

# McLean County EOP



## McLean County EOP



# McLean County EOP



## Course Outline

- Definition of an Emergency Operations Plan (FEMA)
- EOP Structure and Responsibilities (FEMA)
- McLean County EOP
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  - Key Elements of the Basic Plan
  - Annex overviews
  - Appendices (attachments) overviews
  - Annex Essentials
- Wrap-up

# McLean County EOP



## Definition of an Emergency Operations Plan

Generally, the EOP describes how the community (or State) will do business in an emergency. The EOP:

- Assigns responsibility to organizations and individuals for carrying out specific actions that exceed the capability or responsibility of any single agency.
- Establishes lines of authority and organizational relationships, and shows how all actions will be coordinated.
- Describes how people and property will be protected in emergencies and disasters.
- Identifies personnel, equipment, facilities, supplies, and other resources that can be made available – within the jurisdiction or by agreement with other jurisdictions – for use during response and recovery operations.
- Identifies steps to address mitigation concerns during response and recovery operations.



## Definition of an Emergency Operations Plan (continued)

An EOP is a key component of an emergency operations program. It establishes the overall authority, roles, and functions performed during emergencies.

The emergency operations program is in continuous operation and includes non-emergency activities such as training and exercises. The EOP does not come into play for non-emergency activities.

The EOP is activated to guide emergency response and recovery, and is implemented only after being triggered by emergencies. Even during emergencies, only those parts of the EOP that are required for the response are activated.



## Definition of an Emergency Operations Plan (continued)

The EOP enables the community to be prepared to take immediate action when disaster threatens or strikes. An EOP describes:

- What emergency response actions will occur...
- Under what circumstances...
- By whom...
- By what authority...
- Using what resources...

Developing and maintaining an EOP is a crucial task of an emergency operations program. The program should bring together representatives of all involved agencies who could have a role in a response. Agency participation is necessary to ensure that all who have a role in a response are brought into the process and understand their responsibilities thoroughly.



## EOP Structure and Responsibilities

Local government is responsible for attending to the public's emergency needs. Therefore, the local EOP focuses on measures that are essential for protecting the public, including:

- Warning and communications: How the local government will warn the public of an existing or impending emergency and communicate internally before, during, and after an event occurs.
- Emergency public information: How government will communicate with the public before, during, and after an emergency occurs. Emergency public information is especially critical in light of the recent terrorism threat facing the nation. Decisions about what to tell the public and when are critical to gaining a reasoned response from the public, providing confidence that the government is doing all it can to protect the public and control the situation, and, perhaps most importantly, making the public into a response asset.
- Mass care: Where and for how long the public's emergency needs, such as shelter and food distribution, will be accomplished. What facilities will be available, what supplies will be stocked, and how the supplies will be distributed are all covered under mass care in the EOP.



## EOP Structure and Responsibilities (continued)

- Health and medical care: How victims will be cared for, where, and by whom are addressed in the health and medical portion of the EOP. Special issues, such as decontamination, must also be addressed for hazardous materials and terrorist events.
- Evacuation: What routes will be used if evacuation becomes necessary, special transportation or routing requirements (e.g., evacuating the disabled or making evacuation routes one way to accommodate increased traffic flow), and other issues dealing with emergency egress are all part of the evacuation portion of the EOP.

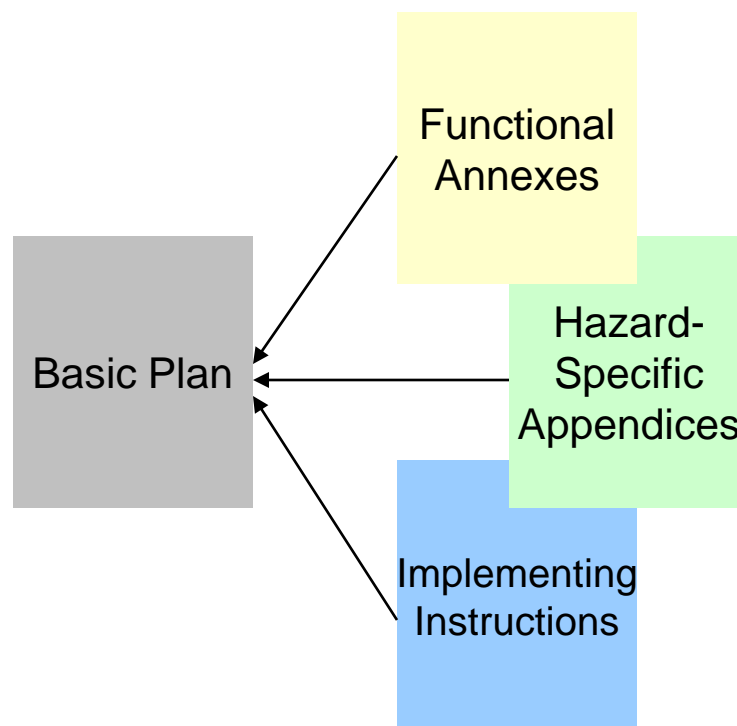
States also have EOPs. The State EOP establishes the framework within which local EOPs are created and through which the Federal government becomes involved in response and recovery operations. As such, the State government acts as the coordinating entity to ensure that all levels of government are able to respond to safeguard the well-being of its citizens.

# McLean County EOP



## EOP Structure and Responsibilities (continued)

Although FEMA does not mandate a specific format, for ease of use and consistency in response, FEMA does recommend that EOPs be developed to follow a standard format and organization. The format is as follows:





## EOP Structure and Responsibilities (continued)

### The Basic Plan

The Basic Plan provides an overview the community's response organization and policies. It also cites the legal authority for conducting emergency operations, describes the hazards that the EOP is intended to address, explains the general concept of emergency operations, and assigns responsibilities for emergency planning and operations. It is typically organized into the following sections:

- **Introductory Material:** The introductory material provides the authority and responsibility for responding agencies to perform their tasks under the plan. It also facilitates the ease of use for the overall document. The introductory material includes:
  - A promulgation document that provides the legal authority and the responsibility to respond to emergencies.
  - A signature page that includes the signatures of the agency executives for responding agencies. The signature page indicates that the signatory agencies have worked together in the plan's development and agree to perform the commitments made in the plan.



## EOP Structure and Responsibilities (continued)

### The Basic Plan (continued)

- A dated title page and record of changes that indicates the date of original publication and of any subsequent changes to the plan.
- A record of distribution that indicates the individuals and agencies (or organizations) that received a copy of the plan. The record of distribution provides proof that the EOP has been distributed and that the individuals and agencies have had a chance to review the plan.
- A table of contents that includes all of the section titles and subtitles for the plan to provide a topical overview of the document.
- Purpose. The Purpose statement explains why the plan has been developed and what it is meant to do.
- Situation and Assumptions. This section provides a statement of the scope of the EOP, outlining the hazards that the plan addresses, community characteristics that may affect response, and assumptions on which the plan is based.



## EOP Structure and Responsibilities (continued)

### The Basic Plan (continued)

- **Concept of Operations.** This section provides a basic statement of what response activities should occur, within what timeframe, and at whose direction.
- **Organization and Assignment of Responsibilities.** This section describes how the community will be organized to respond to emergencies. The section includes a list, by position and organization, of the types of tasks that will be performed.
- **Administration and Logistics.** This section describes the support requirements and the availability of support and services for all types of emergencies. It also includes general policies for managing resources, including policies on keeping financial records, reporting, tracking resource needs, tracking the source and use of resources, procurement, and compensating owners of private property used by the community during the response.



## EOP Structure and Responsibilities (continued)

### The Basic Plan (continued)

- **Plan Development and Maintenance.** The Plan Development and Maintenance section describes the community's overall approach to planning, including the assignment of planning responsibilities.
- **Authorities and References.** This section provides the legal basis for emergency operations. The section includes a list of laws, statutes, ordinances, Executive Orders, regulations, and formal agreements related to emergency response. This section also provides the limits of the emergency authority of the Chief Elected Official (County Board President), the circumstances under which the authorities become effective, and when they are terminated.

The Basic Plan may also include maps of the community and other documents that will assist the overall response.



## EOP Structure and Responsibilities (continued)

### **Functional Annexes**

Functional annexes include those parts of the plan that are organized around broad functions. For example, evacuation and communication are functions that are typically included in annexes. Each annex focuses on one function that the community believes will be necessary during an emergency. The number and type of functional annexes may vary depending on the community's needs, capabilities, risks, and resources.

### **Hazard-Specific Appendixes**

Appendices to plan annexes are developed for each hazard that the plan addresses (e.g., tornadoes, earthquakes, terrorism), and the decision of whether or not to include a specific annex is based on the community's hazard analysis.

### **Implementing Instructions**

Implementing instructions delineate the actual procedures that response personnel follow in an emergency.

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## McLean County Emergency Operations Plan

### Promulgation Statement

Provides the legal authority and the responsibility to respond to emergencies.

The Promulgation Statement includes the following information:

**“The McLean County EMA Director shall have direct responsibility for the organization, administration, training, and operation of the McLean County Emergency Management Agency, subject to the direction and control of the County Board Chairman.”**

The EOP is written in compliance with Chapter 127 of the Illinois Revised Statutes. The County Board Chairman, as the principal officer for the County, must notify the State of Illinois Emergency Management Agency of the manner in which the County is providing disaster planning and emergency services as well as to identify the person who heads the department designated as responsible for carrying out this program.

# McLean County EOP



## McLean County Emergency Operations Plan

### Key Elements of the Basic Plan

- The Incident Command Structure is used throughout McLean County.
- McLean County has been divided into six zones with a specific town in each zone designated as the Zone Center. Zone Centers are responsible for the villages and towns in their zone by advising them of emergency situations, whether it be a natural or man-made incident.

The six zones of McLean County are:

**Zone 1** All territory within the northern portion of the County with Lexington as the Center.

**Zone 2** All territory within the eastern portion of the County with Colfax as the Center.

**Zone 3** All territory within the south-eastern portion of the County with LeRoy as the Center.

**Zone 4** All territory within the south-western portion of the County with McLean as the Center.

**Zone 5** All territory within the central portion of the County with ISU as the Center.

**Zone 7** All territory within the north-western portion of the County with Carlock as the Center.

# McLean County EOP



## McLean County Emergency Operations Plan

### Key Elements of the Basic Plan

- The ultimate responsibility for emergency management in McLean County belongs to the Chairman of the McLean County Board.
- Neither Bloomington nor Normal have an EOC of their own; both municipalities agreed to use the County's EOC in the event of a major natural or man-made disaster.
- The line of succession to the EMA Director is determined by the fact that in the event of the absence, resignation, death or inability of the Director to serve in this function, the Chairman of the County Board or any person designated by him/her shall be and act as Director until a new appointment is made and approved by the County Board.

# McLean County EOP



## McLean County Emergency Operations Plan

### Key Elements of the Basic Plan

- Duties of the Director of EMA include:

- Coordinating EOC operations

- Staff training

- Distribution of radiological monitoring equipment

- Resource identification

- Communications and warning

- Assignment of shelter/reception center teams

- Providing information to news media and the general public during a disaster

- Damage assessment operations

- Notifying and coordinating with surrounding jurisdictions on facilities and dangerous releases which may impose risks on the area

# McLean County EOP



## McLean County Emergency Operations Plan

### Key Elements of the Basic Plan

- Alternate EOC Sites:
  - EMA Maintenance Building  
907 North Main Street, Normal
  - Normal Police Department  
100 East Phoenix Avenue, Normal
  - Bloomington Police Department  
109 East Olive Street, Bloomington

# McLean County EOP



## McLean County Emergency Operations Plan

### Annexes – 15 total

- Annex A – Direction and Control – operation from the EOC involving personnel, procedures, and support requirements in large-scale emergencies
- Annex B – Communication – deals with information use, maintenance, and supplemental channels of communication needed for emergency response and recovery operations
- Annex C – Warning – covers systems used to disseminate to government officials and the general public warnings in regard to nuclear attacks, as well as natural and man-made disasters
- Annex D – Emergency Public Information – provides activity to increase public awareness of hazards and appropriate actions before, during, and after emergencies. Includes a section on the EAS (Emergency Alert System).
- Annex E – Evacuation – provides information for the orderly evacuation of any part of the population of McLean County if such action is determined the most effective option available for protecting the people from the effects of a disaster

# McLean County EOP



## McLean County Emergency Operations Plan

### Annexes – 15 total

- Annex F – Mass Care – provides information and provisions for mass care of people within McLean County or nearby counties to provide food, housing, clothing, and other essentials to a large number of persons displaced from their homes by a disaster. Identifies facilities and their capabilities.
- Annex G – Health and Medical / Mortuary Services – includes medical care for citizens of McLean County under emergency conditions of varying scales, including mortuary services
- Annex H – Resource Management – covers coordination and use of personnel, equipment, supplies, facilities, and services during disaster response and recovery phases.
- Annex I – Law Enforcement – covers responsibilities and procedures for maintaining security and order in crisis conditions and eventual recovery according to the Standard Operating Procedures of responding agencies.
- Annex J – Public Works – provides for a flexible emergency response capable of engineering, construction, repair, and restoration of essential public services after a disaster.

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## McLean County Emergency Operations Plan

### Annexes – 15 total

- Annex K – Fire and Rescue – ensures fire-fighting, search, and rescue services during and following disasters, including fire prevention under potential crisis conditions
- Annex L – Damage Assessment / Disaster Intelligence – Damage assessment's purpose is to ensure that personnel and procedures are available to provide preliminary estimates and descriptions of damages resulting from large scale disasters. Disaster intelligence provides for an analysis of hazards, which might happen within the community, providing and estimation of the seriousness of the potential problem. Establishes priority for higher disaster probability and realistic assumptions.
- Annex M – Human Services – provides delivery of services such as counseling both during and after disaster situations as well as housing, food, and clothing in situations not requiring mass care operations. Provides for activities that include care of animals and livestock and for the disposal of animal remains.

# McLean County EOP



## McLean County Emergency Operations Plan

### Annexes – 15 total

- Annex N – Agricultural Response Plan – purpose is to describe those organizations and their responsibilities and resources available to assist the McLean County Government in responding to WMD and emergency situations that threaten the food production cycle. Hazard-specific appendices to this plan contain additional information for such specific emergencies.
- Annex O – Animal Response Plan – defines the role and responsibilities of the McLean County Animal Response Team (CART) and its members during an emergency in providing for the protection of animals, both wild and domestic, from the effects of disasters through the provision of emergency services.

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## McLean County Emergency Operations Plan

### Attachments – 7 total

- Attachment A – Earthquake – although the chance of an earthquake occurring in McLean County that does tremendous damage is very small, this section as well as SOPs of the EOC, police, fire, public works, and medical services addresses such an incident. Requires assessing the situation and evaluating the overall community condition.
- Attachment B – Flooding and Dam Failure – flash flooding is the area of concern for McLean County. Increased growth in the larger communities has caused a greater problem from rainwater runoff, causing flooding problems when water has no place to go. There are no dams within the county that could fail and cause dangerous flooding.
- Attachment C – Hazardous Materials – provides assurance of the appropriate response to protect the population of McLean County in the event of a hazardous materials incident involving the transportation, use, storage, and/or processing of hazardous materials.
- Attachment D – Radiological Hazards / Nuclear Power Plant Accidents/ Nuclear Conflict – covers the radiation detection, monitoring, and exposure control in any emergency involving radioactive materials including power plants, hazardous material accidents, and nuclear attacks.

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## McLean County Emergency Operations Plan

### Attachments – 7 total

- Attachment E – TIA – Terrorism Incident Annex – This plan is intended to define the responsibilities of emergency personnel in response to a Weapons of Mass Destruction (WMD) event (chemical, biological, or nuclear) or other terrorist act perpetrated against McLean County by any agent, foreign or domestic.
- Attachment F – Tornado – provides assurance of appropriate response for McLean County by activating a central warning point (EOC) with a direct link to NWS Doppler weather stations and a direct link to six zone centers for timely dissemination or warning for jurisdiction-wide areas.
- Attachment G- Aircraft / Airport Accidents – This section provides for the information and procedures of appropriate response to aircraft accidents within the county or in and around the Central Illinois Regional Airport (CIRA) property.

# McLean County EOP



## Annex Essentials

### Annex B – Communications

The ability to communicate directly with various agencies charged with responding in emergency situations is one of McLean County's most valuable emergency management assets, having a great impact on saving lives and preventing injuries.

The EOC utilizes UHF, VHF, Low band, and 700/800 (STARCOM21) MHz radio communication systems.

The Operations Room can have telephones activated by the phone company to provide additional lines for use. The EOC itself has eleven operational phones.

LAN / Internet connectivity exists within the EOC. No wireless LAN access is available at this time.

# McLean County EOP



## Annex Essentials

### Annex C – Warning

A good warning system is one of the community's most valuable emergency management assets, having great potential for saving lives and preventing injuries.

Assumptions:

- The need to warn the general public is common to all hazards.
- Hazards vary markedly in predictability and speed of onset. Time available for warning may vary, therefore, from ample to none.

The Emergency Manager of the McLean County EMA is designated as the Public Information Officer.

When designated authorities determine that it is necessary to warn the people of a threat to public safety, a strategy appropriate to the situation will be selected or developed and immediately implemented.

A list of interpreters is on file for the non-English speaking population.

# McLean County EOP



## Annex Essentials

### Annex E – Evacuation

Direction and control of evacuation operations will normally be carried on by the jurisdiction nearest to the disaster site that has sufficient scope of control to manage all required operations.

Mutual aid region organizations function only in a coordination role with respect to affected county organizations.

Continuity of government must be maintained in an emergency evacuation situation. This may involve relocation of government operations, as necessary, to alternate EOCs or to mobile EOCs with temporary transfers of authority to higher or lower emergency management organizations.

Specific evacuation procedures exist for an incident at the Clinton Nuclear Power Plant.

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## Annex Essentials

### Annex G – Health and Medical / Mortuary Services

It can be assumed that a complete or partial disruption of the public and private sewage disposal system and public and private water supplies within McLean County would occur in a major disaster. This disruption would create a definite public health hazard.

The potential spread of communicable diseases will need to be eliminated by taking appropriate health measures such as insect and rodent control.

A health mission should be assigned to each health or medical operating organization in individual political jurisdictions.

Emergency assignments may be provided to specific health facilities not normally associated with a health organization.

Both BroMenn and OSF St. Joseph medical centers have the capability to decontaminate radiological and chemically contaminated casualties.

Secondary Morgue sites include the County Highway Department facility and the former CIRA facility.

# McLean County EOP



## Annex Essentials

### Annex H – Resource Management

The County Board Chairman will retain command of all county disaster response activities. The McLean County EMA Director, under the direction of the County Board Chairman, will serve as the County Resource Manager.

All requests for resource support during times of disaster must be coordinated through the county EOC. All requests for resource support to McLean County from the State or Federal levels will be coordinated through IEMA.

The line of succession for resource management is as follows: EMA Director, EMA Deputy Director, senior EMA staff member available.

The resource manager shall establish several groups to assist in this task including: a needs group, a supply group, a PIO, a distribution group, and a donations coordination team.

# McLean County EOP



## Annex Essentials

### Annex I – Law Enforcement

Any additional resources required will be provided through mutual aid by ISP District 6, BPD / NPD, County Sheriff's Auxiliary Police, and local municipal police forces. When these support groups are exhausted, additional assistance will be requested from the State Police headquarters in Springfield, IEMA, or federal law enforcement agencies.

The primary function of all law enforcement agencies during a disaster is to enforce and maintain all laws and emergency regulations for the protection of life and property.

Depending on the scope of the incident, law enforcement agencies shall singly or collectively oversee and coordinate any and all law enforcement or support activities within McLean County.

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## Annex Essentials

### Annex J – Public Works

Public Works may be asked to determine the structural safety of emergency operations facilities, public shelters, and reception and care centers after events such as an earthquake or tornado.

The County Highway Department Superintendent is responsible for coordination, direction, and control of engineering services in McLean County.

Mobilization of County Highway and City Public Works Departments will be put into effect at the request of the EMA Director.

# McLean County EOP



## Annex Essentials

### Annex K – Fire and Rescue

The local jurisdictional fire district is the lead agency for fire/rescue services.

All major decisions concerning fire and rescue operations remain the responsibility of the Fire Chief of the responding fire district.

The line of succession in fire districts is: 1. Jurisdictional Fire Chief; 2. Jurisdictional Assistant Fire Chief; 3. Jurisdictional 2<sup>nd</sup> Assistant Fire Chief or Captain.

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## Annex Essentials

### Annex L – Damage Assessment / Disaster Intelligence

A pre-determined damage assessment team will be utilized to make a preliminary assessment. These teams will perform on-site evaluations and report their findings to the EOC.

The McLean County EMA Director is responsible for filing the preliminary damage assessment report to IEMA.

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## Annex Essentials

### Annex M – Human Services

The McLean County EMA Director shall appoint an Animal Control Coordinator or an Emergency Animal Response Team.

The American Red Cross will provide fixed or mobile feeding stations, clothing, mass or individual shelter, cleaning supplies, comfort kits, and first aid or other supplementary medical care. They will also provide blood and blood products for disaster victims. They will assist in identifying potential sources of additional equipment.

The County Health Department has a priority in the prevention/control of disease and nuisance conditions. They will ensure an adequate water supply and oversee the proper processing and disposal of sewage.

The Salvation Army will provide clothing, supplies, and manpower to assist those other agencies in providing human service needs.

# McLean County EOP



## Wrap-Up

Items of discussion

Questions