



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of Town Board

March 17, 2015

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Veterans Honor Roll
 - 1. SP5 Richard C. Aubert
 - 2. SP5 Joseph J. Kasprak
 - 3. ADR3 Paul Pelka
 - B. Kiddie Academy
 - C. Chase O’Hare West
 - D. Recognition of Public Health and Safety Committee Members
 - E. Interviews with Senior Citizen Services Committee Applicants
- V. Hearing Regarding the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - A. Explanation of the Hanover Township and the Hanover Township Road District Budget and Appropriation Ordinances
 - B. Comments and Questions from the Board regarding the Ordinances
 - C. Comments and Questions from the Public regarding the Ordinances
 - D. Approve – Hanover Township Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2015 and Ending March 31, 2016
 - E. Approve – Hanover Township Road District Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2015 and Ending March 31, 2016
 - F. Adjournment to Regular Board Meeting
- VI. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Highway Commissioner’s Report
 - D. Assessor’s Report
 - E. Treasurer’s Report
 - F. Trustee Liaisons’ Committee Reports
 - G. Department Reports

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

- VII. Bill Paying
- VIII. Unfinished Business
- IX. New Business
 - A. Regular Meeting Minutes of February 17, 2015
 - B. Ordinance Adopting 2015 Hanover Township Emergency Operations Plan
 - C. Resolution Approving the FY16 to FY18 Hanover Township Strategic Action Plan
 - D. Approval of the 2015 Annual Town Meeting Agenda
 - E. Appointment of Hanover Township Trustee Committee Liaisons
- X. Workshop – Mental Health Board Presentation
- XI. Executive Session
- XII. Other Business
- XIII. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

yes
4up

2-23-15
OK



VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY**

(Aubert)

NAME: ROTHARIS C. AUBERT

ADDRESS: 2109 HEARTHSTONE DR. BARTHLETT, IL

CITY/ZIP CODE: BARTHLETT, IL 60103

PHONE #: 630-254-8489

DATE OF BIRTH: 12/11/44

BRANCH OF SERVICE: ARMY

HIGHEST RANK ATTAINED: E5 SP5

YEARS OF SERVICE: FROM 1963 **TO** 1967

MEDALS AWARDED OR OTHER CITATIONS:
Good Conduct
Nat'l Defense

INJURIES: _____

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire
Supervisor



VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY**

NAME: JOE KASPRAK Joseph J.

ADDRESS: 1311 DANCING BEAR LN

CITY/ZIP CODE: ELGIN, IL 60120

PHONE #: 847-697-2787

DATE OF BIRTH: SEPTEMBER 5, 1945

BRANCH OF SERVICE: ARMY

HIGHEST RANK ATTAINED: E-5 SP5

YEARS OF SERVICE: FROM 1963 TO 1966

MEDALS AWARDED OR OTHER CITATIONS:

AFEM - COMMENDATION

INJURIES: NONE

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Brian P. McGuire

Supervisor

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2-23-19
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VETERANS HONOR ROLL

**WE ARE PROUD TO HONOR THOSE WHO
HAVE SERVED US SO VALIANTLY**

NAME: Paul E. Pelka

ADDRESS: 602 Oriole

CITY/ZIP CODE: 60107 Streamwood

PHONE #: 630 830 4014

DATE OF BIRTH: 4-20-42

BRANCH OF SERVICE: Navy

HIGHEST RANK ATTAINED: ADR 3

YEARS OF SERVICE: FROM 1960 TO 1963

MEDALS AWARDED OR OTHER CITATIONS:
Good Conduct Medal

INJURIES: _____

Comments: Please include any interesting stories, events, and/or memories of your time in the military. Please include additional sheet(s) if needed.

Attach copy of discharge papers, DD-214 or any other significant records regarding your time in the military. We will be happy to make copies and return your originals.

A historical file will be made regarding your time serving your country and will be available for future generations.

Thank you,

Supervisor



HANOVER TOWNSHIP

Senior Citizens' Services Committee

Application

Name: Lucas Cesario

Date: 1-26-15

Address: 122 Inshbrook

City: Sturtevant WI

Email: N/A

Phone: 630-830-7674

Tell us about yourself

Career Experiences: I mainly done labor work. Cut trees
helped cleaned out foreclosed homes.

Why do you want to serve on this committee? To help people & do God's
work. I enjoy seeing & making people smile

What contributions do you feel you can make? I can be of help in anything
that is required. Help carry things, clean, or what
ever else is needed.

Special Interests: I draw & paint & I like exercising.

Volunteer Experience: The buddy Foundation



HANOVER TOWNSHIP

Senior Citizens' Services Committee

Application

Name: Kathleen A Donaldson

Date: 1-26-15

Address: 407 Holly Dr

City: Streamwood, Ill.

Email: Kdonaldson258@uhs.waukegan.com

Phone: 630-837-1537

Tell us about yourself

Career Experiences: If her husband was in the Army, I had a wide variety of jobs wherever he was stationed. I was

employed at Northwest Community Hospital, Supervisor in Medical Transcriptions, Oncology Dept, Physical Plant before I retired (40 yrs)

Why do you want to serve on this committee? I feel I have been and assist and would like to continue. I enjoy working with the members on the Committee.

What contributions do you feel you can make? I am willing to work in a wide variety of projects, as I have done with the other members and continue to be enthusiastic about the future.

Special Interests: I enjoy working with people, helping in anyway I can.

Volunteer Experience: P.R.K.A. in Wis. (It. Atkinson) Area Captain 30 years as a fund raiser, etc. I run the children games, also.

I also work with the VFW - in many ways when I am in Wis. I am also involved at St Johns in Streamwood.

-----Original Message-----

From: wgramiak@hotmail.com [<mailto:wgramiak@hotmail.com>]

Sent: Monday, February 09, 2015 3:56 PM

To: Info

Subject: Committee

The following was submitted to your site, please login to FORMWerx to see it and other responses.

board committee: Committee for Senior Citizens Services first name: Walter
email: wgramiak@hotmail.com
last name: Gramiak
phone: 630-540-9281
address: 614 Golfers Lane
city: Bartlett
state: IL
zip: 60103
comments:

I started Formula Career Resources Inc. with 30 years of experience in the insurance industry.

I am an accomplished Property and Casualty Professional with extensive experience in the Underwriting and Sales/Marketing disciplines. My experience in Management and Product Development contributes further to my broad base of exposure to the insurance industry. In the past, I was an instructor at the Insurance Institute of Chicago...

I earned a degree from DePaul University.

I reside in Bartlett, IL with my wife Maureen. I have been active at the Senior Center the past four years with my most recent role serving on the Senior Nutrition Advisory Group. I am creative, loyal and possess integrity. I am also a clear thinker, not afraid to look at all sides and make wise decisions.

I believe my exposure and experience would be an asset to the committee.



Senior Citizens' Services Committee
Application

Name: PATTI LOOMIS

Date: FEB. 9, 2015

Address: 7371 GLADIOLA AV

City: HANOVER PARK

Email: powderedmilk@aol.com

Phone: 630-837-6697

Tell us about yourself

Career Experiences: KEY PUNCH OPERATOR AT FIREMAN'S FUND INS., DATA ENTRY AT SKILL SAW, BANKERS LIFE INS. IMPERIAL EASTMAN CORP. NILES, FINANCIAL DATA SVC, PALATINE, PARTS DIV. 4 EBY BROWN CO, -ELGIN, MOTOROLA-SCHBEG, COMM, LIBRARY

Why do you want to serve on this committee? I LIKE TO BE INFORMED ABOUT WHAT'S HAPPENING AT THE SR. CTR, GIVE SOME INPUT AND SUGGESTIONS AND BE ACTIVE, I HAVE BEEN SECRETARY OF THE SR. COMM. FOR 6 YEARS, I WOULD LIKE TO BE ON THE COMM. THIS IS MY HOME AWAY FROM HOME.

What contributions do you feel you can make? MAKE SUGGESTIONS, OFFER IDEAS, HELP WHERE EVER IT'S NEEDED. BE INVOLVED WITH DECISIONS AND USING OUR FUNDS WISELY TO BENEFIT SENIORS AND THE STAFF WISH LIST. I LOVE TO HELP AND BE A SMALL PART OF THE BIG PICTURE!

Special Interests: LOVE TO CROCHET, TRAVEL, GARDEN AND HELP ENJOY BEING WITH GRANDCHILDREN AND MY FAMILY. AND FRIENDS. LOVE TO PLAY GAMES AND LATELY LOVE TO TRAVE WITH FRIENDS.

Volunteer Experience: I BEGAN VOLUNTEERING AT THE SR. CTR AFTER I RETIRED IN 1998. WORKED WITH PAT WHARTON ORGANIZING FILES, THEN WITH CAROL LUTZOW FILING AND ORGANIZING FILES. HELPED WITH REGISTRATION IN THE OLD BLDG. WORKED WITH SOCIAL SVCS, FILLING OUT CIRCUIT BREAKER FORMS AND ALSO WITH THE PIPP PROG. HELPED WITH THE "WALL OF HONOR" PROJECT.

HELPED AT "SUPPORT OUR TROOPS" EVENTS AND GETTING DONATIONS FOR PRIZES, WAS ON DECORATING COMM, ETHNIC COMM, POSITIVE ACTION, PARTY AIDE, DID PAPER WORK AND ENTERED DATA FOR LENDING CLOSET, WORKED WITH MARY JO AND LORI HELPING WITH DATA ENTRY, PASSPORTS, FISHING LICENSE.

I HAVE BEEN IN ALL THE PLAYS AND PRODUCTIONS LIP DUB AND FLASH MOB.

I KNOW HOW TO DO EVERYTHING ON THE COPY MACHINE, FAX AND POSTAGE MACHINE. I'VE DONE MANY MAILINGS FOR WELFARE SVCS AND THE SENIOR CENTER.

CURRENTLY I ANSWER THE PHONE FOR DIAL-A-BUS DISPATCH WHEN CHAR GOES TO LUNCH, I WORK AT THE RECEPTION DESK ON WED, AFTERNOONS. I HELP OUT IN THE GIFT SHOP WHEN NEEDED AND ALSO IN THE STARS + STRIPES CAFE WHEN NEEDED. I WORK AT THE FOOD PANTRY ON TUESDAY LATE AFT FROM 3-6 PM.

I LOVE THIS PLACE !

ONE MORE THING, I WAS ON THE ACCREDITATION COMMITTEE IN 2011.

-----Original Message-----

From: slm_06@comcast.net [mailto:slm_06@comcast.net]

Sent: Monday, February 02, 2015 12:23 PM

To: Info

Subject: Committee

The following was submitted to your site, please login to FORMWerx to see it and other responses.

board committee: Committee for Senior Citizens Services first name: Scott

email: slm_06@comcast.net

last name: MacDuff

phone: 331-210-1219

address: 1110 Loganbury Court

city: Elgin

state: IL

zip: 60120

comments: I am 58 years old and have been looking for something to volunteer with. I am interested in helping out seniors since I am becoming one. I work for the Illinois Department of Human Services. I have been a resident of Hanover Township since 1993. I volunteer occasionally at the Gail Bordon Library and at the Elgin Soup Kitchen once per month. I play guitar in my church's band.

The following was submitted to your site, please login to FORMWerx to see it and other responses.

board committee: Committee for Senior Citizens Services

first name: Nadine

email: nadine.oleksy@sbcglobal.net

last name: Oleksy

phone: 8474881408

address: 1484 MacKenzie Ln.

city: Elgin

state: IL

zip: 60120-9217

comments: I'm 60, a cancer survivor, and for the past several years, have served on several Community Advisory Boards at area hospitals as well as various event work, including for Wellness Place in Palatine (which recently closed this past fall).

I also have made several suggestions which have been enacted, and have also developed informational sheets/bookmarks, to better serve patients. I was the first volunteer at one hospital to participate in the "Friends" program (as a bedside volunteer--initially enacted as "The Delirium Protocol" which morphed into a hospital-wide effort) and subsequently do this at another hospital on the cancer floor, as well. It's quite an honor, is very rewarding and takes time, commitment and poise to gain the respect of the clinical staff. .

My most recent professional experience spans technology (former IT Manager for a large company). I really think I can contribute a lot to this committee -- plus although I'm technically a senior myself, I must tell you that my whole life, I have always gravitated towards seniors and to this day, just love engaging them. I also was a caregiver to my Dad & Mom, who suffered from vascular dementia & Alzheimer's, respectively,

-----Original Message-----

From: perri_m@sbcglobal.net (mailto:perri_m@sbcglobal.net)

Sent: Monday, February 09, 2015 12:56 PM

To: Info

Subject: Committee

The following was submitted to your site, please login to FORMWerx to see it and other responses.

board committee: Committee for Senior Citizens Services first name: Marilyn

email: perri_m@sbcglobal.net

last name: Perri

phone: 6307768915

address: 1912 Golf View Drive

city: Bartlett

state: Illinois

zip: 60103

comments: I am presently serving on the Senior Citizens Services Committee , and would like to apply for another term.

I am the treasurer for the Bartlett Woman's club, and belong to several committees for Tri Village Garden Club.

I also volunteer at my grandchildren's school, and at St. Peter Damian Catholic Church.



Senior Citizens' Services Committee
Application

Name: Patricia Pierro Date: February 25, 2015

Address: 1301 Little John Drive City: Elgin

Email: pparrow@sbcglobal.net Phone: 224-220-4661

Tell us about yourself

Career Experiences: Administrative Director of a Home Health and Hospice company

Currently, work as an on call Care Coordinator for a non-medical home services agency

Why do you want to serve on this committee? As I scale back from full time employment, I want to remain an active and viable member of the community

What contributions do you feel you can make? In addition to the background I can bring from my professional experience, I also have the personal perspective of providing resources for my mother, her family and friends.

Special Interests: Reading, movies, live theater, going to the symphony

Volunteer Experience: I have previously served on the boards of industry-specific associations and condominium associations



Senior Citizens' Services Committee

Application

Name: ROBERTA PIZZIMENTI Date: 2/17/15

Address: 5575 MCDONOUGH City: HOFFMAN EST

Email: NONE Phone: 847-289-1457

Tell us about yourself

(RES.)
Career Experiences: BUS OFC MGR AT+T - TRAINER,
ETC, 34 YRS - I'M A "PEOPLE PERSON"

1) HANDLED UNION DISPUTES (2) IQC COMPLAINTS

3)
Why do you want to serve on this committee? SERVED BEFORE

3 YRS - TREASURER -

What contributions do you feel you can make? I KNOW MANY OF THE
SR'S & HAVE THEIR CONFIDENCE

Special Interests: RIGHT NOW = HOME & GRANDCHILDREN
HAVE TIME TO SPEND ON COMMITTEE

Volunteer Experience: SINCE I MOVED HERE 13 YRS AGO
VOULNTEEREA HERE & GOLDEN CIRCLE
- BEFORE SI ALEXIS DISCONTINUED IT

-----Original Message-----

From: naomi.lenoci@sbcglobal.net [<mailto:naomi.lenoci@sbcglobal.net>]

Sent: Thursday, January 22, 2015 9:33 PM

To: Info

Subject: Committee

The following was submitted to your site, please login to FORMWerx to see it and other responses.

board committee: Committee for Senior Citizens Services first name: Naomi

email: naomi.lenoci@sbcglobal.net

last name: Walters-Lenoci

phone: 630-289-0859

address: 622 Pleasant Place

city: Streamwood

state: IL

zip: 60107

comments: This is my third year as serving on the Committee and I would like to apply for another three-year term. We have made some great strides in communication with staff, the board and the residents of Hanover Township. There is more to be done and I would like to continue on this path. I was honored to have a Reserve dedicated to me this year and by volunteering, I hope to repay some of the time that you have trusted me with working for Hanover Township. My background was in working with the American Marketing Association and the Professional Chapter Volunteers for 75 chapters across the USA and Canada. I also had been in outside sales and management in the janitorial housekeeping business for 18 years. I am a resident and homeowner in Streamwood for 42 years and plan on staying even longer! It has been an honor and pleasure to work with everyone at the Township. Thanks.

-----Original Message-----

From: dianewise5@gmail.com [mailto:dianewise5@gmail.com]

Sent: Monday, February 02, 2015 3:48 PM

To: Info

Subject: Committee

The following was submitted to your site, please login to FORMWerx to see it and other responses.

board committee: Committee for Senior Citizens Services first name: Diane

email: dianewise5@gmail.com

last name: Wise

phone: 847-951-1080

address: 869 Carriage Way #6

city: Elgin

state: IL

zip: 60120

comments: I am a senior citizen and am interested in issues that pertain to seniors.



Memorandum

Date: January 30, 2015

To: Hanover Township Board

From: James C. Barr, Township Administrator

Re: Finance Committee FY16 Budget Recommendations

Attached for the Township Board's consideration is the Finance Committee recommended budget ordinances for Fiscal Year 2016. Utilizing the established FY16 goals, each department submitted to the Administrator a budget following instructions provided by the Finance Committee and Administrator stipulating a target based budgeting process of 0% for non-personnel expenditures and a 2.5% salary pool for FY16. Departments were then asked to submit any additional requests noting few would be funded due to a lack of revenue growth. For the third year, a significant change throughout the budget is that the costs of employee benefits, including health insurance and retirement, have been distributed to individual departments from the general Town Fund to accurately reflect these as direct service costs. Below are highlights of the budget as recommend to the Township Board. It is anticipated that the tentative budget will be considered at the February 3, 2015 Board meeting and the final budget would be acted upon at a Board meeting in late March. Please feel free to contact myself or Finance Committee Chair, Trustee Benoit, should you have any questions, comments, or inquires regarding the proposed Fiscal Year 2016 budget.

Budget Highlights

Department of Senior Services – The Road District has generously offered to fund senior transportation again, in the combined amount of \$375,000 as authorized by state statute. \$50,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$325,000 is allotted to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). The Mental Health Board has maintained their funding for the AID disabled transportation program

to reflect actual costs of the program at \$26,000. The federal grant from Age Options supporting the senior congregate meal program increased significantly to \$37,800 and meal donations are expected to rise 44% due to higher than anticipated number of participants. Senior program and material fees are expected to increase due to the high volume of participants and the restructured recommended donation schedule. The Finance Committee also endorsed Senior Services applying for the federal home delivered meals grant through Age Options which complements the congregate meal program. Program revenue for the first six months of this service, starting in October to correspond with the federal fiscal year, is expected to be approximately \$43,000 in grants and meal donations. On the expenditure side, telephone and internet costs are declining and are primarily covered by the Town Fund for hard lines. Several line items are changing by relatively small dollar amounts; however these can appear as large percentages. In all departments' budgets employee benefit amounts changed based upon current employee enrollment in health plans. Additionally, the Township's unemployment compensation rate from the state has notably declined. Nutrition expenses are increasing primarily due to higher than anticipated café customers and to allow for the home delivered meals program. In the transportation division vehicle maintenance is increasing and salaries are decreasing due to the outsourcing of the mechanic position. Lastly the dispatch software annual fee is increasing to cover the automated reminder call software.

Department of Youth and Family Services – Youth and Family Services is anticipating an increase in therapy fees collections due to the recent ability to accept debit and credit cards and will also be further investigating the possibility of accepting insurance with the implementation of the Affordable Care Act and its mental health parity requirements. YFS has made several small targeted reductions, but is experiencing a larger increase in health insurance as some new employees have moved from single coverage to family and dependent plans. The substance abuse prevention position is moving from the Clinical Division to the Prevention Division with a corresponding decrease in salaries in the first area and an increase in the second. The department has been able to eliminate its special liability insurance for family therapy with the new Township-wide general liability insurance covering this risk. Overall department expenditures are expected to increase 1.26%.

Department of Welfare Services – Welfare Services is significantly decreasing their budget request with the phase out of the Employment Services Division due to the rebounding economy and lower local unemployment rate. Additionally, the department has eliminated the position of Intake Specialist due to a decrease in walk-in assistance requests and the need to achieve long term financial sustainability within the Welfare Services fund. The home relief portion of the budget will remain the same as the previous year with small adjustments among specific line items. The food pantry budget will also be lower due to the elimination of the Pantry Associate (driver) position to minimize pantry related costs to the Township. Volunteers will be utilized to

pick up donations from local businesses. Overall, the Welfare Services fund expenditures will decrease 25% and the pantry budget will decrease 17.4%.

Department of Facilities & Maintenance – The Facilities and Maintenance budget is being increased modestly to reflect significant increases in health insurance with several staff adding dependents and others opting into the Township health insurance. Most other changes are small and represent the experience of the past year. Overall, department expenditures are requested to increase 3.6%.

Mental Health Board – The Mental Health Board is increasing the consultant line item in anticipation of conducting their tri-annual needs assessment and strategic plan in FY16. The community resource center portion of the budget will remain flat. The contract grants portion of the budget will increase a significant 10% to allow for additional one-time emergency grants to local funded agencies with the looming state fiscal crisis and to increase annual grants utilizing accumulated fund reserves. Total fund expenditures are budgeted to rise 10%.

Highway Department - The Highway Commissioner has planned continued financial support to the senior transportation program in the amount of \$375,000, and approximately \$350,000 for land acquisition and/or improvements for the Highway Department facility if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects as well in the amount of \$600,000. Overall fund expenditures are expected to decrease 18.3%.

Office of the Assessor – The Assessor has complied with the (0%) non-personnel expenditure target that was requested and increased the salary line item 2.5% per budget guidelines. Due to a change in employee benefit enrollment and the lowered unemployment compensation rate total office expenses are expected to decrease .3%.

Office of Community Health – The Office of Community Health is significantly increasing expected revenue by having the annual health and wellness fair revenue directed to the Township. Previously this operated through the foundation. Expenses will also increase beyond guidelines to cover the health fair expenses; however there will be a net benefit to the office of several thousand dollars. Other line item changes are minimal. Overall, OCH revenue will increase 200% and expenses will rise 5.8%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 11.2%. This increase is due to the new director opting into the Township health plan. Other changes within the budget are modest and include moving funds from the Emergency Operations Center line item to uniforms and volunteer appreciation.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs starts its fourth year of operations with its first full year of functioning from the Izaak Walton Center completed. Significant budget changes include an increase in utilities to reflect operational experience and moving the Veterans Honor Roll from Community Relations to the Veterans Affairs portion of the budget. The Veterans Affairs portion also increased to account for this area having its own training, printing, and postage line items. It is expected that the Veterans' Specialist will receive certification as a Veterans Service Officer in the next year. Total office expenses are budgeted to rise 3.6%.

Town Fund – The overall Town Fund/Administrative Services budget will increase by approximately 5% due to an increase in insurance costs related to changing the liability insurance provider. The new risk management trust has much broader coverage especially in the area of volunteers, which the Township has hundreds of contributing their talents throughout the year. Other increases include consulting and telephone service to the Town Hall and Senior Center.

Vehicle Fund – The Finance Committee is recommending maintaining contributions to this fund as it is anticipated one large (20 seat with wheelchair access) senior bus will be purchased in FY16, as well as one possible replacement maintenance vehicle, and one or more potential replacement Emergency Services vehicles. The budget has increased to allow for flexibility with the balance of funds to be used from accumulated reserves.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2016 including potential complete replacement of the Town Hall and Senior Center parking lots, curbs, and targeted walkways along with possible additional parking. Additional projects include improvements to the Izaak Walton property in the form of a new ramp, lower level remodeling, and outdoor education building partially funded by a recent grant from Cabala's. We also anticipate improvements to the Senior Center and Lenoci Reserve. Funding will come from grants and transfers from the Town Fund and Senior Fund, as well as Capital Fund reserves.

**Hanover Township Budget and Appropriation Ordinance
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR
THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING **APRIL 1, 2015** AND ENDING **MARCH 31, 2016**.
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND
EXPENDITURES, IS HEREBY ADOPTED FOR THE FOLLOWING FUNDS: TOWN FUND, SENIOR
CENTER FUND, GENERAL ASSISTANCE FUND, COMMUNITY MENTAL HEALTH FUND,
RETIREMENT FUND AND VEHICLE REPLACEMENT FUND FOR THE FISCAL YEAR MENTIONED
ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. GENERAL TOWN FUND

Beginning Balance April 1, 2015		2,802,122
Estimated Revenues		
3000 Property Tax	3,489,364	
3100 Replacement Tax	30,000	
3250 Interest Income	7,500	
3300 Other Income	6,000	
3350 Rent	10,500	
3420 MHB/Office Charges	4,500	
3430 YFS - Therapy Fees	25,000	
3435 YFS - Other Income	500	
3440 YFS - Tutoring Fees	7,000	
3445 YFS - MHB Grants	84,000	
3450 Community Health	12,000	
3951 Passport Fees	50,000	
3955 Grant	1	
Total Estimated Revenues		3,726,365
Total Estimated Funds Available		6,528,487
Budgeted Expenditures		
Administration	1,353,897	
Food Pantry	75,748	
Community & Veterans Affairs	257,916	
Emergency Services	132,812	
Assessor's Office	163,262	
Facilities & Maintenance	496,345	
Community Health	232,722	
Youth and Family Services	1,065,447	
Total Expenditures/Appropriations		3,778,149
Estimated Cash on Hand March 31, 2016		2,750,338

Expenditures/Appropriations

4301	Compensation of Officials		98,802
	Town Hall Administration Expense		
	4401	Postage	3,000
	4404	Office Supplies	6,000
	4406	Printing	4,500
	4408	Salaries	340,000
	4412	Travel	5,000
	4414	Memberships, Subs, Pubs	12,000
	4420	Pre-Employment Charges	750
	4424	Education & Training	18,000
	4429	Miscellaneous	10,000
	4520	Consulting Fees	30,000
	4530	Financial Administration	62,781
	4531	Community Affairs	10,000
	4532	Committee on Youth	3,000
	4533	Enviromental Sustainability	1,000
	4534	Passport Services	5,000
	4535	Legal Notices	1,000
	4560	Contingency	50,000
	4591	Health Insurance	36,000
	4592	Dental, Vision & Life Insurance	2,830
	4593	Unemployment	3,917
	4594	IMRF Expense	22,554
	4595	FICA Expense	13,763
	Total Town Hall Administration Expense		641,095
	Town Hall Expense		
	4402	Telephone - Town & Senior	30,000
	4403	Utilities - Town	18,000
	4404	Internet Access - Town	1,800
	4405	Equipment Rental - Town	2,600
	Total Town Hall Expense		52,400
	Legal/Auditing		
	4501	Auditing	10,000
	4502	Legal Services	120,000
	Total Legal/Auditing		130,000
	Insurance & Employee Benefits		
	4411	Employee Assistance Program	1,600
	4503	General Insurance	138,000
	4507	Flex Plan & 457 Plan	4,000
	4512	Employee Recognition	5,000
	4513	Employee Wellness	8,000
	Total Ins & Employee Benefits		156,600

Capital Expenditures & Transfers			
4410	Equipment Purchase	20,000	
4430	Computer Equipment, Software & Support	70,000	
4540	Facility Lease	20,000	
4541	Transfer to Vehicle Fund	15,000	
4547	Transfer to Capital Fund	150,000	
Total Capital Expenditures & Transfers			<u>275,000</u>
Total Administration			1,353,897
Pantry			
4460	Salaries	48,000	
4461	Utilities	7,500	
4391	Health Insurance	15,200	
4392	Dental, Vision & Life Insurance	575	
4393	Unemployment	500	
4394	IMRF Expense	2,467	
4395	FICA Expense	1,506	
Total Pantry			<u>75,748</u>
Community & Veterans Affairs			
Community Relations			
4608	Salaries	100,410	
4611	Education & Training	1,200	
4614	Printing	800	
4615	Postage	400	
4617	Equipment & Furniture	2,500	
4619	Office Supplies	1,000	
4620	Satellite Office Programs	1,500	
4621	Satellite Office Utilities	6,000	
4623	Satellite Office Phone & Internet	3,500	
4624	Travel	1,300	
4625	Communications	64,000	
4626	Community Service Awards	2,000	
4628	Historical Maker Program	2,400	
4629	Dues & Subscriptions	400	
4631	Community Festivals	13,000	
4691	Health Insurance	18,539	
4692	Dental, Vision & Life Insurance	1,140	
4693	Unemployment	700	
4694	IMRF Expense	5,161	
4695	FICA Expense	3,149	
Total Community Relations			<u>229,099</u>
Veterans Affairs			
4700	Salary	20,500	
4701	Veterans Honor Roll	4,000	
4703	Travel	250	
4704	Supplies	300	
4705	Training	800	
4706	Printing	400	
4707	Postage	530	
4793	Unemployment	340	
4794	IMRF Expense	1,054	
4795	FICA Expense	643	
Total Veterans Affairs			<u>28,817</u>
Total Community & Veterans Affairs			<u>257,916</u>

Emergency Services			
4801	Salaries	40,500	
4802	Equipment	22,000	
4803	Uniforms	7,000	
4804	Printing	1,000	
4805	Postage	100	
4806	Office Supplies	750	
4807	Miscellaneous	1,000	
4808	Education & Training	10,000	
4809	Pre-Volunteer Screening	500	
4810	Travel	2,500	
4811	Volunteer Insurance	800	
4812	Volunteer Appreciation	3,750	
4813	Vehicle Fuel & Maintenance	6,000	
4814	Communications	9,000	
4815	Emergency Ops Center	8,000	
4891	Health Insurance	15,650	
4892	Dental, Vision & Life Insurance	570	
4893	Unemployment	340	
4894	IMRF Expense	2,082	
4895	FICA Expense	1,270	
Total Emergency Services			132,812
Assessor's Office			
4405	Office Supplies	4,410	
4407	Printing	1,225	
4409	Salaries	117,875	
4411	Equipment	3,430	
4413	Travel	3,234	
4415	Dues, Subs & Publications	2,695	
4419	Training	3,430	
4426	Miscellaneous	1,176	
4433	Professional Services	980	
4525	Communications	1,000	
4491	Health Insurance	11,351	
4492	Dental, Vision & Life Insurance	1,700	
4493	Unemployment	1,000	
4494	IMRF Expense	6,059	
4495	FICA Expense	3,697	
Total Assessor's Office			163,262

Facilities & Maintenance

4200	Salaries	266,000
4202	Office Supplies	400
4204	Janitorial Supplies - Izaak	800
4205	Janitorial Supplies - Town	4,000
4206	Janitorial Supplies - Senior	5,000
4207	Janitorial Supplies - Astor	1,000
4208	Housekeeping Contract	40,000
4209	Building Contracts	13,000
4210	Building Maintenance - Town	8,500
4211	Building Maintenance - Senior	9,500
4212	Building Maintenance - Astor	1,800
4213	Equipment Maintenance - Town	10,000
4214	Equipment Maintenance - Senior	12,500
4215	Equipment Maintenance - Astor	1,250
4216	Equipment Rental	2,000
4217	Education & Training	1,000
4218	Vehicle Maintenance - Town	4,500
4219	Vehicle Fuel - Town	7,500
4220	Seasonal Projects Assistance	5,000
4221	Cell Phone / Communications	1,700
4222	Trash Removal - Town	2,500
4223	Trash Removal - Senior	1,800
4224	Trash Removal - Astor	1,500
4225	Grounds/Reserve Maintenance	11,500
4226	Uniforms	900
4227	Miscellaneous	1,000
4230	Building Maintenance - Izaak	4,000
4231	Equipment Maintenance - Izaak	4,000
4232	Trash Removal - Izaak	1,200
4291	Health Insurance	45,950
4292	Dental, Vision & Life Insurance	2,830
4293	Unemployment	1,700
4294	IMRF Expense	13,672
4295	FICA Expense	8,343

Total Facilities & Maintenance

496,345

Community Health

4450	Salaries	171,100
4451	Postage	700
4452	Office Supplies	2,000
4453	Printing	1,800
4454	Travel	1,200
4455	Dues, Subs & Publications	200
4456	Community Affairs	3,500
4458	Equipment	1,550
4459	Professional Services	1,500
4461	Miscellaneous	1,000
4462	License/Professional Insurance	300
4465	Medical Supplies	7,350
4466	Communications	1,750
4467	Crisis Care	2,750
4491	Health Insurance	18,810
4492	Dental, Vision & Life Insurance	1,700
4493	Unemployment	1,350
4494	IMRF Expense	8,795
4495	FICA Expense	5,367

Total Community Health

232,722

Youth and Family Services

Administration & Clinical

4608	Salaries	499,900
4611	Education & Training	6,850
4612	Consulting Fees	3,600
4613	Answering Service	1,200
4614	Printing	1,500
4615	Postage	400
4616	Books and Journals	500
4617	Equipment Maintenance	2,000
4618	Psychiatric backup	9,000
4619	Office Supplies	3,000
4620	Community Affairs	2,100
4621	Recruitment & Pre-Employment	2,000
4622	Miscellaneous	500
4623	Travel	3,500
4624	Intern Stipends	3,500
4626	Equipment and Furniture	3,500
4628	Tutoring	24,000
4629	Dues & Subscriptions	500
4691	Health Insurance	67,550
4692	Dental, Vision & Life Insurance	5,100
4693	Unemployment	4,000
4694	IMRF Expense	25,695
4695	FICA Expense	15,679

Total Administration & Clinical

685,574

Outreach & Prevention

4640	Salaries	221,650
4627	Open Gym Program	81,600
4643	Education & Training	2,000
4644	Travel	3,000
4645	Printing	800
4646	Postage	200
4647	Office Supplies	1,000
4648	Community Affairs	1,000
4649	Professional Services	1,200
4650	Program Supplies	2,000
4651	Cell Phones	2,000
4655	Transportation	2,750
4791	Health Insurance	29,750
4792	Dental, Vision & Life Insurance	2,850
4793	Unemployment	5,000
4794	IMRF Expense	14,329
4795	FICA Expense	8,744

Total Outreach & Prevention

379,873

Total Youth & Family Services

1,065,447

Total Town Fund Expenses/Appropriations

3,778,149

2. SENIOR CENTER/SENIORCITIZEN SERVICES FUND

Beginning Balance April 1, 2015 **1,189,602**

Estimated Revenues		
3000	Property Tax	1,029,475
3250	Interest Income	1,500
3300	Other Income	3,500
3325	Aid Transportation Fees	26,000
3330	Grant	45,500
3350	CEDA - LIHEAP	6,000
3425	Title III Grants - Sub Area Agency	33,800
3426	Title IIIC Nutrition Grant	37,822
3450	Transfer From Road & Bridge Fund*	325,000
3500	Senior Programs	80,000
3501	Nutrition	36,000
3504	Home Delivered Meals Grant	23,100
3505	Home Delivered Meals Donations	19,800
3507	Material Fees	18,000
3509	Lending Closet	6,500
		6,500

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Total Estimated Revenue **1,691,997**

Total Estimated Funds Available **2,881,599**

Total Expenditures/Appropriations **1,761,814**

Estimated Cash on Hand March 31, 2016 **1,119,785**

Expenditures

Administration		
4517	Salaries	500,000
4518	Intern Stipends	5,000
4522	Contingency	50,000
4523	Recruitment	1,500
4524	Utilities	65,000
4525	Telephone & Internet	3,600
4527	Equipment	9,000
4528	Office Supplies	9,500
4529	Postage	4,000
4530	Printing	4,000
4534	Dues, Sub & Publications	2,800
4535	Travel	2,000
4536	Education & Training	3,500
4537	Consultants	500
4538	Community Affairs	2,000
4539	Miscellaneous	1,000
4541	Transfer to Capital Fund	100,000
4591	Health Insurance	83,725
4592	Dental, Vision & Life Insurance	5,100
4593	Unemployment	6,500
4594	IMRF Expense	25,700
4595	FICA Expense	15,683
		15,683

Total Administration **900,108**

Programs & Services			
4514	Weekend Programming	4,000	
4512	Satellite Programming	2,500	
4515	Programming	95,000	
4516	Social Services	3,000	
4519	Senior Assistance	3,000	
4520	Volunteer Services	14,000	
4526	Communications	14,000	
4531	Computer Instruction	1,500	
4532	Visual Arts	16,000	
4533	Pyschiatric Services	16,000	
Total Programs & Services			169,000
Nutrition			
4550	Salaries	52,750	
4551	Food	50,000	
4552	Equipment	3,500	
4553	Supplies	2,400	
4554	Training	500	
4555	Recruitment	500	
4556	Home Delivered Meals Salaries	16,250	
4557	Home Delivered Meals Benefits	3,250	
4558	Home Delivered Meals Food	33,000	
4559	Home Delivered Meals Equipment	4,000	
4560	Home Delivered Meals Supplies	2,000	
4791	Health Insurance	8,725	
4792	Dental, Vision & Life Insurance	570	
4793	Unemployment	665	
4794	IMRF Expense	2,711	
4795	FICA Expense	1,655	
Total Nutrition			182,476
Transportation			
4513	Alternative Transportation	5,000	
4517	Volunteer Express	5,000	
4518	Vehicle Maintenance	45,000	
4546	Salaries	300,000	
4547	Dispatch Software	18,550	
4549	Recruitment	1,500	
4550	Telephone	6,800	
4551	Training	3,000	
4552	Fuel	45,000	
4553	Uniforms	1,500	
4691	Health Insurance	45,500	
4692	Dental, Vision & Life Insurance	4,550	
4693	Unemployment	4,000	
4694	IMRF Expense	15,420	
4695	FICA Expense	9,410	
Total Transportation			510,230
Total Senior Center Fund / Senior Citizen Services Fund Appropriations			1,761,814

3. WELFARE SERVICES

Beginning Balance April 1, 2015		275,902
Estimated Revenues		
3000 Property Tax	367,670	
3100 Replacement Tax	4,000	
3250 Interest Income	1,000	
3300 Other Income	15,000	
3350 CEDA - LIHEAP	10,000	
3445 Grants	1	
Total Estimated Revenues	<u> </u>	<u>397,671</u>
Total Estimated Funds Available		673,573
Total Expenditures/Appropriations		<u>448,339</u>
Estimated Cash on Hand March 31, 2016		225,234
Expenditures		
Home Relief		
4102 Rent	134,000	
4103 Utilities	20,000	
4105 Personal Essentials	24,000	
4106 Travel Expenses	10,000	
4110 Burial	1,500	
4115 Medical	25,000	
4116 Catastrophic Insurance Premium	3,500	
4117 Miscellaneous	100	
4119 Emergency Assistance	50,000	
Total Welfare Services Home Relief	<u> </u>	268,100
Administration		
4201 Salaries	137,000	
4202 Office Supplies	3,000	
4204 Equipment	4,500	
4205 Travel & Training	2,000	
4206 Postage	600	
4210 Printing	1,500	
4212 Dues & Publications	500	
4213 Community Affairs	1,000	
4507 Professional Services	2,000	
4509 Volunteer Appreciation	1,500	
4510 Miscellaneous	500	
4591 Health Insurance	12,600	
4592 Dental, Vision & Life Insurance	1,200	
4593 Unemployment	1,000	
4594 IMRF Expense	7,042	
4595 FICA Expense	4,297	
Total Welfare Services Administration	<u> </u>	180,239
Total WS Budgeted Expenditures/Appropriations		448,339

4. MENTAL HEALTH FUND

Beginning Balance April 1, 2015		816,723
Estimated Revenues		
3000 Property Tax	1,067,993	
3100 Replacement Tax	12,000	
3250 Interest Income	1,500	
3300 Other Income	1,000	
3350 Rental Income	10,800	
3850 Tide Transportation Fee	4,500	
3855 Telephone Reimbursement	5,500	
3950 AID Transportation Fees	2,000	
	<hr/>	
Total Estimated Revenues		<u>1,105,293</u>
Total Estimated Funds Available		1,922,016
Budgeted Expenditures		
Service Contracts	1,106,500	
Administration	112,575	
Community Resource Center	44,500	
	<hr/>	
Total Expenditures/Appropriations		
Community Mental Health (708) Fund		<u>1,263,575</u>
Estimated Cash on Hand March 31, 2016		658,441

Expenditures
Service Contracts

4100	CAC CASI	18,500
4102	CAC Family Support	3,100
4103	CAC Safe from the Start	18,000
4104	CCC Domestic Violence Shelter	30,000
4105	CCC Domestic Violence Counsel	25,700
4107	Open Door Clinic	5,000
4108	AID Supportive Employment	40,000
4109	AID Case Management	5,000
4112	Clearbrook Children's Program	7,000
4113	Clearbrook Day Services	3,900
4123	Easter Seals	53,700
4128	Renz Outpatient	60,000
4129	Day One Network	7,500
4130	Northwest CASA	8,000
4131	AID Transportation	26,000
4132	Ecker Therapy Services	78,000
4135	Ecker Center/PEP	7,000
4136	HTYFS Psychiatric Back-up	9,000
4137	HTYFS Alt. to Suspension	25,000
4138	Contract Support Services	150,000
4139	HTYFS Interventionist	50,000
4140	Maryville Academy Casa Salama	25,000
4141	Shelter Inc Healthy Families	12,000
4142	Centro de Informacion	33,000
4146	Bridge YFS - Crisis Intervention	10,300
4148	FSA - Youth	21,000
4149	FSA - Adult	12,400
4156	Epilepsy Foundation	1,000
4160	Summitt Center	12,000
4162	TIDE Transportation	15,000
4165	Alexian Brothers - Outpatient Psych	21,000
4166	PADS of Elgin	25,000
4167	HTSS - Senior MH	40,000
4172	Countryside In-Home Respite	3,000
4175	WINGS Transitional Shelter	10,000
4177	Staff Development Fund	30,000
4178	MI-Drug / Medical Tests Fund	5,000
4179	Challenge Grant Fund	40,000
4180	Capital Grant Fund	40,000
4183	CCC SA Counseling	9,000
4188	Bartlett Learning Center	7,200
4191	Leyden FS - Detox/Rehab	50,000
4193	Boys and Girls Club	6,100
4194	CCC - Strategies for Safety	6,000
4195	Autism Society of IL	1,000
4196	Catholic Charities Caregivers Group	3,500
4200	Kenneth Young Center - SASS	9,000
4201	Journeys - Hope Center	3,600
4202	LSSI - Legacy Corps	20,000
4203	Clearbrook - Residential	5,000

Total Service Contracts

1,106,500

Administration			
4001	Hanover Township Services	4,500	
4002	Legal	3,000	
4005	Training	750	
4006	Travel	1,000	
4008	Subscriptions & Publications	150	
4009	Salaries	56,500	
4012	Office Supplies	1,000	
4013	Postage	500	
4014	Equip / Database	3,000	
4537	Community Relations	1,000	
4538	Miscellaneous	500	
4539	Dues	2,000	
4540	Special Events	1,000	
4541	Printing	1,500	
4544	Consultants	18,000	
4591	Health Insurance	6,500	
4592	Dental, Vision and Life Insurance	625	
4593	Unemployment	1,000	
4594	IMRF Expense	5,750	
4595	FICA Expense	4,300	
Total Administration			112,575
Community Resource Center			
4210	Utilities	8,000	
4213	Janitorial	5,500	
4214	Rent	10,000	
4216	Telephone Systems Maintenance	2,000	
4217	Capital Improvements	5,000	
4250	Building Maintenance	5,500	
4286	Agency Support Services	8,500	
Total Community Resource Center			44,500
Total Expenditures/Appropriations			
Community Mental Health (708) Fund			1,263,575

5. IMRF FUND

Beginning Balance April 1, 2015			132,885
Estimated Revenues			
3000 Property Tax		173,330	
3250 Interest Income		50	
Total Estimated Revenues		<u>173,380</u>	<u>173,380</u>
Total Estimated Funds Available			306,265
Budgeted Expenditures/Appropriations			
4508 IMRF		173,380	
Total Expenditures/Appropriations		<u>173,380</u>	<u>173,380</u>
Estimated Cash on Hand March 31, 2016			132,885

6. SOCIAL SECURITY

Beginning Balance April 1, 2015			76,288
Estimated Revenues			
3000 Property Tax		140,064	
3250 Interest Income		50	
Total Estimated Revenues		<u>140,114</u>	<u>140,114</u>
Total Estimated Funds Available			216,402
Budgeted Expenditures/Appropriations			
4522 Social Security		140,114	
Total Expenditures/Appropriations		<u>140,114</u>	<u>140,114</u>
Estimated Cash on Hand March 31, 2016			76,288

7. VEHICLE REPLACEMENT FUND

Beginning Balance April 1, 2015			402,475
Estimated Revenues			
3250 Interest Income		500	
3440 Bus Fares & Donations		8,500	
3450 Transfer from Road & Bridge - Senior Trans.*		50,000	
3460 Transfer from Town Fund		15,000	
Total Estimated Revenues		<u>74,000</u>	<u>74,000</u>
Total Estimated Funds Available			476,475
Budgeted Expenditures			
4408 Vehicle Purchase		160,000	
4540 Senior Bus Purchase		100,000	
Total Expenditures/Appropriations		<u>260,000</u>	<u>260,000</u>
Estimated Cash on Hand March 31, 2016			216,475

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

8. CAPITAL PROJECTS FUND

Beginning Balance April 1, 2015			582,005
Estimated Revenues			
3445 Grant		1,000	
3455 From Senior Fund		100,000	
3450 From Town Fund		150,000	
Total Estimated Revenues		<u>251,000</u>	<u>251,000</u>
Total Estimated Funds Available			833,005
Budgeted Expenditures			
4414 Town & Senior Parking Lots		395,000	
4415 Senior Center Improvements		50,000	
4420 Izaak Walton Ctr Improvements		40,000	
4425 Building & Permanent Improvements		100,000	
Total Expenditures/Appropriations		<u>585,000</u>	<u>585,000</u>
Estimated Cash on Hand March 31, 2016			248,005

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES FOR THE FISCAL YEAR ENDING MARCH 31, 2016, BY FUND IS:

GENERAL TOWN FUND	3,778,149
SENIOR CENTER/SENIOR CITIZEN SERVICES FUND	1,761,814
WELFARE SERVICES FUND	448,339
COMMUNITY MENTAL HEALTH FUND	1,263,575
IMRF FUND	173,380
FICA FUND	140,114
VEHICLE REPLACEMENT FUND	260,000
CAPITAL PROJECTS FUND	585,000

TOTAL APPROPRIATIONS 8,410,371

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF **Eight Million Four Hundred and Ten Thousand Three Hundred and Seventy-One (\$8,410,371)** FOR THE FISCAL YEAR ENDING MARCH 31, 2016.

SECTION 4: THAT IF ANY SECTION, SUBDIVISION, OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THIS TOWNSHIP, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS AFTER ITS ADOPTION.

ADOPTED ON MARCH 17, 2015 AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS, BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes _____
 Nays _____
 Absent _____

 Supervisor

 Township Clerk

CERTIFICATION

I, Kathleen Dolan Baumer, do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2015-_____ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March 17, 2015, as the same appears in the records in my possession and custody as such clerk.

Dated this March 17, 2015.

 Township Clerk

**Hanover Township Road District
Budget and Appropriation Ordinance
Ordinance #**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR THE TOWNSHIP
OF HANOVER ROAD DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING
APRIL 1, 2015 AND ENDING MARCH 31, 2016

BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS.
AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND
EXPENDITURES IS HEREBY ADOPTED FOR THE GENERAL ROAD FUND FOR THE FISCAL YEAR
MENTIONED ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. General Road Fund

Beginning Balance on April 1, 2015 1,242,586

Estimated Revenues

Property Tax	875,981
Replacement Tax	17,000
Interest Income	5,000
Permits and Fines	1,500
Traffic Enforcement Fees	1,500
Other	100

Total Estimated Revenues 901,081

Total Estimated Funds Available 2,143,667

Budgeted Expenditures

Road Maintenance	1,027,500
Equipment	152,501
Bridge Maintenance	10,000
Buildings	365,000
Administration/Transfers*	533,280

Total Expenditures/Appropriations 2,088,281

Estimated Cash on Hand March 31, 2016 55,386

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Expenditures

Road Maintenance

4600	Controlled Substance Test	500
4601	Salaries	175,000
4602	Road Materials & Operations	30,000
4603	Gasoline	20,000
4605	Maintenance / Supplies	5,000
4606	Engineering	25,000
4607	Contract Work	600,000
4610	Street Lighting	17,000
4614	Signs& Striping	5,000
4616	Salt	150,000

Total Road Maintenance 1,027,500

Equipment

4604	Machine Rental	1,500
4608	Equipment Purchase	100,000
4609	Maintenance Vehicles & Equip	50,000
4610	Emergency Equipment	1,000
4611	Construction Equipment	1

Total Equipment 152,501

Bridge Maintenance

4615	Bridge Repair and Maintenance	10,000
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Total Bridge Maintenance 10,000

Buildings

4612	Buildings & Perm Improvement	10,000
4613	Building Maintenance	5,000
4617	Land/Building Acquisition & Improvemer	350,000

Total Buildings 365,000

Administration

4700	Postage	1,500
4701	Legal	20,000
4702	Insurance	32,000
4703	Accounting	2,500
4704	Telephone	3,500
4705	Dues, Subscriptions & Publications	1,000
4706	Travel Expense	1,500

4707	Printing	1,000	
4708	Training & Conferences	1,000	
4709	Uniforms and Safety Equipment	1,500	
4710	Community Affaris	20,000	
4711	Utilities	6,500	
4712	Miscellaneous	2,000	
4713	Service Charges	200	
4714	Office Supplies	2,500	
4715	Replacement Tax	12,000	
4716	Transfer to Sr Transportation*	325,000	
4717	Transfer to Vehicle Fund*	50,000	
4791	Health Insurance	15,502	
4792	Dental, Vision & Life Insurance	1,700	
4793	Unemployment	1,000	
4794	IMRF Expense	17,990	
4795	FICA Expense	13,388	
Total Administration			533,280

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Total General Road Fund Expenditures/Appropriations 2,088,281

SECTION 2: THAT THE AMOUNT APPROPRIATED FOR ROAD DISTRICT PURPOSES FOR THE
FOR THE FISCAL YEAR ENDING MARCH 31, 2016

General Road Fund			
	Road Maintenance	1,027,500	
	Equipment	152,501	
	Bridge Maintenance	10,000	
	Buildings	365,000	
	Administration & Transfers	533,280	
Total General Road Fund			2,088,281
Total Expenditures/Appropriations			2,088,281

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES SPECIFIED, AND IN PARTICULAR AMOUNTS STATED, FOR THE FUND NAMED IN SECTION 1, CONSTITUTING TOTAL APPROPRIATIONS IN THE AMOUNT OF:
Two Million Eighty Eight Thousand Two Hundred and Eighty-One Dollars
\$2,088,281 FOR THE FISCAL YEAR ENDING MARCH 31, 2016

SECTION 4: THAT IF ANY SECTION, SUBDIVISION OR SENTENCE OF THIS ORDINANCE SHALL FOR ANY REASON BE HELD INVALID OR BE UNCONSTITUTIONAL, SUCH DECISION SHALL NOT AFFECT THE VALIDITY OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE OF THE ROAD DISTRICT, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS OF ITS ADOPTION.

Adopted on March 17th at Hanover Township, Cook County, Illinois, by the Hanover Township Board of Trustees by Roll Call Vote:

Ayes _____

Nays _____

Absent _____

SUPERVISOR

TOWNSHIP CLERK

CERTIFICATION

I, Kathleen Dolan Baumer , do hereby certify that I am Clerk of the Hanover Township, Cook County, Illinois and that the foregoing is a true, correct and exact copy of Ordinance No. 2015-_____ adopted and approved by the Board of Trustees of said Township at the regular meeting, duly and legally called, and held March 17, 2015, as the same appears in the records in my possession and custody as such clerk.

Dated this March 17, 2015.

Township Clerk

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Passports</i>	360	217	2,350	1,972
Photo fees	\$1,245	\$695	\$8,176	\$6,135
Fee deposits	\$8,745	\$4,525	\$54,465	\$47,099
<i>Fishing/Hunting licenses</i>	1	2	83	106
<i>Handicap Placards</i>	14	21	165	177
<i>Cook County vehicle stickers</i>	2	0	404	245
<i>Human Resources Requests</i>		98	1,367	1,581
<i>New Employee Orientations</i>	1	1	17	15
<i>Technology work orders</i>	31	29	308	261
<i>Resident Contacts</i>	2,275	18,553	16,278	20,980
<i>Percent of Budget Expended (92% of year)</i>	5.8%	8.9%	66.5%	72.3%
<i>Grant application submissions</i>	0	0	3	9

Department Highlights

- Management Analyst continued working with Senior Services staff on AgeOptions grant application for congregate and home delivered meals. The grant application was submitted to AgeOptions for consideration at the end of the month.
- Management Analyst held a phone conference meeting with dbHMS regarding their final report on Senior Center retro-commissioning and energy efficiencies.
- Assistant Administrator attended the first meeting of the Mental Health Housing Task Force on February 25.
- Management Intern began researching case management software solutions. Several demonstrations have been scheduled with software providers and Township department staff to review options.
- Assistant Administrator met with phone maintenance providers to review costs and contract options for the Township's phone maintenance.
- Assistant Administrator met with Illinois Counties Risk Management Trust (ICRMT) representatives to undergo their annual workers comp audit, with no findings.

Hanover Township Mission Statement:

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OFFICE OF THE ASSESSOR

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Administration</i>				
Office visits	570	528	4,044	4,144
Building permits processed	199	193	4,306	4,085
Sales recording	15	102	899	1,443
Change of Name*	25	27	132	148
Property tax appeals	0	0	814	1,026
Certificate of Errors	59	28	460	367
Property location updates	2	0	22	13
New owner mailings	13	43	692	819
Long time occupants*	0	0	0	7
<i>Exemptions</i>				
Homeowner exemptions	35	30	69	68
Senior home owner exemptions	152	123	452	402
Senior freeze exemptions*	137	185	668	703
Miscellaneous exemptions	122	107	191	181
<i>Foreclosures</i>	7	50	292	584

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m. February had a total of 12 visitors after 4:30pm.
- We have a total of 1,469 e-mails on our contact list. We added 16 e-mails in February.
- Foreclosures February 2015 47%. Foreclosures February 2014 49%.
- Patty attended the Employee Wellness workgroup February 6.
- Cindy attended Environmental Sustainability workgroup February 18.
- Patty attended the CCTAA meeting February 20.
- All exemption renewal forms have been mailed to taxpayers.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY HEALTH

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Appointments</i>				
ProTimes	25	15	258	248
TB skin test	6	4	76	65
Cholesterol	28	16	128	83
Pharmaceutical Assistance Programs	3	4	17	63
Miscellaneous labs	9	9	86	101
Wellness Screening (BP, diabetes, anemia)	17	NC	190	NC
Other	22	26	401	697
<i>Clinic Clients</i>				
Senior Center/ home visits	89	80	998	1,083
Astor Avenue	4	5	121	155
Elgin, Izaak Walton Center	13	2	69	59
Offsite clinics	21	26	163	129
Total clients (unduplicated)	53	34	587	601
<i>Public Education & Health Promotion</i>				
Media coverage	4	5	54	54
Informational seminars	6	15	114	122
Program Participants	56	149	1,844	1,319
<i>Primary Care Provider Support</i>	8	20	140	156
<i>Phone Triage</i>	309	344	4,967	4,174
<i>Embracelet Program</i>	2	3	25	32

Department Highlights

- Provided 7 home visits for residents in the month of February.
- Provided heart health risk assessments for 28 residents.
- Assisted 6 residents with health insurance enrollment for the Affordable Care Act.
- February 4, Director and Community Health Nurse attended the Northwest Municipal Nurses Meeting in Schaumburg.
- February 5, partnered with Vein Specialists of Illinois to host free varicose vein screenings at the Izaak Walton Center.
- February 6, staff wore red for National Wear Red Day in honor of heart health awareness month.
- February 23, Director presented on heart health for the Social Services Latino Outreach Group.
- February 26, Community Health Nurse attended the Community Quality Council Meeting in Elgin.

Office of Community Health Mission Statement:

Our mission of the Office of Community Health is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Website Visits</i>	8,200	6,824	90,575	79,176
<i>Facebook Likes</i>	2	10	738	661
<i>Media Releases</i>	5	7	71	59
<i>Veteran Contacts</i>	26	11	204	58
<i>Total Veterans served</i>	19	5	129	43
<i>Total Resident Contacts (Elgin office)</i>	100	120	2,076	1,623

Department Highlights:

- CVA Veterans Specialist attended two-day Veterans Advocate Academy Training in Geneva, Illinois from February 9-10.
- CVA Director met with President of the Bartlett Historical Society, Carol Ann Kunkel to discuss plans for future heritage markers in Elgin and Bartlett on February 10.
- CVA Director interviewed with the Streamwood Village Board and was appointed to the village's Community Relations Commission on February 19.
- CVA Director attended Mayor McLeod's State of the Village Breakfast with Commissioner Ochoa on February 25.
- CVA Director joined F&M staff to interview an architect on February 25 for drawings for the Outdoor Education Center.
- CVA and Senior Services sponsored veterans' movie program on February 25. 45 veterans attended.
- CVA staff attended Bartlett Chamber of Commerce Business After Hours on February 26.

Hanover Township Mission Statement:

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DEPARTMENT OF EMERGENCY SERVICES

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Volunteers</i>				
Total volunteers	28	30	32	31
New volunteers	0	3	16	10
<i>Hours</i>				
Volunteer Detail Hours	155	169	3,593.75	2,986
Volunteer Work Hours	1,57.5	N/A	1,904.30	N/A
Volunteer Training Hours	340	185	3,471	1,217
<i>Total Volunteer Hours</i>	652.5	354	8,969.5	4,203
<i>Details</i>				
Emergency Call Outs	3	3	50	40
Safety Patrols	5	4	41	34
Township Sponsored Events	1	0	26	16
Other Community Events	1	0	52	39
Miscellaneous	0	0	12	25
<i>Total Details</i>	10	7	184	154

Department Highlights

- Emergency Call outs:
 - HTES personnel assisted Bartlett Police with auto accident W. Bartlett Rd. and Carlino Drive.
 - HTES personnel assisted residents in Elgin and Streamwood with emergency snow removal following 2-1-15 major snow storm.
 - HTES personnel on township roads during major snow storm 2-1-15 assisting motorist, snow removal in hydrated areas and emergency patrol.
- Hanover Township Sponsored Events:
 - HTES personnel conducted non-emergency final damage assessment following 2-1-15 major snow storm.
- HTES assisted Streamwood High School with parade sending cheer squad downstate.
- HTES completed safety patrols.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for February 2015

SERVICE PROVIDED	FEBUARY 2015	FEBUARY 2014	FYTD 2015	FYTD 2014
<i>Administration</i>				
Vehicle service calls	15	36	145	312
Work orders	41	59	641	647
Event set-ups/tear downs	189	146	1,936	1,604
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	6,197	4,642	46,134	35,964
Town Hall	9,420	9,300	94,080	98,340
Senior Center	29,275.91	30,716	380,437.91	377,207
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	603.43	893.52	1,701.86	2,866.13
Town Hall	1,610.33	1,946.16	6,971.86	8,140.22
Senior Center	3,177.23	3,117.46	16,297.68	21,182.14

Department Highlights

- Izaak Walton- Continue construction of elevator project. Main elevator has been installed. Maintenance staff continues working on renovations to the lower level.
- Completed painting all interior walls at the Astor Ave Building.
- Completed painting all interior walls in the lower level of the Senior Center. We have completed painting the lower level multipurpose room at the Senior Center.
- Completed painting of the large conference room at the Senior Center
- Continue working with Senior Services transportation department on ongoing preventive maintenance, repairs, and safety lane testing.

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HIGHWAY DEPARTMENT

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Winter Season</i>				
Big Storm on Feb 1, total 19.3 "				
Start Lawnmower/Chipper Pm's				
<i>Winter Season</i>				
Snow Removal/Salt	162	271	774	1,780

Department Highlights

- Big Storm on Feb 1, total 19.3 "
- Start Lawnmower/Chipper Pm's
- Continued talks over Gromer Road Subdivision

Hanover Township Mission Statement:

Hanover Township is committed to providing an array of quality, cost effective, community based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.

OFFICE OF THE MENTAL HEALTH BOARD

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Grant Funding</i>				
New clients	125	202	3718	3,599
Ongoing Clients	640	604	NC	NC
Closed Cases	74	194	1,778	1,896
Prevention Programming Presentations	47	22	252	338
Number in audience	3,341	1,447	12,742	10,145
<i>TIDE</i>				
Participants	8	7	8	7
Rides	103	131	721	998
<i>Resource Center</i>				
Organizations providing services	5	5	5	5
Clients served	73	74	849	560

Department Highlights

- The Mental Health Board met on February 24, 2015 and addressed the following:
 - Reviewed and approved the needs assessment proposal from University of Illinois Rockford. The need assessment is a precursor to the next MHB Three Year Strategic Plan.
 - The MHB awarded Senior Social Services a \$2,489.50 staff development grant for 4 staff members to attend the Annual Aging Conference in Chicago.
 - The board also approved a \$500 sponsorship for the Spring 2 Spring 5k.
- The Resource Guide will be approved at the March meeting and distributed immediately following.
- Completed monthly site visit with board members Meghan Nelson and Trustee Caramelli to Leyden Family Services. The board continues to remain on schedule with monthly site visits for FY15.
- The Planning Committee met on February 17 to review the needs assessment proposal and begin discussing a timeline for focus groups and completion of the assessment.
- Met with three agencies interested in the vacant office at the Community Resource Center. The MHB will offer the vacant space to Lutheran Social Services of Illinois with the anticipation of increased client traffic to the Resource Center.
- Attended the first Mental Health Housing Task Force Meeting on February 18th with Trustee Benoit and MHB Chair, Linda Best among other members.
- Manager continues frequent communication with Community Resource Center staff to ensure all needs at the building are met.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF SENIOR SERVICES

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Programming Division</i>				
Planned programs	201	175	2231	2019
Participants	1730	1498	24756	18717
Participants (unduplicated)	597	655	1849	1474
Wait listed (unduplicated)	43	31	511	730
Art & Computer classes	58	34	621	446
Art & Computer class participants	332	226	4268	3378
New volunteers	7	4	93	69
Total volunteers (unduplicated)	124	107	295	267
Volunteer hours reported	1744	1338	19797	16645
Meals Served	969	902	10456	1550
Meals delivered by volunteers	803	747	9902	9287
<i>Social Services Division</i>				
Clients served (unduplicated)	240	219	1207	1096
Clients served (duplicated)	392	332	4246	4494
Energy Assistance	34	9	572	550
Prescription drugs & health insurance assistance	81	27	985	988
Social Service programs	10	7	101	118
Social Service program participants	60	64	840	1179
Lending Closet transactions	69	74	910	859
<i>Transportation Division</i>				
One way rides given	1480	1432	19408	18113
Individuals served (unduplicated)	238	177	710	703
New riders	34	27	280	221
Unmet requests for rides	21	34	275	415

Department Highlights:

- Social Services Manager, Megan Conway, attended the HOPE Fair Housing Conference at DuPage County Municipal Building. The purpose was to educate service providers about housing issues and brainstorm ways to improve housing in the suburban area. In addition, Social Services Specialist, Amy Seul, attended the first Community Quality Control (CQC) meeting at the DHS Office in Elgin. The CQC meetings improve relationships with local DHS offices and increase service delivery to clients.
- Social Services Manager, Megan Conway, and Interim Director, Tracey Colagrossi presented a panel session on the 4 Steps to Successful Senior Programs at the Association of Illinois Center Annual Conference. The Department was awarded the Mind, Body, and Spirit award in holistic service to seniors from the organization.
- Programs and events: Eataty Chicago, Latin Dance Studio Fiesta, Chicago Auto Show, Lunch Bunch Hackney's, Ballet Basics, TRIAD, Spanish Classes, French Classes, Lincoln: A Cinematic Perspective, , 9-Ball Tournament, Great American Performers, Travel Presentation
- Transportation limited service three days due this month to snow/ sub zero weather serving medical and Dialysis appointments only.

Senior Services Mission Statement:

With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.

DEPARTMENT OF WELFARE SERVICES

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>General Assistance</i>				
General Assistance clients	25	23	247	230
General Assistance appointments	55	60	510	591
Emergency Assistance appointments	10	1*	254	311
Emergency Assistance approved	1	0*	54	72
Crisis intake clients	96	91	1,710	2,616
Access to Care	1	2	24	57
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	46	119	737	976
Circuit Breaker	0	1	8	19
<i>Social Services</i>				
ComEd Hardships	0	6	34	71
Weatherization	1	Closed	15	Waitlist
<i>Food Pantry</i>				
Served (Households)	614	698	9,084	10,153
New applications	34	73	568	1,045
Food Donations	68	54	682	721
<i>Community Center Walk-Ins</i>	212	275	2,594	3,937

*No funds available

Department Highlights:

- This is the second month utilizing auxiliary volunteer staff to drive for the food pantry. There are three volunteer drivers assisting with the food pantry donations and we continue to search for additional drivers.
- The Food Pantry Bar Code Scanning System has been fully implemented and all staff has been trained. This new system has made check-in for residents and tracking more efficient.
- Eleven residents attended the, "Building Positive Relationship" Community Resource Group lead by Case Manager Peggy Saul at Astor Avenue. This number has increased monthly due to the new topics and direction of Case Manager Peggy Saul.
- Effective at the end of February, Greater Elgin Family Care Center will no longer be holding hours at Astor Avenue, since the enrollment period for Get Covered Illinois has closed.
- The nomination period for the Supervisor Community Service Awards has ended. The committee will meet the first week of March to select winners. The Awards Banquet is scheduled for Thursday, April 16th at 6:00pm at the Senior Center.
- Planning for the 4th annual job fair co-hosted with State Representative Fred Crespo and WorkNet scheduled for April 8th at the Senior Center is going well with 40 vendors currently registered.
- Veteran Honor Roll Dinner is scheduled for Wednesday, April 1st at the Senior Center beginning at 6:00pm.
- Welfare Services will hold its first mobile pantry of 2015 on March 31st at Immanuel United Church of Christ in Streamwood beginning at 9:00am.
- The Knights of Columbus Mary's Millennium Council #12801 will host the Astor Avenue Spring Party on Saturday, March 28th beginning 9:00am. The bunny will arrive at 9:30am to hand out spring bags of candy to the children.

Welfare Services Mission Statement:

HanoverTownship Welfare Services is committed to improving the welfare of HanoverTownship residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for February 2015

SERVICE PROVIDED	FEBRUARY 2015	FEBRUARY 2014	FYTD 2015	FYTD 2014
<i>Outreach & Prevention</i>				
Open Gym participants	1,151	1,404	11,636	10,872
Open Gym participants (unduplicated)	456	476	1,070	1,002
Alternative to Suspension referrals	4	29	88	139
Alternative to Suspension participants	235	305	2,098	1,932
Alternative to Suspension participants (unduplicated)	93	98	148	140
<i>Clinical</i>				
Therapy clients	270	348	3,042	2,840
Therapy clients (unduplicated)	113	119	1,385	417
New clients (unduplicated)	13	17	163	134
Clinical hours	221	321	2,719	3,009
Group session participants	219	1,083	5,247	6,022
<i>Tutoring Participants</i>				
Total	142	143	1,477	1,402
Unduplicated	97	91	240	234

Department Highlights:

- Our Clinical Interventionist provided substance abuse prevention group work to 607 participants and presentations to 284 participants.
- Clinical hours are lower this month due to an open family therapy position and inclement weather.
- Open Gym numbers are down this month due to the schools being closed two days due to inclement weather.
- John Parquette, LCSW, participated at the City of Elgin and School District U-46's Alignment Community Launch at Villa Olivia on February 4, 2015.
- John Parquette, LCSW, and Michael Cohen met with Steve Spoelhof from Bayside Capital on February 6, 2015 to develop a fund raising plan.
- John Parquette, LCSW, attended School District U-46's quarterly School Safety Task Force meeting on February 9, 2015.
- Tina Houdek, LCPC and John Parquette, LCSW began first round interviews for the open family therapist position February 11, 2015.
- Sumara Baig attended Parkwood Elementary School's student led Cultural Awareness event on February 12, 2015.
- John Parquette, LCSW, attended and presented the department's performance measures at School District U-46's Community Alliance meeting on February 18, 2015.
- Karen Low, LCPC, and Maria Campuzano-Leon, LPC, presented "How to effectively communicate with your teen" at Elgin High School's Parent University on February 21, 2015.
- John Parquette, LCSW, attended a comprehensive training in Restorative Practices on February 23 – 27, 2015. John will be the community member on the lead training team for School District U-46 and the Community Alliance.

Youth & Family Services Mission Statement:

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.

I. Call to Order/Roll Call

Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Krick and Caramelli, and Supervisor McGuire. Trustee Essick joined the Board after Item VIII.A: Appointment of Hanover Township Trustee at 7:02 p.m.

Other Elected Official present were Assessor Smogolski and Highway Commissioner Ochoa.

Others present included Administrator James Barr, Community & Veterans Affairs Director Thomas Kuttensburg, Emergency Services Director Bill Burke, Facilities & Maintenance Director Steve Spejcher, Senior Services Program Interim Director Tracey Colagrossi, Welfare Services Director Mary Jo Imperato, Community Health Director Kristen Smith, Youth & Family Services Director John Parquette, Mental Health Board Manager Kristen Vana, Assistant Administrator Suzanne Powers, Attorney Bret Franco, Management Analyst Amy Kaufholz, Mr. & Mrs. Craig Essick, Ms Shirley Shrade, and Mr. Jim Fatima.

II. Supervisor McGuire invited everyone to stand and join in the Pledge of Allegiance.

III. Town Hall

Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.

Supervisor McGuire asked the Board to allow Item VIII.New Business: A: Appointment of Hanover Township Trustee to be brought A motion was made by Trustee Benoit to amend the agenda to allow the change; the motion was seconded by Trustee Caramelli, followed by a roll call vote. Ayes: Trustees Benoit, Krick and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

A. Appointment of Hanover Township Trustee: Trustee Caramelli made a motion as follows: "Pursuant to Section 60-5 of the Township Code, I hereby move that the Township Board appoint Craig Essick to the office of Township Trustee to fill the vacancy left in the office after the resignation of William T. Burke, with warrant to issue." The motion was seconded by Trustee Krick. Mr. McGuire gave a brief review of Mr. Essick's connection with the Township and of his resume. Roll call: Ayes: Trustees Benoit, Krick and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Board welcomed Trustee Essick to the dais at 7:02 o'clock p.m. Clerk Dolan Baumer read the warrant of appointment into the record and administered the oath of office to Trustee Essick.

IV. Presentations

A. Veterans Honor Roll

1. Supervisor McGuire invited the Board forward to recognize L. CPL James D. Fatima, who served in the U.S. Marine Corps, on his induction into the Veterans Honor Roll.
2. The Board recognized and the record reflects that PHM3 Louis Haefling, who served in the U.S. Navy, was inducted into the Veterans Honor Roll.

3. Mr. McGuire again asked that the record reflect the induction of U.S. Marine Corps L. CPL Richard Hallas into the Township Veterans Honor Roll on this date, as well.
 - B. A plaque of appreciation will be presented by Director Imperato to Goodtime Music thanking them for their support of the Hanover Township Food Pantry.
 - C. A plaque of appreciation will be presented by Director Imperato to Casey Automotive thanking them for their support of the Hanover Township Food Pantry.
 - D. A plaque of appreciation will be presented by Director Imperato to Communities that Care thanking them for their support of the Hanover Township Food Pantry.
- V. Reports
- A. Supervisor: The Supervisor reported that the Food Pantry surveys have resulted in many rave reviews; kudos to the staff and auxiliary staff. Director Imperato reported that the department is getting better and smoother coverage with Auxiliary Staff handling the donation pick-ups and deliveries. Mr. McGuire had asked staff to put together a report on the officials' salaries comparison; we compare very favorably.
 - B. Clerk: Reported that Mr. McGuire was her guest at the recent Township Officials of Cook County Clerks Association meeting and that he reported to those gathered on the recent efforts of MTA and the Lobbyist they have hired.
 - C. Highway Commissioner: Commissioner Ochoa offered no report.
 - D. Assessor: Assessor Smogolski offered no report.
 - E. Treasurer: A motion was made by Trustee Benoit and seconded by Trustee Caramelli to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Roll call: Ayes: Trustees Benoit, Krick, Essick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried and the Treasurer's report was adopted.
 - F. Department Reports: Reports were submitted for the Board members' review.
- VI. Bill Paying: Administrator Barr offered bills for approval for February 4, 2015 through February 17, 2015, for Alexian Brothers as follows:

a.	Town	\$669.33
b.	Senior Center	989.00
c.	Road & Bridge	<u>131.00</u>
	Total All Funds	<u>1,789.33</u>

A motion was made by Trustee Caramelli to approve the bills as presented for February 4, 2015 through February 17, 2015 for Alexian Brothers as presented; Trustee Krick seconded the motion. Roll call: Ayes: Trustees Caramelli, Essick, and Krick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.

Administrator Barr offered bills for approval for February 4, 2015 through February 17, 2015, as follows:

a.	Town	\$58,477.09
b.	Senior Center	28,815.96
c.	Welfare Services	857.08
d.	Road and Bridge	7,802.98
e.	Mental Health Board	2,966.74
f.	Retirement	0.00
g.	Vehicle	0.00
h.	Capital	<u>61,002.64</u>
	Total All Funds	<u>\$152,922.49</u>

A motion was made by Trustee Benoit to approve the bills as presented for February 4, 2015 through February 17, 2015 as presented; Trustee Caramelli seconded the motion. Roll call: Ayes: Trustees Benoit, Essick, Krick and Caramelli, and Supervisor McGuire. Nays: none. Motion carried.

VII. Unfinished Business: No unfinished business was discussed.

VIII. New Business

- A. Appointment of Hanover Township Trustee: (Discussed earlier in the meeting.)
- B. Regular Meeting Minutes of February 3, 2015: Clerk Dolan Baumer presented the minutes from February 3, 2015 for review and approval. A motion was made by Trustee Benoit to approve the meeting minutes of February 3, 2015, with a second by Trustee Krick. Roll call: Ayes: Trustees Benoit, Krick, Essick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- C. Executive Session 1 Minutes of February 3, 2015: Clerk Dolan Baumer presented the executive session 1 minutes of February 3, 2015 for review and approval. A motion was made by Trustee Benoit to approve the executive session 1 minutes of February 3, 2015, with a second by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Essick, and Caramelli, and Supervisor McGuire. Abstain: Trustee Krick. Nays: None. Motion carried.
- D. Executive Session 2 Minutes of February 3, 2015: Clerk Dolan Baumer presented the executive session 2 minutes of February 3, 2015 for review and approval. A motion was made by Trustee Caramelli to approve the executive session 2 minutes of February 3, 2015, with a second by Trustee Benoit. Roll call: Ayes: Trustees Benoit, Essick, and Caramelli, and Supervisor McGuire. Abstain: Trustee Krick. Nays: None. Motion carried.
- E. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Psychiatric Services): Trustee Benoit made a motion to approve resolution #021715-PS approving a contract for services between Hanover Township and the Hanover Township Mental Health Board for Psychiatric Services; the motion was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Krick, Essick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.

- F. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Alternative to Suspension Program): Trustee Caramelli made a motion to approve resolution #021715-ASP approving a contract for services between Hanover Township and the Hanover Township Mental Health Board for Alternative to Suspension programming; the motion was seconded by Trustee Krick. Roll call: Ayes: Trustees Benoit, Krick, Essick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- G. Resolution Approving a Contract for Services Between Hanover Township and the Hanover Township Mental Health Board (Substance Abuse Prevention): Trustee Caramelli made a motion to approve resolution #021715-SAP approving a contract for services between Hanover Township and the Hanover Township Mental Health Board for Substance Abuse Prevention; the motion was seconded by Trustee Essick. Roll call: Ayes: Trustees Benoit, Krick, Essick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- H. Resolution Approving a Contract for Services between Hanover Township and the Hanover Township Mental Health Board (Senior Citizen Mental Health)(C-Hope Program): Trustee Benoit made a motion to approve resolution #021715-SCMH approving of a contract for services between Hanover Township and the Hanover Township Mental Health Board for Senior Citizen Mental Health program; the motion was seconded by Trustee Caramelli. Roll call: Ayes: Trustees Benoit, Krick, Essick, and Caramelli, and Supervisor McGuire. Nays: None. Motion carried.
- I. Resolution Approving a Professional Services Agreement for Psychiatric Services with Alexian Brothers Center for Mental Health: Trustee Caramelli made a motion to approve resolution #021715-ABPS approving of a professional services agreement for psychiatric services with Alexian Brothers Center for Mental Health; the motion was seconded by Trustee Krick. Roll call: Ayes: Trustees Krick, Essick, and Caramelli, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: None. Motion carried.
- J. Resolution Adopting the Title VI Program Manual for the Hanover Township Senior Services Volunteer Express: Trustee Benoit made a motion to approve resolution #021715-VE adopting the Title VI program manual for the Hanover Township Senior Services Volunteer Express; the motion was seconded by Trustee Essick. Roll call: Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried.
- K. Resolution Dissolving the Hanover Township Public Health & Safety Committee: Trustee Benoit made a motion to approve resolution #021715-PHS dissolving the Hanover Township Public Health & Safety Committee; the motion was seconded by Trustee Krick. Supervisor McGuire reported that he received a report from the Committee members saying that they have fulfilled their roll on the Committee and suggested it is time to dissolve it. Roll call: Ayes: Trustees Benoit, Caramelli, Essick, and Krick, and Supervisor McGuire. Nays: None. Motion carried. Mr. McGuire noted that the members who served on the PHS Committee would be invited to a future meeting to receive public thanks and plaques of appreciation.
- IX. Executive Session: No motion was made to go into closed session.

- X. Other Business: Mr. McGuire announced that committee assignments would be made during the next meeting in March; he suggested Trustee Krick for Finance, Trustee Caramelli for Senior Citizens Services, Trustee Essick for Youth, and Trustee Benoit for the Mental Health Board, and asked that the Trustees consider these appointments for the next meeting. At this time, he asked the Clerk to administer the Oath of Office once again to Trustee Essick. Mr. McGuire reminded the Board of the March 7 Breakfast with the Board, noting that Clerk Dolan Baumer would not be present and if there is a quorum, minutes would have to be taken.
- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:31 o'clock p.m. was made by Trustee Benoit and it was seconded by Trustee Essick. Roll call: Ayes: Trustees Benoit, Essick, Krick, and Caramelli, and Supervisor McGuire. Motion carried.

Respectfully submitted,



Katy Dolan Baumer

Clerk

Copy: Supervisor Administrator Attorney Gail Borden Library
(4) Trustees Senior Services Auditor Poplar Creek Public Library
Assessor Welfare Services Y&F Services Village of Streamwood
Bartlett Library Highway Commissioner Streamwood Park District

Hanover Township Emergency Operations Plan



***250 S. Rt. 59
Bartlett, IL 60103***

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HANOVER TOWNSHIP
EMERGENCY OPERATIONS PLAN

PREFACE

This document contains privileged information and is therefore declared to be

A

“RESTRICTED DOCUMENT.”

**Any reproduction or duplication requires prior approval of the Hanover Township
Emergency Services Unit**

Copy # _____

Issued TO: _____

Cook County Emergency Operations Plan Certification

The attached Emergency Operations Plan meets the requirements of Cook County Department of Homeland Security and Emergency Management, and is in conformance with Title 29, Chapter 1, part 301 of the Illinois Administrative Rules, regulating local emergency plans.

This plan is hereby approved this _____ day of _____, 29_____

Executive Director

Cook County Department of Homeland Security and Emergency Management

Director Township Emergency Services Unit

This plan is hereby approved this _____ day of _____, 20_____.

Hanover Township Emergency Services Agency

Hanover Township Emergency Operations Plan

2015

FOREWORD

Preparation for major emergencies and disasters requires contingency planning not only on the part of the Principal Executive Officer and ESDA/EMA Director, but by all departments and agencies of ***Hanover Township***. The major situations that this plan emphasizes are those that require the coordination and direction of all community departments, and may require assistance and support from the county, state and federal governments. It is this need for coordinated emergency operations that distinguishes major emergencies and disasters from the emergencies that police and fire forces or hospitals and doctors deal with every day. Planning is particularly important to emergency operations since the margin for indecision is so small. How ***Hanover Township*** reacts in the time span before a disaster strikes, to a few hours after, will substantially influence the impact of the disaster on local government. In major emergency situations, ***Hanover Township*** cannot wait - even for a few hours - for state assistance or direction. They must be prepared to immediately mobilize and coordinate the operations of available local forces in order to minimize the loss of life and property. For this reason a major responsibility for emergency and disaster preparedness must be assumed by the municipal agencies.

The Illinois Emergency Management Act (20 ILCS 3305/11) indicates that the effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision. As such, this plan 'is written to include activities that will occur within ***Hanover Township*** following the activation of the plan'. Preparedness activities, taken prior to the onset of an emergency or disaster, are not addressed in this document.

The ***Hanover Township*** Incident Command System (ICS) and the National Incident Management System (NIMS) provides a management structure and system for coordinating emergency operations between the Emergency Operation Center and the Incident Commander.

The Incident Command System, National Incident Management System and the ***Hanover Township*** Emergency Operation Plan are applicable to small scale daily operational activities, as well as major mobilization of the County, State, and Federal responses. ICS provides the EOC and the operational staff with a standardized operational structure and common terminology. Because of this, ICS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional or multi-disciplinary responses. ICS provides the flexibility needed to rapidly activate and establish an organizational format around the functions that need to be performed.

A properly designed Emergency Operation Center (EOC) should serve as an effective and efficient facility for coordinating the ***Hanover Township*** emergency response efforts. An EOC may serve in a number of uses including operations, training, meeting, and other operational uses. The EOC can optimize communication and coordination by effective information management and presentation.

Hanover Township will adopt into the Emergency Operation Plan any Homeland Security Presidential Directives, IEMA, regulations and FEMA regulations.

Letter of Approval

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

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

Approved on this _____ day of _____, 20__.

By: _____

Chief Executive of Hanover Township: _____

Brain P. McGuire, Supervisor

Township Attorney: _____

Michael A. Airdo, Esq.

ESA Director: _____

William T. Burke, Director

Attest:

Hanover Township Clerk: _____

Katy Dolan Baumer, Clerk

CERTIFICATION OF ACCEPTANCE

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

TOWNSHIP SUPERVISOR _____ **DATE:** _____

TOWNSHIP ESA DIRECTOR _____ **DATE:** _____

TOWNSHIP HIGHWAY _____ **DATE:** _____

TOWNSHIP ASSESSOR _____ **DATE:** _____

TOWNSHIP GENERAL ASSISTANCE _____ **DATE:** _____

DISTRIBUTION LIST

A numbered and signed copy of the Hanover Township Emergency Operation Plan will be maintained at each of these agencies. Hanover Township Emergency Services Agency will update copies.

TOWNSHIP SUPERVISOR

COOK COUNTY EMA

HANOVER TOWNSHIP ESA DIRECTOR

HANOVER TOWNSHIP HIGHWAY DEPT.

HANOVER TOWNSHIP ASSESSOR

HANOVER TOWNSHIP GENERAL ASSISTANCE

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Definition</u>
ALS	Advanced Life Support (Paramedic)
BLS	Basic Life Support (EMT)
CIC	Citizen Information Center
CISM	Critical Incident Stress Management
CMS	Central Management Services
CMT	Crisis Management Team
CCDHSEM	Cook County Department of Homeland Security and Emergency Management
CCICC	Cook County Incident Command Center
CCEOC	Cook County Emergency Operations Center
DMIS	Disaster Management Information System
DMORT	Disaster Mortuary Services Team
DOD	Department of Defense
DRC	Disaster Relief Center
DWINS	Disaster Welfare Inquiry System
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operating Center
EPA	Environmental Protection Agency
EPI	Emergency Public Information
ESA	Emergency Services Agency
ESDA	Emergency Services and Disaster Agency
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FCP	Forward Command Post
FEMA	Federal Emergency Management Agency
HHS	Department of Health & Human Services
IDNS	Illinois Department of Nuclear Safety
IDOT	Illinois Department of Transportation
IEMA	Illinois Emergency Management Agency
IEPA	Illinois Environmental Protection Agency
IMS	Incident Management System
JIC	Joint Information Center
MABAS	Mutual Aid Box Alarm System
MBS	Media Briefing Center
NWS	National Warning System
NSS	National Shelter Survey
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SSO	Shelter System Officer
VA	Department of Veterans Affairs
VMST	Volunteer Management Support Team

BASIC PLAN

STATEMENT OF PURPOSE

The objective of preparing emergency plans is to create the capacity for local government to save the maximum number of lives in the event of a major emergency or disaster, minimize injuries, protect property, preserve functioning civil government, and maintain and support economic activities essential for the survival and eventual recovery from the emergency or disaster.

In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. It is now felt that all emergencies and disaster situations have certain commonalties. This plan will focus on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological or civil. Specific actions that are further described in the Concept of Operations will be outlined in functional annexes developed for each operational department of Township government.

(FN-ADA) This Section also provides the response framework for functional needs populations, including assignment of responsibilities, a description of the actions to be taken by the Township upon a disaster; and

- A. Establishes a township-wide understanding of the unique operational concepts, organization, tasks, and coordinated emergency actions of public agencies, special districts, and other non-governmental organizations to address functional needs populations during disasters.
- B. This Plan consolidates information from other Federal and State plans and procedures that address functional needs populations before, during, and after disasters.

ASSUMPTIONS

Officials of Hanover Township can assume:

The period during response and recovery shall remain the responsibility of those officials as outlined herein. Local resources shall be first used, then mutual aid resources, and finally County, State and Federal Assistance. Individuals and agencies shall be used in familiar roles to the extent practical, and non-essential functions will be offered so that these resources may be diverted to the emergency.

The local EMA Director shall serve as the Chief Staff Aid to the principal executive officer. All agency or department heads will continue to control their organizations at the direction of the chief elected official.

Representatives of all designated local organizations for the purpose of coordination and centralized direction and control shall staff the Emergency Operation Center.

1. Hanover Township has capabilities and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster.

2. Through its coordinating agencies the CCDHSEM and Illinois Emergency Management Agencies have resources available to assist Hanover Township in emergency or disaster response and recovery efforts.
3. Some of the hazards that may affect Hanover Township may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
4. Initial response to any emergency will be made by the first response agencies of our township including the Emergency Services Agency and the Highway Dept.
5. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance to control the situation. This assistance may be provided in the form of auxiliary or paid-on-call police and firemen as well as trained volunteers. Additional assistance may be provided from outside governmental mutual aid associations or from the private sector.
6. This plan has been prepared, integrating all operational departments, in a comprehensive effort to prepare for major emergencies and disasters following the “all hazards” approach. Each department has developed standard operating procedures to support both everyday operations and their assignments as outlined in this plan.
7. Township Departments must create strong networks within the Township to reach functions needs community members. (FN-ADA)
8. Populations with functional needs, as well as their caregivers and families, must be empowered to learn about preparedness and make plans for disasters. (FN-ADA)
9. NGOs providing temporary or long-term residency services or custodial care to functional needs populations must develop comprehensive emergency plans according to their regulatory authorities, and ensure that emergency policies and procedures are adequate and up-to-date. (FN-ADA)
10. The County and State provides support to Hanover Township in accordance with the County and State Emergency Operation Plans, addressing emergency-related issues for general and functional needs populations. (FN-ADA)

11. SPECIAL CONSIDERATIONS REGARDING WEAPONS OF MASS DESTRUCTION (WMD)

As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are several factors surrounding WMD incidents that are unlike any other type of incident that must be taken into consideration when planning a response. First responders' ability to identify aspects of the incident (e.g., signs and symptoms exhibited by victims) and report them accurately will be the key to maximizing the use of critical local resources and for triggering state and federal response. The following items identify differences between WMD incidents and other natural and technological hazards:

1. The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by methods used for explosives or firearms. Most agents can be carried in containers that look like ordinary items.
2. There may be multiple events (e.g., one event in an attempt to influence another event's outcome).
3. Responders are placed at higher risk of becoming casualties. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders may, in addition, be targets for secondary releases or explosions.
4. The location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize conflicts between law enforcement authorities, who view the incident as a crime scene, and others who view it as a hazardous materials or disaster scene.
5. Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' office, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or police stations, hospitals, or to other locations of subsequent calls.
6. The scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
7. There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes terror in most people. The fear of the unknown also makes the public's response more severe.
8. Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemical and biological agents worsen with time.
9. Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
10. Specialized local and state response capabilities may be overwhelmed.

IDENTIFICATION OF HAZARDS

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

A. Natural Hazards

1. Earthquakes
2. Floods
3. Severe and Excessive Heat or Cold
4. Severe Thunderstorm/High Winds/Lightning/Wild land fires
5. Tornadoes
6. Winter Storms/Snow/Ice
7. Illness/Disease

B. Technological/Industrial Hazards

1. Commercial Transportation Accidents (Air, Rail, Road)
2. Hazardous Material Incident (Fixed Site, Transportation, Nuclear)
3. Structural Collapse
4. Utility Failure (electric, gas, phone, sewer, water)
5. Fire/Explosion

C. Civil/Political Hazards

1. Terrorism
2. Riots
3. Sabotage
4. Civil Disturbance/Strikes
5. Extortion
6. Hostage Situations

CONCEPT OF OPERATIONS

The difference between normal day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, operational departments go about their daily business under the direction of a department head or Chief. During a period of emergency or disaster, the Township Supervisor is held ultimately responsible for the preservation of life and protection of property as outlined in Illinois State law. Department heads that previously provided direction to their forces continue to do so in time of emergency. During a major emergency or disaster situation however, department heads function and coordinate response from the Emergency Operating Center located at 250 S. Rt. 59 Bartlett, IL 60103. Agencies tasked with response and recovery missions under this plan make up the *Hanover Township* Crisis Management Team (CMT) with the help of the *Hanover Township Emergency Services Agency*. The CMT, functioning from the Township EOC, are responsible for making strategic decisions necessary to support the Incident Management System and to ensure the overall safety of the community.

A comprehensive emergency management program is concerned with all types of hazards that might occur in *Hanover Township*. Prior to an emergency, the following strategies are applied to these hazards:

PRE-INCIDENT MITIGATION

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

PREPAREDNESS

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, training, exercising, and development of public information and warning systems are among activities conducted under this phase.

Following the onset of an emergency or disaster, government and private agencies must be prepared to immediately swing into action and provide a variety of services. The Illinois Emergency Management Act (20 ILCS 3305/11) indicates that the effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision. As such, this plan is written to include those activities that will occur within the County and its municipalities following the activation of the plan. The Pre-incident Mitigation and Preparedness activities, described above which are taken prior to the onset of an emergency or disaster, are not formally addressed in this document.

Functional Needs Planning (FN-ADA)

A. Planning Networks

A multi-department and community approach to the planning process, including the initial assessment of plan purpose, situational needs and assumptions, and the development of concept of operations is necessary. Members of our planning network should assess how their efforts can be coordinated. (For information on how to select the right individuals for planning, see FEMA

Comprehensive Preparedness Guide (CPG) 301 – Interim Emergency Management Planning Guide for Special Needs Populations.)

Focus should be on improving the understanding of the Township Functional Needs Program, community/regional-based assets, capabilities, and limitations as well as identifying opportunities for improvement and cooperation. Integrated planning leads to an integrated response by all members of the planning network. This includes the development of mutual-aid agreements and memorandums of understanding (MOU/MOA) regarding sharing resources during emergency events (FN-ADA).

B. Hanover Township Functional Needs Advisory Committee

This Committee should consist of individuals with special needs who reside in our jurisdiction, as well as representatives from Township departments, disability and special needs provider organizations, advocacy groups, and other local government agencies (FN-ADA).

C. Education

Public education on personal and family preparedness is one component of effective response. Encouraging individuals with functional needs and their family members to take responsibility for their own safety, security and survival will benefit the Townships response to a disaster/event.

Our education program emphasizes preparedness, evacuation, and sheltering plans, whether as an individual or a family.

An emergency support network is concentrated on friends, relatives, or aides who know where the person is, what assistance he/she needs, and who will join the person to assist them in seeking shelter or when sheltering-in-place. Some support network members may not be able to reach the person with specific functional needs, so alternatives must be in place (FN-ADA).

D. Registries

Registries are databases of individuals who voluntarily sign-up and meet the eligibility requirements for receiving emergency preparedness education and emergency response services based on need(s).

The Township means of registry management is through Memorandums of Understanding (MOU) with known agencies/organizations that service individuals with functional needs. The MOU describes the process by which the agency/organization would contact and/or connect individuals requiring evacuation/transportation assistance with first responders during an emergency (FN-ADA).

RESPONSE

During the response phase, emergency services necessary to reduce injury and death and protect property are provided. These activities help to reduce casualties and damage and to speed recovery. Response activities include warning, evacuation, fire fighting and rescue, emergency medical services, and other

similar operations addressed in this plan.

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

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

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

RECOVERY

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent disaster. Examples of recovery actions include temporary housing, restoration of non-vital governmental services, and reconstruction of damaged areas. Some functional needs individuals may experience psychological distress when faced with the need to confront their limitations or to relive traumatic experiences from their past. (FN-ADA)

1. Information regarding social services and other benefit programs should be available in formats that persons with communication disabilities can use. (FN-ADA)
2. Crisis counseling services will not be accessible to people who are deaf or hard of hearing unless appropriate aids and services are provided. In addition, these services need to be offered at physically accessible locations to accommodate people with mobility disabilities. (FN-ADA)
3. Temporary ADA compliant lodging or housing programs may not be available to all people requiring it unless ADA compliant transportation, hotel rooms and/or temporary housing are

available in appropriate numbers. To prepare for the potential need for temporary housing, the ESF Mass Care and Sheltering and the ESF Long-term Community Recovery and Mitigation should identify available physically accessible short-term housing, as well as housing with appropriate communication devices, such as TTY's. Temporary accessible housing (such as nearby ADA complaint hotel rooms) may be used if people with disabilities cannot immediately return home after a disaster and no other support system is available. (FN-ADA)

The ADA generally requires people with disabilities to receive services in the most integrated setting appropriate to their needs unless doing so would result in a fundamental alteration in the nature of services or impose undue financial and administrative burdens. To comply with this requirement and assist people with disabilities in avoiding unnecessary institutionalization, the Planning and Logistic Section Chiefs and shelter operators may need to modify policies to give some people with disabilities the time and assistance they need to locate temporary shelter. (FN-ADA)

Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth. Involving individuals with functional needs and representatives of agencies/organizations that serve them is critical in enhancing the quality and breadth of input into decision-making during this crucial period.

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

POST-INCIDENT MITIGATION

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

NATIONAL INCIDENT MANAGEMENT SYSTEM

Homeland Security Presidential Directive Number 5 (NIMS)

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

Some of the more important "transitional steps" that are necessary to apply ICS in a field incident environment include the following:

- Recognizing and anticipating the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate;
- Establishing incident facilities as needed, strategically located, to support field operations;
- Establishing the use of common terminology for organizational functional elements, position titles, facilities, and resources; and
- Rapidly evolving from providing oral direction to the development of a written Incident Action Plan.

In accordance with Presidential Directive HSPD-5, regarding NIMS compliance, *Hanover Township* and the *Hanover Township* Highway Department are currently NIMS compliant and further make reference to the Comprehensive Scores for the Township from the NIMS-Cast protocol which indicates that as of 08/01/2010, we are 100% compliant with NIMS requirements. Said document is on files in the Emergency Management Office of *Hanover Township*. The resolution follows on the next page.

INCIDENT MANAGEMENT SYSTEM

Response to major emergencies and disasters is based on an integrated incident management system, which includes municipal and county involvement, and may require support and assistance from the state and federal government. Operations conducted under this plan will be accomplished based on this model.

Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to the 911-telecommunication system or visual manifestation of the disaster, as in the case of a devastating tornado, a train derailment or an airline accident.

In each instance, the first to respond to the event are the community's first response agencies, fire and law enforcement. This may be a municipal police, municipal fire, regional fire or the Cook County Sheriff's Police.

- **Step 1 - Arrival and establishment of command** - Upon arrival at a scene, an Incident Commander will be identified and the Incident Command System initiated. A formal command post will be established and clearly identified; staff officers from each responding discipline will report to that site
- **Step 2 - Assessment of the situation** - The Incident Commander and his / her staff will begin a rapid assessment of the situation to determine if first responders can handle the incident, or if additional assistance is needed. If the situation requires resources above those normal resources at the disposal of the Incident Commander, the jurisdiction's Principal Executive Officer will be notified.

- **Step 3 - Activation of the affected jurisdiction's emergency management system** – If the situation appears to exceed normal resources, the jurisdiction's Crisis Management Team will be notified, and the jurisdiction's Emergency Operations Center activated. The County Emergency Management Agency will be notified at this point. Once the EOC is activated, joint communications will be maintained between the forward Command Post, municipal EOC, and the County's Mobile Communication Center or EOC.

The County Emergency Management Agency will notify the State Emergency Management Agency of the potential emergency. The County Emergency Management Agency will follow their Standard Operation Procedures (SOP).

- **Step 4 - Assessment of the jurisdiction's ability to cope with the situation** - If it is determined that a situation can be handled locally, with the available normal resources, and then the Township Supervisor should declare a "State of Emergency". This declaration authorizes the activation of the local emergency plan, and authorizes the rendering of assistance by the jurisdiction. If the jurisdiction is not able to manage the situation, then a declaration of "State of Disaster" should be initiated. The disaster declaration formally identifies that the situation is larger than the jurisdiction can handle and County assistance is formally requested.
- **Step 5 - Requesting Assistance** - The mechanism for requesting disaster assistance is for the stricken jurisdiction to contact the County. Prior to going further, the County must expend its available resources, such as equipment owned by the county and that available from neighboring municipalities and townships, before going to the State.

If state government assistance is needed (i.e.: National Guard, etc.), the Township Supervisor must so indicate to the County. Again, the County must have expended its available resources, and then must make that request through the State Emergency Management Agency. State will forward that request to the Governor.

CCDHSEM - 24/7 phone number 312-603-8185 and IEMA – Region 4 phone number 847-297-4717, after hours 217-782-7860.

- **Step 6 - Activation of the Cook County Emergency Management System** - Following a request for Cook County assistance, County primary agencies will be activated and respond. A situation assessment process will then begin. This assessment will assist County officials in determining if County resources will be adequate to meet the local request for assistance, or if State or Federal assistance will be required. Finally, a representative from the CCDHSEM will be dispatched to the local EOC to confer with local officials. This CCDHSEM representative can assist local officials as needed. A CCDHSEM representative can be dispatched to the Command Post to interface with the Incident Commander and his / her staff.
- **Step 7 - Assessment of the County's ability to cope with the situation** - Based on information from the stricken jurisdiction, CCDHSEM, and County primary agencies, a decision will be made if the assistance can be provided strictly using the County's normal resources. If the situation can be handled by the County, the Director of County Emergency Management will request the County Board Chairman to declare a "State of Emergency", authorizing the implementation of the County Emergency Management Plan, and authorizing departments and agencies identified in the plan to

perform their assigned emergency duties. If the disaster is widespread, and cannot be handled by the County's normal resources, the Cook County Board Chairman will proclaim a "State of Disaster", this directs the Director of the CCDHSEM agency to request assistance from the State through IEMA. This disaster declaration formally declares that the situation is larger than the County can handle and State assistance is requested.

- **Step 8 - Preparing a countywide damage assessment** - The County, through the CCDHSEM agency, will work with the affected jurisdiction(s) to develop a detailed damage assessment. This document, for example the CCDHSEM "Incident Flash Report", will detail the number of individuals injured and killed, buildings damaged and destroyed, damage to the infrastructure, etc. This detailed damage assessment will be filed with the State following the impact of the disaster. While initial response from the State will be forthcoming during this assessment period, Federal assistance is based on the data generated by this assessment.
- **Step 9 - State disaster assistance** - Resources from a variety of state government agencies can be dispatched to assist a stricken jurisdiction or the County. Some of the resources are immediately dispatched, such as the Illinois State Police and the Department of Transportation, while others are dispatched following coordination through the State Emergency Operating Center in Springfield.

Following notification, the Illinois Emergency Management Agency (IEMA) will dispatch a Regional Director to the Primary EOC to serve as a liaison between the impacted jurisdiction and the State. This liaison officer acts as a conduit for requests for any state assistance.

IEMA also has a major responsibility of preparing the request for a Presidential Disaster Declaration for the Governor. If the disaster is widespread, and State resources will be overtaxed, IEMA - in cooperation with the County and the stricken jurisdiction(s) provide a detailed assessment of the damage and its effect on the community and its residents to the Federal Emergency Management Agency (FEMA). Based on the severity and magnitude of the situation, the Governor will request the President declare a major disaster or an emergency for the State, and the President will issue a declaration, as warranted. The declaration process will be carried out under the authority of Public Law 93-288, as amended.

- **Step 10 - The Presidential declaration** - If criteria are met, the President can declare the County either an emergency or disaster area. This declaration will authorize the rendering of a variety of aids, primarily financial, to affected residents and units of government. An emergency declaration will authorize limited assistance from specific agencies, while a disaster declaration will authorize the full range of federal assistance to the County.

For certain situations, the President may declare an emergency, with or without a Governor's request, as specified in Title V of PL 93-288, as amended. Under Title V, the President may direct the provision of emergency assistance under the authority of:

- a) Section 501 (a)- based on a request of the Governor, or
- b) Section 501 (b) - upon the determination of the President that an "emergency exists for which the primary responsibility for response rests with the United States."

FEMA, using the Federal Response Plan, directs and coordinates all federal response efforts to manage the consequences in domestic incidents for which the President has declared, or expresses intent to declare, an emergency or disaster.

Federal agencies have been grouped together under functional Emergency Support Functions (ESF's) to facilitate the provision of response and recovery assistance to the County through the State. All Federal response assistance will be provided using some or all of the ESF's, as necessary.

A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate Federal activities. The FCO will work with the State Coordinating Officer (SCO) to identify overall requirements including unmet needs and evolving support requirements, and coordinate these requirements with the ESF's. The FCO will coordinate response activities with the ESF representatives to ensure that Federal resources are made available to meet the requirements identified by the County and State.

CONTINUITY OF GOVERNMENT

Effective emergency management operations depend on two important factors to ensure continuity of government. These factors include (1) lines of succession for officials, department heads, and supporting staff; and (2) preservation of records vital to the community.

In the event that the Township Supervisor is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the officer, or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. Based on the authority of 5ILCS275/3, passed, the line of succession for the executive branch of government will be:

Township Supervisor

1st Alternate: Senior Trustee

2nd Alternate: Designated Trustee

3rd Alternate: Township Administrator

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

ORGANIZATION AND RESPONSIBILITIES

Most *Hanover Township* departments have emergency functions in addition to their normal day-to-day duties, however, these functions usually parallel or compliment normal responsibilities. Each Township department is responsible for the development of specific standard operating procedures (SOPs) detailing how they will function in support of the responsibilities outlined in this plan. Segments of the *Hanover Township* EOP identifies outside departments or jurisdictions that responsibilities are relinquished to in that the Township does not have the type of services rendered for that function.

The purpose of this section is to identify areas of major concern in the *Hanover Township* emergency management program, and further identify which *Hanover Township* or Cook County department is responsible for managing that particular function. Specific details, checklists, and supporting documentation can be found in an annex corresponding to the functional areas described below.

DIRECTION AND CONTROL

Emergency Operation Center

HANOVER TOWNSHIP

The Emergency Operating Center (EOC) serves as the strategic direction and control center responsible for supporting tactical decisions made at the Incident Command Post and for issues relating to the community as a whole. The Township Supervisor and operational department heads would staff this facility, and supporting staff when fully activated.

An alternate EOC shall be located at the nearest community within the township, farthest away from the emergency.

Detailed information including staffing, operational checklists, location of community vital records, etc., may be found in Annex A1.

Emergency Management

The *Hanover Township* ESA is under the Direction of the Township Supervisor. It is comprised of a paid director and unpaid deputy director, and by un-paid volunteers.

Emergency management can be applied to all emergencies, whether they are minor accidents or major events. In our Township, the government must see that lives and property within our community are protected, when an emergency strikes. In addition-industry, agriculture, commerce, and other elements of our community's economy must be protected. The *Hanover Township* government activities are designed to provide such protection.

State of Illinois laws indicate that the Chief Executive Officer of the jurisdiction is the person who is totally responsible in the event of an emergency or disaster. While authority may be delegated to department chiefs, overall responsibility remains with the Supervisor. It is essential that the Supervisor knows and understands his/her responsibility prior to the onset of an emergency. The Supervisor should also know where they are expected to operate from, during and emergency. Department heads with emergency responsibilities should also know and understand their roll, and where they are expected to operate.

It is essential that all emergency response personnel know who is in charge of an emergency. Lines of succession must be established, prior to an emergency, to insure continuity of operations in the event of the absence of the principal commander. It must also be clearly known which department is responsible for providing what functions.

Emergency organizations should basically perform the same functions in an emergency that they perform during daily activities. Operating personnel should report to the same command structure during all types of situations.

The Emergency Services Director of **Hanover Township** is the vital ingredient in the development of our EMA program. He/she serves as: key leader in planning, Director of operations, chief of staff to the township's executive during emergency response, community liaison to build the emergency program, and supporter of mitigation efforts.

The Emergency Management Director has the responsibility for coordinating all the components of the emergency management system in the Township. These components consist of police, fire, emergency medical services, public works, volunteers, and other groups contributing to the management of emergencies. The parts of the emergency management system are no different than the parts of government and the private sector that manage the day-to-day affairs of the Township.

Detailed information regarding Emergency Management operations and capabilities can be found in Annex A2.

Law Enforcement

The Cook County Sheriff's Police Department is the primary agency responsible for the provision of law enforcement services. (Refer to the Cook County EOP for details)

The Cook County Sheriff's Police Department is responsible for law enforcement and crime prevention activities in addition to traffic and crowd control during periods of emergency within the county, but primarily in the unincorporated portions of the County. Additional law enforcement resources are available from neighboring communities within the Township which consists of Bartlett, Hanover Park, Elgin, Hoffman Estates, Schaumburg and the Streamwood police departments, and the Illinois State Police, and Federal law enforcement agencies. National Guard assistance is available only following the declaration of a local emergency and through direct request of the Township Supervisor to the CCDHSEM for relay to the Illinois Emergency Management Agency, provided that the guard is not already activated as part of its national mission. The State of Illinois will determine whether the National Guard or other State law enforcement asset is appropriate to handle the requested mission.

The city of jurisdiction will be responsible for coordinating the law enforcement function from the EOC during time of emergency pending relief by a representative of the Cook County Sheriff's Police if applicable.

Detailed information regarding Law Enforcement operations and capabilities can be found in Annex A3.

Fire, Rescue and Emergency Medical Services (EMS)

The Bartlett Fire Protection District is responsible for all fire and EMS service to the unincorporated area of **Hanover Township**. As such, they will conduct themselves in accordance with their policies and procedures.

In times of emergency, neighboring communities and fire districts through formalized mutual assistance agreements can provide additional resources.

The Unincorporated area of **Hanover Township** lies within the MABAS Division 3 district

As a result, considerable amounts of mutual aid fire and rescue equipment can be provided from surrounding communities in support of the Bartlett Fire Protection District.

The Bartlett Fire Protection District is responsible for fire prevention and suppression, providing ambulance services, as well as conducting light and heavy duty rescue operations. They will coordinate all of the functions of fire, rescue and EMS programs from the EOC during times of emergency or disaster.

The Hanover Township area is served by many hospitals including St. Alexius, St. Josephs, and Sherman Hospital in Cook County and Central DuPage Hospital in DuPage County.

Detailed information regarding the operation and capabilities of the Fire, Rescue, and EMS can be found in Annex A4.

Public Works/Highway Dept.

The Hanover Township Highway Commissioner is responsible for the provision of Public Works functions within the unincorporated areas of the township. Electrical distribution is the responsibility of the Commonwealth Edison Company. The Township Highway Commissioner will coordinate Public Works functions from the EOC during times of emergency or disaster.

Hanover Township will provide for the debris clearance, repair and installation of public facilities, support assistance to other Agencies, and the maintenance of equipment as required because of disaster.

Detailed information regarding the Public Works function can be found in Annex A5.

Human Resources

The Department of Administrative Services administers the Townships personnel programs including employment, wage and salary administration, employee benefits, safety and workers' compensation, unemployment insurance, and employee communications.

The Office of Community Health, The Department of Youth and Family Services and The Department of Welfare Services deals with planning and directing a variety of community health and social service programs. The Human Services division is responsible for programs of public health, including various health screenings, service for senior citizens, social service information, and referral and the coordination of the Townships Meals on Wheels Program. (FN-ADA)

Office of Community Health - The Township Community Health Nurse works in the home, parochial schools, and within the community. Agency programs with established goals are communicable disease control, maternal and child health, and disease and disability. (FN-ADA)

The Department of Senior Services administers senior programs and related activities.

Communications

The Cook County 911 System is responsible for maintaining the emergency dispatch system of the community, and who is responsible for supervising this system on a daily basis. Additionally, the Highway Department has no dispatch system and the EMA has a separate, stand alone dispatching system and gets paged for service by DUCOMM and/or the Cook County Sheriff's Department

The Cook County Sheriffs Police is responsible for the operation of the community-wide dispatch service. From its facility located at 9411 Harrison St. Des Plaines, IL.

Notification plans are located in the communications center and EOC to be used for notifying key officials of an emergency situation.

Detailed information regarding the Communications capabilities of the Township can be found in Annex B.

Warning/Emergency Information

The Emergency Management Agency is responsible for notifying the unincorporated community in times of emergency or disaster.

During an emergency, the ESA communications center serves as a source of intelligence for the EOC staff and a location for dissemination of warning to the public.

Depending on the type of emergency and time available to make warning, notifications may be made in several ways.

These include, but are not limited to:

- a. Township website
- b. Public radio
- c. Public address system of ESA
- d. Door to door ESA staff

Emergency Public Information

The Township's Public Information Officer is responsible for all communications to the media and will also serve as the head of any Joint Information Center that may be established.

The ESA Director, Bartlett Fire Protection District (for the unincorporated areas) and the Highway Department Commissioner support the Public Information Officer (PIO) in this effort. The primary purpose of the emergency public information system is to provide up-to-date warning and advisory information to the public. Public information during pre-emergency periods utilizes all available media outlets including the following newspaper, radio, commercial and cable television stations.

The PIO will utilize various media outlets, i.e.: radio, television, cable television, etc. to keep the community apprised of situations, changes or any information regarding emergencies or disasters in the community.

Following implementation of this plan, a Media Briefing Center will be established to provide consolidated information from Hanover Township to the media. The media briefing center is located at Senior Center at 240 S. Rt. 59 Bartlett, IL 60103. All emergency media releases should be cleared through the Principal Executive Officer, or his/her alternate, prior to their release.

During large-scale situations, involving multiple municipalities or the County, media releases will be coordinated with all affected jurisdictions to ensure the release of actual and timely information. The Hanover Township may also participate in staffing a Joint Information Center, staffed with representatives of other affected municipalities, the County, and involved state and federal agencies.

Detailed information regarding the Emergency Public Information system can be found in Annex D.

Disaster Intelligence/Damage Assessment

The damage assessment process will be accomplished jointly by the Township and supported by the County and State.

The Hanover Township damage estimate information on damage occurring in the unincorporated portions if applicable, will be forwarded, as soon as possible, to the CCDHSEM agency (using the CCDHSEM Incident Flash Report) and will be included into a consolidated countywide damage estimate. This consolidated damage estimate will be forwarded to the Illinois Emergency Management Agency.

Detailed information regarding the operations and procedures of the Damage Assessment system can be found in Annex E.

Evacuation

Protective actions are defined as measures taken to protect the population from the effects of a hazard. These actions may include sheltering in place or evacuation.

Sheltering in place involves directing the population to remain indoors and closing off sources of outside ventilation. This method may be recommended in the event of a short-term release of hazardous materials, or when the general population would be placed at greater risk to the hazard through attempts to evacuate.

Evacuation is a procedure that involves moving the civilian population from an actual or potential hazard area to one that offers safety. Evacuations can be divided into two specific classifications, "limited evacuation" and "general evacuation."

The Police or Fire Chief in the event of a fire, small hazardous materials incident, or hostage situation in the City of Jurisdiction, or the Sheriff in the unincorporated areas can initiate a limited evacuation. This type of evacuation would only involve a limited area perhaps only a square block.

A general evacuation would involve the movement of either a large portion or the entire population of the municipality. This may be due to a large hazardous materials spill, impending flood, terrorist action, or other impending disaster agent. The Supervisor of Hanover Township, in his/her position as the Principal Executive Officer, has the authority to recommend the implementation of a general evacuation, following

the declaration of a state of emergency.

Detail information regarding the evacuation plan and procedures can be found in Annex F.

Mass Care Shelter

Mass care includes the management and coordination of shelter and feeding activities, provision for bulk collection and distribution of relief supplies, and the operation of a system to assist in reuniting displaced families.

Responsibility for the provision of mass care services is the responsibility of Hanover Township for the unincorporated areas should Cook County EMA need the assistance.

These agencies are supported by the Salvation Army and may be assisted by the American Red Cross.

Detailed information regarding the Shelter plan and procedures can be found in Annex G1.

Animal Care and Relief

The Cook County Department of Animal and Rabies Control (CCARC) have the primary responsibility for coordination of countywide animal disaster response in Cook County. CCARC, together with local animal welfare and animal care organizations, has developed a Cook County Animal Control disaster plan. The Administrator of CCARC is designated as the Disaster Animal Relief Director for all animal species in Cook County. The Disaster Animal Relief Director will coordinate county relief efforts through the state veterinarian.

The unincorporated area of Hanover Township does not have a Township Animal Control/Care Department and therefore defers all action to the CCARC.

Detailed information on the Animal Care and Relief can be found in Annex G2.

Health and Medical

Health services beyond initial emergency response are primarily the responsibility of Cook County government.

The Cook County Health Department is primarily responsible for three health areas including Public Health, Environmental Health and Mental Health.

Public Health activities include supporting sheltering and mass care operations and staffing field stations during recovery operations, in cooperation with the fire service emergency medical services, area hospitals providing health services to those individuals that can't be moved following an evacuation, and providing antidotes and immunizations as necessary.

Environmental Health activities include verifying the sanitary conditions of food service and public sanitary facilities, assessing the quality of potable water supplies, assessing the disaster's impact on environmental health, and preventing the potential spread of any disease or infection created by the

disaster.

The unincorporated area of Hanover Township does have a Township Office of Community Health, but will defer all action to the CCDPH.

Detailed information on each of these agencies, their capabilities and operations can be found in Annex H.

Mortuary Services

Mortuary services are primarily the responsibility of Cook County government.

Cook County Medical Examiner's Office is responsible for the removal, identifying, and disposition of victims of a disaster situation. This is handled in accordance with the Cook County EOP.

Detailed information on each of these agencies, their capabilities and operations can be found in Annex I.

Resource Management

Resources

The Director of the EMA is the primary official responsible for the development and management of a resource management annex. This annex outlines resources that will be available to Hanover Township and the procedures that will be utilized to contract for these resources during periods of emergency.

The CCDHSEM agency annually produces a Municipal Resource Guide with information on ESDA/EMA and Public Works in Cook County. This guide is distributed to each community in the county. The guide may be used to assist the Township in the resource management task.

Donations

The Hanover Township Donations Plan outline a structure for the efficiently managing the influx of goods donated to assist victims of an emergency/disaster situation via coordination of the Townships General Assistance Department. It is the policy of the Township that all groups who participate in the donations management be prepared to fulfill their individual roles and responsibilities in the event of a catastrophe. These may include may corporations, private voluntary organizations or local, County, State and Federal governments, among whom cooperation and coordination are critical.

Volunteers

The goals of this annex are to provide clear guidance for the integrating of the volunteers system. The scope identifies the context of the plan and the extent of actions required to implement it. The purpose of the volunteer's management is to provide victims of emergency/disaster with as much support as possible by efficient and effective channeling offers.

The Director of the Township's Seniors Programs may be supported in this task, during periods of emergency, by the CCDHSEM agency.

Detailed information regarding the Resource Management program can be found in Annex J.

Hazardous Materials

The Primary responsibility for response to a hazardous materials emergency belongs to the Municipality of Jurisdiction, or the Bartlett Fire Protection District, as outlined in the EPA and OSHA regulations. The highest-ranking officer from the fire service will assume the title of “Incident Commander” and is charged with the responsibility of commanding the response to such an incident. Hazardous materials response within the unincorporated area of Hanover Township is covered by the Mutual Aid Box Alarm System Division 3, following the requirements of SARA Title III.

Detailed information on Hazardous Materials can be found in Annex H.

Terrorism/Weapons of Mass Destruction

Terrorism is not a modern phenomenon. It is as old as humankind and has been as much a part of history of war. Modern terrorism is merely an extension of history of terrorism. However, modern terrorism, because of technological advancements in weaponry and communications, takes the basic principles of terrorism to most extreme.

There are many definitions of terrorism. It is generally accepted to be simply the use, or threatened use, of force to intimidate persons, or a society, for political and/or social goals. Modern terrorism uses new methods of intimidation and force, or ancient methods more effectively, to accomplish their political and/or social goals.

Weapons of mass destruction are classified as nuclear, biological, and chemical weapons (NBC).

The purpose of this annex is to familiarize the Township’s officials and first responders when our Township, County, State and Federal agencies respond to a WMD attack in our Township.

Detailed information on WMD can be found in Annex L.

Incident Command and NIMS

In accordance with the Illinois Emergency Management Agency Act and the Illinois Administrative Code, the Township Supervisor of Hanover Township or his emergency interim successor functioning as the Principal Executive Officer, will be responsible for all emergency operations within Hanover Township. Department heads responsible to the Township Administrator will be responsible for providing direction to department personnel and mutual aid resources in accordance with the direction of the Township Supervisor.

Upon determination that a major emergency or disaster has occurred, each department head will be notified and will report to the Emergency Operating Center (EOC). As in normal daily operations, each department head will be responsible for the operation of his/her department, and shall direct his/her response and recovery operations from the EOC.

The primary Emergency Operating Center is located at 250 S. Rt. 59 Bartlett, IL.

A Media Briefing Center (MBC) will be located in a safe site for the media and local officials.

In accordance with Homeland Security Presidential Directive (HSPD5), Hanover Township will implement the Incident Management System as a management tool for the management of emergency response activities. Based on the hazards identified in the plan's hazard analysis section, the following department has been identified as the Lead Agency for each respective hazard.

Natural Hazards	Lead Agency
Earthquakes	Fire/Hwy Dept/Emergency Mgmt
Floods	Fire/Hwy Dept/Emergency Mgmt
Severe and Excessive Heat or Cold	Fire/Emergency Mgmt/Public Health
Severe Thunderstorm/High Winds/Lightning/Wild land fires	Fire/Hwy Dept/Emergency Mgmt
Tornadoes	Fire/Hwy Dept/Emergency Mgmt
Winter Storms/Snow/Ice	Fire/Hwy Dept/Emergency Mgmt
Illness/Disease	Public Health

Technological / Industrial Hazards	Lead Agency
Commercial Transportation Accidents (Air, Rail, Road)	Fire/Law Enforcement
Hazardous Material Incident (Fixed Site, Transportation, Nuclear)	Fire
Structural Collapse	Fire
Utility Failure (electric, gas, phone, sewer, water)	Fire/Hwy Dept/Emergency Mgmt
Fire/Explosion	Fire

Civil/Political Hazards	Lead Agency
Terrorism	Law Enforcement and Fire
Riots	Law Enforcement
Sabotage	Law Enforcement
Civil Disturbance/Strikes	Law Enforcement
Extortion	Law Enforcement
Hostage Situations	Law Enforcement

A representative from the department identified as the Lead Agency will be designated as Incident Commander and be responsible for on scene tactical decision making.

Based on the authority of the provisions of 65 ILCS 5/11-1-6 (“Emergency Powers of Mayor”) and Township Resolution EMA-1-27-09-01 passed 01-27-09 Hanover Township has granted the Township Supervisor extraordinary powers and the authority to exercise such powers as may be reasonably necessary to respond to the emergency. Following the declaration of a “state of emergency” by the Mayor/President one or more of the following powers may be invoked by executive order.

RESPONSIBILITY MATRIX

RESPONSIBILITY MATRIX

P – Primary S – Support

<u>ASSIGNED AGENCY</u>	E M E R G E N C Y	C E N T R E	L A W	F I R E & E M S	P U B L I C W O R K S	C O M M U N I C A T I O N S	W A R N I N G / E M E R G E N C Y	P U B L I C I N F O R M A T I O N	D A M A G E A S S E S M E N T	E V A C U A T I O N	M A S S C A R E	A N I M A L C A R E & R E L I E F	H E A L T H & M E D I C A L	M O R T U A R Y	R E S O U R C E M A N A G E M E N T	V O L U N T E E R S	D O N A T I O N S	H A Z A R D O U S M A T E R I A L S	
TOWNSHIP SUPERVISOR								P									S	S	
LEGAL																			
TOWNSHIP ASSESSORS OFFICE									P										
SCHOOL DISTRICTS U-46											S								
DEPT. OF EMERGENCY SERVICES	P	S	S	S	S	P	P	S	S	P	P	S	S		P	S	S	S	
COOK COUNTY SHERIFFS PD				P			S			S									
BARTLETT FIRE DISTRICT				P		S	S						S						P
COOK COUNTY HIGHWAY DEPT					S														
HANOVER TWP. HIGHWAY DEPT.					P														S
HANOVER TWP. OFFICE OF COMMUNITY HEALTH											S		S	S					
COOK COUNTY DPH													P	P					
HANOVER TWP. SENIORS SERVICES										S	S						P		
HANOVER TWP. G.A.															S			P	
COOK COUNTY ANIMAL CONTROL												P							
AMERICAN RED CROSS											P								

Information and maps regarding actual hazards described in the plan, other than weather related can be found at the Hanover Township Highway Department and the Bartlett Fire Protection District and the City of Jurisdiction's Fire and Police Departments.

MAPS

Maps of Hanover Township are available in the Emergency Operations Center. They include street maps, water system maps, utility map, and maps of all high-pressure lines (gas, petroleum) and transportation routes (road, rail) within Township boundaries.

The Township does not currently have GIS information available on a 24/7 basis.

MUTUAL ASSISTANCE AGREEMENTS

To ensure that the maximum use is made of the resources available to Hanover Township and its political jurisdictions, a variety of mutual aid agreements are currently in place. These agreements include:

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

Northern Illinois Police Alarm System (NIPAS) – A comprehensive law enforcement agreement encompassing numerous participating law enforcement agencies to provide additional personnel and highly trained specialists in various fields of police emergency response.

Illinois Law Enforcement Alarm System (ILEAS) – IEMA and local law enforcement statewide law enforcement mutual agreement.

Shelter and Mass Care for unincorporated areas of Hanover Township are in conjunction with the American Red Cross.

Shelter Sites – In cooperation with the City of Jurisdiction and Cook County EMA

Shelter Sites – In cooperation with School Districts U-46

Additionally, the Township ESA has engaged in several MOU's with surrounding communities and are on file at the Emergency Management Agency office.

AUTHORITY

This plan is written based on the authority provided by the Robert T. Stafford Disaster Relief Act, Public Law 93-288 as amended; the State of Illinois Emergency Management Agency Act, 20 ILCS 3305 et.seq. as amended; and the Township of Hanover Ordinance number: EMA-1-27-09-01

The Emergency Interim Successor provisions have been developed in accordance with the provisions of 5 ILCS 275/7. Hanover Township Resolution follows.

Hanover Township Resolution

TOWNSHIP ORDINANCE EMA-1-27-09-01

AN ORDINANCE ESTABLISHING THE HANOVER TOWNSHIP EMERGENCY MANAGEMENT AGENCY

BE IT ORDAINED BY THE SUPERVISOR AND BOARD OF TRUSTEES OF THE TOWNSHIP OF
HANOVER, COOK COUNTY, ILLINOIS THAT:

- Section 1. There is hereby created the Hanover Township Emergency Management Agency (hereinafter referred to as EMA) to prevent, minimize, repair, and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage or other hostile action, or from natural or manmade disaster, in accordance with "The Illinois Emergency Services and Disaster Act of 1975" and as amended 1985 and 2006. Chapter 127, paragraphs 1101 and following.
- Section 2. The Director of the Township EMA shall be appointed by the Hanover Township Board of Trustees (the "Township Board") and shall serve until removed by same.
- The Director shall have direct responsibility for the organization, administration, training, and operation of the EMA subject to the direction and control of the Supervisor, as provided by statute.
- In the event of the absence, resignation, death or inability to serve as the Director, the Administrator, or any person designated, by him, shall be and act as Director until a new appointment is made as provided in this Ordinance.
- Section 3. The Township EMA shall perform such EMA functions within the Township as shall be prescribed in and by the state EMA plan and program prepared by the Governor, and such orders, rules and regulations as may be promulgated by the Governor and, in addition, shall perform such duties outside the township boundaries as may be required pursuant to any Mutual Aid agreement with any other political subdivision, municipality or quasi-municipality entered into as provided by "The State ESDA Act of 1975", amended 1985 and 2006.
- The Township EMA may, when appropriate for the benefit of the Township, initiate such programs that are complimentary to the concepts of the EMA.
- Section 4. The OEM will establish when appropriate for the benefit of the Township, a Citizen Corps Council and subsequently programs that are under the umbrella of the Citizen Corps Council including but not limited to Community Emergency Response Team/Training, Medical Reserve Corps and Neighborhood Watch and will conduct such programs according to the guidelines set forth by the national office of the Citizen Corps and the policies and procedures that the Hanover Township Citizen Corps Council and its sub-programs may develop
- Section 5. All, or any, members of the Township EMA organization may be designated as members of a mobile Support Team created by the director of the State EMA as provided by law.

The leader of such Mobile Support Team shall be designated by the Director of the Township EMA organization.

Any member of the Mobile Support Team who is a Township employee or officer while serving on call to duty by the Governor, or the State Director, shall receive the compensation and have the powers, duties, rights and immunities incident to such employment or office. Any such member who is not a paid officer or employee of the Township, while so serving, shall receive from the state reasonable compensation as provided by law.

- Section 6. The Director of EMA may negotiate Mutual Aid agreements with other townships or political sub-divisions of the state, but no such agreement shall be effective until it has been approved by the Township Board and the state director of EMA.
- Section 7. If the Governor proclaims that a disaster emergency exists in the event of actual enemy attack upon the United States or the occurrence within the State of Illinois of a major disaster resulting from enemy sabotage or other hostile action, or from manmade or natural disaster, it shall be the duty of the Township EMA to cooperate fully with the State EMA and with the Governor in the exercise of emergency powers as provided by law.
- Section 8. Members of the EMA who are paid employees or officers of the Township, if called for training by the state director of EMA, shall receive for the time spent in such training the same rate of pay as is attached to the position held: members who are not such township employees or officers shall receive for such training time such compensation as may be established by the Township Board.
- Section 9. The State treasurer may receive and allocate to the appropriate fund, any reimbursement by the State to the Township for expenses incident to training members of the EMA, as prescribed by the State Director of EMA, compensation for services and expenses of members of a Mobile Support Team while serving outside the Township in response to a call by the Governor or State Director of EMA, as provided by law, and other reimbursement made by the state incident to EMA activities as provided by law.
- Section 10. The Supervisor may, on recommendation of the Township Director of EMA and upon approval of the Town Board, authorize any purchase or contracts necessary to place the Township in a position to combat effectively any disaster resulting from the explosion of any nuclear or other bomb or missile, and to protect the public health and safety, protect property, and provide emergency assistance to victims in the case of such disaster, or from manmade or natural disaster.

In the event of enemy-caused or other disaster, the Township Director of EMA is authorized on behalf of the Township, to procure such services, supplies, equipment or material as may be necessary for such purchases, in view of the exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to Township contracts or obligations, as authorized by "The State ESDA Act of 1975", amended 1985 and 2006, provided that if the Township Board meets at such time he shall act subject to the directions and restrictions imposed by that body.

Section 11. Every person appointed to serve in any capacity in the Township EMA organization shall, before entering upon his duties, subscribe to the following oath, which shall be filed with the Director:

“I _____ do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States of America, and the Constitution of the State of Illinois, and the territory, institutions, and facilities thereof, both public and private, against all enemies, foreign and domestic: that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Section 12. The Township Administrator is authorized to designate space in a Township building, or elsewhere for the Township EMA as an office.

Section 13. The Township Board may make an appropriation for EMA purposes in the manner provided by law, and may levy, in addition, for EMA purposes only, a tax not to exceed five (5) cents per one hundred (100) dollars of the assessed value of all taxable property in addition to all other taxes, as provided by “The State ESDA Act of 1975” amended 1985 and 2006: however, that amount collectible under such levy shall in no event exceed .25 cents per capita, as provided by law.

Section 15. The various provisions of this Ordinance are to be considered severable, and if any part or portion of this Ordinance shall be held invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

Section 16. All prior Ordinances and resolutions in conflict or inconsistent herewith are hereby expressly repealed but only to the extent of such conflict or inconsistency.

Section 17. This Ordinance shall be in force and effect upon its passage and approval, as provided by law.

ROLL CALL VOTE:

AYES: Supervisor Kelly, Trustees Dolan, Bawner, Goffinski, Kramer and Westlund, Deenhan

NAYES: \emptyset

ABSENT: \emptyset

PASSED: this 27th day of January, 2009

APPROVED: this 27th day of January, 2009.



Michael E. Kelly
Township Supervisor

Attest:



Brian P. McGuire
Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance No. EMA-1-27-0901 enacted on January 27, 2009, and approved on January 27, 2009, as the same appears from the official records of Hanover Township.


Brian P. McGuire, Township Clerk

PLAN DEVELOPMENT AND MAINTENANCE

Responsibility for the overall development and maintenance of the Emergency Operations Plan for Hanover Township is assigned to the Director of the Township's Emergency Services Agency as prescribed by law. Emergency plan maintenance includes the annual review and periodic updating of the plan and its annexes. Additionally the Township Clerk's Office is responsible for document control. This includes the distribution of the plan and its updated sections as required. Each department is responsible for updating their own department's section.

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

PLAN EVALUATION PROCEDURE

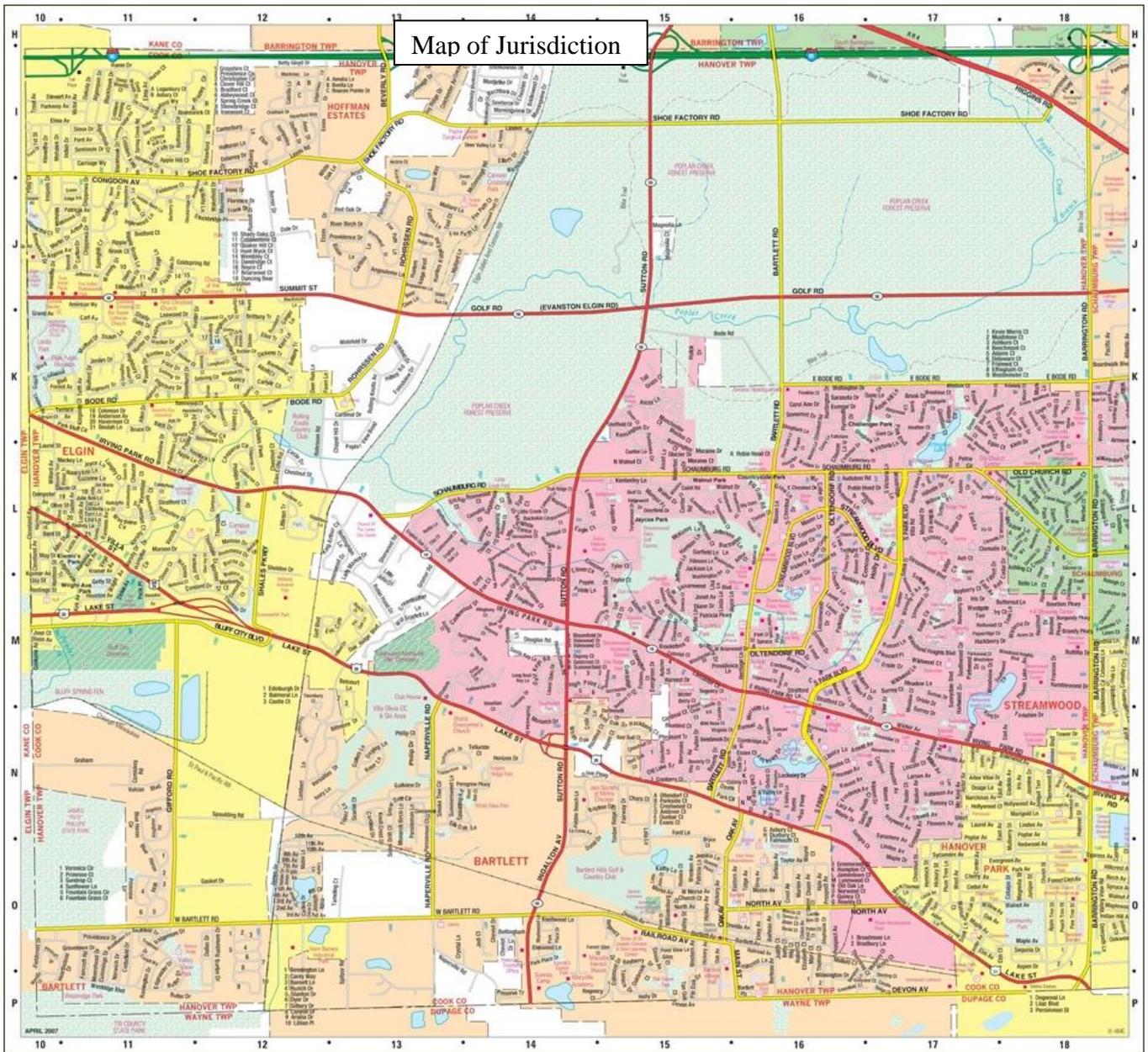
Responsibility for the overall development and maintenance of the Emergency Operations Plan for Hanover Township is assigned to the ESA Director as prescribed by law. Emergency plan maintenance includes the annual review and periodic updating of the plan and its annexes. Additionally the ESA Director is responsible for the document control. This includes the distribution of the plan and its updated sections as required. Each department is responsible for updating their own department's section.

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

A copy of the Emergency Operation Plan is forwarded to the CCDHSEM agency for certification.

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

The Hanover Township ESA is responsible for developing exercises of any nature for effectiveness of the EOP and functionality of its EOC.



ANNEX A DIRECTION AND CONTROL

STATEMENT OF PURPOSE

The job of government is to make certain that the components of the emergency management system is to know the threats to the jurisdiction, plan for emergencies, can operate effectively in an emergency, and can conduct recovery operations after a disaster. Hanover Township is responsible for coordinating all the necessary activities to insure effective operation of the emergency management system. The direction and control for mitigation, preparedness, response and recovery of emergency/disaster in the Township is the responsibilities of the following Township agencies: Emergency Management, General Assistance, Assessor's Office and Highway Department.

ANNEX A1-EMERGENCY OPERATING CENTER

STATEMENT OF PURPOSE

The Hanover Township Emergency Operations Center (EOC) is located at 250 S. Rt. 59 Bartlett, IL. The EOC serves as the primary crisis management center for Hanover Township. Operations conducted in response to major emergency/disaster require careful coordination and direction.

In the event that the primary EOC has been rendered unusable, then Hanover Township will request assistance from a city located from within the Township or Cook County EMA.

In the Township of Hanover, these operations are coordinated by a group of 6 governmental officials referred to as the "Crisis Management Team" (CMT). Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information prompt decision-making, and expeditious response to present or likely dangers.

Members of the Townships CMT are: Township Supervisor, ESA Director, Bartlett Fire Protection District Chief, Cook County Sheriffs Police Area Commander, the Township Administrator and the Facilities and Maintenance Director.

The purpose of this annex is to identify those personnel who comprise the Crisis Management Team, Township department responsibilities for maintaining the EOC in a state of readiness, and procedure for activating and operating the EOC.

SITUATION

Major emergencies/disasters, whether natural, man-made, will place extraordinary strains on all levels of government services. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a need for government officials to direct and control Township-wide operations under the most adverse circumstances. The Crisis Management Team must cooperate and work closely together to make decisions and direct the necessary actions of all Township departments.

ASSUMPTIONS

The EOC is designed to be functional in response to all types of major emergency and disaster situations. Members of the Crisis Management Team will be trained to perform their duties and responsibilities. Supporting supplies and equipment are stored in the EOC Communications Center ready for immediate use should a major emergency or disaster occur

CONCEPT OF OPERATIONS

The Township Supervisor is the Chief Elective Officer, and has overall responsibility for the protection of life and property and the provision of effective response and recovery operations.

The Hanover Township Emergency Services Agency (ESA) Director has been identified as the Township official responsible for the development of disaster plans, and coordination of operations within the EOC.

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

The Emergency Operations Center will only be activated under one of the following circumstances:

1. In response to an emergency or disaster by the ESA Director
2. In preparation for a potential emergency by the ESA Director
3. During emergency or disaster drills by the ESA Director
4. At any other time designated by the Township Supervisor.

The management of resources and establishment of response and recovery strategies during periods of major emergency and disaster require careful coordination and direction. To ensure this coordinated effort, the jurisdiction's Crisis Management Team (CMT) operates from a facility known as the Emergency Operating Center (EOC). The Crisis Management Team is composed of the following departments and agencies and will report to the EOC when activated:

Township Supervisor, ESA, BFPD, CCSPD, Township Highway Dept., Township PIO, Department of Welfare Services, Office of Community Health and the Department of Welfare Services.

On a daily basis, the EOC is maintained by the Emergency Services Agency. Maintenance includes ensuring that communications and operational system and personnel rosters are accurate and in operable condition.

Following the onset of an emergency when the Incident Commander determines the situation exceeds the capabilities in the field, he contacts the director of emergency management to request implementation of the jurisdiction's emergency plan and activation of the EOC. Based on this request, the Township Supervisor will issue a Declaration of Emergency, which authorizes the activation of the jurisdiction's emergency plan, thereby implementing predetermined emergency procedures and allowing access to additional resources. The Township Supervisor, or his/her emergency interim successor functioning as the Principal Executive Officer, will be responsible for all emergency operations within the Township of

Hanover. The Incident Commander, responsible to the Township Supervisor, will serve as the lead agency for the community providing direction related to the mitigation of the incident.

Following the signing of the declaration, the Hanover Township Clerk will attest to the signing and the declaration will be posted in the appropriate place designated by the jurisdiction for posting of legal documents. At this time the ESA Director will notify members of the Crisis Management Team to assemble in the EOC.

Tactical decisions related to mitigation of the incident will be made by a unified command group functioning at a forward command post. Strategic decisions regarding the impact of the incident on the community at large, impacts on neighboring communities, and supporting the requests of the unified command group will be made in either the municipal or county emergency operating center (EOC).

The Hanover Township ESA Communications Group will contact members of the CMT by the department SOPs/SOGs .

Communications with the Incident Commander at the Forward Command Post and the jurisdiction's Emergency Operating Center will be established via Public Safety Radio Communications or cell phone. Following the activation of the jurisdiction's EOC the CCDHSEM agency will be notified and advised of the nature and extent of the incident. Initial notification of the County will be accomplished via telephone (312-603-8185) followed by the transmission of a Flash Report via Internet or email to duty.desk@cookcountyil.gov. Continued communication between the jurisdiction's EOC and County EOC will be accomplished via telephone.

Further operational procedures are confidential and kept in the Emergency Operation Center SOPs/SOGs.

ORGANIZATION AND RESPONSIBILITIES

The Township Supervisor has overall responsibility for command of emergency operations. Department Chiefs/Directors are responsible for developing plans, coordinating operations, and assuring the EOC has the necessary supplies and equipment to support the requirements of the Crisis Management Team and support personnel.

The following Township departments within the township will assist all emergency operations with the promulgation of needed services to the community: Administrative Services, Emergency Services, Office of Community Health, Highway Department, Facilities and Maintenance, Senior Services, Welfare Services and Youth/Family Services.

All personnel assigned to duty within the EOC or any other controlled area will be issued a color coded ID card by the EOC Security person (To be designated) as well as have issued to them a color coded wrist band (if applicable) along with a list of areas they will have access to.

The Township ESA Staff will provide security and restrict access to the EOC upon activation. Only those personnel identified as members of the Crisis Management Team, their designees, support staff and personnel authorized by the Hanover Township ESA Director or Township Supervisor will have access to the EOC.

Members of the media will not be allowed access to the EOC. Security personnel at the entrance will

direct media personnel to the Media Briefing Center (MBC) situated at the Hanover Township Town Hall. The Township PIO will coordinate all press releases among response organizations.

As soon as possible, following activation of the EOC, the ESA Director will hold a CMT briefing to determine if the Township can handle the situation without outside assistance other than in-place mutual aid agreements. If it appears outside assistance will be required, the Township Supervisor will issue a Declaration of Disaster. This document will be delivered to the CCDHSEM agency via the quickest means available. The CCDHSEM agency will be notified and periodic updates will be provided to ensure that all levels of government are aware of the current status of events.

Continued intelligence will be received at the local EOC to assist in situation assessment, decision-making, and requests for outside assistance.

The Hanover Township ESA will utilize its members, information from the BFPD, the Hanover Township Highway department and information from the Cook County Sheriffs Police to secure necessary information and disaster analysis in order to gain the proper perspective of the disaster at hand. This information will be provided to the EOC operations where a permanent record will be maintained and recorded as events are either known or evolve. The primary recording mechanism for this action will be the Event Status Board and supported by Status Boards of support operations.

Records and logs will be maintained by the Township Clerk of all actions taken by the CMT and of all official releases of information to the media and/or general public.

The jurisdiction will notify the County EOC following a determination to close the municipal EOC.

Following the closing of the EOC, the facility will be cleaned and restocked in preparation of the next activation.

EOC startup and shut-down procedures will be utilized according to SOP's of the Townships ESA.

As soon as practical following the disaster or emergency, a CMT debriefing will be held and an after-action report prepared. Based on the nature of the disaster, recommendations of the CMT following said disaster/emergency will be immediately acted upon by the appropriate department and follow-ups to the progress will be made monthly until completed and a copy of the final report will be filed with the CCDHSEM agency.

DIRECTION AND CONTROL

The Emergency Operations Center is the primary direction and control facility for collecting recording, analyzing, authenticating, and retaining major emergency and disaster related information. This will include such information as damage assessments, evacuee lists, and casualty lists for EOC and field personnel. The EOC will be supported by a field command post. Personnel from departments operating at the scene of a major emergency or disaster will report to and coordinate their actions through the command post. All information collected at the EOC will be disseminated to EOC personnel, command post personnel, local, state, and federal government agencies, and other agency identified as having a vested interest in the incident. The EOC will be further supported by a media-briefing center

LINES OF SUCCESSION

The line of succession for command of the Emergency Operations Center is as follows:

1. Township Supervisor
2. Township Administrator
3. Facilities and Maintenance Director
4. ESA Director

In the absence of the Township Supervisor, any of the above persons has the authority to activate the Emergency Operations Center.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

APPENDICES

- Appendix A1 Pre-emergency Operation Checklist
- Appendix A2 Response Operation Checklist
- Appendix A3 Recovery Operation Checklist
- Appendix A4 Emergency Operating Floor Plan

**APPENDIX A1
EMERGENCY OPERATION CENTER**

PRE-EMERGENCY OPERATION CHECKLIST

Complete: Yes/No	Maintain an up-to-date listing of Crisis Management Team personnel.
Complete: Yes/No	Periodically test emergency telephone and communications circuits to ensure operability in times of emergency.
Complete: Yes/No	Prepare operations packets for each member of the Crisis Management Team. This packet should include: <ul style="list-style-type: none"> • Department Annex • Scratch paper • Pens/pencils • Message log • EOC name card • EOC floor plan-with telephone numbers • I.D. Badges
Complete: Yes/No	Develop training and exercising program to ensure that all members of the Crisis Management Team are familiar with EOC operations.
Complete: Yes/No	Determine food and water requirements for the EOC
Complete: Yes/No	Stock administrative supplies and equipment as necessary.
Complete: Yes/No	Develop an EOC message form and a system to record major decisions that enter and leave the EOC.
Complete: Yes/No	Train the EOC staff in the use of the EOC message form.
Complete: Yes/No	Train supporting staff, Message Controller, Group Chief, Plotters, etc. in EOC operations procedures.

**APPENDIX A2
EMERGENCY OPERATION CENTER**

RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Following the determination that a situation has occurred, the department head having the greatest familiarity with the details of the disaster will contact the Township Supervisor and recommend activation of the EOC. In the Supervisors absence the Senior Township Trustee should be contacted.
Complete: Yes/No	The Township Supervisor, or designated alternate, will authorize the activation of the EOC and subsequent notification of the Crisis Management Team.
Complete: Yes/No	The communications group of the ESA will be responsible for notifying the Crisis Management Team.
Complete: Yes/No	An Emergency Operations Log, identifying dates and times of all incidents, situations, and response will be started and maintained by the Communications Center throughout the crisis.
Complete: Yes/No	<p>Following authorization to activate the EOC, available township ESA personnel will set up the EOC in accordance with the following steps:</p> <ul style="list-style-type: none"> • Set up table and chairs as shown in the EOC diagram. • Connect telephone as shown in the EOC diagram. • Place operations packet at the respective operations positions as shown in the EOC diagram. • Set up name cards and displays as shown in the EOC diagram. • Set up the Media Briefing Center in the Township Board Room and fix signs directing the media to the briefing center.
Complete: Yes/No	The Fire Chief, Police Chief, or their alternates in the city of jurisdiction, will ensure that a Forward Command Post has been established at or near the scene of the emergency.
Complete: Yes/No	The heads of each department operating in response to the emergency should ensure that a command level representative from their department is sent to the Forward Command Post to coordinate field operations.

Complete: Yes/No	The ESA/PIO will ensure that a photographic team is dispatched to the disaster site, if appropriate, to record initial damage and conditions for inclusion in later documentation.
Complete: Yes/No	Following an initial situation assessment, the ESA Director, or his/her designee, will notify the CCDHSEM at 312-603-8185. This initial notification will include: <ul style="list-style-type: none"> • Identification of the disaster agent. • Initial response by the Township. • Preliminary estimate of damage. • Immediate assistance required
Complete: Yes/No	The Township ESA Director will hold an initial staff briefing as soon as practical to ensure the thorough understanding of the situation by members of the Crisis Management Team. Additionally, hourly briefings will be conducted to provide status updates to members of the Team.
Complete: Yes/No	The Township Supervisor in coordination with the ESA Director, Police Chief, Fire Chief in the City of Jurisdiction, and other department heads, will issue a statement to the public as soon as possible. The statement shall include identifying the situation, outlining initial government response, and recommending citizen actions.
Complete: Yes/No	The assigned Information Officer will schedule an initial media briefing and post a schedule for additional media statement.
Complete: Yes/No	Appropriate department heads will request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the county or the state will be forwarded to the CCDHSEM EOC at 312.603.8185
Complete: Yes/No	The Crisis Management Team will ensure that all available township resources, as well as resources from mutual aid municipalities, have been committed prior to requesting outside assistance from either the County, State and Federal government.
Complete: Yes/No	The Township Supervisor or ESA Director will be the principle liaison between the Hanover Township and the County, State and Federal Governments.
Complete: Yes/No	The Township Supervisor or ESA Director should, if possible, provide hourly briefings to the CCDHSEM EOC at 312-603-8185.

**APPENDIX A3
EMERGENCY OPERATION CENTER**

RECOVERY OPERATION CHECKLIST

Complete: Yes/No	Following the determination that operation have returned to a normal level, complete the following action: <ul style="list-style-type: none"> • Release mutual aid assistance. • Resume normal governmental functions. • Determine the necessary continuing assistance required from either the County, State, or Federal Government • Return borrowed or rented equipment. • Identify remaining supplies and other replacement stocks.
Complete: Yes/No	Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
Complete: Yes/No	Clean and return the EOC to its pre-emergency condition.
Complete: Yes/No	Perform maintenance on damaged EOC equipment.
Complete: Yes/No	As soon as possible following the close of emergency operation, Crisis Management Team personnel should meet to critique the operations and, if necessary, modify operational procedures.

APPENDIX A4 – EMERGENCY OPERATING FLOOR PLAN

ANNEX A2-EMERGENCY MANAGEMENT

STATEMENT OF PURPOSE –

The Hanover Township Emergency Services Agency (EMA) is located at 250 S. Rt. 59 Bartlett, IL. The ESA serves as the primary crisis management agency for the Hanover Township. Operations conducted in response to major emergency/disaster require careful coordination and direction.

In the Township of Hanover, the coordination of the group of Township governmental officials referred as the “Crisis Management Team” is the responsibility of the ESA Director (CMT). Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information prompt decision-making, and expeditious response to present or likely dangers.

The purpose of this annex is to identify the role of emergency management in the day-to-day operations and the emergency operations of this Township.

SITUATION –

Major emergencies/disasters, whether natural or man-made, will place extraordinary strains on all levels of our Township government. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a need for our government officials to direct and control the Township-wide operations under the most adverse circumstances. The Emergency Management Director and Crisis Management Team must cooperate and work closely together to make decisions and direct the necessary actions of all Township departments.

ASSUMPTIONS

The Hanover Township Emergency Services Program is designed to be functional in the mitigation, preparedness, response, and recovery to all types of major emergency and disaster situations. Members of the Emergency Services Agency and the Crisis Management Team will be trained to perform their duties and responsibilities. Supporting resources must be ready for immediate use should a major emergency or disaster occurs in our Township.

CONCEPT OF OPERATIONS

The Township Supervisor is the Chief Elective Officer, and has overall responsibility for the protection of life and property and the provision of effective response and recovery operations.

The Hanover Township Emergency Services Agency (ESA) Director has been identified as the Township official responsible for the development of disaster plans, and coordination of operations within the EOC.

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

The Emergency Management Agency operates under one of the following circumstances:

- a) In response to preparedness, mitigation, response and recovery of our Township.
- b) In day-to-day preparation for a potential emergency.
- c) During emergency or disaster drills.
- d) At any other time designated by the Township Supervisor.

The goal of our emergency management program is to save life, prevent injuries and to protect property and the environment if an emergency occurs.

The identifying and remove of potential hazards, or mitigate against other hazards in our community, by establishing safety measures.

Major emergencies can cover several jurisdictions and may require large-scale government and voluntary agency response. Our EOP is made to prevent or mitigate the effects of emergencies, and to save lives and property. When an emergency threatens, hundreds of people need to be warned and protected. Emergency services must be ready to care for the injured and to give shelter to those who cannot remain in their homes. The Townships Communications system is in place, and the EOC must direct the response activities. The assessment of damage caused by the emergency, to return people safely to their homes after the danger has passed, and to help people and businesses return to normal as soon as possible.

Efforts by the Township will be made to increase safety in the face of future emergencies. This Township-wide protection process, which encompasses all four phases of activities-mitigation, preparedness, response, recovery will ensure the safety of our Township.

Achieving a comprehensive network of emergency management involves systematic planning on the part of our Township, other Local Governments, County, State, and Federal governments: to identify the potential hazards that could threaten each community, and apply the four phases of emergency management to develop sound emergency plans for each potential hazard. Our Township will be prepared to use local resources for dealing with each emergency. When local resources are taxed, the coordination with other Local, County and State governments, so as to share resources needed to protect citizens, property, and government in the event of any large-scale emergency.

Further operational procedures are confidential and kept in the EMA SOPs/SOGs.

ORGANIZATION AND RESPONSIBILITIES

The Township Supervisor has overall responsibility for command of emergency operations. The ESA Director and Department Chiefs/Directors are responsible for developing plans, coordinating operations, and assuring the EOP has the necessary support of the Crisis Management Team and support personnel.

DIRECTION AND CONTROL

The Emergency Services Agency and the Emergency Operations Center is the primary direction and control facility for collecting recording, analyzing, authenticating, and retaining major emergency and disaster related information. This will include such information as damage assessments, evacuee lists, and casualty lists for EOC and field personnel. The ESA will support the field command post personnel from departments operating at the scene of a major emergency/disaster will report to and coordinate their actions through the command post. All information collected at the EOC will be disseminated to EOC personnel, command post personnel, local, state, and federal government agencies, and other agency identified as having a vested interest in the incident.

LINES OF SUCCESSION

The line of succession for command of the Emergency Services Agency is as follows:

1. ESA Director
2. ESA Deputy Director
3. ESA Captains
4. ESA Lieutenants
5. ESA Sergeants
6. ESA Corporals
7. ESA Members

In the absence of the Township Supervisor, any of the above persons has the authority to activate the Township's Emergency Operation Plan.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenance, review and updating of this annex.

APPENDICES

Appendix A6 Pre-emergency Operation Checklist

Appendix A7 Response Operation Checklist

Appendix A8 Recovery Operation Checklist

**APPENDIX A6
EMERGENCY MANAGEMENT**

PRE-EMERGENCY OPERATION CHECKLIST

Complete: Yes/No	Call the Crisis Management Team personnel to report to the EOC.
Complete: Yes/No	Determine the township's vulnerability to the emergency/disaster and activate the EOP
Complete: Yes/No	Identify facilities, agencies, personnel, and resources to support EOC activities; develop procedures to control access to facilities. Determine availability of equipment of EOC under emergency conditions.
Complete: Yes/No	Survey communications and auxiliary power needs; identify and provide facilities and equipment to meet these needs.
Complete: Yes/No	Analyze EOC location in relation to potential hazards and disaster conditions. Select and equip alternate EOC.
Complete: Yes/No	Determine food and water requirements for the EOC
Complete: Yes/No	Stock administrative supplies and equipment as necessary.
Complete: Yes/No	Develop an EOC message form and a system to record major decisions that enter and leave the EOC.
Complete: Yes/No	Activate the plans and standard operating procedures (SOP's) for EOC operations.
Complete: Yes/No	Prepare displays; identify and assemble equipment and furnishings to outfit the EOC, (Maps, charts, etc.).
Complete: Yes/No	Develop and maintain schedule for staffing the EOC.
Complete: Yes/No	Activate the system to manage information handled within and disseminated from the EOC.

**APPENDIX A7
EMERGENCY MANAGEMENT**

RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Coordinate all operations through the EOC.
Complete: Yes/No	Establish contact with County, State and Federal Government.
Complete: Yes/No	Establish contact with other jurisdictions involved and/or affected by disaster conditions
Complete: Yes/No	Hold initial briefing for staff and announce briefing schedules for staff.
Complete: Yes/No	Provide support of EOC and personnel within, and families of essential workers.
Complete: Yes/No	Review plans, personnel assignments, and fill staff vacancies.
Complete: Yes/No	Alert public and assisting organizations.
Complete: Yes/No	Obtain back up power and communications as needed
Complete: Yes/No	Activate shelter program from the EOC, including feeding facilities
Complete: Yes/No	Activate evacuation program from the EOC.
Complete: Yes/No	Request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the county or the state will be forwarded to the CCDHSEM EOC at 312.603.8185

**APPENDIX A8
EMERGENCY MANAGEMENT**

RECOVERY OPERATION CHECKLIST

Complete: Yes/No	Clean and return equipment to pre-emergency conditions and replenish ESA supplies
Complete: Yes/No	Clean and return the ESA to its pre-emergency condition.
Complete: Yes/No	Perform maintenance on damaged EOC equipment.
Complete: Yes/No	Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
Complete: Yes/No	As soon as possible following the close of emergency operation, Crisis Management Team personnel should meet to critique the operations and, if necessary, modify operational procedures.

ANNEX A3 – LAW ENFORCEMENT

STATEMENT OF PURPOSE

The purpose of this annex is to describe the role of the Cook County Sheriff's Police Department in responding to major emergency or disaster situations.

SITUATIONS

Hanover Township is a Township located in Northwest Cook County. The Township covers 36 square miles with a population of almost 100,000 residents. The Township is composed primarily of residential areas with some light-industrial, retail, and commercial areas located throughout. Contained within the Township are several major highways I90, Rt. 20, Rt. 59, Rt. 58 and several major railroad lines.

ASSUMPTIONS

The Cook County Sheriff's Police Department will be responsible for providing the initial law enforcement response to any major emergency or disaster occurring within the unincorporated limits of the Township. In the event that an emergency requires additional manpower and equipment, these resources will be available through ILEAS (Illinois Law Enforcement Alarm System) and through other mutual aid agreements. Hanover Township Emergency Services has trained in law enforcement support functions and can be utilized as well. Additional support for special situations may also be obtained through County, State or Federal agencies. If the disaster or emergency occurs in incorporated Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg, or Streamwood, then the local police departments will handle the situation per their guidelines.

CONCEPT OF OPERATIONS

By statute, local government is ultimately responsible for the protection of life and property. The Township Supervisor, as Principal Executive Officer, is thereby responsible for ensuring that any disaster response is carried out effectively.

The Police Department of jurisdiction's responsibilities to the citizens in times of major emergencies or disasters are essentially the same as in its daily operations. In performing their primary functions, the Police Department personnel may be required to perform additional "non-routine" tasks and may be required to coordinate their operations with those of other agencies.

Initial requests from the public for emergency response will be received at the County 9-1-1 Communications Center located in the CMS North Building on Harrison St. in Des Plaines, IL. Dispatch responsibilities for NIPAS and ILEAS call-out alarms will be the responsibility of the Cook County Sheriff's Police Department should the incident occur in the County area..

Further operational procedures are confidential and kept in the Police Department SOPs/SOGs.

ORGANIZATION AND RESPONSIBILITIES

The responsibility for providing law enforcement services within Hanover Township rests with the Cook County Sheriff's Police Department or the City of Jurisdiction. The Chief of Police/Sheriff is responsible

for the administration of the Police Department. Because the Sheriff's Office is a stand alone County agency, the Chief of Police of jurisdiction and secondary commanders will utilize their own reporting structure in accordance with the County EOP. The Township ESA Director will consult with the Sheriff/Chief of Police for all maintenance, review, and updating of this section of the plan if applicable.

The Deputy Director of Operations is normally responsible for managing departmental operations in the field during major emergency or disaster situations. Police response during an emergency or disaster situation will be guided by the procedures and recommendations set forth in the Cook County Sheriff's Police Department's disaster manual. This manual should contain provisions for:

Communications

Field command posts

Casualty information

Community relations/public information

Other law enforcement agency support

Military support

Public facility security

Traffic control

Equipment requirements

De-escalation procedures

Rumor control

Availability for command

Post occurrence duties

Analyzing, disseminate information for requesting assistance, maintenance of reports,

In the event that an emergency exceeds the capabilities and resources of the Cook County Sheriff's Police Department, the Sheriff may recall off-duty personnel or may obtain additional manpower and resources through the ILEAS alarm system and other mutual aid agreements.

DIRECTION AND CONTROL

The Hanover Township Emergency Operations Center (EOC) shall be the control point for all major decisions concerning law enforcement operations if applicable. Most incidents will be operated from the Cook County CCDHSEM EOC for unincorporated issues, but the Township will make available to any jurisdiction, their EOC for incidents if needed. Representatives of the Township government shall staff at the EOC all times during a major emergency or disaster.

A representative of the Sheriff/Chief of Police shall report to the EOC and retain responsibility for law enforcement efforts and will act as liaison to other departments and agencies involved in the operations. The Under Sheriff/Deputy Chief of Operations shall report to the field command post and coordinate law enforcement operations.

CONTINUITY OF GOVERNMENT

The succession of command for the Cook County Sheriff's Police Department during emergency operations shall be in accordance with that department's disaster plan.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

APPENDICES

Appendix A9 Pre-emergency Operation Checklist

Appendix A10 Response Operation Checklist

Appendix A11 Recovery Operation Checklist

Appendix A12 Securing Disaster Perimeter Checklist

Appendix A13 Illinois State Police – Disaster Pass System

**APPENDIX A9
LAW ENFORCEMENT**

PRE-EMERGENCY OPERATIONS CHECKLIST

* The following checklists are recommendations that the Sheriff's Police department follow. Actual checklists are under the control and function of that agency and is not maintained in any form by the Hanover Township

Complete: Yes/No	Review Police Department agreements with NIPAS, ILEAS and other Law Enforcement agencies.
Complete: Yes/No	Review and update the Cook County Sheriff's Police Department's disaster manual.
Complete: Yes/No	Provide specialty training to department personnel that include Hazardous Materials and Radiological response. Aircraft Accident procedures, and Bomb and Explosives procedures.
Complete: Yes/No	Participate in annual disaster exercises to ensure readiness to respond.
Complete: Yes/No	If warning time permits, prior to an emergency, alert and call in all Department personnel or place personnel on standby status.

**APPENDIX A10
LAW ENFORCEMENT**

RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Watch Commander shall assume command of law enforcement operations at the incident site and set up field command post.
Complete: Yes/No	Evaluate disaster area and initial assignment of on-duty Police personnel.
Complete: Yes/No	If necessary, begin mutual aid requests
Complete: Yes/No	Insure notification of Police command personnel by communications dispatchers.
Complete: Yes/No	Insure notification of Key Township officials by communications dispatchers.
Complete: Yes/No	Secure disaster site.
Complete: Yes/No	Assign officers to field command post duties: personnel officer, log officer, and permit officer.
Complete: Yes/No	Assign officer for security at EOC
Complete: Yes/No	Initiate and plan evacuation procedures if necessary.
Complete: Yes/No	Insure traffic and crowd control procedures have been implemented.
Complete: Yes/No	Continue to respond to law enforcement requests from the community with back up personnel.
Complete: Yes/No	Upon notification of stand-down, begin releasing additional manpower, as their need no longer exists.

**APPENDIX A11
LAW ENFORCEMENT**

RESCUE OPERATIONS CHECKLIST

Complete: Yes/No	Continue to respond to requests for police assistance as needed in the Township.
Complete: Yes/No	Provide traffic and crowd control during recovery and clean up operations.
Complete: Yes/No	Provide site security for any remaining hazardous locations such as down wires.
Complete: Yes/No	Repair or replace worn or damaged supplies and equipment.
Complete: Yes/No	Prepare detailed reports on the incident for inclusion into the official record.
Complete: Yes/No	Provide critical incident debriefing for all response personnel.
Complete: Yes/No	Critique Police Department operations as soon as possible after stand-down.

APPENDIX A12

SECURING DISASTER PERIMETER CHECKLIST

Complete: Yes/No	Confer with ESA officials to determine the boundaries of the disaster area. When possible, conform to natural barriers e.g. streets, fence lines, etc.
Complete: Yes/No	Establish perimeter security as soon as manpower permits: define responsibilities and duties of perimeter detail.
Complete: Yes/No	Keep perimeter security informed of any developments that could change their duties or assignment areas.
Complete: Yes/No	Ensure that perimeter security is informed about authorized personnel, officers, and other personnel having permits.
Complete: Yes/No	Ensure that perimeter security remains at assigned post until relieved by the disaster commander.

APPENDIX A13 - ILLINOIS STATE POLICE - DISASTER PASS SYSTEM

In case of a local emergency or disaster requiring an evacuation or establishment of a security perimeter, a method of control is necessary. Law enforcement authorities will function to secure the area and keep out all except residents and those with official tasks.

An evacuation of an affected area will be conducted using the following five- (5) phase scheme:

- Level 1** Prevent access to those without official business (curious, sightseers, etc.)
- Level 2** Evacuate residents
- Level 3** Evacuate support personnel and the media
- Level 4** Evacuate all but necessary emergency workers
- Level 5** Total evacuation

Once limited reentry is authorized, the security perimeter will still need to be maintained until unrestricted reentry is authorized. Reentry will be allowed in the following phases:

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

A system to identify persons with official business in an evacuated area has been developed by the Illinois State Police. This system utilizes a series of color-coded tags that can be issued to those authorized entrance to a restricted area. A stockpile of these emergency passes is pre-positioned at all State Police District Headquarters and the State Police Central Headquarters in Springfield. Delivery of these tags can be affected within 1 hour to the scene of a major emergency or disaster incident.

Six color-coded tags are used:

COLOR	PURPOSE
WHITE	White- Resident Pass
RED	Medical Pass- Used for non-uniformed medical personnel, e.g., doctors, nurses, etc.
GREEN	Government Officials- Non-uniformed
YELLOW	Miscellaneous Workers authorized by local officials
BLUE	Utility Workers

The purpose of the Emergency Pass System is to:

1. Expedite the entry of residents with homes in the area,
2. Expedite the entry of rescue, medical and utility personnel,
3. Expedite the removal of sick and injured,
4. Expedite the removal of debris from the area, and
5. Maintain a system of accountability regarding those working or functioning within a restricted area.

Passes are in duplicate, with the original slip being retained at the entry / security perimeter. The weather resistant tag (duplicate) with attaching string is to be attached to the clothing so that it is readily visible. Passes will be attached to the wearer's outer garment by means of a string on the tag, and be located in a place that is readily seen by personnel for instant identification of the type of worker.

Passes are not to be issued to governmental personnel in uniform, i.e.: law enforcement, fire/rescue/EMS, emergency services / emergency management, public works, or military.

When a disaster occurs, the first step is to secure the area and keep out all-curious, as well as volunteers, until a central entry point(s) can be established. The State Police (District 15) or IEMA should be notified requesting that the Disaster Pass Kit be deployed immediately to the scene.

The issuance of passes will require time, and several clerk / writers will be necessary, after the approval for entrance has been approved by the Incident Commander. The State Police, Cook County CCDHSEM and Local Law Enforcement will assist in setting up the pass control file and issuance of passes.

All persons issued passes must return the passes to the central entry point every time they leave the restricted area so that control of personnel entering and leaving can be maintained.

All surplus tags will be returned to the Illinois State Police or CCDHSEM, following the incident, for future use.

SAMPLE DISASTER PASS TAGS

**Resident Pass
(White)**

STATE POLICE **ILLINOIS** CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION
TO ENTER RESTRICTED AREA**

RESIDENT

EFFECTIVE

DATE UNTIL DATE
HOUR HOUR

**BEARER MUST WEAR TAG
AT ALL TIMES WHEN IN
RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED

TALLMAN-ROBBINS & CO. DES PLAINES

**Medical Pass
(Red)**

STATE POLICE **ILLINOIS** CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION
TO ENTER RESTRICTED AREA**

MEDICAL

EFFECTIVE

DATE UNTIL DATE
HOUR HOUR

**BEARER MUST WEAR TAG
AT ALL TIMES WHEN IN
RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED

TALLMAN-ROBBINS & CO. DES PLAINES

SAMPLE DISASTER PASS TAGS

Government Official Pass (Green)

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

BEARER HAS PERMISSION TO ENTER RESTRICTED AREA

GOVERNMENT OFFICIAL
(NOT UNIFORMED)

EFFECTIVE

DATE UNTIL DATE
HOUR HOUR

BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA

ISSUING AUTHORITY DATE ISSUED

TALLMAN ROBBINS & CO. DES PLAINES

Miscellaneous Pass (Yellow)

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

BEARER HAS PERMISSION TO ENTER RESTRICTED AREA

MISCELLANEOUS
(FOR RESCUE & OTHER WORKERS)

EFFECTIVE

DATE UNTIL DATE
HOUR HOUR

BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA

ISSUING AUTHORITY DATE ISSUED

TALLMAN ROBBINS & CO. DES PLAINES

SAMPLE DISASTER PASS TAGS

Utility Worker Pass (Blue)

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

BEARER HAS PERMISSION TO ENTER RESTRICTED AREA

UTILITY WORKER
WATER GAS ELEC TELE

EFFECTIVE

DATE UNTIL DATE
HOUR HOUR

BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA

ISSUING AUTHORITY DATE ISSUED

TALLMAN-ROBBINS & CO. DES PLAINES

ANNEX A4 – FIRE, RESCUE AND EMS

STATEMENT OF PURPOSE

The purpose of this annex section is to identify the agencies that would provide a system for coordinating fire, rescue and EMS services in Hanover Township. This annex includes provisions for fire protection, suppression, emergency medical services, and rescue of trapped and drowning people.

SITUATION

Hanover Township has the potential of experiencing the effects of floods, tornadoes, fuel storage accidents, nuclear fallout, hazardous materials, pipeline emergencies, train and plane accidents, and winter storms to name a few.

ASSUMPTION

Many fire departments are available to respond to fire and rescue incidents. Mutual Aid Agreements between departments are already in place and functioning.

It is assumed that the majority of the people will realize the danger of and the necessity of evacuation. However, those uninformed citizens must be provided all possible awareness of the need of evacuation in the time frame, which is realistic to prevent injury or death to any citizen.

By law, local government is ultimately responsible for the protection of life and property. The Chief Executive Officer is responsible for ensuring that the disaster response and recovery operations are carried out effectively.

Providing an efficient and effective functioning fire/rescue and emergency medical system is a crucial response and recovery function.

The Bartlett Fire Protection District has been identified as the agency for providing fire/rescue and emergency medical services in the unincorporated areas of the Township.

The responsibilities of the B.F.P.D. in times of a major emergency or disaster are essentially the same as in daily operations. In some situations fire personnel may be asked to perform additional tasks other than fire suppression and rescue of trapped and injured victims. B. F.P.D. personnel will be required to coordinate their operations with other departments.

Initial request from the public for emergency response will be received by DuPage Communications 911 dispatch center located in Glendale Heights.

CONCEPT OF OPERATIONS

Further operational procedures are confidential and kept in the B. F.P.D. SOPs/SOGs.

ORGANIZATION AND RESPONSIBILITIES

FIRE/RESCUE SERVICE

The responsibility for providing all fire, rescue and emergency medical services within Hanover Township is that of the Bartlett Fire Protection District.

The Fire Chief is in command and is not responsible to the Chief Executive Officer but maintains a working relationship with him/her.

In the event that an emergency overwhelming all available resources the Fire Chief or his designee shall recall off duty personnel and or request mutual aid assistance through MABAS Division 4. All fire/rescue and EMS resources responding as a result of a mutual aid request will report and operate under the direction of the Fire Chief or his designated representative.

The Township's Emergency Services Unit has trained professional emergency responders that can assist at such scenes and can be used as a resource should the Fire Chief so desire.

Responsibility for the maintenance, review, and updating of reports are in accordance with the policies of the fire department.

URBAN SEARCH AND RESCUE

The Urban Search and Rescue (USAR) function of the plan is intended to address large-scale incidents involving multiple cases of human entrapment with prolonged, complex rescue or recovery activities.

Initial response to rescue incidents is accomplished by the B.F.P.D. Upon arrival at the scene, the Incident Management System will be established. All activities related to the large-scale rescue operations will operate under the Incident Management System. The Hanover Township Emergency services Unit is trained in Search and Rescue efforts through C.E.R.T. and the Illinois search and Rescue Council and will be available to conduct search and rescue efforts within the unincorporated areas. The Incident Commander will verify that the following activities are undertaken:

1. Utilities are secured utilizing the "lock out - tag out" safety system.
2. Structural integrity has been assured or evaluated and a safety officer is on site to verify that conditions have not changed, and
3. A structural engineer or architect has been requested to assist in the analysis of the structure.

To assist the Incident Commander with the management of the site, the following sector officers should be assigned to assist with the organization and operation:

Search Team Manager responsible for developing search plans and overseeing the technical and canine search team specialists. The technical search specialist's search collapsed structures, debris piles, mud/landslides and voids for trapped victims.

Rescue Team Manager responsible for overseeing rescue operations, development of rescue plans, supervision of rescue squad officers who in turn oversee the activities of rescue specialists. These rescue specialists perform the actual rescue operations utilizing special tools and techniques for confined spaces, rope rescue, shoring and stabilization, breaching, victim extrication and packaging.

Medical Team Manager, the individual with the highest level of medical certification, who oversees all medical functions and supervises the medical specialists who provide the care to all task force personnel and victims.

Technical Team Manager responsible for overseeing the technical functions of the incident and supervising the structural specialists, hazardous materials specialists, heavy equipment rigging, technical information, communications and logistics.

Marking of the building(s) being searched will be accomplished using the universal building marking system.

The Incident Commander, from the fire department, will assess the situation and decide if local search and rescue resources are adequate. The Township ESA Unit will be available for this effort. If Federal USAR teams are required, a request will be made for FEMA USAR support. This request will be made through the County EMA to the Illinois Emergency Management Agency.

Once activated, FEMA will mobilize needed USAR resources and arrange transportation to the stricken Jurisdiction. The USAR Incident Support Team (1ST), an advanced management team, will arrive on the site within eight (8) hours to begin size-up and tasking assignments. Responding USAR teams, and local fire, rescue, and EMS resources assigned to the incident, will function under the direction of the USAR 1st.

EMERGENCY MEDICAL SERVICES

The Metropolitan Fire Chiefs Association of Illinois, Cook County Public Health, IPH, and the hospitals that serve the county developed the following text as a coordinated effort.

The emergency medical services (EMS) division of the fire service, as a first responder, is responsible for the following:

- Assigning an individual whom will serve as a Medical Officer, responsible for all EMS operations at the emergency/disaster site.
- Assessing the site and determining the level of EMS response.
- Establishing a field treatment system, capable of triaging victims, providing initial medical care, packaging for transport, and dispatching victims to area hospitals.
- Initiating a request for air evacuation of victims, if necessary.
- Establishing and maintaining communications with a designated communications hospital. This communications link will be used to provide status reports and information regarding the numbers of victims that can be handled by or en route to, area hospitals.
- Determining the need for medical response teams from area hospitals and requesting the dispatch of those teams through the communications hospital.
- Tracking the quantities of medical supplies on site and requesting additional supplies from area hospitals as necessary.

When notified, the communications hospital will activate surrounding hospitals, based on the scope of the disaster. The communications hospital will also notify the CCDHSEM agency, advising the nature of the emergency/disaster, the estimated number of injuries, and the area hospitals that have been activated.

Area hospitals will be responsible for:

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2012/2013

- Assessing their current capability to accept patients.
- Initiating their internal disaster plans and staffing a hospital command center.
- Communicating their status and bed availability to the communications hospital.
- Initiating a patient release program to increase the number of available beds to support disaster response and recovery operations.
- Providing supplies to replenish stocks used at the disaster site.

If a designated communications hospital is directly impacted by the disaster, or becomes overwhelmed by the influx of patients, it may transfer communications control to another hospital. If the disaster is of such a large magnitude that it overwhelms the capabilities of area hospitals, the Illinois Department of Public Health EMS Division will begin to coordinate with regional hospitals and potentially request federal assistance. Additional medical support may be available through the National Guard, following their activation by the Governor.

A significant natural disaster or man-made event that overwhelms local and state resources would necessitate both federal public health and medical care assistance. The sudden onset of a large number of victims would stress a state medical system necessitating time-critical assistance from the federal government. Such a natural disaster would also pose certain public health threats, including problems related to food, vectors, water and wastewater, solid waste, and mental health effects.

Hospitals, nursing homes, pharmacies and other medical/health care facilities may be severely damaged or destroyed. Those facilities, which survive with little or no structural damage, may be rendered unusable, or only partly usable, because of a lack of utilities (power, water, and sewer), because staff is unavailable to report for duty due to personal injury and/or damage, or disruption of communications and transportation systems. Medical and health care facilities, which remain in operation, and have the necessary utilities and staff, may be overwhelmed by the “walking wounded” and seriously injured who are transported there in the immediate aftermath of the occurrence.

Upon the occurrence of such a major natural disaster or man-made event, the state will contact FEMA and request federal ESF-8 assistance. Federal ESF-8 assistance will be implemented following a determination that federal assistance is warranted. Following approval, FEMA headquarters will alert the U.S. Public Health Service, who will activate the national ESF-8 Crisis Action Team.

Primary Health Care Facilities:

The Primary Healthcare Facility for Hanover Township is St. Alexius Hospital located on Barrington Road in Hoffman Estates, IL.

DIRECTION AND CONTROL

All major decisions concerning fire / rescue and EMS operations remain the responsibility of the Chief of the City or Fire Protection District of Jurisdiction. In a large scale fire or rescue, a command post and staging area may be established at a safe distance from the scene.

The local EOC (Emergency Operations Center) or MOC (Mobile Operations Center) may have to be activated in case of a severe impact on the community, at which time a fire representative would have to report to the EOC. The EOC would be informed of all major decisions would remain with the Chief.

CONTINUITY OF GOVERNMENT

The line of succession for the fire, rescue and EMS operations:

1. Fire Chief
2. Deputy Chief
3. Battalion Chief

Maintenance, review and updating this annex is the responsibility of the EMA Director.

APPENDICES

Appendix A14 Fire Pre-emergency Operation Checklist

Appendix A15 Fire Response Operation Checklist

Appendix A16 Fire Recovery Operation Checklist

Appendix A17 EMS Pre-emergency Operation Checklist

Appendix A18 EMS Response Operation Checklist

Appendix A19 EMS Recovery Operation Checklist

PRIORITY ACTION CHECKLIST

APPENDIX A14 FIRE/RESCUE

PRE-EMERGENCY OPERATIONS CHECKLIST

* All checklists in this section are meant as a guide only and may not be similar to the SOG/SOP's of the fire departments having jurisdiction.

Complete: Yes/No	Review all hazards to determine possible fire hazards.
Complete: Yes/No	Maintain an up-to-date equipment inventory.
Complete: Yes/No	Periodic inspections and review and update code enforcement.
Complete: Yes/No	Participate in annual Mutual Aid exercise.
Complete: Yes/No	Train Command Post personnel in fire safety and suppression.
Complete: Yes/No	If time permits, alert and call in all department personnel or place on stand-by status
Complete: Yes/No	Have emergency shelter space available for fire personnel.
Complete: Yes/No	Provide adequate fire protection for shelter area.
Complete: Yes/No	Develop SOP'S that address assigned tasks dealing with jurisdictional hazards.

**APPENDIX A15
FIRE/RESCUE**

RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios
Complete: Yes/No	Specialized training in disaster operations for EMS personnel, first responders, and local hospital staffs.
Complete: Yes/No	Storage of medical supplies and equipment.
Complete: Yes/No	Maintenance of medications and other supplies.
Complete: Yes/No	Emergency plans for hospital and pre-hospital EMS treatment and transfer of patients.
Complete: Yes/No	Emergency plans for mutual aid response of EMS agencies outside the Hanover Township
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.
Complete: Yes/No	Develop SOP'S that address assigned tasks dealing with jurisdictional hazards.
Complete: Yes/No	Provide crisis counseling for emergency workers.

**APPENDIX A16
FIRE/RESCUE**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continue to respond to the needs for assistance from the community.
Complete: Yes/No	Continue mental health assistance for first response personnel.
Complete: Yes/No	If appropriate, notify proper investigating team.
Complete: Yes/No	If needed, do decontamination procedures, including equipment and gear.
Complete: Yes/No	Identify fire hazards caused by the situation; such as electrical wires, gas lines, correct or disarm is possible.
Complete: Yes/No	Isolate damaged buildings until assessment is made, to see if demolition is necessary.
Complete: Yes/No	Assess equipment and make repairs and replace as necessary.
Complete: Yes/No	Prepare necessary reports for record and later critique.

**APPENDIX A17
EMS**

EMS PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for EMS personnel, first responders, Township employees and local hospital staffs.
Complete: Yes/No	Storage of EMS medical supplies and equipment.
Complete: Yes/No	Maintenance of EMS medications and other supplies.
Complete: Yes/No	Emergency plans for hospital and pre-hospital EMS treatment and transfer of patients.
Complete: Yes/No	Emergency plans for mutual aid response of EMS agencies outside the Hanover Township
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.
Complete: Yes/No	Develop SOP'S that address assigned tasks dealing with jurisdictional hazards.
Complete: Yes/No	Provide crisis counseling for emergency workers.

**APPENDIX A18
EMS
RESPONSE OPERATION CHECKLIST**

Complete: Yes/No	Public information programs dealing with individual and community first aid.
Complete: Yes/No	Initiation of triage, treatment, and transportation activities; command post field setup.
Complete: Yes/No	Staging areas for mutual forces as necessary.
Complete: Yes/No	In-hospital triage and treatment activities.
Complete: Yes/No	Notification of appropriate state and federal agencies.
Complete: Yes/No	Crowd and traffic control at perimeter of disaster.
Complete: Yes/No	Communications with other local agencies.
Complete: Yes/No	Provision of sources to support EMS operations.
Complete: Yes/No	Activities dealing with handling the deceased and transporting uninjured or slightly injured people.
Complete: Yes/No	Activation of temporary morgues.
Complete: Yes/No	Processing of data (i.e., tracking of patients, incident report sheets).
Complete: Yes/No	Activation of ministerial support.
Complete: Yes/No	Coordination of medical staff at casualty collection points.

**APPENDIX A19
EMS**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continue response and treatment activities as necessary.
Complete: Yes/No	Compilation of reports for state and federal agencies; compilation or reports for critique and review.
Complete: Yes/No	Re-supply of health and medical services response agencies.

ANNEX A5 – PUBLIC WORKS (HIGHWAY DEPT)

STATEMENT OF PURPOSE

In times of major emergency or disaster, there is a great need for the services provided by the Hanover Township Highway Department or the Public Works agencies of the City of Jurisdiction, or the Cook County Highway Department. Tasks such as opening closed roads, emergency road repair, debris removal, repair of water and sewer pipes, establishing detours, and barricades that government officials often overlook equipment.

The purpose of this annex is to insure a coordinated disaster response through the identification of those agencies responsible for providing support services to the Hanover Township Highway Department during a major emergency/disaster and to assign specific functions to those agencies.

SITUATION

The Hanover Township Highway Department is responsible for maintaining roadways falling under their jurisdiction. During an emergency, the County Highway Department and IDOT may be called on to assist.

During any major emergency/disaster situation, it is conceivable that the existing transportation system will be curtailed into and out of the affected area. The Department has the responsibility to open and clear transportation routes to the affected area and to also supply needed services to provide transportation of manpower, equipment, and materials to assist in recovery operations. The Department of Emergency Services may assist in these functions.

Water for drinking, fire fighting and other emergency services are supplied by well water in the unincorporated areas and the City of Jurisdiction, or the Metropolitan Water Reclamation District.

ASSUMPTIONS

During times of a major emergency/disaster situation, a strain on the Hanover Township Highway Department resources (manpower and equipment) could require the use of private contractors to sustain needed operations. Assistance may be provided through the Illinois Public Works Mutual Aid System, which provide for mutual assistance in the surrounding area.

CONCEPT OF OPERATIONS –

The Chief Executive Officer of Hanover Township, is responsible for overall command of disaster response and recovery operations within Hanover Township.

The Hanover Township Highway Department is responsible for the day to day maintenance of the Township road system and the removal of debris on and along that road system. During disaster situations the Highway Department may also provide manpower, equipment, barricades and other traffic control devices.

The Foreman of the Hanover Township Highway Department is generally responsible for managing departmental operations during major emergency or disaster situations. Public Works response during an

emergency or disaster situation will be guided by the procedures and recommendations set forth in the Hanover Township Highway Department's guidelines. This manual contains provisions for:

- Communications
- Field command posts
- Community relations/public information
- Other Public Works agency support
- Traffic control
- Equipment requirements
- De-escalation procedures
- Rumor control
- Availability for command
- Post occurrence duties
- Analyzing, disseminate information for requesting assistance
- Maintenance of reports

Initial request from the public for emergency response will be received by the non emergency number of the Township, or a call from ESA.

Further operational procedures are confidential and kept in the Highway Department's SOPs/SOGs.

ORGANIZATION AND RESPONSIBILITIES

The responsibility for the operation of the Hanover Township Highway Department is with the Hanover Township Highway Commissioner. The Hanover Township Highway Department provides road maintenance services through the use of its internal resources.

HANOVER TOWNSHIP HIGHWAY DEPARTMENT

- Assist and coordinate emergency public works activities.
- Develop mutual aid agreements.
- Assist and develop a resource list including private resources.
- Update Public Works Annex as needed.
- Repair roads and bridges.
- Maintain storm sewers.
- Conduct debris removal operations.
- Perform detailed damage assessment.
- Assist in decontamination operations.
- Provide equipment, as needed.
- Store and provide fuel for emergency vehicles.
- Maintains and repair Township owned street lighting and traffic systems.
- Manufactures and installs signs for Township use.
- Maintains all parkway trees.
- Removes debris and fallen or damage trees from rights-of-way. **301.240c2e**
- Provide snow and ice control operations.

DIRECTION AND CONTROL

The Highway Commissioner will function from the EOC and direct all Highway Department operations from that facility. Cook County Highway Department and IDOT crews working in the field will coordinate their operations through the Highway Department representative at the EOC.

CONTINUITY OF GOVERNMENT

The line of succession for the highway department operations:

1. Highway Commissioner
2. Highway Department Foreman

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Hanover Township Highway Commissioner for the maintenances, review and updating of this annex.

APPENDICES

Appendix A20 Public Works Pre-emergency Operation Checklist

Appendix A21 Public Works Response Operation Checklist

Appendix A22 Public Works Recovery Operation Checklist

**APPENDIX A20
PUBLIC WORKS/HIGHWAY DEPT.**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify private sources of vehicles and heavy equipment that could be used in an emergency for debris removal and transportation of personnel equipment, and supplies. If possible, have the contractor sign an agreement indicating that during times of emergency, only normal rental rates will be charged.
Complete: Yes/No	Periodically check all vehicles and specialty equipment to insure their operational readiness.
Complete: Yes/No	Provide training to department personnel in other functions to which they might be assigned during times of emergency (traffic and/or crowd control, first aid, etc.).
Complete: Yes/No	Coordinate preplanning with other agendas to ensure effective operational plans to deal with specific hazards, i.e. hazardous materials containment and run-off procedures, etc.
Complete: Yes/No	Check out all emergency operating equipment.
Complete: Yes/No	If warning time permits prior to an emergency, alert and call in all department personnel.
Complete: Yes/No	Preplan storage and marshalling areas for personnel, equipment and supplies.
Complete: Yes/No	Maintain up-to-date records of all Township owned buildings, facilities and infrastructure.
Complete: Yes/No	Review plan with all Highway Department employees.

**APPENDIX A21
PUBLIC WORKS/HIGHWAY DEPT.**

RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Following the determination that a major emergency or disaster has occurred, the ESA Director will ensure the notification of the Highway Commissioner or his alternate.
Complete: Yes/No	The Highway Commissioner will ensure the notification of the remainder of his department.
Complete: Yes/No	The Highway Commissioner will report to the EOC for a briefing on the extent of the situation.
Complete: Yes/No	Highway Department personnel will respond, as requested, to open any blocked routes needed for ingress or egress from impacted area.
Complete: Yes/No	Following the completion of their primary mission, Highway Department personnel will be available to assist other departments by providing support manpower. This assistance might include: traffic control, crowd control, barricade placement, participation in damage assessment survey teams, etc.
Complete: Yes/No	If resources are exhausted, activate private contractor equipment listed in master resource listing.
Complete: Yes/No	If necessary, the Highway Department should request aid assistance from the County and State Highway Departments.

**APPENDIX A22
PUBLIC WORKS/HIGHWAY DEPT.**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	As soon as possible, following the conclusion of emergency operations, begin repairs to essential governmental facilities. Keep itemized records of all repair costs for inclusion into disaster record for possible reimbursement.
Complete: Yes/No	Support any decontamination operations under the direction of the ESA Director.
Complete: Yes/No	Compile complete reports for inclusion into the official record and later critique.

COMMUNICATIONS

ANNEX B

STATEMENT OF PURPOSE

Operations during major emergencies and disasters place an increased demand on community dispatching facilities. These facilities must be prepared to switch from normal operations to emergency mode at the first notification of an existing or impending emergency situation.

Communications operators must be prepared to receive, analyze, and disseminate timely information to operating departments, in addition to providing communications services to local emergency response units.

The purpose of this Annex is to identify the role of the communications its operators in the Hanover Township ESA and to specify actions that should be taken during emergency periods.

SITUATION AND ASSUMPTION

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack and/or emergency/disaster, it is necessary that an effective emergency communication system provided authorities and local first responder the information so protective actions can be taken.

It is assumed that ordinary communications capabilities will be disrupted to an unknown degree in such situations and that alternate means must be available to be implemented. These communications resources must provide redundancy to the existing system and must be periodically tested to insure a constant state of readiness.

CONCEPT OF OPERATIONS AND OPERATIONAL RESPONSIBILITIES

Under Illinois law, local government is ultimately responsible for the protection of life and property. In addition the Hanover Township Supervisor is responsible for ensuring that disaster response and recovery operations are effective. Providing for the effective operation of a communications and warning system is one of those critical functions.

Within the Cook County 911 Center is responsibility for the operation of Police and Fire communications for the unincorporated areas of the Township. Each municipality within the Township has its own communications center. Bartlett and Hanover Park use DUCOMM. Streamwood, Schaumburg and Hoffman Estates use Northwest Central Dispatch and Elgin does its own dispatching.

In the event that additional assistance is needed in the 911 Communications Center, 911 dispatch personnel are supplemented during an emergency through callbacks. During times of emergency, off-duty personnel, holdovers, record clerks, or even dispatchers from neighboring communities might supplement 911 dispatch personnel. Fire Center Dispatchers are supplemented by off-duty personnel, firefighters assigned from the Fire Center host community, and by part-time dispatch personnel.

The primary public safety answering point in the Township is the Cook County 911 Communications

Center located at 9511 Harrison St. The Center is staffed on a 24-hour basis, giving personnel access to all telephones, radios, computers, and related public safety communications equipment. The 911 Communications Center has direct communications with Fire Center via a 911 tie line, radio, and a direct-connected telephone.

Dispatchers provide communication to elected community officials as directed by supervisory personnel. Township department heads and officials are contacted as needed via pager, telephone, radio or Nextel from the Hanover Township ESA Communications Center.

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the County's communications systems via 911 Dispatch during an emergency.

- 1) 911 Director
- 2) 911 Deputy Director
- 3) 911 Supervisor

Several layers of communications exist to back up primary communications within the Township. All 9-1-1 calls for the unincorporated areas are routed to the Cook County 911 Communications Center. If that option is not available, then Cook County has a predetermined back up plan to handle 911 calls for service. Other lines can be answered from other phones in the Township and forwarded to Cook County. The Township ESA has radio and phone communication to the County to route calls to the County 911 center.

Police communications within the Township either self dispatch, or use dispatching agencies such as DUCOMM or Northwest Central Dispatch.

The Township utilizes two simplex frequencies and also has the ability to use fire related frequencies through DUCOMM to include Fire West and two separate fire ground channels. Also each ESA vehicle and the Township's base communication's center has a base station and possesses ESMARN and IREACH. ESA has coordinated with Cook County Sheriff and has 4 portable 800 megahertz radios and a base station capable of transmission to the County and throughout the state via STARCOM.

Emergency communications among the Township, surrounding communities, Cook County, the Illinois State Police, and other police units is accomplished via the Illinois State Police Emergency Radio Network (ISPERN). This system allows simultaneous communications between the County and affected communities during periods of emergency and disaster. ESA does not have ISPERN, but police and Cook County Sheriff's officers possess that frequency.

Further operational procedures are confidential and kept in the 911 Dispatch Center SOPs/SOGs.

Emergency Communication for Functional Needs Population (FN-ADA).

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

are a cause of concern during emergencies and disasters. The following definitions are from NOD's Emergency Preparedness Initiative 9:

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

Emergency communication principles and practices are universal. There is no need to develop a separate functional needs population outreach communication plan.

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

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

DIRECTION AND CONTROL

The Hanover Township Emergency Operations Center located in the Hanover Township Senior Center and will be the primary direction and control facility for all emergency operations within Hanover Township. Key Township officials will staff the EOC at all times during a major emergency or disaster. All emergency responses to the disaster scene will be coordinated from the dispatch centers by staff from each respective department manning the EOC. Dispatchers should not directly dispatch units to the scene of the emergency or disaster without authorization from the Crisis Management Team in the EOC. Subsequent emergency responses will be dispatched directly by the dispatch centers, with each dispatch center notifying the Crisis Management Team of the subsequent incident. Dispatch centers shall relay all

necessary information for tracking of resources to the EOC. Communication will be accomplished by messenger, telephone, or on one of the numerous radio frequencies available and assigned by the staff of the EOC.

Following the determination that a major emergency exists, the fire or police department of jurisdiction, or CCDHSEM will establish a Forward Command Post. The command post will be identified by a green flashing light. Representatives with field responsibilities from each of the responding departments will respond to and command their personnel from this location. The Forward Command Post will be the source of official information and a communications link between the EOC and the scene.

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with authority to activate the Township's communications systems.

- 1) Township Supervisor
- 2) Township Administrator
- 3) ESA Director
- 4) ESA Deputy Director

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

APPENDICES

- Appendix B1 Pre-emergency Operation Checklist
- Appendix B2 Response Operation Checklist
- Appendix B3 Recovery Operation Checklist
- Appendix A4 Incident Radio Communication _ Tactical Operations
- Appendix A5 Incident Radio Community-Wide Operations

**APPENDIX B 1
COMMUNICATION**

PRE-EMERGENCY OPERATION CHECKLIST

Complete: Yes/No	Annually survey the communication system to ensure it is still adequate to handle the changing needs of the community.
Complete: Yes/No	Determine outside resources (CB, Hams, etc.) that might be needed to support emergency communications operations.
Complete: Yes/No	Conduct quarterly communications drills testing the Township alerting list.
Complete: Yes/No	Conduct periodic training sessions to familiarize dispatchers with new procedures.
Complete: Yes/No	Develop plans to warn special concerns not equipped with tone activated warning receivers.

**APPENDIX B 2
COMMUNICATION**

RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Following the receipt of emergency/disaster information predicting the impact of any disaster agent, activate the community's community system, as appropriate, in accordance with operational procedures.
Complete: Yes/No	Implement plans to ensure adequate staffing throughout the emergency.
Complete: Yes/No	Activate supplemental communications systems, (CB, Ham, etc.) as directed by the ESA Director.
Complete: Yes/No	Begin a Disaster Operation Log describing each request for assistance, response given, and manpower used, significant.
Complete: Yes/No	Following activation of the EOC, forward extraordinary request for assistance to appropriate members of the Crisis Management Team for determination of service to be rendered.
Complete: Yes/No	Throughout the emergency, provide communications assistance as requested.

**APPENDIX B 3
COMMUNICATION**

RECOVERY OPERATION CHECKLIST

Complete: Yes/No	Continue to maintain emergency communications systems as long as necessary.
Complete: Yes/No	Return to normal staffing and operations as soon as emergency response is no longer necessary.
Complete: Yes/No	Complete reports and other necessary records for inclusion in permanent records describing the emergency.
Complete: Yes/No	Repair any equipment damaged as a result of the situation.
Complete: Yes/No	Restock support supplies, i.e.: message forms, paper, and log, etc.

ANNEX C WARNING/EMERGENCY INFORMATION

STATEMENT OF PURPOSE

The purpose of this document is to provide guidance to Hanover Township for the activation of our community warning system. This is a guidance to serve as a foundation on which a common approach can be used to provide warning on impending damage to our Township residents.

The purpose of this Annex is to identify the role of the Warning/Emergency Information System and its operators in the Hanover Township ESA program and to specify actions that should be taken during emergency periods.

SITUATION AND ASSUMPTION

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack or to warn of impending natural or man-made disaster, it is necessary that an effective warning system be provided whereby authorities and local populace are forewarned of such an enemy attack or other disaster and can take protective actions.

The issuance of warning, and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on authority provide by Federal and State law and supporting guidance documents.

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

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

This statement charges federal, state, and local agencies with developing and maintaining the capability of warning the civilian population of impending disasters.

The Illinois Emergency Management Act (Public Act 87-168 as amended) further clarifies and assigns these responsibilities to units of local government. The Act defines emergency management as:

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

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

CONCEPT OF OPERATIONS AND OPERATIONAL RESPONSIBILITIES

Under Illinois law, local government is ultimately responsible for the protection of life and property. In addition the Hanover Township Supervisor is responsible for ensuring that disaster response and recovery operations are effective. Providing for the effective operation of a warning system is one of those critical functions.

Within Hanover Township the ESA Director is responsibility for the operation of the warning/Emergency Information System.

The type of emergency defines the type of warning initiated by dispatch personnel. Weather-related emergencies result upon reliance of the Emergency Broadcast System (EBS). If conditions are such that additional public warning is necessary, the use of public address systems contained in ESA vehicles will be utilized as well as web based notifications. Warnings to school officials are handled through the NOAA weather radio receivers in each school.

Functional Needs Populations – Our Mass Care Unit is working with functional needs populations and may assist in the dissemination of emergency information to such groups as the hearing impaired, non-English speaking, physically handicapped, homebound, etc. Schools, hospitals and nursing homes have emergency plans under federal law that is adequate in slow developing emergencies. In immediate life threatening emergencies, facilities such as parks and campgrounds should be contacted at the direction of the Incident Commander or other responsible key officials. (FN-ADA)

DIRECTION AND CONTROL

Responsibility for operation of the warning entry point and Communications Center is vested in the County Director of 911 Communications who may delegate's supervision and coordination of Communications Center and warning point activities to a Deputy Director. A dispatch supervisor may act in his or her absence, day-to-day operations.

The ESA Director or his designee may share responsibility for the communications function in the EOC and forward command post with 911 Center. All departments in the EOC are responsible for maintaining communication with their own operations.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Township's warning systems via 911 Dispatch in the unincorporated areas during an emergency:

Hanover Township Emergency Services Agency
Hanover Township Emergency Operations Plan
2012/2013

1. 911 Director
2. 911 Deputy Director
3. 911 Supervisor

APPENDICES

Appendix C1 Pre-emergency Operation Checklist

Appendix C2 Response Operation Checklist

Appendix C3 Recovery Operation Checklist

Appendix C4 Local Storm Report

Appendix C5 Community's Warning Systems and Severe Weather Guidelines

Appendix C6 Homeland Security Advisory System

Appendix C7 American Red Cross General Public Homeland Security Advisory System
Recommendations

**APPENDIX C 1
WARNING/EMERGENCY INFORMATION**

PRE-EMERGENCY OPERATION CHECKLIST

Complete: Yes/No	Appoint public information officer.
Complete: Yes/No	Develop a hazard awareness program.
Complete: Yes/No	Develop ongoing relationships with all local media.
Complete: Yes/No	Designate a media room, (<i>Conference Room</i>) in the emergency operating center (EOC).
Complete: Yes/No	Work on the Emergency Alert System (EAS) and exercise it regularly.
Complete: Yes/No	Conduct public education programs.
Complete: Yes/No	Prepare emergency information packets for release during emergencies, (for non-English speaking and the visually impaired as well). Distribute such pertinent materials to the local media.
Complete: Yes/No	Test EAS.
Complete: Yes/No	Identify an alternate media room and contact point for public information in case it is needed.
Complete: Yes/No	Train public information staff and rumor control team.
Complete: Yes/No	Prepare and maintain a list of all media resources available to public information. This will include foreign language print and broadcast media resources for the non-English speaking and the visually impaired

APPENDIX C 2
WARNING/EMERGENCY INFORMATION
RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Activate EAS.
Complete: Yes/No	Distribute press releases and emergency information packets.
Complete: Yes/No	Coordinate rumor control.
Complete: Yes/No	Schedule news conferences.
Complete: Yes/No	Activate public information officer and staff personnel.
Complete: Yes/No	Distribute emergency public information for non-English speaking, and visual and hearing impaired media resources.
Complete: Yes/No	Distribute instructional materials regarding evacuation routes, staging areas, shelter, transportation, reception and care facilities, rest areas, food and sanitary services.
Complete: Yes/No	Disseminate information with respect to the location of families, relatives, and damaged areas.
Complete: Yes/No	Incoming information, with respect to damage/restricted areas, will be submitted by various emergency response agencies within the County.
Complete: Yes/No	Continue to train Public Information Officials.
Complete: Yes/No	When Federal Emergency Response teams respond to a local disaster, state and local information activities must coordinate publicly released information.

**APPENDIX C 3
WARNING/EMERGENCY INFORMATION**

RECOVERY OPERATION CHECKLIST

Complete: Yes/No	Throughout the emergency, the ESA should continue to coordinate press releases to ensure continuity of information.
Complete: Yes/No	Develop press releases designed to inform residents how to obtain recovery assistance.
Complete: Yes/No	Continue to provide information to the media dealing the Cook County response and recovery operations.
Complete: Yes/No	Prepare an information release to be hand delivered to residents unable to receive media reports, due to power failure or other.
Complete: Yes/No	Constantly update the Cook County telephone operators so that citizens calling 312-603-5500 will receive accurate information.

APPENDIX C 4 – LOCAL STORM REPORT

NATIONAL WEATHER SERVICE FORECAST OFFICE-CHICAGO, IL.	
LOCAL STORM REPORT	
EVENT:	
Hail Size: (only penny size or larger needed)	(1) reTrauQ (4/3) ynneP enoN (3/4 1) llab floG (1/4 1) tunlaW (3/4 1) ralloD flaH (2) gge neH (3/4 2) llabesaB (1/2 2) llab sinneT (4) tiurfeparG
Flood Reports:	gnidoolf teerts ronIM enoN gnidoolf daerpsediW gnissorc retaw woL dedoolf sub/emoH dedoolf maerts/keerC gnidoolf revIR
Tornado:	odandroT A enoN
Wind speed/damage:	(retemaid 37) nwod sbmil egraL –wind > = 60 mph larutcurts/foor nwod enil rewoP snwod eerT damage
EVENT LOCATION/DATE/TIME	
COUNTY:	TOWN:
Date of event: (MM DD YY) _____	Time of event: (HH MM) ____:____AM PM
Injuries? No Yes Number _____	Deaths? No Yes Number _____
Very briefly (20 words or less) describe details of this event highway, road, street, name, intersections, exact damage:	
Are you a; (check one) NWS trained spotter Law/public safety official nezitic cilbuP reganam ycnegremE Other _____	

911 Emergency Center dispatchers should use this report.

Submit this report (after you activate your community warning system) to the National Weather Service in Chicago by the Internet at <http://www.crh.noaa.gov/lot/form.html>.

NOAA Severe Weather Hotline Number: 1-800-681-2972.

APPENDIX C 5 COMMUNITY'S WARNING SYSTEMS AND SEVERE WEATHER GUIDELINES

RECEIVING A REPORT OF SEVERE WEATHER

The Trained Weather Spotter vs. The Concerned Citizen

Today, community residents are becoming more involved in public safety related activities. Television shows such as Rescue 911, Americas Most Wanted, and others have prompted citizens to report emergencies and other life threatening situations. Severe weather is no exception. In any storm event, 911 Tele-communicators receive numerous calls reporting a variety of weather phenomenon. Unfortunately many reports, while well intentioned, are not valid. The 911 Tele-communicator must be able to sort out those reports made by trained weather spotters, and those reported by untrained - but community minded citizens.

A trained weather spotter is an individual who receives specific training from the National Weather Service in the identification of cloud formations and detection of severe weather events. The weather spotter serves as the eyes and ears for the National Weather Service, and is often called on to validate the information seen on the weather radar or to provide detailed information on what a storm is doing at a precise moment. A weather spotter can be almost anyone from a paid Township employee including police officers, fire fighters or public works employees, an ESDA volunteer, an amateur radio operator, or an employee of a business or industry in the community. Each year, our Township and National Weather Service spend considerable amounts of time training individuals to be weather spotters.

The 911 Tele-communicator should inquire if the individual making the report is a trained weather spotter. If the answer is no, the 911 Tele-communicator should take steps to verify the report. Steps that can be taken to verify the report are addressed later in this section.

The Severe Weather Report Obtaining the Needed Severe Weather Information

Just as in the case of an armed robbery in progress, or a person trapped in a burning building, it is critical that the 911 Tele-communicator obtain the necessary information from the person making the severe weather report. Once obtained it is just as important that the 911 Tele-communicator do the right thing with the information.

The National Weather Service has developed a Severe Weather Report Form that should be used and sent to them by the Internet. This form is described in detail in Annex and a copy of the form can be found in Appendix C4. This form should be photocopied and kept at the communications console for reference during a storm event.

The following is the minimal information that should be obtained from a person making a report:

1. What is being reported?
 - a. Funnel cloud aloft, tornado on the ground, rotating wall cloud, heavy rain, etc.
 - b. Is there damage associated with the report?

2. Where was the event observed?
This needs to be as specific as possible - with cross streets identified. Make sure that you know where the area is and you can relay that information through the communications system to the weather service.
3. What was the direction the storm was moving?
Be as specific as possible
4. Who reported the event and when?
Get the individuals name, phone number, radio call sign, or other method of getting back in touch with the individual. Also make sure that you record the time that the event was reported. Use real time i.e.: 1530 hours, do not use 10 minutes ago.

How To Verify A Severe Weather Report

Timely information is critical to the issuance of a warning and ultimately saving lives. Determining that a report is accurate is equally as important as timeliness. As a rule of thumb, if a report is received from a trained spotter, the report is termed ‘confirmed’. In other words, trained spotters have received specialized training in the identification and detection of cloud formations and should be familiar with what is and what is not severe.

On the other hand, a report from a concerned citizen should be considered to be “unconfirmed”. When receiving an unconfirmed report, methods must be used to verify the report. In the past the common practice was to dispatch a police car to the site and verify the report. It should be stressed, however, that if the police officer has not been trained as a spotter, then that report is also unconfirmed. Our Township has a number of trained first responder weather spotters that can be called upon to verify the report. Serious consideration should be given before activating outdoor warning systems based on one or more unconfirmed reports.

Another method to assist in the verification process is to closely monitor neighboring emergency radio channels, i.e.: emergency management, fire, and police and public works. It is possible that a neighboring community will have either a confirmed or unconfirmed sighting - of a severe storm or a funnel - which is moving in the direction of your community. This pro-warning can give you time to direct spotters to the area where they can confirm the sighting.

What To Do With The Severe Weather Report

It is essential that we do something with the report. At this point, speed is critical as lives could be lost if a tornado report is held up.

The first, and most important, step that must be taken is to ensure that our community residents are warned of the impending danger. Our community’s procedure indicates who needs to be notified / warned in the event of an impending storm. The County’s 911 Tele-communicators should be thoroughly familiar with these procedures before a storm on issuing a warning to the community residents, if the situation warrants. The County’s 911 Center SOP’s clearly outline what the 911 Tele-communicator should do to warn community residents, alert key municipal and county officials.

The next step is to get the weather report to the National Weather Service. This is usually done in one of two ways, which are outlined below:

County's 911 Center or via Township ESA

The National Weather Service has developed a Severe Weather Report Form that should be used and sent to them by the Internet at <http://www.crh.noaa.gov/lot/form.html>. This form is described in detail in Annex and a copy of the form can be found in Appendix C4. This form should be photocopied and kept at the communications console for reference during a storm event. **NOAA Severe Weather Hotline Number: 1-800-681-2972.**

Hanover Township Emergency Services Agency

A report should be forwarded from the County 911 Center to the Township ESA Director and/or EOC. This report will be forwarded from our Township to the CCDHSEM EOC where it will be relayed to IEMA.

As a last resort

If it is impossible to get a report in to the system in any other way, the report may be phoned in using one of the emergency numbers listed in the 911 Center SOP's. It should be stressed that this should be a last resort only, as there are limited numbers of phone lines and telephone operators available to take calls.

Warning the Public, Activating the Community's Warning Systems

When a confirmed report has been received, the most important thing that the 911 Tele-communicator can do is to provide warning to the residents of our community. That warning can be given via a variety of media including the emergency broadcast system (EBS), tone activated warning receivers, ESA vehicles and fire apparatus sirens and public address announcements, etc.

Hanover Township has a clearly defined standard operating procedure that outline who has the authority to activate the warning system and under what circumstances. During a severe weather incident, our warning systems should be activated in the event of the following:

- 1) A confirmed sighting of a tornado, or funnel cloud aloft, reported by a trained weather spotter within ten (10) geographical miles of the community. This five-mile perimeter should be extended geographically around the perimeter of the community from the farthest northern edge to the farthest southern edge, at a minimum.
- 2) A confirmed sighting, by a trained spotter, of severe winds causing structural damage within ten (10) mile of our community.
- 3) The receipt of a tornado warning, issued by the National Weather Service, indicating that our community is in the direct path of an oncoming storm.

Severe storms typically have a forward speed of between 30 and 60 miles per hour. If a storm is moving at 30 miles per hour, sounding the sirens at 10 miles will allow people about 20 minutes to seek shelter or take other protective actions.

Following Up On a Severe Weather Report

A common mistake made by many municipalities is to take a report of a significant event, such as a rotating wall cloud, funnel cloud aloft, or tornado on the ground and then never make a follow up report. When a report is received that a severe weather event is occurring, frequent status checks of the process of that event are critical. Rotating wall clouds produces funnels and ultimately tornadoes. When a rotating wall cloud is reported it must be closely followed and status reported on a regular basis, i.e.: every 5 minutes.

Just as the communicator keeps track of the activities of a fire company at a working fire, or a 911 operator keeps track of a police officer at the scene of a rapidly developing armed crisis, the communicator must keep track of the weather spotter in the field.

In addition to following up on the spotters report, it is also essential that a spotter's well being be checked on a periodic basis. Many spotter positions are located on dark deserted road where the spotter will have a clear vantage point of a developing storm. It is important to check up on the spotter from time to time to make sure of his / her safety.

Switching To the Emergency Mode When the Community Is Impacted By Severe Weather

Tracking the development and movement of a severe storm can be a tedious job in the early hours and escalate to a fevered pitch just before the storm strikes. If our community is impacted by a severe storm the job of the Tele-communicator can switch to hurriedness in a matter of a few seconds. It is at this time that all of the communicator's prior training must come to the fore. Easier said than done, the 911 Tele-communicator must be able to clearly think about what has just happened and react appropriately to start the disaster response process for the community.

A common mistake made by many communities following the impact of a disaster, is failure to make an emergency notification that the community has been hit.

IF IMPACTED BY A SEVERE STORM OR TORNADO, IT IS ESSENTIAL THAT A REPORT GET TO THE NATIONAL WEATHER SERVICE IMMEDIATELY!

Our communicator should use the same route used to report a storm - i.e.: through the Township ESA agency to Cook County EMA, or via the NWS. This information is critical so that neighboring communities be warned and additional lives can be saved. Once this information is received at Cook County EOC, it is also relayed to the Illinois Emergency Operating Center in Springfield by CCDHSEM.

Again, as previously stated, our community has an emergency operations plan that outlines the procedures that should be undertaken following the impact of a disaster. Tele-communicators should be familiar with the procedures outlined in that plan and should begin implementing those procedures following the impact of the disaster.

OUTDOOR SIREN ACTIVATION GUIDELINES

STATEMENT OF PURPOSE

The purpose of this document is to provide guidance to the Townships ESA for activation of any exterior warning systems/programs. Hanover Township does not have any established Outdoor Warning System and must instead rely upon the municipality of jurisdiction's systems. This guidance is not a policy statement, but is presented to serve as a foundation on which a common approach can be used to provide warning on impending danger to our residents.

LEGAL BASIS FOR WARNING

The issuance of warning, and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on authority provide by Federal and State law and supporting guidance documents.

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

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

This statement charges federal, state, and local agencies with developing and maintaining the capability of warning the civilian population of impending disasters.

The Illinois Emergency Management Act (Public Act 87-168 as amended) further clarifies and assigns these responsibilities to units of local government. The Act defines emergency management as:

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

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

OUR WARNING SYSTEMS

This system includes our local government controlled warning and/or communications systems that are used to fan out warning and emergency information to our government officials, the general public, and

special facilities including schools, hospitals, nursing homes, and other facilities that require special warnings. These systems include, tone alert radio systems, and indoor warning systems, supported by the Emergency Alerting System (EAS) and the Emergency Broadcast System (EBS).

The Township outdoor warning system includes public address systems that are vehicle mounted, that are used to alert residents who are outdoors when a warning is given. A web based warning can also be used providing the citizens are logged on to the Township site. The Township site has direct links to NWS.

The Federal Emergency Management Agency (FEMA) has established standardized signals, for outdoor warning devices. These standardized signals are used to alert the public and indicate survival actions to be taken in an emergency. These signals are ATTACK WARNING and the ATTENTION or ALERT WARNING signal.

Attack Warning Signal

An attack warning is a three (3) to five (5) minute wavering siren tone. The ATTACK WARNING signal means that an actual attack or detected missile launch against the United States has been detected and that protective action should be taken immediately. Per federal guidance, “this signal will be used for no other purpose and will have no other meaning”.

Attention or Alert Warning Signal

An ATTENTION or ALERT WARNING signal is a three (3) to five (5) minute steady signal from sirens. Local government officials to alert the public of peacetime emergencies, including the occurrence of severe weather, may use this signal. In addition to any other meaning or requirement for action, as determined by local government officials, the ATTENTION or ALERT signal shall indicate to all persons “turn on your radio or television and listen for essential emergency Information”.

Indoor warning systems are necessary for a well-balanced warning system. Outdoor warning systems are not effective for warning in air-conditioned and tightly insulated buildings, and it is not economical to use such devices in areas of low-density population. Indoor warning systems include: commercial broadcast radio and television stations, the Emergency Alert System (EAS), tone activated radio receivers, and public address systems.

The EAS, as a component of the indoor warning system, provides a means for local government to provide timely warning and emergency instructions to residents through the use of commercial radio, cable television override, special EAS equipped tone activated radio receivers, and electronic message boards. The EAS should be activated whenever a warning is disseminated to provide specific warning information.

EMERGENCY ACTIVATION OF OUTDOORS WARNING SYSTEMS FOR SEVERE WEATHER

As indicated previously, our Township does not control nor own any outdoor weather sirens and rely on the municipalities within the township to perform this function. The unincorporated areas covered by the incorporated areas and their sirens.

As it pertains to severe weather spotting, A CONFIRMED sighting is defined as a sighting that is observed either by a trained municipal employee or SKYWARN weather spotter.

An UNCONFIRMED sighting is a report that is received from one or more members of the general public. A radio equipped municipal vehicle should be dispatched to investigate an unconfirmed report, to determine if the report is valid or not. In the absence of a municipal vehicle, a radio-equipped spotter can also provide such verification. Confirmation of the sighting will result in a CONFIRMED report issued by our governmental official or spotter.

Activation Procedure

Following the occurrence of a weather event, meeting the above criteria, the City of Jurisdiction should activate their outdoor warning system.

Once activated, the warning system should not be re-sounded for the same storm or sighting. The warning system should be re-sounded for a new confirmed sighting, from a second storm cell, that meets the activation criteria described above.

SYSTEM TESTS

It is especially important that warning systems be tested on a periodic basis to be certain that they are operating properly and to help the public learn to recognize the warning signals.

Frequency of Tests

FEMA recommends regularly scheduled tests of warning systems accompanied by advance publicity to inform the public of the tests. FEMA also recommends testing once a month, at a minimum.

The Illinois Emergency Management Act (20 ILCS 3305 /12) specifically indicates:

“... The testing of disaster warning devices, including outdoor warning sirens, shall be held only on the first Tuesday on each month at 10 o'clock in the morning and during disaster training exercises that are specifically and expressly approved in advance by the Illinois Emergency Management Agency’.

Activation should also occur as part of these regular monthly tests. The purpose of this activation is to educate residents of the association between outdoor warning systems and the EAS.

Siren Test Procedure

Federal guidance indicates that monthly warning systems tests should occur in the following manner.

‘The ATTENTION or ALERT WARNING signal should be sounded for one (1) minute. This should be followed by one (1) minute of silence, followed by the ATTACK WARNING signal sounding for one (1) minute.’”

This testing procedure will establish a test pattern different from that used in an actual emergency, when the ATTENTION / ALERT WARNING or ATTACK WARNING signal will be sounded for three (3) to

five (5) minutes.

All Clear Procedures

In keeping with the policy of the National Weather Service, local government should not issue the issuance of an “all clear” statement.

Severe weather watches, whether severe thunderstorm or tornado, are traditionally issued for a period of four (4) to six (6) hours. The Weather Service may terminate a “watch” early if weather conditions change and the threat of severe weather no longer exists.

Severe weather warnings, whether severe thunderstorm or tornado, are traditionally issued for periods of thirty (30) minutes to one (1) hour. Warnings are usually allowed to expire on their own without early termination by the Weather Service.

Residents requesting “all clear” information should be advised to monitor commercial radio and television stations for further weather information, but local government should not issue an “all clear” statement.

No activation of outdoor warning signals should be used to signify the termination of a weather watch or any kind of an “all clear” advisory.

APPENDIX C 6 HOMELAND SECURITY ADVISORY SYSTEM

HOMELAND SECURITY INCREASED READINESS ACTIONS

This section outlines actions, which local governments can take during crisis periods to inform the public on recommendations on the Homeland Security Advisory System. This may include information on steps which County and local governments are taking to increase homeland security readiness; and actions individuals and families can take to improve their chances for survival.

Homeland Security System emergency public information actions during a period of crisis would probably take place under the following conditions:

1. Intelligence or an articulated threat indicates a potential for a terrorist incident.
2. Attacks on the United States.
3. Public opinion would be influenced by the general news and by official statements. As the crisis intensified; public interest in homeland security information in general, and specifically on personal protective measures, would rise. With increasing frequency, Federal State County and local governments, as well as news media, would be asked questions about what was being done to deal with the situation, and what individuals should do. The questions would have to be answered as fully and quickly as possible through news media, by direct answer to telephone calls, and through distribution of personal protection publications.

UNITED STATES HOMELAND SECURITY ADVISORY SYSTEM

STATEMENT OF PURPOSE

The Nation requires a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

This system is intended to create a common vocabulary, context, and structure for an ongoing national discussion about the nature of the threats that confront the homeland and the appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.

Homeland Security Advisory System

The Homeland Security Advisory System shall be binding on the executive branch and suggested, although voluntary, to other levels of government and the private sector. There are five Threat Conditions,

each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

Low = Green;
Guarded = Blue;
Elevated = Yellow;
High = Orange;
Severe = Red.

The higher the Threat Condition the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security. Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned. Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted.

For facilities, personnel, and operations inside the territorial United States, all Federal departments, agencies, and offices other than military facilities shall conform their existing threat advisory systems to this system and henceforth administer their systems consistent with the determination of the Attorney General with regard to the Threat Condition in effect.

The assignment of a Threat Condition shall prompt the implementation of an appropriate set of Protective Measures. Protective Measures are the specific steps an organization shall take to reduce its vulnerability or increase its ability to respond during a period of heightened alert. The authority to craft and implement Protective Measures rests with the Federal departments and agencies. It is recognized that departments and agencies may have several preplanned sets of responses to a particular Threat Condition to facilitate a rapid, appropriate, and tailored response. Department and agency heads are responsible for developing their own Protective Measures and other antiterrorism or self-protection and continuity plans, resourcing and rehearsing, documenting, and maintaining these plans. Likewise, they retain the authority to respond, as necessary, to risks, threats, incidents, or events at facilities within the specific jurisdiction of their department or agency, and, as authorized by law, to direct agencies and industries to implement their own Protective Measures. They shall continue to be responsible for taking all appropriate proactive steps to reduce the vulnerability of their personnel and facilities to terrorist attack.

Federal department and agency heads shall submit an annual written report to the President, through the Assistant to the President for Homeland Security, describing the steps they have taken to develop and implement appropriate Protective Measures for each Threat Condition. Governors, mayors, and the leaders of other organizations are encouraged to conduct a similar review of their organizations' Protective Measures.

The decision whether to publicly announce Threat Conditions shall be made on a case-by-case basis by the Attorney General in consultation with the Assistant to the President for Homeland Security. Every effort shall be made to share as much information regarding the threat as possible, consistent with the safety of the Nation. The Attorney General shall ensure, consistent with the safety of the Nation, that State and local government officials and law enforcement authorities are provided the most relevant and timely information.

The Attorney General shall be responsible for identifying any other information developed in the threat assessment process that would be useful to State and local officials and others and conveying it to them as permitted consistent with the constraints of classification. The Attorney General shall establish a process and a system for conveying relevant information to Federal, State, and local government officials, law enforcement authorities, and the private sector expeditiously.

The Director of Central Intelligence and the Attorney General shall ensure that a continuous and timely flow of integrated threat assessments and reports is provided to the President, the Vice President, Assistant to the President and Chief of Staff, the Assistant to the President for Homeland Security, and the Assistant to the President for National Security Affairs. Whenever possible and practicable, these integrated threat assessments and reports shall be reviewed and commented upon by the wider interagency community.

A decision on which Threat Condition to assign shall integrate a variety of considerations. This integration will rely on qualitative assessment, not quantitative calculation. Higher Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and gravity. Despite best efforts, there can be no guarantee that, at any given Threat Condition, a terrorist attack will not occur. An initial and important factor is the quality of the threat information itself. The evaluation of this threat information shall include, but not be limited to, the following factors:

1. To what degree is the threat information credible?
2. To what degree is the threat information corroborated?
3. To what degree is the threat specific and/or imminent?
4. How grave are the potential consequences of the threat?

Threat Conditions and Associated Protective Measures

The world has changed since September 11, 2001. We remain a Nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

1. Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- a. Refining and exercising as appropriate preplanned Protective Measures;
- b. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- c. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- a. Checking communications with designated emergency response or command locations;
- b. Reviewing and updating emergency response procedures; and
- c. Providing the public with any information that would strengthen its ability to act appropriately.

3. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- a. Increasing surveillance of critical locations;
- b. Coordinating emergency plans as appropriate with nearby jurisdictions;
- c. Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- d. Implementing, as appropriate, contingency and emergency response plans.
- e. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - f. Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
 - g. Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
 - h. Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
 - i. Restricting threatened facility access to essential personnel only.
- j. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
 - k. Increasing or redirecting personnel to address critical emergency needs;
 - l. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
 - m. Monitoring, redirecting, or constraining transportation systems; and
 - n. Closing public and government facilities.

Comment and Review Periods

The Attorney General, in consultation and coordination with the Secretary of Homeland Security, shall, for 45 days from the date of this directive, seek the views of government officials at all levels and of public interest groups and the private sector on the proposed Homeland Security Advisory System. One hundred thirty-five days from the date of this directive the Attorney General, after consultation and coordination with the Secretary of Homeland Security, and having considered the views received during the comment period, shall recommend to the President in writing proposed refinements to the Homeland Security Advisory System.

ILLINOIS HOMELAND SECURITY ADVISORY SYSTEM

COUNTY AND MUNICIPAL GOVERNMENT GUIDELINES FOR IMPLEMENTATION OF THE STATE OF ILLINOIS HOMELAND SECURITY ADVISORY SYSTEM

Developed By The Illinois Terrorism Task Force

EFFECTIVE DATE: 07/30/02 REVISED DATE: 8/28/2002

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INSTRUCTION TO USERS

This guidebook is designed to assist units of county and local government initiate standardized actions as the result of increased terrorist threat levels within the United States and the State of Illinois. This guide provides a number of recommendations that may be issued by the State of Illinois following a recommendation issued by the National Homeland Security Office in Washington DC.

These recommendations have been developed in a generic format to allow the county, municipal government, fire protection district, or other entity to develop specific implementation procedures appropriate for the size and complexity of the jurisdiction. Each recommended action have been numbered to allow the State to recommend implementation of specific actions, i.e.: "implement G-1 through G-4". County and local units of government are encouraged to develop additional action steps as appropriate for their jurisdictions. It is suggested however, that locally developed actions be numbered in a range beginning with the number "100" to avoid confusion with those recommendations issued by the State of Illinois.

Throughout this document various terms are used. For definition, these terms are defined below.

"C" refers to county government

"**Critical Infrastructure Facility**" refers to facilities within the jurisdiction that may be terrorist targets,

examples include:

Electrical Energy	(generation / switching / load dispatch)
Emergency Services	(emergency operations centers, fire, law enforcement, medical)
Gas and Oil production	
Telecommunications	(9-1-1 centers, critical tower sites, telephone and communications infrastructure)
Transportation	(terminals, bridges, etc)
Water	(distribution systems and treatment plants)
Financial Institutions	(include processing facilities)
Government Buildings	
Media	(radio and television transmission sites, EAS activation points)
Office Buildings	(especially multi-national corporations)
Religious Institutions	
Retail / Public Areas / Hotels / Conference Centers	
Schools	(elementary through colleges)

“L” refers to local units of government, which are defined as municipal governments, fire protection districts, townships, and other special districts as appropriate.

PLEASE NOTE ... This document is provided as a guidance document to assist local planners develop detailed procedures. While this guidance is not confidential in nature, the document developed at the local level should be considered as a restricted document, not for release to the public. The locally developed document should contain as much detail as necessary to ensure adequate levels of security for the user's jurisdiction.

DISSEMINATION OF THREAT CONDITION ADVISORIES WITHIN THE STATE OF ILLINOIS

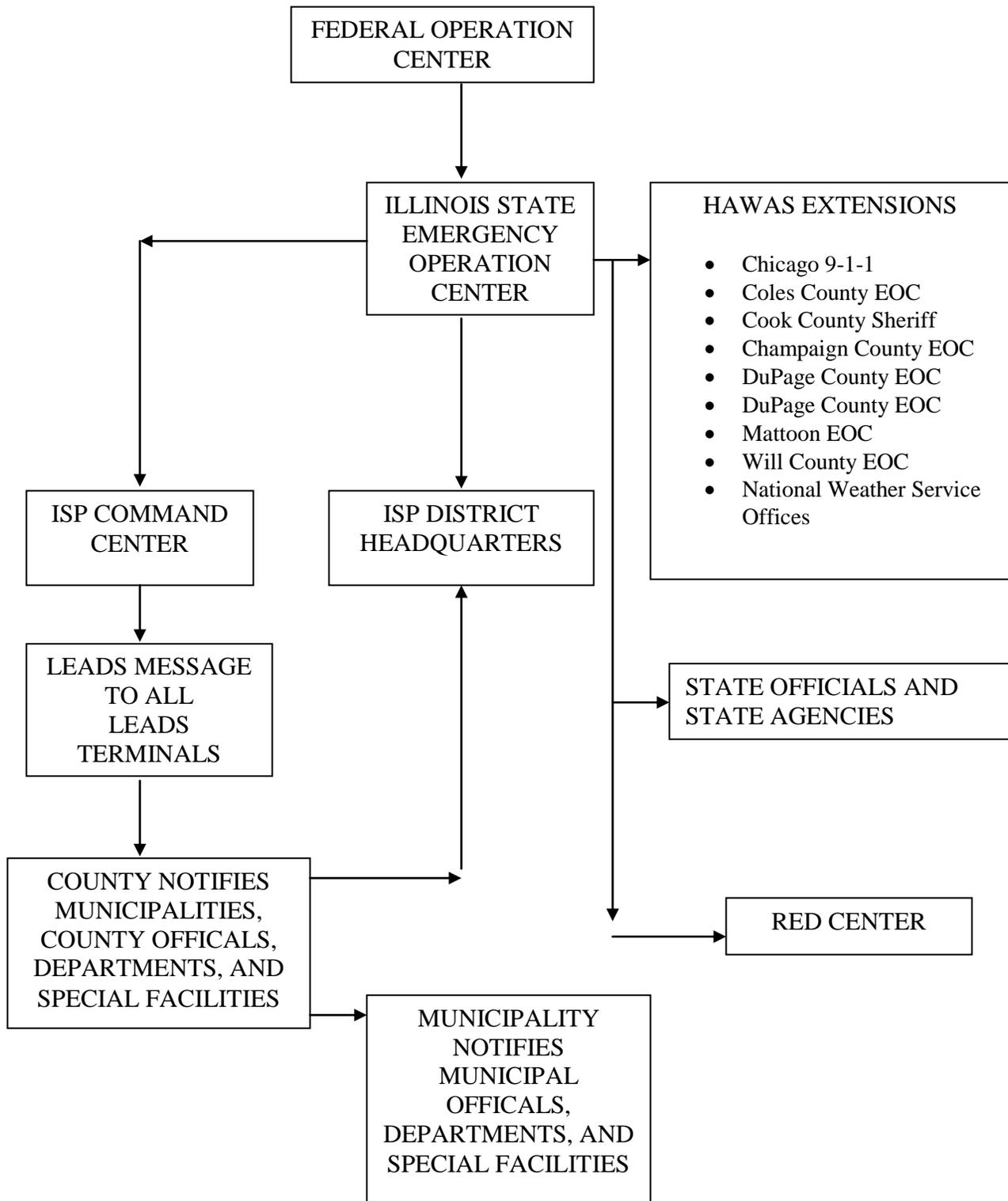
Following notification of a change in the Threat Condition from the Homeland Security Coordination Center, FEMA’s Federal Operations Center will broadcast threat condition notifications over the National Warning System (NAWAS) to all fifty states, including local warning points, and will conduct a roll call after the broadcast to ensure receipt. Each state will verify receipt by their local warning points.

The State of Illinois will disseminate threat condition advisory messages and other related strategic information in the following manner:

1. IEMA will alert, via NAWAS, the following:
 - a) ISP Command Center
 - b) ISP District Headquarters
 - c) NAWAS Extensions (City of Chicago, key counties, National Weather Service Forecast Offices)
2. IEMA will alert appropriate state officials, state government agencies, and Red Center, who will in turn be responsible for notifying their district and /or satellite offices.
3. The ISP Command Center will disseminate the threat advisory via a statewide LEADS message to all LEADS terminals.

4. Each county will acknowledge receipt of the LEADS message to their appropriate ISP District Headquarters, who will forward a consolidated confirmation report to the ISP Command Center in Springfield. The ISP Command Center will forward the consolidated confirmation report to the State Emergency Operation Center.
5. Each county will disseminate the threat condition advisory to appropriate county officials, departments and agencies, and designated municipal warning entry points (One per municipality).
6. Each municipality will be responsible for disseminating the threat advisory to its municipal officials, departments and to identified special facilities (schools, hospitals, industries, etc.)
7. Following the receipt of the statewide consolidated confirmation report at the State.
8. Emergency Operating Center, or 30 minutes after initial dissemination by IEMA, whichever occurs first, IEMA will authorize the release of pre-developed media information appropriate for the identified threat level.

FIGURE 1 – THREAT CONDITION DISTRIBUTION SYSTEM



Normal operating conditions

FEDERAL GOVERNMENT ACTIONS:

Refining and exercising preplanned protective measures.

Ensuring personnel receive training on Homeland Security Advisory System, departmental, or agency-specific protective measures.

Regularly assessing facilities with vulnerabilities and taking measures to reduce them.

STATE GOVERNMENT ACTIONS:

Regular operations with 24-hour IEMA communications center, agency duty officers, and IEMA duty officer.

COUNTY / LOCAL ACTIONS:

Action Number	Applicable To:		Recommended Action:
G-1	C		Disseminate the GREEN advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
G-1		L	Disseminate the GREEN advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List.
G-2	C	L	Report suspicious circumstances and / or individuals to law enforcement agencies.
G-3	C	L	Routine operations without security stipulations are allowable.
G-4	C	L	Continue to include responder safety and common sense practices in daily routines.

Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.

INITIATING EVENT:

Received threats that do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (agencies are operating under normal day-to-day conditions).

FEDERAL GOVERNMENT ACTIONS:

Checking communications with designated emergency response or command locations

- Reviewing and updating emergency response procedures
- Providing the public with necessary information

STATE GOVERNMENT ACTIONS:

- All agencies with 24-hour duty officers on call

State Emergency Operations Center (SEOC) Manager, IEMA Chief of Operations, and IEMA Director serving as 24-hour terrorism duty officer on weekly rotating basis in addition to normal IEMA duty officer.

COUNTY / LOCAL ACTIONS:

Action Number	Applicable To:		Recommended Action:
B-1	C		Disseminate the BLUE advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
B-1		L	Disseminate the BLUE advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List.
B-2	C	L	Continue, or introduce all measures listed in Threatcon GREEN Advisory.
B-3	C	L	Conduct a briefing for EOC staff and emergency response personnel and government officials as needed or required.

B-4	C	L	Review all applicable emergency plans. (Emergency Operations Plan, SOP / SOGs, personnel staffing schedules, internal security plans, etc.
B-5	C	L	Implement security plans appropriate to the facility.
B-6	C	L	Dispatch centers should prohibit any form of casual access by unauthorized personnel.
B-7	C	L	Ensure that all government vehicles, and private vehicles parked at government sites, are secured.
B-8	C	L	Review and update public and private critical infrastructure target listings.
B-9	C	L	Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)
B-10	C	L	Brief emergency response personnel on increased security / safety concerns appropriate to the threat level. (security measures, suspicious situations, etc.)
B-11	C	L	Monitor and test communications and warning systems at periodic intervals.
B-12	C	L	Brief Public Information Officer (PIO) on appropriate response measures, protective actions, and self help options appropriate to the threat level.
B-13	C	L	Assess mail handling procedures against intelligence in relation to the current threat level.
B-14	C	L	Be alert to suspicious activity and report it to the proper authorities.

Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.

INITIATING EVENT:

Intelligence or an articulated threat indicates a potential for a terrorist incident. However this threat has not yet been assessed as credible.

FEDERAL GOVERNMENT ACTIONS:

- Increasing surveillance of critical areas
- Coordinating emergency plans with related agencies
- Assessing further refinement of protective measures within the context of the current threat information
- Implementing, as appropriate, contingency plans and emergency response plans

STATE GOVERNMENT ACTIONS:

- Weekly briefings of all agency liaisons in the State Emergency Operations Center (SEOC)
- All agency liaisons on 30-minute call back to the SEOC

COUNTY / LOCAL ACTIONS:

Action Number	Applicable To:		Recommended Action:
Y-1	C		Disseminate the YELLOW advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
Y-1		L	Disseminate the YELLOW advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List.
Y-2	C	L	Continue, or introduce all measures listed in Threatcon BLUE Advisory

Y-3	C	L	Provide weekly briefings to EOC staff, government officials, and first responders regarding the current threat advisory level and local implications.
Y-4	C	L	Implement critical infrastructure facility security plans. (See Security Recommendations
Y-5	C	L	Brief and stress information and operational security issues to first responders and government officials.
Y-6	C	L	Share pertinent information directly related to the threat level with first responders and government officials.
Y-7	C	L	Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities with defined work / rest cycles.
Y-8	C	L	Consider plans and contingencies to assist public safety employees' family members regarding safeguard issues if the situation escalates and personnel are recalled leaving their family alone for extended periods of time.
Y-9	C	L	Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment (hazmat, TRS, SWAT, bomb squad, command post, etc.)
Y-10	C	L	L Advise personnel who handle mail, courier, and package delivery to remain vigilant and report any concerns or suspect items.
Y-11	C	L	Check recall roster and recall processes for accuracy. Review vacation / day off roster and consider staffing options if the situation escalates.
Y-12	C	L	Identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control.
Y-13	C	L	Meet with appropriate representatives of critical infrastructure facilities to review contingency and evacuation plans and brief employees
Y-14	C	L	Increase the frequency of backups for critical information systems and ensure availability of technical support. (i.e.: systems programmers, technical personnel, redundancy of equipment, off-site storage of critical data, stockpile of critical spare parts, off-site data recovery site)

Y-15	C	L	Review all plans, orders, SOPs / SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level.
Y-16	C	L	Check inventories of critical supplies and re-order if necessary
Y-17	C	L	Be alert to suspicious activity and report it to the proper authorities.

SECURITY RECOMMENDATIONS / CONSIDERATIONS

Number	Recommended Action
Y-4a	Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities
Y-4b	Increase spot checks of specific high-risk targets / facilities.
Y-4c	Do not leave emergency response vehicles unattended. If it is necessary to leave the vehicle, lock it and check the vehicle and its chassis underside before opening the door and starting the engine.
Y-4d	Move vehicles and objects (trash containers, crates, etc.) away from buildings, particularly buildings of a sensitive nature.
Y-4e	Lock and regularly inspect all buildings, rooms, and storage areas not in regular use.
Y-4f	At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.
Y-4g	Check all deliveries to facilities. Advise families of responders to check home deliveries.

Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.

INITIATING EVENT:

A threat assessment indicates that the potential threat is credible, and confirms the involvement of WMD in the developing terrorist incident.

FEDERAL GOVERNMENT ACTIONS:

Crisis management response will focus on law enforcement actions taken in the interest of public safety and welfare, and is predominantly concerned with preventing and resolving the threat.

Consequence management response will focus on contingency planning and pre-positioning of tailored resources, as required.

STATE GOVERNMENT ACTIONS

- Regular business hours staffing of State Emergency Operations Center by all agencies
24-hour on-call duty officers from state staff
- Prepare to, and if necessary, activate a Joint Information System or Joint Information Center (JIC) near the threatened area. Coordinate the release of information with appropriate local, county, state, and federal agencies.

COUNTY / LOCAL ACTIONS:

Action Number	Applicable To:	Recommended Action:
0-1	C	Disseminate the ORANGE advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
0-1		L Disseminate the ORANGE advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List.
0-2	C	L Continue, or introduce all measures listed in Threatcon YELLOW Advisory
0-3	C	L Activate the jurisdiction's Emergency Operations Center (EOC) for an initial situation briefing of EOC staff and government officials. Following the initial briefing maintain limited staffing, as warranted and appropriate.

0-4	C	L	Provide a daily briefing to EOC staff and government officials.
0-5	C	L	Place all emergency management and specialized response teams on full alert status
0-6	C	L	If not already accomplished, implement critical infrastructure facility security plans (See Security Recommendations
0-7	C	L	Contact all personnel to ascertain their recall availability. Plan modifications where appropriate to staffing schedules to provide the maximum recall surge of personnel if needed.
0-8	C	L	Advise staff of contingency plans for shift modifications, assignments, work / rest cycles and family member care / assistance and security plans if the situation escalates.
0-9	C	L	Activate the jurisdiction's Emergency Public Information System. Coordinate information releases with municipal, county, and state governments, if possible.
0-10	C	L	Test communications and warning systems to ensure operability.
0-11	C	L	Ensure personal protective equipment (PPE) and specialized response equipment is checked, issued, and readily available for deployment.
0-12	C	L	Suspend public tours of critical infrastructure facilities.
0-13	C	L	Limit access to computer facilities. No outside visitors.
0-14	C	L	Increase staffing to monitor computer and network intrusion detection systems and security monitoring systems.
0-15	C	L	Ensure the availability of sufficient technical resources to respond to and mitigate a cyber attack.
0-16	C	L	If not already accomplished, identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control. Consider recommendations to cancel the event if warranted by the current situation.
0-17	C	L	Contact critical infrastructure facilities including: businesses, high profile individuals, schools, hospitals, etc. to discuss the heightened threat and security and contingency operations.
0-18	C	L	Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)
0-19	C	L	Consider off-site mail / package processing and sorting facility to reduce the threat to government employees.

0-20	C	L	Review all plans, orders, SOPs / SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level.
0-21	C	L	Check inventories of critical supplies and re-order if necessary.
0-22	C	L	Be alert to suspicious activity and report it to the proper authorities

SECURITY RECOMMENDATIONS / CONSIDERATIONS

Number	Recommended Action
0-6a	At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.
0-6b	Limit access points to critical infrastructure facilities to the absolute minimum, and strictly enforce entry control procedures.
0-6c	Enforce parking of vehicles away from sensitive buildings.
0-6d	Increase security patrols around critical infrastructure facilities. Contact allied government agencies within the jurisdiction and advise them of the need for increased security and awareness.
0-6e	Identify and protect all designated vulnerable points. Give special attention to vulnerable points outside of the critical facility.
0-6f	Erect barriers and obstacles to control the flow of traffic, as appropriate.
0-6g	6g Coordinate closing public roads and facilities that might make critical facilities more vulnerable to attack.
0-6h	Lock all exterior doors except the main facility entrance(s). Check all visitors' purpose, intent and identification. Ensure that contractors have valid work orders outlining tasks to be performed within the secured facility. Require a visitors signing log with information from their identification. Escort visitors when they are in the facility, until they leave. Check where the visitors were or worked to assure nothing is amiss or left behind.
0-6i	Keep critical response vehicles in a secure area or in an indoor facility. Keep garage doors closed except for bona fide needs.
0-6j	Increase defensive perimeters around key structures and events.

Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.

INITIATING EVENT:

A WMD terrorism incident has occurred which requires an immediate process to identify, acquire, and plan the use of federal resources to augment state and local authorities in response to limited or major consequences of a terrorist use or employment of WMD.

FEDERAL GOVERNMENT ACTIONS:

Response is primarily directed toward public safety and welfare and the preservation of human life, including:

Assigning emergency response personnel and pre-positioning of specially trained teams

Monitoring, redirecting or constraining transportation systems

Closing public and governmental facilities

Increasing or redirecting personnel to address critical emergency needs

STATE GOVERNMENT ACTIONS:

Around the clock staffing of the State Emergency Operations Center (SEOC) involving all state agencies that are standing members of the SEOC plus FEMA, FBI, and other state / federal agencies as deemed appropriate.

Following assessment of the situation, if the event threatens or actually impacts the State of Illinois, then a declaration of a "State of Disaster" by the Governor would be issued.

Activation of a Joint Information Center (JIC) to include representatives from affected areas and agencies.

COUNTY / LOCAL ACTIONS:

It is anticipated that actions listed under this threat level will be initiated and sustained for a relatively short period of time, based on guidance from federal and state governments, due to significant personnel and economic considerations.

Action Number	Applicable To:		Recommended Action:
R-1	C		Disseminate the RED advisory to county departments / agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning / Alerting Notification List.
R-1		L	Disseminate the RED advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning / Alerting Notification List.
R-2	C	L	Continue, or introduce all measures listed in Threatcon ORANGE Advisory.
R-3	C	L	In the absence of a state “Declaration of Disaster”, consider a local declaration to authorize activation of the local emergency management system.
R-4	C	L	Staff Emergency Operations Center (EOC) or Command Post on a 24-hour basis. Provide security for this facility.
R-5	C	L	Maintain and monitor communications and warning systems and provide periodic operational status reports to next higher level of government.
R-6	C	L	Implement appropriate staff recall / staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their places of duty.
R-7	C	L	If not already accomplished, implement critical infrastructure security plans. (See Security Recommendations)
R-8	C	L	Consider releasing non-critical function personnel.
R-9	C	L	Ensure 24-hour access to the jurisdiction’s Principal Executive Officer (County Board Chair, Mayor, Township Supervisor) or their designated alternate.
R-10	C	L	In not already accomplished, implement the Emergency Public Information System.

R-11	C	L	Brief all EOC, government and first response personnel on critical facility evacuation routes and contingency communications plans. Provide direction regarding what equipment, supplies should be taken in the event of an evacuation.
R-12	C	L	Ensure welfare checks of government personnel and facilities throughout the day and night.
R-13	C	L	Activate, or place on high alert specialized response teams / personnel. (i.e.: hazmat, TRS, EMS, SWAT, Crisis Counseling, etc.)
R-14	C	L	Be prepared to control access routes serving critical infrastructure facilities and evacuation routes.
R-15	C	L	Increase security at water treatment facilities and increase the frequency of testing for impurities and contaminants.
R-16	C	L	Maintain communications with, and provide security for hospitals and critical medical facilities, if appropriate.
R-17	C	L	Stress the possibility of a secondary attack against first responders.

SECURITY RECOMMENDATIONS / CONSIDERATIONS

Number	Recommended Action
R-7a	Make a positive identification of all vehicles located or operating within operational or mission support areas.
R-7b	If not already accomplished, implement parking restrictions and park vehicles away from critical facilities.
R-7c	Control access and implement positive identification of all personnel – no exceptions.
R-7d	Search all suitcases, briefcases, packages, etc brought into a critical facility.
R-7e	Secure all doors to communications, command centers, and data processing centers. Maintain a security presence on a single point of access to each structure and check identification of potential visitors to determine valid purpose of entry. Maintain a sign-in log. Check all bags, briefcases and packages at the security point. All authorized visitors must be escorted while in the facility.
R-7f	Increase defensive perimeters, including manpower, around critical facilities. Make frequent checks of the exterior of critical facilities and begin spot checks of lower risk targets.
R-7g	Consider placing an individual (career or volunteer) on watch at all critical facilities 24-hours a day until the threat level has diminished.
R-7h	Deliveries to critical facilities should not be accepted unless approved by supervisory staff. All deliveries should not be opened inside of the critical facility, and minimal personnel should be in the immediate area when the package is opened.

Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.

**APPENDIX C7 GENERAL PUBLIC HOMELAND SECURITY ADVISORY SYSTEM
RECOMMENDATIONS**

AMERICAN RED CROSS

Homeland Security Advisory System Recommendations for Family

Risk of Attack	Recommended Actions
RED SEVERE	<p><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVELS</i></p> <ul style="list-style-type: none"> ▪ Listen to radio/TV for current information/instructions ▪ Be alert to suspicious activity and report it to proper authorities immediately ▪ Contact business/school to determine status of work/school day ▪ Adhere to any travel restrictions announced by local governmental authorities ▪ Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities ▪ Discuss children’s fears concerning possible/actual terrorist attacks
ORANGE HIGH	<p><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVELS</i></p> <ul style="list-style-type: none"> ▪ Be alert to suspicious activity and report it to proper authorities ▪ Review disaster plan with all family members ▪ Ensure communication plan is understood/practiced by all family members ▪ Exercise caution when traveling ▪ Have shelter in place materials on hand, and review procedure in Terrorism: ▪ Preparing for the Unexpected brochure ▪ Discuss children’s fears concerning possible terrorist attacks ▪ If a need is announced, donate blood at designated blood collection center
YELLOW ELEVATED	<p><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVELS</i></p> <ul style="list-style-type: none"> ▪ Be alert to suspicious activity and report it to proper authorities ▪ Ensure disaster supplies kit is stocked and ready ▪ Check telephone numbers and e-mail addresses in your family emergency communication plan and update as necessary ▪ If not known to you, contact school to determine their emergency notification and evacuation plans for children ▪ Develop alternate routes to/from school/work and practice them
BLUE GUARDED	<p><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVEL</i></p> <ul style="list-style-type: none"> ▪ Be alert to suspicious activity and report it to proper authorities ▪ Review stored disaster supplies and replace items that are outdated ▪ Develop an emergency communication plan that all family members understand ▪ Establish an alternate meeting place away from home with family/friends
GREEN LOW	<ul style="list-style-type: none"> ▪ Obtain copy of <u>Terrorism: Preparing for the Unexpected</u> brochure from your local Red Cross chapter ▪ Develop a personal disaster plan and disaster supplies kit using Red Cross brochures <u>Your Family Disaster Plan and Your Family Disaster Supplies Kit</u>

Local American Red Cross chapter has materials available to assist communities in developing preparedness capabilities.

ANNEX D EMERGENCY PUBLIC INFORMATION

STATEMENT OF PURPOSE

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

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

SITUATION AND ASSUMPTION

Accurate and expedited dissemination of information is critical when an emergency/disaster or WMD incident has occurred. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of an emergency/disaster or terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an information officer, as directed by the Incident Commander. To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from Federal, State, County, and local authorities for the purpose of managing the dissemination of information to the public, media, and businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

CONCEPT OF OPERATIONS

Under Illinois law, local government is ultimately responsible for the protection of life and property. The Township Supervisor is responsible for ensuring Emergency Public Information System is generating media releases and information that will be distributed directly to the public. This information will include self-help and general instructional materials including:

- Health risks associated with the event
- Instructions for evacuees and affected residents
- Identification of special facilities such as evacuation staging areas, shelters and reception centers, feeding stations, first aid stations, etc. (FN-ADA)
- Available assistance from the government and private relief agencies
- On going status reports on the progress of response and recovery efforts

There may be more than one news center may be established following a disaster, there will be only one main coordination and release site at any given time during the disaster response and recovery period to ensure accurate and timely dissemination of all information to the public and the media. To the maximum extent possible municipal, county, state, federal, and private information will be coordinated prior to its release.

The release of statistical data related to the incident will be verified prior to release. Hanover Township Emergency Services Agency will share that data with neighboring municipalities and the County. Only the Cook County Medical Examiner Office, through the Cook County Medical Examiner Office PIO Desk will release the numbers of fatalities and the identification of the deceased. The Supervisor should approve all official information being released to the media prior to release. Official information will be released at the Media Briefing Center (MBC).

The Forward Media Center (FMC) will respond to media requests for statements to the extent the Public Information Officer (PIO) at the Media Briefing Center has previously approved. The Emergency Public Information System will activate one or more of the following facilities to accomplish its mission. These facilities include:

Emergency Operating Center - PIO Desk

This position is located in the EOC and will provide the PIO with access to the municipal Crisis Management Team and updated intelligence regarding the emergency/disaster. While activated, all official media releases issued by the municipality will be cleared through this position. The individual at this location will have primary responsibility for interfacing with the public information officers) of the adjacent stricken jurisdictions, CCDHSEM and IEMA.

Citizen Information Center - This facility will be established in cooperation with the stricken jurisdiction(s) and CCDHSEM. The facility is basically a telephone bank where residents and concerned citizens can call to obtain factual information as well as be directed to areas where they can receive assistance. Personnel from the stricken jurisdictions should staff this facility jointly.

Forward Media Center - This facility will be located near the Forward Command Post, near the incident or disaster site. The location of this facility will be coordinated with the stricken jurisdiction and should be staffed by public information personnel from the County, the stricken jurisdiction, and the Incident Commander's public information spokesperson, and the affected facility - if appropriate. Information released from this facility will be coordinated with the municipal, CCDHSEM and IEMA.

Joint Information Center (JIC) - In the event of a multi-jurisdictional disaster, or if state or federal agencies become involved in the incident, a JIC will be established. The JIC is a physical location where Public Information Officers from the involved response and recovery agencies come together to ensure coordination of information to be released to the media and the public. This center becomes the central point for media access to the latest developments and emergency information. All information released is coordinated among the departments and agencies involved to assure its consistency and accuracy. The stricken jurisdiction (s), county, state and federal agencies will agree upon the location of this facility.

Further operational procedures are confidential and kept in the Township's SOPs/SOGs.

DIRECTION AND CONTROL

The Hanover Township EOC will be the central location for the direction and control of the Emergency Public Information System. The Township Supervisor, or designee, will coordinate media releases with all other Township department heads, as well as the Township Public Information Officer as necessary, to ensure timely and accurate information to the public.

Following approval by the Township Supervisor, all official media releases will be provided to the media through the Media Briefing Center. This facility may be used by the Township Supervisor for the purpose of making specific statements relating to the emergency or may be used by all department heads, with the Supervisor's approval, in a panel form to discuss emergency operations. A copy of all media releases will be forwarded to the Media Liaison Officer in the field and other Township department heads if applicable.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

CONTINUITY OF GOVERNMENT

1. Township Supervisor
2. ESA Director
3. Deputy ESA Director
4. PIO

In the event that the Media Briefing Center is damaged, media information will be provided from another Township-owned building, as determined by the Township Supervisor.

APPENDICES

- Appendix D1 Pre-emergency Operation Checklist
- Appendix D2 Public Works Response Operation Checklist
- Appendix D3 Public Works Recovery Operation Checklist
- Appendix D4 Media Outlets

**APPENDIX D 1
PUBLIC INFORMATION**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Develop and regularly update Media Outlet Resource listing found in EOC.
Complete: Yes/No	Develop public awareness materials for periodic release to the media and Township employees for the purpose of educating residents about potential community hazards and proper responses.
Complete: Yes/No	Develop working relationships with local representatives and brief them on their role in emergency operations.
Complete: Yes/No	Develop and train Rumor Control Section that would be used during an emergency.
Complete: Yes/No	Conduct public education program. Such programs may include development of a cable television program on disaster preparedness and/or presentations before community groups.
Complete: Yes/No	Prepare draft medic releases for use during an emergency.

**APPENDIX D 2
PUBLIC INFORMATION**

RESPONSE OPERATION CHECKLIST

Complete: Yes/No	Following the onset of a major emergency, Public Information Officer should report to the EOC to confer with Township department heads on the situation.
Complete: Yes/No	The Public Information Officer should compile all available information and prepare a media release, providing at minimum the current situation; areas affected; and specific instructions to residents.
Complete: Yes/No	The Public Information Officer should ensure that the members of the media ready the Media Briefing Center (MBC) for use.
Complete: Yes/No	If appropriate, the Public Information Officer will request that a Media Liaison Officer be assigned by Command at the Command Post to serve as a media contact in the field.
Complete: Yes/No	If necessary and following activation of the Command Post, a communications link will be established between the Media Liaison Officer and the EOC.
Complete: Yes/No	Following the declaration of a “State Of Emergency” the Public Information Officer will open the Media Briefing Center and meet any members of the news media.
Complete: Yes/No	The Public Information Officer will notify all emergency response personnel, through their department heads, that the MBC is open and any arriving media should be routed to the MBC for official information. Note: Emergency response personnel should be advised to refrain from making any kind of “official statement” from the field, but rather refer the news media representative to the MBC.
Complete: Yes/No	The Public Information Officer will activate Rumor Control Section to ensure factual information is available to community residents. Rumor Control team members will monitor radio and television as well as Rumor Control telephones to attempt to discover and suppress any non-factual information.

Complete: Yes/No	The Rumor Control team will forward major rumors to the Public Information Officer so he can include the correct information in upcoming media releases.
Complete: Yes/No	The Public Information Officer will provide copies of all media releases to members of the Crisis Management Team, EOC staff, Command Post, and if applicable and possible, the CCDHSEM at 312-603-8185.
Complete: Yes/No	The Public Information Officer will schedule regular media briefings so the media will know in advance when information will be available. All briefings will be audio taped, at a minimum, to provide an accurate record of statements made to the media.
Complete: Yes/No	The Public Information Officer, with approval of the Incident Commander, may schedule field tours for media personnel to provide first-hand views of field operations.
Complete: Yes/No	If appropriate, the Public Information Officer should coordinate media releases with adjacent communities and the CCDHSEM to ensure factual information between all affected jurisdictions.

**APPENDIX D 3
PUBLIC INFORMATION**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Coordinate releases with affected adjacent jurisdictions and the CCDHSEM to ensure continuity of the factual information.
Complete: Yes/No	Develop media releases designed to inform area residents of how to obtain recovery assistance.
Complete: Yes/No	Provide factual information to the media dealing with the Township's response and recovery operations.
Complete: Yes/No	Prepare factual informational releases to be hand delivered to residents unable to receive media reports, due to power failure, temporary relocation to shelters, etc.
Complete: Yes/No	Following the conclusion of emergency activities, the Public Information Officer will compile reports for inclusion into the Township records.

**APPENDIX D 4
MEDIA OUTLETS**

ELECTRONIC MEDIA CONTACT INFORMATION

T.V. STATIONS

WBBM – CBS CHANNEL 2
630 N. MCCLURG CT
CHICAGO, IL
312-944-6000

WCFC – IND CHANNEL 38
20 N WACKER DR
CHICAGO, IL
312-977-3838

WCIV – IND CHANNEL 26
141 W JACKSON BLVD
CHICAGO, IL
312-663-0260

WFLD – CHANNEL 32
300 N STATE ST
CHICAGO, IL
312-645-3000

WGN – CHANNEL 9
2501 W. BRADLEY PL
CHICAGO, IL
773-528-2311

WLS – ABC CHANNEL 7
190 N STATE ST
CHICAGO, IL
312-750-7777

WMAQ – NBC CHANNEL 5
MERCHANDISE MART
CHICAGO, IL
312-861-5555

WPWR – IND CHANNEL 60
4255 WESTBROOK AVE
AURORA, IL
708-851-7515

RADIO STATIONS

WBBM – CBS
630 N MCCLURG CT
CHICAGO, IL
312-944-6000

WBEZ
1819 W PERSHING RD
CHICAGO, IL
773-890-8225

WCFL
300 N STATE ST
CHICAGO, IL
312-836-1000

WCKG – FM
150 N MICHIGAN AVE
CHICAGO, IL
312-781-7300

WGN
600 N MICHIGAN AVE
CHICAGO, IL
312-591-7200

WCLR
8833 GROSS POINT RD
SKOKIE, IL
847-677-5900

WFMT
618 W JACKSON BLVD
CHICAGO, IL
773-648-1818

WFYR
PRUDENTIAL PLAZA
CHICAGO, IL
312-861-8100

PUBLIC INFORMATION ANNEX (continued)

ELECTRONIC MEDIA CONTACT INFORMATION

T.V. STATIONS

WTTW – IND CHANNEL 11
5400 N ST LOUIS AVE
CHICAGO, IL
773-583-5000

RADIO STATIONS

WGCI AM/FM
6 N MICHIGAN AVE
CHICAGO, IL
312-984-1400

WIND
625 N MICHIGAN AVE
CHICAGO, IL
312-751-5560

WJJD
180 N MICHIGAN AVE
CHICAGO, IL
312-977-1800

WLS
360 N MICHIGAN AVE
CHICAGO, IL
312-984-0890

WMAQ
MERCHANDISE MART
CHICAGO, IL
312-591-4000

WXRT
4949 W BELMONT AVE
CHICAGO, IL
773-777-1700

ANNEX E

DISASTER INTELLIGENCE/DAMAGE ASSESSMENT

STATEMENT OF PURPOSE

The purpose of this annex is to facilitate the expedient and reporting of damage incurred from a disaster within Hanover Township. The goal of this system is to ensure that timely and accurate information that can be disseminated to government agencies, the media, and members of the general public following the impact of an emergency or disaster.

SITUATION AND ASSUMPTION

In the evolution of emergency management, the newest area of innovation is, understandably, information management. An emergency manager, and indeed the entire emergency management staff, must have constant, reliable information upon which to base crisis decision-making. Too much extraneous information leads to information overload and muddled, untimely, or even a complete lack of decision making. Too little information leads to ill-informed decision making. Clear, concise, timely, and readily understandable information must be available to the emergency management staff in order to allow them to needs, request outside support, keep policy makers informed, support policy decision making and to allow for the comprehensive management and coordination of a complex multi-jurisdictional, multi-organizational response to the disaster.

Emergency managers must develop, *pre-disaster*, a listing of the critical informational elements required to support crisis decision-making. This information includes, but is not limited to, disaster area boundaries, numbers killed, injured and displaced, access points, key emergency response facilities (location and status), emergency response resources in and around the disaster area (location and status), damage areas (by extent of damage), ingress/egress routes, staging area locations, special concerns facilities (location and status), etc. Once the critical informational needs, often called the Essential Elements of Information (EEI), are identified, a plan for gathering, collating, verging, analyzing, displaying, and distributing this information, in a timely manner, must also be developed and thoroughly tested.

The criticality of good information management cannot be overstated. Unfortunately, at the time of greatest need, most often the only thing that seems totally unobtainable is good information regarding the extent and impact of the disaster. Certainly we have data on the event, anecdotal accounts of impacts in selected areas, reports from emergency response units, and visual representations of portions of the disaster area from monitoring the news media, but none of these data sources, in and of themselves, are comprehensive, nor are the confidence levels equal between sources. In addition, this data must be compiled, and missing data sought to give a complete picture of the disaster's impact. A well thought out information gathering plan will go a long way toward identifying the data needs, sources, and methods of collection. Additionally, once the data is collected, it must be analyzed to identify trends, needs, and forecast the critical junctures within the disaster operations. The completed information product must be supported by timely, readily understandable, intuitive informational displays, and presentation materials in order to truly serve as crisis decision support products.

Because of the complexity, and sheer volume of potential disaster information, the information gathering

effort must be supported by an integrated, computerized information display and retrieval system. Informational input to the system from a disaster operation comes in a wide variety of formats, including written data, verbal reports, still imagery, video imagery, and special (geographic) information. The growth in capabilities of Geographic Information Systems (GIS) has opened up a new range of possibilities for information compilation, analysis, and display. With pre-prepared, standardized format, state-wide digital tiger-based mapping and digital orthography, disaster area map displays can be rapidly produced to show the pre identified Essential Elements of Information (EEI) for the disaster operation. In addition, if the GIS is fully integrated into the disaster recovery efforts, it can even serve to support the documentation of damage assessment of individual properties by displaying the location of the property with digital mapping, and incorporate digital photography and text or database site information. When used in conjunction with the special analysis capabilities of a GIS, necessary information on the disaster area, such as population, demographics, legislative districts, and other pertinent information can rapidly be accessed and displayed for decision makers.

“The challenge to emergency management is to integrate new information technologies with the traditional information gathering and analyst’s skills in order to produce timelier, intuitive and comprehensive disaster decision support materials.

CONCEPT OF OPERATIONS

Following the activation of this plan, the process of developing a preliminary damage assessment will begin. This assessment is designed to provide the following information:

- A geographic overview of the area damaged or impacted by the event,
- Identification of the makeup of the area, i.e.: residential, commercial, industrial, etc.,
- A foundation for the deployment of emergency response resources.

When compiled, but not later than eight (8) hours within the unincorporated areas (if applicable and able), Hanover Township EMA will forward the results of the preliminary survey (**See Appendix E 6 for the CCDHSEM DUTYSDESK email @ duty.desk@cookcountyl.gov, and the digital Incident Flash Report link.**) to the Cook County Department of Homeland Security and Emergency Management Agency (**Fax number 24/7 is 312-603-9883**). This preliminary damage assessment will be forwarded to the IEMA. If the damaged area should be surveyed locally, a formal damage survey will then be conducted Hanover Township agencies, if available. **See Appendix E 5 for the Hanover Township Disaster Situation Report.**

Hanover Township will assist in any damage assessments performed. We will work with the County or local communities to use their damage assessment teams.

Township’s Individual Assessment (IA) teams will focus their efforts on residential and business damage. Each individual assessment team will be composed of one (1) ESA/CERT member, and one (1) radio operator, recruited from the following agencies:

- Township ESA
- Township CERT Teams

During the damage assessment process the Township’s Individual Assessment (IA) teams will conduct

safety inspections to determine habitability of damaged structures. Residential properties will be inspected using the Cook County Building Code. Business properties will be inspected using the BOCA code.

The American Red Cross may provide additional support for individual assessment.

A. Human Needs Assessment

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

Public Assessment (PA) teams will be broken into two (2) categories, facilities and infrastructure.

Facility teams will focus their efforts on public buildings and public utility structures. Infrastructure teams will focus on roadways, bridges, and drainage systems. Each public assessment team will be composed of one (1) public works personnel and one (1) radio operator, recruited from the following agencies:

- Township Facilities and Maintenance Department
- Township Highway Department
- Township ESA personnel
- Other Township personnel as needed

Hanover Township will be requested to identify a staging area within, or adjacent to, the stricken area where damage assessment task forces can stage and be briefed prior to deployment. Hanover Township damage assessment personnel will work with personnel from the Supervisor of Assessments office to assign adequate numbers of teams to effectively cover the damaged area(s).

Damage assessment data will then be disseminated in the following manner:

- To the CCDHSEM for incorporation into damage summaries for release to the media and sharing with local PIO’s,
- To the CCDHSEM and Health Department to identify areas where human and health needs are currently unmet. This information may also be shared with the Red Cross.
- To the CCDHSEM and Illinois Emergency Management Agency. This data may be used to assist in the justification of a request for state or federal disaster declarations.
- To each stridden jurisdiction to assist in follow-up activities.
- To each Township Assessor’s office affected by the incident. This data will be used in cross-referencing property reassessment requests.

If the damage to our community is widespread, Hanover Township will request the activation of a CCDHSEM damage assessment task force. A request for the County task force will activate damage assessment personnel from unaffected municipalities and townships within the County.

The CCDHSEM Incident Flash Report is used only by local government agencies. Its purpose is to help the Cook County Department of Homeland Security and Emergency Management to assess damage to local communities in time of emergencies or disasters. This information is reviewed at the County EOC to help them obtain the proper resources from the county, state and federal governments.

The CCDHSEM will review the data received from the CCDHSEM Incident Flash Report and the request from Hanover Township and mobilize appropriate numbers of individual and public damage assessment teams.

If the Governor declares the County a disaster area, State and Federal Preliminary Damage Assessment (PDA) teams will tour the stricken jurisdiction(s) to determine if the area suffered sufficient damage to warrant a Federal declaration.

If PDA teams are deployed, the CCDHSEM will develop a schedule for appropriate numbers of Public Assessment or Individual Assessment teams with the stricken jurisdiction(s).

Further operational procedures are confidential and kept in the Engineering Department's SOPs/SOGs.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Township's Damage Assessment Plan during an emergency.

1. Township Assessor
2. Township Deputy Assessor
3. ESA Director

APPENDICES

Appendix E1 Pre-emergency Operation Checklist
Appendix E2 Public Works Response Operation Checklist
Appendix E3 Public Works Recovery Operation Checklist
Appendix E4 Individual Damage Assessment Worksheet
Appendix E5 Disaster Situation Report
Appendix E6 CCDHSEM Incident Flash Report

**APPENDIX E 1
DAMAGE ASSESSMENT**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Develop and enforce adequate building codes in accordance with BOCA and NFPA standards and county codes.
Complete: Yes/No	Develop zoning and land use regulations to prevent construction in hazardous areas.
Complete: Yes/No	Conduct periodic inspections to ensure compliance with county ordinances and codes.
Complete: Yes/No	Obtain aerial photographs, maps, photographs and other documentation to show the condition of the county during non-emergency periods. These would be used following disaster impact to show the extent of damage.
Complete: Yes/No	Train additional personnel to assist in damage assessment surveys.
Complete: Yes/No	List critical facilities (government buildings, water and sewer treatment facilities, schools, etc.) that may require priority repairs.
Complete: Yes/No	Pre-stock damage reporting forms and building marking sign for emergency use.
Complete: Yes/No	Identify alternate sites from which the Damage Assessment Team could conduct their operations.

**APPENDIX E 2
DAMAGE ASSESSMENT
RESPONSE CHECKLIST**

Complete: Yes/No	Following the initial response to a major emergency or disaster, the ESA Director will insure that the Damage Assessment Team has been activated.
Complete: Yes/No	The ESA Director or designee will ensure the notification of the remainder of the Damage Assessment Team.
Complete: Yes/No	The Damage Assessment Team will report to the EOC for a briefing on the extent of the situation. (Information will be posted in EOC).
Complete: Yes/No	<p>The Damage Assessment Team will ensure that an initial damage survey is completed, as soon as practically possible.</p> <p style="text-align: center;">This survey will include:</p> <ol style="list-style-type: none"> a. Number of buildings damaged. b. Number of buildings destroyed. c. Damage to city infrastructure. d. Initial estimate of dead or injured (Note: Coordinate this with the Fire Chief or Medical Examiner.)
Complete: Yes/No	The ESA Director, in cooperation with the Damage Assessment team, will prepare an initial damage report that will be transmitted to the State E.M.A. Office.
Complete: Yes/No	Following completion of the initial survey, the ESA Director will direct the primary damage assessment using the information required by the State ESA damage survey form.
Complete: Yes/No	Field damage survey teams, during their primary survey efforts, will determine the level of habitability of damage structures. The EOC staff will then develop the needed shelter space.

**APPENDIX E 3
DAMAGE ASSESSMENT**

RECOVERY CHECKLIST

Complete: Yes/No	Work with proper authorities to ensure the restoration or demolition of unsafe structures.
Complete: Yes/No	Work with proper authorities to ensure the restoration or demolition of unsafe structures.
Complete: Yes/No	Monitor restoration operations.
Complete: Yes/No	Compile final damage estimate report for inclusion in the official disaster record.
Complete: Yes/No	Recommend, if necessary, new ordinance and land use regulations to lessen the impact of future disaster situations.

APPENDIX E 4 – INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET.

Hanover Township Emergency Management Agency

INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET

Form # 01-002-Page 1of 2

Report Number _____ **Reporting Period:** _____ to _____

Date Issued: _____ **Time Issued:** _____

Prepared By: _____ **Call Back By:** _____

Date Incident Occurred; _____

LOCATION	EVENT
<p>Street: _____</p> <p>City: _____</p> <p>Township: _____</p> <p>County: _____</p> <p>Geographical Area: _____</p> <p>_____</p> <p style="text-align: center;">PROPERTY</p> <p>Government _____ Public _____ Private _____ (check one)</p>	<p><input type="checkbox"/> Flood</p> <p><input type="checkbox"/> Tornado</p> <p><input type="checkbox"/> Winter Strom</p> <p><input type="checkbox"/> Thunder Strom</p> <p><input type="checkbox"/> HazMat</p> <p><input type="checkbox"/> WMD</p> <p><input type="checkbox"/> Fire</p> <p><input type="checkbox"/> Civil Disorder</p> <p><input type="checkbox"/> Other</p> <p>_____</p>

UTILITY SYSTEMS			
WATER	ELECTRICAL	SANITARY	TELEPHONE
<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Functional</p> <p><input type="checkbox"/> Inoperable</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Hanover Township Emergency Management Agency
INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET
 Form # 01-002-Page 2 of 2

DAMAGE OF PROPERTY

Detailed Description: _____

ACTION TAKEN

Detailed Description of Efforts:

ANTICIPATED NEEDS

Detailed Description: _____

COMMENTS

Detailed Description: _____

FINAL ACTION

Livable Now ___ **Livable/Needs Repairs** ___ **Not Livable/Condemn** ___ (check one)

APPENDIX E 5 – DISASTER SITUATION REPORT

<p>Hanover Township Emergency Management Agency</p> <p><u>DISASTER SITUATION REPORT</u></p> <p style="font-size: small;">Form # 03-002-Page 1of 4</p>	<p>Report Number _____</p> <p>Reporting Period: _____ to _____</p> <p>Date Issued: _____</p> <p>Time Issued: _____</p> <p>Prepared By: _____</p> <p>Call Back By: _____</p> <p>Date Incident Occurred: _____</p>
---	--

LOCATION	EVENT	CASUALTIES	INCIDENT COMMANDER
<p>Street: _____</p> <p>City: _____</p> <p>Township: _____</p> <p>County: _____</p> <p>Geographical Area: _____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Flood</p> <p><input type="checkbox"/> Tornad o</p> <p><input type="checkbox"/> Winter Strom</p> <p><input type="checkbox"/> Thunde r Strom</p> <p><input type="checkbox"/> HazMat</p> <p><input type="checkbox"/> WMD</p> <p><input type="checkbox"/> Fire</p> <p><input type="checkbox"/> Civil Disorde r</p> <p><input type="checkbox"/> Other</p> <p>_____</p>	<p># Deaths: _____</p> <p># Injuries: _____</p> <p># Treated and Released _____</p> <p># Admitted: _____</p>	<p>Name: _____</p> <p>Title: _____</p> <p>Call Back #: _____</p> <p>Fax #: _____</p> <p>Command Post Location: _____</p> <p>IC Call Back #: _____</p> <p>Radio Frequency: _____</p>

DETAILED DESCRIPTION OF DAMAGE			
<u>RESIDENTIAL</u>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____			

<u>COMMERCIAL</u>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____			

<u>PUBLIC/GOVERNMENT</u>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____			

Hanover Township Emergency Management Agency DISASTER SITUATION REPORT

Form # 03-002-Page 2 of 4

MASS CARE

Shelter Location: _____ # in Shelter; _____ POC/Phone #: _____
 Shelter Location: _____ # in Shelter; _____ POC/Phone #: _____
 Shelter Location: _____ # in Shelter; _____ POC/Phone #: _____
 Feeding Sites: _____ # Meals Served: _____ Provided By: _____
 Feeding Sites: _____ # Meals Served: _____ Provided By: _____
 Other: _____

UTILITY SYSTEMS

WATER	ELECTRICAL	SANITARY
<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____

TELEPHONE	CELLULAR
<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable Date/Time Back In Service: _____ Numbers Affected: _____ Owned BY: _____ POC: _____ Call Back #: _____ Comments: _____ _____ _____

Hanover Township Emergency Management Agency DISASTER SITUATION REPORT

Form # 03-002-Page 3of 4

INFRASTRUCTURE

POLICE	FIRE	EMS	HOSPITALS	AIRPORTS-R/R
<input type="checkbox"/> Functional Comments: _____ _____ _____				

ROADWAYS/BRIDGES

ALL OPEN

ROAD CLOSED AT:

DATE/TIME OPEN: _____

BRIDGES CLOSED AT:

DATE/TIME OPEN: _____

ACTION TAKEN

Detailed Description of Efforts: _____

Hanover Township Emergency Management Agency DISASTER SITUATION REPORT

Form # 03-002-Page 4 of 4
ACTION TAKEN (continued)

Detailed Description of County, State and Federal Efforts: _____

ANTICIPATED NEEDS

Detailed Description: _____

COMMENTS

Detailed Description: _____

ANNEX F EVACUATION

STATEMENT OF PURPOSE

Incidents may occur that requires the evacuation, dispersal, or relocation of residents from threatened or hazardous areas within Hanover Township, other municipalities and unincorporated Cook County.

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

There are two types of evacuations that may be utilized:

GENERAL EVACUATION involves the relocation of large portions of the public from a dangerous or potentially dangerous area, to an area, which provides safety from the impending situation.

LIMITED EVACUATION involves the relocation of one or a few persons from a dangerous or potentially dangerous area, to an area, which provides safety from the impending situation.

The purpose of this annex is to identify the agencies that would be involved in coordinating and carrying out an evacuation.

SITUATIONS

Hanover Township is subject to disaster, whether natural or man-made. During certain incidents, some of the Township residents may be asked to relocate. Relocation routes have been identified, and methodology developed to implement an evacuation plan at a moment’s notice. A map displaying these pre-determined evacuation routes are located in the EOC Command Center.

ASSUMPTIONS

If a general or limited evacuation is recommended, the government of Hanover Township can assume mutual aid assistance from neighboring and encompassing governmental agencies. Some residents may refuse to leave their homes and/or property, even if the major emergency or disaster is clearly visible.

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

CONCEPT OF OPERATIONS

The Hanover Township Emergency Services Agency is responsible for making recommendations and planning for the possibility of evacuations within its jurisdiction.

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

Shelter in Place - Occupants of structures will be advised to remain indoors and to close windows and doors and shut down outside ventilation equipment. This method will be utilized if a hazard is present and area residents will be placed at more risk by their movement's outdoors.

Limited Evacuation - Occupants of a small area, probably less than a square block, need to be relocated due to the hazard present.

General Evacuation - A large area or the entire community needs to be evacuated. The type of protective action, and the area to be included in the recommendation will be based on the nature and extent of the hazard and the potential to harm area residents.

The Incident Commander based on his/her authority, without coordination with the Township Supervisor, can initiate issuance of a "Shelter-in-Place" or "Limited Evacuation" recommendation. This recommendation would be used for small incidents such as a structure fire, small hazardous materials leak, or a crime scene.

Issuance of a "General Evacuation" recommendation requires a formal Declaration of Emergency by the Township Supervisor. The Township Supervisor will confer with which department or agency – for example, a recommendation could include the incident command and if appropriate, the crisis management team prior to issuing a recommendation.

The Township Supervisor is responsible for making a protective action recommendation within the corporate boundaries of Hanover Township. If the recommendation will affect an adjoining municipality, the recommendation should be coordinated with the adjacent municipality.

The CCDHSEM and IEMA will be notified, as soon as practically possible, that a "shelter-in-place" or "evacuation" recommendation has been made.

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

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

Notification of community residents of the recommended protective action will be the responsibility of the Township ESA. Notification will be accomplished through the following methods: Vehicle mounted public address systems and EBS.

The Hanover Township has identified the following non-English speaking populations and insert special provisions identified will accomplish notification to these residents. *Spanish, Russian, Arabic, Chinese, Japanese, East Indian, Russian, Jewish, Polish, Ukranian, Romanian and Vietnamese*. Contacts have been made with various ethnic and social service agencies for the purpose of providing translators.

The Township of Hanover Emergency Services Agency Director and the Cook County Sheriff's Police Department Chief will be responsible for the safe and orderly evacuation of the public.

While it is anticipated that most residents will use privately owned vehicles, should an evacuation be recommended, it is recognized that others will need transportation. The Hanover Township ESA is responsible for coordinating transportation for the special needs population within the community. The following facilities have been identified as having populations with special transportation needs.

SPECIAL-NEEDS POPULATIONS OR FACILITIES

The community General Assistance Director will be notified when a "general evacuation" has been recommended, and it appears that shelter and feeding resources will be needed. If it appears that a shelter will be needed outside the community, the General Assistance Director will coordinate the opening of that facility with the Cook County Department of Homeland Security and Emergency Management and IEMA (FN-ADA).

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

The Hanover Township Highway Department is tasked with maintaining primary and alternate evacuation routes in an open and passable condition. The evacuation routes for the Hanover Township are identified in Appendix F4 to this Annex.

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

The announcement to re-enter an evacuated area will be announced by the Township Supervisor. If the evacuated area includes portions of a neighboring municipality or the unincorporated County, the reentry recommendation will be coordinated with the appropriate Township Supervisor and/or the Cook County Board President.

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

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

Note the following: **IEMA 301 .240h1** (FN-ADA)

- A. The Mass Care Unit of the Office of Community Health has identified functional needs populations who require notification.
- B. Long-term Care Facilities have the responsibility of their residents and staff as outlined in their Emergency Operation Plan. Before the Long-term Care Facilities resources for evacuation are exhausted, the Fire Department Branch Director designee will coordinate evacuation operations with the DHSEM. This will be in accordance with the Illinois Administrative Code - Title 77 Public Health, Section 300.670 - Disaster Preparedness.
- C. DES Director is responsible for coordinating transportation for functional needs population within the Township. **IEMA 301.240h2**
- D. The DES Director is responsible for the safe and orderly evacuation of the public.
- E. While most residents will use privately owned vehicles, should an evacuation be recommended, it is recognized that some transportation will be required.

Functional-Needs Populations (FN-ADA).

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

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

- A. A functional needs family plan
- B. A 3 day disaster supply kit and a go-kit
- C. A safe evacuation route with pre-arranged transportation and safe place to stay outside the incident area
- D. An out-of-town contact
- E. A plan for pets

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

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

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

In general, if a person says it is important to bring particular people, animals or equipment with them, they should be allowed to do so unless granting the request would likely result in imminent harm to the person or others.

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

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

Further operational procedures are confidential and kept in the Township Departments SOPs/SOGs.

Direction and Control

By Illinois law, the Supervisor of Hanover Township is ultimately responsible for the protection of life and property. He is also responsible for ensuring that evacuation operations are effective. Ensuring the safety of the community population during an evacuation is one of those critical functions.

Within the Hanover Township, the Supervisor is the official responsible for recommending the implementation of a “General Evacuation” for the Township. If a disaster is wide-spread and extends into the unincorporated portions of the Township, the Director of CCDHSEM through the Cook County President is responsible for the recommending the implementation of a General Evacuation for those unincorporated areas.

The Hanover Township Emergency Operation’s Center will be the direction and control point for all major decisions concerning evacuation. The Township Supervisor will direct the major evacuation effort from this facility. Communications to the public will be accomplished through the use of mobile units and local media.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Township’s Evacuation Plan.

1. Township Supervisor

2. ESA Director.
3. Deputy Chief of ESA
4. Captain of ESA

APPENDICES

Appendix F1 Pre-emergency Operation Checklist

Appendix F2 Public Works Response Operation Checklist

Appendix F3 Public Works Recovery Operation Checklist

Appendix F4 Evacuation Routes

**APPENDIX F 1
EVACUATION**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify potential hazard area, which may require evacuation (Hazard Analysis).
Complete: Yes/No	Develop a public information program to increase citizen awareness, to include: <ul style="list-style-type: none"> a. Reasons for possible evacuations. b. Appropriate food, clothing, and other essential items to pack when evacuating. c. Evacuation routes. d. Evacuation staging areas. e. Shelter locations. f. Telephone number(s) for emergency assistance.
Complete: Yes/No	Identify special concern groups, i.e., senior citizens, handicapped, etc.
Complete: Yes/No	Plan evacuation routes.
Complete: Yes/No	Review plans with the Highway Department, the Cook County Highway Department, and the Illinois Department of Transportation to insure evacuation routes will remain open during a time of emergency or disaster.
Complete: Yes/No	Develop road service agreements with local towing companies and garages.
Complete: Yes/No	Conduct small-scale exercise to test the system.

**APPENDIX F2
EVACUATION**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	If an evacuation is necessary, the Supervisor will notify the local EMA Director and request activation of shelter locations.
Complete: Yes/No	Notify appropriate agencies at the county, state and federal levels.
Complete: Yes/No	When directed by the Supervisor, ESA Director, CCDHSEM, and Township Highway Commissioner will dispatch available equipment and manpower to notify the public by mobile public address systems and doors to door contact, if necessary.
Complete: Yes/No	The Township Highway Commissioner will coordinate transportation resources.
Complete: Yes/No	Provide traffic and perimeter control, as needed
Complete: Yes/No	Call road service support groups, if appropriate.
Complete: Yes/No	Arrange to evacuate special concern groups.
Complete: Yes/No	Keep the public informed about emergency conditions, evacuation routes, shelter locations, and other vital information.
Complete: Yes/No	Provide security for evacuated areas and institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas.
Complete: Yes/No	Arrange for continuing operation or rapid re-start of essential services to the evacuated area.

**APPENDIX F3
EVACUATION**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Assess scene to insure safety prior to allowing the public to re-enter the area.
Complete: Yes/No	Arrange for the early return of essential personnel.
Complete: Yes/No	Initiate general return to area as soon as possible.
Complete: Yes/No	Provide re-entry information to the EOC and local media to inform local residents of re-entry instructions and remaining hazards, and update information as necessary.
Complete: Yes/No	Provide access and traffic control for returning residents.
Complete: Yes/No	Develop public information program to disseminate recovery and disaster assistance information
Complete: Yes/No	Complete reports for inclusion in the official record and later critique.

APPENDIX F4 – EVACUATION ROUTES

Primary and secondary evacuations routes have been identified in the Evacuation SOP's and are labeled on a Township map, which is stored and readily available for reference in the EOC.

Hanover Township EVACUATION ROUTES

NORTH – SOUTH STREETS

Route 59, Barrington Road,

EAST – WEST STREETS

I90, Route 58, Route 20, Route 19

SECONDARY (FEEDER) EVACUATION ROUTES

NORTH – SOUTH STREETS

EAST – WEST STREETS

ANNEX G MASS CARE

ANNEX G 1 - HUMAN SHELTERING

STATEMENT OF PURPOSE

This provides instructions and procedures for obtaining temporary or long term lodging of persons that require relocation in the event of a disaster or emergency within the Township limits.

SITUATION

The residences of our Township are vulnerable to the effects of various emergencies or disasters, such as chemical spills, tornados, floods, winter storms, or other natural disasters, etc. Shelters must be identified to provide protection to the resident and transient population of the county.

Hanover Township will coordinate the opening and operation of shelters with Local Officials, Red Cross and other agencies. Mass care facilities for our Functional Needs Population are addressed in other sections of this plan. (FN-ADA)

All Mass Care functions are under the direct auspices of the General Assistance Director, and it is he/she that will coordinate efforts with outside agencies, as well as the public information officer, for the implementation of this annex.

ASSUMPTIONS

Personnel from Hanover Township will handle the initial response to any disaster or unusual occurrences within the geographical limits of Hanover Township. It is quite possible that in the event of a disaster or unusual occurrence, citizens will be displaced from their homes. Officials will assist in finding temporary housing and supplies for displaced citizens.

The Community Mass Care Director for Hanover Township is the Director for the Township's General Assistance Department and will be identified as such.

CONCEPT OF OPERATIONS

Mass Care encompasses:

Shelter - The provision of emergency shelter for displaced 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 become necessary.

Feeding - The provision for feeding disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution.

Emergency first aid - Emergency first aid services will be provided to disaster victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of disaster victims.

Disaster welfare information - Disaster welfare information regarding individuals residing within the affected area will be collected and provided to immediate family members outside the affected area by the DWI system. Disaster welfare information will also be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.

Bulk distribution of emergency relief items - Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of disaster victims for essential items.

The responsibility for the provision of mass care is jointly shared between the jurisdiction and local municipalities.

The DES Director or designees will coordinate all short term health and/or medical care with the local Hospital EMS Coordinator and long care with CCDHSEM. **IEMA 301.240i1C (FN-ADA)**

The General Assistance Director for Hanover Township will rapidly determine if the mass care needs of the community can be managed with the resources available to the community. If township resources are not sufficient to meet the emergency needs, the General Assistance Director will forward those needs to the County EOC.

Once the mass care system is activated at the county/state level, CCDHSEM, in the County EOC, will coordinate with the General Assistance Director in the stricken jurisdiction(s) to determine the level of activation required. CCDHSEM and IEMA will help activate the appropriate disaster relief center(s) (DRC) and help provide adequate resources to manage the facility(s). The Hanover Township General Assistance Director will report to the Township EOC for coordination of the Township mass care operations. Under the Federal Response Plan (FRP), the ARC and Emergency Support Function 6 (ESF-6) may operate a Disaster Welfare Information (DWI) System. (FN-ADA)

Disaster relief centers will be opened as close as possible to the affected area, but safely away from hazards that may exist from the disaster. In the event that the disaster affects multiple jurisdictions, a regional center will be activated. Affected residents will be directed to the center(s) by emergency response personnel or via information released to the media.

Disaster relief centers will be operated in accordance with established standard operating procedures (SOPs).

Amateur radio operators can be sent to each relief center and will be responsible for transmitting data, contained in the sheltered registration form, from the relief center to the Local and County EOC. This data will be entered into the DMIS computer system and made available, to stricken municipalities, as part of the Disaster Welfare Inquiry system. The release of information to the media regarding operation of a DRC or the mass care system in total will be coordinated between the County's Bureau of Administration, Township's General Assistance Director, and the Township's and CCDHSEM Public Information Officers.

CCDHSEM will coordinate with IEMA as well as the Salvation Army and Red Cross to provide needed supplies and food to support the mass care operation.

As deemed necessary, Salvation Army and Red Cross mobile canteens will be dispatched to areas affected by the disaster to provide mobile feeding to emergency workers, residents remaining in the area, and to disaster relief centers requiring food support.

Should disaster relief center(s) need to be operated for extended periods, the County may determine that management of the center(s) should be transferred to the American Red Cross and converted into a disaster shelter. If the transfer is necessary, CCDHSEM will still retain oversight responsibility. If it is determined that the situation overwhelms the capabilities of the County, the Illinois Emergency Management Agency will be notified and outside assistance will be requested. State assistance will be provided based on tasks assigned in the Illinois Emergency Operations Plan. This assistance may be in the form of personnel or supplies, or by providing state facilities for use during the event.

During the recovery phase, the County will coordinate the opening and staffing of a bulk warehouse to receive, sort, and distribute relief supplies. The municipal General Assistance Director will indicate specific needs to the CCDHSEM, and if available, these supplies / materials will be routed to the municipality from the bulk distribution center.

The Salvation Army/Red Cross will be responsible for the receipt, sorting, and distribution of all donated foods received at the regional distribution center.

FACILITIES

A list of locations, address, phones numbers and contact person is kept in the Township Emergency Operation Center. **This list is confidential.**

It is the intent of the Hanover Township to establish a shelter for employees and their families. This would facilitate the use of family members as volunteers (shelter registration, clerical, staging of donations, etc.) because of their close proximity to the E.O.C. It will also allow employees to visit with their families during breaks or rest periods without the interference or questions from the public or news media.

Provisions for providing mass care services for the functional needs population are as follows (FN-ADA) :

Hanover Township Emergency Services Agency
Hanover Township Emergency Operations Plan
2012/2013

1. School districts will be responsible for the children in their schools.
 2. Daycare providers will be responsible for children in their care.
 3. Long-term Care Facilities are responsible for their residents and staff as outlined in their Emergency Operation Plan. Before the Long-term Care Facilities mass care resources are exhausted, the DES Director or designee will coordinate mass care operations with the Cook County Department of Public Health and the Illinois Department of Public Health. This will be in accordance with the Illinois Administrative Code - Title 77 Public Health, Section 300.670 - Disaster Preparedness.
 4. Because the population of hearing-impaired, sight-impaired, mentally- impaired, and mobility-impaired citizens are minimal, their care will be the responsibility of their care-givers, although shelters will make every effort to accommodate functional needs population.
 5. The non-English speaking population is minimal.
 6. Law Enforcement will be responsible for the care of its detainees.
 7. Transient population such as, street people, motel guests, seasonal workers, and people without transportation shall be the responsibility of the ARC.
 8. Cook County Animal Control and the Humane Society shall coordinate mass care for animals including shelters. Animal control will be responsible for the safety and ownership identification of all animals taken to shelters.
 9. Mutual aid agreements have been made with emergency management organizations in local jurisdictions.
- V. Special assistance will be required in mass care facilities for the elderly, persons with disabilities, and others with functional needs.

Further operational procedures are confidential and kept in the Mass Care SOPs/SOGs.

TRANSPORTATION

The Township also has mutual assistance agreements with PACE.

W. Transportation (FN-ADA)

Populations requiring transportation assistance during emergency response and recovery include:

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

Vans and buses vary as to the number of individuals they can accommodate and the types of lifts, ramps and wheelchair securing devices they employ. The DES Director will identify resources available through the County and State EOCs.

X. Service Animals (FN-ADA)

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

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

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

A list of locations, address, phones numbers and contact person is kept in the Township Emergency Operation Center. **This list is confidential.**

SHELTER OPERATIONS

Red Cross

There exists at present a Township agreement with American Red Cross of Greater Chicago to jointly provide disaster relief services in the previously listed shelter facilities, with the services consisting of food, clothing and first aid to victims of a disaster or an emergency.

Mass Care Director Functions

- a) The Mass Care Director has several tasks to perform in the temporary shelter facilities
- b) Maintain clear, open lines of communication with the E.O.C.
- c) Oversee the registration of shelter inhabitants.
- d) Determine personal resources within the shelter population for welfare, morale, etc., and assign tasks accordingly.
- e) Request security measures to ensure shelter safety.
- f) Maintain positive morale and offer emotional support.
- g) Make available administrative equipment and supplies such as pencils, paper, registration forms, and event log from the EOC, for pre-positioning at the shelter location.

Sheltering (FN-ADA)

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

Shelter-in-Place (FN-ADA)

Evacuation will not always be possible or desirable in an emergency, and people with functional needs must also prepare to shelter where they are. This plan includes performing well-being checks and obtaining personal care assistance for that in-need. The Hanover Township Office of Community Health is supported by community-based organizations, and other agencies for assistance.

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

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

NOTE: At present a shelter team does not exist, however, a long range plan to develop a shelter team with our volunteer personnel and other Township Departments personnel is being addressed. Necessary training in shelter operations must be given to these personnel for the overall management of the shelters. Possible assistance in this situation may be available from persons housed in the shelter or from Township employee spouses.

RESPONSIBILITIES

The General Assistance Director will be responsible for determining the need to open shelters, obtaining resources to run shelters, assist with mass feeding, and providing health/medical care at shelters. The General Assistance Director will also be responsible for coordinating press releases with the Public Information Officer.

The following departments / agencies are responsible for the provision of functional support:

Sheltering: American Red Cross
Feeding: American Red Cross and Salvation Army
First Aid: American Red Cross,
Welfare Information: Hanover Township General Assistance Department

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director and General Assistance Director for the maintenances, review and updating of this annex.

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Township's Mass Care System.

1. General Assistance Director
2. ESA Director.
3. Deputy ESA Director

APPENDICES

Appendix G1 Shelter Pre-emergency Operation Checklist
Appendix G2 Shelter Response Operation Checklist
Appendix G3 Shelter Recovery Operation Checklist
Appendix G4 Emergency Relocation Registration Form

**APPENDIX G 1
SHELTER**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify local and/or all agencies available and willing to supply shelter assistance (including religious groups).
Complete: Yes/No	Identify special concern residents that may require shelter assistance.
Complete: Yes/No	Coordinate with all assisting agencies to ensure cooperation and assist in identifying shelter Directors and shelter managers.
Complete: Yes/No	Identify and keep a current the list of all-congregate care shelters, which could be used for feeding and lodging.
Complete: Yes/No	Identify facilities for lodging, feeding of institutionalized or special concern residents.
Complete: Yes/No	Identify resources, which would be important for use within shelters, (i.e.: food, water, sanitary supplies, medicine, clothing, blankets, etc.).

**APPENDIX G 2
SHELTER**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Upon determination that the need of shelter facilities has occurred, the Township ESA Director will notify and request some or all of the following agencies to report to the EOC:
Complete: Yes/No	Township Supervisor
Complete: Yes/No	American Red Cross
Complete: Yes/No	Cook County Health Department
Complete: Yes/No	Salvation Army
Complete: Yes/No	Local churches and ministers
Complete: Yes/No	Regional and local Superintendents of Schools
Complete: Yes/No	Township Food Pantry
Complete: Yes/No	The Township ESA Director will coordinate with the above agencies to support the shelter needs.
Complete: Yes/No	Shelter managers will report current status to the shelter Director at/in the EOC, as to the number of shelters, supplies, sanitary conditions, etc.
Complete: Yes/No	Coordinate with the Public Health Department, and the Red Cross to provide basic health and medical care in shelters and congregate care facilities.

**APPENDIX G 3
SHELTER**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Shelter operations will continue until a return order is issued.
Complete: Yes/No	Shelters will be cleaned and closed as evacuees depart.
Complete: Yes/No	Necessary logistical support will be provided for food, water, emergency power, lighting, and fuel for dispatch and control centers and response personnel during emergency operations.
Complete: Yes/No	Radiation exposure records will be maintained for all response personnel, and require dosimeter readings at appropriate frequencies during emergency operations.
Complete: Yes/No	Identify facilities that are appropriate for short-term use as lodging and feeding facilities for evacuees who don't require fallout shelter protection.
Complete: Yes/No	Identify facilities suitable as fallout shelters from the national facility survey.
Complete: Yes/No	Identify upgradeable facilities, which can be used as a resource to cover shelter deficits.
Complete: Yes/No	Allocate specifically designed segments of the population to specifically identified shelters.

Appendix G 4 Emergency Relocation Registration Form

Hanover Township EMERGENCY RELOCATION REGISTRATION FORM

Family Last Name _____ **Phone Number** _____

Home Address _____ **City** _____

Family Members First Name	Relation to #1	Age	Sex	Illness or Disability	Skill or Occupation	Work Assigned In Shelter
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Immediate Family Members Not In This Shelter	Presumed Whereabouts	Relation
1.		
2.		
3.		
4.		
5.		

Other Relatives Not In Effected Area	Address & Phone Number
1.	
2.	
3.	
4.	
5.	

Pets Location to:

Items Brought Into Shelter (e.g. food, medicines, blankets, etc):

ANNEX G 2 ANIMAL CARE

STATEMENT OF PURPOSE

The purpose of this annex is to address the needs of animate (companion, livestock, wildlife, and exotic) that are in need of food, rescue, medical attention or shelter, as a direct result of an emergency or disaster situation. This annex also addresses the re-unification of animals with their owners, euthanasia, and disposal of deceased animals.

SITUATION

All animal care functions are under the direct auspices of the Cook County Animal Control, and it is he/she that will coordinate efforts with outside agencies for the implementation of this annex. The Cook County Animal Control Department is not under the auspices of Hanover Township and will be working under their own or the County's EOP. This section is meant as guidance only.

ASSUMPTIONS

Personnel from Hanover Township will handle the initial response to any disaster or unusual occurrences within the geographical limits of Hanover Township. It is quite possible that in the event of a disaster or unusual occurrence, animals/pets will be displaced from their homes. Officials will assist in finding temporary housing and supplies for displaced animals.

CONCEPT OF OPERATIONS

Shelter - The provision of emergency shelter for displaced animals includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities such as tents, the temporary construction of shelters, and use of similar outside the disaster -affected area, should evacuation become necessary. Attempts will be made to house/shelter animals in as close proximity to their owners as possible.

Feeding - The provision for feeding disaster animals and emergency workers through a combination of fixed sites, mobile, feeding units, and bulk food distribution.

Emergency first aid - Emergent first aid services will be provided to animal disaster victims in the field and at mass care facilities and at designated sites within the disaster area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of animal disaster victims.

Disaster Animal Information - Disaster welfare information regarding animals residing within the affected area will be collected and provided to concerned persons outside the affected area. Disaster animal information will also be recorded and utilized to assist in reunification of animal owners with their animals within the affected area were separated at the time of the disaster.

Bulk Distribution of emergency relief items - Sites will be established within the affected area for

distribution of emergency relief items.

Animal Disposal - Provide for the safe disposal of animal carcasses in accordance with State and Local laws.

Rescue - Capture, transport and confinement of animals to reduce the risk or injury to humans and animals alike.

Animal Return - Reunification with Owners - Animal releases shall be monitored and identification required picking up/release any animal. Animal owners should attempt to provide some type of paper identification, which indicates that the animal is theirs. All releases shall require individual identification such as a driver's license, etc. to ensure accuracy of animal releases.

Following the impact of an event requiring the activation of the Animal Care Plan a representative from the stricken jurisdiction(s) will rapidly assess the needs within their jurisdiction. The Animal Plan representative will forward those needs to the EOC.

Upon activation of the Animal Plan, the animal control representative in the EOC will coordinate with the Animal Care Representative in the stricken jurisdiction(s) to determine the level of activation required. The Cook County Animal Control Division will activate the appropriate Animal Shelters and provide adequate staff to manage the facility (s).

Animal Shelter facilities will be opened as close as possible to the affected area, but safely away from hazards that may exist from the disaster. In the event that the disaster affects multiple jurisdictions, a regional center will be activated.

Animal Care facilities will be operated in accordance with established standard operating procedures (SOPS).

Amateur radio operators may be sent to each regional Animal Care facility and will be responsible for transmitting data contained in the animal registration form from the regional center to the EOC.

This data will be compiled and made available as part of the Animal Disaster Inquiry system. If it is determined that the situation overwhelms the capabilities of the Cook County Animal Control, the CCDHSEM agency and Illinois Emergency Management Agency will be notified and outside assistance will be requested. State assistance will be provided based on tasks assigned in the Illinois Emergency Management Plan. This assistance may be in the form of personnel or supplies, or by providing state facilities for use during the event.

Further operational procedures are confidential and kept in the Mass Care SOPs/SOGs.

RESPONSIBILITIES

Primary Agency:

The Cook County Animal Control Division will be responsible for the care of animals left behind or rescued during an evacuation or injured as a result of a disaster. The Cook County Animal Control Department is not under the auspices of Hanover Township and will be working under their own or the County's EOP. This section is meant as guidance only.

The following departments / agencies are responsible for the provision of functional support:

Sheltering: COOK COUNTY Animal Control
Feeding: COOK COUNTY Animal Control
First Aid: COOK COUNTY Animal Control
Welfare Information: COOK COUNTY Animal Control

Support Agencies:

Animal Welfare Societies will assist the Cook County Animal Control Division with animal sheltering facilities and animal care and handling in general. Trained staff will assist with technical animal support.

Volunteers will be responsible for staffing Animal Care facilities, rescuing animals as their expertise permits, feeding, medical care and administrative duties within shelter facilities. All volunteers whether trained or untrained will be at the direction of the Cook County Animal Control Division. See Annex J2 on Volunteers.

Animal Clubs/Organizations will be responsible for assisting with animal rescues, as expertise permits, and assisting shelter volunteers as required. Animal Clubs and organizations shall also be responsible for distribution of Disaster Animal Care brochures and associated materials, trained staff will assist with technical animal support.

Cook County Forest Preserve District will assist Cook County Animal Control Animal Control Division with technical assistance in the handling and care of County wildlife. The Forest Preserve District will also assist in capture of wildlife displaced from their natural habitat, distribution of food and water to wildlife, furnish trained staff to assist with large animals / wildlife and be available to answer any related wildlife inquiries.

Veterinarians will provide veterinarian medical care, treatment of sick and injured animals and will additionally provide technical animal support.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Director of ESA for the maintenances, review and updating of this annex.

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Township's Mass Care System.

1. DES Director
2. DES Deputy Director
3. DES Captain
4. DES Lieutenant
5. Cook County Animal Control Director

APPENDICES

Appendix G5 Animal Care Pre-emergency Operation Checklist

Appendix G6 Animal Care Response Operation Checklist

Appendix G7 Animal Care Recovery Operation Checklist

**APPENDIX G 5
ANIMAL CARE**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Alert appropriate animal control personnel and report to the EOC to receive a briefing on the status of the incident.
Complete: Yes/No	Alert appropriate animal control personnel and report to the EOC to receive a briefing on the status of the incident.
Complete: Yes/No	Based on intelligence provided by the stricken municipality(s), determine any special requirements posed by the types of animals affected by the disaster.
Complete: Yes/No	Determine if a community animal shelter needs to be established based on the size of the incident.
Complete: Yes/No	Establish an animal disaster informational telephone number for inquiries.
Complete: Yes/No	Activate sufficient personnel to meet the identified needs.
Complete: Yes/No	(other – if any)

**APPENDIX G 6
ANIMAL CARE**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Contract appropriate support agencies/groups based on nature of disaster and needs.
Complete: Yes/No	Open and staff sheltering areas, if required.
Complete: Yes/No	Move stockpiled supplies to the center, if available, contact established resources for any needed supplies.
Complete: Yes/No	Dispatch rescue personnel to areas of possible animal entrapment.
Complete: Yes/No	Coordinate with the PIO to publicize the location of the animal shelters.
Complete: Yes/No	Continue to assess the situation and determine if additional resources are needed to meet the needs of the crisis.
Complete: Yes/No	Establish communication between shelter sites and the EOC for data dissemination.

**APPENDIX G 7
ANIMAL CARE**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Provide information and referral assistance to those attempting to locate their animals. Utilize animal location forms for entry into disaster animal inquiry system.
Complete: Yes/No	Establish a location to accommodate the receipt, sorting and distribution of donation foods and other supplies.
Complete: Yes/No	Develop a method to deal with the receipt and distribution of monetary donations related to the disaster.
Complete: Yes/No	Arrange for feeding of shelter workers and volunteers, if necessary.
Complete: Yes/No	Continue care and treatment of animals during the disaster.
Complete: Yes/No	Provide for disposal of waste and animal carcasses.

ANNEX H HEALTH AND MEDICAL

STATEMENT OF PURPOSE

A serious emergency or disaster greatly alters the environment of Hanover Township. Depending on the impact of the disaster, extra measures to ensure public health may be required. These measures may include disease control, sanitation, rodent control and special needs for mental health.

The purpose of this annex is to define the roles of various agencies to ensure the coordinated provision of environmental, mental and physical health, particularly of local resources are overwhelmed. Due to the scope of planning for a pandemic event, pandemic planning is a sub-section of this annex.

SITUATIONS

All emergencies and disasters place extraordinary strains on all levels of government. The demand for governmental services expands, while the ability to provide those services, in most cases diminishes.

The skill, equipment and facilities of the Cook County Health Department can become a much-needed resource to provide for the health and welfare of our Township's population.

ASSUMPTIONS

In the event of a disaster, emergency or Pandemic Event, the Cook County Department of Public Health will coordinate efforts with other public health support agencies to ensure utilization of services available.

Because our local government has limited public health services through the Office of Community Health, the roles for these areas will rest upon the Bartlett Fire Protection District or the city of jurisdiction for EMS and the Cook County Department of Public Health for all health related events respectively and will have the primary responsibility to provide emergency medical and health services within their jurisdiction in response to a disaster.

In a mass casualty incident the designated Public Information Director and the on-site medical officers will coordinate with Cook County Hospitals and other assisting agencies to ensure the coordination of public information releases and the implementation of a Joint Information Center operation.

CONCEPT OF OPERATIONS

The Cook County Department of Public Health is responsible for ensuring quality environmental health for Cook County residents. County will provide (for communities without a health department) and/or augment emergency medical and health services that exceed the capabilities of the local government operations in the event of an emergency or disaster. Following the impact of a major disaster or emergency, the priority of the health system is the prevention/control of disease and nuisance conditions, which would be the responsibility of the Cook County Department of Public Health and the coordination of assistance for health and medical services, equipment and supplies.

A system has been established and will be maintained by the Cook County Department of Public Health

to protect and preserve all health records deemed essential for continuing government functions and conducting emergency operations.

During emergency situations all public health resources and response personnel will be managed from the Cook County Department of Public Health, located at 15900 South Cicero Avenue, Oak Forest, Illinois 60452. Personnel at this facility will maintain contact with the health department representative at the EOC to advise the status of disaster operations or request advice on actions, which should be taken.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

It is recognized that the responsibility for protection of lives and property of the residents of Cook County rests with the elected governments. In accordance with Illinois Revised Statutes, the County Board President or his successor shall be the only authority to declare a local disaster emergency. Also the County Board President shall have direct responsibility for Organization, Administration, Training and Operation of this plan. During disasters, the Township ESA Director shall support the response efforts undertaken within the County.

At the onset of a local emergency impacting health and medical services, CCDPH will make the appropriate notifications to other primary and support department/agencies, per their prescribed standard operating procedures. Notifications will be based on the severity of the situation. If implementation of the County EOP, at the direction of the President of the Board of Commissioners, is ordered, appropriate County department/agencies will be notified.

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

PRIMARY AGENCIES

COOK COUNTY DEPARTMENT OF PUBLIC HEALTH

The Cook County Department of Public Health is responsible for ensuring the public health for Cook County. Emergency Health and Medical Functions and/or services that will be coordinated through CCDPH include, but not limited to (within this annex):

Surveillance

Monitoring

Disease Control and Prevention

Dissemination of health information to key response entities and the general public including the need for mass prophylaxis and or mass inoculations

Planning and implementing the evacuation of health care facilities

Assessment of health and medical service's needs.

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

Emergency Medical Services

- a. Providing safe and healthy living conditions at evacuation sites
- b. Assisting with the inspections and investigations of structural and vertebrate pest and vector control
- c. Providing technical assistance in assuring the safety of food and dairy products, non-community
- d. Public water supply and private water wells
- e. Providing additional consultation and technical assistance as required within CCDPH Authorities
- j. Maintain a current list of CCDPH personnel and resources

COOK COUNTY ENVIRONMENTAL CONTROL

Inspect Food and Water Supply.

DIRECTION AND CONTROL

The Cook County Emergency Operations Center will be the central point for direction and control. The Emergency Operations Center will be staffed at all times by a representative from the CCDPH. Representatives from the above-mentioned department will coordinate all public health related activities with the command post.

SUPPORT AGENCIES

AMERICAN RED CROSS

Provides emergency first aid services for minor illnesses and injuries to disaster victims in Mass Care shelters, selected disaster cleanup areas, and other sites until EMS arrive.

Supportive counseling for all disaster victims, family members of victims and disaster workers will be provided.

Acquaints families with available health resources and services and make appropriate referrals as needed and requested.

Provides blood and blood products through Red Cross Regional Blood Centers as needed and requested.

Provides emergency first aid services for minor illnesses and injuries to disaster victims in mass care shelters, selected disaster cleanup areas, and other sites under the city's Incident Command System (NIMS).

Supportive counseling for all disaster victims, family members of victims and disaster workers will be provided. (FN-ADA)

Coordination of appropriate casualty and/or patient information into the Disaster Welfare Inquiry System associated with the Mass Care function will be accomplished. (FN-ADA)

Coordination of appropriate casualty and/or patient information into the Disaster Welfare Inquiry System associated with the Mass Care function.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the CCDHSEM and the CCOEM to get the information from the CCDPH for the maintenance, review and updating of this annex.

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Township's General Assistance System.

1. Welfare Director
2. Director of the Office of Community Health

APPENDICES

Appendix H1 Health and Medical Pre-emergency Operation Checklist

Appendix H2 Health and Medical Operation Checklist

Appendix H3 Health and Medical Operation Checklist

Appendix H4 Health and Medical Operations Pandemic Flu Plan

**APPENDIX H 1
HEALTH AND MEDICAL**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for health personnel, first responders, and local hospital staffs.
Complete: Yes/No	First aid training for members of the public.
Complete: Yes/No	Storage of medical supplies and equipment.
Complete: Yes/No	Maintenance of medications and other supplies.
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.

**APPENDIX H 2
HEALTH AND MEDICAL**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Public information programs dealing with individual and community first aid.
Complete: Yes/No	Notification of appropriate state and federal agencies.
Complete: Yes/No	Provision of resources to support EMS operations.
Complete: Yes/No	Establish area for handling the deceased and transporting un-injured or slightly injured people.
Complete: Yes/No	Activation of temporary morgues.
Complete: Yes/No	Processing of data (i.e., incident report sheets).
Complete: Yes/No	Activation of ministerial support.
Complete: Yes/No	Report Health Department activities pertaining to emergency operations to the EOC.
Complete: Yes/No	Provide health and medical care to shelterees in both shelter and congregate care facilities and elsewhere if required.
Complete: Yes/No	Coordinate with the designated Cook County Public Information Officer to provide information to the public regarding chemical and radiological contamination and any treatment(s) necessary.
Complete: Yes/No	Provide information to emergency response personnel of other departments and/or organizations regarding chemical and radiological contamination and any treatment(s) necessary.
Complete: Yes/No	Distribute antidotes, drugs, vaccines, etc. to shelters if necessary.
Complete: Yes/No	Ensure potable water supply during an emergency.
Complete: Yes/No	Provide sanitation services during an emergency.

**APPENDIX H 3
HEALTH AND MEDICAL**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continued response and treatment activities, as necessary.
Complete: Yes/No	Compilation of reports for state and federal agencies; compilation of reports for critique and review.
Complete: Yes/No	Re-supply of health and medical services response agencies.

**APPENDIX H 4
HEALTH AND MEDICAL
PANDEMIC FLU PLAN**

STATEMENT OF PURPOSE

The purpose of this plan is to outline the Hanover Township unincorporated area response to a pandemic flu event. It is intended to supplement the extensive work that is being done at the federal, state and county level in this field. This response plan also supplements the Township's Emergency Operations Plan. Rather than including them directly, numerous references, usually available on the internet, are cited at the end of the plan. The unincorporated area of Hanover Township does not have a health department or its own police or fire service, the response is built on the significant role that the Cook County Public Health Department and health care delivery systems have in addressing this threat. Although many other and larger entities would be involved in a response to a flu pandemic, recent national disasters have demonstrated that people will and must rely on local responders first and in our case, the Hanover Township Department of Emergency Services, the Hanover Township Office of Community Health and the Cook County Department of Public Health.

While there is low likelihood of pandemic flu, the severity risk associated with pandemic flu warrants the Township's investment in preparation. Further, planning for pandemic flu has valuable parallels and applications to the preparation for other emergencies.

SITUATIONS

A worldwide outbreak of influenza—or a pandemic—would occur when an influenza virus appears for which humans have little or no immunity. The virus would be easily spread from person to person and would circle the globe in waves over extended periods of time. Because it may likely strike in many areas of the state—and the country—at the same time, emergency response resources would be severely limited.

History has demonstrated that pandemics happen. The 1918 flu had extensive consequences, with two more less severe pandemics in 1957 and 1968. The avian flu has received so much attention because the virus looks similar to the makeup of the flu in 1918. Thus, the important note is to be prepared for a pandemic flu, whether that turns out to be the avian flu or a different virus.

Because of international travel through the Chicago Metropolitan Area, this area could anticipate being one of the first to experience a pandemic level event. One possible virus that could cause a pandemic is the avian flu. Labeled H5N1 this virus originated in the domestic bird populations and have spread to migratory wild birds and some small animals. There have been some human cases but current investigations reveal that those that contracted the virus had prolonged exposures to contaminated live chickens and that there has been no significant evidence of a human to human mutation.

Locally, the challenges of any pandemic could include rapid spread, insufficient medical supplies and equipment/facilities, overloading of staff, social disruption from closures and social distancing, sustainability of public services, overloading of medical services, and financial and economic impacts from the closure of businesses and financial institutions. Estimates are that a pandemic influenza would cause over 200,000 deaths in our country, with as many as 30,000 fatalities in Illinois. Our state could also expect 20,000 - 34,000 people needing hospital stays and 680,000 - 1,519,000 people requiring

outpatient visits. During a severe pandemic, these numbers could be much higher.

ASSUMPTIONS

In the event of a Pandemic Event, the Cook County Department of Homeland Security and Emergency Management will coordinate efforts with other public health support agencies to ensure utilization of services available.

Because our Township does not have emergency medical or public health services, the roles for these areas will rest upon the fire department having jurisdiction for EMS and the Cook County Department of Public Health for all health related events respectively and will have the primary responsibility to provide health services within the unincorporated area of the township in response to a disaster.

Should the pandemic event evolve into a mass casualty event, the designated Public Information Officer and the Cook County Department of Public health officials will coordinate public information releases and guidance with other assisting agencies via a Joint Information Center operation.

CONCEPT OF OPERATIONS

A system has been established and will be maintained by the Cook County Health Department to protect and preserve all health records deemed essential for continuing government functions and conducting emergency operations.

During emergency situations all public health resources and public health response personnel will be managed from the Cook County Health Department, located at 15900 South Cicero Avenue, Oak Forest, Illinois 60452 until such time as the CCICC or CCEOC is activated. Personnel at this facility will maintain contact with the health department representative at the CCDHSEM CCICC or CCEOC to advise the status of disaster operations or request advice on actions, which should be taken.

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

It is recognized that the responsibility for protection of lives and property of the residents of Cook County rests with the elected governments. In accordance with Illinois revised statutes, the County Board President or his successor shall be the only authority to declare a local disaster emergency regarding a pandemic event. Also the County Board President shall have direct responsibility for Organization, Administration, Training and Operation of this plan. During disasters, the Hanover Township ESA Director shall support the response efforts undertaken within the County.

At the onset of a local emergency impacting health and medical services, CCDPH will make the appropriate notifications to other primary and support department/agencies, per their prescribed standard operating procedures. Notifications will be based on the severity of the situation. If implementation of the County EOP, at the direction of the President of the Board of Commissioners, is ordered, appropriate County department/agencies will be notified.

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

federal.

The Cook County Health Department and the Cook County Department of Environmental Control will be responsible for ensuring the environmental and public health for Cook County. Emergency Health and Medical Functions and/or services that will be coordinated through CCDPH include, but not limited to (within this annex):

Assessment of health and medical services needs.

Inspection and investigation of factors that could lead to food borne and/or water borne illnesses.

Assistance with evacuation of hospital and/or long care facility patients.

Coordination of assistance for health and medical services, equipment and supply, including the need for mass prophylaxis and or mass inoculations.

Assist with the operations of shelters for special needs citizens who require more medical care than can be provided in a standard congregate care facility.

PRIMARY AGENCIES

COOK COUNTY DEPARTMENT OF PUBLIC HEALTH

Maintain current list of Health Department personnel and resources.

Provide technical assistance and coordination with:

- a. Planning and implementing the evacuation of health care facilities
- b. Providing safe and healthy living conditions at quarantine sites
- c. Providing technical assistance in assuring the safety of food and dairy products, non-community
- d. Public water supply and private water wells
- e. Providing additional consultation and technical assistance as required within CCDPH authorities

COOK COUNTY ENVIRONMENTAL CONTROL

Biochemical Monitoring.

Inspect Food and Water Supply.

DIRECTION AND CONTROL

The Cook County Department of Homeland Security and Emergency Management Incident Command Center or Emergency Operations Center will be the central point for direction and control.

Representatives from the above-mentioned department will coordinate all public health related activities with the Hanover Township EOC.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Hanover Township ESA to get the information from the Cook County Health Department for the maintenances, review and updating of this annex.

CONTINUITY OF GOVERNMENT

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Township's EMS System for the unincorporated areas. Should the event take place within a municipality located within the Township borders, then that jurisdiction's EMS divisions will perform the coordination efforts. The Township ESA and other departments will assist if needed.

1. Bartlett Fire Protection District Fire Chief
2. Deputy Fire Chief of Emergency Medical Services
3. Fire Battalion Commander
4. As designated by Fire Department protocols.

APPENDICES

Appendix H1a Health and Medical Pre-emergency Operation Checklist

Appendix H2a Health and Medical Operation Checklist

Appendix H3a Health and Medical Operation Checklist

Appendix H4a Health and Medical Operations Pandemic Flu Plan

**APPENDIX H 1A
PANDEMIC EVENT PLAN**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for health personnel, first responders, and local hospital staffs.
Complete: Yes/No	First aid training for members of the public.
Complete: Yes/No	Storage of medical supplies and equipment.
Complete: Yes/No	Maintenance of medications and other supplies.
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.

**APPENDIX H 2a
PANDEMIC EVENT PLAN**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Public information programs dealing with individual and community first aid in cooperation with CCDPH
Complete: Yes/No	Notification of appropriate state and federal agencies.
Complete: Yes/No	Provision of resources to support EMS operations.
Complete: Yes/No	Establish area for handling the deceased.
Complete: Yes/No	Activation of temporary morgues. In cooperation with the CCDPH
Complete: Yes/No	Processing of data (i.e., incident report sheets).
Complete: Yes/No	Activation of ministerial support.
Complete: Yes/No	Report Health Department activities pertaining to emergency operations to the EOC.
Complete: Yes/No	Provide health and medical care to shelterees in both shelter and congregate care facilities and elsewhere if required.
Complete: Yes/No	Coordinate with the CCDPH Joint Information Center to provide information to the public regarding information regarding the event.
Complete: Yes/No	Provide information to emergency response personnel of other departments and/or organizations regarding processes and procedures to minimize health risks.
Complete: Yes/No	Distribute antidotes, drugs, vaccines, etc. to shelters or distribution sites if necessary.
Complete: Yes/No	Ensure potable water supply during an emergency.
Complete: Yes/No	Provide sanitation services during an emergency.

**APPENDIX H 3a
PANDEMIC EVENT PLAN**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continued response and treatment activities, as necessary.
Complete: Yes/No	Compilation of reports for state and federal agencies; compilation of reports for critique and review.
Complete: Yes/No	Re-supply of health and medical services response agencies.

APPENDIX H 4a
PANDEMIC EVENT PLAN

ASSUMPTIONS

The planning assumptions for Hanover Township are the Planning Assumptions provided by the US Department of Health and Human Services, Attachment 1.

RESPONSE POLICY

The Township's response to a pandemic incident will be guided by its Emergency Operations Plan (EOP) and the EOP of Cook County and the Cook County Department of Public Health in partnership with other agencies with jurisdiction and expertise. The Township will focus resources on the provision of essential services and use additional resources to support essential service provision and maintain the continuity of government for the duration of an event.

TOWNSHIP FUNCTION HIERARCHY

In order to prioritize Township services and functions, Township functions have been divided into three categories as described below:

Level I – Essential to preservation of life and property and generally subject to a high degree of exposure to risk.

- Utilities/Streets – water supply, traffic signals, etc. via the Hanover Township Highway Department, Cook County Highway Department, township Department of Emergency Services

Level II – While generally not providing direct service to customers, they are necessary in order to support Level I functions and typically can be done from remote locations.

- Information Technology
- Communications – public and employee
- Payroll
- Financial transactions via the Clerk's office
- Township Board of Trustees

Level III – Those functions which do not meet the standards for Level I or II and for whom the primary response will be suspension of the activities.

- Comprehensive Planning

APPENDIX H 5a
PANDEMIC EVENT PLAN

RESPONSE PLAN

The Township's planning and preparation for a pandemic flu event is organized into five categories as sorted and defined below. For most items, the lead department or division is included along with a deadline for completion. The Mind Map version of the Response Plan follows.

1. Employee Preparation

- a. Essential Function Recognition/Communication – Define for all employees their status in essential function response or support. (All Department Directors: Training complete by 12/11)
- b. 7 day Preparation Campaign – Market 7 day preparation campaign to all staff. (Communications: Campaign 12/11)
- c. Education and Training – Provide all employees with information on alternative communications options (IT & HR: complete by 12/11 Training on new policies)
- d. Policy Development – Draft policies to address emergency response, mandatory sick leave, payroll, alternative working conditions, identification, etc. (Administrative Services by 12/11.

2. Community Preparation/Education

- a. Theme: Preparing for pandemic flu helps us prepare for almost any Emergency
- b. Build on County and State products to educate the public on 7 day preparation (Fire and Communications: Initiate by 12/11 and ongoing)
 - i. Newsletter
 - ii. Website
 - iii. Speakers
 - iv. Brochure (from others)
- c. Good hygiene education – cough and hand washing (Communications in partnership with Cook County DPH.: Ongoing and December Newsletter)

3. Township Active Response

- a. Authority and Proclamations (Legal: Review existing models for applicability and access 12/11)
- b. Essential Function Support (Executive: Convene further discussions on how to achieve this goal and what it would look like 12/11)
- c. Essential Functions (See above)
- d. Non-Essential Functions (See above)
 - i. Seniors Programs (Suspension of programs 12/11)
- e. Continuity of Government
 - i. Township Board Meetings and Authority (Legal: Research and develop model ordinances for adoption 12/11)

4. Public Communication During Event –With JIC

- a. Website (Communications: Ensure access and technology for offsite access 12/11.
- b. Media (Communications: Ensure contact ready to go for offsite access— both local and through Joint Information System 12/11.
- c. Phone Message System
- d. Reverse 911 System (County System)

5. Community Response

- a. Secondary Impact Response
 - i. Food supplies
 - ii. Integrity of utilities
 - iii. Schools
- b. Curfew (In cooperation with the Cook County Sheriff's Department 12/11)
- c. Social distancing/gatherings (Will take the lead from other jurisdictions)
- d. Neighborhood Response (CERT, MRC, Neighborhood Watch, can only encourage through regular community building)
- e. People going to “closed buildings” such as the Town Hall and Highway Department (Communications: Develop signage to direct people 12/11.
- f. Volunteers (Human Resources/Senior Services: Develop Draft Policy for use of volunteers in this type of emergency 12/11.

REVIEW AND STATUS

The Township will reconvene the involved departments as the need arises or by December 15, 2011, to review the progress of this plan's implementation and new information. This plan will be distributed to the Township Board of Trustees and our partners in the response (Bartlett Fire Protection District, Cook County DPH, Cook County Sheriffs Department, Cook County Highway Department, Cook County EMA, State of Illinois, etc.)

REFERENCES:

“State and Local Pandemic Influenza Planning Checklist” Centers for Disease Control, Version 4.4, December 2, 2005

www.pandemicflu.gov

<http://www.whitehouse.gov/homeland/pandemic-influenza.html>

<http://virus.stanford.edu/uda/>

<http://www.who.int/csr/disease/influenza/pandemic/en/>

http://www.idph.state.il.us/flu/Pandemic_Flu_Plan_3_17_06.pdf

<http://www.cdc.gov/search.do?action=search&queryText=pandemic+planning>

http://www.medicalreservecorps.gov/File/MRC_Pandemic_Influenza_Planning_Guidance.pdf

<http://www.pandemicflu.gov/plan/statelocalchecklist.html>

1.1. Planning Assumptions

- 1.1.1. Susceptibility to the pandemic influenza virus will be universal.
- 1.1.2. Efficient and sustained person to person transmission across a large area signals a precursor to a pandemic event.
- 1.1.3. The clinical disease attack rate will likely be 50% or higher in the overall population during the pandemic. Illness rates will be lowest among school aged children (about 20%) and increase with age. Among working adults, an average of 40% will become ill during a community outbreak.
 - 1.1.3.1. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- 1.1.4. Of those who become ill with influenza, 50% will seek outpatient medical care.
 - 1.1.4.1. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- 1.1.5. The number of hospitalizations and deaths will depend on the virulence of the pandemic virus. Estimates differ about 10 fold between more and less severe scenarios. Two scenarios are presented based on extrapolation of past pandemic experience (Table 1). Planning should include the more severe scenario.
 - 1.1.5.1. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic medical conditions.
- 1.1.6. Rates of absenteeism will depend on the severity of the pandemic.
 - 1.1.6.1. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 50% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
 - 1.1.6.2. Certain public health measures (closing schools, quarantining household contacts of infected individuals, “snow days”) are likely to increase rates of absenteeism.
- 1.1.7. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately 2 days.

- 1.1.8. Persons who become ill may shed virus and can transmit infection for up to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness.
- 1.1.9. On average, infected persons will transmit infection to approximately four other people.
- 1.1.10. In an affected community, a pandemic outbreak will last about 6 to 8 weeks and can experience repeat outbreaks on an irregular basis.
- 1.1.11. Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting 23 months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.
- 1.1.11. In the event that mass prophylaxis or mass inoculations are required, the Emergency Management Agency will respond and coordinate with the Cook County Department of Public Health according to their plan for such events.

Table 1. Number of Episodes of Illness, Healthcare Utilization, and Death Associated with Moderate and Severe Pandemic Influenza Scenarios*

Characteristics	Moderate (1958/68-like)	Severe (1918-like)
Illness	90 million (30%)	90 million (30%)
Outpatient medical care	45 million (50%)	45 million (50%)
Hospitalization	865,000	9,900,000
ICU care	128,750	1,485,000
Mechanical ventilation	64,875	745,500
Deaths	209,000	1,903,000

*Estimates based on extrapolation from past pandemics in the United States. Note that these estimates do not include the potential impact of interventions not available during the 20th century pandemics.

ANNEX I MORTUARY SERVICES

STATEMENT OF PURPOSE

The purpose of this annex is to identify the role of the Medical Examiner during natural or manmade emergencies or disasters. The Medical Examiner annex establishes policies and procedures for the collection, identification, and disposition of dead persons during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected. Next of kin must be located and notified.

SITUATIONS

All of Cook County is susceptible to a major emergency or disaster that could lead to a large number of fatalities. Transportation disasters, environmental or natural hazards, medical and health hazards or national attack can produce fatalities in Cook County that would strain or overwhelm normal capabilities of the Medical Examiner Officer.

Under such adverse conditions, demands for services could increase readily while the ability to provide services, special skills and equipment diminishes.

ASSUMPTIONS

The first response to a mass casualty/fatality incident that occurs within Hanover Township would be Fire and Police Services. Hanover Township Emergency Services will be used at the discretion of the Incident Commander.

As the need for Medical Examiner Services becomes evident, the Cook County Medical Examiner would be notified. The Medical Examiner would receive initial assistance from the Medical Examiners Deputies, if available, and funeral directors and morticians. Additional personnel for Medical Examiner Services may be obtained from adjoining counties, State and Federal Government Agencies.

CONCEPT OF OPERATIONS

Initial request for Medical Examiner Services will be received at the County's 911 Center from law enforcement or fire service officials. Additional resources will be provided as requested by the Medical Examiner in charge at the scene. Following the elimination of pending dangers by fire, police and Emergency Medical Services and after any injured have been rescued and removed, the Medical Examiner on the scene, in conjunction with fire, police, E.M.A., and other authorized security and investigators, shall take charge of the death scene, and complete those actions deemed necessary.

Following the activation of this plan where public health issues are a concern or where fatalities have occurred, if Hanover Township is requested to do so, they will notify the CCDHSEM and request additional assistance from the Medical Examiner Office. Representatives of the Medical Examiner Office operating within the County EOC will be responsible for assigning missions in support of the municipal request.

Following the notification of the next of kin, the names of the deceased will be provided to the County Public Information Officer for release to the media. The release to the media of the number of fatalities and the names of the deceased will come only from the Medical Examiner Office.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Cook County Medical Examiner is responsible for the personnel, resources and capabilities of the following divisions within the Medical Examiner's Office:

Administration,
Investigation
Toxicology Department.

DIRECTION AND CONTROL

The Cook County Emergency Operations Center is the primary direction and control facility during major emergency or disaster situations. A designated field commander from the Medical Examiner Staff shall report to and coordinate through the command post. In smaller emergency situations, all operations may be conducted from on-site, or near site command post. When a disaster is declared, all Medical Examiner operations will come under the direction of the Chief Medical Examiner. The basic responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the disaster plan:

1. To insure the mobilization, organization and operations of the Medical Examiner's personnel, equipment and expertise at the time of a disaster.
2. To provide for the recovery, removal, collection, identification and processing of the dead and their personal effects.
3. To Coordinate Medical Examiner activities with other agencies involved in a disaster situation.
4. Provide necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for mortuary response personnel during emergency operations.
5. Representation to the County EOC will be via telephone or radio from the Medical Examiner's EOC.

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

TRANSPORTATION

The police department of jurisdiction could handle the transportation of the victims should it be considered a crime scene, otherwise, the County or a local funeral home will transport. If additional transport vehicles are needed, contact the CCDHSEM EOC.

SUCCESSION OF COMMAND

The line of succession for the Cook County Medical Examiner will be:

1. Chief Medical Examiner

2. Chief Administrator
3. Assistant Chief Medical Examiner
4. Chief Investigator

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Hanover Township ESA to coordinate with the CCDHSEM to get the information necessary for the maintenances, review and updating of this annex.

APPENDICES

Appendix I Mortuary Services Pre-emergency Operation Checklist
Appendix I Mortuary Services Response Operation Checklist
Appendix I Mortuary Services Recovery Operation Checklist

APPENDIX I 1

MORTUARY SERVICES

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Review hazard/identification to determine possible Emergency Mortuary Services problems.
Complete: Yes/No	Familiarize Township staff with disaster and mass fatality operations and provide them with training as necessary.
Complete: Yes/No	Develop a public information program in coordination with the County Public Information Officer for use in the event of an emergency. This program should provide information on identification and disposition of the dead, and methods for obtaining information related to Medical Examiner Services.
Complete: Yes/No	Contact the local ministerial association to assist in the disaster situation with religious counseling of families of disaster victims and workers.
Complete: Yes/No	Identify alternate morgue sites, which could be used during an emergency situation.
Complete: Yes/No	Identify refrigeration resources, which could be used during an emergency situation.
Complete: Yes/No	Identify and develop resources which could be used during an emergency situation.

APPENDIX I 2

**MORTUARY
RESPONSE OPERATIONS CHECKLIST**

Complete: Yes/No	Following the determination that an emergency or disaster situation exists requiring the activation of this annex, the Township's EOC will contact the Medical Examiner, or designee at the Cook County EOC if requested.
Complete: Yes/No	The Medical Examiner Field Command Officer shall be requested to report to the Field Command Post.
Complete: Yes/No	The Medical Examiner, or designee, at the Field Command Post shall take charge of the death scene after all rescue operations and all pending hazards have been eliminated.
Complete: Yes/No	The Medical Examiner, or designee will activate the Medical Examiner Staff and have them report for duty.
Complete: Yes/No	The Medical Examiner, or designee, should: <ul style="list-style-type: none"> a. Protect the scene, (i.e. evidence, bodies, property). b. Remove unauthorized personnel. c. Secure and rope off the area. d. Carefully make a map of the physical evidence and location of the bodies or parts thereof. e. Prepare a photographic record of the scene. f. Collect statements from eyewitnesses.
Complete: Yes/No	Supervise the proper removal of the dead, to morgue facilities. <ul style="list-style-type: none"> a. Identify the dead. b. Determine cause of death. c. Aid in the disposition of bodies. d. Assist in storage and disposition of personal property of the dead. e. Aid in maintenance of complete records. f. Coordinate release of information to the family, press and public, through the EOC Press Center and Medical Examiners Office.
Complete: Yes/No	Establish adequate morgue facilities to:
Complete: Yes/No	Report all information to EOC.

**APPENDIX I 3
MORTUARY SERVICES**

MEDICAL EXAMINER RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continue to provide services as requested by the community
Complete: Yes/No	If necessary, provide mental health assistance to the Medical Examiner's Staff with health department assistance

ANNEX J RESOURCE MANAGEMENT

STATEMENT OF PURPOSE

This annex describes the procurement of outside resources that might be needed in the event of a disaster within the Township boundaries. Disaster experiences in other cities have shown the importance of a pre-planned resource system.

SITUATIONS AND ASSUMPTION

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

CONCEPT OF OPERATIONS

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

Prioritization (ongoing) - The EOC along with the DES Director or Designee will apprise “the Functional Needs Group” of priorities set by the Incident Action Plan. Functional Needs Groups are described as shelter in place residents, Special Needs/Consideration Groups (people with disabilities), Public Shelter occupants, Nursing Homes, Schools, etc. (FN-ADA)

The DES Director will select a Needs Groups Manager to coordinate and prioritize requests with the Area and/or Incident Command Post(s) for resources for these groups. (FN-ADA)

RESOURCES

Other Local Governmental Manpower and Equipment

Requests for resource support will be generated by the Incident Commander at the scene of the incident, or from members of the Crisis Management Team within the EOC. Following the activation of the emergency plan, the Emergency Services Agency will be responsible for coordinating requests for resources for the Township within the EOC. The ESA Director and the various department heads concerned shall immediately begin to produce additionally needed items through mutual aid agreements, memoranda, letter of understanding, or loan contracts. These agreements memoranda, letter of understanding, or loan contracts are on file in the Township Administration, Clerk’s Office and Finance Offices.

Additional help may be sought from CCDHSEM, IEMA, and the Federal Governments, if necessary.

An inventory of resources, provided by the community, can be found in the EMA Resource Manual located in the Director's office and the Communications Center, Local EMA and Highway Department Resources can be found in the CCDHSEM Resource Guide. Additional listing of resources, available from the public and private sector can be provided throughout Cook County CCDHSEM and IEMA.

In the event of a major emergency or disaster affecting multiple jurisdictions or unincorporated portions of the County not covered by this EOP, resource requests should be coordinated through the CCDHSEM. CCDHSEM can consolidate similar requests from multiple jurisdictions. Additionally the County may be requested to coordinate the acquisition and scheduling of emergency response resources, i.e.: light trucks, fuel re-supply vehicles, debris removal equipment, etc., during the early hours of a disaster to take that burden from municipal officials, thereby allowing them to coordinate emergency response activities.

Requests for resources provided from the state or federal government including hardware, vehicles and personnel, will be routed through the County EOC. The County will forward the requests to the Illinois Emergency Management Agency.

American Red Cross and Salvation Army

The American Red Cross and Salvation Army will be asked to help with the procurement and distribution of emergency food and water supplies. Food and water can be acquired from any of the chain food stores in the Township.

Private Manpower and Equipment

If a shortage of any of everyday items and personnel the Township used begins to seem likely, there will be a need to purchase materials, supplies, equipment and manpower. An inventory of vendor resources, provided to the Township, can be found in the Township's Vendor Resource Book.

When it is necessary to contract for services or purchase needed resources, the following procedure will be initiated by the Finance Department.

FINANCE

Following the onset of a major emergency or disaster, the tracking of financial and personnel costs are essential. The local declaration of emergency or disaster allows the Township to make expenditures necessary to respond to and recover from the effects of the disaster, bypassing the normal competitive bidding process.

The Township's Administrator is responsible for ensuring that adequate funding is available for the Township's response and recovery efforts. The Township Administrator should immediately establish a budget fine item for disaster-related expenditures and personnel costs. Funding for emergency / disaster related expenses is based on the following policies:

The Township Supervisor, by law, is empowered to authorize any expenditures of funds without prior Board of Trustees approval in time of disaster situations that affect Hanover Township. Likewise, the Township Highway Commissioner is so empowered for expenses generated through his department.

Tracking of expenditures should begin as soon as possible. These expenses must be backed based on the following categories:

Emergency Work:

Category A - Debris Removal

Includes the removal of debris and wreckage from public and private property, demolition of unsafe structures, cleaning out of foreign material in reservoirs, catch basins, and drainage channels.

Category B - Emergency Protective Measures

Includes search and rescue, security force deployment, flood fighting activities including sand bagging, pumping, etc., and sheltering costs.

Permanent Work:

Category C - Road Systems

Includes restoration of damaged road and bridge systems, culverts and traffic control systems.

Category D - Water Control Facilities

Includes restoration of damaged dikes, dams, levees, drainage channels, and similar facilities.

Category E - Buildings and Equipment

Includes restoration of damaged buildings, building contents and equipment.

Category F - Utility Systems

Includes water, sanitary and storm sewer, and electric utilities.

Category G - Other (Recreational Facilities)

Includes restoration of parks, recreation facilities and other types of damaged facilities that do not fit into other categories.

Tracking of expenditures, based on the preceding categories is required by FEMA in the event that the incident is large enough to warrant a federal disaster declaration.

Financial Management Forms

Blank financial management forms packets are provided by the Illinois Emergency Management Agency and Federal Emergency Management Agency for tracking personnel and equipment costs, contract labor, and equipment rental costs related to a federally declared disaster. On the back of the sample form are detailed instructions indicating what information should be placed in each column/row. While the use of these forms is not mandatory for a non-federal declared disaster, the use of these sheets for all local emergencies will insure that correct information is immediately available without extra work should the event be escalated to a federal disaster.

The Township's Administrator has separate forms to be used for each job site and each category of work. Categories of these forms are:

- a. Force Account Labor Record
- b. Force Account Equipment Record
- c. Force Account Materials Record
- d. Contractual Services Record
- e. Rental Equipment Record

DONATIONS

In times of emergency/disaster the need for the general public to help his/her fellow man is great. This can be in the form of donated equipment, food, clothes, other items and money. The timely provision of donated resources can mean the difference between an effective and ineffective response and recovery operations. Recent disaster experiences have highlighted the importance of a smooth running donation resource system.

Monetary Donations

The Township Administrator has the responsibilities of receiving, banking and accounting for all monetary donations sent to the Township in an emergency/disaster. The Supervisor and Township Trustees will set the proper ordinance for the use of this disaster relief money.

See the Township Administrator SMO's for Monetary Donations. These SMO's are kept in the EOC.

Other Donations

The Township Highway Department has the responsibilities of receiving, storing, distributing and accounting for all material and supplies donations sent to the Township in an emergency/disaster. The Township's EOC and ESA Director will set the proper procedures for the use of disaster relief supplies/materials. The Township will be responsible for the security of these donations. The Donations SMO's are kept in the human resource office safe.

VOLUNTEER

Township Volunteer

Local residents have always helped out our Township on a day-to-day by volunteering their services. These volunteers service in many area of our government and are fully screened by the Township and fully covered by a separate Township insurance policy.

The following volunteer unit is the only group that is considered a volunteer secured volunteer:

The Emergency Services Unit from the Deputy Director level and down.

The supervision and training of these volunteers are the responsibilities of the ESA Director

Spontaneous Volunteer

ILLINOIS OFFICE OF HOMELAND SECURITY COMMUNITY GUIDELINES FOR DEVELOPING A SPONTANEOUS VOLUNTEER PLAN

The attached document, “Community Guidelines for Developing a Spontaneous Volunteer Plan” has been developed to assist communities along with the Emergency Services Agency (ESA) Director in developing and executing a community spontaneous volunteer plan as part of the county emergency operations plan. This document outlines steps for volunteer agencies traditionally involved with disaster response, other community agencies and/or organizations, and the ESA Director to form a core group and develop a spontaneous volunteer plan to address those individuals who appear on the scene to volunteer in the event of a disaster.

As a result of the events of September 11, 2001, with over 40,000 unsolicited volunteers arriving at Ground Zero and no plan to deal with them, a Volunteers and Donations Committee was established in Illinois as part of the Illinois Terrorism Task Force (ITTF). While the Task Force has been established since May 2000, the Committee was established after September 11, 2001 in hopes of bettering our response during a large-scale disaster here in Illinois. The Volunteers and Donations Committee was charged with dealing with issues on how and where to direct volunteers and donations and how to get unsolicited volunteers registered with an organization or agency in light of a disaster. More than 20 individuals who serve on this Committee represent the interests of many state and federal agencies, volunteer organizations in the communities such as the Voluntary Organizations Active in Disaster (VOAD), associations for volunteer administrators, senior programs, and voluntary programs.

I urge you to fully review this document and work with your ESA Director in your community or county to develop this plan and to include it in your emergency operations plan. Should you have any questions regarding these guidelines or any other issues surrounding volunteerism and homeland security, I would encourage you to contact the Illinois Emergency Management Agency at (217) 782-2700.

Thank you again for your continued support and cooperation.

Carl Hawkinson

Deputy Chief of Staff for Public Safety

Hanover Township Emergency Services Agency
Hanover Township Emergency Operations Plan
2012/2013

Community Guidelines for Developing a Spontaneous Volunteer Plan

For the purpose of these guidelines, a spontaneous volunteer is an individual who arrives at a disaster scene without a specific request from, or an affiliation with, a traditional disaster agency. These guidelines illustrate how volunteer agencies traditionally involved in disaster response; other agencies and/or organizations and community members can participate in the execution of the emergency operations plan. (See Appendix A, Community Participation Diagram).

1. The local Emergency Management Agency (EMA) Director, together with traditional disaster agencies host a “summit” inviting community agencies and/or organizations to discuss partnerships and roles in the event of a large-scale disaster.
2. Establish a core group of agencies and/or organizations which meets to help develop the community’s spontaneous volunteer disaster plan. This group should include both service providers traditionally involved in a disaster as well as social service and non profit agencies and/or organizations. Several Illinois communities already have this structure, in some cases it is a VOAD (Voluntary Organizations Active in Disaster). This group should work closely with the EMA Director and within the parameters of the county emergency operations plan and the state emergency operations plan.
3. Agencies and/or organizations in each community should ensure the following steps are completed to prepare their disaster plan. Emergency plans in each county’s jurisdiction should include the following:

Step 1: Educate and Engage Community Agencies in Disaster Service Delivery.

- a) The core group will clarify the services of each agency and/or organization in the event of a disaster as well as define the new roles for agencies and/or organizations not already involved in disaster response.
- b) These agencies and/or organizations should develop specific agreements with traditional disaster agencies or with the core group as a whole. (See Appendix B, Statement of Understanding).
- c) Each agency and/or organization will develop job descriptions for the key leadership positions in times of disaster.
- d) Develop written procedures and plans for security, volunteer liability, unwanted/unruly volunteers and volunteer credentialing. (See Appendix C, Related statues regarding protections for volunteers).

Step 2: Solidify a Spontaneous Volunteer Plan.

- a) The core group will work with its EMA Director to amend the emergency operations plan to include the Spontaneous Volunteer Plan.
- b) The EMA Director will designate a Spontaneous Volunteer Manager. This individual will be responsible for coordinating the spontaneous volunteers in the event of a disaster. (See Appendix D, Spontaneous Volunteer Manager Job Description).
- c) Identify a Volunteer Screening Director. This individual will oversee the screening of spontaneous volunteers at the screening facility. Resources for that person might include: universal volunteer applications, job descriptions, code of conduct and local and statewide training courses. (See Appendix D, Volunteer Screening Director Job Description; Appendix E, Universal Volunteer Application; and Appendix F, Training Resources).
- d) Identify a Core Group Contact Person. In the event of a disaster the EMA Director will contact this individual who in turn will contact the other members of the core group. This will ensure that

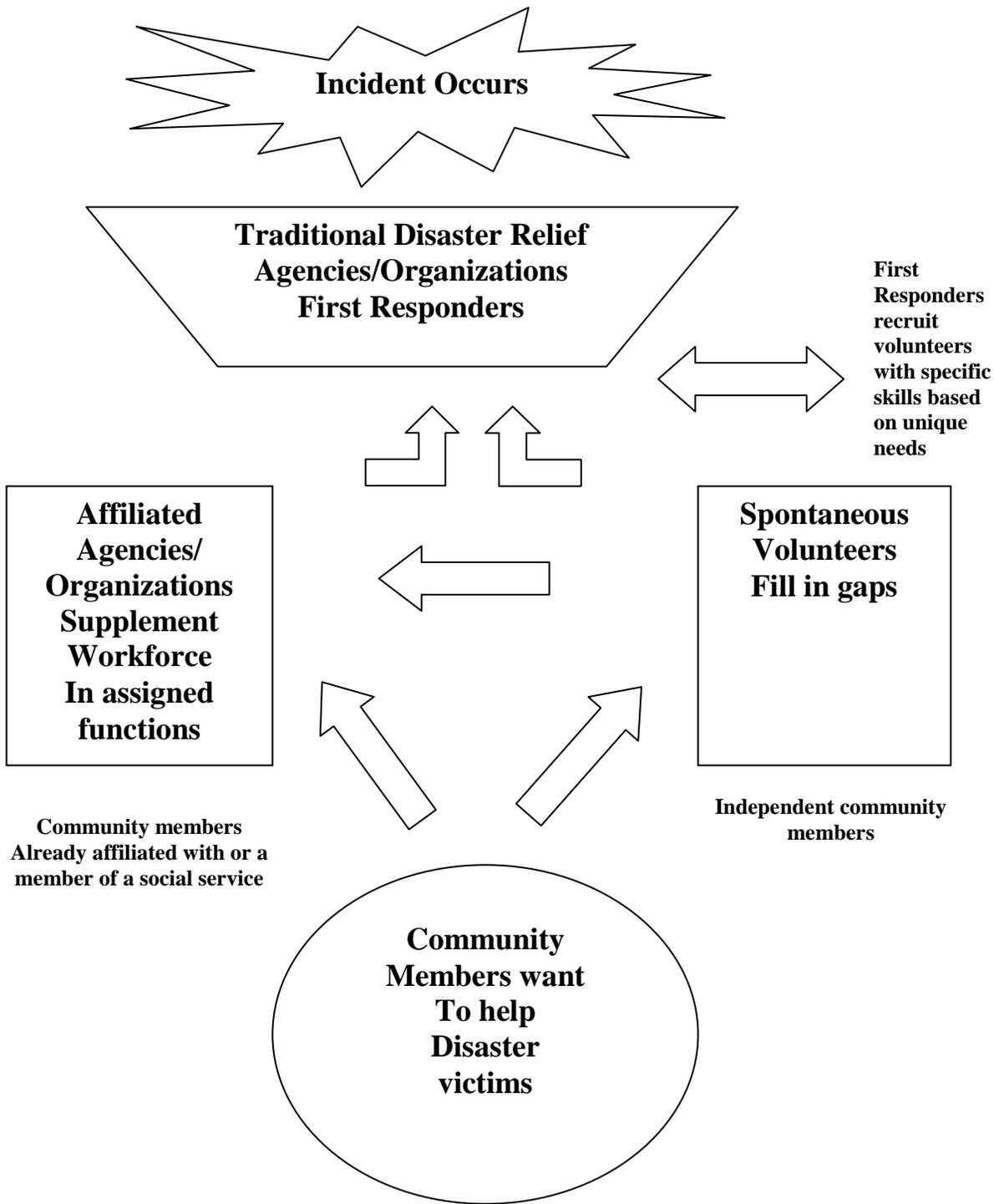
the Spontaneous Volunteer Plan is properly implemented. It is recommended that the Spontaneous Volunteer Manager also serve as the Core Group Contact Person.

- e) Determine where inquiries from spontaneous volunteers will be directed in the event of a disaster - for example city hall, a local business, Red Cross Office, etc. Distinguish between offers of volunteer services and donations.
- f) Determine a screening facility for spontaneous volunteers - for example, a local school, YMCA, United Way, etc.
- g) Identify a respite center where volunteers and emergency service workers can receive supplies, food and anticipated mental health counseling.
- h) Clarify mechanisms by which agencies and/or organizations will request volunteers in time of a disaster.
- i) Determine a follow-up plan that involves volunteer thank-you, incident wrap up and evaluation.

Step 3: Expand Education to the Community.

- a) Create a campaign to encourage citizens to affiliate with traditional disaster agencies in the community.
 - b) Coordinate with the overall state public information and education program for disaster preparedness and relief.
 - c) Utilize outside resources to assist in the development and execution of the local education plan.
 - d) Share “best practices” of spontaneous volunteer coordination with neighboring communities.
4. This core group of agencies and/or organizations, along with the EMA Director, will continue to meet periodically to review, enhance and update the community spontaneous volunteer plan.

Community Participation Diagram



Appendix B

STATEMENT OF UNDERSTANDING

OVERVIEW OF AMERICAN RED CROSS OF GREATER CHICAGO & YOUNG MEN'S CHRISTIAN ASSOCIATION OF METROPOLITAN CHICAGO

THE AMERICAN RED CROSS OF GREATER CHICAGO:

1. Provide training, in advance, to 1 -5 YMCAMC staff per site.
2. Provide an annual update of materials, training or drill to YMCAMC staff.
3. Initiate the call for volunteers in a Level III or above disaster relief situation to an identified YMCAMC lead.
4. Provide instructions and/or training to all volunteers at the time of call-up in the function to which they have been assigned.
5. Provide daily updates of information and materials to YMCAMC site staff throughout the duration of their involvement.
6. Publicly acknowledge and recognize the partnership and contribution of YMCAMC in the event of plan activation and in anticipation of such an event.
7. Review partnership agreement on an annual basis.
8. Identify primary and secondary contact persons/liaisons for the YMCAMC.

YOUNG MEN'S CHRISTIAN ASSOCIATION of METROPOLITAN CHICAGO:

1. Agree to the project process as described by Statement of Understanding.
2. Respond to the call for help from the ARCGC at the time of a Level III and above disaster within (24) twenty-four hours providing at least one trained staff per site.
3. Recruit at least 2 employees to be site liaisons to work with ARCGC in advance, including training for disaster relief procedures.
4. Provide facilities for spontaneous volunteer registration and screening.
5. Provide necessary equipment at each site to facilitate. Equipment includes 2-4 registration tables, 2-4 volunteer screening areas and at least 20 chairs.
6. In the event of plan activation, provide daily reporting and constant communication with ARCGC headquarters site.
7. Participate in an annual update of materials, training and/or drill.

Appendix C

RELATED STATUES REGARDING PROTECTIONS FOR VOLUNTEERS

50 ILCS 1222 Local Government Disaster Service Volunteer Act

Authorizes units of local government and their agencies to grant 20 days per year paid leave to an employee to participate in disaster relief services for the Red Cross, upon the request of that agency.

745 ILCS 10 Local Governmental and Governmental Employees Tort Immunity Act sec. 1 –202

Defines employee to include volunteers sec. 2-302 authorizes units of local government to indemnify employees, presumably including volunteers.

820 ILCS 315/2 Workers' Compensation Act

Defines civil defense worker to include volunteers during emergencies.

5 ILCS 350 State Employee Indemnification Act

Definition of employee includes those who perform volunteer services where the volunteer relationship is reduced to writing.

20 ILCS 3302/1 OIEMA Act

Provides that volunteers engaged in a disaster, exercise, or training related to the emergency operations plan of a political subdivision or response that is beyond local response capabilities shall be a State employee for purpose of Workers Compensation, if certain criteria are met.

42 U.S.C. 14501 et seq. Volunteer Protection Act

Preempts State laws to limit the liability of persons serving as volunteers for governmental and non-profit organizations.

Appendix D

JOB DESCRIPTIONS

Spontaneous Volunteer Manager

Establish spontaneous volunteer center at designated facility.

Coordinate with participating agencies to determine the training and experience levels of needed volunteers and document opportunities.

Process and oversee the fulfillment of volunteer requests

Establish and clearly communicate job assignment rule and volunteer code of conduct.

Consult with and act as a technical resource to volunteer supervisors regarding potential personnel problems.

Investigate grievances and manage other personal action involving volunteer assigned through the spontaneous volunteer center.

Oversee Volunteer Screening Director.

Oversee Volunteer Screening Director.

Volunteer Screening Director

Ensure individuals processed through the spontaneous volunteer center undergo a consistent, non-discriminatory screening procedure including an application, interview and proper identification.

Initiate and maintain master filing system.

Engage and supervise additional volunteer screeners as needed.

Work with spontaneous volunteer manger to fulfill volunteer requests.

Arrange for the proper follow-up and thanking of volunteers assigned through the spontaneous volunteer center.

Ensure proper disposition of volunteer records & files after operation.

Appendix E 1of 2

UNIVERSAL VOLUNTEER APPLICATION

Personal Information

Name: _____

Address: _____

Phone Numbers: _____

Email: _____

Employment Information (Title, Place of Employment): _____

Employment Contact Information (Name, Phone Numbers): _____

Describe any restrictions on your activities (physical, medical, mental): _____

Date of tetanus shot: _____

Are you currently charged with or have you ever been convicted of a felony? seY ٲ oN ٲ
If yes, please explain:

General Availability:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Do you have personal transportation? _____

Geographic Preference: _____

Are you willing/able to do manual labor? seY ٲ oN ٲ

Appendix E 2 of 2

SKILLS & QUALIFICATIONS:

Fluency in Language(s) Other than English: _____

Licenses/Professional Certification: _____

Professional Background: _____

Education Background: _____

Computer Skills: _____

Prior or Current Volunteer Experience: _____

Prior Disaster Relief Experience: _____

Other Skills:

ف Administrative/Secretarial

ف Human Resources (interviewing, recruiting, etc.)

ف Accounting/Finance/Bookkeeping

ف Mental Health Counselor/Social Worker

ف Civil Servant (Police, Firefighter, etc)

ف Management

ف Child Care

ف Technical (IT professional, etc.)

ف Customer Service

ف Trade: _____

ف Food Service (help prepare & serve meals)

ف Transportation
(Professional Trunk/Bus Driver

ف Health Services (Doctor, Nurse, EMT)

_____;rehto ف

Volunteer Agreement

1. The information provided is complete and true. The information given on this application is incomplete or untrue; I understand my assignment may be terminated.
2. I have disclosed any felony convictions. I agree to a background check, verification of the statements contained herein and additional screening procedures.
3. I understand that my own insurance will be used as coverage for illnesses and injuries and that I am ultimately responsible for any costs incurred.
4. I agree to respect the rights, property and confidentiality of emergency worker and individuals affected by disaster.
5. I agree to adhere to the rules/instructions of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: _____

Appendix F

SUGGESTED TRAINING RESOURCES

Developing Volunteer Resources Illinois Emergency Management Agency (IEMA)

This two-day course is designed to improve the participant's abilities to deal with a wide range of issues in managing volunteers. This course addresses:

- Identification of tasks that require volunteers services
- Skill definition and specification of qualifications
- Publicity and recruitment
- Skill development and maintenance
- Motivation strategy that promotes continued involvement
- Quality performance use of volunteers during a disaster
- Reviewing volunteer programs for effectiveness

For more information contact IEMA, 110 East Adams Street, Springfield, IL 62701 -1109, (217) 782-7860, www.state.il.us/iema

Human Resources In Disaster

American Red Cross

The purpose of this training is to provide basic information about activities and processes of a local disaster volunteer, staffing, and training functions in support of American Red Cross disaster relief operations. Participants will learn how to deliver and support sufficient and effective human resources on a disaster relief operation.

For more information contact American Red Cross of Greater Chicago, 111 East Wacker Drive, Suite 200, Chicago, IL 60601, (312)-729-6100, <http://www.chicagoredcross.org/>

Further operational procedures are confidential and kept in the ESA SOP's/SOG's.

SUCCESSION OF COMMAND

The line of succession for the Resource Management will be:

1. EMA Director
2. Resource Administrator (Hanover Township Senior Services Director)
3. Volunteer Manager
4. Township Clerk

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility ESA Director through the Finance Director, Highway Department Director, Resource Administrator Volunteer Manager, Township Clerk for the maintenances, review and updating of this annex.

APPENDICES

- Appendix J1 Resource Management Pre-emergency Operation Checklist
- Appendix J2 Resource Management Response Operation Checklist
- Appendix J3 Resource Management Recovery Operation Checklist
- Appendix J4 Finance Pre-emergency Operation Checklist
- Appendix J5 Finance Management Response Operation Checklist
- Appendix J6 Finance Management Recovery Operation Checklist
- Appendix J7 Volunteers Pre-emergency Operation Checklist
- Appendix J8 Volunteers Response Operation Checklist
- Appendix J9 Volunteers Operation Checklist
- Appendix J10 – Resource Request Form

**APPENDIX J 1
RESOURCE MANAGEMENT**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify the agencies, organizations, commercial/industrial establishment, and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Maintain current inventory lists of all emergency response resources.
Complete: Yes/No	Develop procedures/SOPs for contacting resources.
Complete: Yes/No	Develop procedures for tracking resources deployed for emergency operations
Complete: Yes/No	Provide training for departments personnel to prepare them for emergency response.

**APPENDIX J 2
RESOURCE MANAGEMENT**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	After the EOC is activated, the staff shall collect, monitor, and provide periodic reports to the EOC and IC relative to procurement of goods, services and other support services as requested by the IC or other Township's department.
Complete: Yes/No	Organize, manage, coordinate and channel the services and supplies to the IC or scene of the disaster.
Complete: Yes/No	Provide all the necessary logistical support for the staging and response of food, materials, manpower, and other items used during emergency operations.

**APPENDIX J 3
RESOURCE MANAGEMENT**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Support cleanup and recovery operations.
Complete: Yes/No	Returned borrowed resources to owner(s) in pre-use conditions.
Complete: Yes/No	Restock materials and supplies to pre-disaster conditions.

APPENDIX J 4

FINANCIAL MANAGEMENT

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify agencies, organizations, and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Develop procedures for contacting finance staff.
Complete: Yes/No	Provide training for department personnel to prepare them for emergency response.
Complete: Yes/No	. Participated in the annual exercise to ensure the department's emergency

**APPENDIX J 5
FINANCIAL MANAGEMENT**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Following the occurrence of a major emergency/disaster situation, the ESA will advise the Township Administrator of the need to report to the EOC.
Complete: Yes/No	The Township Administrator will report to the EOC.
Complete: Yes/No	The Township Administrator, or designated, will contact additional staff to report to work for assignments.
Complete: Yes/No	The Township staff will collect, record and banking all monetary donations.
Complete: Yes/No	The Township staff will help collect and record all other donations with other departments.
Complete: Yes/No	The Township staff will collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services as requested by other EOC participants

**APPENDIX J 6
FINANCIAL MANAGEMENT**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	The Township staff will continue to collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services as requested by other EOC participants as long as necessary.
Complete: Yes/No	Assist in damage assessment activities, as requested.
Complete: Yes/No	Prepare reports on situation for inclusion into the official record and later critique.
Complete: Yes/No	Inventory supplies and contents needed to restock the Township supplies and materials.

**APPENDIX J 7
VOLUNTEERS**

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Identify sources of volunteer agencies for emergency operations and develop a working relationship to ensure their assistance, if needed, during an emergency.
Complete: Yes/No	Develop and train Township's volunteer units.

**APPENDIX J 8
VOLUNTEERS**

RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Following the opening of the EOC, the Volunteer Director will report to the EOC.
Complete: Yes/No	The Township ESA Director will request of CCDHSEM Director for outside ESDA/EMA Units to assist in the Township needs.
Complete: Yes/No	Follow the Township plan for spontaneous volunteers with the Illinois Homeland Security Guidelines.
Complete: Yes/No	Staging area, food and rest area for volunteers as needed.
Complete: Yes/No	Procedures/guidelines being followed for the use of the volunteers as needed.

**APPENDIX J 8
VOLUNTEERS**

RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	When it is evident that the emergency can be handled through the use of local resources, volunteer and mutual aid resources should be released.
Complete: Yes/No	The ESA Director will ensure that residents who have volunteered, as well as mutual aid communities, receive official recognition for the services.
Complete: Yes/No	The ESA Director and Volunteer Director will complete reports on the emergency for the inclusion in the official record and for later incident review.

APPENDIX J-10 – RESOURCE REQUEST FORM

**HANOVER TOWNSHIP
DISASTER RESOURCE REQUEST FORM**

Date of request:	Time of request:
Requesting agency:	Contact person:
Call back phone:	

Resource requested:
Size:
Amount needed:
Location where is needed:
Duration of time resource is needed:

GENERATOR INFORMATION:	PUMP INFORMATION
Voltage:	Type of water (clean/trash):
Amperage:	Distance to be pump:
Phasing:	How will pump be powered?
	Is staff available to man pump?

COMMENTS:

Request received by:	Time received:
Time request filled :	Time request filled:

HAZARD SPECIFIC ANNEX

ANNEX K HAZARDOUS MATERIAL

STATEMENT OF PURPOSE

In light of today's technology, the threat of an emergency involving the release of hazardous materials into the air, water, or land is increasing. In case of an incident where contamination has occurred, emergency procedures must be implemented as rapidly as possible to ensure the safety of the population.

The purpose of this Annex is to define the roles of various agencies responsible for responding to and coordinating response and recovery efforts in the event of a hazardous materials incident.

This Annex is consistent with the Annex developed by the Cook County Local Emergency Planning Committee as part of the SARA Title III Regulations. It is intended that this Annex developed for Hanover Township will dovetail with the countywide plan, thereby ensuring effective coordinated efforts in the event of an incident involving the release of a hazardous material.

SITUATIONS

Hanover Township has the potential of experiencing the effects of floods, tornadoes, fuel storage accidents, nuclear fallout, hazardous materials, pipeline, train, plane, and transportation accidents. All emergencies and disaster place extraordinary strains on all levels of government. The demand for governmental services expands, while the ability to provide those services, in most cases diminishes.

ASSUMPTION

Many hazard materials teams are available to respond to hazard materials incidents in our Township. Mutual Aid Agreements (MABAS) between departments is already in place and functioning throughout the State of Illinois. It is assumed that the majority of the people will realize the danger of and the necessity of evacuation. However, those residents must be provided all possible awareness of the need of a safe evacuation in the time frame, which is realistic to prevent injury or death to any citizen.

CONCEPT OF OPERATIONS, ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Under Illinois law, local government is ultimately responsible for the protection of life and property. The Township Supervisor is also responsible for ensuring that disaster response and recovery operations are effective. Providing for an effective response to a hazardous materials incident is one of those critical functions. Within Hanover Township, the Bartlett Fire Protection District has been identified as the "lead agency" for coordinating response to such emergencies.

Additionally, the Bartlett Fire protection District has been identified as the "lead agency" for responding to and mitigating a hazardous materials incident. Therefore, the highest-ranking officer from the Fire Department will become the "Incident Commander" responsible for directing operations at the scene of the incident. Depending on the severity of the incident, a number of agencies may also respond to the incident and provide a variety of primary services (i.e., law enforcement, EMS, fire and rescue, public

works, etc.) or support services (i.e., shelter and welfare, public health, and mortuary). The provision of these services shall be in accordance with the Hanover Township and Cook County Emergency Operation Plan. Additionally, various State and Federal agencies, as well as private agencies and/or organizations may become involved in response and recovery operations. The Fire Chief or designee, and the ESA Director with the support of the Township EOC will coordinate these organizations.

Immediately after an incident occurs, the owner/operator will conduct an initial assessment of the situation. Following this assessment, the owner/operator will classify the incident in accordance with the "Accident Classification System" shown in Appendix 1. The owner/operator will be responsible for notifying the Fire Department of Jurisdiction, the Township ESA Director, and the State Emergency Response Commission in accordance with SARA Title III - Section 304. As soon as practical following the incident, the facility owner/operator will file a written report with the Local Emergency Planning Committee and the State Emergency Response Commission.

Upon arrival at the incident scene, the Incident Commander will be responsible for initiating a second assessment to determine the resources necessary to manage the situation. Based on this second assessment, the Incident Commander may reclassify the incident to a higher or lower level. Additionally, the Incident Commander will activate a site-specific Incident Command System (ICS). All operating departments having a primary or secondary role in the emergency will be represented in the ICS. The representatives from these departments should be visually identifiable to ensure recognition by Incident Command Staff.

The Incident Commander will also appoint a "Safety Officer" who will be responsible for the overall maintenance of site safety. Specifically, the Safety Officer will be responsible for identifying and evaluating hazards and providing direction to the Incident Commander with respect to the safety of operations for the emergency. Based on the incident assessment, protective actions may be recommended. These protective actions are broken into two categories: "Shelter-in-Place" or "Evacuation."

Shelter-in-Place means area residents are directed to go indoors and close off outside ventilation systems. Residents would remain in door until it is determined that it is safe to go outdoors. Evacuation requires the physical movement of an affected population from an area of danger to one that provides safety. This option requires the commitment of considerable resources and time. Implementation of an evacuation protective action requires the Declaration of a Local Emergency by either the Township Supervisor or the County Board Chairman, or both, or their designated alternate(s). If time allows, the Township Supervisor or designee will issue the Declaration prior to the commencement of the evacuation; however if time does not permit, the Incident Commander will initiate the evacuation to ensure the preservation of life and safety. The Township Supervisor or designee will immediately be notified of the situation and the Declaration issued. Procedures for conducting an evacuation can be found in Annex B 1 of this Plan.

Public notification of these protective actions will be accomplished through the following methods:

1. Public Address Systems in Emergency Vehicles
2. Bullhorns
3. Door-to-door Notification
4. Mass Media (Internet, Radio and/or Television)
5. Cable Television Announcement
6. Telephone

Activation of a shelter system capable of temporarily housing the affected population will be accomplished in cooperation with the American Red Cross as specified in Annex G1 of this Plan. Following the initial response phase in which life safety is the primary concern, a secondary response phase will commence. During this phase, primary considerations will center on detecting the presence of a material that is harmful to the environment, analyzing its intensity and effect, recommending appropriate continued protective actions, and supervising the containment, cleanup, and disposal of the material.

To accomplish these tasks, the Cook County Department of Public Health assisted by the Illinois EPA as well as appropriate Federal agencies will be responsible for inspecting and monitoring water supplies and food providers. Hanover Township and Cook County Highway Departments assisted by the Metropolitan Water Reclamation District, Illinois EPA, and appropriate Federal agencies will be responsible for monitoring and controlling the materials entering the sewer systems and waste water treatment facilities, as well as waterways. Both Illinois EPA and U.S. EPA have the responsibility for assisting local health officials in monitoring, analyzing, and enforcing environmental regulations.

After the incident has been brought under control, the determination to recommend suspension of protective actions will be made by the Incident Commander in cooperation with appropriate governmental and private agencies. The final decision to suspend protective actions however, will be made by the Township Supervisor or designee if the affected area is in Hanover Township or the County Board Chairman if the affected area is the unincorporated County.

DIRECTION AND CONTROL

The Incident Commander for hazardous materials incidents shall be the highest-ranking responder from the Fire department having Jurisdiction. The Incident Commander will be located at a Forward Command Post established at a site near the incident scene.

Each department with response, support, or coordination responsibilities will have a representative at the Command Post. The Command Post may initially be the Fire Department of jurisdiction Command Unit or may be upgraded to the County's Mobile Incident Command Center procured through the Cook County Sheriffs EMA.

The Hanover Township Emergency Operations Center may be activated to coordinate municipal emergency operations. Upon activation of the Hanover Township EOC, communications will be established between the Hanover Township EOC and Cook County EOC when necessary. In the event that protective actions are implemented, the County's Emergency Operation Center will respond appropriate to coordinate inter-community operations and emergency public information.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

CONTINUITY OF GOVERNMENT

The Incident Commander will establish a line of succession to ensure continued operations in accordance with standardized ICS procedures. Additionally, an operational staff of command personnel will assume operational positions as required to support the Incident Commander.

Continuity of operations for the command of the Fire Department of Jurisdiction will be accomplished as indicated in the Line of Succession, Annex A 4 of this Plan.

APPENDICES

Appendix K1 Accident Classification System

Appendix K2 Local Government Emergency Action Checklist

Appendix K3 Owner/Operator Emergency Action Checklist

PRIORITY ACTION CHECKLIST

**APPENDIX K 1
HAZMAT**

ACCIDENT CLASSIFICATION SYSTEM

CLASSIFICATION	INITIATING EVENT
UNUSUAL EVENT	FIXED SITE
	Hazardous materials incident has occurred which are noticeable and dramatic from the site perimeter, however, no outside assistance is required and no evacuation outside of the incident scene has occurred or is necessary.
	TRANSPORTATION
	<p><u>All</u> requirements must be met to classify:</p> <p>A hazardous materials leak, spill, release, or fire has occurred, and</p> <ol style="list-style-type: none"> 1. Transportation vehicle has not overturned; 2. Product transfer is not necessary before transport vehicle can be moved; and 3. Traffic re-routing is not required.
ALERT	FIXED SITE
	<p><u>One</u> requirement must be met to classify:</p> <p>A hazardous materials incident has occurred, and</p> <ol style="list-style-type: none"> 1. Outside assistance is required, or 2. The potential exists for evacuation or in-place sheltering outside of the incident scene.
	TRANSPORTATION
	<p><u>One</u> requirement must be met to classify:</p> <ol style="list-style-type: none"> 1. Transportation vehicle with hazardous materials cargo has overturned, or 2. Vehicle with hazardous materials cargo cannot be moved until it is off-loaded or product transferred, or 3. Traffic is or must re-routed.

CLASSIFICATION	INITIATING EVENT
SITE EMERGENCY	FIXED SITE
	Hazardous materials incident has occurred and the entire facility has been evacuated, or in-place sheltering has occurred at the facility, or the potential exists.
	TRANSPORTATION
	Hazardous materials incident has occurred and site evacuation and/or in-place sheltering has occurred, or the potential exists.
GENERAL EMERGENCY	FIXED SITE
	Hazardous materials incident has occurred and the affected community needs to be or is evacuated, or community in-place sheltering needs to be or has been implemented, or the potential exists.
	TRANSPORTATION
	Hazardous materials incident has occurred and affected community evacuated, or community in-place sheltering has occurred, or potential exists.
RECOVERY/RE-ENTRY	
	The incident has occurred and immediate life safety and/or environmental protective measures have been taken. Long-term measures must now be taken the environment and/or the situation to normal. Evacuated resident may return to their homes and/or business.

APPENDIX K 2

LOCAL GOVERNMENT EMERGENCY ACTION CHECKLIST

UNUSUAL EVENT*	No emergency response notification of off-site authorities is required by the facility owner/operator.
ALERT	1. Obtain assessment of the situation from the owner/operator and local Fire Department of Jurisdiction Dispatch including actual or projected exposures.
	2. The Fire Department of Jurisdiction and Cook County CCDHSEM, as well as other appropriate department and/or agencies, will respond to the scene and establish a Command Post. Upon activation, the Incident Commander should be located at this facility.
	3. The Incident Commander will establish a “hot,” “warm”, and “cold” zone and coordinate the establishment of access control with local law enforcement authorities.
	4. The Incident Commander will ensure that Hanover Township has been contacted and made aware of the situation if necessary. The Hanover Township Emergency Services Director will have the responsibility of contacting the Cook County EOC if necessary.
	5. The Emergency Services Director will ensure that the Township Supervisor has been briefed on the situation and prepared to declare a state of emergency if necessary.
	6. The Incident Commander will appoint a “Safety Officer” to oversee on-site operational safety considerations.
	7. The Command Post will obtain meteorological data and plot potentially affected areas.
	8. The Hanover Township Emergency Services Director will insure that the facility has notified the State Emergency Response Commission (SERC) and the National Response Center (NRC) if appropriate.
	9. The Incident Commander, in cooperation with the Community and Local Emergency Directors, will identify special facilities located in the projected risk area (i.e., schools, places of assembly, businesses, etc.) and alert them of the situation.

ALERT Cont.	10. The Emergency Services Director will contact the County EOC to request that they alert the area Emergency Broadcast System (EBS) station to place them on stand-by in the event that emergency instructions need to be broadcast if needed.
	11. The Incident Commander will request status updates from the facility owner/operator at least every thirty minutes. These reports will be forwarded to the local and/or County EOC as soon as they are received.
	12. Prepare to move to a higher level of classification.
SITE EMERGENCY	Perform all actions listed under "ALERT" if not done previously.
	1. The Emergency Services Director will notify the Township Supervisor or designee to declare a "Local State of Emergency."
	2. Review methods of warning the population in the immediate area and make assignments to those agencies that will carry out this responsibility.
	3. Provide periodic media updates to keep local residents aware of the status of the situation.
	4. Place emergency personnel and organizations that will be needed in an evacuation on stand-by.
	5. Continuously monitor and assess the incident jointly with the owner/operator and appropriate local, county, state, and federal officials, with special regard for protective actions that may be necessary.
	6. If evacuation is considered likely, determine and plot the for following: <ul style="list-style-type: none"> ◆ Number of people in the risk area ◆ Evacuation routes ◆ Reception centers and/or shelters ◆ Access control points
	7. Notify area residents via the media to prepare for possible
	8. Keep accurate records of all actions taken and money expended.

GENERAL EMERGENCY	Perform all actions listed under “SITE EMERGENCY” above if not already accomplished.
	1. The Township Supervisor or designee will declare a “Local State of Emergency.”
	2. Activate the Township EOC and contact the County EOC.
	3. The Township’s Emergency Services Director will ensure that communications links are established between the sites Command Post, local, and County EOC.
	4. The Township EOC will obtain meteorological data from the local weather service office and relay the information to the Forward Command Post.
	5. If necessary, the County will activate the Emergency Broadcast System (EBS) and read the appropriate message.
	6. The Township Emergency Services Director in cooperation with the jurisdiction’s police and fire departments, will institute procedures to warn residents within the emergency zone.
	7. If the incident extends beyond the community, the County will activate the County Media Control Center and coordinate the release of official information among the Incident Commander, the Township Supervisor or designee, and other elected officials.
	8. The Police Department of jurisdiction will establish and man traffic/access control points to ensure a security perimeter around the affected facility.
	9. The Township Emergency Services Director in cooperation with the Incident Commander will issue the recommendation for implementation of appropriate protective actions.
	10. If evacuation is implemented, the <ul style="list-style-type: none"> • Red Cross will open appropriate Reception Centers and/or Shelters; • Police Department of Jurisdiction will ensure traffic flow is monitored long the evacuation routes; • Township Emergency Services Director will coordinate/assist the requests for special transportation for residents unable to provide their own transportation; • Township Emergency Services Director will coordinate/assist the evacuation of special facilities (i.e.: schools; businesses; etc.);

GENERAL EMERGENCY Cont.	<ul style="list-style-type: none"> • Cook County Sheriff's Police Department will establish perimeter control around the evacuated area and provide security to prevent looting; • The Township's Emergency Services Director will ensure that the Command Post, EOC(s), and Media Center receive regular information updates regarding: <ul style="list-style-type: none"> ➤ Evacuation routes, ➤ Location of Reception Centers and/or Shelters, ➤ Access control points and alternate traffic routes, ➤ Rumor control telephone numbers, ➤ Geographical boundaries of the affected area, and ➤ Number of people evacuated, injured, and deceased.
	11. The Township's Emergency Services Director will work with the County EOC to insure the closure of railroads passing through the affected area.
	12. The Fire Department of Jurisdiction Medical Officer will notify area hospitals of the situation.
	13. The Fire Department of Jurisdiction Medical Officer will ensure that any hospital and/or medical center that may receive injured victims of the incident has medical treatment information available for the chemical(s) involved.
	14. The Incident Commander will ensure that the local utility companies have been notified regarding the potential shut-off of utility services to affected structures.
RECOVERY & RE-ENTRY	
	1. The Incident Commander will ensure the continuous evaluation of response and recovery efforts.
	2. If appropriate, the Township's Emergency Services Director will coordinate the gathering of data necessary to prepare a damage assessment for submittal to the CCDHSEM, State of Illinois and the Federal Government.
	3. The Cook County Department of Public Health in cooperation with State and Federal agencies and local officials will inspect water and sanitation systems, as well as soil, animals, etc., to determine that the area is safe for re-entry.
	4. The health authorities in cooperation with local and County Public Information Officers will develop media releases to inform area residents of safety and recovery measures, as well as instructions on how to decontaminate their homes if appropriate.

RECOVERY & RE-ENTRY CONT.	1. The Incident Commander in cooperation with local, County, State, and Federal authorities will determine that protective actions are no longer necessary. Following this determination, the Township Supervisor or designee and/or the County Board Chairman, or both, will be briefed. Once authorized, re-entry will be in accordance
	2. The Township Supervisor or designee and/or the County Board Chairman, or both, will officially announce the termination of protective actions.
	3. The Hanover Township Emergency Services Director in cooperation with the American Red Cross will begin closing Reception Centers and/or Shelters
	4. The Cook County Sheriff's Police Department supported by mutual aid law enforcement agencies will provide traffic control as necessary to assist residents in re-entry to an evacuated area.
	5. Local public works agencies will remove barricades from intersections as access is granted.
	6. The Hanover Township Emergency Services Director will assist State and Federal assistance efforts if appropriate.
	7. The Incident Commander will direct the Safety Officer to oversee the process of cleaning up the hazardous materials and other contaminated items.

APPENDIX K 3
OWNER/OPERATOR EMERGENCY ACTIONS CHECKLIST

UNUSUAL EVENT	
	1. No emergency response notification of local, State, or Federal officials is necessary unless required by SARA Title III.
	2. Mobilize personnel resources as necessary
	3. Assess the situation and respond as appropriate.
	4. Protect personnel at the incident scene.
ALERT	
	1. Promptly notify the Fire Department of Jurisdiction if appropriate by Township staff.
	2. Notify the State Emergency Response Commission (SERC) and the National Response Center (NRC) if appropriate.
	3. Assess the situation and respond to contain the release or spill, if possible, and determine if actions can be taken without threat to life.
	4. Request outside assistance if necessary
	5. Take appropriate actions to handle the product as necessary.
	6. Following the arrival of the Fire Department of Jurisdiction, assign a representative to the Forward Command Post to serve as a point of contact between the F.P.D. and the facility.
	7. Protect personnel outside of the immediate incident scene through in-place sheltering and/or evacuation.
	8. Provide periodic status updates to off-site authorities at a minimum of thirty (30) minute intervals.
	9. Provide an official spokesperson to work with Townships Public Information Officer on information to be released to the media.
	10. If releases are occurring or are imminent, provide exposure estimates and projections.
	11. Augment personnel resources and alert mutual aid companies and resources if appropriate.
	12. Be prepared to move to a higher level of accident classification.

SITE EMERGENCY	Perform all actions listed under "ALERT" if not done previously.
	1. Take appropriate actions to handle the product as necessary.
	2. Protect personnel at the entire facility through in-place sheltering and/or evacuation.
	3, Participate in media briefings in conjunction with local, County, and State authorities.
	4. Dispatch or assist in activating monitoring teams responsible for predicting and/or determining the level of off-site contamination.
	5. Provide meteorological data and exposure estimates and projections to off-site authorities if possible.
	6. Augment resources by activating mutual aid agreements.
	7. Provide a representative as a technical point of contact for the Township's Emergency Operating Center if requested.
	8. Be prepared to move to a higher level of accident classification.
GENERAL EMERGENCY	Perform all actions listed under "SITE EMERGENCY" if not done previously.
	1. Recommend to the Incident Commander that protective action, either in-place sheltering or evacuation, be initiated.
	2. Participate in scheduled media briefings in conjunction with local, County, and State authorities.
	3. Make staff available to consult with local, County, and State authorities on a periodic basis.

RECOVERY & RE- ENTRY	
	1. Assist local, County, and State authorities in evaluating the continued threat, thereby assisting in the determination that protective actions can be suspended and re-entry can begin.
	2. Assist local, County, and State authorities in evaluating recovery actions and determining when re-entry can be safely conducted.
	3. Begin site clean up when safe to do so.
	4. Dispose of contaminated material in the proper manner.
	5. If appropriate, develop a long-term monitoring capability to detect future contamination of the water or soil as a result of the incident.
	6. Participate in scheduled media briefings in conjunction with local, County, and State authorities.
	7. Initiate a written follow-up notification of the release in accordance with Section 304 of SARA Title III.

ANNEX L WEAPONS of MASS DESTRUCTION

INTRODUCTION

Presidential Decision Directive (PDD-39), U.S. Policy on counter terrorism, establishes policy to reduce the Nation's vulnerability to terrorism, deter and respond to terrorism, strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of weapons of mass destruction (WMD). PDD-39 states that, "The United States shall have the ability to respond rapidly and decisively to terrorism directed against Americans wherever it occurs, arrest or defeat the perpetrators using all appropriate instruments against the sponsoring organizations and governments, and provide relief to victims, as permitted by law." Subsequent Presidential Decisions Directives (PDD-62 and 63) address counter terrorism and critical infrastructure protection respectively. Additionally, PDD-62 provides for the stockpiling of vaccines and antibiotics for public distribution in the event of attack.

Federal, state, and local governments have been responding successfully to natural disasters for many years. However, over the last few years, the new, unfamiliar threat of terrorism has emerged, particularly terrorism utilizing weapons that have the capability of causing mass casualties. Whether international or domestic, terrorism threatens to destroy and disrupt on a scale never before seen in this country. No jurisdiction is immune. The threat of terrorism is on the rise. Most alarming is the potential for devastation from the use of weapons of mass destruction - chemical, biological, radiological/nuclear, and explosive.

The specific response to a terrorist incident depends largely on the type of incident. Similarly, the appropriate resource agencies, local, state, and federal, necessary for an effective response to an act of terrorism will vary depending on the type of incident. However, on a more general level, there does exist a certain commonality relative to most acts of terrorism. The majority of terrorist acts involve a threat or act of violence. This threat is commonly directed toward a person or persons in a community, or targets some part of the community's infrastructure. Finally, almost all acts of terrorism attempt to achieve some sort of political goal. In formulating this annex, these commonalities have been utilized in the development of a consequence management plan to respond to incidents of this nature. Already in place is the Township's comprehensive "Emergency Operations Disaster Plan" which is an ~1-hazards guideline for response utilized for man-made or natural disasters.

This "Terrorism/Weapons of Mass Destruction" annex, in coordination with the adopted Township of Arlington Heights Emergency Operations Disaster Plan, will establish the outline for response to and management of an act of terrorism (Consequence Management). As with any catastrophic event, all responding agencies will need to work within the guidelines established by their respective departmental annexes and coordinate all activities through the Emergency Operations Center.

STATEMENT OF PURPOSE

The purpose of this annex is to define the roles and responsibilities of various agencies in an effort to insure a coordinated and effective response to acts of terrorism; additionally, to provide links to resources which may be secured from the State of Illinois and the Federal Government during these types of events including terrorism involving WMD.

SITUATIONS

No single agency at the local, state, federal or private sector level possesses the authority or expertise to act unilaterally on the many difficult issues that arise in response to a threat or act of terrorism, particularly if WMD are involved.

Responding to terrorism events involves instruments that provide crisis management as well as consequence management. "Crisis management" refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. The Federal Government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. State and local governments provide assistance as required. Crisis management is predominantly a law enforcement response activity. "Consequence management" refers to measures to protect public health and safety, restore essential services, and provide emergency relief to businesses and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism; the Federal Government provides assistance as required. Consequence management is generally a multifunctional response of government services coordinated by emergency management.

ASSUMPTIONS

An act of terrorism, particularly an act directed at our Township or any other large population center within the United States involving WMD, may produce major consequences that would overwhelm the capabilities of local and state governments almost immediately. In events such as these, the full resources of the Federal Government would be brought into the conclusion.

There has never been an in town terrorist incident in our Township. Currently, the probability of an incident remains low. However, the vulnerability to an incident and the consequences of terrorism is moderate to high.

CONCEPT OF OPERATIONS

It is recognized that the responsibility for protection of lives and property of the residents of Hanover Township rests with the local government officials and that the ultimate authority in disaster situations rests with the Township Supervisor. During such disasters, he/she shall retain sole overall command of the response efforts undertaken by the Township. In accordance with Illinois Compiled Statutes, the Township Supervisor or his/her successor shall be the only authority to declare a local disaster or emergency.

While the Township Supervisor has the overall authority within the Township, it must be recognized that the response to a confirmed terrorist incident relies on many governmental agencies, including local, state, and federal. The key to a successful emergency response involves smooth coordination with multiple agencies and officials from various jurisdictions regarding all aspects of the response.

PDD-39 validates and reaffirms existing lead agencies responsible for all facets of the U.S. counter terrorism effort. The Department of Justice has been designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice has assigned lead responsibility for operational response to the Federal Bureau of Investigation (FBI). Within this role, the FBI operates as the on-scene manager of "Crisis Management" for the Federal Government. The FBI would coordinate closely with

local law enforcement authorities to provide a successful law enforcement resolution to the incident. The Federal Emergency Management Agency (FEMA) has been designated as the lead agency for "Consequence Management" for acts of terrorism within U.S. territory. FEMA retains authority and responsibility to act as the lead agency for "Consequence Management" throughout the federal response. It is FEMA policy to use Federal Response Plan structure to coordinate all federal assistance to local and state governments for consequence management. To ensure that there is one overall Lead Federal Agency, PDD-39 directs FEMA to support the Department of Justice (as delegated to the FBI) until the Attorney General transfers the overall Lead Federal Agency role to FEMA.

Few communities could expect to respond to the effects of a terrorist attack without the assistance of the state and/or federal government. If an incident occurs that produces major consequences and appears to be caused by an act of terrorism, the Township should request such assistance. The channel through which the Township requests such assistance is to declare a state of emergency by written executive order and contact the Illinois Emergency Management Agency's 24-hour number, 217-782-7860. **ONE CALL STARTS IT ALL.**

The local FBI field office must be notified of any suspected terrorist threat or incident. The Chicago Division, north resident agency office is located at 1600 Golf Road in Rolling Meadows; phone number 847-290-0525. The 24-hour phone number is 312-431-1333. If there is even slight suspicion that we are dealing with a possible terrorist event, call the FBI immediately. It is always better to have the FBI on scene as soon as possible in such incidents.

DIRECTION AND CONTROL

Overall command of emergency operations within Hanover Township will remain with the Supervisor. Command of individual departments will remain with the operating department head under direction of the Township Supervisor. The Hanover Township ESA Director will provide overall coordination of Township operations in conjunction with Cook County CCDHSEM, and or the city of jurisdiction.

Terrorist events, especially those involving WMD, will require resources beyond those of the Hanover Township, and state and federal assistance will be required. The Township must integrate its efforts with these agencies, and a smooth transition from the Incident Command System to Unified Command will facilitate both crisis management and consequence management activities.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Local Emergency Responders: The Fire Department of Jurisdiction Hazardous Materials teams, EMS, and Law Enforcement personnel will be among the first to respond to a WMD incident. As the response efforts escalate, the local Emergency Management Agency, Health Department, and Township Administration will coordinate needed services.

An on-scene Incident Command post will be established and the Emergency Operations Center will be activated. The Fire Department of Jurisdiction will assume on-scene command during an initial fire, HazMat, rescue, or medical response to the incident. Since acts of terrorism are considered a crime scene, the Police Department of Jurisdiction will assume command after the fire, HazMat, rescue, and/or medical threat has been neutralized to conduct a preliminary investigation until the FBI is prepared to assume command.

The task of on-scene Incident Command during a terrorist incident is a cooperative effort (Unified Command) between the local Fire Department, local Law Enforcement, and the FBI.

State Emergency Responders: If requested by local officials, CCDHSEM agency (CCDHSEM) and the State of Illinois Emergency Management Agency (IEMA) has the capabilities and resources to support Illinois communities during a WMD incident.

The Department of Defense has established twenty-seven (27) National Guard WMD Civil Support Teams nationwide with one based in Peoria, Illinois. These teams work in support of civilian agencies and are under the control of the governor of the host state. The teams work collaboratively with local and state first responders. The teams consist of twenty-two (22) members and possess the technical expertise to identify and assess particular chemical or biological agents. Each team utilizes two major pieces of equipment, a mobile analytical lab and a mobile communications facility.

Federal Emergency Responders: Upon determination of a credible WMD threat (level 2), or if such an incident actually occurs (level 1), the Federal government will respond through the appropriate departments or agencies. There are more than forty (40) federal departments and agencies that play a part in counter terrorism efforts. The Department of Justice, Federal Emergency Management Agency, and the FBI remain the lead agencies and they will request appropriate response teams as necessary. A guide to Federal WMD Response Assets is maintained in the Cook County Emergency Operations Center.

FEDERAL THREAT LEVELS

Level #4 - Minimal Threat - Information received not assessed as credible.

Level #3 - Potential Threat - Threat indicates potential but source not assessed as credible.

Level # 2 - Credible Threat - Threat assessed as credible and involves planned use of WMD. Federal response necessary in an effort to lessen or avert the potential terrorist incident.
"Crisis Management"

Level # 1 - WMD Incident - A WMD terrorism incident has occurred and requires immediate Federal response in support of state and local authorities. "Consequence Management"

THE STRATEGIC NATIONAL STOCKPILE PROGRAM

Concern is increasing that terrorists may use biological and chemical agents to harm civilian populations in the United States. The Department of Health and Human Services (HHS) has been designated as the lead Federal agency responsible for health and medical response. One of the agencies within HHS, which plays a key role in the department's overall bio-terrorism preparedness plan, is the Centers for Disease Control. Other efforts have been the development of the Strategic National Stockpile, mandated by PDD-6, which has been placed under the control of the CDC.

The Strategic National Stockpile (SNS) has two basic components. The first component consists of ten (10) 12-hour Push Packages ready for immediate response. These Push Packages are positioned in secured warehouses in various locations around the country, and are ready for immediate deployment to reach any effected area in the United States within 12 hours of a federal decision to release the assets. A 12-hour Push Package is a pre-assembled set of supplies, pharmaceuticals, and medical equipment ready

for quick delivery. Each package consists of 50 tons of materials intended to address a mass casualty incident.

The second component is comprised of Vendor Managed Inventory (VMI) material. VMI packages are comprised of pharmaceuticals and supplies that can be tailored to provide pharmaceuticals, vaccines, supplies, and/or products specific for the suspected or confirmed agent or agents involved.

Once delivered to a site outside the hot zone, the materials will be transferred to the Illinois Department of Public Health. It will then be the State's responsibility to get the materials to a breakdown facility where the bulk shipments will be sorted, bottled and labeled so local officials can distribute them.

ADMINISTRATION AND LOGISTICS

There are many factors, which make response to a WMD incident unique. Unlike some natural disasters (e.g., floods, tornadoes, winter storms, etc.) the administration and logistics for response to a WMD incident require special considerations. Primarily, there may be little to no forewarning, immediately obvious indicators, or lead-time available to local government officials or citizens to react proactively.

Terrorist attacks may be overt (e.g., bombings). Due to the fact that the release of a WMD may not be immediately apparent, emergency first responders are in imminent danger themselves of becoming casualties before the actual identification of a crime scene can be determined. The presence of a secondary device must be assumed once it has been determined or suspected that the incident is actually a terrorist act. This is the most dangerous type of event for both our first responders and the victims of the incident that they are trying to protect and care for. It is the terrorist's goal to inflict as large a "Mass Casualty" incident as possible. It must be understood that incidents of this type can quickly escalate from one scene to multiple locations and jurisdictions.

Chemical and biological weapons have been used primarily to terrorize an unprotected civilian population. Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. These agents can be dispersed as aerosols or airborne particles and are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Most chemical agents have an immediate effect (a few seconds to a few minutes).

Chemical terrorism acts are likely to be overt because the effects of chemical agents absorbed through inhalation or by absorption through the skin or mucous membranes are usually immediate and obvious. Terrorists choose chemical agents that are designed to kill, seriously injure, or incapacitate the public through physiological effects. Such attacks elicit immediate response from our police, fire, emergency medical personnel, and hazardous materials teams.

In contrast, attacks utilizing biological agents are more likely to be covert. They present different challenges and require an additional dimension of emergency planning and response that involves the public health infrastructure. Covert dissemination of a biological agent in a public place will not have an immediate impact because of the delay between exposure and the onset of illness. Consequently, physicians or other primary health care providers in emergency rooms probably will identify the first casualties of a covert biological weapons attack during the first or second week after exposure. Local emergency medical and health department personnel as well as local hospital staff must remain vigilant and be capable of detecting unusual patterns of disease or clusters of rare, unusual, or unexplained illnesses or deaths. Early detection and response to biological or chemical terrorism is crucial. These local

front line health care providers are in the best position to detect and report suspicious illnesses, injuries, or deaths.

Bombings are still the most common method of attack for terrorists. Recently there has been a great deal of concern regarding the potential use of bombs, which utilize high explosives with the addition of radioactive materials. These bombs are referred to as Radiological Dispersal Devices (RDD), commonly called "Dirty Bombs." While these devices lack the devastatingly explosive power of a nuclear bomb, they can spread dangerously high levels of radioactivity. It would therefore be prudent that once an explosion has been determined or suspected to be terrorists attack that a radiological assessment be conducted immediately. The Fire Department of Jurisdiction Hazardous Materials Team as well as their Combined Communities Chemical Emergency Response Team (CCCERT) counterparts is fully capable of performing such necessary assessments.

Local Government Preparedness and Target Assessment:

Local Government preparation for terrorist activity is essential. The events of September 11, 2001 brought home to many citizens the reality that massive terrorist attacks can occur on American soil. The basic purpose of government is to protect lives and property. Everything else is based on that fundamental principle.

Regarding terrorism, government has a two-fold mission.

Prevention -Reaction

Intelligence gathering and preparation for dynamic action.

Responding to and investigating acts committed by terrorists.

State and local governments are charged with primary enforcement and public safety responsibilities related to terrorist attacks. The development of a cooperative partnership among local, state, and federal law enforcement and other emergency response agencies will prove invaluable should such an incident occur.

Hanover Township, like all other communities, must assess potential terrorist targets. These targets could be either symbolic or substantive. An example of the types of facilities that could be targets are hospitals, military bases, government facilities, industrial complexes, sports stadiums, theaters or any other facility where large groups of people congregate. Though one is not present in Hanover Township, large covered shopping malls are on federal watch lists. These types of facilities are vulnerable to biological attacks due to their large common ventilation systems. Additionally, certain events such as Operation support our Troops, or Election Days or a visit by a well-known dignitary might be a tempting target. Just as important in assessing vulnerability is the knowledge of which groups or individuals in our specific area pose threats.

Public Communications and Media Relations:

If Hanover Township should become involved, even collaterally, with a terrorist event, the public information aspects must not be overlooked. It is important that government constantly reassure the citizenry that their government is responding appropriately in an effort to inspire confidence in its ability

to cope with the problem. It is often desirable for the chief elected official of government (Township Supervisor) to appear before the media with the aura of governmental authority to keep the public informed in an effort to ease fears and reduce panic.

If it became necessary, for example, that the public be directed to prearranged locations for the counseling of the “well being” or the dispensing of prophylaxis antibiotics or vaccines after an attack, the media would prove to be an invaluable asset. It must be understood that without direction from local government, the public would overrun the hospital or local health care facility demanding treatment. This action would quickly overwhelm the health care system and possibly cause social disruption.

Clashes have at times occurred with the media during these types of events. It is always a challenge to balance the public's right to know against the government's right to withhold information for public safety. The dilemma is that the media can unfairly criticize officials for not responding, in detail, to all of their questions, which has the adverse effect of eroding the public's confidence in the government.

The important thing for local government officials to recognize is that the media does not always see matters in the same way that we do. Often the media's desire for a dramatic and sensationalized story transcends everything else. It must be remembered that we have no obligation to provide sensitive information to the media, especially if it could jeopardize or complicate our response activities. It is NOT a First Amendment issue even though the media will claim that it is.

AUTHORITIES AND REFERENCES

Federal Emergency Management Agency (FEMA) Federal Response Plan - SLG (101)

Presidential Decision Directives (PDD-39), (PDD-62), and (PDD-63)

Robert T. Stafford Disaster Relief Act P.L. 93-288. as amended

Illinois Emergency Management Agency (IEMA) Emergency Operations Plan

Biological Warfare, Preparing for the Unthinkable Emergency - D.A. Henderson MD, MPH and Tara O'Toole, MD, MPH - Johns Hopkins Center for Civilian Bio-defense Studies, Johns Hopkins University, Baltimore, MD.

Centers for Disease Control and Prevention Bio-defense Protocols

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the ESA Director for the maintenances, review and updating of this annex.

APPENDICES

Hanover Township Emergency Services Agency
Hanover Township Emergency Operations Plan
2012/2013

Appendix L 1 Terrorism/Weapons of Mass Destruction
Appendix L 2 WMD Hazardous Agent Guide-Biological and Chemical
Appendix L 3 Pre-Emergency Operation Checklist
Appendix L 4 Response Operation Checklist
Appendix L 5 Recovery Operation Checklist
Appendix L 6 Key Definitions
Appendix L7 Acronyms

TERRORISM/WEAPONS OF MASS DESTRUCTION

APPENDIX L 1

Hanover Township is not permitted to call federal, state, or military agencies directly for assistance.

The channel through which the Township requests state or federal assistance, including military assistance, is to declare a state of emergency by written executive order then contact:

1. Cook County Sheriff Emergency Management Agency; office phone number 312-603-8185; fax number 312-603-9883
2. Illinois Emergency Management Agency IEMA Region 4 Director; office phone number 847-294-4747; fax number 847-294-4715; pager number 1-800-612-6595
3. Illinois Emergency Management Agency IEMA - Emergency Operations Center -Springfield Illinois; 24-hour phone number 217-782-7860 or 1-800-782-7860

The first contact after the incident should be CCDHSEM and Region 4 Director, if available.

If not immediately available, call the Illinois Emergency Management Agency (IEMA) in Springfield directly.

The following information needs to be reported to CCDHSEM and IEMA when calling:

LOCATION	What is the location of the event?
EVENT	What has caused the event?
CASUALTIES	Are there any confirmed deaths/injuries? If so, how many?
ACCESS	Can the location be accessed by emergency responders?
DAMAGES	What damage can be observed? How widespread is the damage?
ACTIONS	What actions have been taken?

The above information will be forwarded to the State Emergency Operations Center for use in coordinating the State's response. Continue to monitor the event and make follow-up reports as the situation develops.

A LOCAL DISASTER DECLARATION IS NOT REQUIRED TO SECURE EITHER A STATE OR FEDERAL DISASTER DECLARATION. HOWEVER A STATE DECLARATION MUST PRECEDE A REQUEST FOR A FEDERAL PRESIDENTIAL DECLARATION.

TERRORISM/WEAPONS OF MASS DESTRUCTION

APPENDIX L 2

WMD HAZARDOUS AGENT GUIDE - BIOLOGICAL & CHEMICAL

Biological Agents Threat - There are dozens of biological agents that could be used as weapons, but the two that concern authorities most are anthrax and smallpox. Anthrax is a bacteria that would have to be disseminated by aerosol and is not contagious. It will infect only those who inhale the germ spores. Smallpox is a lethal virus. Unlike anthrax, smallpox is highly contagious and can be transmitted with horrifying ease from one person to another resulting in an epidemic.

Biological agents are placed in one of three (3) categories, which are Bacterial, Viral, or Biological Toxins.

- Bacterial - Anthrax, Plague, Q Fever, Tularemia
- Viral - Smallpox, Ebola Virus, Viral Hemorrhagic Fever
- Toxins Botulinum, Ricin

It must be remembered that a bio terrorist event would unfold like a disease epidemic. Most likely it would be a silent release. We wouldn't even know that we had been attacked until clusters of cases started to appear days or weeks later.

Chemical Weapons Threat - Unlike biological agents, chemical weapons have an immediate effect. Ranging in sophistication from rat poison to powerful nerve agents, chemical weapons are by far the most popular choice among terrorists. Chemical weapons cause symptoms such as convulsions, respiratory failure, and tissue destruction. They are designed to kill, seriously injure, or incapacitate the public through physiological effects.

Chemical agents are placed in one of five (5) categories, which are Blistering, Blood, Pulmonary, Incapacitating, or Nerve.

- Blistering - Mustard Gas, Phosgene Oxime, Phenodichoroarsine
- Blood - Hydrogen Chloride, Hydrogen Cyanide
- Pulmonary - Chlorine, Nitrogen Oxide, Phosgene, Sulfur Trioxide
- Incapacitating - Agent 15, Cannibolds, Fentanyls Nerve - Sarin, Sornan, Tabun. V-Gas

Regardless of the choice of weapon, the goal is the same, disruption, devastation, illness and death.

TERRORISM/WEAPONS OF MASS DESTRUCTION

APPENDIX L 3

PRE-EMERGENCY OPERATIONS CHECKLIST

1. Identify local, county, and state agencies available to provide assistance.
2. Develop plans to safeguard designated buildings and facilities in the event of attack.
3. Prepare and maintain lists of appropriate resources.
4. Provide specialized training to insure that all ~'Crisis Team Members" are familiar with the Terrorism/Weapons of Mass Destruction annex.
5. Maintain current assessment of hazard/vulnerability analysis.
6. Continue cooperative efforts with local hospitals such as St. Alexius in the maintenance of prophylaxis pharmaceuticals available for first responders.

TERRORISM/WEAPONS OF MASS DESTRUCTION

APPENDIX L 4

RESPONSE OPERATIONS CHECKLIST

1. Insure the establishment of a unified command post at or near the scene of the incident.
2. Activation of the Emergency Operations Center and callout of appropriate “Crisis Management Team” members.
3. Each involved department director is responsible for assuring that a command level representative is sent to the command post to coordinate field operations.
4. If applicable, establish protective measures for facilities previously determined as vital
5. Following assessment that a terrorism event has taken place, the Township President signs a formal declaration of a local emergency.
6. The Township Administrator or his/her designee notifies the Federal Bureau of Investigation phone no. 847-290-0525 or 24-hour phone no. 312-431-1333, Illinois Emergency Management Agency - phone no.217-782-7860 and the CCDHSEM agency phone no. 312-603-8185.
7. The Township Supervisor or his/her designee will hold an initial briefing as soon as practical to assure thorough understanding of the situation by all members of the Crisis Management Team.
8. The Township Supervisor or his/her designee will issue a statement to the public as soon as possible to identify the scope of the situation, outline initial government actions, and recommend actions to be taken by citizens, if any.
9. The Township Supervisor and Public Information Officer will schedule an initial media briefing and post a schedule for further media statements.
10. The Emergency Operations Center will be the principal point of contact for liaison between Hanover Township and local, County, state, and federal resources.

TERRORISM AND WEAPONS OF MASS DESTRUCTION

APPENDIX L 5

RECOVERY OPERATIONS CHECKLIST

1. Assess recovery needs
2. Coordinate recovery operations to ensure that residents concerns are answered.
3. Coordinate resource management or assist state or federal agencies if involved.
4. Provide appropriate counseling to those in need.
5. Prepare final damage assessment and expenditure data for submission to appropriate governmental authorities for possible reimbursement.
6. As soon as possible following the close of emergency response operations, the Crisis Management team should meet with involved staff to critique the operation, and determine if any modifications proved necessary.
7. Prepare final reports on the incident for inclusion in the official Township record.
8. Resume normal governmental functions as soon as possible.

TERRORISM/WEAPONS OF MASS DESTRUCTION

APPENDIX L 6

KEY DEFINITIONS

Aerosol - Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

Biological Agents - Living organisms or the materials derived from them that cause disease in or harm to humans, animals or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols or dry powders.

Chemical Agent - A chemical substance that is intended to kill, seriously injure or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Consequence Management - Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: FRP Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the Lead Federal Agency (LFA) for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Crisis Management - This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the LFA for crisis management for such an incident (Source: FBI). During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: FRP Terrorism Incident Annex, April 1999).

Decontamination - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the HazMat.

Federal Response Plan (FRP) - The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USCJ, et seq.]). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

Lead Agency - The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) - The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation. Develop an action plan monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Mitigation - Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a WMD incident.

Non-persistent Agent - An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

Persistent Agent - An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Plume - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors and aerosols into the atmosphere.

Preparedness - Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards, including WMD incidents.

Radiation - High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Recovery - Recovery, in this document, includes all types of emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

Response - Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population

Terrorism - The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

Toxicity - A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Weapons-Grade Material - Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapons of Mass Destruction - Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life (Source: 18 USC 2332a as referenced in 18 USC 921).

TERRORISM/WEAPONS OF MASS DESTRUCTION

APPENDIX 7

ACRONYMS

AFB	Air Force Base
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
ARAC	Atmospheric Release Advisory Capability
ARG	Accident Response Group
ARS	Agriculture/Research Service
ATC	Air Traffic Control
ATSD (CS)	Assistant to the Secretary of Defense for Civil Support
BDC	Bomb Data Center
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear Material, or High-Yield Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHEMTREC	Chemical Transportation Emergency Center
CHP PM	Center for Health Promotion and Preventive Medicine
CIRG	Crisis Incident Response Group
CJCS	Chairman of the Joint Chiefs of Staff
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education and Extension Service
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Operational Response Team
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPP	Domestic Preparedness Program
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
EM	Emergency Management
ESA	Emergency Services Agency
EMI	Emergency Management Institute
EMS	Emergency Medical Services

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-AE	Emergency Response Team - Advance Element
ERTU	Evidence Response Team Unit
ESE	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FEST	Foreign Emergency Support Team
FNS	Food and Nutrition Service
FRERP	Federal Radiological Emergency Response Plan
ERMAC	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
HazMat	Hazardous Materials
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HTIS	Hazardous Technical Information Services (DOD)
IC	Incident Commander
ICS	Incident Command System
IND	Improvised Nuclear Device
JIC	Joint Information Center
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LLNL	Lawrence Livermore National Laboratory
MEDCOM	Medical Command
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NDPO	National Domestic Preparedness Office
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission

NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Director for Meteorology
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSLDPS	Office for State and Local Domestic Preparedness Support
PDD	Presidential Decision Directive
PHS	Public Health Service
POC	Point of Contact
PT	Preparedness Training and Exercises Directorate (FEMA)
R&D	Research and Development
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersal Device
REAC/TS	Radiation Emergency Assistance Center/Training Site
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SEB	State Emergency Board
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (FBI HQ)
SLG	State and Local Guide
TLRC	Tribal Emergency Response Commission
TIA	Terrorist Incident Appendix
TRIS	Toxic Release Inventory System
UC	Unified Command
UCS	Unified Command System
USC	U.S. Code
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
VA	Department of Veterans Affairs
WMD	Weapons of Mass Destruction
WMD-CST	WMD Civil Support Team

**CITIZEN CORPS COUNCIL
CERT (Community Emergency Response Team)
ANNEX M**

M. 1 PURPOSE

In the event of an emergency or disaster, there may be need to incorporate volunteers for the purpose of response and or recovery as an augmentation to the general membership of the emergency services agency. These volunteers would have had exposure to training and to disaster operations through the Milton Township or Hanover Park Citizen Corps Councils' CERT training program. Because of this training and exposure, CERT volunteers would be considered as primary contacts for disaster response.

The purpose of this annex is to delineate the methods of contact and leadership as well as the primary roles that these volunteers would initially be assigned to.

M. 2 SITUATIONS AND ASSUMPTIONS

M.2.1 SITUATION

The residents of Hanover Township are vulnerable to the effects of various emergencies and disasters. The effects of these hazards may greatly impact the ability of professional organizations to respond in a timely manner for the purpose of rescue and medical aid as well as evacuation.

M.2.2 ASSUMPTIONS

In the event of a major emergency or disaster, members of the Hanover Township Emergency Services Agency may be incapable of a full response for an unknown period of time.

Once the programs are in full activation status for mutual aid, county assistance or state assistance, the need for these types of volunteers will diminish.

M. 3 CONCEPT OF OPERATIONS

The Supervisor of Hanover Township is responsible for ensuring the effectiveness of disaster response and recovery operations for the unincorporated area. Ensuring that a reasonable and substantial response is made of workers familiar with disaster operations and the needs of the community.

Hanover Township does have a primary response group within its emergency management agency that will be supplemented by residents trained in the CERT program and are considered active members of the various CERT Teams and the Milton Township and the Hanover Park Citizen Corps Council.

CITIZEN CORPS COUNCIL
CERT (Community Emergency Response Team)
ANNEX M(continued)

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify the best process in which contact of members can be made based on the aftermath of the disaster and its destruction of necessary infrastructures.

- _____ 2. Identify the best location for which to set-up staging operations for these volunteers that is separate from a staging area necessary for spontaneous volunteers.

- _____ 3. Appoint a liaison/staging office for CERT members from within the ranks of the Emergency Services Agency if possible or to minimally pre-identify those volunteers from within the ranks of CERT that could be utilized for that purpose.

CITIZEN CORPS COUNCIL
CERT (Community Emergency Response Team)
ANNEX M (continued)

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Upon determination that a situation has occurred requiring the activation of CERT Teams, the Township ESA Director will notify and request the following agencies' representative to report to the Townships EOC:
- Milton Township/Hanover Park CERT Directors
 - Township Supervisor and/or Administrator
 - American Red Cross
 - Salvation Army
 - State of Illinois, Citizen Corps Council (for mutual aid)
- _____ 2. The Hanover Township ESA Director will coordinate with police, fire and highway department officials to determine the best usage of the CERT team responders.
- _____ 3. The Hanover Township ESA Director will request additional support through the Cook County EMA, Illinois EMA Regional Coordinator and the Illinois Terrorism Task Force, Citizen Corps Council as necessary.

CITIZEN CORPS COUNCIL
CERT (Community Emergency Response Team)
ANNEX M(continued)

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Provide volunteers to assist in operation of DAC's following a Presidential Declaration of Disaster as needed

- _____ 2. Coordinate with the Public Information Officer concerning the locations of DAC's

- _____ 3. Coordinate recovery operations to ensure that all residents' needs are met.

CITIZEN CORPS COUNCIL
CERT (Community Emergency Response Team)
ANNEX M (continued)

APPENDIX 4

A listing of all qualified C.E.R.T. Team members is on file in the ESA Resource Book and is confidential

DISABLED AND ELDERLY ANNEX N

N. 1 PURPOSE

There are various situations facing Hanover Township which may affect the elderly and disabled resulting from natural disasters, technological incidents and nuclear defense emergencies.

The purpose of this annex is to identify the agencies that would be involved in coordinating activities essential for proper care of these populations.

N. 2 SITUATIONS AND ASSUMPTIONS

N.2.1 SITUATION

Hanover Township has certain hazards that are identified in the Township Hazard Analysis. This designation indicates that elderly or disabled Township residents may experience situations requiring relocation, sheltering in place, special notification or other extra-ordinary assistance.

Unincorporated Hanover Township has several nursing/skilled care facilities and a developmental center, all of which may require special warning and evacuation procedures.

The Township has a voluntary registration system for elderly and disabled residents of the entire township which is estimated to be less than 40% complete and accurate.

N.2.2 ASSUMPTIONS

The elderly are less likely to voluntarily leave their homes in the event that an evacuation must take place than the general public, and may require special considerations in congregate care situations. Elderly may not be aware of warnings or evacuation orders as a result of impaired hearing and/or vision. Elderly may also require meals and other necessities provided to them in the event sheltering in place is required.

Hearing impaired pose a warning and communication problem especially when interpreters are unavailable.

People with mobility impairments may require lift equipped vehicles and/or extra personnel for relocation. Meals, hygiene and other manpower intensive assistance may also be required in cases of sheltering in place.

ANNEX N

DISABLED AND ELDERLY

N. 3 CONCEPT OF OPERATIONS

The Hanover Township Supervisor has appointed a Township ESA Director, who is responsible for the coordination of the protection of life and property in the unincorporated areas during declared disasters and shall ensure that the disaster response and recovery operations are effective.

Within unincorporated Hanover Township, the Township ESA Director is responsible for coordination in warning and relocation of all residents, including disabled and elderly, following standard procedures with the Fire/Police agencies of Jurisdiction.

N. 4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Township Supervisor is responsible for the provision of special needs for the elderly and disabled if appropriate. The Township has a Department of Senior Services.

N.4.1 Hanover Township ESA DIRECTOR

- Make warning and evacuation recommendations as necessary
- Provide public information
- Coordinate Mutual Aid response with responding communities

N.4.2 Hanover Township DEPARTMENTS OF SENIOR SERVICES

- Identify disabled and elderly residents requiring assistance
- Identify specific special needs, medications etc. of disabled and/or elderly residents
- Identify accessible locations for relocation
- Establish resource list for medical supplies, medications and special foods for specific dietary requirements
- Establish resource list for lift equipped vehicles for mobility impaired residents

N.4.3 Hanover Township GENERAL ASSISTANCE AND WELFARE SERVICES

- Assist Senior and Disabled Services in establishing resource lists
- Provide counseling and support services

DISABLED AND ELDERLY ANNEX N (continued)

N. 5 DIRECTION AND CONTROL

The Hanover Township Supervisor shall retain overall command of all disaster operations involving elderly and disabled within the unincorporated areas of the township.

Each department with responsibility for disabled or elderly during disaster shall identify critical personnel who will work within the Hanover Township EOC during disaster, to provide information pertinent for proper emergency response.

CITIZEN CORPS COUNCIL

**RMRC (Regional Medical Reserve Corps)
ANNEX O**

O. 1 PURPOSE

In the event of an emergency or disaster, there may be to incorporate volunteers for the purpose of response.. These volunteers would have had exposure to training and to disaster operations through the Hanover Township ESA and the Citizen Corp Councils Regional Medical Reserve Corps' training programs.. Because of this training, volunteers would be considered as primary contacts for disaster response that involved medical or healthcare operations.

The purpose of this annex is to delineate the methods of contact and leadership as well as the primary roles that these volunteers would initially be assigned to.

O. 2 SITUATIONS AND ASSUMPTIONS

O.2.1 SITUATION

The residents of Hanover Township are vulnerable to the effects of various emergencies and disasters. The effects of these hazards may greatly impact the ability of professional organizations to respond in a timely manner for the purpose of rescue and medical aid as well as evacuation.

O.2.2 ASSUMPTIONS

In the event of a major emergency or disaster where medical or healthcare operations are involved, members of the Hanover Township Emergency Services Agency may be incapable of a full response for an unknown period of time.

Once the programs are in full activation status for mutual aid, county assistance or state assistance, the need for these types of volunteers will diminish.

O. 3 CONCEPT OF OPERATIONS

The Supervisor of Hanover Township is responsible for ensuring the effectiveness of disaster response and recovery operations for the unincorporated area. Ensuring that a reasonable and substantial response is made of workers familiar with disaster operations and the needs of the community.

Hanover Township does have a primary response group within its Emergency Services Agency that may be supplemented by volunteers trained in the Medical Reserve Corps Program and are considered active members of the various RMRC Teams.

CITIZEN CORPS COUNCIL
RMRC (Regional Medical Reserve Corps)
ANNEX (continued)

APPENDIX 1

PRE-EMERGENCY OPERATIONS CHECKLIST

- _____ 1. Identify the best process in which contact of members can be made based on the aftermath of the disaster and its destruction of necessary infrastructures.

- _____ 2. Identify the best location for which to set-up staging operations for these volunteers that is separate from a staging area necessary for spontaneous volunteers.

- _____ 3. Appoint a liaison/staging office for RMRC members from within the ranks of the Emergency Services Agency if possible or to minimally pre-identify those volunteers from within the ranks of RMRC that could be utilized for that purpose.

RMRC (Regional Medical Reserve Corps)
ANNEX (continued)

APPENDIX 2

RESPONSE OPERATIONS CHECKLIST

- _____ 1. Upon determination that a situation has occurred requiring the activation of Hanover Township RMRC Teams, the Township ESA Director and the Director of Community Health will notify and request the following agencies' representative to report to the Townships EOC:
- Township Supervisor and/or Administrator
 - American Red Cross
 - Salvation Army
 - State of Illinois, Citizen Corps Council (for mutual aid)
- _____ 2. The Hanover Township ESA Director will coordinate with fire and public health officials to determine the best usage of the RMRC team responders.
- _____ 3. The Hanover Township ESA Director will request additional support through the Cook County EMA, Illinois EMA Regional Coordinator and the Illinois Terrorism Task Force, Citizen Corps Council as necessary.

CITIZEN CORPS COUNCIL

RMRC (Regional Medical Reserve Corps)
ANNEX (continued)

APPENDIX 3

RECOVERY OPERATIONS CHECKLIST

- _____ 1. Provide volunteers to assist in operation of IMERT's following a Presidential Declaration of Disaster as needed
- _____ 2. Coordinate with the Public Information Officer concerning the locations of IMERT's
- _____ 3. Coordinate recovery operations to ensure that all residents' needs are met.

CITIZEN CORPS COUNCIL

RMRC (Regional Medical Reserve Corps)
ANNEX (continued)

APPENDIX 4

Database of all members is held confidential.

Hanover Township Workgroup Plans		Updated 3.10.15			
Work Group	Objective #: Description	Action Step #	Action Step Description	Due Date	Responsibility
Communications	1.1: Explore and make recommendations for township-wide client management software.	1.1.1	Evaluate what client management software is currently used	6/1/2015	Amy Kaufholz
Communications	1.1: Explore and make recommendations for township-wide client management software.	1.1.2	Identify companies that offer client management software	8/1/2015	Amy Kaufholz
Communications	1.1: Explore and make recommendations for township-wide client management software.	1.1.3	Recommend client management software	10/1/2015	Amy Kaufholz
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.1	Inquire with each department to determine cultural deficiencies	8/1/2015	Kristin Vana
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.2	Investigate practices of other local governments and research tools to use	3/1/2016	Kristin Vana
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.3	Analyze and recommend cost effective multicultural tools for township use	10/1/2016	Kristin Vana
Communications	1.3: Research and identify new modes of communication	1.3.1	Evaluate current communications	6/1/2016	Tom Kuttenberg
Communications	1.3: Research and identify new modes of communication	1.3.2	Research modes being used in surrounding communities and study best practices	9/1/2016	Tom Kuttenberg
Communications	1.3: Research and identify new modes of communication	1.3.3	Analyze and recommend new modes of township communication	11/1/2016	Tom Kuttenberg
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.1	Survey and discuss committees with Township Officials and committee members	12/1/2015	Trustee Essick
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.2	Review missions, bylaws, membership, and activities of current committees	6/1/2016	Trustee Essick
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.3	Recommend improvements to committee structures and/or operations to increase effectiveness, if needed	10/1/2016	Trustee Essick
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.1	Evaluate interdepartmental workgroups	8/1/2015	Amy Kaufholz
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.2	Explore communications with external stakeholders and communication opportunities	10/1/2016	Kristin Vana
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.3	Create survey for Township Elected Officials to determine what information they would like to have and how they would like it delivered	10/1/2015	Tom Kuttenberg
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.1	Conduct interviews with Department Heads to determine what data is currently being collected.	6/1/2015	Kristen Smith
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.2	Determine a standardized template for data collection for all Departments to utilize.	9/1/2015	John Parquette
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.3	Compile utilization data per department, analyze, and report.	6/1/2016	Kristen Smith
Scope	2.2: Develop a community based needs assesment	2.2.1	Create methods to survey residents	7/1/2015	John Parquette
Scope	2.2: Develop a community based needs assesment	2.2.2	Research and create survey template and questions	10/1/2015	Kristen Smith
Scope	2.2: Develop a community based needs assesment	2.2.3	Determine budget/funding partners/cost/implementation	12/1/2015	Steve Speicher
Scope	2.2: Develop a community based needs assesment	2.2.4	Secure final Board approval and conduct surveys	4/1/2016	Kristen Smith
Scope	2.2: Develop a community based needs assesment	2.2.5	Compile findings, analyze and report	10/1/2016	Amy Kaufholz
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.1	Analyze findings and present results	2/1/2017	John Parquette
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.2	Establiish a multi-departmental review workgroup	4/1/2017	Kristen Smith
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.3	Consolidate the findings from the workgroup and demographics from the Evolution workgroup and make recommendations based on feedback	9/1/2017	Trustee Krick & Assessor Smogolski
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.4	Present findings and develop action plans for Board approved initiatives	12/1/2017	John Parquette

Branding	3.1: Review existing Hanover Township Brand Communications and Messages	3.1.1	Review Hanover Township and department brand communication materials	6/1/2015	Tracey Colagrossi
Branding	3.1: Review existing Hanover Township Brand Communications and Messages	3.1.2	Identify opportunities for better alignment of brand messaging	8/1/2015	Tracey Colagrossi
Branding	3.2: Initiate Hanover Township resident Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.1	Develop campaign materials	8/1/2015	Suzanne Powers
Branding	3.2: Initiate Hanover Township resident Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.2	Solicit Hanover Township resident feedback through various avenues	1/1/2016	Patty Glascott
Branding	3.2: Initiate Hanover Township resident Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.3	Collect, analyze and summarize Hanover Township resident feedback	3/1/2016	Suzanne Powers
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.1	Communicate aligned brand messaging to Hanover Township Department Heads along with needed changes and dates of execution	1/1/2016	Tracey Colagrossi
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.2	Work with Hanover Township Department Heads to create an implementation timeline	4/1/2016	Tracey Colagrossi
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.3	Make presentation to Board for final approval	8/1/2016	Trustee Caramelli
Branding	3.4: Implement Hanover Township brand changes to improve brand messaging	3.4.1	Audit changes and implementation of related materials, i.e. use of logo, printed materials and communications, stationary, apparel, etc.	1/1/2017	Bill Burke
Branding	3.4: Implement Hanover Township brand changes to improve brand messaging	3.4.2	Review ongoing changes to brand messages and communications to ensure the integrity of the alignment is maintained	3/1/2017	Bill Burke
Branding	3.5: Explore a new or revised Hanover Township tagline	3.5.1	After assessment of the future of Hanover Township, identify brand messaging changes required and make recommendation to the Board	9/1/2016	Commissioner Ochoa
Branding	3.5: Explore a new or revised Hanover Township tagline	3.5.2	Determine the most effective ways to communicate the new Hanover Township tagline if adopted	11/1/2016	Commissioner Ochoa
Evolution	4.1: Determine Township demographics	4.1.1	Collect demographics of township and identify residents served	6/1/2015	Administrative Intern
Evolution	4.1: Determine Township demographics	4.1.2	Identify projected changes in demographics based on population trends	8/1/2015	Administrative Intern
Evolution	4.1: Determine Township demographics	4.1.3	Develop and implement standardized procedures to collect data	10/1/2015	Administrative Intern
Evolution	4.2: Identify cultural and demographic trends	4.2.1	Research Township demographics and cultural groups	6/1/2015	Amy Kaufholz
Evolution	4.2: Identify cultural and demographic trends	4.2.2	Research areas impacted by similar demographics and cultural groups	8/1/2016	Amy Kaufholz
Evolution	4.2: Identify cultural and demographic trends	4.2.3	Compare demographics and cultural groups similar to Hanover Township to determine how resident needs are being met	11/1/2016	Amy Kaufholz
Evolution	4.3: Ensure Staff has appropriate skills to meet emerging needs	4.3.1	Review how all resident needs currently being met both organizationally and departmentally. (Need to have info from Scope group to complete.)	10/1/2015	Trustee Benoit, Mary Jo Imperato
Evolution	4.3: Ensure Staff has appropriate skills to meet emerging needs	4.3.2	Evaluate services and determine relevance based on current services offered and future needs of residents (Combine results with objectives 1 & 2 along with Scope group)	12/1/2015	Trustee Benoit, Mary Jo Imperato
Evolution	4.3: Ensure Staff has appropriate skills to meet emerging needs	4.3.3	Analyze current skills of staff to determine if emerging needs can be met	1/1/2016	Suzanne Powers
Evolution	4.3: Ensure Staff has appropriate skills to meet emerging needs	4.3.4	Identify and budget for training resources needed	4/1/2016	Suzanne Powers
Evolution	4.3: Ensure Staff has appropriate skills to meet emerging needs	4.3.5	Train staff to achieve skills needed to meet emerging needs	7/1/2016	Suzanne Powers
Evolution	4.4: Identify funding sources	4.4.1	Analyze funding needs based on population trends	1/1/2017	Amy Kaufholz
Evolution	4.4: Identify funding sources	4.4.2	Determine feasibility of increasing tax levies and analyze possible tax levies.	4/1/2017	Trustee Benoit & Clerk Dolan Baumer
Evolution	4.4: Identify funding sources	4.4.3	Research private and public funding sources	4/1/2017	Amy Kaufholz
Evolution	4.5: Synthesize all other strategic goals to ensure township survivability	4.5.1	Develop Long Range Township Survivability Strategic Plan incorporating all other Township strategic goals	4/1/2017	Board, James Barr



250 S. Illinois Route 59, Bartlett, Illinois 60103

165th Annual Town Meeting
Tuesday, April 14, 2015 7:30 p.m.

****DRAFT****

A G E N D A

- I. Call to Order
- II. Presentation of the Colors
- III. Welcome and Introduction of Officials
- IV. Election and Oath for Sergeant at Arms
- V. Election and Oath for Moderator
- VI. Approval of Annual Town Meeting Agenda
- VII. Acceptance of Minutes of the 2014 Annual Town Meeting
- VIII. Presentation of Annual Financial Statements by the Supervisor
- IX. Certification of Accounts by Trustees
- X. Presentation of Department Reports
- XI. Motion to Set the Hour of Special Town Meetings for 7:00 p.m.
- XII. Motion to Set the Hour of the Next Annual Town Meeting for 7:30 p.m.
- XIII. Motion to Pay the Moderator
- XIV. Adjournment

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.