					S		
	Salvation Army				S			S			P					S		

Attachment #02 - Task Assignment

Individual(s) Responsible	Task Assignments
Animal Welfare Public Works (Lead) Animal Control Officer	<ul style="list-style-type: none"> • Coordinate care for displaced animals.
Communications/Warning Police Chief (Lead) Fire Chief	<ul style="list-style-type: none"> • Maintain EOP's Communications Annex • Prepare SOG's for Emergency Communications Center • Prepare SOG's for Mobile Command Post • Develop SOG's for hazard specific incidents • Coordinate amateur radio support • Support EOC operations
Damage Assessment Public Works Director (Lead) Building & Zoning Director Fire Department Inspection Chief Police Department Utilities	<ul style="list-style-type: none"> • Maintain EOP's Damage Assessment Annex • Enforce building codes • Develop SOG's for obtaining damage reports • Develop SOG's for damage reporting system • Maintain accurate damage records • Support EOC operations
EOC Operations Police Chief (Lead) Mayor Fire Chief Public Works Director Regional E.M.S. Director Amateur Radio	<ul style="list-style-type: none"> • Maintain EOP's EOC Operations Annex • Coordinate and prepare for all phases of emergency management • Public education and information • Maintain resource management • Maintain radiological defense SOG's • Emergency management training • Public communications and warning • Coordinate County, State and Federal disaster assistance • Coordinate volunteer support • Provide liaison with private sector and military • Provide support personnel as needed • Support EOC operations
Evacuation Police Chief (Lead) Fire Chief Director of Public Works	<ul style="list-style-type: none"> • Maintain EOP's Evacuation annex • Develop evacuation SOP's • Support EOC operations
Fire, Search & Rescue Fire Chief (Lead)	<ul style="list-style-type: none"> • Maintain EOP's Fire, Search & Rescue Annex • Fire Control • Fire prevention inspections • Search & Rescue operations • Incident Command SOG's • Hazardous Material Contingency Plans • First Responder SOG's and medical support • High Rise/Aerial Evacuation Contingency Plans • Decontamination SOG's • Support of mobile siren and PA operations system • RADEF monitor support • Evacuation support • Develop SOG's for hazard specific incidents • Support EOC operations
Health County Health Department Director (Lead) Fire Chief Hospitals	<ul style="list-style-type: none"> • Maintain EOP's Health Annex • Crisis counseling • Health Care • Investigate sanitation conditions • Coordinate epidemic control & medical support • Inspect food and drinking supplies • Public health education and information • Vector/vermin control

	<ul style="list-style-type: none"> • Water testing • Support EOC operations
<p>Law Enforcement</p> <p>Police Chief (Lead)</p>	<ul style="list-style-type: none"> • Maintain EOP's Law Enforcement Annex • Maintain law and order • Traffic control • Restricted area/perimeter control • Protection of key facilities • Evacuation SOG's • Aerial rescue support • Radiological defense monitoring support • Develop SOG's for hazard specific incidents • Coordinate with Greater Peoria Mass Transit and Peoria School District 150 for transportation • Support EOC operation
<p>Mass Care</p> <p>Fire Chief (Lead)</p> <p>American Red Cross Emergency Services Director</p> <p>Salvation Army Disaster Services Director</p>	<ul style="list-style-type: none"> • Maintain EOP's Mass Care annex • Develop SOG's for shelter managers • Maintain accurate files on acceptable shelters with signed agreements • Support EOC operations
<p>Medical</p> <p>Fire Chief (Lead)</p> <p>Project Medical Director (Lead)</p> <p>St. Anthony's Hospital</p> <p>Alton Memorial Hospital</p> <p>Alton Fire Department Ambulance</p> <p>Alton Memorial Ambulance Service</p> <p>Survival Flight Ambulance Service</p>	<ul style="list-style-type: none"> • Maintain EOP's Medical annex • Medical Care • Health Care • Coordinate medical support • Support epidemic control • Develop Triage site SOG's • Public health education • Bio-chemical, bacteriological and radioactive SOG's • Develop SOG's for hazard specific incidents • Support EOC operations
<p>Mortuary Services</p> <p>Madison County Coroner (Lead)</p>	<ul style="list-style-type: none"> • Maintain EOP's Mortuary Services Annex • Collect, identify and intern deceased victims • Coordinate with other services • Develop SOG's for hazard specific incidents • Support EOC operations
<p>Public Information</p> <p>Mayor (Lead)</p> <p>Police Chief</p> <p>Fire Chief</p>	<ul style="list-style-type: none"> • Maintain EOP's Public Information Annex • Coordinate all new releases with all agencies and organizations involved • Coordinate with news media for release of information • Develop a system to obtain and organize disaster related information • Support EOC operations
<p>Public Works</p> <p>Public Works Director (Lead)</p> <p>Director of Building, Housing, & Zoning</p>	<ul style="list-style-type: none"> • Maintain EOP's Public Works Annex • Coordinate and maintain debris removal operations • Provide equipment & materials as needed • Flood control support • Maintain storm sewers • Road and bridge repairs • Damage assessment for public assistance • Provide engineering services and advice • Maintain traffic control plans and lights • Coordinate with local utilities • Develop SOG's for hazard specific incidents • Support EOC operations
<p>Resource Management</p> <p>Police Chief</p> <p>Fire Chief</p> <p>Director of Public Works</p> <p>City Comptroller</p>	<ul style="list-style-type: none"> • Maintain EOP's Resource Management Annex • Maintain liaison with resource suppliers • Support EOC operations

ATTACHMENT #3 – CITY DISASTER DECLARATION

Under authority of Title 7, Chapter 7, Section 4, of the Alton City Code, I, _____, Mayor of the City of Alton, do hereby proclaim that a disaster exists in the City of Alton due to the following circumstances:

All City departments are ordered to activate the City Emergency Operations Plan and appropriate department heads, or their designees, are ordered to proceed to the Emergency Operations Center immediately.

This proclamation is effective _____ and shall expire _____ (pursuant to Code, not to exceed 48 hours), unless terminated sooner by proclamation of the Mayor.

Mayor, City of Alton, Illinois

Filed this _____ day of _____, 20____, with the City Clerk.

Alton City Clerk

Direction and Control Annex

Direction and Control Annex

Primary Agency: E.O.P. Planning Committee

Support Agencies: All Other Agencies

I. PURPOSE

- A. The purpose of this annex is to describe the City's Emergency Operations Center (EOC) and responsibilities of the associated agencies in large-scale emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Alton Emergency Operations Center (EOC) is located in Fire Station #1 located at 333 E. 20th St. The alternate EOC is the Public Works Complex on Emma Kaus Lane. A tertiary site, in case the primary and secondary sites are untenable, would be Fire Station #2 at 3212 College Avenue. Alternate EOC's will require some preparatory time before they can be operational. The Madison County Emergency Management Agency's Mobile Command Post is also available for on-scene coordination as the incident command post.
2. Many of the hazards that exist in the City of Alton have the potential for causing disasters of such magnitude as to make centralized direction and control desirable and essential. The City will utilize the Unified Incident Command System for all major emergency operations.

B. Assumptions

1. In large-scale disaster situations, centralized direction and control is the most effective approach to management of emergency operations.
2. In major emergency situations, many emergency management activities can be carried on at the EOC or incident command post, thereby allowing emergency responders to concentrate on essential on-scene tasks.
3. Daily emergency situations are handled routinely by the emergency response organizations located in the City and can be managed at the on-scene level under established procedures.

III. CONCEPT OF OPERATIONS

A. General

1. The EOC will ordinarily be fully activated in any emergency situation that would require the mobilization of additional elements of local government other than those principally involved in emergency services on a day-to-day basis. Typically, these would include calling off-duty representatives of the primary emergency response departments, a Public Information Officer, support staff and coordinating activities involving three or more emergency services agencies. These personnel would monitor the situation and determine the need for additional actions. Procedures and call lists for the alerting of key officials of the emergency situation are on file in the ECC.

2. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated and when it assumes command of emergency operations depends upon the type of emergency situation, its potential for escalation, its geographical extent and other factors. The Incident Commander may request an activation of any part of the EOC staff through either the Police Chief, Fire Chief, or Public Works Director. Such action will be reported immediately to the Mayor and other department heads.
3. Emergency services' dispatching is handled through the Emergency Communications Center (ECC). Warnings from the State and Federal levels of government can be received through the ECC via the National Alert Warning System (NAWAS) and the Emergency Alert System (EAS). Notifications of other emergency situations would also be received through the ECC.

B. Inter-jurisdictional Relationships

1. The levels of government that have statutory responsibility for emergency management in the State of Illinois are the county, designated municipalities, and the State. The City has the authority to assume command of emergency operations in any emergency situation within the City, as does the State if circumstances warrant such action. The County would not become involved unless the situation required the request for mutual aid and a state declaration requesting a "Presidential Declaration" and federal assistance. The Federal government also has statutory responsibility for command of emergency operations in certain incidents such as an act of major terrorism.

C. Continuity of Government

1. The continuity of government under the Direction and Control function may be problematic in some large-scale disaster situations without additional resources from the State and Federal levels.
2. Slowly developing disasters: If it is foreseen that the City of Alton EOC cannot serve its function, direction and control functions will be shifted to the alternate EOC at the Public Works Complex. If time permits, this will be a phased relocation with the off-duty shift moving to the safe location, making preparations and assuming control from that site so that the personnel remaining at the primary EOC can evacuate. All emergency responders will be informed of the operational transfer. The back up to the primary and secondary EOC will be Fire Station #2 at 3212 College Avenue. If all else fails, the mobile command post will serve as temporary EOC.
3. Disaster with Immediate Onset: If the City EOC is destroyed, severely damaged, or isolated by loss of communications, Direction and Control of the city's emergency management activities will be assumed by the alternate EOC at the Public Works Complex.
4. Disruption: SOG's currently exist and are routinely tested for the transfer of 9-1-1 calls to a backup dispatch center. The Madison County Sheriff's Office in Edwardsville, IL. has the capability to handle all 911 calls to Alton emergency services.
5. Mutual Aid Assistance: If the primary, secondary, and tertiary EOC, as well as the incident command post, would not be operational following a disaster, the County and State would be requested to provide direction and control capability through mutual aid assistance.
6. Communications: The primary means of communications for command personnel from the EOC to their respective organizations is radio. Cellular phones provide back-up communications.
7. The primary means of communications between the EOC and IEMA is by telephone and fax. Cellular phones and radio provide back-up communications.
8. Power Systems: The primary power system for the EOC is through AMEREN. The alternate power

system is an on-site generator. The generator is tested on a monthly basis. The fuel reserve can keep the generator running for several days. The fuel reserve is replenished as needed.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. City's Direction and Control Organization

1. The Direction and Control Organization has three basic groups -- policy, coordination, and operation.
2. The ultimate authority for emergency management in the City is the Mayor, who heads the policy group. The policy group exercises broad control over emergency operations, gives guidance on matters of policy and provides official information and instructions to the public.
3. The coordination group analyzes all available information on the situation, develops and refines a joint response and recovery strategy, plans the deployment of field units to ensure the availability of appropriate forces to deal with the situation at particular locations, prioritizes and allocates resources, invokes mutual aid, and makes certain that the operating forces of the various agencies work together in a mutually supportive way.
4. The operations group implements the strategy and plans of the coordination group. They are also responsible for the implementation of the Unified Incident Command System when necessary. The operations group communicates with on-scene emergency responders and keeps a record of the status of the incident, issues instruction to particular units and keeps track of their progress in carrying out instructions.
5. In the City of Alton, the administrative staff primarily serves as both the coordination and operations groups with individual department staff delegated responsibility for the operations functions.

B. Responsibilities.

1. E.O.P. Planning Committee
 - a) Manages and coordinates all agencies and organizations having emergency management responsibilities at the primary and alternate EOC.
 - b) Provides training for the EOC staff.
 - c) Provides support personnel to maintain written event and activity logs in the EOC; and post key events on EOC status boards.
 - d) Maintains the primary EOC in an operational-ready status based upon available resources.
 - e) Develop a SOG for communication personnel responsible for the communications function of the EOC including message flow between the UICP and the EOC.
 - f) Ensures that the Mayor is briefed on the situation's current status.
 - g) Ensure that the general public is made aware of protective action recommendations.
 - h) Assist the Fire Chief in the formulation of requests to IEMA for additional resource support.
 - i) Ensure maps, status boards, and other information displays in the EOC are posted with current data.
 - j) Refer all problems requiring policy decisions or direction to the appropriate party.
 - k) Recommend protective actions (i.e. evacuate risk area, open shelters, request state and federal resources).
 - l) Conduct periodic briefings with the EOC staff.
2. Alton Police Department

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide direction and control for City's law enforcement activities.
- d) Provide security at the EOC.
- e) Periodically brief EOC staff on status of law enforcement operations.
- f) Coordinate request for additional law enforcement assistance with appropriate authorities.

3. Alton Fire Department

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide direction and control for City's fire service activities.
- d) Periodically brief EOC staff on status of fire service activities.
- e) Coordinate request for additional fire service assistance with appropriate authorities.

4. Public Works

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control for City's Public Works activities.
- d) Provide information about road conditions or situations that would be constraints to evacuation.
- e) Coordinate field operations providing equipment to emergency response operations.
- f) Provide periodic updates to EOC staff on Public Works activities.
- g) Coordinate request for additional public works resources with appropriate authorities.
- h) Establish communications with utility companies to ensure they are aware of current emergency response operations.

5. Madison County Health Department (If necessary, depending on nature of emergency)

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall coordination, direction and control of Health Department operations within the City.
- d) Coordinate with EOC staff to address unmet special needs.
- e) Provide periodic status updates to EOC staff on public health operations.
- f) Coordinate request for additional public health assistance with appropriate authorities.

6. Project Medical Director, St. Anthony's Hospital (If necessary, depending on nature of emergency)

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control of emergency medical services within the City.
- d) Provide periodic status updates to EOC staff on emergency medical services operations.
- e) Coordinate request for additional emergency medical service resources with the appropriate authorities.

7. Building, Housing, & Zoning Department (If necessary, depending on nature of emergency)

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control for City's damage assessment activities.
- d) Provide damage assessment information to EOC staff.
- e) Provide periodic updates to EOC staff on damage assessment activities.
- f) Coordinate request for additional damage assessment resources with Madison County E.M.A.

8. American Red Cross and Salvation Army (If necessary, depending on nature of emergency)

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide coordination, and direction and control of mass care activities in the City.
- d) Provide periodic status updates to EOC staff on mass care activities.

9. Legal (Corporation Counsel)

- a) Provide personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide legal advice and guidance to the Mayor and Department Heads.
- d) Prepare emergency legislation as requested.
- e) Provide direction for rumor control.
- f) Provide legal advice on control of disaster fraud.

10. Finance Department

- a) Provide personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control of City's financial activities as it relates to disaster expenditure documentation.
- d) Assign project number to track all disaster related expenditures.
- e) Provide periodic updates to EOC staff on overall financial activities.

11. City's Public Information Officer (PIO)

- a) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- b) Preparation of news statements.
- c) Preparations necessary to conduct press interviews.
- d) Address only City response operations.
- e) Coordinate with State and Federal Public Information Officers, as needed.
- f) Advise the EOC staff of recurring rumors.
- g) Provide periodic updates to EOC staff on overall public information activities.

12. EOC Support Staff

- a) Record disaster-related data (casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation exposure levels, etc.) on maps and status boards.
- b) Assist with collection, delivery and dissemination of written information in the EOC; to, from and among emergency response personnel, state and federal officials and other individuals as needed.
- c) Answer telephones and record request for assistance.
- d) Assist with provision of meals to EOC staff.
- e) Support amateur radio communications.

V. ADMINISTRATION AND LOGISTICS

- A. The emergency services dispatching operations SOG's are administered by the ECC Manager (Police Chief), in conjunction with the Madison County Emergency Telephone Systems Board. The EOC Communications capability is maintained by the Alton Police Department. The police department is responsible for the maintenance of equipment at the present time.
- B. The maintenance of the EOC's operational capabilities is the responsibility of Fire Chief. Maintenance of the secondary EOC is the responsibility of the Public Works Director. Maintenance of the tertiary EOC is the responsibility of the Fire Chief.
- C. The Mayor is responsible for the Direction and Control function. Under his authority, the EOP Committee will develop and coordinate all necessary procedures for operations, internal communications, organization, staffing, physical requirements, equipment, supplies, training, etc., for large-scale disaster response and recovery activities in the EOC.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex is the primary responsibility of the EOP Planning Committee, with support from all departments of City government. It will be coordinated with all the emergency service agencies in the city. All organizations with emergency management responsibility must make provisions in their annex or SOG to support the Direction and Control function of the EOC as described in this annex and its attachments, including the preparation of the "disaster kits".

VII. CONTINUITY OF GOVERNMENT

- A. If the department head is not available to direct emergency response operations, the lines of succession will be according to the standard operating guidelines that are maintained at each department. These guidelines identify the emergency authorities that designated successors can assume and the circumstances under which those authorities become effective and are terminated.

ATTACHMENTS

- Attachment 1: Emergency Conditions
- Attachment 2: EOC Operational Staffing Levels
- Attachment 3: Disaster Kit
- Attachment 4: Immediate Actions on Arrival At the EOC
- Attachment 5: EOC Set-Up Checklist
- Attachment 6: EOC Facility Diagram

Attachment 1 - Emergency Conditions

Emergency Condition	Description
Level One	An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area and does not pose an immediate threat to life or property.
Level Two	An incident involving a greater hazard or large area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area or in-place sheltering; and an incident requiring limited expertise or resources of city, county, state, federal and private agencies/organizations.
Level Three	An incident involving a severe hazard or large area which poses an extreme threat to life and property and will probably require a large-scale evacuation or in-place sheltering; and an incident requiring the full expertise or resources of city, county, state, federal and private agencies/organizations.

Attachment 2 - EOC Operational Staffing Levels

Standby Operational Staffing (Level One Emergency Condition)	Limited number of personnel Mayor and Department Heads briefed
Minimal Operational Staffing (Level Two Emergency Condition)	Alton Police Department Alton Fire Department Emergency Medical Services Public Works American Red Cross Salvation Army County Health Department Other agencies/departments as needed
Full Operational Staffing (Level Three Emergency Condition)	All EOC staff positions identified above plus: Mayor Corporation Counsel Finance Department Building, Housing & Zoning Public Information Officer Utilities Other agencies/departments as needed

Attachment 3 - Disaster Kit

The Disaster Kit should contain "tools" and equipment that department's EOC liaison will need during the first hours of a disaster, when vital decisions often have to be made. The list given below are recommendations and can be modified based on individual department's needs.

- notebook or log book
- identification
- departmental roster (listing of names, home and office numbers, etc.)
- departmental SOP's
- resource lists (i.e. suppliers, mutual aid, etc.)
- other important items as necessary to exercise effective command and control

Attachment 4 - Immediate Actions on Arrival at the EOC

- Begin department incident log

The log should include all information and orders given with background information, and should be used continuously throughout the management of the disaster. It will also be essential in the preparation of an after-action report.

- Establish Contact with staff

As the situation permits and if it has not been already done, contact your staff for the latest situation report. Be prepared to brief everyone in the EOC on the status of your department's operations.

- Direct staff to assess and report on immediate problems and needs, and options

Your staff will encounter problems you might have solutions for, but other departments may have more effective solutions. You will need to approve or modify suggested course of actions. Other matters that may need your attention include when the objectives of the response need to be changed, depletion of department's resources, and when critical policy decisions need to be made.

- Set reporting procedures

It is important to establish a regular schedule for updates on your department's operations. In an emergency situation, everyone will look to you to be knowledgeable about your department's operations.

- Remind staff to keep complete logs of actions and financial records

Just as it is important for you to keep logs, key staff members should maintain a log that records actions taken, information received, and any deviation from policy together with the rationale for that decision.

- Begin liaison with other departments and agency

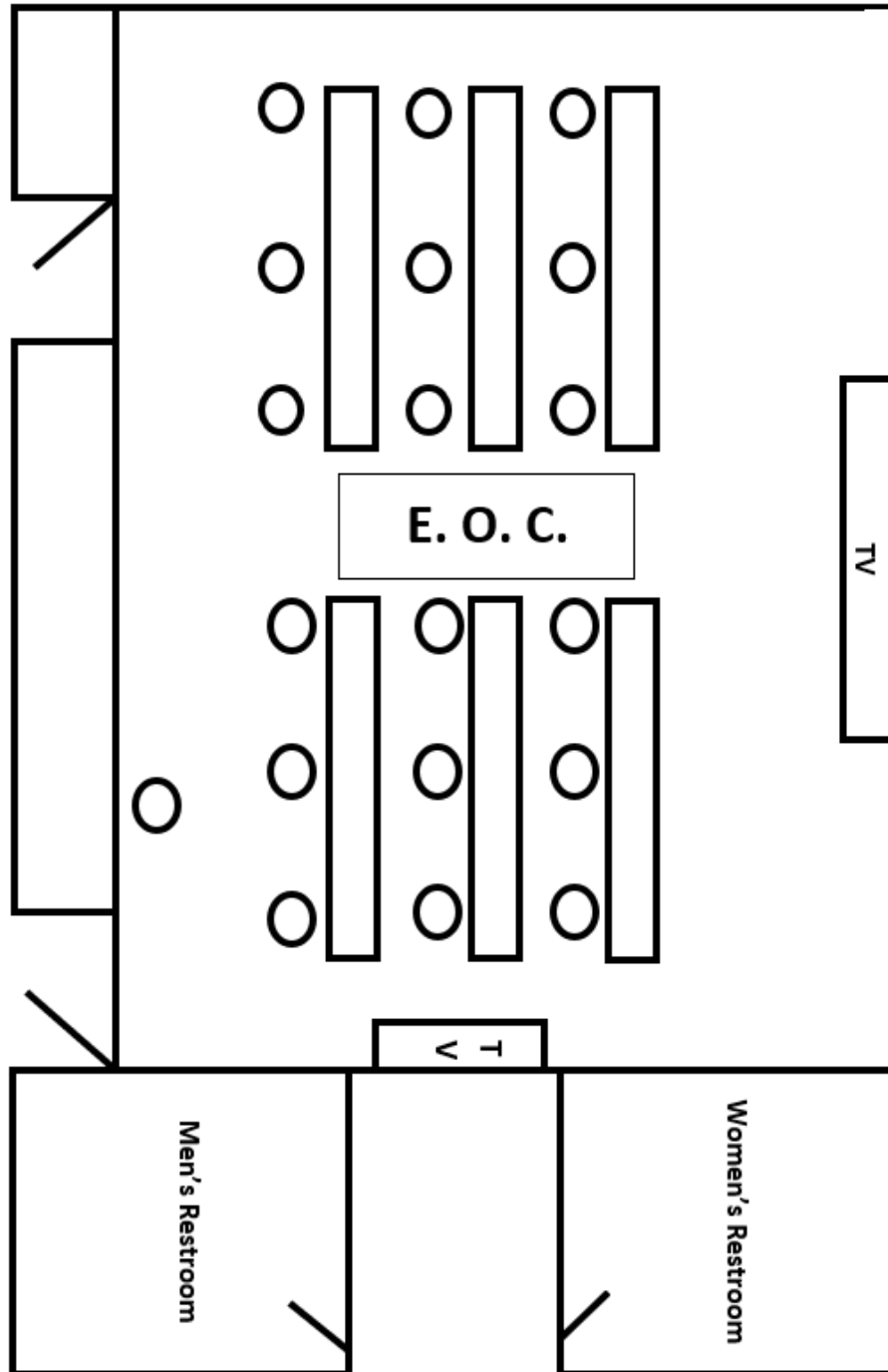
Disaster response involves a team effort. The failure to communicate with other departments and agencies could result in a less than effective and efficient emergency response.

Attachment 5 - EOC Set-up Checklist

- Ø Contact necessary staff to assist in EOC activation.
- Ø Set up furniture (as shown in Attachment 4 of this annex).
- Ø Mount displays.
- Ø Connect phones, radios, scanners and other equipment as deemed necessary. Check for operability.
- Ø Distribute stationery supplies to each work area.
- Ø Inspect generator, antennas, and fuel supply.
- Ø Ensure EOC Life Support requirements (Sleeping Accommodations; Food Service; Water; Sanitary Facilities; Medical Supplies; Heating, Ventilation and Air Conditioning) are met.
- Ø Stand by to set up media/public information center.
- Ø Stand by to move to alternate EOC if necessary.

Attachment 6 - EOC Facility Diagram CITY OF ALTON EMERGENCY OPERATIONS CENTER

(Dedicated Telephone Line at Each Station)



EOC Operations Annex

EOC Operations Annex

Primary Agency: Fire Department

Support Agencies: All Other Agencies

I. PURPOSE

- A. The purpose of this annex is to describe the City's Emergency Operations Center (EOC) and the responsibilities associated with management of emergency operations from that facility, or from the alternate EOC or Incident Command Post (ICP), in large-scale emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Alton Emergency Operations Center (EOC) is located at 333 E. 20th St. The alternate EOC is the Alton Public Works Facility on Emma Kaus Lane. A tertiary site, in case the primary and secondary sites are untenable, is Alton Fire Station #2 located at 3212 College Avenue. The alternate EOC's will require some preparatory time before they can be operational. The Madison County Emergency Management Agency's (EMA) Mobile Command Post is available for on-scene coordination as the incident command post.
2. Many of the hazards that exist in the City of Alton have the potential for causing disasters of such magnitude as to make centralized direction and control desirable and essential. The City will utilize the Unified Incident Command System for all major emergency operations.

B. Assumptions

1. Most emergency situations are handled routinely by the emergency response organizations located in the City and can be managed at the on-scene level under established procedures.
2. In most major emergency situations, many emergency management activities can be carried on at the EOC or incident command post, thereby allowing emergency responders to concentrate on essential on-scene tasks.
3. In most large-scale disaster situations, centralized direction and control is the most effective approach to management of emergency operations.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency services' dispatching is handled through the Emergency Communications Center (ECC). Warnings from the State and Federal levels of government can be received through the ECC via the National Alert Warning System (NAWAS) and the Emergency Alert System (EAS). Notifications of other emergency situations would also be received through the ECC.
2. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated and when it assumes command of emergency operations depends upon the type of emergency situation, its potential for escalation, its geographical

extent and other factors. The Incident Commander may request an activation of any part of the EOC staff through the Chief of Police or his designee. Such action will be reported immediately to the Mayor, Fire Chief and Public Works Director.

3. The EOC will ordinarily be fully activated in any emergency situation that would require the mobilization of additional elements of local government other than those principally involved in emergency services on a day-to-day basis. Typically, these would include calling off-duty representatives of the primary emergency response departments, a Public Information Officer, support staff and coordinating activities involving three or more emergency services agencies. These personnel would monitor the situation and determine the need for additional actions. Procedures and call lists for the alerting of key officials of the emergency situation are on file in the ECC.

B. Inter-jurisdictional Relationships

1. The levels of government that have statutory responsibility for emergency management in the State of Illinois are the county, designated municipalities, and the State. The City has the authority to assume command of emergency operations in any emergency situation within the City, as does the State if circumstances warrant such action. The County would not become involved unless the situation required the request for mutual aid and a state declaration requesting a "Presidential Declaration" and federal assistance. The Federal government also has statutory responsibility for command of emergency operations in certain incidents such as an act of major terrorism.

C. Continuity of Government

1. The continuity of government under the Direction and Control Function may be problematic in some large-scale disaster situations without additional resources from the State and Federal levels.
2. Slowly developing disasters: If it is foreseen that the City of Alton EOC cannot serve its function, direction and control functions will be shifted to the alternate EOC at the Alton Public Works Facility. If time permits, this will be a phased relocation with the off-duty shift moving to the safe location, making preparations and assuming control from that site so that the personnel remaining at the primary EOC can evacuate. All emergency responders will be informed of the operational transfer. The back up to the primary and secondary EOC will be the incident command post.
3. Disaster with Immediate Onset: If the City EOC is destroyed, severely damaged, or isolated by loss of communications, Direction and Control of the city's emergency management activities will be assumed by the alternate EOC at the Public Works Facility.
4. Disruption: SOG's currently exist and are routinely tested for the transfer of 9-1-1 calls to the back up Public Safety Answering Point (PSAP) at the Washington Avenue PSAP.
5. Mutual Aid Assistance: If the primary and secondary EOC, as well as the incident command post, would not be operational following a disaster, the County and State would be requested to provide direction and control capability through mutual aid assistance.
6. Communications: The primary means of communications for command personnel from the EOC to their respective organizations is radio. Cellular phones provide back-up communications.
7. The primary means of communications between the EOC and IEMA is by telephone and fax. Cellular phones and radio provide back-up communications.
8. Power Systems: The primary power system for the EOC is through Ameren. The alternate power system is an on-site generator. The generator is tested on a monthly basis. The fuel reserve can keep the generator running for one week. The fuel reserve is replenished as needed.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. City's Direction and Control Organization

1. The Direction and Control Organization has three basic groups -- policy, coordination, and operation.
2. The ultimate authority for emergency management in the City is the Mayor, who heads the Disaster Planning Committee. The committee exercises broad control over emergency operations, gives guidance on matters of policy and provides official information and instructions to the public.
3. The coordination group analyzes all available information on the situation, develops and refines a joint response and recovery strategy, plans the deployment of field units to ensure the availability of appropriate forces to deal with the situation at particular locations, prioritizes and allocates resources, invokes mutual aid, and makes certain that the operating forces of the various agencies work together in a mutually supportive way.
4. The operations group implements the strategy and plans of the coordination group. They are also responsible for the implementation of the Unified Incident Command System when necessary. The operations group communicates with on-scene emergency responders and keeps a record of the status of the incident, issues instruction to particular units and keeps track of their progress in carrying out instructions.
5. In the City of Alton, the administrative staff primarily serves as both the coordination and operations groups with individual department staff delegated responsibility for the operations functions.

B. Responsibilities.

1. Disaster Planning Committee

- a) Manages and coordinates all agencies and organizations having emergency management responsibilities at the primary and alternate EOC.
- b) Provides training for the EOC staff.
- c) Maintains the primary EOC in an operational-ready status based upon available resources.
- d) Develop a SOG for communication personnel responsible for the communications function of the EOC including message flow between the UICP and the EOC.
- e) Ensures that the Mayor is briefed on the situation's current status.
- f) Ensure that the general public is made aware of protective action recommendations through the EAS, etc.
- g) Assist department heads in the formulation of requests to IEMA for additional resource support.
- h) Ensure maps, status boards, and other information displays in the EOC are posted with current data.
- i) Refer all problems requiring policy decisions or direction to the appropriate party.
- j) Recommend protective actions (i.e. activate OWS, evacuate risk area, open shelters, request state and federal resources).
- k) Conduct periodic briefings with the EOC staff.

2. Alton Police Department

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide direction and control for City's law enforcement activities.
- d) Provide security at the EOC.
- e) Periodically brief EOC staff on status of law enforcement operations.
- f) Coordinate request for additional law enforcement assistance with City of Alton departments.

3. Alton Fire Department

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide direction and control for City's fire service activities.
- d) Periodically brief EOC staff on status of fire service activities.
- e) Coordinate request for additional fire service assistance with the City of Alton departments.

4. Madison County Health Department

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall coordination, direction and control of Health Department operations within the City.
- d) Coordinate with EOC staff to address unmet special needs.
- e) Provide periodic status updates to EOC staff on public health operations.
- f) Coordinate request for additional public health assistance with the City of Alton departments.

5. Project Medical Director

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control of emergency medical services within the City.
- d) Provide periodic status updates to EOC staff on emergency medical services operations.
- e) Coordinate request for additional emergency medical service resources with the City of Alton departments.

6. Building and Zoning Department

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control for City's damage assessment activities.
- d) Provide damage assessment information to EOC staff.
- e) Provide periodic updates to EOC staff on damage assessment activities.
- f) Coordinate request for additional damage assessment resources with the City of Alton departments.

7. Public Works

- a) Provide command personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control for City's Public Works activities.
- d) Provide information about road conditions or situations that would be constraints to evacuation.
- e) Coordinate field operations providing equipment to emergency response operations.
- f) Provide periodic updates to EOC staff on Public Works activities.
- g) Coordinate request for additional public works resources with City of Alton departments.
- h) Establish communications with utility companies to ensure they are aware of current emergency response operations.

8. American Red Cross and Salvation Army

- a) Provide command personnel to staff the EOC.

- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide coordination, and direction and control of mass care activities in the City.
- d) Provide periodic status updates to EOC staff on mass care activities.

9. Legal (Corporation Counsel)

- a) Provide personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide legal advice and guidance to the City Manager and Mayor.
- d) Prepare emergency legislation as requested.
- e) Provide direction for rumor control.
- f) Provide legal advice on control of disaster fraud.

10. Finance Department

- a) Provide personnel to staff the EOC.
- b) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- c) Provide overall direction and control of City's financial activities as it relates to disaster expenditure documentation.
- d) Assign project number to track all disaster related expenditures.
- e) Provide periodic updates to EOC staff on overall financial activities.

11. City's Public Information Officer (PIO)

- a) Develop a "disaster kit" for the EOC containing all equipment, supplies, and records that would be needed to carry out the functional responsibilities assigned to the department.
- b) Preparation of news statements.
- c) Preparations necessary to conduct press interviews.
- d) Address only City response operations.
- e) Coordinate with State and Federal Public Information Officers, as needed.
- f) Advise the EOC staff of recurring rumors.
- g) Provide periodic updates to EOC staff on overall public information activities.

12. EOC Support Staff

- a) Record disaster-related data (casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation exposure levels, etc.) on maps and status boards.
- b) Assist with collection, delivery and dissemination of written information in the EOC; to, from and among emergency response personnel, state and federal officials and other individuals as needed.
- c) Answer telephones and record request for assistance.
- d) Assist with provision of meals to EOC staff.
- e) Support amateur radio communications.

V. ADMINISTRATION AND LOGISTICS

- A. The emergency services dispatching operations SOG's are administered by the ECC Supervisor, in conjunction with the Madison County 9-1-1 Board. The EOC Communications capability is maintained by the Alton Police Department.
- B. The maintenance of the EOC's operational capabilities is the responsibility of the Alton Fire Department in conjunction with the Facility Maintenance and I.T. Divisions of the City of Alton.

- C. The Mayor is responsible for the Direction and Control function. Under his authority, Disaster Planning Committee will develop and coordinate all necessary procedures for operations, internal communications, organization, staffing, physical requirements, equipment, supplies, training, etc., for large-scale disaster response and recovery activities in the EOC.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex is the primary responsibility of Disaster Planning Committee with support from all departments of City government. It will be coordinated with all the emergency service agencies in the city. All organizations with emergency management responsibility must make provisions in their annex or SOG to support the Direction and Control function of the EOC as described in this annex and its attachments, including the preparation of the "disaster kits".

VII. CONTINUITY OF GOVERNMENT

- A. If the department head is not available to direct emergency response operations, the lines of succession will be according to the standard operating guidelines that are maintained at each department. These guidelines identify the emergency authorities that designated successors can assume and the circumstances under which those authorities become effective and are terminated.

ATTACHMENTS

- Attachment 1: Emergency Conditions
- Attachment 2: EOC Operational Staffing Levels
- Attachment 3: Disaster Kit
- Attachment 4: Immediate Actions On Arrival At the EOC
- Attachment 5: EOC Set-Up Checklist
- Attachment 6: EOC Facility Diagram

Attachment #1 - Emergency Conditions

Emergency Condition	Description
Level One	An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area and does not pose an immediate threat to life or property.
Level Two	An incident involving a greater hazard or large area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area or in-place sheltering; and an incident requiring limited expertise or resources of city, county, state, federal and private agencies/organizations.
Level Three	An incident involving a severe hazard or large area which poses an extreme threat to life and property and will probably require a large-scale evacuation or in-place sheltering; and an incident requiring the full expertise or resources of city, county, state, federal and private agencies/organizations.

Attachment #2 - EOC Operational Staffing Levels

Standby Operational Staffing (Level One Emergency Condition)	Limited number of personnel Mayor briefed IEMA Notified (if appropriate)
Minimal Operational Staffing (Level Two Emergency Condition)	Alton Police Department Alton Fire Department Emergency Medical Services Public Works American Red Cross Salvation Army County Health Department Other agencies/departments as needed
Full Operational Staffing (Level Three Emergency Condition)	All EOC staff positions identified above plus: Mayor Illinois Emergency Management Agency Corporation Counsel Finance Department Building and Zoning Department Planning and Growth Management Public Information Officer Utilities Alton School District 11

Attachment #3 – Disaster Kit

The Disaster Kit should contain "tools" and equipment that department's EOC liaison will need during the first hours of a disaster, when vital decisions often have to be made. The list given below are recommendations and can be modified based on individual department's needs.

- notebook or log book
- identification
- departmental roster (listing of names, home and office numbers, etc.)
- departmental SOG's or SOP's
- resource lists (i.e. suppliers, mutual aid, etc.)
- other important items as necessary to exercise effective command and control

Attachment #4 – Immediate Actions on Arrival at the EOC

- Begin department incident log

The log should include all information and orders given with background information, and should be used continuously throughout the management of the disaster. It will also be essential in the preparation of an after-action report.

- Establish Contact with staff

As the situation permits and if it has not been already done, contact your staff for the latest situation report. Be prepared to brief everyone in the EOC on the status of your department's operations.

- Direct staff to assess and report on immediate problems and needs, and options

Your staff will encounter problems you might have solutions for, but other departments may have more effective solutions. You will need to approve or modify suggested course of actions. Other matters that may need your attention include when the objectives of the response need to be changed, depletion of department's resources, and when critical policy decisions need to be made.

- Set reporting procedures

It is important to establish a regular schedule for updates on your department's operations. In an emergency situation, everyone will look to you to be knowledgeable about your department's operations.

- Remind staff to keep complete logs of actions and financial records

Just as it is important for you to keep logs, key staff members should maintain a log that records actions taken, information received, and any deviation from policy together with the rationale for that decision.

- Begin liaison with other departments and agency

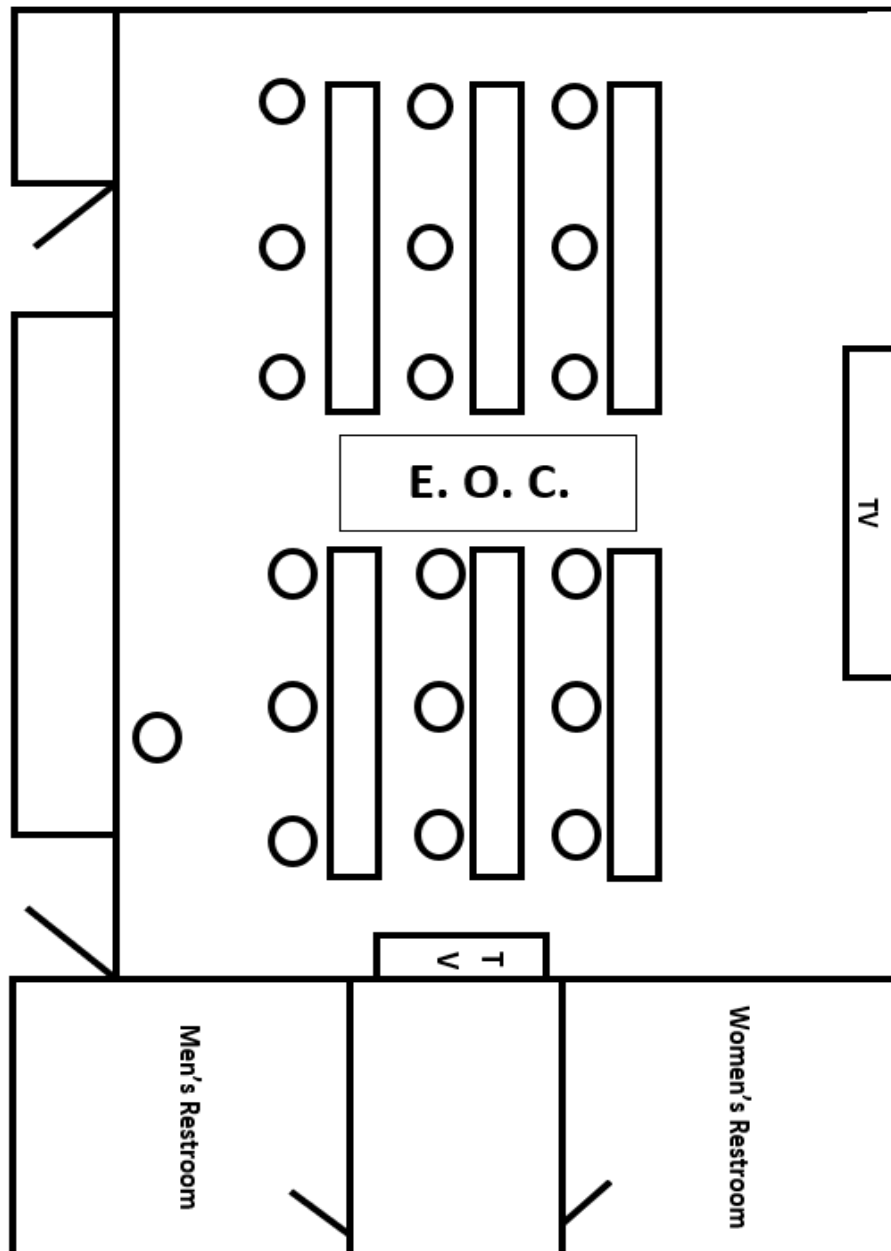
Disaster response involves a team effort. The failure to communicate with other departments and agencies could result in a less than effective and efficient emergency response.

Attachment #5 – E.O.C. Set-Up Checklist

- Ø Contact Police Department personnel to assist in EOC activation.
- Ø Set up furniture (as shown in Attachment 6 of this annex).
- Ø Mount displays.
- Ø Connect phones, radios, scanners and other equipment as deemed necessary (stored in communications room cabinet)
- Ø Distribute stationery supplies to each work area (stored in Communications room cabinet)
- Ø Inspect generator, antennas, and fuel supply.
- Ø Ensure EOC Life Support requirements (Sleeping Accommodations; Food Service; Water; Sanitary Facilities; Medical Supplies; Heating, Ventilation and Air Conditioning) are met.
- Ø Stand by to set up media/public information center in the court room.
- Ø Stand by to move to alternate EOC (Public Works Facility) if needed.

Attachment #6 - EOC Facility Diagram**CITY OF ALTON
EMERGENCY OPERATIONS CENTER**

(Dedicated Telephone Line at Each Station)



Communications

Annex

Communications Annex

Primary Agency: Police Department

Support Agencies: Fire Department
PIO
Nextel
Amateur Radio

I. PURPOSE

- A. This annex provides information and guidance concerning the communication and warning capabilities of the City of Alton, which contributes to effective and efficient emergency response operations. Due to security considerations, the total communications and warning system is discussed in general terms.

II. SITUATION AND ASSUMPTION

A. Situation

1. The City's Emergency Communications Center (ECC) handles emergency communications. The ECC is located on the main level of the Alton Law Enforcement Center at 1700 E. Broadway. The ECC is staffed 24-hours a day by dispatch personnel.
2. Although the Emergency Operations Center's communications capabilities operate at a minimal level, other resources are available to operate the communications and warnings tasks necessary for most emergency conditions. Emergency communications will be augmented as necessary by amateur radio equipment and operators. The Madison County Emergency Management Agency's (EMA) Mobile Command Post, although normally not manned, can be activated quickly and can be equipped with all City frequencies.
3. In the event of an incident that disables the capabilities of the primary ECC for an extended period of time, an alternate site will be chosen where a temporary ECC can be established to provide equal services. For security reasons, a location of an alternate communications facility is not included in this document.
4. The need to warn the general public is common to all hazards. The ECC serves as the primary activation site for public warning.
5. Hazards vary markedly in predictability and speed of onset. Time available for warning will vary from a few minutes to several days.

B. Assumptions

1. Due to the flexibility afforded by the varied communications systems available, command personnel will have options on selecting a variety of communications channels to provide the most effective coordination to facilitate timely response during any particular emergency.
2. The nature of any given disaster will determine the attrition of the communications system and the placement of the EMA Mobile Command Post. All major city departments have cellular

phones, which could be utilized if necessary to augment communications.

3. A good warning system is one of a community's most valuable emergency management assets, having a great potential for saving lives and preventing injury. The City of Alton strongly encourages schools, hospitals, nursing homes, major industries, and other places of public assembly to purchase a NOAA weather radio to ensure prompt warning of severe weather.
4. The City of Alton relies on NOAA Weather Radios, Madison County Reverse 911 and the cable television interrupt system to warn the public in time of emergency. The procedures to activate these warning systems are maintained at the ECC.
5. At the present time, there is no adequate and effective means of warning the hearing impaired and non-English speaking groups.

III. CONCEPT OF OPERATIONS

A. General

The general public will be notified of the immediate threat to their safety, such as hazardous materials or severe weather, via Cable interrupt system, EAS stations, NOAA Weather Radio, or other means as necessary. The alerting of local officials, local organizations, and individuals having emergency management responsibility is also covered in the ECC standard operating guidelines.

B. Phases of Emergency Management

1. Mitigation

- a) Adequate communication and warning systems have been developed.
- b) Improvements to the city's communication capabilities are being formulated or implemented and will continue to be tested for further enhancements as needed.

2. Preparedness

- a) Equipment is maintained under a continuous schedule for testing, maintenance and repair.
- b) Replacement parts are stored at the Alton Law Enforcement Center.
- c) Personnel are trained on appropriate warning, communications and repair equipment, as required.

3. Response

- a) Warning procedures as established will be initiated, reviewed, and exercised by the appropriate agencies.
- b) When emergency operations are initiated, the ECC Supervisor on Duty will ascertain and notify the additional communications personnel required to activate the essential communications systems. Staff requirements will vary according to the incident.
- c) Arrangements are in place to insure emergency repair of equipment on a 24-hour basis.

4. Recovery

- a) All activities initiated in the response phase will continue until such time as disaster level communications are no longer required.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organizational structure – ECC

1. The ECC is under the direction of the ECC Supervisor who reports directly to the Captain of Police. Dispatch Supervisors provide supervision for the Emergency Communications Telecommunicators.
2. There are currently two Dispatch Consoles and one ECC Supervisor Console in the ECC. The consoles are assigned as follows:
 - a) Police 1 / Alton Fire
 - b) Police 2 / Alton Fire
 - c) Supervisor Console (Police 3 / Alton Fire)
3. All consoles are manned and dispatchers are cross-trained in all dispatch positions. Channel redundancy is built into all consoles to permit flexibility in dispatching. If necessary, dispatchers can simulcast on all or selected frequencies from each console. Additional dispatchers can be called upon to ensure continuous staffing of the ECC.

B. Task Assignments

1. ECC Supervisor - Responsible for overall direction and control of all activities within the ECC.
2. ECC Supervisor on Duty - Responsible for the direct supervision of activities within the ECC. Also responsible for ensuring all emergency functions are performed as specified in the Standard Operating Guidelines of the ECC.
3. Emergency Communications Telecommunicators - Responsible for proper use of the equipment at their assigned positions and for rapid, accurate dispatching and reception of information.

V. DIRECTION AND CONTROL

The City of Alton Police Chief has overall responsibility and control of the ECC and its supporting facilities.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for the ECC:

1. Chief of Police
2. ECC Supervisor on Duty - Lieutenant
3. ECC Dispatch Supervisors - Sergeants

VII. ADMINISTRATION AND LOGISTICS

A. Facilities and Equipment

1. For security reasons, a listing of all communications facilities and equipment is not included in this document. The Support Services Bureau maintains the complete list.

B. Communications Protection

1. Radio - Standard lightning protection techniques will be used during severe weather. Damaged antennas will be replaced as quickly as possible if damaged due to severe weather or blast effects.
2. Telephone - During emergency situations telephone usage increases dramatically. Calls exceeding the number of available telephone lines into the ECC are automatically transferred to other Madison County PSAP's. This ensures that callers will not receive a busy signal when calling 911.
3. Other backup methods - The City of Alton utilizes volunteer and private sector communications to augment emergency requirement as needed. There are other communications backup methods that are currently utilized by the City. For security reasons, these methods cannot be discussed in this document.

C. Security

1. Due to the vital role of communications and the vulnerability of communications facilities and equipment, the ECC Supervisor reserves the right to restrict access to the ECC via existing security measures. The Incident Commander reserves the same right to restrict access as the emergency situation demands. The Chief of Police reserves the same right to restrict access to the EOC as necessary.

D. Training

1. Each agency, department or organization assigning personnel for communication and/or warning purposes is responsible for insuring that those individuals are adequately trained on communications equipment and familiar with general emergency procedures as well as the unique operating procedures of communications
2. The Captain of Police will ensure all ECC's operators receive any additional training required on communication equipment. The EMA Director in charge of the Mobile Command Post will provide additional training on the EMA Mobile Command Post equipment. Other communication training will be provided as required by the appropriate agency.

E. State and Federal Resources

1. The State of Illinois and the Federal Government maintain deployable communications equipment for use during disaster response operations. The Federal Government units include the Mobile Emergency Response (MERS) Detachments and the Mobile Air Transportable Telecommunications Systems (MATTS), which can respond rapidly and provide a wide variety of support to deployed emergency responders. This support is designed to be responsive to government emergency managers in their effort to save lives, protect property, and coordinate disaster operations, but is not designed to meet the emergency requirements of the general population.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Alton Police Department has primary responsibility for the maintenance of this annex with assistance from others as needed. This annex will be reviewed and updated on at least an annual basis.

Resource Management Annex

Resource Management Annex

Primary Agency: Emergency Operations Planning Committee

Support Agencies: Alton Police Dept.
Alton Fire Dept.
Alton Public Works Dept.
Comptroller's Office

I. PURPOSE

- A. The purpose of this annex is to provide guidance for the proper coordination of public and private resources to insure their prompt and orderly deployment to effectively respond to an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. After a disaster, people and organizations will rush to provide resources to aid the City of Alton. These offers, made with the best intentions, can (and do) add to and prolong the suffering of disaster victims by jamming logistics channels and overwhelming government and volunteer agencies. Chaos surrounding the arrival of resources in a disaster area can significantly hamper immediate life-saving response operations. In addition, demand for resources to deal with these unsolicited resources competes with demand for resources needed for emergency response activities.

B. Assumptions

1. A disaster or emergency situation can result in the rapid depletion of local resources.
2. The management of resources requires a united and cooperative effort in the preparedness and disaster response phases by all government levels, volunteer agencies, community-based organizations, business sector, and the general public.
3. That State and local governments are ultimately in charge of the resource management system.

III. CONCEPT OF OPERATIONS

A. General

1. The proper operation of a resource management system will reduce the push approach, whereby resources (many of which are not needed) are sent directly into a disaster area, often in a disorganized, chaotic fashion. The resource management system will direct resources to designated staging areas or reception centers away from the disaster area. At such locations they can be identified, organized, and sent into the disaster area based on specific criteria and priorities of the affected community.
2. The City of Alton will commit all, or that part, of its available resources necessary to protect lives and property, and to relieve suffering and hardship.
3. Each department and agency are responsible for maintaining up-to-date records of their internal resources (equipment, supplies, manpower, etc.) and their external resources (suppliers, mutual aid agreements, etc.).
4. In the event all local resources have been expended or committed, the City of Alton Fire Chief (IEMA Liaison) will be responsible for coordinating with the Illinois Emergency Management Agency, through the Madison County Emergency Management Agency, for additional state resources.
5. Each department and agency are responsible for maintaining its own procedures for the inventory, storage, maintenance, and replacement of administrative and logistical support items.
6. Each department and agency are responsible for maintaining accurate records of all resources expended, to include manpower, equipment, supplies, and materials.

B. Phases of Management

1. Mitigation
 - a) Coordinate resource management activities through the E.O.P. Committee.
 - b) Plan and train adequate personnel for maximum utilization of resources.
2. Preparedness
 - a) Identify emergency resources and be the contact for requesting assistance.
 - b) Prepare and update list of needed resources.
 - c) Coordinate resources with other agencies and volunteers to maintain adequate

resources.

- d) Develop memorandum of understanding for utilization of private sector resources in disaster situations.
- e) Where possible, develop priority listing of critical resources.

3. Response

- a) Distribution and management of resources.
- b) Coordination of essential needs resources to disaster victims.
- c) Identify local resource distribution center.
- d) Coordinate resource management activities through the Emergency Operations Center (EOC).
- e) Keep records of services and resources rendered during the disaster.
- f) Assist with security at local resource distribution centers.

4. Recovery

- a) Assess needs of victims.
- b) Estimate costs to provide resources.
- c) Assess the impact of the disaster on the available resources and identifiable needs.
- d) Provide information to City's Public Information Officer (PIO) for proper communication to victims
- e) Record resource needs and available supplies.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The E.O.P. Committee provides for the planning and updating of resources that have been identified as being potentially necessary in disaster. During the disaster, local government will coordinate and identify resources to be rendered to the disaster victims or essential to the response and recovery efforts. The goal is to effectively utilize resources of various emergency response departments as well as monitoring governmental resources in a timely and efficient manner. Those resources include, but are not limited to:

1. Heavy equipment

- a) Machinery for clearance
- b) Bulldozers
- c) Backhoes
- d) Draglines

2. Specialized equipment

- a) Chain saws
- b) Fire fighting equipment
- c) Water pumps
- d) Rescue Equipment

3. Temporary Shelters / Comfort Stations

NOTE: A “shelter” is considered to have all necessary arrangements to feed and house individuals for as long as several weeks. A “comfort station” is considered to be a temporary haven from extreme weather conditions. It is not intended to supply food or sleeping quarters. Depending on the circumstances, any of these facilities could be utilized for either purpose.

- a) Salvation Army Shelters
- b) American Red Cross Shelters
- c) Hotels and Motels
- d) Local Public Facilities
- e) Schools
- f) Parks and Recreational facilities
- g) Private facilities
- h) Churches
- i) Clubs
- j) Businesses

4. Food Centers

- a) Grocery Stores
- b) Food Pantries
- c) Restaurants

5. Medical Care

- a) Hospitals
- b) Medical Clinics
- c) Drug Stores
- d) Emergency Medical Services

- B. The above-mentioned resource management areas are addressed in addition to the normal emergency role of each emergency services department during disasters.

V. DIRECTION AND CONTROL

- A. The Mayor of Alton is responsible for the coordination of resource management activities. The major responsibility of the E.O.P. Committee is to identify available

sources from which needed resources can be obtained during a disaster. Coordination of these resources during the disaster will be handled from the EOC. Routine checks of suppliers will be made in order to maintain an accurate list of supplies.

VI. CONTINUITY OF GOVERNMENT

- A. If the department head is not available to direct emergency response operations, the lines of succession will be according to the standard operating guidelines that are maintained at each department. These procedures identify the emergency authorities that designated successors can assume and the circumstances under which those authorities become effective and are terminated.

VII. ADMINISTRATION AND LOGISTICS

- A. Each City department will appoint a Logistics Officer, who is responsible for: maintaining an inventory of internal and external resources; participating in the Resource Management group to coordinate fulfilling the operational, logistical, and administrative support needs at the disaster site and/or other locations; and to assist in prioritizing the resources of the City.
- B. Coordination of these resources will be from the Incident Command Post (ICP) and/or EOC.
- C. Each department's Logistics Officer is responsible for accounting procedures that include obtaining the activity number assigned to the incident by the Finance Officer. Each expenditure of resources shall be recorded under the department's fund and account number followed by the activity number assigned.
- D. Each Logistics Officer will be trained in the utilization of the appropriate forms and procedures to be utilized to ensure proper accountability and documentation to justify local expenditures.
- E. Where feasible, agreements of understanding with private organizations will be developed.
- F. Support for facilities used for disaster response and recovery operations, (i.e. staging areas, mobilization centers, disaster field offices, disaster application center, shelters and resource reception centers, etc.) will be the responsibility of the agency or department operating the facility with assistance from other organizations as needed.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The E.O.P. Committee will annually review, update, exercise and modify the resource management annex.

ATTACHMENTS

Attachment 1:	Federal Response Plan
Attachment 2:	Emergency Support Functions (ESF)
Attachment 3:	Urban Search and Rescue Response System
Attachment 4:	National Disaster Medical System
Attachment 5:	Federal Assistance to State & Local Governments: An Overview
Attachment 6:	Federal Assistance Without A Presidential Declaration
Attachment 7:	Statewide Emergency Medical Services Resources
Attachment 8:	National Donations Information System FAQ
Attachment 9:	Planning Considerations: Cash Donations FAQ
Attachment 10:	Planning Considerations: Managing Goods
Attachment 11:	Planning Considerations: Media Relations and Resource Management
Attachment 12:	Donations and the Private Sector FAQ
Attachment 13:	Donations Reception Center and Site Specifications
Attachment 14:	NDIS Standard Donations Offer Form
Attachment 15:	National Voluntary Organizations Active in Disaster (NVOAD)
Attachment 16:	Planning Considerations: Volunteer Resources
Attachment 17:	Workers' Compensation Coverage

Attachment #01 - Federal Response Plan

The Federal Response Plan is the Federal government's plan of action for responding to disasters and to address the consequences of any incident or emergency situation in which there is a need for Federal response assistance.

The Plan is applicable to natural disasters such as earthquakes, hurricanes, typhoons, tornadoes and volcanic eruptions; technological emergencies involving radiological or hazardous materials releases; and other incidents requiring Federal assistance which fulfill the following criteria:

- The State and local response capabilities are overwhelmed;
- The State government request Federal assistance; and
- The President formally declares that a disaster has occurred, activating the disaster assistance authority outlined in The Robert T. Stafford Disaster Relief and Emergency Act, P.L. 93-288, as amended by P.L. 100-707.

The Plan describes the basic mechanisms and structures by which the Federal government will mobilize resources and conduct activities to augment State and local response efforts. The Plan uses a functional approach to group the types of Federal assistance that a State is most likely to need under the twelve Emergency Support Functions (ESFs).

Each ESF is lead by a primary agency, which has been selected based on its authorities, resources and capabilities in a particular function area. Other agencies have been designated as support agencies for one or more ESF.

The twelve ESFs serve as the primary mechanism through which Federal assistance is provided to the State in meeting response requirements. Federal assistance is provided to the affected State under the overall coordination of a Federal Coordinating Officer (FCO) appointed by the Director of the Federal Emergency Management Agency (FEMA) on behalf of the President.

Attachment #02 - Emergency Support Functions (ESF)

Emergency Support Function	Annex	Primary Agency
ESF-1	Transportation: Provides civilian and military transportation support.	Department of Transportation
ESF-2	Communications: Provides telecommunications support	National Communications Systems
ESF-3	Public Works & Engineering: Restore essential public services and facilities.	Department of Defense (US Corps of Engineers)
ESF-4	Firefighting: Detect and suppress wild land, rural and urban fires.	Department of Agriculture (US Forest Service)
ESF-5	Information & Planning: Collect, analyze and disseminate critical information to facilitate the overall federal response and recovery operations.	FEMA
ESF-6	Mass Care: Manage and coordinate food, shelter and first aid for victims; provide bulk distribution of relief supplies; operate disaster welfare inquiry system to assist family reunification.	American Red Cross
ESF-7	Resource Support: Provide equipment, materials, supplies and personnel to federal entities during response operations.	General Services Administration
ESF-8	Health & Medical Services: Provide assistance for public health and medical care needs.	Department of Health and Human Services (US Public Health Services)
ESF-9	Urban Search & Rescue: Locate, extricate and provide initial medical treatment to victims trapped in collapsed structures.	FEMA
ESF-10	Hazardous Materials: Support federal response to actual or potential releases of oil and hazardous materials.	Environmental Protection Agency

ESF-11	Food: Identify food needs, ensure food gets to disaster-affected areas.	Department of Agriculture
ESF-12	Energy: Restore power systems and fuel supplies.	Department of Energy

Attachment #03 - Urban Search and Rescue Response System

The National Urban Search and Rescue Response System, under the auspices of the Federal Emergency Management Agency (FEMA), is a framework for structuring existing emergency services personnel from the local level into integrated disaster response task forces. These task forces, complete with the necessary tools and equipment, and requisite skills and techniques, can be deployed by FEMA for the rescue of victims and mitigation of hazards at large-scale disasters.

An Urban Search and Rescue (US&R) Task Force has been defined as a comprehensive formation of 56 specialist positions. The task force is comprised of four major functional elements and associated supervisory positions, and is staffed to allow for round-the-clock search and rescue operations. The evolution of integrated disaster response shows the need to combine the elements of search, rescue, medical and technical disciplines. To this end, the resulting US&R Task Force provides the requisite technical skills at the commensurate levels of staffing. The task force is supported by a comprehensive equipment cache totaling 30,000 pounds and providing total self-sufficiency for immediate mission response.

Task Force Capabilities

- Physical search and rescue operations in damaged/collapsed structures.
- Emergency medical care to disaster response personnel.
- Emergency medical care to the injured.
- Reconnaissance to assess damage, needs, and provide feedback to local, state, and federal officials.
- Assessment/shut off of utilities to houses, buildings.
- Hazardous materials surveys/evaluations.
- Structural/hazard evaluations of government/municipal buildings needed for immediate occupancy to support disaster relief operations.
- Stabilizing damaged structures, including shoring and cribbing operations, on damaged buildings.

US&R Incident Support Team

The mobilization and use of US&R task forces provides a significant capability for disaster response and mitigation. The FEMA US&R Incident Support Teams (IST) have been developed to identify the need for, and maximize the speed with which task forces can be requested, mobilized and utilized.

The US&R Incident Support Team design provides groups of highly qualified specialists readily available for rapid assembly and deployment to a disaster area. An Incident Support Team does not directly manage State or local disaster response activities. The mission of an Incident Support Team is: to provide US&R-related management and coordination at FEMA Headquarters in Washington, DC and on site at Disaster Field Offices (DFO); to conduct situation/needs assessments; and to provide technical assistance, support, and advice about US&R issues to public officials at the Federal, State, and local levels.

The US&R Incident Support Team program has been developed based on the following premises:

- Representative of primary disciplines involved in US&R operations.
- Comprised of sufficient personnel to provide initial assistance at the state EOC, the DFO and local EOC levels (may be augmented as necessary).
- Able to provide 24-hour coverage.
- Capable of conducting on-ground situation/needs assessments.
- Self-sufficient for at least 24 hours.
- Capable of deploying within two hours.
- Outfitted with an appropriate administrative support kit.

Part of the US&R Incident Support Team – the US&R Assessment Unit – assists in overall disaster situation assessment. In general, there are three types of situation/needs assessment processes conducted under the Federal Response Plan:

- aerial reconnaissance and photography.
- computer-assisted predictive modeling.
- situation assessment and needs identification (on-ground field assessment).

The IST US&R Assessment Unit fulfills the situation assessment and needs identification capability for US&R issues.

The State of Illinois maintains its own Urban Search & Rescue Team with equipment and training qualifications similar to the national teams. This team is located in the Chicago area and can be mobilized and on scene in Alton within 6 – 8 hours. This team can be requested either through the Madison County Emergency Management Office or through a mutual-aid request through the Mutual Aid Box Alarm System (MABAS).

Additionally, St. Clair County's Special Service Response System maintains a limited capability Urban Search & Rescue Team. This team has the equipment and capabilities similar to the national teams but on a smaller scale. This team can be mobilized and on scene within two (2) hours. This team can be requested through the Madison County Emergency Management Office or through a mutual-aid request through MABAS.

Attachment #04 - National Disaster Medical System (NDMS)

Background

In 1980, the Department of Defense (DOD) began organization of the Civilian-Military Contingency Hospital System (CMCHS) to help remedy the shortfall between available military medical care capacity and predicted numbers of casualties of overseas conventional conflicts. The CMCHS involved the pre-commitment of non-Federal acute care hospital beds for care of military personnel.

Concurrently, Federal civilian planners were concerned about the lack of a national medical response capability in the event of a major domestic disaster. In August 1981, an initial concept paper was prepared which described a single national medical system for backup to DOD and response to domestic disasters.

Then in December, the President created the Emergency Mobilization Preparedness Board (EMPB) to make recommendations for improvement of U.S. mobilization capability during major disasters and emergencies. The medical element of the EMPB, the Principal Working Group on Health, recommended the creation of a National Disaster Medical System (NDMS) to make the most effective use of Federal and non-Federal Medical resources during a major disaster or emergency.

The DOD, the Department of Health and Human Services (HHS), the Department of Veterans Affairs (VA), and the Federal Emergency Management Agency (FEMA) were directed to develop and maintain the System, with HHS as the administrative lead agency. The DOD-sponsored CMCHS, which provided the conceptual basis for much of the NDMS, was incorporated into the new System, which began formally in June 1984.

Concept of Operations

The purpose of the National Disaster Medical System is to supplement local and State medical resources until the community's health care system can return to its pre-disaster strength.

Professionals skilled in health system assessment are an integral part of the first Federal incident management team to arrive at the disaster area (the Advance Element of the Emergency Response Team). Their job is to assess the disruption of the community's health and medical care system, and with the State health officer, define an initial plan of action and resource requirements.

The human and physical resources needed to accomplish the tasking are identified and their mobilization coordinated at the National Disaster Medical System's Operations Support Center. If field medical care is needed, DMATs are activated, moved rapidly using Department of Defense aircraft, and deployed into the area. A Public Health Service Medical Support Unit provides for the management of DMAT activity, and patient evacuation, if appropriate, in coordination with the local and State health officials.

Planning Assumptions

- An overseas conventional armed conflict could result in number of U.S. casualties which would rapidly exceed the capacity of military medical facilities in the continental United States.
- Although VA has been directed in Public Law 97-174 to serve as the primary backup to DOD, the available acute care capacity for this purpose could also be rapidly exceeded.
- The number of non-Federal acute care hospital beds enrolled in the CMCHS would be inadequate to provide for the surge demand of a conventional overseas conflict.
- Casualty estimates for a catastrophic California or Central United States earthquake predict 12,000 to 200,000 seriously injured persons requiring hospitalization. If actual casualty numbers occurred in this range, it would be necessary to provide definitive care at some distance from the disaster area.
- The sudden occurrence of casualties in a number proportional to the population of a large metropolitan area would overwhelm traditional Emergency Medical Services (EMS) systems and locally available hospital care capabilities and might exceed the State's ability to provide the needed assistance.
- An effective national medical response to major domestic disasters must include pre-organized, trained, and equipped units which can be activated and deployed on a timely basis to supplement resources available locally and within the affected State.
- An effective national system for providing backup support to the DOD and VA must include dependable aeromedical staging capacity to provide maximum flexibility in regulating casualties returning to the continental U.S. for definitive care.
- An effective national medical response must have pre-designated arrangements and resources for transportation, logistics support, command-control-communications, and financing.
- The Federal government, alone, does not own sufficient medical care resources and ancillary assets to organize and operate a national disaster medical capability.

NDMS Functional Elements

- **Medical response** to supplement State and local resources, upon request. Medical response consists of Disaster Medical Assistance Teams (DMATs), which are pre-organized, trained, and equipped units with capability to provide austere medical care (patient clearing), patient care at transportation nodes during evacuation (patient staging), and patient reception in areas where they will receive definitive care. Active duty or reserve military medical units, if available, may provide the same services.
- **Evacuation of patients** who cannot be cared for in the disaster area to other locations within the U.S. This element involves the use aeromedical evacuation aircraft operated by the U.S. Air Force and aircraft from the Civil Reserve Air Fleet which could be reconfigured or otherwise adapted to this purpose. Aircraft medical crews from DOD will provide in-transit patient care.
- **Definitive medical care** in a national network of pre-committed, non-Federal acute care hospital beds. Definitive care also includes the services of attending physicians at participating NDMS hospitals, and ancillary services necessary to patient care.

DHMS System Status

- **Medical Response.** As of June 1994, there are seventy-two DMATs in the system. Some are designed for general patient care, while others specialize in pediatrics, burns, mental health, mortuary services, or confined space medicine. DMATs are stratified into four response groups, based upon their present state of development. The Level One DMATs are fully-equipped and deployable within 12 hours of notification. Upon deployment, a Public Health Service Medical Support Unit (MSU) coordinates DMAT operations in the affected area.
- **Definitive medical care.** Out of the 6,635 health care facilities in the United States, 1,818 participate in NDMS program by pre-committing a minimum of 55,800 to a maximum of 110,605 beds available within 72 hours.

The NDMS program is coordinated in seventy-two major metropolitan areas across the United States by DOD and VA Federal Coordinating Center Officials. These local NDMS Program Coordinators are responsible for recruiting non-Federal hospital participation; developing plans for patient reception with community emergency management agencies, emergency medical services organizations, the airport authority, and other key local resources; and for conducting an on-going disaster medical education, training, and exercise program.

- **Federal Response Plan.** NDMS fits within ESF #8, Health and Medical

Services, which provides the following services (NDMS elements are marked with an "*".)

- Assessment of health/medical needs *
- Health surveillance
- Medical care personnel *
- Health/medical equipment and supplies *
- Patient evacuation *
- In-hospital care *
- Food/drug/medical device safety
- Worker health/safety
- Radiological hazards
- Chemical hazards
- Biological hazards
- Mental health
- Public health information
- Vector control
- Potable water/wastewater and solid waste disposal
- Victim identification/mortuary services *

Attachment #05 - Overview of Federal Assistance to State & Local Governments

NOTE: This information was accurate at the time this document went to press. Consult with the Madison County Emergency Management Director or his designee for the current regulations regarding federal disaster assistance.

As soon as practicable following the President's declaration of a major disaster or an emergency involving assistance to State and local governments and eligible private nonprofit organizations (PNP), the State, assisted by FEMA, conducts briefings for State, local, and PNP officials to inform them of the types of assistance available under the declaration and the means by which funds are provided for eligible disaster assistance projects. The applicant must submit a Notice of Interest within 30 days after the area is designated eligible for assistance.

Eligible applicants for assistance are States, political subdivision of States, Indian tribes or authorized tribal organizations, Alaska native villages or organizations, and qualifying private nonprofit institutions within the designated disaster area. Eligible private nonprofit institutions are educational, utility, emergency, medical, custodial care, and those providing essential services of a governmental nature.

Following the briefings, a Federal/State/local team inspects every damaged site. Federal engineers prepare Damage Survey Reports (DSR) to provide a recommended scope of work and estimated costs in accordance with FEMA eligibility criteria. These criteria allow repairs or restoration of facilities to their pre-disaster condition in accordance with applicable codes, specifications, and standards. For insurable facilities within the identified base floodplain, the amount of flood insurance recovery which would have been payable had the facility been insured to the maximum under a standard flood insurance policy will be subtracted from otherwise eligible costs. A Single Project Application is submitted by the State to the FEMA Regional Director for approval. The State serves as the grantee for the program with overall program management and financial responsibilities.

Under a major disaster declaration, assistance may be approved to fund a variety of projects, including:

- Clearance of debris, when in the public interest, on public or private lands or waters;
- Emergency protective measures for the preservation of life and property;
- Repair or replacement of roads, streets and bridges;
- Repair or replacement of water control facilities (dikes, levees, irrigation works, and drainage facilities);
- Repair or replacement of public buildings and related equipment;
- Repair or replacement of public utilities;

Under an emergency declaration, assistance may be approved for public health and safety, emergency measures necessary to save lives, clearance of debris, protection of property, and to lessen or avert the threat of a catastrophe.

An eligible recipient may receive a small project grant for each project where the Federal estimate of costs for an individual project is less than \$36,500 (this figure is adjusted for inflation annually). In such cases, payment of the Federal share will be made by the State immediately following approval. The Federal share is established for each declared event, but will not be less than 75 percent of the approved estimate of eligible costs. For projects approved over \$36,500, Federal funding will equal the Federal share of the actual eligible costs documented by a grantee and payment will be in the form of advances or reimbursement. Recipients may also elect one of the following funding options:

- Improved projects - The Governor's Authorized Representative may grant approval, if a recipient desires to make improvements, but still restore the pre-disaster function of a damaged facility. Federal funding for such improved projects will be limited to the Federal share of the approved estimate of eligible cost.
- Alternative projects - The recipient may elect not to restore a damaged facility and instead use the funds from that facility to repair or expand other selected public facilities, to construct new facilities, or to fund hazard mitigation measures as alternate projects. Federal funding for alternate projects will be 90 percent of the Federal share of the approved estimate of eligible costs. FEMA must approve all alternate projects before work is started.

The applicant must comply with appropriate hazard mitigation, environmental protection and floodplain management regulations as a condition for receiving Federal disaster assistance.

Other forms of assistance that may be made available under a presidential declaration of a major disaster include:

- Community disaster loans from FEMA to communities that may suffer a substantial loss of tax and other revenues and can demonstrate a need for financial assistance in order to perform their governmental functions;
- Repairs and operating assistance to public elementary and secondary schools by the Department of Education;
- Use of Federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various Federal agencies;
- Repairs to Federal-aid road systems when authorized by the Department of Transportation;
- Repairs to projects when authorized by the US Army Corps of Engineers or the Soil Conservation Service of the US Department of Agriculture.

Attachment #6 - Federal Assistance without a Presidential Declaration

NOTE: This information was accurate at the time this document was in press. Consult with the County Emergency Management Director or his designee for the current regulations regarding federal disaster assistance.

In many instances, disaster assistance may be obtained from the Federal Government and voluntary agencies without a Presidential declaration of a major disaster or an emergency. Federal establishments, particularly military installations which are located in or near the disaster area, may provide ***immediate lifesaving assistance***, if the service requested is not an immediate life threat, their assistance will need to be coordinated with IEMA through City of Alton Liaison (Fire Chief). Other Federal agencies may be able to provide assistance under their own statutory authorities.

Search and Rescue

The United States Coast Guard or other Armed Forces units may assist in search and rescue operations, evacuate disaster victims, and transport supplies and equipment. (see paragraph above)

Flood Protection

The US Army Corps of Engineers has the authority to assist in flood fighting, and rescue operations and to protect, repair, and restore certain flood-control works that are threatened, damaged, or destroyed by a flood. They also have authority to assist States for a 10-day period subject to specific criteria.

Fire Suppression Assistance

The Stafford Act authorizes the President to provide assistance, including grants, equipment, supplies, and personnel, to a State for the suppression of a forest or grassland fire on public or private lands that threatens to become a major disaster.

Health and Welfare

The Department of Health and Human Services may provide assistance to State and local welfare agencies and to State vocational rehabilitation agencies. The Public Health Service can aid States and local communities in emergency health and sanitation measures. The Food and Drug Administration may work with State and local governments in establishing public health controls through the decontamination or condemnation of contaminated food and drugs.

Emergency Conservation Program

The State Director may designate areas eligible for the Emergency Conservation Program of the Agricultural Stabilization and Conservation Service, US Department of Agriculture. This

program provides for cost-sharing grants to rehabilitate farmlands damaged by natural disasters.

Emergency Loans for Agriculture

The Farmers Home Administration may make emergency loans to farmers, ranchers, and aquaculturists in areas designated as eligible by the Secretary of Agriculture of the Administrator of the Farmers Home Administration.

Disaster Loans for Homeowners and Business

The Small Business Administration (SBA) can provide both direct and bank-participation disaster loans to qualified homeowners and businesses to repair or replace damaged or destroyed private property when the Administrator of SBA declares a disaster loan area under SBA's statutory authority. Economic injury loans can help small firms suffering economic losses as a result of a disaster.

Repairs to Federal Aid Road Systems

The Federal Highway Administration of the Department of Transportation can provide assistance to restore roads and bridges on the Federal Aid System.

Tax Refunds

The Internal Revenue Service can assist individuals in applying for casualty losses resulting from natural disasters.

Department of Defense

The Stafford Act authorizes the President to utilize personnel and equipment of the Department of Defense to remove debris or provide temporary restoration of essential public facilities and services in the aftermath of an incident that may ultimately qualify for a major disaster or emergency. The Governor of a State must request such assistance through the FEMA Regional Director and should support the request with a finding that such work is essential for the preservation of life and property. When authorized, the work may only be carried out for a period not to exceed 10 days.

Attachment #07 - Statewide Emergency Medical Services Resources

Number of licensed ambulance vehicles:	2,945
Percent of state population covered by 911:	64%
Number of EMS personnel:	
Basic EMTs	20,334
Intermediate EMTs	624
Paramedics	15,590
Number of EMS Services:	
Fire department (paid)	309
Volunteer squads	11
Private ambulance services	147
Municipal	13
Hospital based	25
Funeral home	14
Industrial	6

Illinois Medical Emergency Response Teams (IMERT)

A standard IMERT response will consist of two medical teams of four to five medical personnel and additional support staff. The team will be comprised of a Physician (MD or DO), Registered Nurse (RN), Emergency Medical Technician – Paramedic (EMT-P), and one or two other members with a minimum of EMT-Basic qualifications. IMERT teams are available to respond to mass casualty incidents anywhere within the State. Activation must be ordered by the Director of the Dept. of Public Health. This activation should be requested through either the Madison County Emergency Management office or a mutual-aid request through MABAS.

NDMS Program Coordinator
Naval Hospital Great Lakes
Attn: POMI Department
NDMS Coordinator
Great Lakes, IL 60088-5230
(708) 688-3843

Attachment #08 - National Donations Information System FAQ

The National Donations Information System (NDIS) consists of the donations 800 number, the call-center based at FEMA headquarters or a satellite office, the management software, and a centralized donations database. The purpose of NDIS is to provide to the public an opportunity to register its offers of goods and services, and to share the data with the users in the affected State(s) - the Donations Coordination Team (s).

The 800 Number

The Donations 800 number service or "hotline" will be made operational as soon as possible after the disaster or in a timely manner in the anticipation of a large-scale disaster. Giving the public the earliest opportunity to communicate with an informed donations phone-bank operator is one of the keys to reducing the flow of unsolicited shipments to the disaster area. Currently, the 800 number is established for large-scale disasters where there appears to be a need for a central mechanism for the public to make their offers known to disaster donations specialists.

Who sets up the number and call-center?

FEMA is prepared to activate the national 800 number for disaster donations on an immediate basis. FEMA performs this service in support of the affected State(s) because telecommunications may be affected in the disaster area precluding the establishment of such a system in the affected State. It is a support service that relieves the State and local government of organizing a phone-bank and answering tens of thousands of phone calls.

A State 800 number

There are occasions when it may be most effective to have the 800 number operation established in the State. For example, when there are ongoing emergency conditions such as the extended need for sandbaggers in the Midwest Floods of 1993, the fastest way to direct volunteers to the levee sites was through the State operated 800 numbers. A national number could not provide such immediate service to volunteers, many of whom were needed.

Who should use the 800 number for donations?

All interested donors should go through the same system. Many initiatives, efforts, and local-heroic-collection-drive-daredevils may insist on special attention. But the first step has to be to register through the 800 number for three reasons:

1. Initial screening of the offer is conducted by the phone operator.
2. The correct person for the donor to negotiate with is a donation specialist
3. Equity -- Everyone should be treated fairly.

Attachment #09 - Planning Considerations - Cash Donations FAQ

Why is cash often said to be the preferred type of donation?

There are many advantages to making a cash contribution to a voluntary organization that is working in the disaster area. Cash helps the voluntary agencies meet the precise needs of the disaster victims in the community. Spending money in the disaster-affected community will help with the local economy whereas many free donated goods will compete with local businesses in the disaster area. Sending cash rather than truckloads of goods avoids the often difficult, labor-intensive logistical tasks such as off-loading goods, sorting, storing, repackaging, and re-shipping the goods.

How should local government prepare for cash donations intended for disaster victims?

Consistent with one of the most important underlying principles in donation management, the government role is to support, strengthen, and build upon the existing network or capacity of the voluntary organizations active in disaster response and recovery. The donating public calling should be given the full list of the well-established voluntary organizations active in disaster that are confirmed to be fully involved in the disaster operation. The public can choose to which organization they will contribute.

What should local government consider if a donor prefers to donate to local government and not to contribute to a voluntary agency?

Chapter 7 of the Alton City Code gives the Mayor the authority to declare a “civil emergency” and take whatever actions are necessary to protect the citizens of Alton and mitigate the disaster situation. Under this authority, it is possible for the Mayor to establish a special fund for donations from the public. However, this practice is strongly discouraged. It should always be remembered that the development of a highly visible State or Local fund for disaster relief may compete directly with the efforts of the traditional voluntary agencies that depend largely on donations of all kinds from the American public.

How can the list of cash eligible voluntary agencies be settled upon?

It is FEMA's strong position and advice to local government to support the traditional and well-established voluntary organizations active in disaster response and recovery. These organizations are all members of the National Voluntary Organizations Active in Disaster (NVOAD). Other organizations may emerge at the time of the disaster; however, the long history of involvement of the NVOAD member organizations underscores their long-term commitment to disaster relief. They are resourceful organizations that serve disaster victims in a highly efficient and effective manner.

Attachment #10 - Planning Considerations - Managing Goods

What is meant by a "value-added" donation?

It simply means making a good or service more desirable by preparing it properly for shipping, receiving, and distribution.

What kind of things can be done to better "prepare" goods?

Above all, any good must be something needed by the disaster stricken community. Listen to the media releases and send only goods that the community is requesting. Properly pack and secure the items for shipping and storage.

Clothing

Clothes, particularly used clothes, are most often taboo - not needed. However, the guiding rule regarding what is needed for any item is that if there is an established, experienced voluntary organization active in the disaster response that reports it is prepared to accept an item for distribution to disaster victims the item can be said to be something needed. This may include particularly new clothing. Clothes should be sorted by category (age, sex, and type). Local climate and culture should be considered in deciding what kinds of clothes to donate.

Food

Food distribution systems may be affected but there is often an intact food supply in the region. Nevertheless, food that is appropriate to the local culture and clearly packed and labeled can be a highly desirable donation based on the need. Perishable food is discouraged.

Medicines and Medical Supplies

These are only valuable and appropriate when made in direct coordination with an experienced relief agency or government health agency. Shelf life of at least six months for medicine is preferable.

Baby Items

These are often reported to be useful items for disaster affected families. This includes baby food and diapers.

Clean-Up Supplies and Work Tools

Tools including shovels, buckets, wheelbarrows, work gloves, chain saws, high powered water hoses, and mops are all useful in most disasters. Large-scale destruction in a community creates a need for work tools. Donations of such tools can be made directly to victims or to the volunteer groups that are prepared to assist. A variety of clean up supplies will be offered.

Attachment #11 - Planning Considerations: Media Relations and Resource Management

Working with the media prior to a disaster event helps. The media can provide many constructive services, such as public service announcements, affairs shows, and specials. Donation spokespersons must know what they want to say. Key messages should be passed along, and frequent access to informed officials should be provided. Control and manage the information output.

Facilitating media interviews with victims can help relief agencies; however, when such interviews are limited to a few selected individuals with particularly traumatic or dramatic experiences, the larger picture can be distorted. Attempting to stonewall, whitewash or minimize obviously negative situations will destroy the credibility of authorities.

The media are generally responsible and act in the public interest. Media are important for stimulating donations, and the media can help insure donations are appropriate to the needs.

Relief agencies should be specific and coordinated in their initial reports to best shape immediate public response. Footage showing the flood of donations helps disseminate the message quickly.

A major disaster is treated as fast breaking news, so plan to answer questions fast. Printed news releases are good for background, situation reports, and statistical information updates; however, live interviews, from some source, will be put on the air. It is best if the person interviewed is an official and informed source. The same questions and areas of interest are generally repeated by the media in every disaster. Public Information Officers (PIO) and officials must plan the responses and be available prior to the various media deadlines with candid answers.

Messages to the media need to be coordinated by the appropriate personnel at each level before they are released to the press. It is best if the story is consistent at local, state and Federal levels.

An effective method in dealing with the media is through a Joint Information Center (JIC), where several representatives of the various voluntary and government agencies meet to coordinate media relations. Although each agency remains responsible for its own media relations, the JIC makes it possible to have accurate and consistent information for the public. In news conferences at the JIC, each voluntary agency may have a representative on a panel and can answer general or specific questions.

The media is increasingly familiar with the Joint Information Center approach. They realize it may be their best opportunity to get updated information; however, the media much prefer to get original stories. Media generally do not like to be part of a media pool or have their access limited. Attempting either, unless absolutely necessary will probably backfire and create media hostility.

Active media relations should be practiced. Contact reporters and provide them with good, solid information on which to base their reporting. Encourage reporters to check their facts carefully with the JIC before reporting their stories. Maintain a regular schedule of information releases to

State and local governments, to the volunteer agencies, and to elected officials. The frequency of these releases will depend on the situation. Make provisions to provide multi-lingual and hearing-impaired capabilities in the area of information dissemination. The media must have regular access to informed officials.

Coordination between disaster response officials and the media on meeting media deadlines is important. More effective use of the media is possible when plans include media deadlines. TV, radio, local press, national press, and wire service requirements are all different. Expect many requests from foreign media for interviews. Millions of dollars in cash donations are received from foreign sources during major disasters, and foreign media shares the credit.

Attachment #12 - Donations and the Private Sector FAQ

Who is the Private Sector?

The name private sector in this section means: A business or a "broker" which offers a product or services to assist disaster victims; or an association which represents their members (several/many businesses) which could have a product or service for sale or offered for donation (or a combination of the two).

Aren't all companies really interested in selling their product?

Many government officials are suspicious of representatives calling from a company. Be careful not to treat private sector callers as "vendors". Many companies are very generous and offer products which are useful to victims. Often companies with a positive experience with Donations Managers also give cash to solve other disaster needs. Donation management is one means of developing a long-term relationship with a helpful company.

Why do companies offer their goods/services for disaster victims?

Many things motivate companies to offer donations, for example, to: move extra products which may not sell at full price; introduce a name brand into a new/existing market; increase visibility to stimulate sales; and attract attention to their community spirit and good citizenship.

Can government accept donations?

Most governments have the legal authority to accept donated goods. You should seek guidance from your jurisdiction on the legal aspects and policy toward accepting goods and services. (Many jurisdictions refer most offers to private and voluntary organizations that specialize in the type of material being offered.)

Do governments use donated goods and services? Don't we just buy what we need?

Governments are feeling the pressure to do more with less just like every organization. Many governments use donated supplies and services to augment their resources. Common sense should prevail when dealing with offers, and each donation manager should aggressively pursue offers of goods/services which could assist victims.

What role do industry associations play in the donation process?

Associations can be very helpful by spreading the list of priority needs through their membership. Some associations like the International Bottled Water Association (IBWA) have informed their members when bottled water is needed and have coordinated their members' donations. This coordination helps to ensure that enough, but not too much, product reaches the disaster area and that it arrives at the right time.

Will associations solicit their members for product and services?

Many associations have participated in various disaster responses. There are more than 23,000 associations with millions of members. Mobilizing these organizations and their local members can become a major resource for disaster response, preparedness, and mitigation. Coordinating with them before a disaster or early into the response phase usually reduces the confusion of unneeded and inappropriate materials arriving unannounced at the disaster site.

Are donations important, isn't it really just damage control of unneeded and unwanted and inappropriate materials arriving unannounced at the disaster site?

Donations to voluntary organizations and even to governments have become a major resource following disasters. For example, after the Midwest Floods, FEMA calculated that donations to flood victims were valued at several million dollars. The American Red Cross has a full time In-Kind Donation program and staff.

How aggressively should I manage the donation process?

Donations, even though they are "offered," often take a lot of work to make them finally happen. Passing the information on to a colleague or counterpart is not the end of your responsibility. Checking on the status of the donation will often reveal a small detail that has stopped an important "offer". Sometimes the packaging, specialized transportation requirements, or the lack of coordination can stop or delay something that is needed immediately.

Can government pay some of the expense of a donation just to make the offer successful?

When a product or service that is a priority need is offered for donation, it is possible to pay for a related service that will ensure that the donation can be used. For example, there is no prohibition against government paying the transportation for a product that is badly needed. Often paying the transportation is a small amount of the total value of the goods being donated. However, if the product has little value and the transportation is expensive, ask the "offering party" to donate the value of the fuel or the transportation expenses rather than the product.

Attachment #13 - Resource Reception Center & Site Specifications

The Resource Reception Center is a large facility equipped to receive undesignated and designated materials, which have not been directed to other locations. Located outside (perhaps 5-7 miles outside) of the disaster area. It should be equipped with ramps, unloading equipment, covered storage space, flood lights, and conveyor belts, in order to expeditiously load, unload, sort, store, and/or dispatch goods on a 24-hour basis to smaller distribution centers or operational sites. The center would be co-managed by government and Voluntary Agencies.

Resource Reception Center Site Specifications

- The choice of sites for undesignated and designated materials should be jointly considered by key participants (Local government, State government, voluntary agencies, and Federal government), since all will be affected by location and types of operating facilities chosen.
- The geography of the State and the actual location of the affected area(s) will determine the logical locations for resource reception centers. There may be need for at least one staging area or resource reception center to accommodate goods coming in from each direction.
- The site should be placed sufficiently distant from the affected area in order to keep the anticipated traffic congestion in the disaster area to a minimum.
- In addition to road considerations, centers should be located within proximity to air, rail and water transport routes when possible. All resource reception centers should have helicopter pads on the immediate grounds.
- Resource reception centers for undesignated and designated goods should be large enough to accommodate at least representatives from all key organizations involved in resource management. One site may be used as the coordination hub, if not located at the State EOC or Disaster Field Office (DFO).
- The organizational structure of the center should reflect the Incident Command System (ICS) whereby operations, logistics, planning, and finances are separate functions. Benefits of this system are in the ability of outsiders to come into the system at a future time and be able to operate within a familiar organizational structure.
- Centers should have access to local labor sources and should have adequate parking space for a large number of workers at any one time. There are times when the number of volunteers working on a shift may

be measured in thousands.

- Covered storage space (tents, exposition hall, auditorium, gymnasium, etc.) is essential in order to shelter goods and workers from the weather and provide a measure of security. Approximately one quarter million square feet of covered space was needed for the Florida Relief Center during the Hurricane Andrew relief effort. This is a useful index for planning a similar facility.
- The facility should have at least one loading dock and considerable room for several trucks to unload at a single time. There should be sufficient room for an 18-wheel truck to turn and maneuver.
- The site should have a first aid station and a designated safety officer responsible for monitoring all activities involving heavy equipment and ensuring that appropriate safety measures are followed by staff at all times.
- Billeting for site staff must be considered. A large number of out-of-town volunteers may arrive to work at the facility. Either a facility with built-in billeting for several hundred individuals, tent space on the grounds, or a combination of both may meet the billeting requirement. An alternative is to provide shuttle service for volunteers and staff to and from local motels or hotels. Volunteers should be advised to come to the area prepared to support themselves to some extent and be as independent as possible to support themselves.
- Sanitation for volunteers and staff is a requirement. Port-o-Johns and hand-washing facilities will be required.
- Arrangements for feeding volunteers and staff need to be made. Mass feeding may be available through a voluntary agency with a mobile kitchen. Otherwise, shuttle service to local eateries may be necessary.
- Waste disposal operations and procedures need to be defined. There is likely to be considerable cardboard, paper, metal, and spoiled or unsafe containers of goods that require proper disposal. Maintaining an ongoing waste disposal subcontract may be necessary, particularly if hazardous materials become involved.
- Road signs directing vehicles and trucks to the resource reception centers should be properly placed and clearly understandable.

Attachment #14 - NDIS Standard Donations Offer From

Date:	Operator:	Offer: COMMODITY / SERVICE	
Category:		Sub-Category:	
Description:			
Quantity (Units/Measures):		Pallets: YES / NO	
Packaging (Amount/Size/Type) :	Amount:	Size:	Type:
Transportation: YES / NO / UNCERTAIN			
Resource Location:			
Estimated Value:			
Last Name:		Appellation:	
First Name:		Title:	
Phone 1:		Phone 2:	
Fax:			
Organization:			
Address 1:			
Address 2:			
City:		State:	Zip:

Attachment #15 - National Voluntary Organizations Active in Disaster

Name	Address	Phone
Full Members		
Adventist Community Services	9705 Patuxent Woods Dr. Columbia, MD 21046	(443) 391-7253
American Red Cross	17th and D Streets, N.W. Washington, DC 20006	(202) 303-4233
American Radio Relay League, Inc.	225 Main St. Newington, CT 06111	(203) 666-1541 (888) 277-5289
Ananda Marga Universal Relief Team	2502 Lindley Terrace Rockville, MD 20850	(301) 738-7122
Catholic Charities USA	1731 King Street, Suite 200 Alexandria, VA 22314	(703) 549-1390
Christian Disaster Response	PO Box 3339 Winter Haven, FL 33885	(863) 967-4357
Christian Reformed World Relief Committee	2850 Kalamazoo Avenue, SE Grand Rapids, MI 49560	(616) 241-1691
Church of the Brethren General Board	PO Box 188 New Windsor, MD 21776	(410) 635-8731
Church World Service Disaster Response	475 Riverside Drive #626 New York, NY 10115	(212) 870-3151
Episcopal Church Presiding Bishop's Fund for World Relief	815 Second Avenue New York, NY 10017	(212) 922-5153
Friends Disaster Services	241 Keenan Road Peninsula, OH 44264	(216) 650-4975
Inter-Lutheran Disaster Response	4865 Hamilton Boulevard Wescosville, PA 18106	(215) 395-6891
Mennonite Disaster Services	583 Airport Rd. Lititz, PA 17543	(717) 735-3536
Nazarene Disaster Response	PO Box 73388 Washington, DC 20056	(800) 846-2269
National Organization for Victim Assistance	510 King Street Ste. 220 Alexandria, VA 22314	(703) 535-6682

Points of Light Foundation	101 Marietta Street Ste. 3100 Atlanta, GA 30303	(404) 979-2900
Presbyterian Church (USA)	100 Witherspoon Street Louisville, KY 40202	(502) 569-5000
REACT International, Inc.	242 Cleveland Avenue Wichita, KS 67214	(316) 263-2100
The Salvation Army	615 Slaters Lane Alexandria, VA 22313	(703) 684-5526
Second Harvest	116 South Michigan Avenue, Suite 4 Chicago, IL 60603	(312) 263-2303
Society of St. Vincent De Paul	58 Progress Parkway St. Louis, MO 63043	(314) 576-3993
Southern Baptist Disaster Relief	4200 North Point Pkwy. Alfaretta, GA 30022	(833) 736-3467
United Methodist Committee on Relief	458 Ponce de Leon Avenue NE Bldg. A Ste. 1 Atlanta, GA 30308	(800) 862-4246
Volunteers of America	3813 N. Causeway Boulevard Metairie, LA 70002	(504) 837-2652
World Vision Relief and Development	919 West Huntington Drive Monrovia, CA 91016	(818) 357-5959
Affiliate Members		
International Association of Jewish Vocational Services	1845 Walnut Street, Suite 608 Philadelphia, PA 19103	(215) 854-0233
Volunteers in Technical Assistance	1600 Wilson Boulevard, Suite 500 Arlington, VA 22209	(703) 276-1800

Attachment #16 - Planning Considerations: Volunteer Resources

Recognizing that volunteer groups are approached and coordinated in different ways, it is necessary to establish categories for these groups. For our purposes, there are four categories of volunteers: Professional, Traditional Affiliated, Spontaneous from Within the Affected Area, and Spontaneous from Outside the Affected Area. The City of Alton will refer volunteers to the multi-agency Volunteer Coordination Center.

Professional

These are emergency personnel from jurisdictions outside of the response area. They may be attached to emergency operations in their home regions. Professional personnel are certified or licensed, and include physicians, EMT's, nurses, and fire fighters. Often regulatory agencies within the affected area may waive or relax local certification requirements when there is a need for these people.

Traditional Affiliated

These volunteers are attached to a recognized voluntary agency. They are pre-trained for disaster response by the agency with which they are enrolled. This group forms the core cadre for para-professional and non-professional volunteers.

Spontaneous From Within the Affected Area

Living within the affected area, these volunteers generally feel motivated by a degree of community ownership of the disaster. They have no association with recognized voluntary agencies and may have no formal training or relevant skills.

Spontaneous From Outside the Affected Area

These volunteers are not from within the impacted area and have no prior affiliation with recognized voluntary agencies. They may or may not have relevant skills. A pragmatic approach dictates whether local volunteers or outside-the-area volunteers are used in a given situation.

Volunteer Management Assumptions

The following is a list of the underlying assumptions for the management of volunteers responding to a disaster situation:

1. There is an established and verified need for volunteers.
2. Agencies accept and manage their own volunteers.
3. All volunteers must be screened, and this is an on-going process.
Screening is done by individual agencies to various degrees, using a range of methods.
4. Agencies should not discriminate in the employment of volunteers.

5. Equal access to volunteers should be exercised among communities in need.
6. Equal access to volunteers should be exercised among agencies using volunteers.
7. Volunteers come from within the affected area, as well as from regional, state, national, and international origins.
8. Volunteers deserve to be treated with dignity and respect, recognizing the competence and spirit they bring to the response/recovery efforts.
9. Voluntary agencies must be collaborative and inter-dependent. One organization depends upon another for resources and referrals. Therefore, a strategic distribution of volunteers is necessary.
10. Successful recovery efforts in a community impacted by a disaster require the use of volunteers.

Concerns regarding Unaffiliated Volunteers

Local emergency managers should expect that unaffiliated volunteers will present themselves for service in the affected area. Planning and organization are necessary for managing this group.

Unaffiliated volunteers are generally driven by the same altruistic motivations that move affiliated volunteers. In addition, unaffiliated volunteers include highly competent individuals capable of providing quality service. As a result, discouraging this class as a whole is not usually helpful.

Voluntary agencies prefer to use affiliated volunteers because they have the following characteristics:

1. A demonstrated commitment of time and effort to the work of the disaster relief;
2. Orientation, training, and expertise in response/recovery procedures;
3. Disciplined and highly responsive to direction from the organization's managers;
4. Local, protective, and supportive of their agency.

New and Spontaneous Organizations

There are two categories of new disaster agencies. They are long-standing agencies without any history of disaster relief works, and ad hoc groups that spring into existence in the aftermath of a disaster.

New organizations, which have 501(c) 3 status, should be referred to the State VOAD for inclusion in relief operations and monitoring.

Problems associated with spontaneous organizations may include:

1. Misrepresenting established voluntary agencies.
2. Misappropriating funds.
3. Misuse of equipment.

4. Lax safety and security.
5. Attracting a criminal element.

Generally these types of problems attach a measure of dishonor and disrepute to the volunteer community as a whole, which leads to a degree of morale problems throughout the community.

Attachment #17 - Workers' Compensation Coverage

Volunteers are eligible for coverage under the Workers' Compensation laws **ONLY** if they are working under the auspices of the Madison County Emergency Management Agency.

All volunteer labor should be coordinated through the County Emergency Management Agency before being allowed to perform work in the disaster area. Generally, this means contacting the Madison County Emergency Management Director and getting authorization to mobilize a volunteer force. Names, addresses, and social security numbers of all volunteers will be required.

Emergency Public Health Annex

Emergency Public Health Annex

Primary Agency: Madison County Health Department

Support Agencies: American Red Cross
City of Alton Fire Department
City of Alton Police Department
City of Alton Public Works
Madison County Coroner's Office
Madison County Transit (City Link)
Madison County Sanitary District
Illinois-American Water Company

I. PURPOSE

- A. It is the purpose of this annex to outline procedures and allocation of responsibilities of personnel of the Madison County Health Department (MCHD) in response to local disaster/emergency, and to provide reference information on other available public health disaster resources.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. MCHD is a county agency that is also tasked with serving the population of the City of Alton.
2. MCHD operates under statute authority adopted by and under the governance of the Madison County Board of Health, which is the County Board
3. MCHD provides a variety of programs that support the core functions of public health. These programs include efforts at communicable disease control including disease surveillance, epidemiology and prevention through activities such as immunizations and inspections and training of food service establishments, vector control programs and child blood lead testing. Other population-based programming includes community health needs assessment, health promotion and education activities, as well as breast, cervical and prostate screening and referral programs, vital records, and management of the Vaccine for Children programs for various providers. Environmental health activities also include inspection and permitting of private wells and private sewage treatment systems. The agency is also active in enrolling clients into the All kids program.

4. MCHD collaborates with other community health providers and is active on community and state committees, coalitions, and task forces to work toward improving the health and well being of the county's residents.
5. MCHD provides training opportunities for educational programs of local schools of nursing
6. MCHD and support agencies participate in emergency response planning and preparedness activities to the extent of anticipated involvement.
7. MCHD maintains an agency emergency response plan that includes functional assignments, a crisis communication plan and resource lists
8. MCHD is the coordinating link between a local incident and the Illinois Department of Public Health. The statewide Health Alert Network (HAN) is in place to provide surveillance and alert communications. A statewide Hospital Health Alert Network (HHAN) is developed by IDPH.
9. Surveillance and epidemiological investigation of cases of communicable disease occurring in Madison County is done continuously by MCHD in conjunction with local medical and laboratory providers. Diseases include tuberculosis, sexually transmitted disease, and vaccine preventable disease.
10. Surveillance for naturally occurring, accidental or naturally occurring manmade biological threats will be done continuously by MCHD in conjunction with local medical and laboratory providers as well as State agencies. MCHD also coordinates these surveillance efforts with three hospital infection control programs and local reporting laboratories.
11. This annex would be activated in situations of beyond normal operating conditions which would affect large numbers of residents, water and wastewater utility services, require sheltering of residents away from their homes, numerous business which the MCHD licenses, and cases of diseases listed as possible use in weapons of mass destruction. These situations may include floods, tornadoes, hazardous materials incidents, biological threats and mass casualty events.

B. Assumptions

1. Public health disaster response varies depending upon the nature of the disaster. Disasters which require a public health response may include natural disasters (such as floods and tornadoes), technological events (such as a hazardous materials incident including chemical and radiological events), biological threats (including naturally occurring as well as accidental or intentional man-made incidents), and mass casualty events.

2. Disaster response measures that may necessitate public health involvement include mass sheltering, mass immunization/prophylaxis, and quarantine measures, environmental assessments of shelters, food and water supplies, and sanitary facilities and dissemination of related health information
3. In the case of naturally occurring or covert manmade biological disasters, public health systems will play a primary role in event recognition.
4. In the case of an overt manmade biological disaster, public health systems will play a primary role in incident command and will coordinate activities with police, FBI, and other agencies involved in criminal investigation.
5. Public health resources located in the jurisdiction should be available for use during disaster situations. A large-scale disaster could overwhelm health capabilities requiring coordination and use of mutual aid and/or assistance from State agencies.
6. Responding agencies may be understaffed if employees or their family members are victims or are unable/unwilling to report to work.
7. Victims expecting medical treatment may present themselves to MCHD department if medical care facilities are inaccessible. MCHD has no resources to provide medical treatment.
8. Agencies or departments involved in a health care emergency response shall preserve legal documents and other vital records pertinent to any participating agency or department. The operation records are indispensable during disasters and must be preserved. They include:
 - a. Patient records
 - b. Surveillance data
 - c. Vaccine inventories and dispensing records
 - d. Embargo orders
 - e. Quarantine orders
 - f. Destruction orders
 - g. Closure/cease operations orders

III. CONCEPT OF OPERATIONS

Upon receipt of notification or discovering of a disaster emergency, MCHD will mobilize according to its agency plan. This plan includes the following:

A. Communications

1. External communication systems and protocols:

- a. In the event of a declared disaster emergency, the Director of Health will be notified through IEMA channels. MCHD will be reachable 24/7 through contracted answering service. In the event of the absence or unavailability of the Director of Health, a chain of command is established in MCHD operating guidelines.
 - b. Key informant and governmental agency call lists and protocols are established in MCHD operating guidelines.
 2. Internal communication systems and protocols:
 - a. 24-hour availability to the community is guaranteed under item “1” above along with coordination of key personnel schedules
- B. Resource systems and protocols
1. Personnel
 - a. MCHD Personnel will respond according to the agency emergency response plan and according to their assigned responsibilities.
 - b. MCHD will establish an agency Command Center to coordinate agency activities internally and with the EOC as requested.
 2. Department Library/Public Information Officer (PIO)
 - a. Information for the general public as well as information specific to medical providers and other disaster response personnel is available.
 - b. Risk communication and information distribution system is in place using email/fax distribution.
 - c. Health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, vectors, immunizations, disinfection protocols and other topics will be coordinated between the agency PIO and the City of Alton PIO.
 - d. Medical advisories and information specific to medical providers will be coordinated with IDPH.
 3. Laboratory Support
 - a. IDPH, Division of Laboratories will provide and coordinate laboratory support as necessary to the disaster.

C. Surveillance

1. Surveillance for disease syndromes will be heightened and coordinated with IDPH, local infection control specialists, veterinarians and other community providers as appropriate to the incident.
2. Coordination of vital records with Coroner.

D. Non-jurisdictional Resources

1. Coordination of public health response efforts including sharing of information, equipment, and personnel if appropriate, will occur between MCHD and surrounding local health departments.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. MCHD is under the direction of the Director of Health, who is appointed by the Madison County Board of Health, and certified by the Illinois Department of Public Health
2. The main function of **Administration** is to provide oversight and management of resources, financial, human, and facility, as well as provide agency support such as communications and central supply.
3. The largest group is the Public Health Services Division, which makes up the majority of the agency's workforce. This group conducts a variety of programs including communicable disease epidemiology, maternal, child, and adult health programs, and immunizations. The staff of this group includes registered nurses, and support staff.
4. The Environmental Health Group provides inspection and licensing of public eating and drinking establishments, private well and septic inspection and permitting. Staff in this group includes sanitarians, inspectors and support staff.
5. The Health Education and Prevention Group provide a variety of programs. Community health needs assessment (IPLAN) is centered here, as well as public information and educational programming. The staff of this group includes health educators, an epidemiologist and support staff. The public information officer for MCHD is also in this group.
6. The Public Health Emergency Response Group acts as an agency liaison coordinator for any Public Health Emergencies outlined in this document. The staff of this group includes the Emergency Response Coordinator and support staff.

A. Madison County Health Department – Responsibilities by Group

1. Administration - The Director of Health, MCHD, or designee, will:

- a. Assure that the city of Alton emergency response plan is implemented as necessary. Will relocate to EOC for this purpose when so requested, in order to assure that there is over-all coordination and management.
 - b. Coordinate MCHD Command Center with the City of Alton Incident Command Center, if one exists. Provide overall direction for the management, distribution and utilization of public health resources. In the event that the primary designated individual should not be available during a large-scale emergency or disaster, lines of succession for MCHD are as follows:
 - (1) Emergency Response Coordinator
 - (2) Director of Nursing
 - (3) Director of Environmental Health
 - (4) Fiscal Manager
 - (5) Director of Health Education and Promotion
 - c. Request pharmaceutical stockpiles, if situation warrants.
 - d. In the event of a biological incident, consult with the Communicable Disease Staff and Medical Advisor, and review incident reports and declare an emergency response level according to MCHD operational plan.
 - e. Suspend normal operations of the agency, depending upon scope of emergency.
 - f. Assists Group Directors with staffing decision.
 - g. Assure Risk Communication and other releases of information are coordinated through MCHD Public Information Officer (PIO) and City of Alton PIO, if one exists.
 - h. In the case of mass casualties, MCHD will coordinate Vital Records function with the County Coroner.
 - i. Maintains call-list, master ledger of staffing schedules and work times.
 - j. Opens and operates department switchboard.
 - k. Maintains records of resource expenditures during response and recovery.
 - l. Secures building and file systems.
 - m. Assures patient information held by MCHD is maintained as confidential, within parameters of the event and per direction of the Governor's office in the case of a disaster declaration.
3. Environmental Health
- a. Directs operations of field survey teams in making on-site investigations/inspections or other environmental health problems. Coordinates with other MCHD groups and with local/state organizations as appropriate.
 - b. Evaluate and designate problem areas with reference to water supply, sewage disposal, insect and rodent control, housing, food and solid waste storage, collection and disposal.
 - c. Secure information to/from EOC on:

- (1) Where public services are available and designated.
 - (2) Situation of public water supplies
 - (3) Situation of public sanitary sewers.
 - (4) Food sources and food storage areas.
- d. Assist in locating a nearby approved potable water supply source
 - e. Embargo and close food storage and preparation areas affected by the disaster until an evaluation can be made of the extent of damage or contamination of foods and products.
 - f. Check congregate care facilities and shelters and determine performance standards in cleaning, maintenance, and food handling and food preparation during the course of the disaster.
 - g. Check congregate care facilities and shelters for insects and rodents, and institute needed control measures. (Request assistance from pest control operators as needed).
 - h. In areas without sewage disposal services, obtain portable chemical toilets, inform people through PIO of the location of operable public sewage disposal facilities, or provide advice and assistance on location and construction of temporary emergency facilities.
 - i. Contact private solid waste and liquid waste haulers or implement emergency storage, collection, and disposal of solid and liquid waste. When appropriate, distribute information through PIO on disposal of garbage and other refuse items in trenches or pits.
 - j. Collaborate through Health Education and EOC in distribution of environmental health information by handouts or through mass media.
 - k. In the event of water or food borne disease, carry out epidemiological surveys in coordination with MCHD Communicable Disease Program, Illinois Department of Public Health (IDPH), and Illinois Environmental Protection Agency (IEPA), as appropriate.
 - l. In the event of a naturally occurring, accidental or intentional man-made biological disaster, provide support as indicated in operational plan.
 - m. Assures patient information held by MCHD is maintained as confidential, within parameters of the event and per direction of the Governor's office in the case of a disaster declaration.
4. Nursing Group
- a. MCHD shall, when able, assist as requested to sites in the disaster or emergency areas and/or mass shelter sites. Staff nurses will be responsible for assessing problems and expediting preventative and remedial care. Social workers will support mental health interventions.
 - b. Accept referrals and follow-up on health problems relating to communicable diseases
 - c. Coordinate mass immunization/prophylaxis distribution if necessary to disaster response.

- d. Manage and administer the biological components of the National or Illinois Pharmaceutical Stockpile, should the event require dissemination of the stockpile to Madison County to prevent or intervene in an outbreak/exposure to a biological hazard.
 - e. Provide Communicable Disease surveillance and control measures to include creation of epidemiological response team. Determine recommended clinical intervention as directed by appropriate authority. Coordinate efforts with IDPH.
 - f. Maintain epidemiological data, including summarizing and providing analysis of data as requested by Director.
 - g. Coordinate clerical and professional staff in support of the efforts of other programs within MCHD.
 - h. Assures patient information held by MCHD is maintained as confidential, within parameters of the event and per direction of the Governor's office in the case of a disaster declaration.
5. Health Education and Promotion Group
- a. Designation of Public Information Officer (PIO).
 - b. Follows and updates the agency crisis communications plan.
 - c. Coordinate with the City of Alton PIO and other involved governmental units to insure consistency of information released.
 - d. Coordinates press releases, regular and periodic press conferences.
 - e. Provides information from Library as needed or requested to assist in response.
 - f. Assigns staff to provide support as necessary according to operational plan.
 - g. Assures patient information held by MCHD is maintained as confidential, within parameters of the event and per direction of the Governor's office in the case of a disaster declaration.
- .

Supporting Agencies and their responsibilities include:

A. American Red Cross

- 1. Initiate sheltering.
- 2. Provide mental health support services.
- 3. Provide volunteer coordination.
- 4. Develop and maintain a pre-event community education program.
- 5. Provide disaster welfare inquiry assistance.

B. City of Alton Emergency Planning Committee

- 1. Provide notifications of appropriate agencies and personnel.
- 2. Coordinate resources and communications.
- 3. Manage the Emergency Operations Center.

C. City of Alton Police Department

Provide security at sites where mass immunization/prophylaxis distribution is occurring.

D. City of Alton Public Works

Assist with disposal of condemned perishable substances.

E. Coroner

Collaborate with MCHD Vital Records Program to assure timely distribution of death records.

F. Madison County Transit

Assist in transportation of victims to mass anaphylaxis/immunization distribution sites if necessary.

G. Illinois-American Water Company

Assist with distribution of potable drinking water.

V. PLAN DEVELOPMENT AND MAINTENANCE

A. The Administration of MCHD and the City of Alton Emergency Planning Committee should review this annex annually.

B. The City of Alton Emergency Planning Committee will assemble a team of representatives from support agencies to review and update this annex.

Law Enforcement Annex

Law Enforcement Annex

Primary Agency: Police Department

Support Agencies: ILEAS
Alton Public Works
Amateur Radio

I. PURPOSE

- A. This annex is designed to assign responsibilities and provide direction for the City of Alton Police Department in the event of a disaster within the City. This takes into consideration the responsibilities for notification, warning, communications, evacuation, law enforcement, and security for the citizens and their properties.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. During major emergencies or disaster, the Police Department may not have adequate manpower or resources in order to maintain normal law enforcement functions, as well as respond to the disaster.
2. In addition to the response to the disaster situation, all regular law enforcement activities relating to crime will have to be maintained. While research has shown that criminal activities go down in a disaster area, there is the strong potential for additional criminal activities outside of the disaster area in other parts of the City.

B. Assumptions

1. The lack of available manpower and resources may require the utilization of the pre-established mutual aid agreements with nearby law enforcement agencies. A larger disaster may require the assistance of State and Federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

A. General

1. In an emergency situation of great magnitude, the Alton Police Department would be required to notify other emergency response agencies and organizations of the implementation of the disaster plan, authorize the dispatch of the mobile command post, and activate off-duty personnel both commissioned and civilian divisions. General orders outline the procedures for this activity.

B. Inter-jurisdictional Relationships

1. A countywide mutual aid agreement, involving the county and several municipalities, is in effect in Madison County (See Attachment 1). The Police Department would retain authority for law enforcement within the jurisdiction during any disaster. Other jurisdictions would not become involved in an emergency unless requested through mutual aid.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Disaster situations are an expansion of the normal daily operations of the Police Department. These responsibilities include maintenance of law and order, traffic control, and crowd control. Security must also be provided for any public safety elements of local government involved in the disaster or in the disaster area. Functions of the Police Department during the time of disaster may include:
 - a) Maintaining law and order
 - b) Providing protection for citizens
 - c) Providing mobile units to conduct warning functions
 - d) Reporting observed damage and status reports
 - e) Carrying out evacuation procedures when necessary
 - f) Providing security and control traffic in and around disaster sites
 - g) Providing perimeter control for disaster area
 - h) Patrolling evacuated areas
 - i) Providing access control for emergency vehicles and personnel
 - j) Secure and transport any criminals or prisoners as necessary
 - k) Redirecting traffic around affected areas
 - l) Transporting medical personnel
 - m) Providing security for key facilities, including shelters and the EOC, if necessary.
 - n) Providing crowd and traffic control for staging areas
 - o) Notification of emergency personnel
 - p) Maintaining records of all law enforcement activities
 - q) Maintaining records of all expenditures due to the disaster
 - r) Supervising all volunteer forces related to law enforcement
 - s) Activating mutual aid agreements, as necessary
 - t) Coordinating local law enforcement activities with state and federal law enforcement agencies, as necessary.
 - u) Coordinate and command all ground search and rescue activities.

B. Phase of Management

1. Mitigation
 - a) Determine the vulnerability of private, public and governmental property in the potential disaster area as it relates to law enforcement.
 - b) Identify resources available for use in the disaster.
 - c) Identify key and critical facilities in areas with disaster potential.
 - d) Review and update plans on an annual basis.
2. Preparedness
 - a) Prepare plans and SOG's for disaster situations to include traffic control in and around the disaster area, emergency access control, evacuation, perimeter control, and registration of disaster victims.
 - b) Prepare SOG's for hazard specific contingency plans.
 - c) Train primary and support personnel.
 - d) Conduct exercises to review and update plans and SOG's.

3. Response

- a) Notification of emergency personnel.
- b) Warning of the public via public address systems or other methods as may be identified in the future.
- c) Initial assessment of disaster scene.
- d) Response of on-duty personnel and call-up of off-duty personnel.
- e) Initiation of mutual aid, if necessary.
- f) Provide law enforcement functions as indicated under Section IV, A.
- g) Request dispatch of the Mobile Command Post to the disaster scene.

4. Recovery

- a) Continue law enforcement services as long as required.
- b) Phase out emergency operations along with the mobile command post.

V. DIRECTION AND CONTROL

- A. The Alton Police Department will maintain authority and responsibility within its respective jurisdiction. The Chief of Police, or his designated representative, will report to the EOC at the time of activation.
- B. All general orders and standard operating guidelines of the department will be consistent with the City's overall Emergency Operations Plan.
- C. Routine law enforcement procedures will be utilized where feasible.

VI. ADMINISTRATION AND LOGISTICS

- A. Emergency Authority granted to law enforcement officials shall be as prescribed in appropriate legislation.
- B. Law enforcement agencies shall maximize available communication resources. In addition to providing for telephone communications in the Mobile Command Post, the need to augment existing radio communications with amateur radio groups and other communication organization shall be given high priority.
- C. The Police Department will provide for the security of the Mobile Command Post and EOC.
- D. A procedure will be developed for the timely submissions of the required reports and records.
- E. A complete listing of internal and external resources of the Police Department will be maintained at the Police Department and updated at least annually.
- F. A "disaster kit" will be developed, including all supplies, equipment, and records to be stored at the EOC to assure timely activation.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex is the responsibility of the City of Alton Police Department. It is to be coordinated with all other emergency service agencies in the City.

VIII. CONTINUITY OF GOVERNMENT

- A. If the Chief of Police is not available to direct emergency response operations, the lines of succession will be as follows:
1. Deputy Chief of Police;
 2. Uniformed Operations Captain;
 3. Criminal Investigation Lieutenant;
 4. Support Services Lieutenant.
- B. The standard operating procedures (SOG's) that are maintained at the Alton Police Department identify the emergency authorities that designated successors can assume and the circumstances under which those authorities become effective and are terminated.

ATTACHMENTS

- Attachment 1: Police Agency Mutual Aid Agreement
Attachment 2: Pre-Emergency Operations Checklist
Attachment 3: Response Operations Checklist
Attachment 4: Recovery Operations

ATTACHMENT 1 - Police Agency Mutual Aid Agreement

WHEREAS the undersigned agencies in the County of Madison, State of Illinois, a list of which parties is attached hereto as Exhibit A. are charged with the duty of enforcing the law and protecting their citizens from illegal activities; and

WHEREAS the parties recognize that concerted criminal activity or natural or man-made disasters can overload the capability of any one agency to respond immediately with sufficient manpower and equipment to adequately safeguard the lives and property of its citizens; and

WHEREAS each of the parties has manpower and other police resources available for immediate response and each of the parties recognize that it would be to the benefit to all parties to have these resources available to any party in an emergency:

NOW THEREFORE it is agreed by and among the undersigned parties as follows:

1. That the parties hereto mutually agree to provide law enforcement personnel and resources of their respective police agencies to any party when necessary to aid in the protection of lives or property in their respective jurisdictions. When it is determined by the Chief of Police or, in his absence, by the highest command officer of the police agency of any party who is available at the time that a party needs immediate assistance of one or more other parties, he shall make his request to the Chief of Police or highest available commanding officer of the police agency of any other party. In so requesting the nature of the situation and the type of assistance requested shall be specified.

2. The Chief of Police or highest command officer available in a police agency of the responding party, as provided in a written statement of procedures established by each police agency and distributed to all other police agencies, shall be authorized to respond to the request with such manpower and other resources as he believes he can furnish without endanger lives and property within his own jurisdiction.

3. All manpower or other resources which are dispatched by the responding agency to a requesting agency shall be subject to the direction of the Chief of Police of the requesting police agency which direction shall be issued through whatever supervisory structure may be furnished by the responding agency. The furnishing of manpower and other police resources shall without charge to any requesting agency, except that the requesting agency shall be responsible in the following situations:

a. In the event that equipment of a responding agency is damaged or destroyed, the requesting agency will reimburse the responding agency for any out-of-pocket expenses over and above insurance or other payments

b. In the event of an injury of any personnel of a responding agency, the requesting agency shall reimburse the responding agency for all actual out-of-pocket expenditures for medical services over and above insurance or other payments.

c. In the event of the death or disability of an officer of a responding agency the requesting agency will reimburse the responding agency for all actual out-of-pocket expenses in connection with medical treatment and/or burial expenses above those paid by the insurance or other sources. The responding agency, however, shall assume full and complete liability to the assigned officer or his dependents or estate for any compensation or pension rights and payments to which he or they might be entitled by virtue of his death or disability in the same manner and to the same extent as if the officer has suffered the death or disability while on regular assignment in his home jurisdiction.

d. In the event of a claim for civil damages rising out of the acts or omission of an assigned officer in the course of his duties for the requesting agency, including but not limited to liabilities under Chapter 24 Section 1-4-6, Illinois Revised Statutes, the liability, if any for such damages shall be

borne by the requesting agency in the same manner and to the same extent as if the assigned officer had been a regular officer of the requesting agency.

e. For the purposes of this agreement, an officer shall be considered in the service of the requesting agency from the time he is assigned or dispatched to the requesting agency until he returns to the jurisdiction of the responding agency after having been released by the requesting agency.

4. The failure of any party to provide law enforcement personnel or other resources under this agreement shall not be basis for any liability of any party hereto.

5. Any officer acting under the terms of his agreement shall have full police powers of an officer in the requesting agency.

6. This agreement shall be in effect from and after the date of its execution until terminated by any of the parties hereto, which terminations shall occur no sooner than 30 days after written notification of termination served upon each of the parties.

IN WITNESS WHEREOF the undersigned parties have affixed their signatures hereto by their respective authorized agents pursuant to resolution of their governing bodies on the dates indicated.

As of the 1st day of August, 2006 the following are parties to the foregoing Police Agency Mutual Aid Agreement:

Parties:

County of Madison
City of Alton
City of East Alton
City of Wood River
City of Granite City
Village of Bethalto

ATTACHMENT 2 – Pre-Emergency Operations Checklist

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

ATTACHMENT 3 – Response Operations Checklist

- ☐ Continue to train assigned law enforcement staff and volunteer augmenters to perform emergency functions.
- ☐ Report the appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the EOC and dispatch center during emergency operations.
- ☐ Assist in the dissemination of warning to the public.
- ☐ Limit access to the incident scene and evacuated areas during response operations.
- ☐ Provide protection and security for critical facility resources.
- ☐ Provide security in the disaster and other affected areas to ensure that private and public property are protected.
- ☐ Provide traffic control during an emergency.
- ☐ Provide vehicle security and parking in the reception area.
- ☐ Provide law enforcement in the reception centers, lodging, and facilities and emergency shelters.
- ☐ Protect prisoners in custody and arrange for their relocation and housing, if necessary, during emergency operations.
- ☐ Establish procedures for decontamination of law enforcement response personnel, equipment, supplies, instruments and facilities.
- ☐ Obtain the necessary protective respiratory devices, clothing, equipment and antidotes for law enforcement personnel to perform assigned tasks in hazardous radiological or chemical environments.
- ☐ Maintain dose records for law enforcement personnel and ensure that dosimeters are read at appropriate frequencies, if necessary, during emergency operations.

ATTACHMENT 4 – Recovery Operations Checklist

- ☐ Limit access to the incident scene and evacuated areas during recovery operations.
- ☐ Support cleanup and recovery operations during disaster events.
- ☐ Continue to provide law enforcement services as long as necessary.
- ☐ Release mutual aid resources.
- ☐ Assist in return of evacuees to homes.

Evacuation Annex

Evacuation Annex

Primary Agency: Police

Support Agencies: Fire
County Health Department
Public Works
PIO
Alton Public School District 11
Madison County Transit

I. PURPOSE

- A. This plan was developed in order to provide for an orderly and coordinated evacuation of the population of the City of Alton should the need arise due to a natural or technological disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

There are several situations that might require an evacuation of part or all of the City of Alton. Small scale, localized evacuations might be needed as a result of flood, hazardous materials accident, major fire, or a transportation accident or other event that would cause citizens to be in eminent danger. While, it is impossible to know exactly when situations will occur that might require evacuations, Attachments 1 and 2 show high-risk areas of hazardous materials and river flooding where evacuations could be necessary. Mass evacuation could be required in the event of an enemy attack.

B. Assumptions

It is assumed that the public will both receive and understand official information related to the evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so by City officials.

III. CONCEPT OF OPERATION

A. General

There are several factors that must be considered when planning for evacuation. Among these are the characteristics of the hazard itself. Magnitude, intensity, spread of onset and duration are all significant elements to be considered. Additionally, in a hazardous materials incident, wind speed, wind direction and other climatic factors should be considered. These will determine the number of people to be evacuated and the time and distance of travel necessary to insure safety.

B. Phases of Management

1. Mitigation

- a. Identification of areas potentially in need of evacuation.
- b. Discouragement of development in hazard zones, particularly in residential areas.

2. Preparedness

- a. Identification of population groups requiring special assistance during evacuation.
- b. Plan evacuation routes taking traffic capacities and deteriorating conditions into account.
- c. Public information about evacuation procedures.

3. Response

- a. Initiation of evacuation orders when necessary.
- b. Traffic and perimeter control as needed.
- c. Evacuation of elderly and handicapped, schools, nursing homes and other facilities where large numbers of people may be congregated.
- d. Provide public information on evacuation sites, reception centers, etc.
- e. Police protection for evacuated areas, routes and shelters.
- f. Designate reception areas.

4. Recovery

- a. Initiate return when possible.
- b. Traffic control.
- c. Public information activities.
- d. Establish Disaster Application Center (DAC) if appropriate.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Task Assignments

1. Disaster Planning Committee

- a. Development of evacuation plans.
- b. Coordination of public transportation resources.
- c. Coordination of reception centers, and temporary shelters.
- d. Establish Disaster Application Center (if appropriate).
- e. Public information

2. Police Department

- a. Issue all evacuation orders.
- b. Coordinate law enforcement activities.
- c. Property protection in evacuated areas.
- d. Perimeter control of evacuated areas.
- e. Safety and traffic control along evacuation routes.
- f. Security for shelters and reception centers.

3. Fire Department

- a. Recommend and advise on the necessity of evacuation if hazardous materials are involved.

4. Madison County Transit

- a. Provide buses and drivers to assist in evacuation.

5. Alton Public School District #11
 - a. Provide buses and drivers for evacuation if required.
 - b. Provide schools to be utilized as reception centers (shelters) if required.
6. Public Works
 - a. Identify potential problem areas along evacuation routes.
 - b. Counter potential traffic impediments to evacuation.
 - c. Assist with handling vehicles with mechanical problems.

V. DIRECTION AND CONTROL

A. General

1. The Mayor has the legal authority to issue an evacuation of all or part of the population from any stricken or threatened area based on staff's recommendations. However, this authority is usually delegated to the Incident Commander. The Police Department is the lead agency for the evacuation effort, with the Fire Department and Public Works Department providing support as necessary. All activities will be coordinated through the EOC or Incident Command Post, which will serve as the source of all direction and control. These activities include designating primary and alternate evacuation routes based on characteristics of the incident and/or upon the parameters of predictable hazards associated with the incident.
2. The American Red Cross will be the lead Mass Care service provider in any incident where the need for sheltering exists. The City of Alton EOC will coordinate the opening and closing of shelters with the American Red Cross.
3. Special needs populations in institutions will be evacuated according to their specific emergency plan. The City of Alton will provide resources to support institutional evacuations as needed.
4. After the situation has returned to normal, the return of people to evacuated areas will be conducted in an orderly fashion.

B. Hazardous Materials Incident

Upon the declaration of an immediate and dangerous emergency by the Incident Commander, the Police Department will evacuate an area around the incident. The size of the area to be evacuated will be based on the recommendations of the Incident Commander. The routes of evacuation, and staging areas for emergency responders will be determined by the Police Department command officer with the assistance of the Incident Commander. Once the immediate area has been evacuated, the Police Department will provide perimeter control of the evacuated area and stand ready to evacuate additional areas as required. The necessity for additional evacuation will be determined by the Incident Commander and put into effect by the Police Department command officer in charge at the incident command post. It is imperative to coordinate evacuation procedures with the liaison personnel at the incident command post to insure the safety of all personnel and evacuees.

C. River Flooding

In the event of local river flooding, some low-lying areas may have to be evacuated. Warning will be provided to those individuals and businesses affected.

VI. Small Scale Evacuations

All small-scale evacuations will be coordinated through the Police Department. The Mayor will appoint one or more representatives to act as liaison between the City and the host area government. The evacuees will be subject to the laws of the host area for the duration of their stay.

VII. CONTINUITY OF GOVERNMENT

If a department head is not available to direct emergency response operations, the lines of succession will be according to the standard operating guidelines that are maintained at that department. These guidelines identify the emergency authority and succession of authority as well as the circumstances under which those authorities become effective and are terminated.

VIII. ADMINISTRATION AND LOGISTICS

A. Legal Authority

1. City Code
2. Illinois Emergency Management Act of 1992

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. The primary responsibility for the development and maintenance of this appendix belongs to the Disaster Planning Committee with support provided by the Police and Fire Departments.

ATTACHMENTS

Attachment 1: Evacuation Routes

Attachment #1 - Evacuation routes

Major streets and highways have been identified for the purpose of evacuation in the event of a national emergency. Arterial streets have also been identified and listed below. An evacuation plan based upon zip codes will be utilized to establish the flow of traffic and directions upon advisement by IEMA of host community destinations.

Major Evacuation Routes	
Washington Avenue	Route 367
State Street	Alby Street
Homer Adams Parkway	College Avenue (IL Route 140)
Berm Highway (Route 3)	Milton Road
Main Street	Great River Road
Broadway	
Godfrey Road (IL Route 67)	

Arterial Evacuation Routes	
<u>East/West</u>	<u>North/South</u>
Homer Adams Parkway	Alby Street
College Avenue	State Street
20 th Street	Washington Avenue
Broadway	Milton Road
Brown Street	Main Street

Fire, Search & Rescue Annex

Fire, Search & Rescue Annex

Primary Agency: Fire Department

Support Agency: Police Department
Public Works Department
Alton Memorial Hospital Ambulance Service
Survival Flight Ambulance Service

I. PURPOSE / MISSION STATEMENT

- A. The Alton Fire Department is committed to protecting the lives and property of the citizens of Alton and strives to meet this commitment by providing fire protection, prevention, suppression, basic and advanced medical treatment, and technical rescue services.
- B. The purpose of this annex is to outline the City of Alton's life saving and fire fighting capability to meet the demands of most disaster situations, including advanced and basic life support, search and rescue, hazardous material response, major fire and national security.

II. SITUATION AND ASSUMPTION

A. Situation:

Life safety, fire prevention, fire control and suppression, and technical rescues are daily problems faced by Alton Fire Department personnel. These problems become more significant with regard to life safety and fire protection during a disaster or emergency such as major fire, conflagrations, hazardous material accidents, weather related problems, nuclear attack and/or terrorist attacks.

B. Assumption:

Existing fire personnel and equipment within the Alton Fire Department will be able to handle most emergency situations. When additional support is required, assistance can be obtained through existing mutual-aid agreements such as the Madison County Mutual Aid agreement, MABAS, and state and federal agencies.

III. CONCEPT OF OPERATIONS

A. General:

The responsibilities of the Alton Fire Department in disaster situations are basically the same as in daily operations. Their primary responsibility is saving lives, fire control / suppression, rescue operations, emergency medical treatment, and hazardous materials incidents.

B. Phases of Management:

1. Mitigation
 - a. fire code enforcement
 - b. public safety information programs
 - c. building code enforcement
 - d. annual building inspections of all businesses in city
2. Preparedness
 - a. maintenance and equipment
 - b. regular and continual training of personnel
 - c. development of integrated communications protocols
 - d. actively operate under IC/NIMS protocols
 - e. maintenance of comprehensive standard operating procedures
3. Response
 - a. fire control and suppression
 - b. rescue operations
 - c. emergency medical situations
 - d. hazardous materials incidents
4. Recovery
 - a. fire investigation and cause determination
 - b. decontamination
 - c. insure demolition of unsafe structures
 - d. post-incident analysis and debriefing

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Task Assignments

1. Coordinate all fire service activities within the city
2. Fire control and suppression
3. Fire prevention
4. Control and mitigation of hazardous materials
5. Fire code enforcement
6. Search and Rescue operations
7. Technical Rescue
8. Water rescue operations
9. Emergency medical treatment/transport
10. Support for other public safety operations

V. DIRECTION AND CONTROL

At large scale incidents, an Alton Fire Department command officer will be in command and designated to make the determination on what units to deploy and utilize. These determinations are made from either the incident command post or the Emergency Operations Center if operational. Decisions will be based on available information from the incident and available resources. Routine operations will be handled through standard

operating procedures. State and federal resources will be called upon as needed, through the ESDA Liaison Officer (Fire Chief).

VI. CONTINUITY OF GOVERNMENT

If the Fire Chief is not available to direct emergency response operations, these responsibilities will fall upon the Deputy Fire Chief. If neither the Chief nor the Deputy Chief are available, the lines of succession will be according to the rules and regulations that are maintained at the Alton Fire Department. These procedures identify the emergency authorities that designated successors can assume and the circumstances under which those authorities become effective and are terminated.

VII. ADMINISTRATION AND LOGISTICS

A. Communications

1. Initial dispatch for the Alton Fire Department is handled through the Communications Center at the Alton Police Department. Under normal circumstances, on-going routine radio traffic is then handled through the incident command post. In the event of a major incident, personnel will be assigned to man fire station #1 and serve as fire department communications center. In the event of a disaster where the EOC is staffed, all communications will be coordinated through the EOC. All fire stations, apparatus, and portable radios are programmed with dispatch frequencies, as well as several fireground and mutual-aid frequencies. All radios are also programmed with police, e.m.s., and public works channels for inter-city interoperability. All command vehicles and most firefighters carry cellular telephones.
2. Initial radio reports alerting responding units will be done by the first arriving unit as per standard operating procedures. Progress reports from the incident commander to command personnel will be given periodically. After the establishment of a command post and staging sector, the dangers associated with the incident will be conveyed to companies as they are assigned from the staging area. This information will be delivered by the staging sector officer as given by the command post or the EOC.
3. Requests for additional resources will be made to the EOC by the incident commander via the fire department communications center at station #1.

B. Mutual Aid Resources

The Alton Fire Department Incident Command system is used at all incidents. Mutual aid companies will be integrated into the system through the established staging area. When requesting an agency, they will be directed to respond to a designated staging area. Upon their arrival, the staging officer will brief them on their assignment, sector designation and how our Incident Command System functions. They will be under the direction of the Incident Commander. This will include all state and federal resources.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

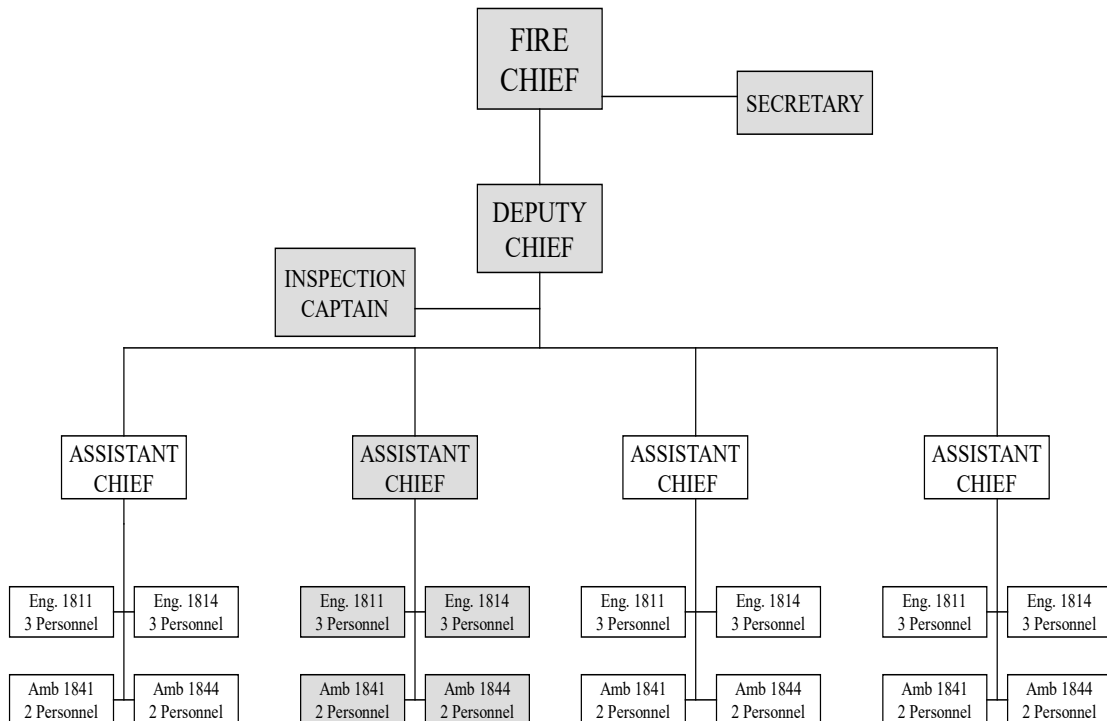
It is the responsibility of the Alton Fire Department to ensure its own operational capabilities. The Alton Fire Chief will coordinate the planning and direction of all fire services related to disaster operations including the maintenance of the Fire, Search and Rescue Annex.

ATTACHMENTS:

Attachment 1: Alton Fire Department Organizational Chart

Attachment #1: Organizational Chart

ALTON FIRE DEPARTMENT ORGANIZATIONAL CHART



SHADED AREA INDICATES DAILY COMPLEMENT

NOTE: Alton Fire Department has a total of forty-seven (47) uniformed personnel and one (1) civilian employee available for call-out during an emergency.

Emergency Medical Services Annex

Emergency Medical Services Annex

Primary Agency: Alton Fire Department

Support Agencies: St. Anthony's Hospital
Alton Memorial Hospital
Alton Memorial Hospital Ambulance Service
Survival Flight Ambulance Service
Region IV E.M.S. Coordinator
Illinois Department of Public Health
Madison County Public Health
Madison County Emergency Management Agency

I. PURPOSE

- A. The purpose of this annex is to outline a means to expand the Emergency Medical Resources of the City of Alton in the event of a disaster and to provide the needed medical services and resources to reduce avoidable death, injury and illness.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergency Medical Services are required in a wide variety of circumstances ranging from the case requiring an ambulance for a single casualty to a situation having many victims and the possibility of producing an unknown number of additional casualties.
2. The Alton Fire Department has functioned as an A.L.S. organization within the Region IV E.M.S. system for many years. As such, the City is currently part of the regional disaster plan in effect for the Region IV E.M.S. system. This plan includes all area ambulance services and E.M.S. providers, as well as both Alton hospitals. The plan has been in effect for many years and is constantly practiced and updated on a regular basis. This makes it an ideal framework on which to base the City of Alton Disaster Plan's E.M.S. Annex.
3. The City of Alton has two hospitals located within its boundaries and many more that participate in the Region IV E.M.S. system. Alton Memorial Hospital and St. Anthony's Hospital are both located within the City of Alton. Both hospitals are designated by the State of Illinois as "Resource Hospitals". St. Anthony's Hospital is the primary resource hospital for the Alton Fire Department.
4. Pre-hospital emergency medical services within the city limits are provided by the Alton Fire Department, Alton Memorial Hospital Ambulance Service, and Survival Flight Ambulance Service. All three services provide both A.L.S. and B.L.S. care and are transport providers.
5. Preservation of records - Legal documents and other vital records pertinent to any participating agency or department shall be preserved by that agency or department. The following medical operation records are indispensable during disasters and must be preserved:

- a) Triage tags

- b) Incident report sheets
- c) Emergency department charts
- d) Hospital charts
- e) Prehospital Care Reports

B. Assumptions

1. Medical emergencies can be defined as two different types: an emergency solely of a medical nature, i.e. infectious disease, or the secondary effect of another type of disaster.
2. Many injured civilians may arrive at a hospital without transport by medical personnel.
3. EMS will be most critical within the first few hours of a disaster
4. Mutual-aid assistance will usually arrive after the first critical minutes have transpired.
5. Many injuries, minor through relatively severe, will be self-treated either because of knowledge of first aid, or because of a belief that the system is overburdened.
6. Depending on the nature of the emergency, Fire Department personnel may not be available for E.M.S. duties.

III. CONCEPT OF OPERATIONS

A. Medical Communications

1. MERCI Radio Frequency 3 (155.160) should be used by the fire department incident commander to declare a "Mass Casualty Disaster". This declaration shall be made to St. Anthony's Hospital Emergency Room. At this point, the Region IV E.M.S. Disaster plan will be implemented and those policies and procedures followed. Communication between the transporting units and the hospitals should be done on their normal radio frequencies. UHF frequencies are preferred. Minimal radio traffic should go over the MERCI frequencies. If necessary, only short patient status reports as directed in the Regional plan. Each agency has standard operating guidelines to guide their operations.
2. The IREACH channel is to be used when the medical triage or transportation officer wants to communicate with the Incident Commander. It may also be used for communication from service to service (i.e.: fire to police). The Incident Commander must DECLARE the IREACH channel to be used for an "INCIDENT". All other users should respect this declaration and keep the channel clear.
3. The American Red Cross will be contacted directly by the hospitals through normal channels regarding blood supplies. American Red Cross Disaster Health Services will contact the hospital regarding disaster welfare inquires and the need for supplemental staff.
4. The local fire channel shall be used for directing fire fighting and rescue operations.

B. Regional Medical Emergency Response Team (RMERT)

1. In cases where the Incident Command Center has declared a "Major Medical Disaster", St. Anthony's Hospital (secondary: Alton Memorial Hospital) will coordinate through the POD Hospital (Belleville Memorial Hospital) to provide any needed assistance, including a RMERT team.
2. The RMERT team will consist of a physician, a registered nurse trained in emergency medicine, an EMT

and one other person. Once on the scene, the physician will oversee the Triage Officer and assume the role of Medical Officer in Charge at the scene. Once the team is compiled and enroute to the disaster site, an Alton Police vehicle will meet them at an agreed upon location and escort them to the scene. An Alton Police officer shall stay with the Medical Officer in Charge to insure security and continuity of communications with the Emergency Operations Center.

3. All EMS providers with the ambulance service will be in contact with the resource hospital medical control during the event.
4. The Emergency Physician in charge of the MRT will, upon arrival, assume responsibility as the Medical Officer in Charge at the scene, unless a replacement is appointed by the EMS Director/St. Anthony's Hospital. The Medical Officer in Charge at the scene will be in charge of all medical response teams as they arrive. He will also have authority over all ambulances and EMS providers at the scene (assigned to EMS duties).
5. The Incident Commander will designate a Medical Transportation Officer who will supervise EMS providers assigned to EMS duties including vehicle and equipment logistics.

C. Disaster Medical Emergencies

1. A declaration of a Mass Casualty Medical Disaster will be declared when it becomes evident to:

- a) The Incident Commander
- b) The Senior Emergency Physician at Alton Memorial Hospital or St. Anthony's Hospital,
- c) The Medical Officer in Charge at the scene

that a disaster situation has occurred or is pending. The declaration will be made by the Incident Commander to St. Anthony's Hospital either over the MERCI frequency or by telephone. Upon notification of a declared disaster, the resource hospital (St. Anthony's) will notify the POD Hospital (Belleville Memorial) and the disaster protocols will be followed. The incident commander is responsible for notifying the following:

- a) St. Anthony's Hospital
- b) Madison County Emergency Management Agency
- c) Fire Chief
- d) Mayor

2. All other notifications (hospitals, ambulance services, Red Cross, and all other response agencies) will be made by the resource hospital or the POD hospital.
3. The EMS Director/ St. Anthony's Hospital will either send a representative or report in person, to the Incident Command Post or the Emergency Operations Center, as directed.

D. Triage/Mass Casualty

1. The Medical Officer in Charge at the scene will establish a triage center to separate the kinds of casualties and make the most efficient use of facilities, personnel and ambulances. The details are covered in the Triage/Mass Casualty Plan as attached.
2. If there are numerous dead, the Coroner may wish to set up a temporary morgue at the scene, and he shall be given all the assistance possible (Refer to Mortuary Service Annex).

E. Mutual Aid

1. Under the direction of the resource hospital, and at the request of the Incident Commander, mutual aid may be requested. The Resource Hospital (St. Anthony's) may also advise the Illinois Department of Public Health of the situation and request state resources, including augmentation of health/medical personnel.

F. Additional Resources

1. If Emergency Support Function 8 of the Federal Response Plan (See Resource Management Annex for description of Federal Response Plan) is activated for deployment into the area, the Region IV E.M.S. coordinator is responsible for coordinating these resources with the Incident Commander.

G. Transportation

1. Means of transportation in addition to ambulances may include medical helicopters, Madison County Transit District buses, school buses, church buses, taxicabs, and private passenger automobiles or any fire vehicles with transporting capabilities.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Region IV E.M.S. Director:

1. Assure that the EMS plan for medical disasters is implemented when necessary. Relocate to the ICP or EOC for this purpose when so requested, in order to assure that there is over-all coordination and management.
2. Provide overall direction for the management, distribution, and utilization of EMS resources (personnel, equipment, and facilities). In the event the primary designated individual should not be available during a large-scale emergency or disaster, lines of succession for the Emergency Medical Services are as follows:
 - (1) EMS Director: St. Anthony's Hospital, or his/her designee.
 - (2) Director of ED, St. Anthony's Hospital, or his/her designee.
 - (3) Senior Emergency Physician on duty at St. Anthony's Hospital or his/her designee.
 - (4) Senior Emergency Physician on duty at Alton Memorial Hospital or his/her designee.
 - (5) Director of EMS at POD Hospital; Belleville Memorial Hospital or his/her designee.
3. Maintain a status report on area hospital capabilities. He shall have up-to-date information concerning the capabilities at each of the hospitals and patient tracking information. He will instruct the Medical Officer in Charge at the scene to direct ambulances to the most appropriate hospital capable of caring for the casualty.
4. Coordinate all medical operations at the scene, and at the hospitals. All Medical Response Teams shall be supplied by the hospitals, and will be dispatched as directed by the EMS Director.
5. Provide information related to the medical disaster to the Public Information Officer for release to the news media. (see Emergency Public Information Annex)
6. Implement EMS mutual aid response as necessary.
7. Implement an annual training program that provides practice in mass casualty handling for EMS personnel.

B. Hospitals (Alton Memorial Hospital and St. Anthony's Hospital):

1. Provide emergency medical care at the disaster site as requested.
 2. Develop and maintain individual hospital disaster plans.
- C. Alton Fire Department Ambulance, Alton Memorial Ambulance, and Survival Flight Ambulance services:
1. Provide ambulances and trained paramedics and emergency medical technicians.
 2. Provide advanced life support emergency medical care and/or triage at the disaster site.
- D. American Red Cross
1. Provide blood supplies.
 2. Provide volunteer emergency care personnel when requested.
 3. Provide support services for emergency responders.
 4. Provide disaster welfare inquiry assistance.
- E. Madison County Emergency Management Agency:
1. Provide notifications of appropriate agencies and personnel.
 2. Coordinate resources.
 3. Provide the mass casualty response trailer and equipment to site.
- F. City of Alton Fire Department
1. Assume Incident Command responsibilities on scene.
 2. Maintain fire suppression and prevention activities.
 3. Provide ALS transport and ALS/BLS trained personnel as necessary.
 4. Conduct search and rescue operations as necessary including river rescue.
 5. Provide on-scene decontamination.
 6. Conduct any hazardous materials operations support as necessary.
- G. City of Alton Police Department
1. Provide security and law enforcement at the disaster scene.
 2. Provide traffic control at the disaster scene.
 3. Provide escort and security for Emergency Medical Teams.
 4. Assist with body identification.
- H. Madison County Transit District
1. Upon request from the Incident Command Post or Emergency Operations Center, assist in the transportation for special populations (non-ambulatory), minor injuries or uninjured persons.
- I. Madison County Health Department
1. Coordinate resource management activities through the Illinois Department of Public Health.
- J. Madison County Coroner's Office
1. Coordinate collection of bodies of deceased victims; assume legal responsibility for their identification; and coordinate release of bodies to appropriate individuals to arrange for interment.
- K. Alton School District #11

1. Provide busses for medical evacuation of minor injuries or uninjured persons.
2. Provide school facilities (especially gyms for use as secondary and tertiary triage areas).

V. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed at least annually by the Emergency Operations Planning Committee and the Region IV E.M.S. Coordinator. Any revisions or updates will be made to ensure that it blends with the Region IV EMS Disaster Plan and the Illinois Department of Public Health Disaster Plan.
- B. The plan will be tested at least every four (4) years with a simulated mass casualty scenario.

VI. AUTHORITIES AND REFERENCES

1. Federal
 - a) Stafford Disaster Relief Act, as amended.
2. State
 - a) Emergency Medical Services System Act, Cg. III 1/2 *550,eq.seq., Illinois Revised Statutes (1981)
 - b) Illinois Department of Public Health Emergency Medical Disaster Plan
 - c) State of Illinois Region IV Medical Disaster Plan

ATTACHMENTS

- Attachment 1: Abbreviations and Definitions
- Attachment 2: Triage Categories and Priorities
- Attachment 3: Identification of Casualties
- Attachment 4: Transportation Priorities
- Attachment 5: Medical Resources

ATTACHMENT #01**ABBREVIATIONS/DEFINITIONS**

ALS - Advanced Life Support (Paramedics, R.N., M.D., EMT-Intermediate)

BLS - Basic Life Support (First Responders and EMT-B)

CHIEF MEDICAL OFFICER (CMO) - The senior medical official at the scene of an incident who is responsible for the on-scene coordination of medical activities.

COMMAND POST – See Incident Command Post.

EMS - Emergency Medical Services.

EOC - Emergency Operating Center, City of Alton, located at the Alton Police Department, 1700 E. Broadway. The EOC would be designated based upon the type of incident.

EMA – Emergency Management Agency

INCIDENT COMMAND POST (ICP) - The area at the disaster site where command decisions will be made and will consist of the highest-ranking police, fire, ambulance, emergency management, public works, other government officials and the CMO at the scene. It must be easily accessible by all personnel and located in an area that affords the most efficient control of the disaster site.

MASS CASUALTY TRAILER - A trailer containing medical supplies to support a mass casualty incident of 100 casualties. The trailer is available through the Madison County Emergency Management Agency.

MEDICAL TRANSPORTATION OFFICER - After the initial response, the medical transportation officer is responsible for establishing the smooth arrival, loading and departure of ambulances. He will also be responsible for coordinating with the EMS Director, and/or the CMO for assigning to what hospital the ambulance should be dispatched.

MERCI - Medical Emergency Response Communications System for Illinois. Ambulance to hospital radio system.

METTAG (Medical Emergency Triage Tag) System - A system of using the METTAG card designed to be used internationally so that the hospital, ambulance and emergency personnel can quickly evaluate a victim's condition and act accordingly, to avoid confusion in checking and classifying casualties in a disaster.

MRT - Medical Response Team. Specially trained trauma team of doctors, nurses, and paramedics.

AFD - Alton Fire Department

APD - Alton Police Department

TRIAGE AREA - The examination, sorting and transfer of patients are handled in this area.

TRIAGE - Sorting multiple casualties into priorities conducted at the actual site or upon removal to the treatment/holding area for emergency care or transportation to definitive care. See attached.

TRIAGE OFFICER - E.M.S. personnel assigned by the Incident Commander or the CMO to be responsible for coordinating the triage at the disaster site.

STAGING AREA - The area removed from the triage and treatment/holding site to which arriving ambulances will report initially. Ambulances will be summoned to the treatment/holding area from the ambulance staging area as needed.

TREATMENT/HOLDING AREA - Suitable area to protect the patient from the elements, while awaiting transportation to the hospital (e.g. weather permitting, may be a large open area or field or if inclement weather may be a near-by gymnasium, large garage or building across the street from the disaster site.

ATTACHMENT #02**TRIAGE CATAGORIES AND PRIORITIES**

A disaster plan or program designed to handle a large volume of patients in a short time period can only work if its triage process is fast and efficient. The triage criteria established for this emergency operations plan is based on the ideology that sometimes in cases of mass casualties, it becomes necessary to bypass treating critically injured persons in favor of less seriously injured victims in order to insure the highest survival rate possible.

The categories and priorities set forth in this emergency operations plan are offered only as a guideline. They are not to be a hard rule of law for the triaging of patients at a disaster. Any disaster will present its own problems. This plan only offers a model or foundation from which to begin to meet the problems presented by the disaster.

Four (4) classes or priorities have been established for evacuation purposes. They are as follows:

PRIORITY I: Immediate (Red Tagged)

Casualties to whom expedited care will save life or limb, good survivability with immediate emergency treatment; rapid hemorrhage from an accessible site, airway problems including sucking chest wounds, pneumothorax and obstruction, open fractures and incomplete amputations, burns involving 15% to 60% of the body area. These are victims whose chances of survival depend on immediate care.

PRIORITY II: Delayed (Yellow Tagged)

Casualties who incur little additional risk by delay in treatment with good overall survivability; moderate lacerations without significant hemorrhage, closed fractures of major bones and second degree burns of less than 15% of body surface, noncritical CNS injuries. These victims need medical treatment prior to transportation but do not need immediate care to survive.

PRIORITY III: Minimal or First Aid (Green Tagged)

Casualties who require treatment for non-incapacitating injuries such as small lacerations, contusions, closed fractures of small bones and other relatively minor injuries. These victims require only simple emergency care or those who appear to be uninjured and need only observation.

PRIORITY O: D.O.A. Black Tagged

Casualties who are so critically injured, only prolonged and complex treatment offers any hope of improving life expectancy. Survivability is poor. Includes critical CNS injuries, abdominal wounds with evisceration, multiple, severe wounds, extensive body surface burns (more than 30% deep or partial thickness burns), and victims that are obviously or appear to be deceased.

ATTACHMENT #03**IDENTIFICATION OF CASUALTIES**

The **S.T.A.R.T.** Triage System will be used. (**S**imple, **T**riage, **A**nd, **R**apid, **T**ransport)

1. A controlled number of tags will be dispensed to triage personnel. In addition, a fine tip black marking pen will be supplied to each triage personnel.
2. Use of the METTAG Universal Field Triage Tag:

Stabilize most seriously injured patients first, if possible

- Enter time of triage (plus date if advisable) on tag.
 - Enter name if patient is conscious and coherent.
 - Enter home street address if practical.
 - Enter home city and state if practical.
 - Enter other pertinent information on blank lines.
 - Enter name of person doing triage on bottom line.
 - On reverse side, indicate injuries on body diagrams.
 - Enter as appropriate: time, blood pressure, pulse, and respirations in vital signs chart.
 - Enter intravenous (IV), intramuscular (IM), with time.
 - Tear off all colored tabs below determined priority and retain.
 - These tear-offs may be used at local option – for example identification of personal effects, for ambulance personnel records, etc.
 - Attach tag securely to patient's body (arm, leg, around neck, etc.) so that it is clearly visible.
3. Transport victims to the appropriate hospital per transportation officer, strictly by priority. All victims will be processed through the Transportation Officer for orderly evacuation by ambulance, bus, or car, depending on available transportation and priority classification of the casualties.
 4. Medical Transportation Officer is to tear off one corner (yellow, numbered) when patient leaves a scene and mark to which hospital patient is sent.
 5. Ambulance attendant to tear off remaining corner when patient arrives at hospital.

ATTACHMENT #04**TRANSPORTATION PRIORITY****IMMEDIATE (RED)**

In this class, the victim's survival depends on prompt and proper care. Persons in this category should be evacuated to the nearest medical facility that can give them prompt care for their injuries. Transportation should be in an ALS vehicle.

DELAYED (YELLOW)

Victims with severe injuries whose transportation can be delayed for a reasonable time without creating additional problems are in this class. They should be transported in an ALS vehicle.

MINOR (GREEN)

Victims who do not have any life-threatening injuries and can be evacuated at a rate and time dictated by conditions at the disaster site, are in this category. Transportation may be by a BLS vehicle. Also, in this group are victims who should be removed only after all the other emergencies, such as those in Priority I and II have been evacuated. The cases in Priority III should be evacuated according to severity and the amount of improvement shown since treatment was initiated.

DECEASED (BLACK)

This group should be removed only with the approval of the coroner.

ATTACHMENT #05**MEDICAL RESOURCES**

HOSPITALS	# BEDS	ED CAPACITY	EMERGENCY
Alton Memorial Hospital #1 Memorial Drive Alton, IL. 62002	158	19	(618) 463-7474
St. Anthony's Hospital #1 St. Anthony's Way Alton, IL. 62002	228	12	(618) 474-6260
Belleville Memorial Hospital 4500 Memorial Drive Belleville, IL.	319	37	(618) 257-5840
Anderson Hospital 6800 State Rte. 162 Maryville, IL.	144	22	(618) 288-5711 Ext. 500
St. Elizabeth's Hospital 1 St. Elizabeth's Blvd. O'Fallon, IL 62269	144	12	(618) 234-2120 Ext. 1303
Gateway Regional Medical Ctr. 2100 Madison Avenue Granite City, IL. 62040	343	6	(618) 798-3066
Christian North/East Hospital 11133 Dunn Rd. St. Louis, MO. 63136	475	55	(314) 653-5700
Jersey Community Hospital 400 Maple Summit Rd. Jerseyville, IL. 62052	46	10	(618) 498-8400
Touchette Regional Hospital 5900 Bond Ave. Cahokia Heights, IL 62207	137	14	(618) 332-3060

Hazardous Materials Annex

Hazardous Materials Annex

Primary Agency: Fire

Support Agencies:

Police
Health Department
Public Works
PIO
Legal
Inspections / Building and Zoning
Madison County Transit
Illinois American Water Co.
American Red Cross
Salvation Army

I. PURPOSE

This plan is intended to serve as:

- A. An elaboration of hazardous materials (HAZMAT) incident assistance resources available through participating agencies.
- B. The procedure by which participating agencies can be asked to provide assistance.
- C. A guide for first-on-the-scene personnel.
- D. A procedure to enable local authorities to secure emergency assistance.
- E. A procedure to provide protective action recommendations for the public in the event of a hazardous materials incident.

II. ASSUMPTIONS

- A. The existence of fixed hazardous materials facilities and transportation routes in the City of Alton provides the potential for a toxic release hazard to the citizens located in the risk area of the fixed hazardous material facility and/or transportation route.
- B. Protective actions to be taken by citizens in the risk area are in-place sheltering,

evacuation, and notification of contaminated air, soil, water, milk, and food supplies.

- C. The amount of time available to determine the scope and magnitude of the incident (lead time), will impact the protective actions recommended.
- D. In the event of a serious hazardous material incident, many of the residents in the risk area will choose to evacuate spontaneously without official order or recommendation. Many will leave by way of routes not designated as main evacuation routes.
- E. In the event of an evacuation, at least 75% of the population at risk will relocate to private homes or hotel/motel facilities. For planning purposes, mass care resources will be identified for 30% of the risk population.
- F. A transportation hazardous materials incident may require the evacuation of residents at any location within the City of Alton
- G. Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants. This may result in the release of untreated sewage.
- H. Wind shifts may occur that result in re-designating protective action decisions.
- I. The State Emergency Response Commission will develop and implement fixed site comprehensive emergency management programs that include mitigation, preparedness, response, and recovery elements.
- J. The Illinois Environmental Protection Agency, Illinois Department of Public Health, Illinois Department of Nuclear Safety, Illinois Department of Transportation, Illinois Emergency Management Agency, and the Illinois Fire Marshall's office will provide expertise and assistance when practical to support the emergency response and recovery elements of a disaster.

III. PLANNING FACTORS

- A. Geography: The City of Alton's population in the 2022 census was 25,217; with 24% being under the age of 18 years and 14% being over the age of 65 years. Changeable weather and a wide range of temperature extremes characterize the climate. Temperatures range from 0 degrees F. in the winter months to 100 degrees F. during July and August The City covers approximately 15 square miles with approximately 250 miles of streets, roads, and highways. The Melvin Price Lock and Dam on the Mississippi River at Alton sees an average of 56,403,850 tons of cargo pass through annually. The City has two major railway lines, one in the south along the river and one in the north of town. The closest airport is approximately 10 miles away

- B. Climate: The climate is generally temperate. The City is subject to considerable precipitation, averaging 41 inches per year, with the largest percentage of precipitation falling in the form of rain during the spring months. The wind is predominantly from the south-west except during the winter months when north-west winds are likely.
- C. Interrelationships of hazards: A HAZMAT incident on or near the Mississippi River, especially during flooding, poses a continuous threat. Fixed facilities within the City create potential problems on a daily basis. An earthquake could affect fixed site chemical facilities resulting in multiple releases and complex response problems. Additionally, tornadoes, high winds and flooding could also affect the hazardous material threat.

IV. CONCEPT OF OPERATIONS

A. Governing Principles

1. The governing principle of this plan is that the City of Alton will be better prepared to take protective measures in the event of a hazardous materials incident involving the transport, storage, usage or manufacture of hazardous substances.
2. The Incident Command System shall be implemented in any hazardous material situation.
3. Depending upon the seriousness of the incident, protective measures could include in-place sheltering, evacuation, and notification to the public of incident risk areas.
4. Response Levels:

Level I Potential Emergency Condition: An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area and does not pose an immediate threat to life or property.

Level II Limited Emergency Condition: An incident involving a greater hazard or large area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area or in-place sheltering.

Level III Full Emergency Condition: An incident involving a severe hazard or large area which poses an extreme threat to life and

property and will probably require a large-scale evacuation or in-place sheltering; and an incident requiring the expertise or resources of city, county, state, federal and private agencies/organizations.

B. City of Alton

1. Mayor of the City of Alton

The mayor has overall responsibility for policy decision making within the City in the event of a hazardous materials incident.

The Emergency Planning Committee has overall **operational** responsibility and advises the Mayor on policy decision making within the City in the event of a hazardous materials incident

The Mayor appoints the Fire Chief to supervise the development of the Emergency Planning and Community Right-To-Know program and the HAZMAT Annex of the City of Alton Emergency Operations Plan to protect the citizens of Alton.

2. Alton Fire Chief

- a. Acts as the Chief of Staff for the Mayor to coordinate the activities of staff and briefs the Mayor and the Emergency Planning Committee on the situation in regard to the HAZMAT Annex.
- b. Coordinates the resources necessary for emergency response operations in the event of a hazardous materials incident.
- c. Coordinates emergency response support by City agencies and departments and private sector organizations.
- d. Coordinates emergency response support with appropriate Federal and State agencies and departments.
- e. Coordinates technical assistance for hazardous material risk assessments.
- f. Maintains plans and training programs in support of the HAZMAT Annex and updates them on a regular basis.
- g. Maintains contracts and agreements necessary to provide adequate support for emergency operations.

- h. Maintains and updates the resource lists to support the HAZMAT Annex.

3. City of Alton Emergency Communications Center (ECC)

The responsibility of the City of Alton ECC is to:

- a. Receive notification of a hazardous materials incident and obtain as much of the following information as possible:
 - (1) Name of caller
 - (2) Type of incident
 - (3) Incident location
 - (4) Materials involved
 - (5) Contact person
 - (6) Label
 - (7) Placard
 - (8) Amount of release
 - (9) Cause of release
 - (10) Rate of release
 - (11) Area involved
 - (12) Date and time incident occurred or was discovered
 - (13) Local emergency unit(s) already contacted
 - (14) On-scene contact person
 - (15) On-scene phone number
 - (16) Number injured
 - (17) Public safety concerns: On-site/Off-site
 - (18) What additional assistance is needed?
 - (19) Containment/Cleanup actions and plans
 - (20) Responsible party
- b. Dispatch, using closest emergency response personnel, vehicle to assess incident.
- c. Notify appropriate response agencies as identified in Notification Sequence Flow Charts for Level I, II, III incidents. (see Emergency Procedures)
- d. Notify responding agencies of the Incident Command Post (ICP) location, staging areas, etc.
- e. Log HAZMAT incident telecommunications traffic.

4. City of Alton: Warning

- a. The responsibility for alerting the public is shared by the Fire Department, Alton Police Department and the ECC.
- b. The decision to activate the public warning system will be made in conjunction with the Incident Commander, and the ECC.
- c. The public warning system will be activated whenever there is a need to inform the public of any significant change of incident status or when the public must be informed of any emergency.

The City's public warning system consists of the Local radio and Television stations, the Public Information Emergency Service (cable television over-ride), the NOAA weather radio, which can be utilized for warning the public in all types of situations, the crawler on the Weather Channel

Local media will be notified and their resources utilized.

- d. In the event of any system failures, emergency response vehicles with P. A. systems will be used.
- e. Reverse 911 shall be utilized as needed

5. Public Information Officer (PIO)/Assistant to the Mayor

- a. Responsibilities: Alton Fire Department and the PIO are responsible for establishing procedures for providing coordinated and accurate information to the public in the event of a HAZMAT incident and to establish a program to inform the general public of plans and procedures for their protection in the event of such an incident.
- b. Joint Information Center (JIC): A City of Alton JIC will be established. Location will be determined at the time of the incident. Local media will be advised of the JIC location.
- c. Staffing: In the event of a Potential Emergency Condition at one of the facilities, the JIC will be staffed by a Public Information Officer (PIO) and the facility/spiller, the Public Information Officer for the City and support staff as needed.

The purpose of this center is to provide accurate, timely information and to counteract misinformation and rumors. The Mayor will be

briefed prior to the release of public information in an emergency.

- d. The Fire Chief, and the PIO are responsible for the advance development of prepared messages designed for release over all Emergency Alert Systems (EAS) at the time of an emergency. These messages will provide the public with specific emergency instructions based on the seriousness of the incident.
- e. Public Education Information: Pre-emergency public information will be prepared and updated as necessary by the Fire Department, and the PIO. This information will instruct the public at risk as to how they will be notified, what their actions should be and who to contact for further information in the event of a hazardous materials incident.
- f. City of Alton will maintain a listing of all media representatives' and their phone/FAX numbers.

6. Damage Assessment:

The role of the Public Works Department, Engineering Division, and the Building and Zoning Department is to:

- a. Response:
 - (1) Activate damage assessment staff in the Emergency Operations Center (EOC).
 - (2) Deploy damage assessment teams to disaster site.
 - (3) Collect damage information
 - (4) Maintain records of damage reports.
 - (5) Compile damage assessment reports.
 - (6) Make initial disaster report to appropriate agencies and the state and federal level.
 - (7) Determine unsafe structures.

b. Recovery:

- (1) Building and Zoning Department will post unsafe and/or unusable buildings.

The Public Works Department will post unsafe roads and bridges.

- (2) Building and Zoning Department will advise on establishing priorities for emergency repairs to buildings.

The Public Works Department will advise on establishing priorities

for emergency repairs to roads and bridges.

- (3) All assigned departments/agencies will monitor restoration activities.
- (4) The Building and Zoning Department will review building codes and land-use regulations for possible improvements.
- (5) The Building and Zoning Department will prepare documents for submission to the state and federal government.
- (6) Public Works Department will document all damage to streets and public ways

7. Deputy Fire Chief / Battalion Chief

- a. Assumes the role of Incident Commander on-scene, implements the Incident Command System.
- b. Establishes staging areas up-wind and in a safe area.
- c. In coordination with on-site authorities and incident command post personnel, decides which public protective actions are appropriate.
- d. Coordinates with the Emergency Medical Services.
- e. Provides a Fire Service Officer to support the Incident Command Post or Emergency Operations Center (EOC) activities and a Safety Officer at the incident site.
- f. Coordinates HAZMAT team operations.
- g. Provides Technical Aide to analyze and document emergency operations.

8. County Health Department

- a. The role of the County Health Department in a hazardous materials incident will be a supportive role to the primary responders.
- b. The department would respond to an incident at the request of the Incident Commander:

- (1) To assist in assessment of an evolving hazard.
- (2) To provide for the testing of water, aid, soil, or food, as applicable.
- (3) To conduct health inspections of shelter sites in conjunction with the American Red Cross and Salvation Army.

9. Mass Care

The various aspects of mass care are provided for in the Mass Care Annex of the City of Alton Emergency Operations Plan. The Central Illinois Chapter of the American Red Cross, in conjunction with the Salvation Army, has the responsibility for the identification, arrangements, and feeding of evacuated persons.

10. Law Enforcement/ Police Chief

- a. Provides field operations representation to the Incident Command Post (ICP).
- b. Establishes scene perimeters, access control points, in conjunction with the ICP.
- c. Establishes traffic control for staging areas.
- d. Maintains security for vital facilities.
- e. Provides manpower for evacuation, as well as traffic control.
- f. Provides liaison support to the Emergency Operations Center.

11. Medical Services/ Project Medical Director, St. Anthony's Hospital

The role of the E.M.S. provider will be to:

- a. Triage and treatment of injured in conjunction with the Project Medical Director, St. Anthony's Hospital. Decontamination of victims may be required.
- b. Establish, in conjunction with ICP, casualty collection points in a safe location.

- c. Establish, with assistance of fire and health departments, decontamination procedures for any victims/response personnel exposed to hazardous materials.
- d. Provide transportation of victims to hospitals.
- e. Assist environmental personnel in the assessment of both short- and long-term health effects.
- f. Medical surveillance of emergency responders.

12. Resource Management

- a. Resource management is the responsibility of all emergency response agencies. Resources will be managed using computers to track available emergency supplies and equipment.

Established here are only those resource acquisition procedures unique to a response to a chemical emergency. Resource listings for HAZMAT incidents are maintained on file at City of Alton and the Alton Fire Department.

- b. The resource categories identified for support of the HAZMAT incident are:

(1) Agencies

- a. Communications
- b. Fire and Rescue
- c. HAZMAT Response Team
- d. HAZMAT Technical Experts
- e. Health Department
- f. Law Enforcement
- g. Medical
- h. Public Works
- i. Transportation
- j. Utilities

(2) Emergency Operations Centers (EOCs)

- a. City of Alton
- b. Madison County

(3) Shelters

- a. Reception Centers
 - b. Mass Care Centers
 - c. Local School's
- (4) Vehicles
 - a. Ambulances
 - b. Buses
 - c. HAZMAT Response Vehicles
 - d. Heavy lift equipment
 - e. Mobile Command Post
 - f. Road Construction Equipment
 - g. Trucks
 - Bulk
 - Dump
 - Fuel
 - Refrigerated
 - Towing
- (5) Equipment
 - a. Communications
 - b. Life Support
 - c. Mass Care Support
 - d. On-Scene Personnel ID
 - e. Public Address Systems
 - f. Road Barricades (metal/wood w/flashers)
 - g. Signs (barricade tapes, plastic)
 - h. Specialized HAZMAT Equipment and Supplies
- c. Resource lists will be updated annually by IEMA and the Alton Fire Department.

13. Public Works

- a. In the event of a hazardous material incident, the Public Works Department will, upon request, assist the Fire Department as needed.
 - (1) Provide special equipment, e.g., dump trucks, front end loaders, excavating equipment, cranes, jackhammers, etc.
 - (2) Provide transportation of materials where appropriate.
 - (3) Provide assistance in containment if properly trained/equipped, and under HAZMAT team supervision.

- b. Will participate in the necessary effort required in the event the incident has the potential to affect any public work's facility.
- c. If the problem should occur at a waste treatment facility, existing site emergency plans will be placed in operations.
- d. The Public Works Director, in conjunction with ILAWC Sewer Department, will provide information about the configuration of the sewer system into which hazardous materials may be present. The Director shall determine whether or not a sewer system is a sanitary sewer which transports raw sewage to a treatment facility or is a storm sewer which transports drainage directly to creeks or rivers.
- e. The ILAWC Sewer Dept. has testing equipment to determine whether hazardous materials have entered the sewers. Hazardous substances may cause damage to treatment facilities or could precipitate an explosion. Immediate notification of any hazardous material entering the sewer system should be made to the ILAWC Sewer Dept. Illinois Environmental Protection Agency (IEPA) assistance will be available if necessary.

14. Mass Care: American Red Cross/Salvation Army

Assignment of Responsibilities

- a. The City of Alton and staff are in charge of shelter facilities, their administration and plan development. The American Red Cross and Salvation Army will help provide personnel and supplies to man these shelters. They will help coordinate these shelters from the EOC.
- b. The American Red Cross will provide personnel, food, water, clothing, and medical supplies as well as evacuee registration.
- c. The Salvation Army will provide manpower, clothing and supplies.
- d. Local human resources organizations and churches will provide food supplies, clothing and counseling.

These agencies will share the welfare responsibilities and must be willing to coordinate their efforts as their own established procedures will allow for in an emergency and/or disaster.

15. Mass Transportation/Police Department

The Police Department, upon notification of a major disaster will activate the City of Alton Emergency Operations Plan (See Annex)

16. Utilities

The Public Works Director is responsible for the coordination of all emergency activities involving utilities.

C. State Government

1. Governor:

- a. Appoints SERC
- b. Selects Planning Districts

2. State Emergency Response Commission

- a. Appoints members of the LEPC.
- b. Provides LEPC with a listing of all facilities subject to Title III requirements.

3. Illinois Emergency Management Agency (IEMA)

- a. Provides coordinating assistance to State political subdivisions as requested to mobilize and coordinate relief operations following a major hazardous materials incident.
- b. Coordinates assistance from Federal departments, agencies or commissions as requested in pre-disaster or post-disaster operations.

4. Illinois Environmental Protection Agency (IEPA)

- a. Provides technical assistance for fixed site risk assessment.
- b. Provides response team for technical assistance for operations upon request.
- c. Provides field monitoring teams upon request

- d. Monitors and enforces clean-up of incident site.
- 5. Illinois Department of Nuclear Safety (IDNS)
 - a. Provides radiological technical assistance for fixed site risk assessment.
 - b. Provides radiological field monitoring teams upon request.
- 6. Illinois Department of Public Health (IDPH)
 - a. Supports the local health department to insure quality environmental health for residents of the City.
 - b. Supports the local health system in the prevention/control of disease and nuisance conditions in or near the incident site.
 - c. Provides expertise to local authorities for water and waste disposal operations.
- 7. Illinois State Police (ISP)
 - a. Will provide a HAZMAT Officer.
 - b. May assist in securing a HAZMAT incident/accident area.
 - c. Provide traffic control on evacuation routes.
- D. Federal Government
 - 1. U. S. Environmental Protection Agency (USEPA)
 - a. Enforces toxic air chemical release notification and ensures appropriate fixed hazardous material facility record keeping of reportable quantity requirements.
 - b. Publishes a list of "Extremely Hazardous Substances" as defined in the Superfund Amendments and Reauthorization Act of 1986, Title III: The Emergency Planning and Community Right-To-Know Act.
 - c. Operates an air-toxic information clearing house which will facilitate the exchange of information on air toxics among state and local agencies.

- d. Coordinates Federal funding, equipment, personnel and expertise during major ground and air toxic incidents, and inland water spills.
 - e. Provides toxic substance contingency planning guidance.
 - f. Provides HAZMAT team guidance and training.
 - g. Provides technical assistance for developing site-specific risk assessments.
 - h. Chairs the National Response Team/National Response Center.
 - i. Participates in the development of Regional Response Teams.
2. Federal Emergency Management Agency (FEMA)
- a. Provides training and emergency planning and exercise guidance for developing the Comprehensive Emergency Management Plan and HAZMAT Annex to mitigate, prepare for, respond to and recover from hazardous materials accidents involving the transport, manufacture, storage and disposal of hazardous materials.
 - b. Participates in the National and Regional Response Teams.
 - c. Provides technical and resources to state and local government for HAZMAT program development.
3. National Response Center/National Response Team (NRC/NRT)
- a. Provides technical expertise in handling catastrophic hazardous materials incidents.
 - b. Provides leadership and coordination of local, State and Federal resources.
 - c. May provide NRT if required.

V. RELATIONSHIP TO OTHER PLANS

- A. The City of Alton Emergency Operations Plan creates an umbrella for protecting the health, safety, and property of the public from all hazards. This plan identifies mitigation, preparedness, response, and recovery activities relevant to all hazards

- B. The Hazardous Material (HAZMAT) Annex of the City of Alton, Emergency Operations Plan provides procedures to protect the public from transportation, storage, fixed site, and transfer point hazardous material incidents. This HAZMAT Annex is supported by a set of Incident Command System standard operating guidelines that address specific situations and operations concepts as a part of the County HAZMAT Response Plan.
- C. Standard Operations Guidelines (SOGs) for the City of Alton, Alton Fire Department will be utilized in response to a Level II or Level III County HAZMAT incident.
- D. Mutual Aid Agreements are formal, signed documents with participating municipalities and emergency services organizations that increase response capability.
- E. Extremely Hazardous Substances Fixed Facility Site Plans. Each fixed facility having extremely hazardous substances is required to develop an on-site plan that specifies notification, emergency response organization and responsibilities; emergency response and coordination procedures for interfacing with off-site authorities and response organizations. Copies of Fixed Facility Site Plans are on file with the City of Alton Fire Department, County LEPC and SERC.

VI. INSTRUCTIONS FOR PLAN USE

- A. Purpose
 - 1. This plan establishes the policies and procedures under which the City of Alton will operate in the event of a hazardous materials incident.
 - 2. This plan defines the roles, responsibilities and inter/intra-organizational relationships of government and private organizations in response to a hazardous materials incident.
 - 3. This plan provides assurance of appropriate response to protect, to the best of their ability, the population of the City of Alton in the event of a hazardous materials incident involving the transport use, storage and processing of hazardous materials.

- B. Plan Distribution

A distribution list of all copies of the Emergency Operations Plan is maintained current by the City of Alton Emergency Operations Planning Committee. This list includes data as to the agency receiving the copy and the position assuming responsibility for it. The

copy is assigned by position and must be transferred to the person assuming that position if a change in personnel occurs.

It is the responsibility of each department/agency to ensure that a copy of the Emergency Procedures is placed in each emergency response unit and is maintained up-to-date.

City of Alton Emergency Operations Planning Committee must be immediately notified in the event of a change of personnel assignment.

C. 302 REGULATED FACILITIES (Extremely Hazardous Materials)

<u>NAME</u>	<u>ADDRESS</u>	
Alton Memorial Hospital	1 Memorial Dr.	Alton, IL 62002
AT & T	213 E. 3 RD St.	Alton, IL 62002
AT & T	1805-25 Washington Ave	Alton, IL 62002
Alton Steel	5 Cut St.	Alton, IL 62002
Ameren Illinois Mississippi Substation	391 Cpl. Belchick Mem. Expy.	Alton, IL 62002
Argosy Casino	1 Piasa St.	Alton, IL 62002
Premcor Refining Group	201 E. Hawthorne	Hartford, IL 62048
New Frontier Materials	4007 College Ave.	Alton, IL 62002
Fabrication Specialists	2415 Central Ave.	Alton, IL 62002
Illinois Central School Bus	4525 Alby St.	Alton, IL 62002
IL AM Water and Sewage Treatment Plant	19 Chesson Ln.	Alton, IL 62002
Imperial Manufacturing	1450 Discovery Pkwy.	Alton, IL 62002
Kienstra-Illinois	4005 College Ave.	Alton, IL 62002
Mahoney Asphalt, LLC	4005 College Ave.	Alton, IL 62002
Ardent Mills, LLC	145 West Broadway	Alton, IL 62002
St. Anthony's Hospital	1 St. Anthony's Way	Alton, IL 62002
Stein, LLC	25 Hull St.	Alton, IL 62002
SIU Dental School	2900 College Ave	Alton, IL 62002
The Home Depot	1710 Homer Adams Pkwy.	Alton, IL 62002
Illinois American Water Co.	1200 W. Broadway	Alton, IL 62002

NOTE: The current list of OSHA Hazard Communications Facilities is maintained at the Alton Fire Department.

D. Procedures for Testing and Updating the Plan

1. Testing the Plan

- a. The City of Alton Emergency Operations Planning Committee are responsible for scheduling, designing, conducting and evaluating exercises.
- b. A table top exercise and field simulation exercise will be conducted annually to train personnel on the use of this plan. Each exercise will be followed by a critique to review the effectiveness of this plan and its support systems. The plan will be revised on the results of the exercise critiques.

2. Updating the Plan

- a. Recommended changes to the plan should be forwarded to City of Alton Emergency Operations Planning Committee annually
- b. As revisions are made, revised and dated, changed pages will be provided to all individuals and agencies listed as holding copies. It is the responsibility of the copy holder to keep individual copies current. Each change should be recorded on the Record of Change Sheet in the front of the plan.

VII. EMERGENCY PROCEDURES

A. Initial Notification of Response Organizations

1. The scope of response upon initial notification is dependent on the classification of the incident.

Level I - Potential Emergency Condition

Level II - Limited Emergency Condition

Level III - Full Emergency Condition

Incident command and management of on-scene operations are described in the attachments to the HAZMAT Annex.

2. Priorities for initiating response actions will be based on these public protective options:
 - a. Evacuation - Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic

cloud at a particular location. The effectiveness of evacuations is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives. State of Illinois statutes provide that local government officials can recommend an evacuation but cannot force individuals to leave their property.

- b. In-Place Sheltering - In some cases, advising people to stay indoors and attempt to reduce the flow of air into a structure may be the most effective protection option. This strategy has been used by emergency officials when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.
- c. Ingestion Advisory - Surface and ground water supplies can be contaminated by a hazardous chemical release. Planning must provide for the quick identification of a threat to the drinking water supply, notification of the public and private system operators, and warning of the users.
- d. Sewage - A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and environmental problems.

B. Incident Command System Coordination

1. The prime responsibility for the control of hazardous materials rests with the owner, user, shipping agency, carrier or other individual in whose custody the material has been placed for shipment or use. In the event of an incident resulting in the loss or control of any hazardous material which is beyond the capability of those primarily responsible to recover or adequately contain it, or incidents with any item listed in Appendix A of 40 CFR, Sec. 355, dated 22 April 1987, the notification procedures established in the Illinois Hazardous Materials Act (PA 79-1442) and Sec. 304 (b) (1) SARA 1986 will apply.
2. In an emergency situation, the litany of possible responses can be large, involving several organizations, and interactions necessary to ensure the delivery of services. It is essential that adequate control be exercised over the commitment of resources so that not only their prompt and sufficient application is assured but that economy of effort is realized as well. Such control will be provided through implementation of the following policy, mutually agreed to by the participating agencies, establishing the means by which each may be tasked to deliver resources.
3. It shall be the responsibility of the Incident Commander to coordinate the

response of participating agencies to any hazardous materials incident request for assistance.

4. Upon notification of a HAZMAT incident, the Incident Commander shall place a request for services from the appropriate agencies. From that time and throughout the period of the response, the Incident Commander shall be responsible for coordinating the activities undertaken to provide logistical support for the responding agency or agencies. It shall be the further responsibility of the Incident Commander to coordinate the ICS with local authorities and participating agencies.
5. To facilitate the prompt and appropriate application of resources, each participating agency shall maintain a current list of resources including equipment, supplies, and manpower. It will be the further responsibility of each participating agency to keep the City of Alton informed of all changes in the availability of resources.

C. Direction and Control

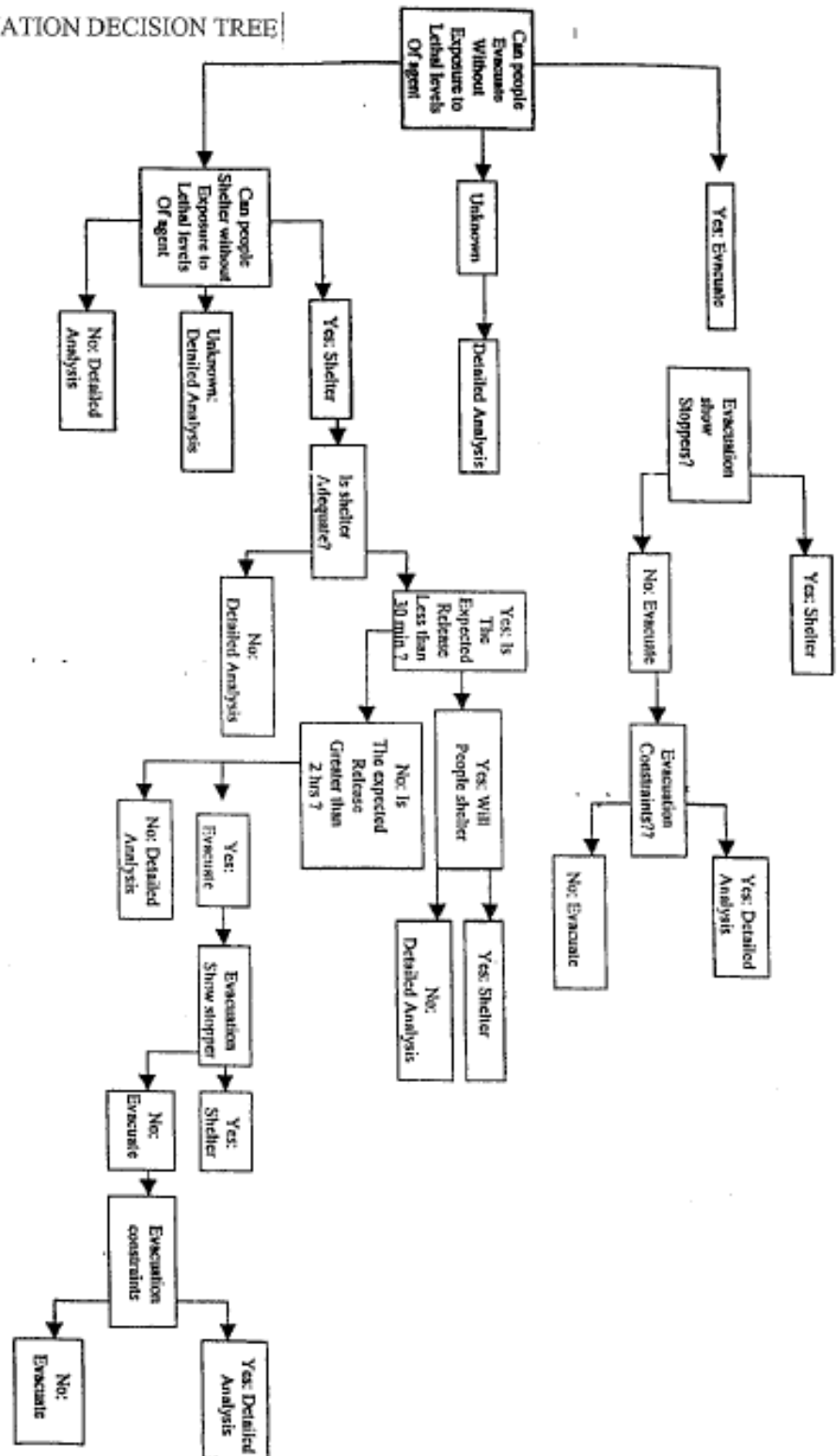
1. The Direction and Control function is the combined capability of the Emergency Operations Center (EOC) and the Incident Command Post (ICP). The exchange of critical information between these facilities, e.g., requests for support and policy decisions, will enable first response efforts and support operations to be synchronized.
2. The purpose of the Incident Command Post is to coordinate on-scene support to emergency service response elements deployed in large-scale emergency situations requiring the commitment of significant quantities of emergency services resources. The Incident Command Post is supported by a communications system that can monitor and transmit on all City emergency service channels. The Incident Commander is in charge of the operation, maintenance and deployment of the ICP.
3. The Emergency Operations Center is responsible for coordinating resource requirements in support of on-scene activities and off-site protective action decisions. The EOC is operated and maintained by the responsible jurisdiction's Emergency Operation Committee. The EOC is staffed with representatives from City departments and private sector organizations.
4. The Mayor of the City of Alton has overall responsibility for direction and control. The City Fire Chief is responsible for the operational aspects of emergency response to the incident.
5. If a department/agency head is not available to direct emergency response operations, the lines of succession will be according to the standard operating

guidelines that are maintained at that department/agency. These guidelines identify the emergency authority and succession of authority as well as the circumstances under which those authorities become effective and are terminated.

D. Emergency Responder Safety

1. To reduce the risks to first responders in the event of a hazardous material incident, health and safety procedures have been developed that include:
 - (a) Medical surveillance
 - (b) Establishment of exclusion zones
 - (c) Personnel protective equipment
 - (d) Critical Incident Stress Debriefing
 2. Medical Surveillance: Local EMS providers will be responsible for surveillance of team members for indicators of toxic exposure effects to include:
 - (a) Change in complexion, skin discoloration
 - (b) Lack of coordination
 - (c) Changes in demeanor
 - (d) Excessive salivation, pupillary response
 - (e) Changes in speech pattern
 - (f) Headaches
 - (g) Dizziness
 - (h) Blurred vision
 - (i) Cramps
 - (j) Irritation of eyes, skin, or respiratory tract
 3. The Hot Zone is the area where contamination does or could occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment. An entry and exit checkpoint must be established at the perimeter of the Hot Zone to regulate the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed.
- #### E. Personal Protection of Citizens
1. The Evacuation Decision Tree which follows on the next page details the decision-making process for the Incident Commander who must make a choice on whether to in-place shelter or evacuate.

EVACUATION DECISION TREE



2. In-place Sheltering:

In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure may be the most effective protective action. Emergency officials have used this strategy when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.

In order for an indoor protective strategy to be effective, planning and preparedness activities should provide:

- (a) An emergency management system and decision-making criteria for determining when an indoor protection strategy should be used. See previous page for Evacuation Decision Tree.
- (b) A system for warning and advising the public.
- (c) A system for determining when the plume has cleared a particular area.
- (d) A system for advising people to leave a building at an appropriate time.
- (e) Public education on the value of indoor protection and on expedient means to reduce ventilation rates.

3. Evacuation:

- a. Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the plume arrives.
- b. The purpose of this section is to establish policies and procedures for a selective or general evacuation of the population within the City.
- c. A general evacuation would involve the movement of the entire population located within a risk zone. A selective evacuation would involve a portion of the risk zone population.
- d. The Incident Commander has the responsibility for effecting an evacuation and will coordinate all evacuation procedures.

- e. Risk zones for each fixed hazardous material facility should be established. Each risk zone may be subdivided into sectors.

Risk zones for HAZMAT transportation accidents will have to be determined based upon the location of the incident.

- f. To ensure an orderly traffic flow in the event of an evacuation, control points must be established at major intersections along main evacuation routes. To restrict traffic from entering a risk zone, control points are needed to divert traffic. The Police Department is responsible for establishing traffic and access control points.

4. Ongoing Incident Assessment

After the notification that a release has occurred, the HAZMAT Team and Incident Commander will monitor the release and assess its impact, both on and off site. A detailed log of all sampling results will be maintained. The Incident Commander will work with plant officials where appropriate in compiling data.

The HAZMAT Team is responsible for monitoring the size, concentration, and movement of leak, spills, and releases. They will assist the ICP in decision about response personnel safety, citizen protection, and the use of food and water in the area affected by the release. They also will assist in decisions about containment and clean-up based on monitoring data.

5. Other Public Protection Strategies

- a. Relocation: Some hazardous materials incidents may occur in risk areas, e.g. junk yards, contaminating the soil, water or air of an area posing a chronic threat to people living there. It may be necessary for people to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduce the hazard.
- b. Water Supply Protection: Surface and ground water supplies can be contaminated by a hazardous chemical release. Planning must provide for the quick identification of a threat to the drinking water supply, notification of the public and private system operators, and warning of the users.
- c. Sewage System Protection: A hazardous chemical entering the sewage system can cause serious and long-term damage to the treatment plant. It may be necessary to divert sewage, creating another public health threat

and environmental problems.

F. Techniques for Spill Containment

1. The Incident Commander will select and implement the appropriate countermeasures. The spiller is, by law, responsible for all cleanup measures.
2. The Incident Commander, in conjunction with the HAZMAT team, will monitor the response activities to ensure that appropriate containment/displacement techniques are being initiated.
3. Exposure Assessment monitoring
 - a. Initial on-site monitoring will be accomplished by the Madison County HAZMAT team.
 - b. The IEPA has in-depth assessment and monitoring capability. Response time for mobilization and deployment of the IEPA HAZMAT Response Team is estimated at more than 2 hours.
 - c. The Federal Regional Response Team has in-depth assessment and monitoring resources. Mobilization and deployment of the Federal Response Team are estimated at more than 24 hours.

G. Site Decontamination and Clean-up

1. The spiller is, by law, responsible for all costs associated with the incident.
2. Treatment of contaminated soils and sediments is a responsibility of the spiller.
3. The Incident Commander will monitor on-going decontamination and clean-up until IEPA has determined mitigation activities are completed.

H. Documentation of Incident

1. The fixed site (spiller) responsibilities for documentation of accidental releases are to prepare:
 - a. Fixed Site (spiller) accidental release version of the incident, including time, cause of spill, material and quantity released, location, response actions, etc.

- b. Chronological log that details a minute-to-minute account of spill response activities, e.g., emergency response team activation, notification of off-site authorities, significant changes in situation, time of recommendations to off-site authorities, etc.
2. The Incident Commander will prepare a report that summarizes the entire incident including cause of incident, damage assessment and expenditures.

I. Critique of Incident

1. The Incident Commander, in conjunction with ESDA will conduct a critique including the spiller and all responding agencies.
2. The critique will be conducted within ten working days following the emergency response phase.

J. Attachments

1. Fire Chief / EOC Checklist
2. Emergency Medical Services Checklist
3. Public Health Checklist
4. Law Enforcement Checklist
5. Public Works Checklist

Attachment #1: Fire Chief / E.O.C. Checklist

FIRE CHIEF / E.O.C. CHECKLIST

- _____ A. Evaluate scope of incident
- _____ B. Verify notification of Illinois EMA (618-692-0537). Request Incident Number.
- _____ C. Notify the Mayor
- _____ D. Verify which emergency responders have been notified.
- _____ E. Review facility site emergency plan to identify people and facilities (risk exposure) in the danger area and confirm this information with the Incident Commander.
- _____ F. Have a list of resources available.
- _____ G. Be available to the Incident Commander to assist or coordinate activities.
- _____ H. Request, through IEMA, state and federal assistance, if necessary.
- _____ I. After the incident, organize a critique of the activities and update Emergency Operations Plan and HAZMAT Annex as required.

Attachment #2: Emergency Medical Services Checklist

EMERGENCY MEDICAL SERVICES CHECKLIST

- _____ A. Be aware of dangers
- _____ B. Take proper precautions to protect yourself when handling casualties
- _____ C. Coordinate actions with ICP
- _____ D. Identify medical risk to victims and emergency responders
- _____ E. Establish medical triage area (out of view of incident scene)
- _____ F. Determine and establish appropriate treatment upon screening
- _____ G. Assist in decontamination of personnel - victims and equipment as needed
- _____ H. Coordinate transport of victims
- _____ J. Short and long-term medical surveillance of emergency responders
- _____ K. Coordinate with Red Cross Disaster Chairman and Logistics Officer regarding medical services required by evacuees

Attachment #3: Public Health Checklist

PUBLIC HEALTH CHECKLIST

- _____ A. Identify yourself as representing public health
- _____ B. Coordinate with Incident Commander and medical services
- _____ C. Confirm health hazards
- _____ D. Investigate toxic levels of materials involved, in conjunction with HAZMAT team
- _____ E. Confirm evacuation area perimeters
- _____ F. Insure no biological/radiological agents are involved
- _____ G. Work with Illinois Department of Public Health and IEPA to address environmental health/sanitation impacts
- _____ H. Monitor containment/clean-up/restoration process

Attachment #4: Law Enforcement Checklist

TRAFFIC CONTROL AND LAW ENFORCEMENT CHECKLIST

- _____ A. Confer with the Incident Commander on the need for a control zone perimeter, and the distance.
- _____ B. Establish perimeter, using rope barricades, vehicles, etc. Note: avoid flares if there is any indication that combustible or flammable chemicals are present
- _____ C. Request additional assistance as needed
- _____ D. Re-route pedestrians and vehicles around perimeter - keep onlookers, news media and others from excluded area
- _____ E. Be prepared, at the request of the Incident Commander, to remove persons hindering emergency operations
- _____ F. Reopen evacuated area at the direction of the Incident Commander

Attachment #5: Public Works Checklist

PUBLIC WORKS OPERATIONS CHECKLIST

- _____ A. Coordinate activities with Incident Commander
- _____ B. Be prepared to assist with traffic control, providing barricades, debris removal/sweepers on access routes
- _____ C. Be prepared to provide transportation of materials for absorption and diking.
- _____ D. Coordinate with utility companies for necessity to turn off utilities.
- _____ E. Check sanitary/storm sewers for contamination, in conjunction with Illinois American Water Company.
- _____ F. Coordinate with Mass Transit District for transportation support of evacuees.
- _____ G. Coordinate with utility companies for possible disconnects.
- _____ H. Be prepared to shut down sewage treatment facilities if hazardous substances enter the sewage or storm systems.

Mass Care Annex

Mass Care Annex

Primary Agencies: American Red Cross
Salvation Army

Support Agencies: Madison County Emergency Management Agency
Madison County Health Department
Alton Public School District #11
Amateur Radio

I. PURPOSE

- A. The purpose of this annex is to describe the coordinated efforts to provide mass care services following a disaster situation (e.g. natural disasters, civil disorder, and war-related incidents).

II. SITUATION AND ASSUMPTION

- A. Emergency mass care services are designed to meet basic human physical and psychological needs during and after a disaster. These services include feeding, clothing, temporary shelter, bulk distribution of supplies, and crisis counseling. The coordination of emergency mass care services is vital to the alleviation of immediate and long-term human suffering and stress caused by a disaster.
- B. The Mayor's office will coordinate emergency mass care services in cooperation with volunteer groups like the American Red Cross and The Salvation Army.

III. CONCEPT OF OPERATIONS

A. General

1. The primary responsibility of determining the need for mass care services to affected individuals is assigned to the Mayor. All appropriate City, voluntary agency, and private sector resources will be used as available. Mass care services will be provided through the coordinated efforts of the American Red Cross, the Salvation Army, other volunteer agencies and/or mutual aid agreements with various support and volunteer groups. All mass care services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation. This annex will not supersede individual mass care service providers' regulations and procedures.

B. Breakdown of Mass Care services during a disaster

1. *Sheltering* - The provision of emergency shelter for disaster victims includes the use of pre-identified shelter sites in existing structures; creation of temporary facilities such as tent cities, or the temporary construction of shelters; and use of similar facilities outside the disaster-affected area, should evacuation be necessary.
2. *Feeding* - The provision for feeding disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of disaster victims with special dietary needs.

3. *Bulk distribution of supplies* - Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of those relief items will be determined by the requirements to meet urgent needs of disaster victims for essential items.
4. *Crisis Counseling* - Addresses both the immediate physical and psychological mental health of disaster relief workers and disaster-affected individuals. Crisis counseling promotes effective disaster recovery by educating individuals about disaster-related stress and grief reactions and developing adaptive coping and problem-solving skills to return them to a pre-disaster state of equilibrium.
5. *Disaster Welfare Information* - Disaster Welfare Information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate family members outside the affected area through a DWI system. DWI will also be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Mayor or his designee's responsibilities are:

1. Determine areas where emergency sheltering, and feeding responses are needed.
2. Determine adequacy and priorities of city resources for implementation of initial mass care services.
3. Determine assignments for local volunteers wanting to assist with mass care services.
4. Determine the need for deployment of additional personnel from outside the affected area.
5. Determine availability of transportation and access into the disaster area.
6. Provide governmental support to mass care service providers as requested.

B. Mass Care Service Provider's responsibilities are:

1. Coordinate all emergency mass care functions with the mayor through the Emergency Operations Center (EOC).
2. Develop and maintain emergency operating procedures for mass care services.
3. Develop and maintain mutual aid agreements with other service providers.
4. Identify buildings suitable for use as shelters or other purposes and make arrangement to use them in an emergency.
5. Insure that facilities, including shelters, have appropriate staffing to provide necessary mass care services. Unaccompanied children will be placed in the care of the Illinois Dept. of Children and Family Services. Persons with special needs who are unable to take care of themselves will be placed into a facility capable of satisfying their needs by the Madison County Health Department.
6. Insure that facilities, including shelters, are adequately supplied with water, food, bedding, and other necessary supplies.

7. Refer all persons in need of additional care (e.g. medical) to appropriate facilities and provide necessary transportation.
8. Insure proper registration of affected individuals.
9. Provide the City's Public Information Officer (PIO) with frequent updated information for distribution to the public.
10. Assess the need for outside assistance with Mass Care services and forward each request to the Mayor or his/her designee in accordance with the Emergency Operations Plan (EOP).
11. Develop and maintain communication with other Mass Care service providers.
12. Provide training for staff and volunteers.
13. Develop and maintain personnel notification and recall rosters.

V. DIRECTION AND CONTROL

- A. The Mayor's office will be responsible for coordinating programs to assure the provision of mass care related services to all affected persons. The Mayor's designee will supervise and assign responsibilities to mass care service providers to perform certain duties during emergency situations.
- B. The Salvation Army will be the lead agency responsible for feeding services at the disaster scene. The Red Cross will be the lead agency for all shelter services. All other service providers will contact the Mayor's designee in the EOC for task assignments.

VI. CONTINUITY OF GOVERNMENT

- A. Chain of command and assignment of responsibilities are in accordance with the standards of the EOP. Each major service provider has identified three successors in their chain of command, has outlined specific emergency authority to be assumed by the designated successors, and identified the circumstances under which the successor's emergency authorities become effective and are terminated within their own operating procedures.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. The administrative functions of emergency mass care services will be accomplished by each individual service provider with support from the City of Alton as requested.
2. The Emergency Operations Planning Committee is responsible for updating and maintaining the Mass Care Annex.

B. Logistics

1. The availability of emergency clothing, sheltering, feeding, and crisis counseling services will be determined by the Mayor or his/her designee in the E.O.C.

2. The personnel, equipment, supplies, and resources available from the Mass Care service providers will be used for initial emergency operations. The need for additional personnel, equipment, and supplies will be made known to the E.O.C., which will provide assistance in acquiring additional resources.
3. Any need for operating space for the emergency registration of disaster victims, beyond that available to the Mass Care service provider, will be referred to the E.O.C. for assistance.
4. District 11 school facilities will be a prime consideration for use as shelters. Use of these facilities will be coordinated with school officials through the E.O.C.
5. The authority to use facilities for shelters during disaster operations will be secured from the owners or managers of said facilities.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The major Mass Care service providers along with other supporting agencies will work together to insure proper maintenance, coordination, and implementation of the Mass Care Annex.

ATTACHMENTS

- Attachment #01: Statement of Understanding between IEMA and ARC
- Attachment #02: Mass Care Shelter Contacts

ATTACHMENT #01

STATEMENT OF UNDERSTANDING
BETWEEN
STATE OF ILLINOIS
EMERGENCY MANAGEMENT AGENCY
AND
THE AMERICAN RED CROSS

I. LEGAL AUTHORITY

The responsibilities of the State of Illinois Emergency Management Agency and of the American Red Cross in disaster situations are authorized and defined by the federal and state statutes and are reaffirmed in an Agreement previously entered into between the State of Illinois Emergency Management Agency and the American Red Cross.

II. RESPONSIBILITIES IN DISASTER**State of Illinois Emergency Management Agency**

- A. Because it is essential that overall direction and coordination be maintained during time of emergency or disaster, that power is vested in the State of Illinois Emergency Management Agency. This statutory power includes: coordination of those state and local agencies responsible for, but not limited to, protection of persons and property, maintenance of law and order, fire protection, sanitation, care of dead, maintenance of usual community services, and restoration of public property that has been damaged or destroyed. This coordination role may include the American Red Cross, with its approval hereby provided, unless there has been, under the terms of the Federal Disaster Relief Act of 1974 (P.L. 93-288), a Presidential Declaration of an Emergency or Major Disaster, by which the Red Cross comes under the coordination of the designated Federal Coordinating Officer. Regardless of where the coordination responsibility is assigned in a given disaster situation, the Red Cross will maintain liaison with the State of Illinois Emergency Management Agency to keep it informed of Red Cross plans and actions and to coordinate such plans and actions with those being directed and coordinated by IEMA.

The American Red Cross, under its Congressional mandate (36, U.S.C. 1 et seq.), is expected "To continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods and other great national calamities, and to devise and carry on measures for preventing the same."

- B. The American Red Cross is concerned primarily with the emergency and immediate needs of individuals and families who are disaster victims and with damage assessment surveys necessary to adequately plan and carry out its relief function. The Red Cross may also provide more extended assistance to disaster victims when government-funded recovery programs are either unavailable or not adequate to meet a family's disaster caused needs.

Red Cross assistance is available to individuals and families in need as a result of natural disaster, transportation mishaps, and industrial accidents and, as a part of community actions, for those suffering as the result of civil disorder or economic maladjustment. The Red Cross responds to the needs of disaster victims regardless of the magnitude of the event and the number of families involved. Red Cross meets the urgent needs for food, bulk distribution of supplies, shelter, health services, blood or blood products, and it may assist hospitals in providing mass casualty care. As conditions in the disaster area permit individuals or families to begin planning the return to normal living, the Red Cross may provide further assistance in the form of funds for food, bulk distribution of supplies and maintenance, minor repairs to owner-occupied dwellings, essential household furnishings, health and medical needs, and personal occupation supplies and equipment. The Red Cross also assists families by referring them to the other available resources, governmental and private, and aiding families with

their applications for such aid if necessary. In providing its help, the Red Cross works closely with private voluntary agencies. In addition, the Red Cross maintains a register of those families who have sought aid and handles mass care inquiries from anxious relatives in other locals.

All American Red Cross services and assistance are provided on a grant basis with no obligation for repayment by the recipient. The Red Cross maintains administrative and financial control in the conduct of its relief program.

III. RESPONSIBILITIES IN ENEMY-CAUSED DISASTERS

The State of Illinois Emergency Management Agency has the responsibility for development and execution of a plan of emergency service for the protection of life and property in the United States during enemy attack. This responsibility is part of the joint federal/state nationwide civil defense plan established by the Congress. The State of Illinois Emergency Management Agency will carry out this function with the assistance of private and public groups including, but not limited to the American Red Cross. Within the State of Illinois, the Illinois Emergency Management Agency is responsible for overall command and control responsibility in time of such an emergency. The American Red Cross will provide maximum support within the limitations of its resources and its other Federal Charter responsibilities.

IV. COORDINATION OF EFFORTS

The parties hereto agree to attempt, in all respects, to coordinate efforts between the two in accordance with the terms of the Agreement. The parties expressly understand that they have read this Agreement and the responsibilities enumerated herein and find them to be acceptable.

V. GEOGRAPHICAL RESPONSIBILITIES

It is understood that throughout the State of Illinois the Illinois Emergency Management Agency has responsibilities as mentioned in this Agreement.

The American Red Cross Responsibilities for National Field Office 10195 Corporate Square, St. Louis, Missouri 63132: The American Red Cross has the authority to designate geographic responsibility for carrying out its functions to divisions located within or having jurisdiction of part of the State of Illinois. It shall inform the State of Illinois Emergency Management Agency in advance in writing of the designation of such field offices and the geographical area through which they will serve.

Attachment #2 - Mass Care Service Provider Contacts

AMERICAN RED CROSS

<u>Name</u>	<u>Work Phone</u>	<u>Cell Phone</u>
Victim Assistance Hotline		(833) 583-3111

SALVATION ARMY

<u>Name</u>	<u>Work Phone</u>	<u>Cell Phone</u>
Primary: Capt. Sean Grey	(618) 465-7764	(618) 834-0539
Second: Adam Thiel	(618) 465-7764	(618) 741-7232

ALTON SCHOOL DISTRICT #11

<u>Name</u>	<u>Work Phone</u>	<u>Cell Phone</u>
Primary: Elaine Kane	(618) 474-2600	(618) 410-3896
Second: Dave McClintock	(618) 474-2600	(618) 410-8819
Third: Wendy Adams	(618) 474-2600	(618) 806-7746

MADISON COUNTY TRANSIT

Primary: In order to activate Madison County Transit in an emergency, you must call the Madison
Second: County Emergency Management Office (Fred Patterson) at (618) 818-9077.
Third:

ILLINOIS CENTRAL BUS SERVICE (School Buses)

<u>Name</u>	<u>Work Phone</u>	<u>Cell Phone</u>
Primary: Sheri Kelley	(618) 466-5400	(618) 610-8476
Second: Pam Moore	(618) 466-5400	(618) 520-3804

Mass Fatalities Annex

Mass Fatalities Annex

Primary agencies: Madison County Coroner
Madison County Health Department

Support Agencies: Alton Police Department
Alton Fire Department
Alton Public Works Department
Red Cross

I. AUTHORITY

See Basic Plan, Section I.
Family Assistance Act of 1996.
Aviation Disaster Family Assistance Act of 1996 (49 U.S.C. § 1136).
Federal Aviation Reauthorization Act of 1996.

II. PURPOSE

The purpose of this appendix is to outline the local organization, operational concepts, responsibilities, and procedures to handle a mass fatalities incident, which will be accomplished with a coordinated mortuary response team, comprised of public health and mortuary services personnel to provide support in disaster recovery, evacuation and identification of remains, as well as assistance in notifying families of deceased victims. The team shall prepare and file death certificates and facilitate ways of preparing, processing and releasing dead human remains to the next of kin under emergency conditions.

III. SCOPE

The provisions of this appendix are applicable to the Madison County Health Department, Madison County Coroner, organizational entities, support agencies, and external partners involved in preparedness and response. They will work in cooperation with the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC). The MCHD will also work with the members of the City of Alton and Madison County, who operate under their respective plans, see Section I of the Basic Plan.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. The City of Alton and County of Madison faces a number of hazards which may cause emergency situations; see the Basic Plan for a summary of those hazards and their possible impact.
2. Emergency situations may result in multiple deaths.
3. This plan goes into effect when the Coroner or his/her representative deems that the number of fatalities exceeds our local capabilities to handle the situation effectively. While the number of fatalities that exceeds our capabilities may vary based on the type of situation, the estimate is greater than twelve (12).
4. Different methodologies creating multiple deaths can result in different needs and taxation on resources; for example, an explosion can create multiple body parts over a wider area, which increases the amount of personnel needed for a search and recovery team.
5. Natural disasters, transportation accidents, haz-mat incidents, and acts of terrorism, including a biological, chemical, radiological or incendiary device, can occur with or without warning.
6. The State of Illinois, its governmental entities, its public and private institutions, its businesses, and people may be targets of terrorism.
7. For some slowly developing public health emergency situations, such as release of a biological agent with an incubation period spanning days or weeks, there may be multiple deaths over a period of time.
8. For other public health emergencies, such as a chemical weapons attack, or plane crash, there may be no warning, causing multiple casualties and fatalities within a short period of time.

B. Assumptions

1. This plan assumes that a public health emergency is anticipated or has been declared. The emergency can be the result of an intentional or unintentional release of a biological, chemical or radiological material, hazardous materials or as a result of a natural disaster. As a result, this plan focuses on the measures needed to handle mass fatalities.
2. Although many health-related problems are associated with disasters, there is an adequate local capability to meet most emergency situations.
3. Any major disaster may possibly result in extensive property damage and the possibility of a large number of deaths, which may require extraordinary procedures. (e.g., house fire, multiple vehicle accident, public transportation, or

- boat accident).
4. Mortuary services resources located in the City of Alton and Madison County will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
 5. Victims of attacks from some communicable biological agents may serve as carriers of the disease with the capability of infecting others.
 6. A chemical terrorist attack that results in fatalities will influence the processing of remains.
 7. A terrorist act will require the Federal Bureau of Investigation (FBI) to control all evidence and investigation.

V. CONCEPT OF OPERATIONS

1. When it appears that an incident involves fatalities, the Incident Commander shall request the Emergency Communications Center (ECC) make notifications to the Coroner and request that they respond to the scene.
2. Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. Law enforcement is also responsible for security.
3. The Coroner is responsible for determining cause of death, authorizing autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites.
4. Disaster conditions permitting, an estimate of the number of dead must be made. When mass fatalities have occurred, it will be necessary to obtain additional mortuary service assistance. The Coroner shall request additional resources as needed. If beyond local resources, the Coroner shall request State assets through the City or County Emergency Management Agency.
5. The Coroner will determine whether local resources and capabilities will be exceeded, and, if so, determine what additional response is necessary. This could include:
 - a. The establishment of a Mass Fatalities Staging Area.
 - b. The establishment of an Incident Morgue.
 - c. The establishment of a Family Assistance Center.
 - d. What, if any, Mass Fatality Teams need to be constituted. The teams enacted will be dependant on the nature of the incident; some teams may not be required and other functions may be combined with other teams.
 - e. Desired staffing levels for each team and function.
 - f. What supplies and equipment will be required; and
 - g. What, if any, additional resources will be required that are not readily available.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. During a public health emergency involving mass fatalities, many city and county entities will be involved; Coroner, MCHD personnel and staff of other agencies (e.g., Police, Fire, Public Works, Red Cross) will work together, whether on scene, at the FAC, the incident morgue or the EOC to safely recover the deceased with dignity and respect and to care for the living. Staff will also ensure proper victim identification forms and ante-mortem interviews are completed.
2. By law, the Coroner is responsible for the dead. The trained Mortuary Response Team, when activated, will be available to assist under the direction of the Coroner. The Coroner may appoint assistants and delegate the same authorities to those assistants.
3. During an incident affecting the public health, members of the MCHD will work with the City of Alton and Madison County PIO's to provide accurate and timely health related Information for public release.
4. The Law Enforcement, Red Cross, and MCHD will work together to ensure proper credentialing of persons who volunteer to assist at the scene or FAC.
5. The City of Alton and Madison County PIO's may request press releases or press conferences occur at certain intervals in an attempt to delimitate media. MCHD will be limited to providing public health information and will coordinate with other agencies, including the City of Alton and Madison County PIO's, the Coroner and/or his assistant(s) to provide joint press releases either at the JIC of the EOC or at the media center, if established.
6. DMORT teams must be requested through IEMA by the City of Alton or Madison County EMA. DMORT does not establish command and control over the fatality management operation. There is one WMD team that can be provided by DMORT, which is capable of decontaminating chemically contaminated remains and monitoring them to ensure they are free of chemical agents.

B. Assignment of Responsibilities

Evaluation Team.

An evaluation team from the Coroner's office, will go to the site of the mass fatality incident to evaluate the following:

1. Number of fatalities involved
2. Condition of the bodies, i.e. burned, dismembered
3. Difficulty anticipated in the recovery of the bodies and the types of personnel and equipment needed, i.e. fire search and rescue, heavy equipment, etc.
4. Location of the incident as far as accessibility and the difficulty that may be encountered in transporting bodies from the scene.
5. From the information gathered at the scene, the team will work with the Incident

Commander and other agencies, including the Police, Fire Department, and the MCHD, to begin formulating a plan as far as documentation, body recovery, and transportation.

6. Also the team will work with the Incident Commander and other agencies, including the Police Department, the Fire Department, and the IDPH, to determine the types and numbers of personnel possibly needed to staff the morgue for identification, body examination, evidence collection, etc.
7. The team will try to anticipate what type of a facility would be the most appropriate for the family assistance center, with special consideration given to adequate capacity for the families of the victims.
8. Evaluation of the scene for possible chemical, radiological, or biological hazards.

After the evaluation team has completed its tasks, three major functions may be organized:

- 1). On-scene body recovery
- 2). Establishment and operation of an incident morgue
- 3). Establishment and operation of a family assistance center

Someone must be assigned to be in charge of each operation. All three need to be set up and coordinated at the same time. It is essential to have things organized before moving bodies.

C. On-Scene Body Recovery

1. Administration and Equipment

Once the disaster site has been declared safe, body recovery teams and body moving teams will be established. The Coroner, Medical Examiner, or his/her designee, is in charge of the bodies and he will determine who will assist, the time to report, bring equipment in, route to take and what to wear. Disaster response team members should be notified of the location of the pre-assigned staging area. The staging area is where personnel and equipment are logged in and wait for assignment. A record must be kept of incoming equipment and personnel along with their time of arrival. Identification cards can be issued at this location. The area should be cordoned off depending on the size of the disaster site to keep spectators out and to preserve effects. The deceased, along with personal effects and other evidence, are left in place, if possible.

During a criminal or terrorist incident, the Coroner, Medical Examiner, or designee, and the FBI may determine that the FBI should manage the task of search and recovery of remains. Due to the criminal nature of the incident and the fact that remains are evidence, jurisdictions should not grant non-medical examiner personnel unrestricted access to the remains.

Provisions must be made for the following:

- a. Equipment & supplies – Chairs, clipboards, video cameras, boundary tape, measuring devices, and handheld GPS units.
- b. Protective Clothing – Gloves, boots, coats, hard hats, rain suits, etc.
- c. Body Bags – Good heavy bag with 6 handles, c-zipper, litters, litter stands
- d. Refrigerated trucks – Metal walls and floors
- e. Transportation – For personnel, i.e. cars, vans, etc.
- f. Transportation for bodies - Funeral homes, contract service, etc.

- g. Tents and trucks – For storage of supplies and equipment
- h. Paint – White for numbering body bags
- i. Flags – Stakes for marking location of body, body parts, etc.
- j. Plastic toe tags – Tags with Sharpie Permanent Pens to number them
- k. Biohazard bags and boxes – For safe disposal of biohazard debris

2. Body Recovery Teams

Search and recovery teams are responsible for the search operation at the disaster site, which includes searching for, locating, numbering, and recovering human remains and personal effects. The search and recovery team will consist of a team leader, team members, a dental consultant, and a photographer, as necessary and assigned by the Mass Fatalities Director of Operations. One member of the team will be designated as the scribe, to document all activities. All team members should be briefed on procedures for documentation of body locations, see below, and any issues related to the recovery effort, such as terrain and type of incident. The Mass Fatalities Director of Operations can request personnel, if necessary, from Twin Rivers Search and Recovery Team

3. Body Moving Teams

It is preferable to have four people assigned to a body moving team; the team will move the body from the scene to the body staging area. Body bags should be transported to the designated incident morgue in escorted, unmarked vehicles. Prior to transfer, the body bag should be opened and the body and bag numbers checked. The bag numbers are logged, as are the vehicle number, personnel, and time. The driver signs the sheet and the body bag's location at the incident morgue is recorded.

4. Documentation of Body Locations:

Preservation of evidence is critical, and it is imperative that every item be documented including bodies, body parts, wreckage, and personal effects. The disaster site is cordoned off as previously mentioned and the entire scene videotaped with individual videotaping standing at each corner of the site and panning to the entire area from side to side. Conventional or digital color photographs are also taken. If possible, aerial videotaping and photography should also be done.

The entire disaster scene should be broken down into squares of 20 feet lengths on each side. Boundaries of the grid system can be marked by rope or tape. The grid scheme can be simple with letters and numbers marking the specific grid, such as A-1, B-2, C-5, and so forth. Teams can be assigned to work in specific areas.

Each piece of evidence is labeled with a letter and a number with its location denoted by a stake and a tag. If handheld GPS units are available, the latitude and longitude of each location will be documented. Laser surveying equipment will also be used to measure any distances within and around the grid. There are various ways a tagging and labeling procedure can be set up but the important factor is consistency. Bodies are labeled with the letter "B" in the order they are recovered within each grid, such as B-1, B-2, B-3, etc. Dissociated body parts are labeled separately with a "P" in the same manner. Personal effects are labeled sequentially with an "E." If the body/body part is located on a hard surface, spray paint can be used instead of a stake. Distances from fixed structures should be recorded. Make the number on body bag 12 inches high with white paint. Place plastic toe tag on bag AND body.

Each body, body part, or piece of evidence should be individually photographed with the identification label clearly visible in the photo. Associated personal effects are placed in plastic bags before placing them into the body bag. These plastic bags should be labeled with an item description, location, grid coordinates, time and signature. Dissociated personal effects should also be labeled with a stake and tag. Unattached body parts should be placed in separate bags.

After all the remains and personal effects have been documented by grid location on paper, the scene should be re-vidiotaped and re-photographed. After proper documentation and with authorization from the Medical Examiner, or designee, the bodies and personal effects are placed into individual body bags. Each body bag should have the following information recorded:

- a. Body number
- b. Location by grid coordinates
- c. Transport vehicle identification number
- d. Signature of the person handling the remains.

D. Incident Morgue

1. Overview

- a. An administrative team comprised of a team leader, an administrative officer and administrative clerk(s) will be established and responsible for all administrative matters with the exception of those related functions specifically performed by another component of the morgue. A reception team, with a team leader and photographer, will be responsible for the initial receipt and processing of the remains at the morgue, the integration into the morgue processing system, proper storage and accountability of all remains. A photography team will provide all photographic support, and a fingerprint team will examine all remains in an attempt to identify by fingerprints and/or footprints. A duty team will perform as a ready work force and will be responsible for a variety of tasks.
- b. Case files for each body must be maintained and initiated with body number. File must stay with body during entire processing. All forms and paperwork used should be available at each station. The case number should be placed on each form as it is used.
- c. In a biological or chemical incident, special care should be taken to ensure no contamination of workers occurs. Some biological agents remain virulent after the carrier is deceased. There are some agents that have not been subjected to post-mortem tests. Therefore, it is essential that if workers are unsure if the agent is virulent, to treat the body as though it is contaminated and wear the appropriate personal protective equipment.
- d. In a chemical incident, an incident morgue also provides a way to gather evidence from remains before they undergo decontamination and evidence is lost. Decontamination mitigates cross contamination so that remains are safer to handle.

2. Site Selection

- a. The incident morgue should be located as near as possible to areas with heavy death toll and should have: showers, hot and cold water, heat, electricity, drainage, ventilation, restrooms, parking areas, communication possibilities, rest areas. It should be fenced or locked for security of remains and personal property, should be removed from public view and have sufficient space for body identification procedures. It should also be subject to partitioning for separation of functions such as embalming, x-ray, autopsy, records maintenance, interviewing, etc.
- b. Potential incident morgue sites are existing mortuaries, cemeteries, airports, schools, or other options with concrete floors and with drains. Facilities with wooden floors are unacceptable.

3. Equipment

- a. After morgue sites are established, the Logistics Team, through the EOC, should obtain refrigerated trailers, as necessary. Refrigerated trailers with steel floors are preferred. If unavailable, trailers with wood floors may be used, but lined with plastic. The trailers may be moved to whatever location is desired by the Coroner, Medical Examiner, or designee. If refrigerated trailers are not available, the Coroner, Medical Examiner, or designee, can arrange for railroad refrigeration cars, vans or cold storage to aid in the preservation of bodies. The functions carried out at each morgue site will be determined by the circumstances. Teams utilizing various equipment must document all activities including whether the body, remains or other item was contaminated. Appropriate steps should be taken to avoid any cross-contamination and item that is contaminated should be decontaminated.
- b. Put someone in charge of supplies and equipment. Have someone tracking personnel and costs incurred, i.e. who, where they are from and the hours they work each day. Get personnel and equipment in place!
 1. Security – I.D. badges
 2. Refrigerated trucks – Ramps into trucks
 3. Protective clothing – Gloves, scrubs, shoe covers, masks, coveralls, hats, etc.
 4. Communications – Telephones, cell phones, fax machines, P.A. system, amateur radio operators
 5. Computers - Programs, someone in charge of data processing
 6. Office Equipment – Copiers, typewriters, fax machine, etc.
 7. Log Books – Three: one for bodies, one for parts, and one for effects

4. Operation of the Examination Center (Morgue)

The Examination Center will be under the command of the Madison County Coroner's Office. Coroner staff will operate the Center.

5. Management

- a. An Administrative team will be responsible for all administrative matters with the

exception of those related functions specifically performed by another component of the morgue. The administrative team will work to ensure that provisions are in place for the health of the scene workers. Provisions must also be made to ensure all medical wastes are disposed of according to OSHA and EPA requirements.

- b. An effort will be made by the Madison County Coroner's Office to provide the Medical Examiner and Assistant Medical Examiners with the appropriate PPE. It is possible that personnel will be able to use a lower level of PPE than the initial responders used at the onset of the incident. The Medical Examiner, or designee, should consult with the IC to determine what level of PPE is necessary prior to processing remains.

E. Family Assistance Center

1. Overview

- a. Established to facilitate the exchange of information, including ante-mortem interviews, and to address the families' needs, including basic physical needs, such as food, shelter, transportation, telephones, and emergency services and other services such as counseling and day care, as appropriate for the situation. The family assistance center provides the families with accurate information in an appropriate manner and setting. A variety of families are served; some may be displaced as the result of a disaster, while others may travel to the disaster site and are away from home for some time. Depending on circumstances, the number of family, friends and well-wishers may greatly exceed family members.
- b. Effective operation of a family assistance center is dependent on the collaboration of multiple organizations and individuals working together.
- c. The family assistance center should be established and opened as soon as possible after the incident. The amount of time the center remains in operation will be dependent on the situation and the amount of time necessary to recover the bodies.

2. Site Selection

- a. The center should be close enough to the site of the disaster to allow the medical examiner or coroner and others to travel easily among the site, morgue and center, but far enough from the site that families are not continually exposed to the scene. It is extremely important that the site is functional for the incident, i.e. if the families are coming from out-of-town the site may be a hotel or motel. If it is a local incident and the families are local then housing would not be a consideration and churches, business offices and such should be considered. Parking should be a consideration depending on the number of families expected. Security for the parking lot and the outside, as well as the inside, of the Family Assistance Center is the number one priority.
- b. Possible locations for the FAC include, but are not limited to:

1. Churches
2. Hotels/Motels
3. Office Buildings
4. Public buildings such as community center, etc.

3. Management

- a. The FAC is a multi-agency organization; management of the center may be best accomplished by following the Incident Command System structure. The Incident Commander would be the Coroner, or if another agency established the center, then the head of that agency. The center needs a Director of Operations, who may be a representative of the Madison County Coroner's office, or possibly from another agency. Agencies or organizations that may be involved in managing and staffing a FAC would be the Salvation Army, IDPH employees, mortuary care professionals, mental health professionals, religious professionals and other volunteer organizations.
- b. Provisions should be made for the following:
 1. Coroner/General Administration - Ante mortem records, family information and death notification.
 2. American Red Cross/Salvation Army – Family support, transportation, housing, supplies, equipment, volunteer coordination.
 3. Security – Parking lot, outside check points, inside check points, family escorts
 4. Food Service – For the families and staff, depending on the situation
 5. Communications – Telephones and cell phones for families and Family Assistance Center workers.
 6. Mental Health – Family support, staff support, assisting with death notification
 7. Medical – Family care, staff care, assisting with death notification Religious Support – Family support, staff support, assisting with death notification
 8. Site Support – Custodial, site maintenance

F. Task Assignments

1. The Madison County Coroner's Office and Coroner's Assistants will:
 - a. Maintain overall responsibility and provide command supervision for the mortuary response, including the FAC
 - b. Take charge of bodies where death was a result of a disaster
 - c. Determine and record cause, circumstances and manner of death
 - d. Maintain custody of unclaimed bodies until they are turned over to the County for burial
 - e. Order or conduct autopsies if necessary to determine cause of death
 - f. Order or conduct forensic investigations to identify unidentified bodies
 - g. Assume responsibility for approving all final identifications made of the fatalities
 - h. Conduct meetings with key personnel during the operation to discuss problems encountered and to brief on the overall status of the operation as well as consultations with key personnel, when needed
 - i. Issue death certificates
 - j. Coordinate local resources to collect, identify and dispose of the deceased and identifiable body tissue

- k. Designate adequate personnel to perform the duties of deputy medical examiner
 - l. Establish and maintain a record keeping system to record fatalities
 - m. Coordinate systems and resources to notify relatives
 - n. Authorize removal of bodies from incident sites to the incident morgue
 - o. Provide information through the PIO to the news media for dissemination of public advisories, as needed
 - p. Request assistance from the local, state and federal resources through the EOC.
2. The City Clerk and Assistant City Clerk will:
- a. Assume responsibility for all morgue files
 - b. Assist with administrative tracking of disposition of remains as deemed necessary by the Director of Health
 - c. Maintain a control log for the records pertaining to each fatality, identifying which records are on-hand, when they are received, from whom they were received and where the records are or in whose possession they are at the time
 - d. Coordinate with the Director of Health and Public Health Emergency Response Coordinator and the Assistant City Clerk
 - e. Interface with the Coroner, Chief Deputy Coroner or Coroner's Assistants, area funeral homes, law enforcement, DMORT personnel and others
 - f. Ensure completed identification files are strictly controlled.
3. Madison County Health Department personnel will:
- a. Monitor incident morgues for proper storage temperature
 - b. Monitor food handling and sanitation in emergency facilities, including temporary facilities and scene
 - c. Provide inspection of foodstuffs, water, drugs, and other consumables that were exposed to the hazard
 - d. Evaluate damage sustained by medical facilities in the disaster area
 - e. Implement measures to prevent or control disease vectors such as flies, mosquitoes
 - f. Inspect damaged buildings for health hazards
 - g. Provide appropriate services for the disposal of dead animals.
4. Public Health Nursing staff will:
- a. Conduct epidemiological investigation, as necessary.
 - b. Assist with on-scene investigation, as necessary.
 - c. Collect ante mortem data from family members in the Family Assistance Center.
 - d. Work with other personnel from the MCHD, the Coroner's Office and other agencies to collect, enter and update information.
 - e. Work with mental health professionals to provide counseling to the family of victims.
5. The Salvation Army will provide:
- a. Assistance in establishing a casualty tracking system program.
 - b. Coordination the management of volunteers, support services and donations, including coordination with other volunteer organizations.
 - c. Arrangement for suitable interfaith memorial services.
 - d. Coordination for mental health services and emotional care and support for families as designated by NTSB, including assistance with memorial services following an air crash.

- e. Food to workers and persons at the FAC, as appropriate.
- 6. Critical Incident Stress Management Team will provide:
 - a. Critical incident stress debriefing for emergency responders and other professionals involved in response/recovery efforts.
- 7. During transportation incidents, the NTSB will:
 - a. Coordinate federal assistance efforts with local and state authorities.
 - b. Coordinate and conduct briefings for victim's families and friends to provide information about resources for recovery, progress of the investigation, and identification of victims and their personal effects and belongings.
 - c. Coordinate with the investigator in charge of the accident and local and state authorities to try to arrange a family visit to the crash site or to an appropriate alternative site.
- 8. During a transportation incident involving an airline, the airline will:
 - a. Notify the families of passengers in a timely manner that their relatives may have been on the flight.
 - b. Secure a facility to establish a family assistance center in which family members can receive investigative updates, support, and protection from the media.
 - c. Support logistically those family members who want to travel to the accident city and maintain contact with the families who stay at home.
- 9. The U.S. Department of Justice, on request, will provide:
 - a. The FBI Disaster Squad to assist local jurisdictions with fingerprint identification for criminal and non-criminal events, if requested.
 - b. Information, through the Office for Victims of Crime, to victims of criminal acts and their families about programs to which they are entitled.
- 10. The Department of Defense – Air Force Mortuary Services may provide assistance in victim identification, recovery, storage and transportation, according to the Federal Response Plan (FRP) ESF #8.

VII. GUIDELINE DEVELOPMENT AND MAINTENANCE

- A. The Madison County Coroner is responsible for developing and maintaining this appendix. Recommended changes to this appendix should be forwarded as needs become apparent.
- B. This appendix will be revised annually in conjunction with the annual review of the Disaster Plan.
- C. Departments and agencies assigned responsibilities in this appendix are responsible for developing and maintaining SOG's covering those responsibilities.

Public Information Annex

Public Information Annex

Primary Agency: Public Information Office/Officer (PIO)

Support Agencies: Emergency Operations Planning Committee

I. PURPOSE

- A. The purpose of this annex is to provide for the effective collection, control, dissemination of emergency public information, and for the minimization of confusion, misinformation, and rumors during times of emergency. Long-term public educational efforts related to hazard awareness and family disaster preparedness planning is also outlined in this annex.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During periods of emergency the public needs, and generally desires, detailed information regarding protective actions to be taken to minimize loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public should be made aware of potential hazards and the protective measures that can be employed.
2. The City of Alton is covered by locally based media, including radio stations, newspapers, television stations, and cable TV. In the event of a major disaster, these media would provide a means of disseminating emergency information. Other media from adjacent areas also serve the City of Alton and would be able to disseminate emergency information if local media were incapacitated by the disaster.

B. Assumptions

1. An effective public information program combining both education and emergency information will significantly reduce disaster-related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected despite pre-disaster educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program.
2. A public education program will be instituted into the function of public information, and volunteer organizations will be selected to assist in the delivery and presentation of the program.
3. Loss of life and property can be reduced through the effective utilization of the media in warning and informing the public.
4. Local and area media will cooperate with city officials and will publicize necessary information as requested.
5. The City of Alton has several means of publicizing emergency information that are covered in the Communications Annex.
6. People will turn to local and area media for sources of information and guidance.

III. MISSION

A. The mission of Emergency Public Information is to:

1. Inform the public of the situation and advise them on appropriate actions;
2. Supply the media with accurate news information from a central source to minimize rumors and avoid the disruption of the emergency response.

IV. EXECUTION

A. Concept of Operations

1. Emergency Public 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 sheltering. It is important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control will be a major aspect of the emergency information program. Public feedback will be used as a measure of the program's effectiveness.
2. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. Information and education efforts will rely heavily on the cooperation of local media.
3. The Emergency Operations Planning Committee of the City of Alton is responsible for deciding what information will be released to the public and when. The City's Public Information Officer (PIO) is responsible for providing advice to the Emergency Operations Planning Committee, and is the agent to carry out the release of information and to act as liaison between the media and public officials.

B. Phases of Management

1. Mitigation

- a) Hazard awareness programs
- b) Coordinate with the media

2. Preparedness

- a) Conduct public education programs
- b) Prepare emergency information for release during emergencies

3. Response

- a) Establish a Joint Information Center for Emergency Public Information functions
- b) Release information to the public
- c) Coordinate rumor control
- d) Schedule news conference and arrange to have members of the Emergency Operations Planning Committee present to respond to questions

4. Recovery

- a) Provide information on recovery activities
- b) Provide information on disaster declaration process
- c) Provide information on Disaster Application Centers and disaster assistance available
- d) Compile records of events
- e) Assess effectiveness of information and education programs

C. Operations Policies

1. The City of Alton will utilize the Joint Information Center (JIC) concept. The City's PIO is responsible for setting up the JIC if more than one city department/agency or jurisdiction is involved in the incident. The JIC will be located near the EOC.
2. All information released to the media must be authorized by the Emergency Operations Planning Committee, as appropriate, and will be released by the City's PIO.
3. If information is released other than through the Emergency Operations Planning Committee and the City's PIO, the official releasing the information will inform the City's PIO of what information was released, when, to whom, and why. This will be done as soon as possible after the release of information.
4. All media inquiries will be referred to the City's PIO.
5. All information of questionable accuracy will be withheld pending verification, unless to do so would unnecessarily endanger life and property.

D. Operations Assignments

1. City's Public Information Officer

- a) Develop and maintain appropriate emergency operations procedures for carrying out the emergency public information function.
- b) Contact the local media and determine who to contact, what procedures are to be utilized, willingness to air/publish news release, authenticating information before broadcast or publication, etc. in order to create and maintain a current media list.
- c) Coordinate with City departments and emergency services agencies to familiarize them with the emergency public information system and their role in it
- d) Prepare fact sheets on hazards which can be easily disseminated to the media and the public
- e) Establish, staff and operate the Joint Information Center during a disaster
- f) Brief the Emergency Operations Planning Committee on all relevant emergency public information procedures
- g) Clear and release essential Emergency Public Information that is necessary for the population to prepare for the impending crisis.
- h) Recommend to the Emergency Operations Planning Committee about the use of emergency broadcasts to aid in disseminating emergency public information such as movement of the population to shelter, away from the disaster areas, or to shelter in-place.
- i) Announce the location of the Joint Information Center to the media
- j) Monitor the media to determine what information is being reported
- k) Monitor Incident Command Post (ICP) and/or Emergency Operations Center (EOC) and consult with the Emergency Operations Planning Committee to keep abreast of the situation and determine which information should be released to the public.
- l) Issue information to the public as necessary.

2. Emergency Operations Planning Committee:

- a) Develop and maintain public information and education programs in conjunction with the City's PIO
- b) Develop a warning system capable of reaching the general public
- c) Maintain a working relationship with the City's PIO and Mayor

3. Local Broadcast Media:

- a) Provide coverage of emergency information for the public
- b) Work with Emergency Operations Planning Committee and City's PIO on disaster education programs
- c) Confirm with City's PIO regarding the accuracy of "unofficial" information

V. CONTINUITY OF GOVERNMENT

A. Emergency public information will be provided to the local media according to the following line of succession:

- 1. City's Public Information Officer (Assistant to the Mayor or the Mayor's designee)
- 2. Department's PIO (per Department's protocols)

B. Public education programs will be administered by Emergency Operations Planning Committee, in conjunction with the City's PIO.

VI. ADMINISTRATION AND LOGISTICS

A. Media:

- 1. A list of local media organizations is found in Attachment 2.
- 2. Materials for the public education programs are available from Emergency Operations Planning Committee.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. The City's PIO will be responsible for the development and maintenance of this annex. The Plan will be updated on an annual basis.

Attachments:

Attachment #01	Media List
Attachment #02	Media Access Procedures

Attachment #01 - Media List

Television Stations	Address	Telephone	Email
CBS (Channel 4) KMOV	77 Progress Pkwy. Maryland Heights, MO 63043	314-621-4444	www.firstalert4.com
FOX (Channel 2) KTVI	2250 Ball Drive St. Louis, MO 63146	314-213-2222	www.fox2now.com
NBC (Channel 5) KSDK	1000 Market St St. Louis MO 63101	314-425-5355	www.nbc.com
WB (Channel 11) KPLR	2250 Ball Drive St. Louis, MO 63146	314-213-2222	www.fox2now.com
Radio Stations			
KFNS AM 590			www.590thefan.com
KMOX AM 1120	One Memorial Dr. St. Louis MO 63102		www.audacy.com
KTRS AM 550	638 West Port Plaza St. Louis MO 63146	314.453.5500	
WBGZ AM 1570	P.O. Box 615 Alton IL 62002	618.465.3535	www.wbgzradio.com
WSIE FM 88.7	0140 Dunhan Hall, Box 1773 Southern Illinois University Edwardsville IL 62026	618-650-2228	wsie887@siue.edu
WAOX FM 105.7	Talley Radio Network P.O. Box 10 Litchfield IL 62056	618.635.6000	www.waoxradio.com
WLCA FM 89.9	5800 Godfrey Road Godfrey IL 62025	618.468.8936	wlca@lc.edu
Bonneville International WIL FM 92.3	11647 Olive Blvd St. Louis MO 63141	314.983.6000	webmaster@923wil.com
WVRV FM 101.5	11647 Olive Blvd St. Louis MO 63141	334-239-9750	www.wvrfmtheriver.com
CBS Radio KYKY FM 98.1	1220 Olive Street, 3 rd Floor St. Louis, MO 63103	314-621-2345	www.audacy.com
KEZK FM 102.5			www.audacy.com
Clear Channel KSD FM 93.7	1001 Highlands Plaza Dr. West St. Louis MO 63110	314.333.8000	www.937thebull.iheart.com
KATZ FM 100.3	1001 Highlands Plaza Dr. West St. Louis MO 63110	314.333.8000	www.thebeatstl.iheart.com
KLOU FM 103.3	1001 Highlands Plaza Dr. West St. Louis MO 63110	314.333.8000	www.klou.iheart.com

KMJM FM 104.9	1001 Highlands Plaza Dr. West St. Louis MO 63110	314.333.8000	www.majic1049stl.iheart.com
KSLZ FM 107.7	1001 Highlands Plaza Dr. West St. Louis MO 63110	314.333.8000	www.z1077.iheart.com
Emmis Interactive KSHE FM 94.7	800 St. Louis Union Station The Powerhouse St. Louis MO 63103	314-983-6000	www.kshe95.com
KIHT FM 96.3	800 St. Louis Union Station The Powerhouse St. Louis MO 63103	314.621.4106	www.now963.com
WRDA FM 104.1	800 St. Louis Union Station The Powerhouse St. Louis MO 63103	314.621.2345	www.audacy.com/hot1041
KPNT FM 105.7	11647 Olive Blvd. Creve Coeur, MO 63141	314-983-6000	www.1057thepoint.com
Newspapers			
Alton Telegraph	219 Piasa St. Alton IL 62002	618.463.2500	www.thetelegraph.com
Associated Press	200 Liberty St. New York City, NY 10281	212-621-7005	www.ap.org
Belleville News Democrat	120 South Illinois Street Belleville, IL 62220-2130	618.234.1000	www.bnd.com
St. Louis Post-Dispatch	901 N. 10 th Street St. Louis, Mo. 63101	314.340.8222	www.stltoday.com
The Intelligencer	116 North Main Street Edwardsville, IL 62025	618-656-4700	www.theintelligencer.com

Attachment #02 Media Access Procedures

INTRODUCTION

These procedures recognize and acknowledge the importance of providing the general public with adequate information as rapidly as possible in the event of a disaster to alleviate the natural anxiety of individuals for friends and loved ones who may or may not have been involved. The role of the 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 media in providing information and equal access to the scene, within the bounds of safety and efficient operations, and in recognition of the rights of the news media to perform their proper function.

PURPOSES

The purpose of these procedures is to establish a general policy for providing information to the public and equal access to certified representatives of legitimate news media during time of emergency.

CONCEPT OF OPERATIONS

1. The following types of information shall be provided to the public as soon as possible in as much detail as possible.
 - a) Nature of Incident
 - b) Location
 - c) Time of Incident
 - d) Number of Casualties
 - e) Identification of casualties, only after immediate family has been notified.
 - f) Number of injured and nature of injuries.
 - g) Condition of injured and where treated, only after immediate family has been notified.
 - h) Agencies involved in response.
 - i) Scope of agency involvement.
 - j) Actions that should be taken by the public
 - k) Safety precautions to prevent further injury
 - l) Disaster declaration procedures
 - m) Disaster assistance program and process, if a Presidential Declaration is received.
2. It is recognized that personnel involved in response to a disaster have certain responsibilities for the protection of life and property and will be under varying degrees of mental and physical stress. It is also recognized that certified representatives of the news media should be provided every opportunity for equal access to the scene of a disaster, response activity, and to the interview personnel when it is consistent with safety and effective operations.
3. The City's Public Information Officer (PIO) will establish a Joint Information Center (JIC) and have personnel available to attempt to meet the needs of all local media. If and when it has been determined that areas of the incident are safe for entry, tours will be arranged with appropriate PIO officers or other officials.

COLLECTION AND DISSEMINATION OF INFORMATION

The types of information outlined above shall be collected and disseminated as soon as possible and provided to the City's PIO.

- A. Incident Commander - will provide timely evaluation of the disaster.
- B. Each operating department PIO will provide information to the PIO

- C. All information will be coordinated through the PIO and the Joint Information Center with the Emergency Operations Planning Committee's approval on all releases except those whose expediency will affect the lives of the public.

ACCESS FOR NEWS MEDIA REPRESENTATIVES

In recognition of the public's right-to-know as much information as possible about a disaster, the agencies involved in the response will make every effort to cooperate by allowing certified representatives of legitimate news media equal access to information and scenes of response activities, as allowed by safety and efficient operational needs and as established in the above procedures.

- A. Incident Command Post (ICP) - Incident Commander will allow such access as consistent with the safety and efficiency of operation. In conjunction with the PIO, arrangements will be made for limited access and tours may be scheduled.
- B. Each respective hospital will establish rules of access for media representatives and these may vary for individual circumstances.
- C. As a minimum, in the event of an Emergency Medical Disaster, each hospital should recognize certified media identification cards and provide a designated entrance for media representatives. Each hospital should appoint a PIO who will work in conjunction with the City's PIO through the JIC.
- D. The PIO will establish rules for media access at the Emergency Operations Center (EOC) and ICP as appropriate to conditions unless otherwise specified. Media representatives will be governed by the following rules:
 - 1. Representatives of the news media will be recognized if they have an official State of Illinois Press Identification Card.
 - 2. When the EOC or ICP is activated following the declaration of a disaster, representatives of the media shall have access to the JIC.
 - 3. All media representatives at the disaster scene will promptly adhere to all requests made by the PIO, Emergency Operations Planning Committee, or the Incident Commander at the ICP.

Tab #01 – Charter Communication's Civil Emergency Alert System

Tab #02 - Sample Messages

Tab #03 - 'What the Media Will Ask in an Emergency'

TAB #01 – Charter Communication’s Civil Emergency Alert System

Purpose

Provide for the receipt and rapid distribution of emergency information involving man-made, technological and natural disasters, by disrupting cable broadcasts. From time to time emergency situations require immediate notification of the public for life-threatening conditions.

Responsibility

1. It will be the responsibility of Charter Communications to maintain and service the equipment, and to advise the City of Alton of any operation or equipment changes.
2. The City of Alton will be responsible for the notification of their communities if the system is not operating.
3. The City of Alton will be responsible for the activation of the system and distribution of the emergency information as it pertains to weather related situations. Individual communities will be responsible for the activation in evacuation situations or an actual sighting of a tornado involving that community per the cable system map.
4. The ESDA Director is responsible for the operation of the Civil Emergency Alert (CEA) system. The Director will appoint a designee who is responsible for the activation of the CEA system.
5. The following is a list of situations that will require the CEA System to be activated:
 - a) National Emergencies
 - b) Tornado Warnings
 - c) Mass evacuations (e.g. Hazardous Materials Incident)
 - d) Any other life-threatening situation

Operating Procedures

1. Turn on a television with cable hook-up to monitor.
2. Enter the seven-digit telephone number (Kept in the locked box). NOTE: This operation can only be done on a touch-tone phone or a dial phone with touch-tone pad adapter.
3. Phone will ring one or two times.
4. After the ringing stops (silence) - the user will have approximately 12 seconds in which to key in the access code (9-1-1). After entering the access code, all audio and video will stop on the cable system.
5. There will be a 5-second emergency tone that is emitted both in the telephone receiver and over the cable system.
6. At the conclusion of the 5-second tone, the user will have 3 minutes to deliver the message. Speak the message into the telephone handset. (Refer to test and sample messages.)
7. After the message has been given, the user should press the "#" sign, for immediate disconnect and restoration of normal programming. Should the user fail to press the "#" sign, the system will not automatically disconnect and will not restore normal programming until after approximately 3 minutes have passed. NOTE: The only way to tell if the system is working is to monitor a television.

Operational Testing

1. The system will be tested on the first Tuesday of each month promptly at 10:00 a.m. simultaneously with the Outdoor Warning System test.
2. Testing will require the opening of the sealed envelope. All data must be logged on the envelope and then resealed.
3. Comments should include such things as did the system function properly. If not, TCI should be contacted immediately at 686-2655 (Repair Service).

TAB #02 - Sample Messages

TEST

"This is the Civil Emergency Alert System monthly test. This is only a test. In the event of an actual emergency you would have been instructed to tune to a local radio or television station or NOAA weather radio. This has only been a test. We now return you to your regularly scheduled program and thank you for your cooperation."

TORNADO WARNING (ISSUED BY THE NATIONAL WEATHER SERVICE)

"The City of Alton has issued a Tornado Warning based upon information received from the National Weather Service Office. The warning is in effect until _____. At _____ a FUNNEL CLOUD / TORNADO was reported at _____. You should go to a place of safety immediately. Take a battery-operated radio with you and tune to a local station. Be alert for further information and warnings. This concludes the Civil Emergency Alert message."

TORNADO WARNING (BASED UPON RELIABLE REPORTS)

"The City of Alton has issued a Tornado Warning based upon the reported sighting (s) of a FUNNEL CLOUD / TORNADO. This sighting was in the area of _____. You should go to a place of safety immediately. Take a battery-operated radio and tune to a local station. Be alert for further information and warnings. This concludes the Civil Emergency Alert message."

EVACUATION

"The City of Alton is issuing an evacuation advisory. There has been a _____. The evacuation advisory has been issued by the Alton POLICE DEPT. / FIRE DEPT. The area is bounded by _____ on the North, _____ on the South, _____ on the East, and _____ on the West. If you live within these boundaries, a shelter has been opened at _____ and you are requested to go there immediately. Please turn to a local radio or television station for further information on evacuation routes, transportation and other details."

SHELTER-IN-PLACE

"This is the City of Alton Emergency Communications Center. There has been a hazardous materials incident in the area of _____. Persons in an area bounded by _____ on the north, _____ on the south, _____ on the east, and _____ on the west should immediately close all windows and doors, turn off all air conditioning and ventilation systems, and remain indoors. Please turn to a local radio or television station for further information. This concludes the Civil Emergency Alert message."

TAB #03 – ‘What the Media Will Ask in an Emergency’

During emergencies, be prepared to respond to questions about the following:

1. Casualties

- A. Number killed or injured
- B. Number who escaped
- C. Nature of the injuries received
- D. Care given to the injured
- E. Disposition of the dead
- F. Prominence of anyone who was killed, injured, or escaped
- G. How escape was handicapped or cut off

2. Property Damage

- H. Estimated value of loss
- I. Description - kind of building, etc.
- J. Importance of the property, e.g., historic value, precious woodland, etc.
- K. Other property threatened
- L. Insurance protection
- M. Previous emergencies in the area

3. Causes

- N. Testimony of participants
- O. Testimony of witnesses
- P. Testimony of key responders, e.g., Crisis Management Team, police, fire, etc.
- Q. How emergency was discovered
- R. Who summoned aid
- S. Previous indications of danger

4. Rescue and Relief

- T. The number engaged in rescue and relief operations
- U. Any prominent persons in the relief crew
- V. Equipment used
- W. Handicaps to rescue
- X. Care of destitute and homeless
- Y. How the emergency was prevented from spreading
- Z. How property was saved
- AA. Acts of heroism

5. Descriptions of the Crisis or Disaster

- BB. Spread of the emergency
- CC. Blasts and explosions
- DD. Crimes or violence
- EE. Attempts at escape or rescue
- FF. Duration
- GG. Collapse of structures
- HH. Color of flames
- II. Extent of spill

6. Accompanying Incidents

JJ. Number of spectators-spectator attitudes and crowd control

KK. Unusual happenings

LL. Anxiety, stress of families, survivors, etc.

7. Legal Actions

MM. Inquests, Coroner's reports

NN. Police follow-up

OO. Insurance company actions

PP. Professional negligence, or inaction

QQ. Suits stemming from the incident

Public Works Annex

Public Works Annex

I. PURPOSE

- A. This annex describes the planning and operational responsibility of the Public Works Department during emergencies and disasters. All divisions and sections under the Public Works Department have either primary or support responsibilities, depending upon the hazard.

II. SITUATION AND ASSUMPTIONS

A. Situation

Most disasters have the potential to cause property damage, including to government facilities, roads, street, bridges and utilities. In the event that such damage occurs, a planned response for debris clearance, including heavy equipment operations, utility repairs, traffic signalization, etc., is essential for response and recovery operations.

B. Assumptions

1. The timely response to damage of public structures, streets and utilities will assure the community's capability to efficiently and effectively return to normal, day-to-day life.
2. All Public Works and Parks and Recreation/Forestry equipment and personnel will be available to cope with any anticipated disaster.
3. Without outside assistance, the Public Works Department may not have sufficient resources to cope with a disaster.
4. Local contractor resources would be utilized as needed in disaster recovery efforts.

III. CONCEPT OF OPERATIONS

A. General

1. Ultimate responsibility for providing Public Works services during an emergency rests with the City of Alton Public Works Department.
2. The Public Works Director will coordinate, under the direction of the Mayor, during times of disaster.

B. Phases of Emergency Management

1. Mitigation

- a) Train personnel in emergency procedures.
- b) Work with the City Council to ensure the ordinances are created to protect public buildings and infrastructure systems.
- c) Participate in hazard analysis and identify vulnerabilities with respect to Public Works activities.
- d) Identify local private contractors who could provide support during emergencies. Acquaint them with emergency plans and procedures.
- e) Review and update emergency Public Works plan.
- f) Review other Annexes to the City of Alton's Emergency Operation Plan and clarify Public Works' role.
- g) Participate in design and execution of emergency preparedness exercises.
- h) Provide input into after-action reviews to improve preparedness, response and recovery capabilities.
- i) Work with Building and Zoning Department to ensure that new construction does not increase hazard or vulnerability threat.
- j) Work in conjunction with Building and Zoning Department and City Council to improve building codes.

2. Preparedness

- a) Ensure that storm sewers are in good repair.
- b) Ensure that debris removal equipment is in good repair.
- c) Ensure that adequate barrier/road block materials and equipment are available.
- d) Review emergency staffing plans.
- e) Secure all equipment against damage.
- f) Organize damage survey teams for public facilities, roads, streets and bridges.
- g) Place standby equipment in operational readiness.
- h) Coordinate communication procedures with EOC.
- i) Review contingency plans and coordinate task assignments with private utility companies, other agencies and volunteer groups.
- j) Develop procedures to support accomplishments of tasks outlined in this Annex.

3. Response

- a) Survey disaster areas and evaluate in terms of engineering estimates.
- b) Develop and make recommendations to alleviate problems.

- c) Maintain contact with EOC.
- d) Repair EOC facilities and equipment as necessary.
- e) Assess damage to public facilities, critical facilities, roads, streets and bridges.
- f) Clear roads, coordinate with private utility companies to effect emergency repair of water, electrical, telephone and sewer systems, as necessary.
- g) Barricade damaged areas, as directed.
- h) Call out private contractors and other assistance as necessary.
- i) Assist in search/rescue and traffic control operations, as directed.

4. Recovery

- a) Repair public infrastructure and buildings.
- b) Support decontamination work, as necessary.
- c) Coordinate repairs of private utilities.
- d) Provide potable water and temporary sanitary facilities, as needed.
- e) Participate in compiling after-action report and critiques. Make necessary changes and improvements in Emergency Operations Plans.
- f) Coordinate with Building and Zoning Department to make recommendations to City Council to mitigate impact of future disasters.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Considerations for Local Government

- 1. Authority to execute this Annex is delegated to the Public Works Director, under the direction of the Mayor.

B. Tasks and Responsibilities for the Director of Public Works:

- 1. Coordinate emergency Public Works activities.
- 2. Train personnel in emergency procedures.
- 3. Develop mutual aid agreements.
- 4. Identify local private contractors who could provide backup support.
- 5. Develop resource lists.
- 6. Review and update emergency Public Works plans.
- 7. Participate in development and execution of disaster exercises.

C. Tasks and Responsibilities of the Streets & Sewer Maintenance Division:

- 1. Repair roads and bridges.
- 2. Maintain storm sewers.

3. Maintain debris and garbage disposal operations.
4. Perform damage assessments.
5. Provide equipment as needed.
6. Assist in search/rescue operations as needed.
7. Store and provide fuel for emergency vehicles.
8. Maintain contact with EOC.

D. Tasks and Responsibilities for Engineering Division:

1. Provide engineering/garage services and advice.
2. Oversee flood control activities in conjunction with U.S. Corp of Engineers.
3. Assess damages to public facilities, streets, roads and bridges.
4. Maintain contact with EOC.

V. DIRECTION AND CONTROL

- A. During disaster situations, the Public Works Director, or his designee, will operate from the EOC and will coordinate all public service activities, including working with private utility companies to ensure the restoration of essential utilities.
- B. Department supervisors will exercise operation control of Public Works forces; however, the Public Works Director shall set priorities for resources and coordinate mutual aid forces.
- C. Any volunteer forces will work under the supervision of senior Public Works officials in the jurisdiction where they are deployed. The Public Works Director will handle the call up and deployment of volunteer forces.
- D. Any assisting military forces will work under the direct supervision of their own chain of command, but will serve under the direction of the Public Works supervisors.

VI. CONTINUITY OF GOVERNMENT

- A. In the event that Director of Public Works is unable to perform, the day-to-day chain of command will provide the lines of succession.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. There is tremendous need for Public Works services during emergencies. The Public Works Director will ensure that Public Works activities are administered in an orderly and efficient manner. Priority will be given to requests for additional resources and personnel to support the activities of the department.
2. The Public Works Director will develop procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts.
3. All costs associated with the emergency will be identified through the use of an activity number assigned by the Comptroller's Office. Any force account costs, personnel costs, and contractual costs will be charged to an activity number for documentation in the event of a federal declaration.

B. Logistics

1. Obtaining emergency supplies should be coordinated with the Resource Coordinator in the EOC.
2. The Public Works Director is authorized to purchase equipment, supplies, and personnel services as necessary to support response and recovery work. Records of all purchases shall be maintained and tracked (SEE VII, A, 3.)

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Public Works Director will review, exercise and update this Annex on an annual basis.

IX. AUTHORITIES AND REFERENCES

- A. Reference authorities and references contained in the Basic Plan.

ATTACHMENTS

- Attachment 1: Chain of Command/Functions
- Attachment 2: Snow Removal Contractors
- Attachment 3: Public Works Major Equipment List
- Attachment 4: Damage Assessment and Resource Allocation

Attachment #1 – Street/Sewer Maintenance Chain of Command and Functions

I. CHAIN OF COMMAND

- A. The chain of command for normal maintenance responsibilities within the Facilities Division is as follows:
1. Director - has overall responsibility for planning and day-to-day operations. He/she does not make specific assignments, but causes them to be made through the Facilities Operations Engineer or through other supervisory personnel.
 2. City Engineer - in the absence of the Superintendent assumes total responsibility for the Facilities Division functions. On a daily basis, the Facilities Operations Engineer prioritizes work to be performed and allocates equipment and manpower.
 3. Supervisors - direct the workforce to accomplish tasks (with the manpower and equipment) assigned to them by the Facilities Operations Engineer.
- B. The after-hours chain of command remains the same if all management personnel are available. In the absence of the Superintendent and City Engineer, the Supervisor on call has overall management responsibility for Streets and Sewers Divisions, which has management personnel on call twenty-four (24) hours a day, seven (7) days a week available through the Police Dispatcher.
- C. In the event of a disaster, the chain of command would remain the same; however, as in the past, the Director would take direct control in the assignment of manpower and equipment. As the situation dictates, the Director will direct workers and management personnel to perform designated tasks. The Streets and Sewers and Department's chain of command will react to a disaster in the manner previously outlined when responsibilities are of a primary or secondary nature. In the primary role, the Director (or his/her delegate) will make the decisions on manpower and equipment allocation and methods of operation. In the secondary role, the Director will provide requested assistance and contribute all available resources to the completion of the assigned tasks.

II. FUNCTION

1. Pre-Disaster Activities

- a) Assist Police/Fire Department (barricading, evacuations, etc.)
 - b) Service and fuel equipment
 - c) Secure facilities
 - d) Make arrangements for contract assistance
 - e) Stockpile materials
2. Disaster Activities
- a) Minimize impact with available resources
 - b) Provide status reports
3. Post-Disaster Activities
- a) Allocate resources to assist/provide recovery
 - b) Provide assessment of damages

Attachment # 2 – Snow Removal Contractors

Barnhart Construction	618-977-6881 / 618-977-9341
Stutz Excavating	618-259-2485
Georgewitz Construction	618-466-2526
Tycon Builders	618-465-7335

Attachment # 3 – Public Works

Major Equipment List

Street / Storm Sewer Department

	<u>VEHICLES...</u>
Vehicle	GMC - Sierra Pick Up Truck 3/4-Ton (Paulie's)
Vehicle	Dump Truck F450
Vehicle	Ford - Dump Truck F450
Vehicle	Ford - Dump Truck F450
Vehicle	Ford - Super Duty Truck F350 (Sign Shop)
Vehicle	Ford - Dump Truck F350
Vehicle	Ford - Dump Truck F350
Vehicle	GMC - Sierra Pick Up Truck 1/2-Ton
Vehicle	Ford - Pick Up Flat Bed Truck F350
Vehicle	Ford - Pick Up Flat Bed Truck F350
Vehicle	International - Dump Truck 2-Ton
Vehicle	International - Dump Truck 2-Ton (7400)
Vehicle	International - Dump Truck 2-Ton
Vehicle	International - Dump Truck 2-Ton
Vehicle	International - Dump Truck 2-Ton
Vehicle	Freightliner - Dump Truck 2-Ton
Vehicle	Freightliner - Dump Truck w/10' Body
Vehicle	International - Tandem Dump Truck
Vehicle	GMC - Tandem Flat Bed Dump Truck
Vehicle	Mack - Road Tractor Semi Truck
Vehicle	International - Tandem Dump Truck
Vehicle	Sterling - Vactor Xtreme (Leaf Vac Truck)
Vehicle	Olympian - Leaf Vac Truck
Vehicle	Dump Truck...
Vehicle	Ford - Dump Truck F450
Vehicle	Dump Truck F350
	<u>SPECIALTY VEHICLES...</u>
Sweeper	Pelican - Street Sweeper (new)
Sweeper	Elgin Pelican - Street Sweeper (old)
Jet Truck	Ford - Sewer Jet Truck (old)
Leaf Vac	Tarco - Leaf Vac
Leaf Vac	Tarco - Leaf Vac
	<u>LOADERS...</u>

Loader	Caterpillar - Forklift
Loader	Caterpillar - Wheel Loader (Backhoe)
Loader	Caterpillar - Backhoe / Loader
Loader	Caterpillar - Backhoe / Loader
Loader	John Deere - Loader...
Loader	John Deere - Wheel Loader 524K
Loader	Bobcat - Compact Track Loader
	<u>TRAILERS...</u>
Trailer	Corn Pro - 20' Trailer
Trailer	Doolittle - Trailer (Paint)
Trailer	L & D - Tilt Trailer
Trailer	Enterprises - 14' Trailer
Trailer	Gossen - Blower, Straw w/Trailer
Trailer	Towmaster - Tilt Trailer (Paver)
Trailer	Utility - Trailer (Flood)
Trailer	Thomas Towmaster - Contrail Trailer (Roller)
Trailer	Cronkhite - Flatbed Trailer
Trailer	Godwin - Pump, Trailer Mounted 8"
Trailer	King - Utility Trailer (Concrete)
	<u>STORM...</u>
Loader	Skid Loader
Loader	Bobcat - Compact Mini Excavator
Vehicle	Chevrolet - Camera Truck
Vehicle	Ford - Dump Truck w/Crane 2-Ton
Vehicle	Ford - Pick Up Truck F550
Vehicle	Ford - EXT Cab Truck F550
Jet Truck	Vactor - 2112P-16 (Jet Truck)
Trailer	Witzco Challenge - Lowboy Semi Trailer
Trailer	Towmaster - Trailer (Asphalt Box)
Storm Equip	Geotex - GPS System - Stand Alone
Storm Equip	Impact - Gas Monitor
Storm Equip	QRAE II - Gas Monitor, Handheld
Storm Equip	Bil-Jax - Trench Shoring
Storm Equip	GME Lite Shield - Trenchshield
Storm Equip	Rescue / Retrieval / Winch / Tripod
Storm Equip	Rigid - Camera - Push TV/DVD Camera Unit
Storm Equip	Cues - Camera, Push (Video Equipment)
	<u>SIGN SHOP...</u>
Trailer	Big Tex - Utility Trailer (Sign Shop)
Sign Equip	Arrowmaster III - Solar Arrowboard
Sign Equip	Arrowmaster III - Solar Arrowboard

Sign Equip	Wanco - Sign, Solar Arrowboard (Portable)...newer
	<u>SNOW BLADES / SPREADERS / BUCKETS...</u>
Snow Plow	Monroe - Snow Blade Attachment
Spreader	Henderson Chief - Spreader 10'
Spreader	Henderson Chief - Spreader, Stainless Steel
Vehicle	Crysteel - Snow Plow Truck
Spreader	Henderson Chief - Spreader (2)
Spreader	Henderson Chief - Spreader, Stainless Steel
Spreader	Henderson Chief - Spreader
Spreader	Henderson Chief - Spreader, Stainless Steel
Spreader	Henderson Chief - Spreader, Stainless Steel
Spreader	Henderson Chief - Spreader
Spreader	Monroe - Spreader, Stainless Steel V-Box
Snow Plow	Monroe - Snow Blade
Snow Plow	Western - Snow Plow, IUTP85 8.5'
Snow Plow	Western - Snow Plow, IUTP85 8.5'
Snow Plow	Western - Snow Plow, IUTP85 8.5'
Bucket	Bucket, Low Profile
Bucket	Bucket, Trenching 18"
Bucket	Bucket, Trenching 36"
	<u>ASPHALT...</u>
Asphalt Equip	Blaw-Knox - Joint Matcher for Paver
Asphalt Equip	Blaw-Knox - Ski for Paver
Asphalt Equip	Kenworth - Durapatcher
Asphalt Equip	Stow - Surface Planer (old)
Asphalt Equip	Tar Kettle (New)
Asphalt Equip	Universal - Cold Planer (2)
Asphalt Equip	Dyna Pac - Roller (Asphalt)
Asphalt Equip	Caterpillar - Compactor (Roller)
Asphalt Equip	Dyna Pac - Roller (Vibratory)
Asphalt Equip	Vibrtr Roller (Small Roller)
Asphalt Equip	Caterpillar - Planer, PC306 24"
Asphalt Equip	Leeboy - Trailer, Prime Tank L600T (Asphalt)
Asphalt Equip	KM International - Trailer, Hotbox KM8000TEDDC2M2
Asphalt Equip	Wacker Neuson - Plate Compactor, w/Water Tank
	<u>PAINT...</u>
Paint Equip	MB - Paint Stripper
Paint Equip	Laser - Line Striper
Paint Equip	Graco - Line Striping Machine (old)
	<u>SAWS...</u>
Saw	Felker - Saw (Brick)
Saw	Rotary - Saw (Concrete) (4)

Saw	Stihl - Chain Saw (6)
Saw	Target - Saw, Big (Concrete)
	<u>ADDITIONAL...</u>
Radio	G.E. - Radio / Charger, Handheld (3)
Radio	Kenwood - Radio (10)
Generator	Subaru - Generator (Small)
Tool Box	Tool Boxes - Equipped (4)
Trailer	Sullivan / Palatk - Air Compressor, Trailer Mounted
Compressor	Sullivan - Air Compressor
Breaker	ESCO / ES35 - Breaker (Hydraulic)
Power Washer	Landa - Power Washer w/Wheel Kit
Saw	Target Pro 65II - Saw, Big (Concrete)
Equip	Stanley - Combo Mount, MB5570XCS

Garage Division

	<u>TOOLS...</u>
Tools	On File - Tools (Eric Landuyt)
Tools	On File - Tools (Joey Garrison)
Tools	On File - Tools (John Mitchell)
Tools	On File - Tools (Andy Garrison)
Tools	On File - Tools (Eric McKee)
	<u>ADDITIONAL...</u>
Equip	Curtis - Compressor
Equip	CAT - Forklift
Vehicle	Kleer Flow - Recycler (Anti-Freeze)
Equip	Millermatic - Welder
Equip	Hobart - Welder
Equip	Robinair R-134A, Refrigerant Recovery Recycling & Recharging Machine (34788-H)
Equip	Ingersoll Rand - Air Compressor (Shop)
Equip	Powermax - Plasma Cutter
Equip	Eagle - Safety Cabinet (60 Gal)
Equip	Matco - Scan Tool
Equip	Coats - Tire Balancer (new)
Equip	Coats - Tire Changer (RC-45)
Equip	Motorvac - Trans Flush Machine
Equip	(??) Vehicle Lift, Rotary (10,000 Lb)
Equip	(??) Vehicle Lift, Rotary (12,000 Lb)
Vehicle	Kawasaki - Utility Vehicle (Mule)
Vehicle	Kubota - Utility Vehicle
Vehicle	GMC - 4X4 w/Compressor & Welder (Service Truck)

Vehicle	Ford - Pickup Truck F250 (Parts)
	* BUILDING ASSESTS *
Vehicle	ESDA - Generator
Equip	Powerheart - Defibrillator Unit
Radio	Kenwood - Radios, Portable 240VK (40)

Forestry Division

Equip	Vermeer - Stump Grinder
Equip	Vermeer - Chipper
Equip	John Deere - Wheel Loader
Equip	Vermeer - Chipper
Saw	Stihl - Chainsaw, MS 201 TC-M
Equip	Caterpillar - Skid Steer
Mower	Bengal - Boom Arm Mower

R.O.W. Department

Mower	Kubota - Tractor, Garden w/Mower
Mower	Toro - Walk Behind Mower
Sprayer	Top Air - ATV Sprayer (200 Gl)
Mower	Kubota - Tractor, L5460 w/Accessories
Mower	Toro - Mower, ZTR 60'
Mower	Hustler - Mower, Trim Star
Mower	Hustler - Mower, Walk Behind Trim Star
Mower	Hustler - Mower, Walk Behind Trim Star
Mower	Hustler - Mower, Walk Behind Trim Star
Mower	Toro - Mower, Grandstand
Mower	Kubota - Mower, Ventrac 4500Z
Mower	(??) - Mower, Ventrac Brush Attachment
Vehicle	Van
Vehicle	Ford - Pickup Truck
Vehicle	T-Man - Trailer, Utility
Vehicle	Ford - Transit
Trailer	T-Man - Trailer, Utility
Trailer	Doolittle - Trailer, Micro Dump
Trailer	(??) - Trailer, Utility
Trailer	(??) - Trailer, Utility
Trailer	(??) - Trailer, 6.5'X16'
Vehicle	Ford - Truck F250

Animal Control Department

Vehicle	Ford - Truck F250
Vehicle	Ford - Truck F250

Attachment #4 - Damage Assessment by Public Works

The City of Alton is divided into 12 service routes. These service routes are used for sweeping, snowplowing and alley and inlet maintenance. In the event of a disaster, such as a tornado or windstorm, these service routes would be used to systematically survey the damage and prioritize the allocation of resources. While a preliminary assessment can usually be done in as little as 2 - 4 hours, it may take anywhere from 1 - 12 hours (depending on severity) before an accurate survey reveals the true extent of the damage. If available, a helicopter survey would provide a good indication of the path of damage from a tornado and be useful in prioritizing a response.

Damage Assessment Annex

Damage Assessment Annex

Primary Agency: Public Works and Building & Zoning

Support Agencies: Fire
Police

I. PURPOSE

- A. This annex describes procedures to be followed in the assessment of damage resulting from a natural disaster, enemy attack, or other major incident. Guidelines for the restoration of public services and facilities are also included.

II. SITUATION AND ASSUMPTIONS

A. Situation

Most hazardous events have the potential for causing extensive property damage. In the event that such damage occurs, a pre-planned damage assessment procedure is essential to determine the amount of resources needed for response and recovery operations.

B. Assumptions

The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster and will have great bearing upon the manner in which recovery is affected in the city.

III. CONCEPT OF OPERATIONS

A. General

Building codes and land use regulations can reduce much of the structural damage that would otherwise result from a disaster. Nevertheless, damage will usually occur, and a fast and accurate assessment of conditions is essential to conducting effective response operations. In addition, extensive damage assessment is a necessary part of disaster assistance programs at the State and Federal levels.

B. Phases of Management

1. Mitigation

- a. Develop and enforce adequate building codes
- b. Develop and enforce adequate land use regulations

2. Preparedness

- a. Train personnel in damage assessment techniques
- b. Maintain pre-disaster maps, photos of city owned property and other documents or records for damage assessment purposes.

- c. List critical facilities requiring priority repairs
- d. Develop assessment forms and procedures
- 3. Response
 - a. Collect damage information
 - b. Compile damage assessment reports
- 4. Recovery
 - a. Summarize damage assessment reports
 - b. Identify unsafe structure and prevent their use
 - c. Monitor restoration activities
 - d. Review building codes and land use regulations for possible improvements.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Director of Building & Zoning and the Public Works Director have primary responsibility for the damage assessment function. The Director of Building & Zoning will oversee the assessment of private sector damage while the Public Works Director is responsible for damage to public property including buildings, streets, roads, and bridges.

V. TASK ASSIGNMENTS

A. Director of Building & Zoning Department:

- 1. Responsible for compiling damage assessment reports, in conjunction with the Fire Chief, Police Chief, and Director of Public Works, or their designee.
- 2. Provide adequate staff for compilation of reports
- 3. Establish procedures and policies for collecting damage assessment information.
- 4. Provide damage assessment information to EOC staff and Public Information Officer.
- 5. Develop and enforce building codes.
- 6. Provide data for compilation of damage survey reports for state and federal disaster assistance.
- 7. Prepare proper forms, as provided by IEMA and FEMA, through Madison County EMA, for state and federal disaster assistance.
- 8. In conjunction with Public Works Director or his designee, coordinate with federal disaster survey teams.
- 9. In conjunction with Public Works Director or his designee, coordinate with other governmental units and private non-profit organizations eligible for disaster funds.
- 10. Provide training for individuals assigned to damage assessment functions.
- 11. Coordinate with Public Works Department on damage assessment responsibilities

B. Public Works Department

- 1. Provide damage assessment data for publicly owned buildings, road, streets and bridges.
- 2. Provide adequate staff assistance to collect damage assessment information on public property
- 3. Provide adequate staff assistance to compile and summarize damage assessment data.
- 4. Provide engineering advice on all aspects of damage to public property.
- 5. In conjunction with the Director of Bldg. & Zoning, or his designee, coordinate with other governmental units and private non-profit organizations eligible for disaster funds.
- 6. Provide data for compilation of damage survey reports for state and federal disaster assistance.
- 7. Prepare proper forms, as provided by IEMA and FEMA, through Madison County EMA, for state and federal disaster assistance.

8. In conjunction with Director of Bldg. & Zoning, or his designee, coordinate with federal disaster survey teams.
9. Coordinate with Director of Bldg. & Zoning or his designee regarding damage assessment responsibilities.

C. Township Tax Assessor

1. Provide assessment values for private properties affected by the disaster
2. Provide appraiser for damage assessment data collection as needed.

D. Police Department

1. Conduct windshield survey of damage areas to provide initial assessment of damage to include areas affected, type of damage, extent of damage, etc.
2. Using the attached forms, report findings to ECC so information can be gathered by Director of Building & Zoning.

VI. DIRECTION AND CONTROL

- A. During disaster situations, the Director of Bldg. & Zoning, or his designee, will operate from the EOC and will coordinate all damage assessment activities. Data from the Public Works Director on damage to public facilities, roads, streets and bridges will be combined with data from the private sector. Summary reports will be provided to the Director of Bldg. & Zoning or his designee for forwarding to the Illinois Emergency Management Agency. The Director of Bldg. & Zoning and the Public Works Director will dispatch personnel who will survey the affected areas and report back to the Directors at the EOC. Personnel from the tax assessor's office will provide dollar valuation information for property affected. Information regarding public utility damages will be collected by the Utility Liaison located at the EOC. All significant damage information will be mapped and will be posted in the EOC. Final reports will be made on the forms provided, at that time, by the Madison County Emergency Management Agency. Such forms will comply with all requirements as detailed by IEMA and FEMA.
- B. Repairs on public facilities will begin as soon as possible. Priority will be given to those facilities that are crucial to emergency response operations, such as roads, streets and bridges. If feasible, photos or videos will be taken to document damages. City resources will be relied upon for most work with support from the state and federal governments and other sources, as necessary.

VII. CONTINUITY OF GOVERNMENT

- A. If the department Director is not available to direct emergency response operations, the lines of succession will be established by each department according to the standard operating guidelines. These procedures identify the emergency authorities that designated successors can assume and the circumstances under which those authorities become effective and are terminated.

VIII. ADMINISTRATION AND LOGISTICS

A. Survey Teams

1. Damage assessment survey teams will consist primarily of employees of the Bldg. & Zoning Department and the Engineering Department. Public Works and Tax Assessor's Office employees will also be utilized if needed. Private sector personnel from the fields of

engineering, building trades, property assessment and other related areas, will be used to supplement existing team members. Damage assessment information will also be provided by the American Red Cross.

2. When an operation involves a special hazard that might affect the safety of personnel, i.e., hazardous materials, properly trained personnel will also be added to the teams.

B. Records and Reports

1. Each damage survey team collects field data using the Damage Assessment Estimate Summary and Public Damage Estimate Report (See Attachment 1 and 2). These reports will be forwarded to the Damage Assessment personnel in the EOC. Data from these forms shall be used to compile the final reports on IEMA/FEMA approved forms that will be provided by the Madison County Emergency Management office.

C. Damage Assessment Report

1. The Damage Assessment personnel located in the EOC will compile damage assessment data for the jurisdiction.
2. If damage is sufficient to justify such a request, these reports will be prepared on approved forms and utilized to forward necessary information to the Illinois Emergency Management Agency, through the Madison County Emergency Management Agency, to document the Mayor's request for a State Disaster Declaration and a request for the Governor to seek a Presidential Declaration through the Federal Emergency Management Agency, Region V.

D. Release of Assessment Information

Private appraisers, insurance adjusters, and others may obtain damage assessment reports from the Director of Bldg. & Zoning or the City's Public Information Officer, with the consent of the Mayor. Such information will be limited to that necessary to assist them in expediting the adjustment of claims. Accurate information will be provided to the state EOC for necessary release to FEMA.

E. Critical Facilities

A list of those public facilities designated as being vital to emergency operations is kept on file at the Emergency Operating Center.

F. Earthquakes

Any damage to buildings in the City of Alton will be inspected according to the Applied Technology Council's Procedures for Post-earthquake Safety Evaluation of Buildings (ATC-20). Illinois Emergency Management Agency maintains a directory of individuals in Illinois trained in ATC-20 procedures.

IX. PLAN DEVELOPMENT AND MAINTENANCE

The departments and agencies specified in this annex are responsible for working with the Committee in the development and maintenance of this section of the Emergency Operations Plan. This annex shall be updated on an annual basis.

ATTACHMENTS

- Attachment 1: Damage Assessment Estimate Summary
- Attachment 2: Disaster Damage Inspection Report
- Attachment 3: Damage Assessment Responsibility Checklists
- Attachment 4: Building Evaluation Overview
- Attachment 5: Building Safety Evaluation Classifications
- Attachment 6: Rapid Evaluation Procedures
- Attachment 7: "Inspected" Placard
- Attachment 8: "Limited Entry" Placard
- Attachment 9: "Unsafe" Placard

Attachment #01 – Damage Assessment Estimate Summary

Damage Assessment Estimate Summary (Page 1 of 2)				
To:		From: City of Alton		
Phone:		Phone:		
Fax:		Fax:		
Section 1 - General Information (Initial Report / Update)				
Type of Disaster:		Brief description of disaster and current activities:		
Population Affected:	Deaths:	Injured:	Hospitalized:	Evacuees:
Section 2 - Public Damage Estimate				
<i>Debris Clearance</i>				
• Roads and Streets				
• Public Property				
• Other Public Damage Estimate				
PUBLIC DAMAGE TOTAL				
<i>Protective Measures</i>				
• Protect Property				
• Protect Life, Safety and Health				
PROTECTIVE MEASURES TOTAL				
<i>Road Systems</i>				
• Roads (Number of miles _____)				
• Bridges (Number of bridges _____)				
• Culverts (Number of culverts _____)				
ROAD SYSTEM TOTAL				
<i>Public Utility System</i>				
• Water System				
• Storm Drainage				
• Sanitary Sewers				
• Light/Power				
PUBLIC UTILITY TOTAL				

Section 2 - Public Damage Estimate (Continued)				
<i>Water Control Facilities</i>				
• Drainage channels excluding sewers				
• Irrigation Works				
• Other Water Control Facilities				
WATER CONTROL FACILITIES TOTAL				
<i>Public Buildings and Equipment</i>				
• Educational				
• Emergency				
• Medical				
• Other public buildings				
• Vehicles/Equipment				
• Supplies/Inventory				
PUBLIC BUILDINGS AND EQUIPMENT TOTAL				
Section 3 - Private Damage Estimate				
<i>Private Housing</i>	Destroyed	Major	Minor	
• Apartment/multi-family housing units				
• Single Family Homes				
• Mobile Homes				
PRIVATE HOUSING TOTAL				
<i>Private Non-Profit Facilities</i>				
• Educational				
• Emergency				
• Medical				
• Other private non-profit facilities				
PRIVATE NON-PROFIT TOTAL				
<i>Business</i>				
• Businesses				
BUSINESS TOTAL				
SECTION 2 TOTAL				
SECTION 3 TOTAL				
GRAND TOTAL				

Attachment #02 - Disaster Damage Inspection Report

Building Address:		
Building Use: <input type="checkbox"/> Single Family Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Multi-Family Building <input type="checkbox"/> Business <input type="checkbox"/> Public Building	Building Condition: <input type="checkbox"/> No Damage / Safe for occupancy <input type="checkbox"/> Minor / Habitable, Some repairs necessary <input type="checkbox"/> Major / Uninhabitable, Extensive repairs necessary <input type="checkbox"/> Destroyed / Unsafe, demolition recommended	
Exterior Wall Condition: <input type="checkbox"/> No Damage <input type="checkbox"/> Windows Gone <input type="checkbox"/> Siding Damage <input type="checkbox"/> Holes in Wall <input type="checkbox"/> Wall Unsafe (which wall) <input type="checkbox"/> Wall Gone (which wall)	Comments:	
Roof Condition: <input type="checkbox"/> No Damage <input type="checkbox"/> Shingle Damage <input type="checkbox"/> Structural Damage <input type="checkbox"/> Roof Gone	Comments:	
Foundation Condition: <input type="checkbox"/> No Damage <input type="checkbox"/> Building Shifted <input type="checkbox"/> Building Off Foundation <input type="checkbox"/> Foundation Cracked (which wall)	Comments:	
Floor Condition: <input type="checkbox"/> No Damage <input type="checkbox"/> Holes in Floor <input type="checkbox"/> Floor Shifted <input type="checkbox"/> Structural Damage	Comments:	
Interior Bearing Walls <input type="checkbox"/> No Damage <input type="checkbox"/> Shifted <input type="checkbox"/> Structural Damage	Comments:	
Heating System: <input type="checkbox"/> No Damage <input type="checkbox"/> Duct Damage <input type="checkbox"/> Furnace Damage	Comments:	
Plumbing System: <input type="checkbox"/> No Damage <input type="checkbox"/> Fixture Damage <input type="checkbox"/> Piping Damage	Comments:	
Electrical System: <input type="checkbox"/> No Damage <input type="checkbox"/> Fixture Damage <input type="checkbox"/> Circuit Breaker Box Damage	Comments:	
Utilities Condition: <input type="checkbox"/> No Damage <input type="checkbox"/> Gas Damage <input type="checkbox"/> Water Damage <input type="checkbox"/> Electric Damage	Comments:	
Inspector:	Supervisor:	Date:

Attachment #03 – Damage Assessment Responsibility Checklists

Building & Zoning Division

- ___ 1. Assemble team for developing standard operating guidelines.
- ___ 2. Analyze hazardous zones.
- ___ 3. Develop and enforce land-use regulations and building codes.
- ___ 4. Train personnel in damage assessment techniques.
- ___ 5. Maintain pre-disaster maps, blueprints, photos and other documents.
- ___ 6. Identify non-government groups that could assist in damage assessment.
- ___ 7. Collect damage assessment information.
- ___ 8. Compile damage assessment reports.
- ___ 9. Determine unsafe buildings.
- ___ 10. Post unsafe buildings and assist with relocating occupants from hazardous structures.
- ___ 11. Establish priorities for emergency repairs.
- ___ 12. Monitor restoration activities.
- ___ 13. Review land-use regulations and building codes.
- ___ 14. Participate in exercises designed to test annex and EOP.
- ___ 15. Critique exercise and/or disaster situation, review and revise annex.

Police Department

- ___ 1. Train personnel in windshield survey damage assessment techniques.
- ___ 2. Conduct windshield survey to determine areas affected and overall extent of damage

Public Works Department

- ___ 1. Assist Bldg. & Zoning Director in developing a plan.
- ___ 2. Analyze hazardous zones.
- ___ 3. Train personnel in damage assessment techniques.
- ___ 4. Maintain pre-disaster maps, blueprint, photos and other documents.
- ___ 5. List critical structures (bridges, roads, streets, public facilities).
- ___ 6. Collect damage information on bridges, roads, streets and public facilities.
- ___ 7. Compile damage information on bridges, roads, streets and public facilities.
- ___ 8. Post unsafe public facilities, roads, streets, and bridges.
- ___ 9. Establish priorities for emergency repairs.
- ___ 10. Monitor restoration activities.
- ___ 11. Participate in exercises designed to test annex and EOP.
- ___ 12. Critique exercise and/or disaster situation, review and revise annex.

Township Assessor's Office

- ___ 1. Assist in development of annex.
- ___ 2. Provide data to determine assessment evaluation of properties.
- ___ 3. Participate in exercise designed to test annex and EOP.
- ___ 4. Critique exercise and/or disaster situation, review and revise annex.

Attachment #04 - Building Evaluation Overview

Within the first few hours or days after a disaster, buildings in the damaged area are to be evaluated using the Rapid Evaluation procedure. This procedure is designed to be used to quickly post the apparently safe and the obviously unsafe structures. Those that remain have questionable strength and safety and are designated for the interim as Limited Entry, meaning no entry except for emergency purposes. Structures so designated must be subjected to a more thorough examination as soon as possible. Ordinarily, this will be the second-level procedure, or Detailed Evaluation, which will generally be performed within a few hours to a few days after the Rapid Evaluation.

Ordinarily, the Detailed Evaluation is to be performed by a structural engineer, preferably as a member of a team of at least two persons. They are to make a detailed visual examination of the questionable structure for purposes of assessing whether the building is (1) apparently safe, and can be used, even though it may require repairs; (2) unsafe, and must not be entered by anyone; or (3) still questionable and must be subject to an Engineering Evaluation. It is an objective of the Detailed Evaluation to answer as many of the unresolved safety questions as possible through the use of visual examination techniques.

The Rapid Evaluation and the Detailed Evaluation would be performed under the direction of the Building & Zoning department, with the assistance of volunteer engineers.

The most thorough evaluation level is the Engineering Evaluation. This is generally to be done only after a visual examination by one or more structural engineers has been made without having resolved the safety of the building. This procedure may require anywhere from a few days to a week or more to complete. It is the responsibility of the building's owner/manager to implement an Engineering Evaluation, and results of the investigation will need to be reviewed by local building officials before the structure is put back into service. In addition, there may be a need for temporary shoring or other action (e.g. some repairs) to get the structure in a sufficiently safe condition for continued use and occupancy, particularly for use by the general public.

Building Evaluation Techniques

Technique	Required Personnel	Goal	Time per Building
Rapid Evaluation	Qualified building inspectors Civil/structural engineers Architects Other individuals deemed qualified by local jurisdiction	Rapid assessment of safety. Used to quickly post obviously unsafe and apparently safe structures, and to identify buildings requiring Detailed Evaluation.	10-20 minutes
Detailed Evaluation	Structural engineers	Careful visual evaluation of damaged buildings and questionable situations. Used to identify buildings requiring an Engineering Evaluation.	1-4 hours
Engineering Evaluation	Structural engineering consultant	Detailed engineering investigation of damaged buildings, involving use of construction drawings, damage data, and new structural calculations.	1-7 days or more

Attachment #05 - Building Safety Evaluation Classification

Posting Classification	Color	Description
Inspected	Green	No apparent hazard found, although repairs may be required. No restriction on use or occupancy.
Limited Entry	Yellow	Dangerous condition believed to be present. Entry by owner permitted only for emergency purposes and only at own risk. No usage on continuous basis. Entry by public not permitted.
Unsafe	Red	Extreme hazard, may collapse. Unsafe for occupancy or entry, except by authorities.

Attachment #06 - Rapid Evaluation Procedures

- θ Examine the entire outside of the structure.
- θ Examine the ground in the general area of the structure.
- θ Ordinarily enter a building only when the structure cannot be viewed sufficiently from the outside or when there is a suspected or reported problem such as gross nonstructural distress. **DO NOT ENTER OBVIOUSLY UNSAFE STRUCTURES.**
- θ Evaluate the structure using the six criteria below and complete the Disaster Damage Inspection Report form. Doubtful buildings should be slated for Detailed Evaluation. Make sure exits are clear.

Condition	Posting
Building has collapsed, partially collapsed, or moved off its foundation.	UNSAFE
Building or any story is significantly out of plumb.	UNSAFE
Obvious severe damage to primary structural members, severe racking of walls, or other signs of severe distress present	UNSAFE
Obvious parapet, chimney, or other falling hazard present	AREA UNSAFE
Large fissures in ground, massive ground movement, or slope displacement present	UNSAFE
Other hazard present (e.g. toxic spill, asbestos contamination, broken gas line, fallen power line)	UNSAFE or AREA UNSAFE

- θ Post the structure according to the results of the evaluation. Use one of the three placards. On the Inspected placard, indicate whether only the "exterior" or the "exterior and interior" was inspected by checking the appropriate box. Post every entrance to a building classified Limited Entry or Unsafe.
- θ Explain the significance of Limited Entry or Unsafe postings to building occupants, and advise them to leave immediately. Areas designated Area Unsafe must also be evacuated.

INSPECTED

NO RESTRICTION ON USE OR OCCUPANCY

This structure has been inspected (as indicated below) and no apparent structural hazard has been found. Report any unsafe conditions to local authorities; reinspection may be required.

☐

Exterior Only

☐

Exterior and Interior

Date _____

Time _____

This facility was inspected under emergency conditions for:

(Jurisdiction)

on the date and time noted.

Facility Name and Address:

Inspector ID/Agency:

**Do Not Remove this Placard until
Authorized by Governing Authority.**

LIMITED ENTRY

OFF LIMITS TO UNAUTHORIZED PERSONNEL

WARNING:

This structure has been damaged and its safety is questionable. Enter only at own risk. Aftershocks or other events may result in death or injury.

RESTRICTIONS ON USE:

☐ Entry for emergency purposes only

☐ Other

Facility Name and Address:

Date _____

Time _____

This facility was inspected under emergency conditions for:

(Jurisdiction)

on the date and time noted.

Inspector ID/Agency:

**Do Not Remove this Placard until
Authorized by Governing Authority.**

UNSAFE

DO NOT ENTER OR OCCUPY

WARNING:

This structure has been seriously damaged and is unsafe. Do not enter. Entry may result in death or injury.

Comments:

Facility Name and Address:

Date _____

Time _____

This facility was inspected under emergency conditions for:

(Jurisdiction)

on the date and time noted.

Inspector ID/Agency:

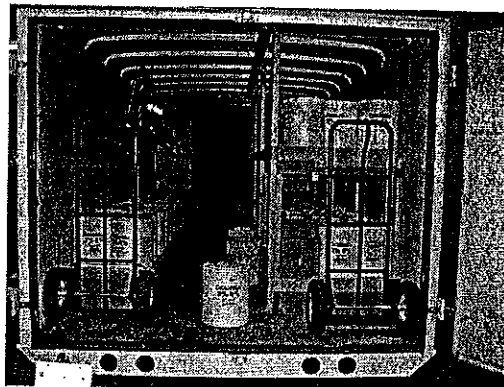
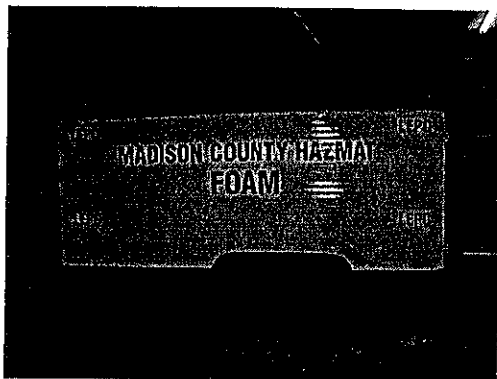
**Do Not Remove this Placard until
Authorized by Governing Authority.**

Madison County Emergency Management Agency

Emergency Equipment list

Revised 08-23-06

Madison County Emergency Management
Hazardous Materials Foam Response Trailer



Capabilities:

Deployed to incidents that require large amounts of Class A foam.
Requires a 2 5/16-inch ball.

Inventory:

144 (5-gallon) totes of Chem-Guard 3 %-6% AFFF foam concentrate (720 gallons total of AFFF)
4 (1-½ inch) Akron 4820 Assault nozzles with Quick Attack 777 foam tubes
1 (1 ½ inch) Akron Turbojet adjustable G.P.M. nozzle
5 (1-½ inch) Akron 3095 In-Line Eductors, 200 psi operating pressure and metering dial (1/4 % to 6 %)
2 (2 ½ inch) HF 500 Elkhart Hydro-Foam nozzles (500 G.P.M. metered at 3 %)
1 (2 ½ inch) National Foam Systems In-Line Eductor (metered at 3 %)
1 (2 ½ inch) National Foam Systems In-Line Eductor (metered at 6 %)
2 Zico Lid Wrenches for 5 gallon totes
2 Hand carts

Response time and area:

Approximately 30 to 40 minutes within Madison County

4 (55 gallon drums) of protein foam is available for training purposes for any Madison County fire department wishing to use it.

Madison County Emergency Management

Mass Casualty Trailer



Capabilities:

Deployed to incident where multiple victims are in need of quick triage and transport to a staging point.

Inventory:

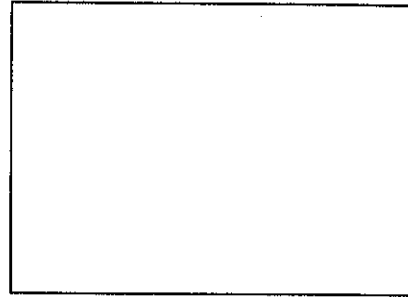
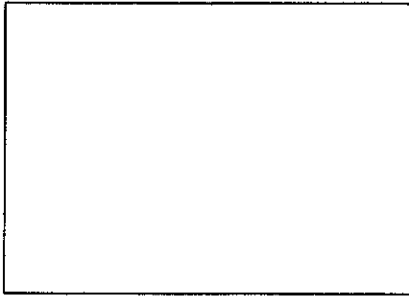
- 39 Disposable blankets
- 11 Canvas portable stretchers
- 12 Disposable backboards with straps and H.I.D's (12 in storage at EMA)
- 12 Lightweight corrugated portable stretchers
- 50 Trauma dressings
- 12 Rolls of 2 inch tape
- 30 4 X 75 inch bandages
- 240 Rolls of ½ inch tape
- 45 Backboard straps
- 150 Small Kerlix
- 150 Large Kerlix
- 3 Chemical protective patient wraps
- 1200 4 X 4 bandages
- 75 Head immobilization devices
- 1000 3 X 4 bandages
- 80 Cervical collars
- 100 Red, yellow, green and brown triage flags
- 4 body bags
- 50 triage tags
- 12 assorted rigid splints
- 8 Respirators with 8 CBRN Canisters

Response time and area:

Approximately 15 to 30 minutes within Madison County

Madison County Emergency Management

MASS CASUALTY TRAILER (ALS)



Capabilities:

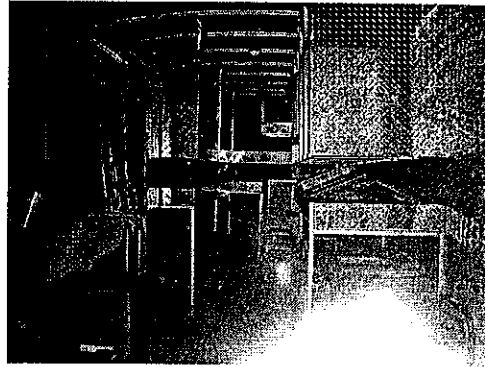
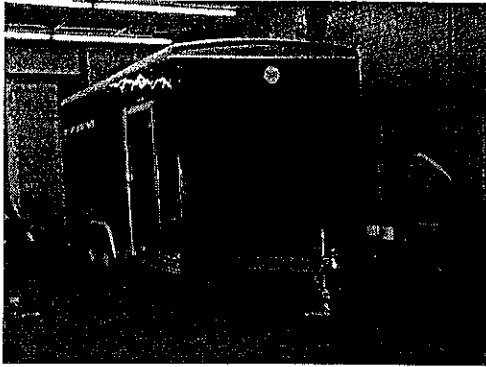
Deployed to incidents where multiple victims are in need of quick triage and treatment. Can be set up as a stand-alone operation with the built-in generator source or use of a shoreline.

Inventory:

Triage supply kit (jump box) – 150 triage tags, 2 clip boards with pens
6 aluminum light stands (I.V. poles)
1 66" telescoping easel
1 set of treatment area flags
35 fleece blankets with wheeled container
1 portable toilet and shelter with backpack carrying case
2 stand alone 500-watt quartz lights
3 totes of splinting equipment
1 tote containing 8 urinals, 100 convenience bags, and 2 OB kits
1 tote containing two 50-foot extension cords
1 tote containing 24 cold packs and 24 hot packs
1 tote containing Mylar blankets
3 totes containing 75 C-Collars (CID)
1 EMS Tactical Command Board with markers
3 totes containing adult airway equipment (ALS)
1 tote containing pediatric airway equipment (ALS)
1 tote containing IV starter kits
2 totes containing IV fluids
1 tote containing rain gear, duct tape, handwipes, hearing protection, safety glasses, sharps containers, biohazard trash bags, surgical masks, and head lamps
1 tote containing bloodborne pathogens coveralls (5 medium, 5 large, and 5 X large)
3 totes containing trauma supplies
2 totes containing Mass oxygen administration equipment
1 tote containing Incident Command Vests

- 1 tote containing barricade tape (reads – Command Post, Triage Area, and Treatment Area)
- 1 tote containing 50 adult nasal canulas
- 1 tote containing diagnostic equipment (BP cuffs, stethoscopes etc.)
- 1 tote containing a megaphone with batteries
- 1 tote containing 50 adult oxygen masks
- 1 tote containing Nitrile Gloves (2 boxes of mediums, 3 boxes of large, and 3 boxes of x-large)
- 1 tote containing treatment area tarps
- 1 tote containing 10 body bags, and 20 odor masking agents
- 1 tote containing Mass Casualty Incident Management Kit (4 triage tape belts, and 4 clip boards with pens)
- 1 3' X 4' dry erase board
- 2 full size oxygen cylinders on dollies
- 3 pediatric C-Coller jump bags
- 8 adult c-Coller jump bags
- 10 trauma jump bags
- 66 full-length back boards
- 3 totes containing 225 backboard straps
- 1 large ALS trauma bag
- 1 Rescue Express (for patient or equipment transport)

Utility Trailer



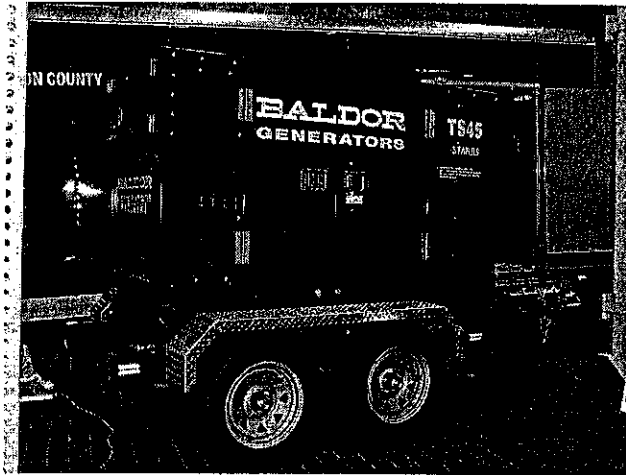
Generator Truck Inventory Updated 03-09-06

Equipment	Details	# of items
Generator	5K 10Hp Dayton no wheels	1
Generator	5K 10Hp Dayton no wheels	1
Generator	5K 10Hp Excell with wheels	1
Generator	5K 10Hp Excell with wheels	1
Generator	5K 10Hp Excell with wheels	1
Generator	5K 10Hp Excell with wheels	1
Generator	7K 14Hp VanGuard with wheels and Elec. Start	1
Generator	1.5K Milwaukee no wheels	1
Extension Cords	50' yellow	5
Extension Cords	50' orange	2
Extension Cords	25' heavy black multi-outlet	5
Extension Cords	3' short multi-outlet orange	2
Lights	standing 500w Regent orange	3
Lights	standing 500w GE	2
Lights	standing 500w orange	4
Lights	standing single bulb 1000w older	2
Lights	floor 500w Regent with 50' cord	4
Lights	floor 500w yellow/black	4
Lights	hanging single bulb 250w Regent red	1
Tent	20 X 20 tent Zumro yellow	1
Tent	blower for heating system Zumro	1
Tent	heater propane Pelsue	1
Tent	vent hose for heating system with case yellow	1
Tent	air hose for compressor inflate connection	1
Tent	hanging flo-lights yellow	7
Tent	blower for tent inflate with hose Magic-Air-Metro	1
Tent	cylinder roll- 2-vinyl dry erase boards	1

Tent	cylinder roll- steaks- 4-iron/ 8-red plastic/ 4-Alum.	1
Tent	propane cylinder	1
Tent	small screen room tent with parts around 8x8	1
Blankets	box of 12	4
Sheets	bag of 4	16
Backboards	wooden	10
Backboards	box of 4 disposable backboards	2
Folding Cots	box of 4 Alum.	3
Cones	orange safety cones	17
Chair	1- folding metal 2- folding cloth	3
Signs	fallout shelter signs	box 1
Body Bags	heavy black	6
Port-t-pots		2
Hammer	sledge long handle	1
Gas Cans	2- 2.5 gal and 1- 1 gal	3
Box of Misc.	oil, replacement bulbs, paper towels, markers, exc.	1

BALDOR Towable diesel generators

St. Louis Area Regional Response System



45 KW mobile generator can supply electrical needs as a stand alone unit or can be hard wired into electrical distribution system in building. Has an 80 gallon fuel capacity.

Two are located at Madison County EMA

One located at Granite City Fire Department (includes light tower)

One located at Hamel Fire Department