

Crawford County Basic Plan

I. Purpose

The purpose of this Emergency Operating Plan (EOP) is to provide a framework and guidance for government, response agencies, and citizens to be better able to prepare, respond, and recover to/from emergencies within Crawford County.

II. Situation and Assumptions

Crawford County participated in a Hazard Mitigation Study in 2015. The study was completed by a cross functional team representing government, response agencies, and other interested groups. The team evaluated potential hazards and historical events that have impacted the County and compiled a list of hazards that could potentially impact the County in the future. The following are hazards that were identified by the team that could likely impact the County:

- Tornado
- Severe Thunderstorms
- Winter Storms (including blizzard, ice storms, extreme cold temperature)
- Earthquake
- Flood (including flash and area flooding)
- Hazardous Materials (including transportation and fixed facilities)
- Drought

It is assumed that all local government and response officials having a role in emergency response are familiar with their appropriate sections of this EOP. It is also assumed that all personnel are trained to the appropriate standard to be able to fulfill their roles and responsibilities in a safe and efficient manner.

This EOP is the framework for emergency and disaster response and recovery within Crawford County and is designed to be utilized for all hazards. In the event that this EOP is insufficient to respond to a particular incident or if an unforeseen incident would impact the County, an Incident Action Plan will be developed to either augment or supplant this EOP.

III. Community Background and Disaster Vulnerability / Susceptibility

Crawford County is located in Southeastern Illinois and is susceptible to all of the hazards associated with this region. Crawford County is intersected by Illinois Route 1 and Illinois Route 33. The County is bisected by the Indiana Railroad which runs through the Village of Palestine, the City of Robinson, and the Village of Oblong. The permanent population of Crawford County remains stable with the latest census data showing 19,817 residents (see the Crawford County Mitigation Plan for more detailed census and demographic information). Based upon the local economy, there may be a significant influx of people during certain business functions such as

Marathon Refinery Turnarounds, Hershey Corporation Maintenance outages, etc.) and community functions (Robinson Fall Festival, Palestine Rodeo, Crawford County Fair, etc).

Crawford County is bordered on the east by the Wabash River and to the west by the Embarras River. In normal years, both rivers will flood causing agricultural damage and some property damage.

The economy of Crawford County is generally stable and based upon the following economic categories:

- Agriculture and agricultural support businesses
- Petroleum Refining and Production and their supporting businesses
- Petroleum Pipelines
- Manufacturing and Production of various goods
- Health Care
- Education

Crawford County contains numerous pipelines that contain finished petroleum products, crude oil, and natural gas distribution. Crawford County has numerous nursing facilities, a hospital, and special needs populations that could be impacted by an emergency or disaster. In addition, Crawford County has numerous public and private schools, a college, and a State Correctional Facility that could be impacted by the effects of a disaster.

Due to the large industrial and agricultural base, Crawford County does contain a large number of resources that could be deployed to respond to an emergency or disaster. Currently, it is our belief that Crawford County would require limited assistance from other jurisdictions to respond to normal day to day incidents. In the event of a major disaster such as an earthquake, major tornado event, or a severe utility outage, outside assistance from surrounding counties, the State of Illinois, and the Federal Government may be required (acquisition of outside assistance is discussed later in this Plan).

IV. Concept of Operations

Within Crawford County, life safety is the primary concern when preparing for and responding to emergencies or disasters. It is the responsibility of government and agency leadership to ensure the safety and protection of the responders and citizens of Crawford County. The ultimate responsibility in a disaster situation rests with the Chief Elected Official of that jurisdiction. If the disaster impacts the entire County or unincorporated areas of the County, the County Board Chairman or his designate will declare that a state of disaster exists within Crawford County. If the County Board Chairman or his designates are not available, the EMA Coordinator can make the disaster declaration. Once a disaster declaration has been declared, the County EMA Coordinator will immediately notify IEMA of the declaration. If the disaster occurs within the jurisdiction of a City or Village, the Mayor or Village Board President, or their designate will declare that a state of disaster exists within their jurisdiction. Once a declaration has been established, the Mayor or Village Board President will

notify the County Board Chairman and EMA Coordinator of the declaration. The County EMA Coordinator will immediately notify IEMA of the declaration.

In order to safely and efficiently manage an emergency or disaster, Crawford County has chosen to operate with an Incident Command System (ICS). The ICS that has been chosen in Crawford County is the National Incident Management System (NIMS). Within Crawford County, the government of Crawford County, all the various Villages, and the City of Robinson have enacted an Ordinance stating that they will be in compliance with the provisions of the NIMS. In order to operate under NIMS, government, response agencies, and other groups that have emergency/disaster responsibilities must be trained in NIMS and complete all the requirements for their job position and function. In addition, drills and exercises must be completed that demonstrate all personnel are proficient in the use of the NIMS.

The Crawford County EOP is designed to be utilized for all types of hazards, threats, emergencies, or disasters. The Crawford County EOP consists of the following components:

- Foreword - This section provides statements to provide authentication of the Plan as well as the provisions for distributing and revisions to the Plan.
- Basic Plan – This section provides the overall response and recovery strategies for incident management.
- Functional Annexes – Direction and Control, Communications, Warning and Emergency Information, Public Information, Disaster Intelligence and Damage Assessment, Evacuation, Mass Care, Emergency Medical Services, Mortuary Services, and Resource Management Annexes provide information on how to perform these critical emergency/disaster response functions. Each of the functional annexes contain a purpose for the annex, situations that would trigger the implementation of the annex, concepts of operation, organizational responsibilities, administration and logistics, and annex development and maintenance.
- Hazard Specific Annexes – The Earthquake, Hazardous Materials, and Severe Weather annexes provide functional information for these specific hazards.

V. Lines of Succession and Plan Implementation

For the NIMS to properly work, a line of succession for plan implementation and who will direct emergency response and recovery efforts has been established to provide continuous leadership, authority, and responsibility through the duration of the disaster. The following matrix indicates who has the authority to implement the EOP and direct emergency response and recovery:

Authority to Implement EOP	Designates
Crawford County Board Chairman	1. Deputy Board Chairman 2. Senior Board Member
Mayor of Robinson, Oblong, Hutsonville, Palestine, Flat Rock.	1. Deputy Mayor 2. Senior Board Member
Crawford County Sheriff	1. Chief Deputy 2. Senior Deputy On Scene
Police Chief of Robinson, Oblong, Palestine	1. Assistant Chief 2. Senior Patrolman or Officer On Scene
Fire Chief of Robinson and Robinson Township FPD, Oblong Township FPD, Hutsonville Township FPD, LaMotte Township FPD, Flat Rock FPD, and Prairie Licking Township FPD.	1. Assistant Fire Chief 2. Captain or Senior Fire Officer
Crawford County EMA Coordinator	1. Deputy Coordinator 2. Captain, Crawford County Rescue
Crawford County Coroner	1. Deputy Coroner 2. Deputy Coroner
Crawford County Health Department Manager	1. Emergency Preparedness Director 2. Environmental Coordinator

VI. Organization and Assignment of Responsibilities Matrix

In order to assure that government and the various response agencies and organizations are aware of their responsibilities during an emergency or disaster, the following matrix has been developed. This matrix defines the emergency/disaster function and who has the primary and support responsibilities for that function:

Emergency Function	Function Primary Responsibility	Function Support Responsibility
Command and Control	Government and ICS Staff	All Response Groups
Warning/Emergency Information	EMA	Sheriff's Department
Communication	Sheriff's Department	EMA
Disaster Intelligence	Law Enforcement	EMA
Mass Care	American Red Cross	All Response Groups
Fire Suppression / Control	Fire Departments	Marathon Refinery
Hazardous Materials	EMA	All Response Groups
Mass Casualty	United Life Care	All Response Groups
Logistics/Resource Management	EMA	All Response Groups
Finance	County Treasurer	City/Village Treasurers
Public Information	EMA	Government

Emergency Function	Function Primary	Function Support
--------------------	------------------	------------------

	Responsibility	Responsibility
Transportation	Crawford County Highway Department	City/Village Street Departments
Recovery	Government	EMA
Heath and Medical Care	Crawford County Health Department	Crawford Memorial Hospital
Mortuary Services	Crawford County Coroner	Law Enforcement
Evacuation	Law Enforcement	All Response Groups

VII. Disaster Information Resources

In the event of an emergency or disaster, established resources are available to assist in the response and recovery to/from the disaster. One of the primary needs in a disaster is maps. Within Crawford County, Geographic Information System (GIS) Maps can be produced at the Crawford County Supervisor of Assessments Office and at the EOC. Pre-printed County maps are available at the Crawford County Highway Department. The EOC and Mobile Command Post are equipped with comprehensive maps of the entire County. Each Fire Station and Police Station is equipped with maps of their jurisdictions.

Each operating agency is responsible for the development of their own standard operating Standard Operating Procedures (SOP) and Standard Operating Guidelines (SOG). Fire pre-plans and incident specific plans are maintained at each Fire Department Station. Hazardous materials pre-plans and facility specific plans are kept on file at the EOC. The following matrix describes the information needed and the quickest source to locate the information:

Information Need	Location of the Information
Maps	GIS at the Assessor's Office and the EOC. Pre-printed County maps at the County Highway Office. Maps of each jurisdiction at the EOC and individual police and fire stations.
Hazardous Materials Pre-plans	LEPC website, EOC, facilities
Hazardous Materials Reference Materials	Tier II Forms at the EOC, various reference manuals located in the Mobile Incident Command Post.
Resources	Resource Manual located in the EOC or IEMA – 1-800-782-7860
Technical Expertise	IEMA – 1-800-782-7860
Siren/Warning System Operation	EOC, Marathon
State and Federal Agencies	IEMA – 1-800-782-7860
Weather Information	NWS – Lincoln Illinois
Fire Pre-Plans	Local Fire Department
Standard Operating Procedures, Standard Operating Guidelines	Local Fire and Police Department
School Emergency Plans	EOC

Disaster Declarations	IEMA – 1-800-782-7860
Legal Information	State’s Attorney’s Office
Public Information Materials	EOC, IEMA-1-800-782-7860
Marathon Information	One Plan – EOC
Railroad Information	Indiana Railroad 1 -800-677-1985
Electrical/Natural Gas Distribution	Ameren/CIPS
Water Distribution	Robinson-Palestine Water Commission
Sewer Systems	City and Village Sewer Departments
Pipeline Information	Pipeline Markers

VIII. Mutual Aid, Memorandums of Understanding (MOUs), and Other Agreements.

In the event of an emergency or disaster, mutual aid and assistance may be required for response and recovery. The following is a list of mutual aid resources and the location of the various agreements:

- Automatic Fire Mutual Aid – This is maintained by each Fire Department
- MABAS Division 59 – This is maintained by each Fire Department
- ILEAS – This is maintained by each Law Enforcement Agency
- School Shelter Agreement – This is maintained by the South-Central Illinois Chapter of the American Red Cross
- Marathon Mutual Aid Agreement – This is located at Marathon and the County Clerk’s Office
- Rides Mass Transit District – 1-618-544-8800

In each of the mutual aid agreements, provisions and protocols have been established that define notification, activation, liabilities between the parties, and termination of the agreements.

IX. Requesting Outside Assistance

In the event of an emergency or disaster outside assistance may be required. Regardless of the type of outside assistance needed, it is very important to maintain a single point of contact when outside assistance is needed. Since the various Fire Departments already maintain automatic mutual aid within the County, it is the responsibility of the Fire Chief in a jurisdiction to request or cancel the automatic mutual aid. If the incident is large enough to require assistance outside of the County automatic mutual aid, the Incident Commander or Unified Command should request the additional assistance through the EOC.

If the incident requires outside assistance for non-fire personnel, volunteers, or equipment, the request will be forwarded to the EOC. During times of emergency or disaster, all government employees will be expected to report to work with the expectation that they may be assigned to other duties by the Incident Commander or Unified Command. The EOC will forward the request to the appropriate agency or individual and assure that the assistance is dispatched to the incident. If assistance is

requested from the State or Federal Government, the EOC will notify IEMA (1-800-782-7860) to request the desired assistance.

X. Legal Authority

The legal authority granted for this plan is based upon the Illinois Administrative Code Title 29, Ch. 1, Subchapter c, Sec. 301 (dated February 26, 2002), the ESDA Ordinance, and the IEMA Act. In addition, Crawford County and the various municipalities adopted a NIMS Ordinance in 2007.

XI. Supporting Documents and Plans

The Crawford County EOP has been designed as an all-hazards plan. To support this plan, various other supporting plans have been developed and referenced within this EOP. The following supporting plans are kept on file at the EOC:

- Marathon One Plan
- Crawford County Bio-Terrorism Plan
- Crawford County Health Department Disaster Plan
- Crawford Memorial Hospital Internal/External Disaster Plan
- Crawford County Hazard Mitigation Plan
- Crawford County LEPC Plan
- SARA Regulated Facility Plans

XII. Administration and Logistics / Records Management

One of the primary functions associated with this plan will be document and records management. During an emergency or disaster, records must be maintained to assure that incident events, injuries, fatalities, and costs and expenses are properly documented. At the conclusion of the event, all records and documents will be stored and utilized to generate any required incident reports. The following matrix indicates the event function, the record required, and the organization responsible for the record:

Event Function	Record Required	Responsible Organization
Mass Care	All shelter records, including census data, incident reports, medical reports, registrations, etc.	American Red Cross
Fatalities	Death Certificates and Coroners Inquest Reports	Coroner
Significant Events Log	Radio Dispatch Log and Message Log	Crawford County 911 and Historian
Disaster Declaration	Signed Disaster Declaration	EMA
Damage Assessment	IEMA and Red Cross Damage Assessment Forms	EMA and Red Cross

Event Function	Record Required	Responsible Organization
Patient Tracking	Incident related patient tracking forms	CMH and Crawford County Health Department
Evacuation	Evacuation Proclamation. Entry logs	EMA and Law Enforcement
Bills and Invoices	All receipts, bills, and invoices	Crawford County Treasurer or City/Village Treasurers
Accountability	Staging information	Operations Branch
Resource Allocation / Request	Resource Request Forms	Logistics Branch to Finance Branch
NIMS	All NIMS Forms	Unified Command to EMA

XIII. Post Incident Recovery

Once the incident has moved from the emergency phase to the recovery phase, a recovery plan must be developed. It is the responsibility of the Unified Command, government, and other affected businesses and industries to develop this plan. Within this plan, the following functions must be defined and steps developed and implemented to return the affected area to normalcy:

- Life Safety issues during the recovery phase
- Short term and long-term restoration plans
- Mitigation of hazards that were discovered during the incident
- Restoration of infrastructure
- Restoration of business and industry
- Financial accountability for incident costs and reconstruction
- Public and private accountability for restoration

XIV. Plan Maintenance, Review, Evaluation, and Updating

It is the responsibility of the Crawford County EMA Coordinator to maintain and update the County EOP. It is the responsibility of all plan participants to familiarize themselves with the plan and review the plan on an annual basis. The responsibility for evaluating the plan lies with the plan participants and IEMA. Any request for a change to the plan must be forwarded to the County EMA Coordinator who will then send the proposed change to the various agencies that participate in the plan for review. If the plan participants agree with the change, the change will be implemented and a revision will be sent to all plan participants. It is the responsibility of each plan participant to assure that their copy of the plan is up to date.

This page intentionally left blank

Direction and Control Annex

I. Purpose

The purpose of this annex is to provide information on the means Crawford County and the various municipalities will use to direct and control those activities of government that are essential to life safety, protection of property, protection of the environment, and restoring government services during and following emergency situations.

II. Situations and Assumptions

A. Situation

Disasters may occur that would warrant a multi-agency group response. During such an event, the command structure of the entire response effort must be organized and a timely notification of the response groups must be achieved to safely and efficiently manage the incident

B. Assumptions

1. All plan personnel are familiar with their roles and responsibilities during an emergency or disaster.
2. All plan personnel are trained to the level necessary to accomplish their roles and responsibilities as defined in this plan.
3. The National Incident Management System (NIMS) will be used for all multi-agency and/or multi-jurisdictional responses.
4. Normal, routine emergency response will be governed by agency SOP/SOG. During large scale emergencies/disasters, normal SOP/SOG may be expanded or changed by the formulation of an Incident Action Plan (IAP).
5. The EOC, alternate EOC, and/or an Incident Command Post (ICP) will be in operation throughout the duration of the Incident.

III. Concept of Operations

A. Command Structure

1. The EOC, alternate EOC, or the Incident Command Post (ICP) will be the centralized management area for policy making, coordination, and overall direction of the incident.

2. The CEO of the jurisdiction(s) and the Incident Commander or Unified Command directs all response and recovery activities from the EOC, alternate EOC, or ICP.
3. During large scale multi-agency incidents, a Unified Command system will be established. Each agency will designate an Incident Commander that will report to the Incident Command. When a Unified Command is established, the incident will be managed as a group effort with overall direction and control established by the consensus of the Unified Command group.
4. During incidents that are under the primary control/responsibility of a single agency, a single Incident Commander may direct and control the incident.
5. If the EOC, alternate EOC, or ICP is not located at the incident site, the on-scene control system demands the responsibility for the direction and control of all response actions with a senior response group supervisor that has reported to the incident scene. The on-scene supervisor will utilize the NIMS and make assignments based upon best NIMS practices and incident needs.

B. Authorities and Limitations

1. The Incident Commander or Unified Command has the authority to coordinate the use of resources and personnel at the scene of the incident.
2. The Incident Commander or Unified Command provides overall management of the incident including the safety of the responders and citizens.
3. The Incident Commander or Unified Command may not willfully violate any laws or put any responders or citizens at undue risk while managing the incident.
4. Release of incident information without the permission of the Incident Commander or Unified Command is forbidden.

C. Notification Procedure

1. The Crawford County 911 PSAP or alternate PSAP shall notify the appropriate response agencies by the VHF paging system of the incident.
2. Once an agency(s) is on scene and it is determined that additional agencies are required, they will notify the 911 PSAP to summon the additional agencies.

D. Information Collection and Management

1. On-scene personnel at the incident site shall initiate an incident size-up upon arrival and relay the information to the EOC via radio or cellular telephone.
2. The EOC shall monitor all public safety frequencies and maintain situational awareness.
3. As soon as possible, the EOC should develop an awareness to the scope and size of the incident. If protective measures are necessary for the responders and citizens, they should be implemented as soon as possible.
4. As soon as practical, all incident information should be assembled and a factual scope of the incident developed.
5. Any sensitive information, i.e., fatalities, injuries, rumors, etc., should be delivered to the EOC by either secure telephone or by assigned runners. No sensitive information should be announced over the radio system.

E. Response to the EOC

1. During large scale incidents, the following agency supervisor/chief should immediately report to the EOC (if an alternate EOC or the ICP is to be utilized, they will be notified of the change of location):
 - a. The CEO of the jurisdiction
 - b. The Fire Chief of the jurisdiction
 - c. The Police Chief of the jurisdiction
 - d. The County EMA Coordinator
 - e. The Deputy County EMA Coordinator
 - f. The American Red Cross
 - g. The Crawford County Health Department
 - h. United Life Care
 - i. Crawford Memorial Hospital
 - j. Crawford County Coroner (if fatalities are involved)
2. If additional agencies or personnel are required at the EOC, they will be notified to respond.

F. EOC and ICP Relationship

1. If the ICP is not being used by the Incident Commander or Unified Command, the ICP will be the incident management site for tactical field operations. The ICP is responsible to the EOC.
2. The EOC and the Incident Commander or Unified Command oversees the incident strategic operations.

G. Incident Public Information

1. No agency or member of any response group will be allowed to disseminate any incident information without the permission of the Incident Commander or Unified Command.
2. When it is determined that a media release or public information should be disseminated, it should be released by either the Public Information Officer (PIO), the Incident Commander, or by a spokesperson from the Unified Command.
3. A significant events log will be maintained at the EOC to assure that all data and facts are maintained in a chronological order. The significant events log will be reviewed at each shift change and used during the formulation of the IAP.
4. All information gathered will be written down and not transmitted over the radio. Incident sensitive messages should be sent via secure telephone or by runners to avoid rumors or misinformation by the citizens.

H. Inter-jurisdictional Relationships

1. The initial emergency response, will to the maximum extent possible, be made by the local jurisdiction as per their response protocols.
2. Any response group requiring intra-County mutual aid will utilize the automatic mutual aid or existing mutual aid agreements.
3. Requests for assistance for specialized equipment or resources from private individuals shall be requested by the EOC.
4. All requests for State resources will be made to IEMA from the EOC.
5. All requests for Federal resources will be made to IEMA.

IV. Organization and Assignment of Responsibilities

A. Incident Commander / Unified Command

1. Initially, the senior/ranking responder/supervisor at the incident site will be the Incident Commander. As more senior/ranking personnel arrive at the incident site, command can be transferred. If it is determined that Unified Command should be established, the Incident Commander will notify the PSAP to notify all necessary agencies.
2. Activates the EOC when appropriate.
3. When requested, reports to the EOC.
4. If appropriate, identifies incident needs and establishes the necessary branches to manage the incident.

5. Provides the overall strategic goals to manage the incident.
6. Provides input and approval to the Incident Action Plan (IAP)
7. As appropriate, directs implementation of protective actions for public safety.
8. Approves all media and incident information releases
9. Appoints an Incident Safety Officer
10. Appoints an Incident Liaison Officer
11. Appoints an Incident PIO
12. When appropriate, terminates response operations and releases personnel.

B. Fire Department

1. When notified of an incident, sends personnel and equipment to the incident site or to staging.
2. Identifies an IC for a fire incident or assigns an IC to report to the Unified Command.
3. Appoints an Operations Branch Section Chief if the incident is primarily a fire incident.
4. Manages fire resources, directs fire operations, and determines the need for evacuation of the immediate area in and around the emergency scene.
5. Assists as appropriate in the evacuation of people at risk in or near the incident site.
6. Assists as appropriate with mass care as needed
7. Assists as appropriate with mass casualty incidents as needed.

C. Law Enforcement

1. When notified of an incident, sends personnel and equipment to the incident site or to staging.
2. Identifies an IC for a law enforcement incident or assigns an IC to report to the Unified Command.
3. Appoints an Operations Branch Section Chief if the incident is primarily a law enforcement incident.
4. Manages law enforcement resources, directs law enforcement operations, and assists with evacuation of the immediate area in and around the emergency scene.
5. Performs law enforcement duties at the emergency scene.
6. Develops a traffic control plan.
7. Develops a security plan for the incident area
8. Provides scene security and the enforcement of no entry areas.

D. EMA

1. When notified of an incident, sends personnel and equipment to the incident site or to staging.
2. Identifies an IC to report to the Unified Command.
3. Appoints an EOC Manager to assure the EOC is staffed and all office requirements are met.
4. Advises the CEO on all emergency issues
5. Advise IEMA of the incident and request State and Federal resources.
6. Assure that all NIMS forms are completed and all incident paperwork is routed to the appropriate agencies.
7. Assigns a historian to record all incident information and messages.

E. Crawford County Health Department

1. When notified of an incident, sends personnel (as needed) to the incident site or to the EOC.
2. Identifies an IC to report to the Unified Command.
3. Activates the Crawford County Health Department Emergency Operating Plan.
4. Makes recommendations to the IC or Unified Command on health or environmental related issues.
5. Contacts the Illinois Department of Health or CDC for further information on health-related issues.
6. Manages the mass distribution of medicine in the event of the need for mass prophylaxis.
7. Advises and coordinates any Special Needs Population issues.
8. Monitors food and water issues related to the incident.

F. Crawford Memorial Hospital

1. When notified of an incident, sends personnel (as needed) to the incident site or to the EOC.
2. Activates the Crawford Memorial Hospital Disaster/Emergency Operating Plan.
3. Assess facility for operability and relay this information to the EOC.
4. Call in additional staff as necessary to manage an influx of patients.
5. Arrange for overflow of patients to other area hospitals
6. Assist in the staffing of first aid stations (if required).
7. Monitor incoming patients for injury or disease trends

G. Public Information Officer (PIO)

1. The Public Information Officer (PIO) will be appointed by the Incident Commander or Unified Command.
2. The PIO will gather incident information and prepare all media releases (releases must be approved by the Incident Commander or the Unified Command).
3. The PIO will establish an area away from the EOC, alternate EOC, or ICP for the purpose of conducting media briefings.
4. The PIO will coordinate the release of information to the public on incident related issues.
5. The PIO will work with the PIO(s) from the State and Federal government or private industry to assure that all incident information is accurate.
6. The PIO will coordinate all press releases from the various agencies responding to the incident.
7. If necessary, the PIO will arrange for media access to the incident site (with the approval of the IC or Unified Command)

H. Safety Officer

1. The Incident Safety Officer will be appointed by the Incident Commander or Unified Command.
2. The Safety Officer will develop a safety plan to be used by all responders to the incident.
3. The Safety Officer may appoint additional safety personnel to monitor the incident personnel and conditions.
4. The Safety Officer may stop any unsafe actions if he/she deems that the action could cause injury to the responders or citizens.
5. A Safety Officer is required for all incidents. During a Hazardous Materials incident, a specific Safety Officer will be assigned to support only the Hazardous Materials portion of the response.

I. Liaison Officer

1. The Liaison Officer will be appointed by the Incident Commander or Unified Command
2. The Liaison Officer will be responsible for interacting with the various organizations that could respond to the incident.
3. The Liaison Officer will make arrangements for organizations that could respond to the incident.
4. The Liaison Officer will schedule meetings between organizations and the Incident Commander or Unified Command.

J. United Life Care (EMS)

1. When notified of an incident, sends personnel and equipment to the incident site.
2. Sends a representative to the EOC for discussion and coordination of emergency medical issues.
3. Provides transport of injured responders and citizens to Crawford Memorial Hospital or other Hospitals (if necessary)
4. Establishes triage during mass casualty incidents
5. Notifies other ambulance providers if mutual aid is required.
6. Advises the EOC when mutual aid is required.

K. Crawford County Coroner

1. When notified of an incident with fatalities, will respond to the incident site or to the EOC.
2. Establishes temporary morgues if required
3. Notifies the EOC if more facilities, personnel, or equipment is required.
4. Contacts additional resources from outside sources.
5. Contacts additional Coroners from other Counties for assistance.
6. Informs the Incident Commander or Unified Command on matters related to fatalities or investigations into fatalities.

L. Public Works Coordinator – Crawford County Highway Department and the various Municipal Street Departments.

1. When notified of an incident, sends personnel and equipment to the incident site.
2. Identifies a representative to be sent to the EOC.
3. Initially will support the incident operations by supplying equipment, transportation, and resources.
4. Assists in locating any special equipment needs
5. Supplies barricades and assists with road closures
6. Develops a debris management plan and designates an area(s) to receive any incident related debris.
7. Works with the Incident Commander or Unified Command to develop an operating plan to prioritize route clearing, debris removal, etc.

M. Water Companies

1. When notified of an incident, sends personnel and equipment to the incident site (if required).
2. Identifies a representative to be sent to the EOC.
3. Assesses the water system and facilities for damage and notifies the EOC.
4. Works with the IC or Unified Command to develop water restoration plans.
5. Works with the Crawford County Health Department to determine the safety of the water systems.

N. Electric and Gas Companies

1. When notified of an incident, sends personnel and equipment to the incident site (if required)
2. Identifies a representative to be sent to the EOC
3. Assesses the electrical and gas distribution systems for damage and notifies the EOC.
4. Works with the IC or Unified Command to develop electric and gas restoration plans.

O. American Red Cross

1. When notified of an incident, sends personnel and equipment to the incident site (if required).
2. Identifies a representative to be sent to the EOC
3. Coordinates and maintains shelter agreements with the various shelter locations.
4. Establishes shelters and provides mass care to the responders and citizens.
5. Assists with damage assessment during and after the emergency/disaster.

P. All Organizations

1. Activate their own facilities to support their organizations response activities.
2. If appropriate, send a representative to the EOC.
3. Identify damage to their facility and report this to the EOC.
4. Assure that all personnel are familiar with the NIMS and are trained at the level to fulfill their assigned roles and responsibilities

V. Administration and Logistics

A. Administration

1. All agency supervisors should record and track their expenditures during the incident and during recovery from the incident.
2. All agencies should maintain accountability for their personnel during the incident.
3. At the end of each day, a report will be submitted to IEMA detailing the incident and progress made in dealing with the incident.
4. During the incident, all necessary NIMS forms will be kept up to date and then filed for documentation of the incident.

B. Logistics

1. Initially, all organizations should be prepared to supply their own logistical needs for the first 24-hour operational period.
2. A logistics branch may be required to be initiated due to the scope and duration of the incident. A logistics branch officer will be appointed by the Incident Commander or the Unified Command.
3. Each organization is responsible for the maintenance and replacement of their equipment and re-stocking of supplies that were used during the incident. Any expenses incurred performing the maintenance or replacement should be submitted to the Finance Officer after the incident.
4. Fuel and other consumables are the responsibility of each organization. During large scale incidents, bulk delivery of fuel will be made and the cost incurred will be included as a part of the incident.
5. Feeding of the responders to the incident will be provided by the American Red Cross or purchased by the incident.

VI. Development and Maintenance of the Direction and Control Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents and forms for this annex belongs to the County EMA Coordinator.
- B. The responsibility for revisions and maintaining SOPs/SOGs to support this annex belongs to the various tasked organizations.

Communications Annex

I. Purpose

The purpose of this annex is to provide information on establishing, using, maintaining, augmenting, and providing backup for all the types of communications needed during an emergency or disaster.

II. Situation and Assumptions

A. Situation

Telephone and Cellular Telephone systems are particularly susceptible to damage. During a large-scale disaster, system failure or overload could cause these systems to become inoperable.

1. This annex should be implemented whenever the radio traffic overloads the normal day to day system.
2. A utility interruption occurs that renders the telephone or cellular telephone systems inoperable.
3. Augmented communications are necessary due to shelter operations or an area has a lack of reception or services.

B. Assumptions

- A. Disaster operations will require significantly more communications activities and equipment than normal day to day operations.
- B. Many organization personnel possess their own portable or mobile radios
- C. Most organizational facilities possess a base unit radio capable of communication with the EOC.
- D. Communications will need to be augmented with the voluntary support of amateur radio operators and private organizations.
- E. The ITECS communication system may be deployed outside of the County.
- F. Communications support will be available in a reasonable time frame.
- G. Communications equipment and batteries will fail during a disaster.
- H. Telephone and Cellular Communications Systems may fail or be overloaded and non-functional.
- I. The Community Warning System will be functional from either the Crawford County Sheriffs Department or from Marathon Petroleum.
- J. The local radio station, WTYE, may be damaged and non-functional. Radio and television stations in the area may be functional.

III. Concept of Operations

In the event of a large-scale disaster, the normally used 911 System could be destroyed or overloaded and become ineffective. In addition, multiple organizations utilizing the VHF radio system at the same time could overload the dispatch personnel. The use of private/public frequencies and radio systems may be necessary to maintain viable communications. Emergency response groups may need to rely on their own radio frequencies and utilize amateur radio and other communications systems to effectively respond to the disaster.

The communications center for Crawford County is in the communications room at the Crawford County Sheriff's Department. This room is staffed 24 hours/day by dispatch personnel assigned to the ETSB Board and the Crawford County Sheriff's Department. The 911 Center is equipped with the enhanced 911 electronic mapping and has been equipped with the Reverse 911 function. All dispatchers are well trained to operate and distribute response information to emergency organizations. The alternate (back-up) 911 Center is in the communications building located at the radio tower near the County Highway barn. The EOC is equipped with multiple VHF radios that have the capability to communicate to all response organizations within the County and some organizations that exist outside of the County. Unlike the 911 Center or the alternate 911 Center, the EOC does not have dispatch (paging) capability.

- A. Normal day to day dispatch and radio operations will be coordinated through the 911 Center.
- B. If the 911 Center is inoperable, dispatch and radio operations will be moved to the alternate 911 Center.
- C. Once the EOC is open and staffed, all communications relating to the incident will be directed to the EOC.
- D. All sensitive incident communications will be by secure telephone or by runners.
- E. All communications from the incident site to the EOC and from the EOC to the incident site will be made utilizing the VHF radio system.
- F. If the VHF radio system fails, backup communications will be provided by amateur radio or augmented by radios obtained from a private source.
- G. At incidents located in areas with poor radio reception or lack of communication service, the Mobile Command Post will be utilized to provide communications.
- H. If the ITECS is available (not dispatched out of County), it may be utilized to replace or augment the communications capabilities of the EOC.
- I. After extended use, portable radio batteries will need to be recharged. Provisions should be made for spare batteries or charging banks at the incident site.

IV. Organization and Assignment of Responsibilities

- A. Incident Commander or Unified Command
 - 1. Develop a communications plan and determine the frequencies to be used during the incident by function or by organization.
 - 2. Designate a frequency to be used for Command and Direction
- B. EMA Coordinator
 - 1. Appoint a Communications Coordinator to assure all communications needs are being met.
 - 2. Notify IEMA of any unmet communications needs.
- C. 911 Dispatch Center Operators
 - 1. Relocate to the alternate 911 Center if required.
 - 2. Screen and log information when appropriate and route incoming calls to the appropriate organization in the EOC.
- D. Crawford County Amateur Radio Club
 - 1. Report to the EOC or other location when notified.
 - 2. Relocate their radio equipment to sites where needed when notified.

V. Administration and Logistics

- A. Administration
 - 1. Reports and record forms for logging incident communications are found in the EOC and Mobile Command Post.
 - 2. Incident reports and records shall be retained indefinitely.
 - 3. A complete phone list and list of radio frequencies utilized in Crawford County is found at the 911 Centers and the EOC.
- B. Logistics
 - 1. All organizations are responsible for the repair and/or replacement of communications equipment utilized in the incident.
 - 2. Each organization is responsible for maintaining their own charged batteries for portable radios.
 - 3. Radios for incoming out of County Mutual Aid Groups will be supplied from the ITECS.
 - 4. The communications plan will be posted in the EOC and at the Incident Command Plan.

VI. Development and Maintenance of the Communications Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for this annex belongs to EMA.
- B. The responsibility for revisions to SOGs/SOPs belongs to the various organizations.

Warning and Emergency Information Annex

I. Purpose

The purpose of this annex is to describe the warning systems, procedures, and responsibilities for the warning systems in Crawford County.

II. Situations and Assumptions

A. Situations

1. Tornadoes, severe thunderstorms, hazardous materials spills, and flash flooding requires the immediate warning of the citizens and responders to an immediate threat.
2. Slow developing situations such as river flooding or the potential of a threat may require the warning of the citizens and responders.

B. Assumptions

1. Some people who are directly threatened by a hazard may ignore, not hear, or not understand the content of warnings issued by the government.
2. Special Needs Populations such as the hearing impaired, sight impaired, physically disabled, language impaired, or institutionalized require special attention to ensure a workable warning system is established.
3. The need to warn the citizens is common to all disaster situations.
4. The time available for warning may vary, from ample to immediate, based upon the speed of the onset of the incident.
5. The Community Warning System is a battery backup system and should be available for operation.

III. Concept of Operations

- A. The VHF radio system (paging system) will be the primary source to notify emergency response organizations and personnel of a threat.
- B. Appropriate government officials will be notified by telephone or cellular telephone (as time permits and the severity of the incident).
- C. The warning of the citizens of Crawford County can be accomplished by several means.
 1. Activation of the Community Warning System. The system sirens can be activated from the Crawford County Sheriffs Department and the West Gate Security Station at the Marathon Petroleum Company Refinery. Depending upon wind conditions, the siren system is audible in and within 3 miles of the City of Robinson, Village of Oblong, Village of Flat Rock, and

the Village of Palestine. Operating manuals for this system are located in the Crawford County Sheriffs Department and at Marathon the West Gate Security Station, in addition to siren tones, the system is capable of broadcasting live information directly over the siren system.

2. Reverse 911 located at the 911 Center.
 3. WTAY/WTYE am/fm radio station located in Robinson. The radio station can be requested to make emergency announcements or expand their on-air time for warnings and other public information.
 4. Emergency service vehicle PA systems can be utilized to broadcast warnings.
 5. Telephone can be used to notify businesses or to notify radio and television stations within the area.
 6. Door to door notification can be used in isolated areas and in slow developing threat situation.
 7. If the internet is still operating, social media may be used for notification of residents.
- D. Warning for special locations such as the schools, Crawford Memorial Hospital, nursing homes, child daycare, public assembly areas, and major industrial sites will be accomplished by the Community Warning System, telephone, WTYE, and NOAA weather warning radios. It is recommended that all residences, places of work, and areas of assembly be equipped with a NOAA weather radio.
- E. There is not a significant population of the hearing impaired or non-English speaking groups in Crawford County.
- F. After an emergency warning and the situation is not deemed to be a threat, an "all clear" message will be distributed.
- G. The Incident Commander, Unified Command, or the EMA Coordinator have the authority to activate any and all warning systems and to notify NOAA to activate their weather warning radios for Crawford County.
- H. The Incident Commander, Unified Command, or the EMA Coordinator will determine the best means to provide a warning based upon time of onset and the potential area of impact.

IV. Organization and Assignment of Responsibilities

- A. Incident Commander or Unified Command
1. Determines the need to activate the warning systems.
 2. Implements contingency plans in the event the warning systems or portions of the warning systems fail to operate.
 3. Coordinates with the PIO to ensure pertinent warning information is provided to the citizens and media.
- B. EMA Coordinator

1. Coordinates with the Incident Commander or Unified Command to determine the need to activate the warning systems. If the incident presents an immediate threat, the EMA Coordinator can activate the warning systems.
2. Coordinates the activation of all warning systems.
3. Provides maintenance for the warning systems.
4. Ensures that an "all clear" is distributed after the threat no longer exists.

C. All Organizations

1. If necessary, assist the EOC's effort to warn the citizens through the use of vehicles equipped with a public address system, vehicle sirens, or going door to door.
2. Develop SOPs/SOGs detailing their organizations response when a warning is issued.

V. Administration and Logistics

A. Administration

1. Operating manuals for the Community Warning System are located in the EOC and at Marathon Petroleum Company.
2. Telephone numbers of critical facilities are maintained in the EOC.
3. Reverse 911 Warning Lists are being compiled.

B. Logistics

1. The Community Warning System will be tested at 11:30am on the first Wednesday of the month.
2. WTAY/WTYE can be asked to stay on the air past their normal broadcast times of heightened alert or may be asked to sign on during their normally closed hours.

VI. Development and Maintenance of the Warning Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to the EMA Coordinator.
- B. The responsibility for revisions and maintaining SOPs/SOGs belongs to the various organizations.

Public Information Annex

I. Purpose

The purpose of this annex is to establish policies and procedures to ensure a capability to disseminate accurate, timely, and useful information to the public concerning emergency situations.

II. Situations and Assumptions

A. Situation/Pre-Incident Public Awareness

1. Crawford County has the potential to experience a major disaster or a situation where information must be distributed to the citizens.
2. The citizens need information regarding actions to be taken to minimize the loss of life and property as well as to expedite recovery operations.
3. The media can provide a means of disseminating emergency and recovery information to the citizens.
4. Government officials must provide accurate and complete information and cooperate with the media to the fullest extent.
5. Radio Station WTYE/WTAY can broadcast to the entire County.
6. Television stations WTWO, WTHI 1 & 2, WAWV, WVUT and WSIU can broadcast public information to Crawford County.
7. Public Information can be broadcast over NOAA weather radio.
8. Public Information can be announced over the Community Warning System in Oblong, Robinson, Hutsonville and Flat Rock.
9. We provide free weather seminars yearly to interested citizens with instructors from the National Weather Service in Lincoln, IL.
10. We provide handouts with suggestions on how to prepare for possible seasonal hazards; i.e., snow/ice, floods, and tornados.

B. Assumptions

1. During an emergency, the citizens will want information on proper actions to be taken and actions that are being taken by the various response organizations.
2. The media will demand/request information about the situation.
3. The number of media personnel responding to the emergency will depend upon the magnitude of the incident.
4. The local media will cooperate with local officials in disseminating information to the public.
5. There may be times when disaster strikes without warning and the Public Information System cannot react rapidly enough, however, as soon as practical public information activities will commence.

6. Lack of public information can lead to the start and spread of rumors.

C. Post-Incident Public Awareness

1. A Public Information Officer will be designated by the IC.
2. Announcements will be made on radio station WTAY/WTYE.
3. Scrolling banners will be placed on television stations WTHI 1 & 2, WTWO, WAWV, WVUT & WSIU.
4. Vehicle mounted speaker systems.
5. Community Warning System.
6. Door to Door notification.
7. NOAA weather alert system.

III. Concept of Operations

- A. All organizations will initiate awareness programs to inform the public of potential hazards and appropriate actions to take.
- B. A Public Information Representative will report to the EOC and act as a liaison between the EOC and the PIO.
- C. During the response and recovery phases of the incident, a Public Information Officer (PIO) will be designated by the Incident Commander or Unified Command.
- D. The PIO will become part of the Command Staff and may draw upon other organizations to assist with the Public Information duties.
- E. The PIO will establish an area that will be used as a public information center.
- F. The initial areas that will be used as public information centers will be the Robinson Community Center and the various Village/Town Halls located in each jurisdiction. If these locations are not usable, the PIO, Incident Commander, or Unified Command will determine an appropriate location.
- G. All response organizations will coordinate the release of information with the PIO. The PIO will not release any information without the approval of the Incident Commander or the Unified Command.
- H. The PIO will develop a schedule of media briefings. This schedule will be approved by the Incident Commander or Unified Command.
- I. Information regarding the name or status of injured persons is not to be distributed without the permission of the Incident Commander or Unified Command.
- J. Information concerning fatalities will only be released by the County Coroner.
- K. If the duties overwhelm the capabilities of the PIO, the EMA Coordinator can request additional trained PIOs from IEMA and other jurisdictions.
- L. When an incident exists where PIOs from other agencies or entities are on site, all the PIOs will develop a joint media release. All joint media releases must be approved by the Incident Commander or Unified Command.
- M. The PIO should monitor the media to assure the correct information is being

- distributed.
- N. The PIO should be trained for the position.
 - O. For sample information, see Appendix I.

IV. Organization and Assignment of Responsibilities

- A. Incident Commander or Unified Command
 - 1. Serves as PIO until a PIO is selected and is prepared to assume the duties
 - 2. Grants final approval to release information and emergency information
 - 3. Approves the location of media briefings and selects a new location if necessary.
 - 4. Supports the PIO by designating other personnel to assist with the Public Information function.
- B. EMA Coordinator
 - 1. Advises the Incident Commander or Unified Command on when to disseminate emergency instructions to the citizens.
 - 2. Assists the PIO with media releases and rumor control.
 - 3. Obtain information from other organizations on issues specific to their organization.
 - 4. Prepare and distribute to the PIO materials that describe the hazard and actions that should be taken to minimize the threat.
 - 5. Request additional PIOs from IEMA or other jurisdictions.
- C. Public Information Officer – PIO
 - 1. Is appointed by the Incident Commander or Unified Command
 - 2. Manages all aspects of emergency information and media relations on behalf of the incident.
 - 3. Ensures timely preparation of emergency information and dissemination.
 - 4. In large incidents, establishes a “hot line(s)” to answer questions and receive comments.
 - 5. Briefs information gathering personnel who go to the incident site.
 - 6. Schedules media briefings, interviews, and media access to the incident site.
 - 7. Establishes a media center during large incidents.
 - 8. Maintains a chronological record of the incident events.
- D. All Organizations
 - 1. Coordinate all media releases or information releases with the PIO.
 - 2. Assures the safety of media personnel. Do not grant media entry into the incident site without permission from the PIO.
 - 3. Respond in a timely manner for information requests from the PIO.

V. Administration and Logistics

A. Administration

1. The Incident Commander, Unified Command, and emergency response organizations should inform the PIO of any significant event in a timely manner.
2. Information that may cause distress, panic, or potentially initiate rumors should be relayed to the PIO by telephone, written messages, or personal contact.
3. The PIO should give the Incident Commander or Unified Command regular updates.
4. The PIO should remain current on all aspects of the incident and be prepared to respond to questions from the citizens and the media.

B. Logistics

1. The PIO is to be assisted by trained volunteers. Excellent communication skills are recommended for PIO candidates since they are representing the incident.
2. The designated media centers are not normally equipped to conduct media conferences. Equipment such as PA systems, podiums, overhead projectors, and other audio-visual equipment may not be available. As time permits, these devices can be obtained from the schools or other sources.

VI. Development and Maintenance of the Public Information Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOPs/SOGs belong to the various response organizations.

Disaster Intelligence and Damage Assessment Annex

I. Purpose

The purpose of this annex is to describe the policy and procedures used in the assessment of damages caused by a disaster. Crawford County will use the information gathered from damage assessments to plan emergency response and recovery and will submit this information to IEMA.

II. Situations and Assumptions

A. Situations

1. Crawford County has the potential to experience damages caused by emergencies or disasters.
2. If any responding organization reports damage associated with an incident, a damage assessment will be undertaken.
3. A planned procedure and established policies will be utilized when performing damage assessment.

B. Assumptions

1. Responding organizations will report damage as a result of an incident.
2. Personnel will be available to perform damage assessment duties.
3. Personnel will be trained to perform damage assessment duties.
4. Trained personnel from IEMA and other organizations are available to assist in damage assessment.

III. Concept of Operations

- A. Each organization brings a set of skills that will be used during damage assessment duties.
- B. Personnel need to be trained to participate in damage assessment techniques.
- C. The initial damage assessment that is done will be conducted immediately after the beginning of the incident when it is safe to send damage assessment teams into the area. Initial information that will be obtained includes:
 1. The estimated number of injured
 2. The estimated number of fatalities
 3. The number of residential structures destroyed.
 4. The number of residential structures damaged.
 5. The number of public buildings and businesses destroyed.
 6. The number of public buildings and businesses damaged.
 7. The damage done to streets, roads, bridges, and other critical facilities
 8. The extent of utility loss, primarily electricity and natural gas
 9. The scope and boundaries of the damage.

- D. The damage assessment information gathered will be displayed in the EOC or Incident Command Post on maps and charts. Supplemental maps can be produced on the GIS at the Supervisor of Assessments Office or at the EOC.
- E. When preliminary damage assessment information has been assembled, a report will be made to IEMA reflecting the initial damage assessment.
- F. If areas are not accessible for damage assessment, aircraft or helicopters should be obtained to ensure that all areas are evaluated.
- G. As soon as practical, a telephone number should be utilized for citizens to notify the EOC of damage. This telephone number should be announced by the PIO at one of the first media briefings and repeated thereafter.
- H. Initially, financial loss will not be considered in the damage assessment. The value of the loss will be determined in subsequent assessments.
- I. Private contractors and other organizations such as the American Red Cross, IEMA, and FEMA may be required to assist with damage assessment.
- J. Critical structures such as roads and bridges may require the damage to be assessed by qualified individuals such as structural engineers. If there is any suspicion that a bridge has been damaged, the bridge should be closed until it has been evaluated for structural integrity.
- K. Any damages to buildings, whether public, businesses, or residences, need to be evaluated by a qualified individual before a recommendation can be made for re-entry.
- L. Damage to utility systems will be evaluated by the utility companies and an update given to the EOC. Restoration of utility systems should only be implemented after coordination with the Incident Commander or Unified Command.
- M. Damage assessment personnel should carry proper identification.
- N. A damage assessment plan will be developed to ensure that no area in or adjacent to the damaged area will be overlooked. In the various municipalities, a block to block assessment will be completed and logged on maps. In the rural areas, boundaries will be established based upon township and county roads.
- O. Information pertinent to damage assessment activities will not be released without permission of the Incident Commander or Unified Command.

IV. Organization and Assignment of Responsibilities

- A. The Incident Commander or Unified Command
 - 1. Will determine the need for damage assessment and the initial boundaries for the assessment.
 - 2. Establish a Logistics Branch to support damage assessment requests for personnel and equipment.
 - 3. Coordinate with the PIO and EMA Coordinator for the release of damage assessment information.
- B. EMA Coordinator
 - 1. Coordinate all damage assessment and disaster intelligence functions.
 - 2. Assign personnel to assist with damage assessment

3. Request assistance from other organizations and IEMA.
4. Assemble all damage assessment information into a report and make recommendations to the IAP based upon damage assessment information.
5. Advise IEMA of damage assessment information.

C. Damage Assessment Teams

1. For safety, will work in groups.
2. Will have identification that indicates they are a member of an organization conducting damage assessment.
3. Have access to all areas of the incident unless the area is deemed to be unsafe by the Incident Safety Officer.
4. Report damage assessment information to the EOC.

D. PIO

1. Release damage assessment information with approval from the Incident Commander or Unified Command.
2. Establish a "hot line" to receive notifications of damage.

E. All Organizations

1. Provide personnel to assist with damage assessment if necessary.
2. Provide expertise and recommendations if necessary.
3. Support damage assessment activities

V. Administration and Logistics

A. Administration

1. All damage assessment information will be considered confidential until released by the Incident Commander or Unified Command.
2. Initial damage assessment information will be recorded on IEMA damage assessment forms.
3. Follow-up damage assessment information will be recorded on IEMA damage assessment forms and forms provided by the American Red Cross.
4. Digital pictures of damage should be taken and saved.

B. Logistics

1. Personnel and required equipment for damage assessment will be supplied by the Logistics Branch.
2. Damage assessment may continue for an extended duration. Relief damage assessment personnel may be required.

VI. Development and Maintenance of the Damage Assessment/Disaster Intelligence Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for this annex belongs to EMA.
- B. The responsibility for revisions to SOGs/SOPs belongs to the various organizations.

Evacuation and Population Annex

I. Purpose

The purpose of this annex is to provide guidelines for the orderly and coordinated evacuation of residents of Crawford County due to any emergency or disaster situation.

II. Situation and Assumptions

A. Situations

1. Residents of Crawford County may be advised to evacuate due to various emergency operations, including, but not limited to fire, flooding, or hazardous materials incidents.
2. A general evacuation would involve the relocation of a large portion of the public from a risk area. This would generally involve a significant threat from a severe life safety incident.
3. A limited evacuation would involve the relocation of a smaller portion of the public usually near or adjacent to an incident. This would generally involve a threat from a life safety incident or as a precaution in the event the incident would escalate.
4. Regardless of the type of evacuation, a point for the evacuees to gather and evacuation routes must be established ahead of any evacuation order.

B. Assumptions

1. Response organizations will usually be able to recognize a situation requiring an evacuation and would initiate initial evacuation recommendations and procedures near the incident site.
2. Some incidents will allow ample time to prepare for an orderly evacuation, however, some quick onset incidents will have little or no time to prepare for an evacuation.
3. Some residents may refuse to evacuate after being advised to do so. In Illinois, they have the right of refusal.
4. Most evacuees would try to relocate with friends or relatives or go to a motel rather than go to a public shelter.
5. Residents may try to re-enter an evacuated area before it is safe to do so.
6. Some pet owners may not evacuate unless arrangements have been made to care for their pets.
7. Evacuees will not bring all of the necessary daily items required for their care. This would include medicine, important papers, special foods, etc.

III. Concept of Operations

- A. The individual responsible for the initial order to evacuate will be the Incident Commander or Unified Command. Evacuation instructions should be based upon known health risks associated with the incident threat.
- B. Emergency response organizations would be the first on scene of the incident. They may recommend evacuation to the citizens based upon:
 - 1. Magnitude of the incident
 - 2. Intensity of the incident
 - 3. Time until the onset of the incident
 - 4. Expected duration of the incident
 - 5. Health effects of the incident
- C. Since life safety is the number one priority within Crawford County, evacuation takes precedent over emergency response actions. Response organizations should attempt incident stabilization and focus on evacuation of the public.
- D. After a determination is made to evacuate, a reception center must be identified for the evacuees. The location of the reception center must be announced at the time of the notification to evacuate.
- E. Once a reception center has been determined and announced, a representative of Law Enforcement should proceed to the reception center to establish the center and provide security for the evacuees.
- F. During an evacuation, Law Enforcement will be the lead agency and assure that evacuation routes have been established.
- G. If the distance from the evacuated area to a reception center is great or if there is a large area to be evacuated, school buses and RIDES Mass Transit District buses will provide movement of the evacuees to a reception center. The EMA Coordinator and Law Enforcement will determine the number of buses required and loading areas to receive the evacuees
- H. If safe to do so, the response organizations will do a search of the evacuated area to determine if any of the population has chosen to stay in the evacuated area. If they have chosen to stay, record the names and address.
- I. After the reception area has been opened, the American Red Cross* will be notified informing them of the incident and the need to open a shelter(s). Once an estimate of the number of evacuees has been determined, a shelter will be opened based upon the space requirements of the evacuees. If there is a small number of evacuees, the American Red Cross* may choose to house the evacuees at a motel.
- J. Provisions, to the extent possible, will be made for providing the elderly, persons with mobility impairments, the handicapped, and hospital/nursing home patient's proper transportation methods, medical assistance, and other related support during emergency situations.
- K. Nursing facilities and the Hospital have evacuation arrangements established in pre-plans. Coordinate with their staff and implement their plans if it is safe to do so or if the pre-planned evacuation site is in a safe area.

- L. The evacuation of the Crawford County jail is the responsibility of the Crawford County Sheriff.
- M. The evacuation of the Robinson Correctional Facility is the responsibility of the Warden.
- N. The evacuation of any public or private school belongs to the Principal or Superintendent of Schools. Children and staff will be relocated to another school and a decision will then be made by the Incident Commander or Unified Command to release the children to their guardians or retain them at the school.
- O. All evacuees that stay at a shelter will be managed under the provisions of the American Red Cross*.
- P. As much as possible, evacuation routes will be established from the incident area to the reception center. These routes should be kept open and free from disabled vehicles, debris, etc.
- Q. Law Enforcement is responsible for the isolation of the evacuated area and security of the evacuated area.
- R. Should the efforts of the response organizations be inadequate, assistance from the private sector and local voluntary organizations will be requested.
- S. Motel guests and transients moving through the County will be expected to use their own mode of transportation for evacuation.
- T. Re-entry into an evacuation area will only be granted by the Incident Commander or the Unified Command after consultation with the Incident Safety Officer.
- U. The primary means to announce evacuations will be WYTE Radio, the Community Warning System, and the PA systems located on response equipment.

IV. Organization and Assignment of Responsibilities

A. Incident Commander or Unified Command

- 1. Determine the need for evacuation.
- 2. Upon consultation, determine the scope of the area to be evacuated
- 3. Establish a Logistics Section to supply personnel and equipment for the evacuation, reception center, and shelter(s).
- 4. Allows re-entry into an evacuated area once it is safe to do so.
- 5. Coordinates with Law Enforcement to determine a limited access for citizens to return to an evacuated area. This would include identification and accountability of anyone entering the area.

B. EMA Coordinator

- 1. Coordinate with the American Red Cross* to assist with mass care of evacuated citizens.
- 2. Coordinate with Law Enforcement and the school systems to obtain buses to augment evacuation needs.
- 3. Notify IEMA of the scope of the evacuation and request assistance if needed.

C. Law Enforcement

1. Develop a prioritized list of evacuation routes and assure these routes remain open.
2. Coordinate with the EMA Coordinator and the school systems to obtain buses to augment evacuation needs.
3. Develop a plan to secure the evacuated area.
4. Work with Command to develop a tracking and accountability system for limited access into the evacuated area.
5. Determine mutual aid requirements to obtain the necessary manpower and equipment to maintain security of the evacuated area and the shelter(s).
6. Provide manpower to open a reception center and secure the shelter(s).

D. Crawford County Health Department

1. Assist with health needs of the evacuees in the shelter(s)
2. Coordinate with the various Special Needs providers to determine if Special Needs populations are within the evacuation area and need additional assistance to egress from the area to be evacuated.
3. Coordinate with the Incident Commander, Unified Command, and the Incident Safety Officer to determine if the evacuated area is safe to be re-entered.

E. United Life Care

1. Assist with the transportation of evacuees that require special transportation.
2. Obtain the necessary mutual aid to provide medical transport of evacuees

F. American Red Cross*

1. After notification, respond with personnel and equipment to open shelters as required.
2. Select a representative to work with the Incident Commander and Unified Command to coordinate mass care.

G. Superintendant of Schools

1. If necessary, implement school evacuation plans and transport students and staff to other schools.
2. Work with the American Red Cross* to establish shelters in the various schools.
3. Work with Law Enforcement and the EMA Coordinator and supply school buses to evacuation support.
4. Consult with the Incident Commander and Unified Command to determine the best method for dismissing students.

H. Public Information Officer (PIO)

1. Prepare media briefings describing the incident, evacuation, scope of the evacuation, and anticipated length of the evacuation.
2. Prepare a briefing and handouts to be delivered to the evacuees on incident events and the scope and anticipated duration of the evacuation.

I. Crawford County Humane Society

1. If notified, respond to the established shelter(s) and establish a pet care area or remove the pets to the Humane Society or local Veterinary.
2. Provide for feeding and care of service animals that are allowed in the shelter(s)
3. Care for animals, domestic and wildlife, that are removed from the evacuation area.

I. All Organizations

1. If requested, supply manpower and equipment to assist with the evacuation.
2. If requested, supply manpower and equipment to assist with shelter operations.

V. Administration and Logistics

A. Administration

1. The Incident Commander or Unified Command will maintain an evacuation timeline that details all evacuation activities.
2. Maintain an accurate list of the citizens that choose not to evacuate the area. This list should be given to Law Enforcement and the State's Attorney.
3. All rules and regulations established by the American Red Cross* for shelter management will be followed.
4. All costs incurred for the evacuation and shelter operation should be documented and turned over to the incident Finance Officer.

B. Logistics

1. Supplies for mass care operations will be supplied by the Logistics Branch.
2. Mutual aid to assist with the evacuation and shelter operations will be obtained by the Logistics Branch. This would include, but limited to, MABAS, ILEAS, mutual aid EMS, etc.
3. The Crawford County Humane Society will track their incident related costs and turn these expenses over to the incident Finance Officer.
4. The various school systems will track their incident related costs for personnel, fuel, and equipment and turn these expenses over to the incident Finance Officer.

VI. Development and Maintenance of the Evacuation Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOGs/SOPs belongs to the various organizations.

*The American Red Cross serving Central and Southern Illinois

* The ARC Chapter name is South Central Illinois Chapter.

Phone: 1-844-319-6560 (24/7 dispatch), Cell: 1-309-222-5838

Contact person: Jamie.Beaver@RedCross.org

Mass Care Annex

I. Purpose

The purpose of this annex is to provide the steps to be taken to ensure that disaster victims receive the appropriate services at a shelter or other mass care facility.

II. Situations and Assumptions

A. Situations

1. Crawford County is vulnerable to floods, tornadoes, earthquakes, hazardous materials incidents, and other situations that could require citizens to be relocated from their residences.
2. Although most evacuees would prefer to stay with family and friends, there could be situations where citizens would have to stay in a mass care shelter.
3. If the emergency or disaster occurs in a surrounding County, mass care facilities may need to be opened to shelter evacuees from another County.

B. Assumptions

1. The ultimate responsibility for mass care of the citizens is shared between the citizens and government.
2. The American Red Cross* will serve as the principal organization for operating mass care facilities during emergencies and disasters.
3. In the event that sufficient warning time is available, mass care facilities will be opened to provide shelter and other services for the citizens in an organized and orderly fashion.
4. In the event that insufficient warning time is available, the citizens will be routed to a reception center. Mass Care facilities will be established as soon as practical.
5. If the threat situation is extremely severe or the resources in Crawford County are insufficient to handle the number of evacuees, the EMA Coordinator will notify IEMA to ask for assistance from the State and/or surrounding Counties.

III. Concept of Operations

- A. The responsibility for determining that an evacuation is needed and determining the need for opening a shelter(s) belongs to the Incident Commander or Unified Command.
- B. The South-Central Illinois Chapter of the American Red Cross* is the mass care provider for the citizens of Crawford County. As soon as it becomes

apparent that mass care will be required, the American Red Cross* will be notified.

- C. As soon as practical, a determination needs to be made of the number of citizens that potentially could need mass care. This information will be relayed to the American Red Cross as soon as possible.
- D. In precautionary situations where ample time exists to establish a shelter(s), the Incident Commander or Unified Command will:

- 1. Determine the size of the area to be evacuated.
- 2. Approximate the number of potential evacuees in the area.
- 3. Notify the American Red Cross of the incident and the potential number of evacuees.
- 4. Choose a shelter(s) large enough to comfortably handle the expected number of evacuees in collaboration with the Red Cross. Within Crawford County the municipally owned buildings have been determined to be our first choice for shelter operations.
- 5. Determine if the shelter(s) have utility service and are far enough away from the incident to still be usable if conditions change.
- 6. Coordinate with Law Enforcement to establish evacuation routes from the incident area to the selected shelter(s) and to provide security at the shelter(s).
- 1. If necessary, coordinate with Law Enforcement and the school systems and RIDES Mass Transit District to arrange for buses for transportation of evacuees to shelter(s). Pick-up points should be established and publicized over WTYE.
- 8. Notify the Crawford County Health Department of the incident and advise them of the mass care operation and the location of the shelter(s).
- 9. Inform WTYE of the evacuation and have them broadcast the evacuation and shelter location.

- E. In quick onset situations where little or no time exists to establish a shelter(s), the Incident Commander or Unified Command will:

- 1. Determine the size of the area to be evacuated.
- 2. Notify the American Red Cross of the incident and the potential number of evacuees.
- 3. Determine the location of a reception center where the evacuees can initially be sent until a shelter(s) is established. This initially could be the Robinson Community Center or any of the Village Halls located in each jurisdiction.
- 4. Coordinate with Law Enforcement to have a representative go to the reception center to maintain security.
- 5. If necessary, coordinate with Law Enforcement and the school systems to arrange for buses for transportation of evacuees to the reception center. Pick-up points should be established and publicized over WTYE.

6. As soon as practical, a shelter(s) should be chosen and the evacuees moved from the reception center to the mass care shelter.
 7. Once a mass care shelter has been selected, the Crawford County Health Department will be notified.
-
- F. The management and staffing of the mass care facilities will be the responsibility of the American Red Cross. It is the responsibility of all organizations to support their effort as much as possible.
 - G. As soon as possible, a Logistics Branch will be established to support the needs of the mass care facilities.
 - H. The Crawford County Health Department and Crawford Memorial Hospital will assist the American Red Cross with providing health care for the evacuees in a mass care facility.
 - I. Any evacuee who has a health issue beyond the capabilities of the health care provided at the shelter, will be transported to Crawford Memorial Hospital or other area hospital.
 - J. As soon as practical, the American Red Cross will assemble a list of evacuees in the shelter(s) and relay this list to the EOC. This list will be held by the Red Cross unless clients agree to a release of their name. They will also relay numbers of evacuees to the EOC.
 - K. Shelter to EOC communications will be done via telephone. If the telephone system will not function; communications can be provided with support from the various organizations or the Crawford County Amateur Radio Club.
 - L. Special Needs Population mass care is under development and will be a companion volume to this plan.
 - M. Any media releases concerning shelters will be coordinated by the PIO, the American Red Cross, and the Incident Commander or Unified Command.
 - N. Nursing Homes, CMH, and other care-based facilities have plans in place for the sheltering of the residents in their care. Whenever possible, these plans will be utilized. If the location of their pre-planned shelter location is not usable, the Incident Commander or Unified Command will meet with the owner/operator to determine another location to be used as a shelter(s).
 - O. The Crawford County Sheriff will be responsible for the selection of a shelter to be used by inmates of the Crawford County Jail.
 - P. The Illinois Department of Corrections will be responsible for the mass care of the inmates located within the Robinson Correctional Facility.
 - Q. Students and staff of Lincoln Trail College and the various private schools located within Crawford County will be responsible for the mass care of their students and staff when they are in session. Public shelter(s) and transportation will be made available for their relocation to a shelter(s) or reception area.
 - R. Motel guests, out of town workers, and transients will be sheltered in mass care facilities within Crawford County.
 - S. The Crawford County Humane Society will be responsible for the mass care of pets and other animals that were affected by the incident. Pets that are brought to a reception center or shelter(s) will be taken to the Humane Society

or local Veterinarians. No pets will be allowed in a general population shelter. If someone refuses to be separated from their pet, it will be their responsibility to find their own shelter and to provide for their own basic needs. Service animals will be allowed within shelters.

- T. If citizens arrive at a shelter and need decontamination from the incident, Crawford County Rescue will provide decontamination services.

IV. Organization and Assignment of Responsibilities

A. Incident Commander or Unified Command

1. Determine the need for evacuation and establishment of a shelter(s)
2. If a shelter(s) is required, implement a Logistics Branch
3. Coordinate with Law Enforcement to establish a reception center or to provide security at mass care facilities.
4. Notify the American Red Cross of the mass care needs

B. EMA Coordinator

1. Assist the American Red Cross with mass care operations
2. Assist the PIO with mass care related information and media releases
3. Notify IEMA of the situation and request assistance from the State or surrounding Counties.

C. Law Enforcement

1. Open a reception center if required
2. Provide security at mass care facilities
3. Assist with shelter operations and communications if requested

D. American Red Cross

1. When notified, dispatch personnel and equipment to operate mass care facilities and food preparation and distribution.
2. Appoint a representative to the EOC
3. Work with the Logistics Branch to obtain mass care supplies
4. Manage all mass care facilities under the rules and regulations of the American Red Cross.

E. School System

1. When notified, prepare to receive evacuees into the schools for mass care.
2. When necessary bring in additional staff to support mass care operations.

F. Crawford County Health Dept./Crawford Memorial Hospital

1. Any requests for medicine or other medical supplies will be forwarded to the Crawford County Health Department for resolution with Crawford Memorial Hospital, pharmacies, or local physicians.
2. The Crawford County Health Department will tour the shelter(s) to look for any unsafe conditions that could promote disease or constitute a sanitation issue.

G. All Organizations

1. When requested, support mass care operations.
2. When requested, supply or augment shelter communications.
3. When requested, supply fire protection, first aid, etc. to support mass care operations.

V. Administration and Logistics

A. Administration

1. All expenses incurred by the mass care operation should be forwarded to the incident Finance Branch.
2. All necessary forms required by the American Red Cross will be used.
3. A daily census of persons in the shelter(s) will be maintained and forwarded to the EOC.
4. Any issues relating to the health and safety of the shelter inhabitants will immediately be forwarded to the EOC.
5. The PIO, the American Red Cross, and the Incident Commander or Unified Command will jointly issue media briefings or statements relating to the operation of the mass care facilities.
6. The American Red Cross has the final authority to deem whether a citizen is fit for public shelter occupancy. If a person is deemed unfit for a general population shelter, the Incident Commander or Unified Command will seek an alternative shelter location. This may require sending the person to Crawford Memorial Hospital, a Nursing Facility, etc.

B. Logistics

1. All requests for personnel, equipment, and supplies for the shelter(s) that are not routinely supplied by the American Red Cross will be forwarded to the Logistics Branch in the EOC.
2. All donations of supplies, equipment, and volunteer personnel will be reviewed by the Logistics Branch and American Red Cross for suitability for use in a mass care facility.

3. Any requests for medicine or other medical supplies will be forwarded to the Crawford County Health Department for resolution with Crawford Memorial Hospital, pharmacies, or local physicians.
4. The Crawford County Health Department will tour the shelter(s) to look for any unsafe conditions that could promote disease or constitute a sanitation issue.

VI. Development and Maintenance of the Mass Care Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for maintaining the necessary forms and documents required to operate a mass care shelter belongs to the American Red Cross.
- C. The responsibility for revisions and maintaining SOPs/SOGs belongs to the various organizations.

Emergency Medical Service Annex

I. Purpose

The purpose of this annex is to provide policies and procedures to minimize the loss of life, limit long term disability, and ensure the availability of medical care during an emergency or disaster. In addition to physical care, mental health treatment for issues relating to emergencies or disasters must be provided for the citizens and responders.

II. Situations and Assumptions

A. Situations

1. Crawford County is subject to emergencies or disasters that could cause physical injury or pose mental health issues to the citizens or responders.
2. Primary on-scene emergency medical care is provided by United Life Care.
3. Primary treatment is performed at Crawford Memorial Hospital.

B. Assumptions

1. During a large-scale emergency or mass casualty incident, the medical care system within Crawford County could become overwhelmed.
2. Due to the size of the County and the limited number of ambulances, response time by trained emergency personnel could be delayed.
3. Several of the surrounding Counties do not have a Hospital. During a regional disaster, out of County patients could fill Crawford Memorial Hospital.
4. During times of emergency or disaster, Crawford Memorial Hospital will implement their disaster plan.

III. Concept of Operations

- A. United Life Care will be responsible for responding to all medical incidents within Crawford County.
- B. If the personnel and equipment resources possessed by United Life Care are overwhelmed, it is the responsibility of United Life Care to initiate their mutual aid system and obtain resources from outside of the County. If these resources are not available, the on-scene United Life Care personnel will advise the Incident Commander or Unified Command of the situation. At this time, the Incident Commander or Unified Command will request trained responders from other organizations to augment the United Life Care personnel.
- C. If transport equipment is not available, United Life Care personnel will request the Incident Commander or Unified Command for additional modes of transportation. This may include buses (from RIDES or the school system) or vehicles owned by the other response organizations.

- D. During mass casualty incidents, a triage area(s) will be established for the triage of the injured. A recognized triage system will be utilized and staffed by United Life Care personnel. The senior United Life Care paramedic on-scene will be in charge of all triage activities with support from other organization personnel.
- E. During large scale incidents, EMS support may be requested from MABAS. The decision to call up MABAS assets will be the decision of the Incident Commander or Unified Command and United Life Care.
- F. Unless otherwise requested by the injured, all injured citizens will be transported to Crawford Memorial Hospital for treatment. During mass casualty incidents, all injured citizens will be transported to Crawford Memorial Hospital due to limited transport capability and the time required for out of County transport.
- G. Crawford Memorial Hospital is responsible for the implementation of their Disaster Plans and the subsequent call-in of off-duty staff.
- H. If Crawford Memorial Hospital is damaged or unusable, the hospital administration will be responsible for identifying another appropriate location(s) for patient care. At this time the Incident Commander or Unified Command will make every effort to supply personnel and equipment to bring Crawford Memorial Hospital on-line.
- I. In the event of a mass casualty incident, the Incident Commander or Unified Command will establish a Logistics Branch to assist with obtaining resources.
- J. The decision to move patients from Crawford Memorial Hospital to other area hospitals will be the decision of Crawford Memorial Hospital.
- K. In the event that the facilities of Crawford Memorial Hospital are insufficient to handle the number of patients, other facilities may be used for patient care. This would include the establishment of first aid stations, utilization of doctor's offices, health care clinics, nursing homes, etc. It is the responsibility of Crawford Memorial Hospital to determine their capacity and expand their services to outside of the Hospital.
- L. During large scale emergencies or disasters, Crawford Memorial Hospital should designate a representative to the EOC.
- M. During large scale emergencies or disasters, Crawford County Health Department will send a representative to the EOC to assist in the coordination of sanitation issues and environmental health issues. Additional resources from the State or Federal government will be requested to IEMA by the Crawford County Health Department or EMA Coordinator.
- N. Crisis Counseling for the responders and citizens will be coordinated by the Crawford County Health Department in cooperation with Crawford Memorial Hospital. Contact should be made with organizations such as the Southeastern Illinois Mental Health Agency and/or Ministerial Association as soon as practical to provide the necessary treatment or referral to other mental health services.
- O. Supply and re-supply of medical equipment, medicine, and facilities will be the primary responsibility of United Life Care and Crawford Memorial Hospital. assistance from the Logistics Branch at the EOC may be required to obtain supplies.

IV. Organization and Assignment of Responsibilities

A. Incident Commander or Unified Command

1. Provide trained personnel and equipment to augment the United Life Care personnel if needed.
2. Request additional MABAS assets if needed
3. Establish a Logistics Branch to support mass casualty incidents

B. Crawford Memorial Hospital

1. Activate their Disaster Plan if needed
2. Assess their facility for damage and operability
3. Activate their mutual aid system if required.
4. Provide off-site support if requested
5. During large scale emergencies or disasters send a representative to the EOC.

C. Crawford County Health Department

1. Send a representative to the EOC.
2. Coordinate with Crawford Memorial Hospital to determine the need for State or Federal resources.
3. Coordinate with Crawford Memorial Hospital to implement a mental health treatment system for the responders and citizens.
4. Provide monitoring for sanitation issues and environmental health issues.

D. United Life Care

1. When requested respond to all medical emergencies.
2. Provide transport services for the injured.
3. Determine mutual aid needs and begin activation of mutual aid agreements.
4. Establish and manage triage area(s). Triage kits should be maintained by United Life Care and Crawford County Rescue.
5. Request additional support from the Incident Commander or Unified Command
6. Provide EMS service to other areas of the County not affected by the incident

V. Administration and Logistics

A. Administration

1. United Life Care is responsible for maintaining current mutual aid call up lists with other area EMS providers.
2. All costs associated with an incident should be turned over to the Finance Section Chief.
3. Patient tracking will be a coordinated effort between United Life Care,

Crawford Memorial Hospital, and the Crawford County Health Department.

4. An accurate count of the incident related injured should be relayed to the EOC as soon as practical.

B. Logistics

1. As soon as a mass casualty incident is realized, the Incident Commander or Unified Command should establish a Logistics Branch.
2. Alternate modes of transportation should be evaluated early in a mass casualty incident. It will take an extended period of time to call up and stage buses and other modes of transportation. In addition to the buses, personnel will be required to attend to the injured during transit.
3. All organizations need to be prepared to assist EMS during mass casualty incidents.
4. Medical supplies need replacement as soon as practical.

VI. Development and Maintenance of the Emergency Medical Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOGs/SOPs belongs to the various organizations.

Mortuary Services

I. Purpose

The purpose of this annex is to define and describe the roles and function served by the Crawford County Coroner's Office pertaining to locating, recovering, and processing fatalities that may occur during disaster situations.

II. Situation and Assumptions

A. Situations

1. The County could suffer mass casualties as a result of a disaster.
2. The Crawford County Coroner's Office possesses limited personnel and equipment to cope with a large disaster.
3. The Crawford County Coroner's Office may need external help to cope with victim identification, processing, and investigations after a mass casualty incident.

B. Assumptions

1. Initial response by the Crawford County Coroner's Office would be by the normal day to day staff.
2. Some resources would be available from the local community.
3. More extensive assistance would come from other governmental entities and the private sector.

NOTE: Under Illinois Law, the Coroner is responsible for the investigation of unusual deaths. This includes identification of fatalities and arranging for the disposition of the remains.

III. Concept of Operations

- A. The Crawford County Coroner maintains a list of Deputy Coroners and local funeral directors who have agreed to assist. The Coroner and his Deputy Coroners will utilize the necessary resources to provide the necessary level of coverage to manage the incident.
- B. If there is an incident fatality, the Incident Commander or Unified Command will notify the Coroner of the fatality.
- C. The Coroner will respond to the incident site and begin the investigation of the cause of death and the removal of the remains from the incident site.
- D. If there are multiple fatalities or fatalities at more than one specific site, the Coroner will send a representative to the EOC or to the Incident Command Post.
- E. Removal of remains and personnel affects will be coordinated by the Coroner. All organizations should be prepared to assist the Coroner with the removal of remains and personal affects from the incident site(s). The removal of remains

and personal affects can only be approved by the Coroner or Deputy Coroner after the necessary investigative work is complete. As much as possible, personal affects near the deceased should be transported with the deceased to aid in identification. The only exception would be the requirement of moving the deceased to gain access to living victims.

- F. If the number of deceased overwhelm the capabilities of the morgue at Crawford Memorial Hospital or the morgue at Crawford Memorial Hospital is unusable, temporary morgue facilities can be utilized.
- G. If a temporary morgue(s) is required, the Crawford County Coroner or Deputy Coroner will notify the Incident Commander or Unified Command. The Incident Commander or Unified Command will establish a Logistics Branch to make the necessary arrangements and obtain necessary supplies.
- H. A temporary morgue(s) will be established away from the incident site. The Coroner's Staff will operate from that site and maintain communications with the EOC by telephone or cellular telephone. Any information from the temporary morgue to the EOC must not be transmitted over the VHF radio system. If the telephone and cellular telephone system is not functional, a runner should be assigned to carry messages.
- I. The selection of a temporary morgue site(s) should be in an area that has utilities and can be secured by Law Enforcement personnel. If possible, a public fenced in area should be utilized.
- J. In large scale disasters, assistance can be obtained from the Illinois Coroner's Association and the Illinois Funeral Director's Association. If these resources are not available or insufficient, IEMA will be notified to obtain assistance.
- K. In the event that the victims require decontamination, decontamination services will be performed by the Crawford County Rescue Squad. Any responders or the Coroner's Staff requiring decontamination will be decontaminated by the Crawford County Rescue Squad. Once the temporary morgue operations have been terminated, the temporary morgue area will be decontaminated. This operation will be coordinated by the Crawford County Coroner, Crawford County Health Department, and the Crawford County Rescue Squad.
- L. The Coroner's Office should maintain a list of supplies and vendors that could be easily accessed during disaster situations.
- M. The release of information concerning fatalities or names of the deceased will only be released by the Crawford County Coroner or Deputy Coroner's. Notification of the next of kin will be by the Crawford County Coroner or Deputy Coroner's. If the number of notifications required do not allow for a timely notification, the Coroner can request assistance from the Incident Commander or Unified Command.

IV. Organization and Assignment of Responsibilities

A. Incident Commander or Unified Command

- 1. Notify the Coroner of incident related fatalities
- 2. Establish a Logistics Branch to support mass fatality situations.

3. Obtain assistance from other organizations as required
4. Coordinate with the Coroner to determine a temporary morgue(s) site.
5. Task Law Enforcement with security duties at the temporary morgue(s) site.

B. Crawford County Coroner or Deputy Coroner's

1. Identify the victims and investigate and determine the cause of death.
2. Make arrangement for the disposition of the remains
3. Send a representative to the EOC if requested
4. Request the establishment of a temporary morgue(s) and supervise the setup of the facility.
5. Request decontamination services from the Crawford County Rescue Squad
6. Make arrangements for the notification of the next of kin.
7. Make arrangements for the timely filing of death certificates and other legal documents pertaining to the deceased.

V. Administration and Logistics

A. Administration

1. All incident related expenses should be tracked and turned over to the incident Finance Branch Officer.
2. The Coroner's Office will maintain the necessary documents to manage a mass fatality incident.
3. IEMA will be notified of all incident related fatalities.

B. Logistics

1. During mass fatality incidents, a Logistics Branch will be established.
2. The Crawford County Coroner is responsible for the training of Deputy Coroner's.
3. The Crawford County Coroner is responsible for maintaining a list of personnel, equipment, and supplies necessary for the management of mass fatality incidents.

VI. Development and Maintenance of the Mortuary Services Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOPs/SOGs belongs to the various organizations.

Resource Management Annex

I. Purpose

The purpose of this annex is to provide guidelines for managing and obtaining the necessary resources to respond and recover from emergencies and disasters.

II. Situations and Assumptions

A. Situations

1. During large scale emergencies or disasters and/or incidents that require specialized personnel and equipment resources, may need to be obtained to augment the resources possessed by the various response organizations.
2. Mutual Aid and Memorandums of Understanding may require activation during emergencies or disasters.

B. Assumptions

1. During small incidents, mutual aid assistance will generally be available.
2. During large incidents or incidents that affect surrounding jurisdictions, mutual aid may be slow in arriving or non existent.
3. If resources are not available at the local level, assistance from the State and Federal Governments will eventually be available.

III. Concept of Operations

- A. When necessary, the Incident Commander or Unified Command will assign a Logistics Branch Officer to manage resources when the EOC is activated.
- B. The Logistics Branch Officer will assign other personnel and establish a resource management representative to the various Units required to manage the acquisition and disbursement of incident related resources.
- C. If a Logistics Branch is not established, the Incident Commander or Unified Command will be responsible for the management and acquisition of resources.
- D. All requests for personnel, equipment, and supplies will be channeled to the Logistics Branch Officer. The Logistics Branch Officer will forward the requests to the various Units to obtain what is requested.
- E. All resource requests will be logged to maintain an accurate record of when the resource was called and when the resource was released.
- F. All resource requests from the incident site will contain the following information:

1. The resource that is being requested (specific)

2. The quantity of the resource that is being requested (specific)
 3. The location where the resource is needed (specific)
 4. The person or organization that the resource is to report to (specific)
- G. If there is a question or confusion to the type of resource needed, the Logistics Branch Officer will follow-up with the requestor.
 - H. If the requested resource is not available, the requestor should be immediately notified so that an alternative plan can be developed.
 - I. During a large-scale incident, a staging area(s) will be established to receive incoming resources.
 - J. At the staging area(s), a Staging Officer will be appointed to manage the area, catalog arriving resources, and disburse the resources as needed to the appropriate location.
 - K. As much as possible, municipally owned resources should be deployed first. Assistance from private entities should only be utilized when municipal resources are exhausted.
 - L. As much as possible, the Planning Section Chief and Logistics Section Chief should plan ahead for resource requirements.
 - M. If a conflict arises on who gets a resource, the Incident Commander or Unified Command will determine a priority for the resource.
 - N. If a resource is extremely expensive, the Incident Commander or Unified Command should be notified of the expense. This information should then be forwarded to the Finance Branch.
 - O. At most incidents, volunteers will arrive to assist. Although their intentions are good, they may not possess the necessary training, PPE, and communications to safely accomplish a task. If volunteers wish to assist, a Volunteer Coordinator will be appointed to manage the volunteers. The Volunteer Coordinator will consult with the Incident Safety Officer as to PPE requirements and other safety considerations.
 - P. In addition to volunteers, many civic groups and private individuals will wish to donate money, food, and services to aid with the response and recovery from an incident:
 1. All donated monies should be immediately turned over to the County Treasurer or to the Treasurer of an affected jurisdiction. A separate accounting should be established for these donated funds. The dissemination of these funds will be decided by the CEO of the jurisdiction post incident.
 2. All donated prepared food should be turned over to the Crawford County Health Department to assure the quality and safety of the food.
 3. All donated services should be directed to the Volunteer Coordinator to ascertain if the group can safely provide a service.
 - Q. The Logistics Branch will establish an area where donated materials are received, catalogued, and disbursed to the incident. Any materials that were not used during the incident will be returned or disposed of in a timely manner.
 - R. Fuel and consumable supplies that are used during the incident will be the

responsibility of the various organizations. Fuel and consumables that are used by volunteers will be reimbursed post incident by the Finance Branch Chief.

IV. Organization and Assignment of Responsibilities

A. Incident Commander or Unified Command

1. Establish a Logistics Branch when required
2. Prioritize the allocation of resources when required
3. Provide the necessary personnel to form the various Units required to manage all aspects of the Logistics Branch.
4. If necessary, provide a workspace and the necessary communications equipment for the Logistics Branch to obtain and disburse the needed resources.
5. Work with the Planning Section to develop alternatives if a resource is unavailable.
6. If required, activate Mutual Aid and Memorandums of Understanding

B. Logistics Branch Section Chief

1. Establish the necessary units to manage the incident resource requirements.
2. If necessary, appoint a Volunteer Coordinator.
3. Document resource needs and notify the appropriate resources.
4. Coordinate with the Planning Branch Chief to develop a list of anticipated resources for the incident.
5. Initiate a supply chain to manage the resources from the time of notification to the time of release.
6. Advise the Finance Branch on resource expenses. The Finance Branch will keep the Incident Commander or Unified Command apprised of the financial situation.

C. EMA Coordinator

1. Assist the Logistics Branch Officer with logistics functions
2. Notify IEMA of resource requests that cannot be obtained at the local level.

D. Incident Safety Officer

1. Coordinate with the Volunteer Coordinator to assure the safety of the volunteers while working at the incident site(s).
2. Make PPE recommendations for the volunteers working the incident.

E. Finance Branch Chief (County Treasure or Municipal Treasurer)

1. Establish an accounting system to receive donated monies.
2. Coordinate with the CEO of the jurisdiction to determine the disbursement of

the donated monies.

F. All Organizations

1. If requested, assign a Staging Officer
2. If requested, assist in the supply chain
3. Determine resource needs based upon lead time and availability
4. When a resource assignment is completed, return the resource to staging or dismiss the resource with the permission of the Logistics Branch.
5. Assist in determining alternative strategies if resources are unavailable

V. Administration and Logistics

A. Administration

- 1.. All resources will be logged. Time notified and time released should be recorded and forwarded to the Finance Branch.
- 2.. All resource logs will be maintained indefinitely
3. No resources will be obtained without permission from the EOC or Incident Command Post.
4. The Finance Branch is responsible for the payment of all resource invoices.

B. Logistics

1. Resource management forms are maintained in the EOC.
2. Transportation of resources may need transportation to the incident site. This will be the responsibility of the Crawford County Highway Department and the various municipal Public Works Department.
3. Large scale disasters may require the establishment of multiple Logistics Branches and/or staging areas.

VI. Development and Maintenance of the Resource Management Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOPs/SOGs belongs to the various organizations.

EARTHQUAKE ANNEX

I. Purpose

The purpose of this annex is to provide guidelines and procedures to be utilized to prepare and respond to an earthquake in Crawford County. This earthquake annex provides general and specific functional procedures for first responders to initially respond to an earthquake. As soon as practical, an in-depth damage assessment must occur with the damage assessment information used to formulate an Incident Action Plan (IAP).

II. Situation and Assumptions

A. Situation

This annex is to be activated whenever an earthquake of > magnitude 4.0 on the Richter Scale is observed in Crawford County. If a lesser earthquake is observed and there is damage associated with the earthquake, this annex will be activated.

B. Assumptions

1. A major earthquake or a series of quakes affecting Crawford County could result in:

- Substantial numbers of deaths and injuries.
- Fires due to natural gas, electricity, and pipeline breaks
- Partial or complete disruption of all utilities
- Destruction of a large percentage of facilities that provide and sustain human needs.
- An overwhelming demand on local and state resources.
- Severe long-term effects to the general economic well-being of the region.
- Major effects on local, private, and State and Federal initiatives to begin and sustain recovery efforts.

2. An earthquake can occur without warning and at a time of day which could produce a maximum number of casualties. Access to and from the damaged areas may be severely restricted for hours and perhaps days. Thus, Crawford County should prepare to be self-sustaining for no less than 72 hours (and possibly longer). Communications and life support systems could be severely disrupted or destroyed. Also, earthquakes and the aftershocks may trigger fires, soil liquefaction, flooding, and releases of hazardous materials.

3. Initial reports of the earthquake may not reflect the true nature of the Problem. An objective on-the-scene evaluation and assessment must be made as soon as possible and as damage assessment teams can be dispatched. Due to the potential widespread damage, fixed wing aircraft and helicopters should be used to quantify the scope of the damage.

4. A major or catastrophic earthquake will most likely result in a quick Proclamation of State of Emergency first by the County Board Chairman then by the Governor, and followed later by a Presidential Disaster Declaration. These disaster declarations will allow State and Federal life support and emergency response operations to begin. Resources may not be available in any large quantities for the first 72 hours, and even then, may be insufficient to meet the needs of Crawford County.

III. Concept of Operations

- A. During an earthquake disaster, Unified Command will be established to manage the response and recovery efforts. Due to the potential magnitude of the incident and the need to distribute resources throughout the County, a single Incident Commander would be overwhelmed.
- B. An Operations Branch will be established within each Fire District. The District Fire Chief will assume the role of the Operations Branch Officer. Personnel to fill the various functional groups will be assigned by the Unified Command. Since some areas may be impacted more than others, a pool of responders will be formed and utilized where they are the most needed.
- C. The EMA Coordinator should immediately notify IEMA through any means available, and provide all known information about the earthquake with periodic follow-up reports. The State Emergency Operations Center (SEOC) should be kept informed of situations on site to the maximum extent possible by the EMA Coordinator, even if local officials can manage the situation effectively. Damage assessment forms should be used for status updates and to track activities. Adequate overall record keeping of all activities should be given a high priority.
- D. When State and Federal response is solicited under this annex, all primary Operational decisions, to include evacuation, relocation and sheltering, debris removal, sanitation, public information, or other related matters shall be a result of joint consultation and consensus involving all appropriate Crawford County, State, and Federal agencies on the scene.

- E. As soon as practical a Public Information campaign should be initiated. Pertinent information relating to the earthquake, protective measures to be taken, warnings concerning aftershocks, and other incident related information should be disseminated as soon as practical. All incident information should be approved by

the Unified Command prior to dissemination.

- F. Until a complete and accurate damage assessment is complete, the County will operate under the following guidelines. After information is gathered, the Unified Command will generate an IAP:

1. Activate the EOC. This would include the core EOC control group. If the Primary EOC is not functional, the EMA Coordinator or his designate will activate the Mobile Command Post and/or ITECS to be used as an EOC until the Primary EOC can be confirmed to be safe to be Utilized.
2. Determine the status of CMH, Schools, Nursing Homes, and the Refinery. This would include an inventory of damage and injuries and i by qualified individuals.
3. Determine the status of the Communications Systems. This would Include WTAY/WTYE, the Crawford County 911 System, Cellular Telephones, Telephones, Siren System, and the Internet.
4. Determine the status of the Transportation Systems. This would include highways, streets, bridges, railroad, the Robinson-Palestine Airport, and pipeline systems.
5. Determine the status of the Utilities Systems. This would include all Electric service, natural gas, water, and sewer systems.
6. Begin responding to requests through the 911 System (if available)
7. Prepare a media statement to inform the citizens of the damage that has occurred what is being done, and to prepare for aftershocks.
8. Exchange information with IEMA concerning the earthquake. Advise them of the situation and what is currently being done.
9. Prepare to assist other Communities with worse damage if the damage within Crawford County is minimal.

10. Establish an Operations Branch at each Fire Station in the County. The Fire Chief or his designate will become the Operations Section Chief for that Fire District. If available, the Fire Department will become the Incident Command Post for that Fire District. Each police department, public works department, and trained first aid responder should report to the Fire Department for their Fire Protection District. If the Fire Department is not usable; the Fire Chief will select another facility to be used as an Incident Command Post.
11. Each Operations Section should begin a street-by-street search of their Town or Village and each road of their Fire District to ascertain the level of damage and the potential number of victims.
12. Each Operations Branch should document the damage and injuries and report this information to the County EOC, regularly.
13. If there are injuries and:
 - a. Crawford Memorial Hospital is down
 - b. Roads are impassable to CMH
 - c. Unable to obtain an Ambulance

Establish first aid stations at each Fire Station in the County. Initially, utilize the equipment at the Fire Stations, from ambulances, from local stores, etc., until a supply chain can be established. Put out a call for nurses, doctors, EMT's, and first aid trained people to go to their nearest Fire Station to assist. If injured people are treated outside of CMH, a log consisting of the victims' name and type of injury must be documented and maintained throughout the emergency.

14. Move debris (if safe to do so) and open routes from the outlying communities into Robinson and Crawford Memorial Hospital.
15. Life Safety is more important than property protection
16. Once it has been determined that the situation is beyond the capabilities of the local response personnel, a Mutual Aid call will be placed to IEMA for assistance by MABAS, ILEAS, or any other resource that is deemed necessary.
17. Evaluate lakes, ponds, ditches, etc., for alternate firewater systems. (If the primary water system is still functional, evaluate other sources due to the possibility of aftershocks)
18. Utilize Crawford County Rescue only for highly specialized rescues

19. Utilize school buses, pickup trucks, etc., to replace ambulances until Mutual Aid EMS arrives.
20. Contact Ameren-CIPS and Norris Electric to assure that no utilities are restored without contacting the EOC.
21. The County EOC will direct all resources to the outlying communities.
22. If the 911 System is down, increase and establish patrols through each community.
23. If the sewer system is damaged, prepare for sanitation issues.
24. Begin preparations to activate the Mass Care Annex
25. Begin preparations to obtain and distribute potable water.
26. Begin preparations to manage mass fatalities, activate the Mortuary Services Annex.
27. Begin preparations to establish a fuel distribution network.
28. Based upon the information gathered in the initial damage assessments and the anticipated time required to provide basic human needs, prepare for long- term shelter operations or relocation of the population, north. This will be coordinated by and through IEMA.
29. Preparations should be made to receive outside mutual aid and other assistance.
30. Take necessary actions to restore the airport runways for limited use.
31. Prepare to assist in the relocation of CMH to other POD Hospitals.
32. Provide ongoing assessments utilizing driving surveys (if roads are passable) and aircraft (if available) to ascertain an overall scope of the incident.

G. Determine communications capability of normal communications systems:

Communications Source	Functional	Minor Damage	Moderate Damage	Extreme Damage	Anticipated Repair
Telephone local and long distance					
Verizon Cellular					
Cellular One					
Primary PSAP					
Backup PSAP					
EOC Radios					
EOC Siren System					
WTYE/WTAY					
Channel 2, Channel 10					
Internet					
Base Stations (FIRE)					
Base Stations (SHERIFF)					
Base Stations (POLICE)					
Base Station (UNITED)					
Base Station (CMH)					
Base Station (CCHD)					
Base Station (HEALTH)					
ITECs System					

H. Determine the capability of critical County infrastructure:

Facility	Functional	Minor Damage	Moderate Damage	Extreme Damage	Anticipated Repair
CMH					
EOC					

100					
200					
300					
400					
500					
600					
700					
800					
900					
1100					
Robinson Schools					
Oblong Schools					
Palestine Schools					
Hutsonville Schools					
LTC					
New Hebron School					
Robinson Community					
Oblong Community					
Fairgrounds					

Facility	Functional	Minor Damage	Moderate Damage	Extreme Damage	Anticipated Repair
WTYE					
Robinson Palestine Water					
Eaton Water					
Hardinville Water					
Robinson Sewer					
Oblong Sewer					
Palestine					

Sewer					
Hutsonville Sewer					
Flat Rock Sewer					
Marathon					
Ameren CIPS transmission in the County					
Norris Transmission in the County					
Ameren CIPS Gas transmission in the County					
Ameren Plant in Hutsonville					
Airport					
Indiana Railroad					
Levees					

- I. Since most of the response activity and evacuation activity are based upon utilization of roadways, a thorough inspection of roads and bridges must be completed as soon as practical. In the event of an earthquake, all public works personnel should report to work to begin an assessment of their particular area. Damaged bridges and roads must be reported to the EOC in a timely fashion to assure that this information is forwarded to emergency responders and the citizens. In Crawford County, the County Highway Supervisor or his designate will be responsible for coordinating this information and advising the EOC on closures, damage, and alternate traffic routes. Listed below are the responsible parties to assure that all roads and bridges are evaluated:
 - a. IDOT should be notified to inspect roads and bridges on State Routes
 - b. The County Highway Department is to inspect County roads and bridges
 - c. Street Superintendents are to inspect City and Village roads and bridges
 - d. Township Road Commissioners are to inspect township roads and bridges

If a road or bridge is deemed to be unusable, it is the responsibility of the Various Cities, Villages, Townships, County, or State to provide signs or barricades to close the road or bridge. (It should be noted that structural engineers may be required to determine a final evaluation of a bridge or road. If the inspector is unsure of the safety of the road or bridge, the road or bridge should be closed until a formal inspection can be completed by a structural engineer.)

- J. After an earthquake Ameren CIPS and Norris Electric should begin a damage assessment of their transmission systems. In addition, a representative of each utility will report to the EOC to provide information and to receive requests from the EOC. Based upon the damage to the electrical system, a shutdown plan may be required before entry into areas can be accomplished. As soon as practical, a restoration plan should be developed to assure coordination between Government, the various response agencies, and the electric utilities. It is absolutely imperative that restoration activities are coordinated with response and recovery efforts to assure safety and the timely restoration of critical facilities.
- K. After an earthquake, Ameren CIPS must make a decision on whether to operate or shutdown the natural gas system in the County. During a major earthquake, history has shown that pipelines are susceptible to damage. Based upon the damage to the natural gas system, a shutdown plan may be required before entry into areas can be accomplished. Pipeline operators must also quickly decide on whether to operate or shutdown a particular pipeline. Since isolation systems are typically located far apart, any trapped material may leak from the damaged pipeline presenting a hazard. It will be the responsibility of the pipeline owners and operators to manage any leaks or hazards from the pipeline system. If a leak or hazard is present from a pipeline, it is the responsibility of the owner to contact the EOC and inform the EOC Representatives of the leak and any hazards.
- L. After the earthquake, it is imperative that each water provider inspect their system for damage. Each water provider should identify their leaks or breaks and provide this information to the EOC. The first step in post earthquake recovery will be to repair and startup the water systems. The initial priority line will be the main line from Palestine to Oblong (water distribution points). After this line is functional, other repairs will be made as resources become available. Since potable water will become scarce, the water that is stored at the Robinson Palestine Treatment facility will be used as the County potable water supply. As necessary, water will be loaded from this facility and transported to various distribution points throughout the County. Since this will be the primary water supply, the Crawford County Health Department should assist the Robinson Palestine Water Commission with testing and treatment of the water to assure a healthy supply. Regardless of the condition

of the system, the Crawford County Health Department should consider the institution of a boil order or some other supplementary purification method (utilities may not be available to boil water).

M. To prevent outbreak of disease, the sewer departments in each community should evaluate

their system to determine leaks and breaks in their piping systems as well as their treatment facilities. After the assessment, this information needs to be immediately forwarded to the EOC and the Crawford County Health Department. At any location where sewage is not being contained, the area should be isolated until containment or purification is established. As resources become available; they will be committed to repairing the breaks and leaks in the sewer system. If the system is significantly damaged, arrangements should be made to transport the sewage to other facilities for treatment.

N. Emergency Medical Services must be initiated as soon as possible. (see Appendix III)

O. During the earthquake response and recovery, resources will be managed by the Logistics Branch located in the EOC (see Appendix IV)

P. Due to the potential large-scale damage to residences, the citizens may need to be provided shelter. As soon as practical, an assessment should be made to determine the number of citizens that will require sheltering or relocation to another jurisdiction (see Appendix V).

Q. Once an area has been evacuated, it is important to keep people out the damage area. Law Enforcement must establish a perimeter around the damage area to area and to reduce the opportunity for looting of damaged property. If entry is required back into the area, a tag-in/tag-out system will be established. Prior to entry, the person(s) requesting entry will be given a tag allowing them access into a specific area. The person requesting entry must present a valid identification and have a valid reason for entering the area.

R. After all search and rescue activities have been completed, structures that have been damaged must be clearly identified on whether they are safe for habitation or re-entry. The Unified Command should assemble a team of structural engineers and building contractors to assess any moderately or severely damaged building. To avoid confusion with FEMA Search and Rescue markings, a red X approximately 3' across, will be spray painted across each entry door. A red X will signify that the building is unsafe and should be demolished. A list of all buildings that should be demolished will be developed and forwarded to the Unified Command and the State's Attorney. If the building has been assessed and determined to be habitable, a green X will be spray painted on the sidewalk, steps, or entry way into the building.

IV. Organization and Assignment of Responsibilities

A. Unified Command

1. Following an earthquake will report to the EOC
2. Begin a formal damage assessment
3. Develop an incident action plan based upon the scope and location of damage determined in the damage assessment. Search and rescue operations should be prioritized by the damage assessment so that highly damaged areas are search first.
4. Prioritize the allocation of critical resources
5. Notify IEMA of any unmet resource needs
6. Appoint personnel to the various roles and responsibilities required to institute the ICS (NIMS)
7. As soon as practical develop and release public information to the citizens and responders.
8. Notify other NGOs to report to the EOC as required.
9. Assure the organization of an Operations Branch in each affected jurisdiction.
10. Determine the needs for evacuation, curfews, or other legal actions.

B. Fire Departments

1. Inventory equipment and available personnel.
2. Establish an Operations Branch in their Fire District
3. Determine availability of public water supply for fire fighting.
4. Determine the need to activate mutual aid agreements (MABAS)
5. Determine the type and quantity of mutual aid required
6. Move all equipment from buildings to prevent additional loss from aftershocks.
7. Establish a system(s) for communicating situational reports and any requests for additional manpower or equipment to the EOC.
8. Assess the need for specialized search and rescue equipment. This would include USAR, heavy equipment, technical expertise, etc.
9. Provide for orientation of volunteers to assist in search and rescue (CERT, private groups, etc)
10. Provide for human needs of rescuers near site of fires or collapses.
11. Provide scene safety for responders and civilians at incident sites
12. Assist with shelter operations and supply chain distribution as required.
13. Provide care for injured citizens that migrate to the various Fire Departments

C. Law Enforcement

1. Determine availability of personnel. Notify ILEAS for additional support.
2. Determine the functionality of facilities and equipment.
3. Establish communications between units and 911 dispatch and from the

911 dispatch to the EOC.

4. The Sheriff should immediately respond to the EOC to coordinate Law Enforcement activities.
5. The Police Chief of each jurisdiction should report to the Operations Branch In each jurisdiction to manage Law Enforcement activities in each jurisdiction.
6. If the 911 system is inoperable, additional patrols will need to be instituted for the citizens to be able to obtain assistance. After it is determined that the system is inoperable, a patrol plan must be developed to assure that persons needing aid can access law enforcement units so that assistance can be obtained.
7. Assist with mass care as necessary.
8. Develop an access control plan to allow access into damaged areas.
9. The Crawford County Sheriff is responsible for the evacuation of the Crawford County Jail. The Sheriff should coordinate with the Unified Command to determine an alternate Jail location.

D. EMS

1. Determine the status of personnel, equipment, facilities, and communications.
2. Attempt to establish communications with Crawford Memorial Hospital
3. Send a representative to the EOC
4. Activate mutual aid agreements with other nearby EMS providers (if they are available).
5. Be prepared to staff aid stations if Crawford Memorial Hospital is unavailable.
6. Evaluate alternate means to transport injured individuals.

E. Crawford County Coroner's Office

1. The Coroner (through damage assessment reports) should estimate the number of fatalities
2. The Coroner should evaluate his facilities and equipment (morgue) as well as the local funeral directors for serviceable equipment
3. The Coroner should request additional manpower, equipment, and supplies from the EOC (this would include refrigerated trailers, tents, body bags, embalming supplies, etc.)
4. The Coroner should establish an area to be used as a temporary morgue(s) and request security for this area
5. The EOC will request additional support from IEMA to support mortuary service operations.
6. The Coroner will advise the EOC about the final disposition of fatalities
7. The Coroner will develop a plan for identification of the victims and a plan for notification of surviving family members

F. Public Information Officer

1. Work with the Unified Command to ascertain the scope of the incident
2. Prepare an initial statement and disseminate to the citizens (with the approval of the Unified Command).
3. Initially, issue public information statements as contained in Appendix II.
4. With Unified Command, select an area that will be used for follow-up media statements and public information.
6. Work with Unified Command to determine the best method for disseminating information.

G. Crawford County Highway Department

1. As soon as practical, the County Highway Supervisor should report to the EOC.
2. Determine the operability of personnel, equipment, facilities, and communications.
3. Notify the various jurisdictions to begin a damage assessment of the various roads and bridges.
4. Obtain engineering support to evaluate roads and bridges for safety.
5. Close and barricade all unsafe roads and bridges in each jurisdiction. Coordinate the activities of all the various street departments and township roads.
6. Notify IDOT of road and bridge damage and request assistance if needed.

H. Crawford County Health Department

1. As soon as practical, the Emergency Response Coordinator should report to the EOC.
2. Determine the operability of personnel, equipment, facilities, and communications.
3. Prepare to develop water safety and sanitation plans based upon the damage assessment.
3. Coordinate with Crawford Memorial Hospital, EMS, and the American Red Cross to assist with their operations.
5. Assist with Special Needs Population sheltering requirements.
6. Assure the safety of the potable water and food supplies
7. Evaluate the overall incident and make disease control recommendations.

I. American Red Cross

1. After an earthquake, send a representative to the EOC.
2. Determine the regional scope of the incident and allocate personnel and resources to Crawford County.

3. Coordinate with the Unified Command to determine the number and location of shelters that need to be established. Before a shelter can be opened, an assessment of damage must be made to assure the building is structurally sound.
4. Notify other Chapters in unaffected areas to provide support to Crawford County.
5. Report all resource needs to the Logistics Branch.

J. All Organizations

1. Report to their assigned post-earthquake locations.
2. Assess the status of their personnel, equipment, facilities, and communications.
3. Send a representative to the EOC when requested.
4. Participate in planning sessions when requested.
5. Provide support to all emergency response and recovery activities.
6. Maintain an accurate list of all expenses.
7. Maintain an accurate accountability of all personnel during the incident.
8. Provide for the safety of all personnel working the incident.
9. Develop SOPs/SOGs for post earthquake operations.
10. Actively participate in recovery operations (see Appendix VI).

V. Administration and Logistics

A. Administration

1. As much as practical, all necessary NIMS forms will be properly filled out for each operational period.
2. As much as practical, all personnel will be accounted for throughout the incident.
3. As much as practical, all expenses will be tracked and forwarded to the Incident Finance Branch.
4. Any joint operations with IEMA, FEMA, and NGOs will be conducted with the establishment of joint operating centers.
5. Any and all legal notifications, curfews, evacuations orders, etc. pertaining to the incident will be maintained for an unlimited period of time.

B. Logistics

1. If possible, all resources will be tracked by the Logistics Branch.
2. All organizations should be prepared to be self-supporting until a supply chain can be established.
3. Outside resources may not be available for an extended period of time.

VI. Development and Maintenance of the Earthquake Annex

- A. The responsibility for revisions, keeping Appendices current, and developing necessary documents for the annex belongs to EMA.
- C. The responsibility for revisions and maintaining SOPs/SOGs belong to the various organizations.

Crawford County Local Emergency Planning Committee Chemical Emergency Response Plan

I. Purpose

The purpose of the Crawford County Local Emergency Planning Committee (LEPC) is to:

- Develop chemical emergency preparedness programs for the citizens, responders, and owner operators of hazardous materials facilities.
- Assist response organizations and the regulated facilities to communicate and assist each other with planning, information, and community affairs.
- Develop and implement chemical emergency planning to mitigate or lessen the affects of a chemical emergency.
- Develop response protocols for responding to hazardous materials incidents at regulated facilities.
- Develop recovery protocols to assist the community in recovering from chemical emergencies.
- Develop and issue public information to the citizens and regulated facilities within Crawford County concerning chemical emergencies.

II. Situation and Assumptions

A. Situation

Crawford County is located in southeastern Illinois along the Indiana border. Crawford County borders the Wabash River to the east and the Embarras River to the West. Crawford County is approximately 120 miles east of St. Louis, Mo. and 225 miles south of Chicago Illinois. The County covers approximately 450 square miles and has a population of approximately 20,000.

The City of Robinson, located in the central part of Crawford County is the seat of County Government. The Villages of Hutsonville, Palestine, Oblong, and Flat Rock are the other population centers located within the County.

Crawford County is intersected by Illinois Route 1 and Illinois Route 33. The Indiana Railroad has a main line that runs through the Village of Palestine, the City of Robinson, and the Village of Oblong. Due to the petroleum industry located in and around the County, there are numerous pipelines that are used to transport Crude Oil, finished hydrocarbon products, and natural gas.

Crawford County industry is primarily agricultural with several elevators, fertilizer dealers, and farming enterprises throughout the County. There are several major production and industrial sites within the County. These would include the Marathon Refinery, Hershey Foods, Dana Corporation, Fair-Rite, Lincoln Land Agri-Energy.

B. Assumptions

1. Due to the geographical location, topography, transportation, and weather history, Crawford County can be assumed to be subject to a chemical emergency due to any of the following conditions:
 - a. Spill or Release of a hazardous chemical at a regulated facility or in transportation. This would include any of the regulated facilities or accidents involving motor vehicles, the railroad, pipelines, or aircraft.
 - b. Fires involving hazardous chemicals at a regulated facility or in transportation.
 - c. Spills, Releases, or Fires caused by a natural disaster such as a tornado, severe thunderstorm, earthquake, or winter storm.
 - d. Vandalism or other illegal actions at a regulated facility.
 - e. Chemical emergencies in an adjoining County.
2. Chemical emergencies will be detected in a timely fashion allowing time for evacuation or shelter in place protective measures to be implemented.
3. Regulated facilities will implement emergency procedures as soon as they become aware of a chemical related incident.

III. Concept of Operations

- A. As soon as a chemical emergency is detected or suspected, the regulated facility will notify the Crawford County 911 Center of the incident.
- B. The first arriving organization on scene, will determine the scope of the incident, the level of danger to the responders and citizens, and the need for the establishment of a Unified Command and Incident Command Post. In order to gain information concerning the facility, the facility contact/coordinator will be included in the Unified Command.
- C. As soon as practical, the Incident Commander or Unified Command should make contact with the designated facility contact/coordinator and determine if the established facility response plan and resources are sufficient to manage the incident.
- D. As soon as practical, an Incident Management chain should be established to implement all the required branches to manage the incident.
- E. As soon as practical, the Unified Command should determine the need for evacuation or sheltering in place for the citizens adjacent and downwind of the incident. If an evacuation or sheltering in place is deemed necessary, immediately implement the Evacuation Annex in this EOP.
- F. A Safety Officer will be selected by the Unified Command to provide overall safety guidance for the responders and citizens. A specific Hazardous Materials Safety Officer will be selected to provide guidance and safety information to the response organizations at the scene of the incident.

- G. Initially, all response activities should be directed to life safety, information gathering, and security of the incident scene.
- H. If the existing facility response plans are insufficient to safely and effectively manage the incident, an Incident Action Plan should be facilitated by the Unified Command or Incident Commander.
- I. In order to effectively plan and respond to a chemical emergency, certain task Elements should be identified as defined in the EPCRA rules and regulations. The following matrix defines the Task Element and the organization responsible for assuring that the Task Element has been completed:

Task Element	Responsibility
<p>Element 1:</p> <p>Identification of EHS facilities subject to the requirements of this subchapter that are within the emergency planning district (Crawford County), identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 11002(a) of this title and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirement of this subchapter, such as hospitals or natural gas facilities. 11003(c)(1).</p> <ol style="list-style-type: none"> 1. Identification of the regulated facilities 2. Identification of facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter. 3. Identification of transportation routes utilized to transport hazardous materials. 4. Maintain a database of the regulated facilities, copies of the facility plans, and inventory information. 5. Review of the facility response plan on a yearly basis. 6. Notify the Crawford County 911 Center of a chemical emergency. 7. Notify IEMA of a chemical emergency 	<ol style="list-style-type: none"> 1. Facility operators based upon EPCRA rules and regulations. 2. Facility operators with input from the Crawford County LEPC (CCLEPC). 3. CCLEPC 4. CCLEPC and IEMA 5. CCLEPC 6. Facility operator 7. Facility operator

<p>and submit all necessary forms.</p> <p>8. Notification of the Crawford County Emergency Response Coordinator.</p> <p>9. Implementation of a facility response plan.</p> <p>10. Development of an Incident Action Plan.</p> <p>11. Development of a clean-up/recovery plan.</p> <p>12. Critique of the incident</p>	<p>8. Facility operator</p> <p>9. Facility operator and Unified Command</p> <p>10. Unified Command</p> <p>11. Unified Command</p> <p>12. Unified Command</p>
<p>Element 2:</p> <p>Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances. 11003(c)(2).</p> <p>1. Notification of the Crawford County 911 Center of a chemical emergency.</p> <p>2. Notification of all response organizations.</p> <p>3. Development of an incident security plan.</p> <p>4. Accountability and access restriction plan.</p> <p>5. Offensive actions taken on scene</p> <p>6. Decontamination</p> <p>7. Treatment of injured responders and citizens.</p> <p>8. Implementation of the Evacuation Plan</p> <p>9. Acquiring additional resources</p> <p>10. Establishing shelters for evacuees</p> <p>11. Establishing incident related public information.</p>	<p>1. Facility operator</p> <p>2. Crawford County 911 Center</p> <p>3. Facility operator and Law Enforcement</p> <p>4. Unified Command</p> <p>5. EMA Rescue</p> <p>6. EMA Rescue</p> <p>7. United Life Care and CMH</p> <p>8. Unified Command</p> <p>9. Unified Command</p> <p>10. American Red Cross</p> <p>11. Unified Command and the PIO</p>
<p>Element 3:</p> <p>Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan. 11003(c)(3).</p> <p>1. Designation and identification of the facility emergency contacts/coordinators.</p>	<p>1. Facility operator</p>

<ol style="list-style-type: none"> 2. Submission of facility plan 3. Notify the Crawford County 911 Center, IEMA, and the Emergency Response Coordinator (EMA Coordinator) of an incident. 4. Implementation of the facility plan, County EOP, or Incident Action Plan. 5. Activation of the County EOC or activation of an Incident Command Post. 6. Determine incident closure 	<ol style="list-style-type: none"> 2. Facility operator 3. Facility operator 4. EMA Coordinator 5. Unified Command 6. Unified Command
<p>Element 4:</p> <p>Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 11004 of this title. 11003(c)(4)</p> <ol style="list-style-type: none"> 1. Establish a facility emergency notification procedure(s). 2. Establish a procedure for the Crawford County 911 Center to notify the EMA Coordinator. 3. Notification of all organizations of a chemical emergency. 4. Determination of potentially affected citizens to a chemical emergency. 5. Notification of all government agencies 6. Prepare public information to be released to the citizens. 	<ol style="list-style-type: none"> 1. Facility operator 2. Crawford County EMA Coordinator and the 911 Center. 3. Crawford County 911 Center 4. Facility operator 5. Facility operator 6. Unified Command and the PIO
<p>Element 5:</p> <p>Methods for determining the occurrence of a release, and the area or population likely to be affected by such release. 11003(c)(5).</p> <ol style="list-style-type: none"> 1. Identify facility detection methods and the chemical(s) that can be identified. 2. Identify alternate detection methods in the event the primary method is out of 	<ol style="list-style-type: none"> 1. Facility operator 2. Facility operator

<p>service.</p> <p>3. Based upon the quantity and hazards posed by the chemical(s), determine the area and population that could be affected.</p>	<p>3. Unified Command</p>
<p>Element 6:</p> <p>A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subchapter, and an identification of the persons responsible for such equipment and facilities. 11003(c)(6).</p> <p>1. A list of equipment and personnel that exists at a regulated facility or response to a chemical emergency.</p> <p>2. A list of community resources that can be deployed to respond to a chemical emergency.</p> <p>3. A list of facilities that can be utilized as emergency mass care shelters.</p> <p>4. Acquire additional personnel and resources for a response to a chemical emergency.</p>	<p>1. Facility operator</p> <p>2. EMA Coordinator</p> <p>3. American Red Cross</p> <p>4. Unified Command</p>
<p>Element 7:</p> <p>Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. 11003(c)(7).</p> <p>1. Develop agreements (MOUs) for additional transportation.</p> <p>2. Implementation of the Evacuation Annex. Notification of transportation resources.</p> <p>3. Establishment of evacuation and alternate evacuation routes.</p> <p>4. Maintenance of evacuation routes</p>	<p>1. EMA Coordinator</p> <p>2. Unified Command</p> <p>3. Law Enforcement</p> <p>4. Public Works</p>
<p>Element 8:</p> <p>Training programs, including schedules for training of local emergency response and medical personnel. 11003(c)(8)</p> <p>1. Develop a training matrix for a facility</p>	<p>1. Facility operator</p>

<p>based upon the chemical hazard and response expectations.</p> <p>2. Develop a training matrix for response organizations based upon response expectations. This would include hazardous materials training and NIMS training. In addition, all response organizations should receive training to familiarize themselves with the various regulated facilities.</p>	<p>2. All response organizations</p>
<p>Element 9:</p> <p>Methods and schedules for exercising the emergency plan. 11003(c)(9)</p> <p>1. Each facility should internally exercise their facility plan at least yearly to identify planning and training issues.</p> <p>2. The community and one regulated facility will conduct either a table-top exercise or full scale exercise yearly.</p>	<p>1. Facility operator</p> <p>2. CCLEPC</p>

IV. Organization and Assignment of Responsibilities

- A. The Incident Commander or Unified Command
 1. Establish direction and control for the incident
 2. Incorporate the facility coordinator into the Unified Command
 3. Evaluate the scope of the incident and either implement the facility plan or begin the development of an Incident Action Plan (IAP).
 4. Determine the need for evacuation or shelter in place.
 5. Establish an Incident Command Post or activate the EOC.
 6. Select personnel to fill the roles within the ICS. This would include an Incident Safety Officer and Hazardous Materials Safety Officer, PIO, Liaison Officer, and the necessary Branch Chiefs.
 7. Develop public information pertinent to the incident.
- B. The Facility Operator
 1. Develop a facility response plan, train their personnel in the plan, and exercise the plan in preparation for a chemical emergency.
 2. Notify the Crawford County 911 Center of a chemical emergency or suspected chemical emergency.
 3. Notify IEMA of the chemical emergency and make all other notifications as required.
 4. Implement their facility response plan.
 5. The facility coordinator will become a part of the Unified Command.

6. Establish a line of succession for the facility coordinator position.
7. Based upon the scope of the incident and the chemical(s) involved, determine the community impact and the population that would be affected.
8. Assist the response by dedicating personnel, facilities, and equipment for tactical operations.
9. Supply inventory data, chemical information, and facility information as required.
10. Provide clean-up and recovery support and funding.

C. The EMA Coordinator

1. During a chemical emergency assume the position of emergency response coordinator.
2. Act as a liaison between the facility and other governmental organizations.
3. Participate in the Unified Command.
4. Commit Crawford County assets for the response effort
5. Request equipment, personnel, and technical expertise from IEMA

D. The Crawford County LEPC

1. Assure that all facility response plans are current and valid.
2. Assure that the chemical emergency response plan has been exercised

E. The American Red Cross

1. When requested, send a representative to the Unified Command
2. Establish mass care for any citizens that have been evacuated due to the incident.

F. Crawford County EMA Rescue Squad

1. When requested, send a representative to the Unified Command.
2. Select a Hazardous Materials Safety Officer
3. Provide decontamination for responders and citizens requiring decontamination.
4. If necessary, establish a Hazardous Materials group within the Operations Branch.
5. In coordination with the facility, determine PPE requirements for the Incident

G. United Life Care

1. When requested, send a representative to the Unified Command
2. If required, establish a triage area for injured citizens
3. In coordination with CMH, determine the best treatment option for citizens and responders exposed to any chemical hazards.
4. Establish transport of injured citizens and responders for medical treatment.
5. If required, activate mutual aid agreements for additional EMS personnel and equipment.

H. The Crawford County Health Department

1. When requested, send a representative to the Unified Command
2. Coordinate with the facility operator, IDPH, CMH, and United Life Care to evaluate any incident related health affects.
3. Evaluate the incident site for any environmental health affects.

I. Law Enforcement

1. Send a representative to the Unified Command
2. Assist in the development and implementation of a security plan
3. Assist in the implementation of an evacuation
4. Assist in the development and implementation of a traffic plan.

J. Fire Departments

1. Send a representative to the Unified Command or in a small incident assume the position of Incident Commander.
2. Assist in establishing and operating decontamination
3. Assist in the implementation of an evacuation.
4. Provide fire suppression as required
5. Provide fire personnel and equipment to support the response and recovery effort.

K. All organizations

1. Provide hazardous materials training commensurate with their duties assigned in the Plan.
2. When required, actively participate in the formulation of an Incident Action Plan.
3. Provide equipment and personnel as required for the incident.
4. Maintain exposure records for all personnel potentially exposed to a chemical(s) during the response and recovery.
5. Maintain an accurate record of all expenses incurred during the incident.

V. Administration and Logistics

A. Administration

1. All facility plans will be stored in the following locations:
 - a. A copy will be maintained at the facility
 - b. A copy will be maintained at the EOC
 - c. A copy will be maintained at the Fire Department responsible for that facility.
 - d. A copy will be filed with the CCLEPC
 - e. A copy will be maintained in the Mobile Command Post
2. All changes to a facility plan must be communicated in writing and noted in all copies of the facility plan.

3. All facilities will maintain copies of their MSDS for each chemical that is within their facility. Copies of the MSDS for each chemical must be accessible during an emergency.
4. Reference and resource material for hazardous materials will be maintained in the Mobile Command Post and EOC.
5. All forms required by the State and Federal Government that are required for the incident will be obtained through IEMA.

B. Logistics

1. All resource requirements will be coordinated by the Logistics Branch as established by the Unified Command.
2. All consumables expended during the incident will be the responsibility of the facility or in the event of a transportation incident, the shipper.
3. All incurred costs should be tracked and forwarded to the Finance Branch.
4. Any follow-up medical care for the citizens or responders required as a result of the incident will be recorded and forwarded to the facility, IEMA, Crawford County EMA, and to the State's Attorney.

VI. Development and Maintenance of the Chemical Emergency Response Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to the CCLEPC.
- B. The responsibility for revisions and maintaining SOPs/SOGs belongs to the various organizations.

THIS PAGE LEFT INTENTIONALLY BLANK

Severe Weather Annex

I. Purpose

The purpose of this annex is to provide procedures and guidelines for the warning and response to severe weather incidents.

II. Situations and Assumptions

A. Situations

1. Crawford County may experience major weather emergencies resulting in severe damage and injuries.
2. Whenever severe weather threatens the health and welfare of the citizens of Crawford County, this annex should be implemented.

B. Assumptions

1. Severe weather watches and warnings will be announced by the National Weather Service (NWS) in Lincoln Illinois.
2. Severe heat and cold emergencies as well as river flooding will be slow in developing and the citizens should have ample time to prepare.
3. Trained weather spotters will be available to detect tornadoes and severe thunderstorms.

III. Concept of Operations

A. River Flooding

1. During river flooding, the NWS and IEMA will advise the media and the citizens with projected river stages and crests.
2. When the river stages approach the “moderate flood” level, EMA will begin monitoring the river levels.
3. When the river stages approach the “major flood” level, EMA will advise the media to ask for residents living in the flood prone area to seek alternative shelter. Since most residents living in flood prone areas know the risk and the damage correlation between the river stage and impact on property, most citizens will self evacuate.
4. As the flood waters begin to cover roadways, the Villages, Townships, and County will close and barricade roads and bridges within their jurisdiction.

B. Flash Flooding

1. Flash flood warnings are issued by the NWS and communicated to the citizens via WTYE and the local television stations.

2. Flash flooding can affect areas that are not traditionally affected by river flooding.
3. When flash flood warnings are issued by the NWS, Law Enforcement, and the various County and Township Highway Departments should monitor the roadways and bridges within their jurisdiction and close the affected roads.
4. If the flash flooding is severe and there are citizens that are trapped, the Crawford County Rescue will perform any water related rescues.

C. Severe Thunderstorms

1. Upon receipt of a severe thunderstorm watch from the NWS, the 911 Center will advise the EMA personnel of the watch.
2. If it appears that the weather will impact the County, EMA will ask the 911 Center to notify the various Fire Departments and advise them of the watch.
3. When it appears that the severe thunderstorms will impact the County, the EMA will activate the EOC and begin monitoring the weather conditions in the surrounding counties.
4. When a severe thunderstorm warning is issued for Crawford County, the EMA will consult with the various Fire Departments and make a determination if the warning sirens should be activated.
5. Once the warning has been issued and the severe thunderstorm threat has passed, an "all clear" will be issued over the siren system and WTYE.
6. When the severe thunderstorm threat is over, the Fire Departments, EMA, and Law Enforcement will begin a damage assessment of the impacted area(s) to determine if there is any damage.

D. Tornado

1. Upon receipt of a tornado watch from the NWS, the 911 Center will advise the EMA personnel of the watch.
2. If it appears that the weather will impact the County, EMA will ask the 911 Center to notify the various Fire Departments and advise them of the watch.
3. When it appears that there are severe thunderstorms with the potential to produce tornadoes will impact the County, the EMA will activate the EOC and begin monitoring the weather conditions in the surrounding counties.
4. When a severe thunderstorm warning or tornado warning is issued for Lawrence, Richland, or Jasper Counties, and the line of travel will cause the storm to enter Crawford County, the EMA will request the 911 Center to notify the Fire Departments for assistance with storm spotting.
5. When a tornado warning is issued by the NWS for Crawford County or if any of the following conditions are reported, the siren system will be activated:

- a. A funnel cloud observed by a trained spotter
 - b. A rotating wall cloud observed by a trained spotter
 - c. Tornado type damage observed on the ground
6. Once the warning has been issued and the tornado threat has passed, an “all clear” will be issued over the siren system and WTYE.
 7. When the tornado threat is over, the Fire Departments, EMA, and Law Enforcement will begin a damage assessment of the impacted area(s) to determine if there is any damage.

E. Winter Storms (Blizzard, Ice Storms, Winter Weather Advisories)

1. A severe winter storm has the capability of causing severe damage to the electrical distribution system and causing difficulty in responding to emergencies.
2. If an ice storm occurs and there is large scale damage to the electrical system, the EOC will be activated. At this time, a determination will be made concerning the opening of shelters and activation of the mass care annex.
3. During blizzards or large snowfall events, a decision will be made concerning opening the EOC.

F. Severe Heat or Cold

1. If a severe heat wave impacts the County, a decision will be made by the EMA and the Crawford County Health Department to open cooling centers. The PIO will announce the opening of the cooling centers after consultation with EMA and the Health Department.
2. If a severe cold wave impacts the County, a decision will be made to determine if the utility system is functional. If the electrical distribution system and natural gas system is stable, cold weather emergencies will be managed on a case-by-case basis.

IV. Organization and Assignment of Responsibilities

A. Crawford County EMA

1. Monitor all weather conditions
2. Perform severe weather warning (see Warning Annex)
3. Perform damage assessment duties post-threat
4. Start the notification process after threat related damage

B. Fire Departments

1. Assist with severe weather spotting
2. Assist with damage assessment

C. Law Enforcement & 911 Center

1. Monitor weather conditions and notify EMA of severe weather watches and warnings.
2. Perform alerting of the various emergency response organizations.

D. Crawford County Health Department

1. Assist with the establishment of cooling centers
2. Assist in monitoring the Functional Needs persons for extra assistance during weather extremes.

V. Administration and Logistics

A. Administration

1. All siren system operating manuals and procedures will be kept updated and ready for immediate use.
2. The siren system will be regularly tested for operability.
3. A log will be maintained during each severe weather activation.

B. Logistics

1. The various response organizations will assist with severe weather spotting and reporting.
2. The various response organizations will assist with damage assessment post threat.

VI. Development and Maintenance of the Severe Weather Annex

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOPs/SOGs belongs to the various organizations.

FUNCTIONAL NEEDS POPULATIONS (FNP) ANNEX

I. Purpose

The purpose of this annex is to provide guidance for the evacuation, sheltering, and care of Functional Needs Populations (FNP) during an emergency or disaster within Crawford County.

II. Situations and Assumptions

- A. In the wake of natural and technological emergencies and disasters, it has been recognized that Functional Needs Populations (FNP) are more vulnerable than the general population to the affects of an emergency or disaster.
- B. Crawford County has defined FNP individuals as, “those individuals whose physical, emotional/cognitive, and/or emotional conditions are such that even with the help of families and friends, they would not be able to meet their basic needs during a 48–72-hour emergency period. The level of care needed for this population exceeds the basic first aid level of care that is available in general public shelters.”
- C. Licensed FNP facilities are required to have specific emergency response plans.
- D. Emergency or disaster response for FNP individuals will follow the Crawford County EOP with additional assistance in communications, evacuation, and sheltering.
- E. The Crawford County EMA and the Crawford County Health Department do not have the necessary resources to maintain a list of all FNP individuals. The Crawford County EMA and the Crawford County Health Department will be identifying and relying upon those agencies and organizations that serve the FNP. Partnering and collaborating with these agencies will reduce the number of people requiring direct service from the County and allow provider agencies to become part of the plan. Identification of FNP service agencies shall be completed and updated annually by the Crawford County EMA and the Crawford County Health Department. Due to their expertise, the Crawford County Health Department is responsible for developing the list of service agencies, contact information, and services provided.
- F. The plans developed in the FNP are meant to augment, not replace, personal or agency plans for responding to emergencies or disasters.
- G. This plan shall be maintained as an annex to the Crawford County Emergency Operations Plan (EOP). The annex will detail the activities and responsibilities of agencies and organizations with respect to individuals with special needs. Specifically, this annex will cover emergency communication, evacuation, and sheltering of the FNP. This

annex has been developed by the Crawford County EMA and the Crawford County Health Department.

III. Command and Control

- A. Identification of groups or agencies that serve FNP is the shared responsibility of the Crawford County Health Department and the Crawford County EMA. The identified groups and agencies will review the SNP annex, provide pre-disaster comments, provide post disaster comments, and propose changes to the plan.
- B. Communication and evacuation of FNP individuals will be a collaborative effort between the Crawford County EMA, Crawford County Health Department, and the various agencies that serve the FNP.
- C. Facilities that serve FNP should maintain their own emergency plan. It is expected that those agencies will continue providing care during emergency or disaster situations.
- D. Due to the complexity of the meeting the needs of FNP during emergencies or disasters, initial and ongoing training on the FNP Annex will be required.
- E. The Crawford County EMA and the Crawford County Health Department will be the lead agencies to train the FNP agencies on the roles and responsibilities defined in this plan.
- F. The various FNP agencies should train their staff upon the provisions of this plan.

IV. Communication

- A. In the event of an emergency or disaster that requires communication to special needs populations being served by FNP provider agencies, the EOC will contact the FNP provider agency representatives.
- B. Communication from the EOC to the FNP provider agencies may be by telephone, cellular phone, pager, 2-way radio, E-Mail, or by face-to-face contact. The EOC will contact the FNP agencies representatives to give specific guidance regarding the emergency or disaster.
- C. Once the FNP agencies have been advised of the situation, it is expected that the agency will further disseminate the information to their staff and the FNP clients within their agencies.
- D. It is the responsibility of the Crawford County Health Department to ensure that the proper health related information is passed on to the FNP agencies.
- E. It is the responsibility of the various FNP agencies to ensure that FNP individuals that are hearing impaired or cognitively impaired are given information in a manner that can be understood. If the FNP individual is impaired and cannot be expected to understand the information, then the information should be given to a caregiver.

V. Evacuation

- A. It is expected that residential FNP facilities will have an evacuation plan for the individuals they serve. If a facility requires outside assistance to evacuate, the following procedure should be followed:
1. A call is made to the Emergency Operating Center (EOC) requesting assistance (618-546-5602). An alternate means of contact is to call 911 and have the telecommunicators contact the EOC by radio. If normal telephone and cellular service is out of service, a facility representative should come directly to the EOC (2nd floor of the Commertium).
 2. Information is given to the EOC personnel concerning the emergency. This would include the following:
 - a. Name of the facility, location, and telephone numbers (if in service).
 - b. Type of emergency
 - c. Number of residents (ambulatory and non-ambulatory)
 - d. Number of residents having medical needs and type of equipment required.
 - e. Contact person at the facility
 - f. Length of time the emergency has existed and the estimated amount of time the emergency is expected to last
 - g. Steps that have been taken to activate the facilities emergency evacuation plan to transport residents to the evacuation site.
 3. If evacuation is necessary, a representative from the Crawford County EMA and the Crawford County Health Department will assist the Facility Administrator to determine the best procedure. Since it is expected that the facilities will have internal evacuation plans, EOC guidance will likely be to use those plans.
 4. If internal pre-disaster evacuation plans are inoperable due to the disaster, a plan of action will be determined based on the following considerations:
 - a. Weather conditions
 - b. Availability and structural condition of the facility's temporary evacuation site.
 - c. Nearby available and appropriate shelter locations such as other long term care facilities, Crawford Memorial Hospital, or the establishment of a SNP Shelter.
 - d. The number of residents requiring Special Needs Sheltering.
 - e. Transportation capability of the facility.
 - f. The need for a second move based upon the extent of damage to the facility.
 5. Identify secure staging areas in the facility or adjacent to the facility to maintain residents while waiting for transportation.

The facility must assign personnel to supervise the residents while in the staging areas.

6. In the event that the facility transportation plan is inoperable, the Crawford County EMA will assist with arranging transportation for the residents to the evacuation area.
7. A determination should be made by the Facility Administrator which residents can be placed with family members.
8. The facility staff will notify family members and arrange for the transportation from the facility.
9. Facility personal care staff must accompany residents to the sheltering location in accordance with the facilities evacuation plan. Even during evacuation, the facility is responsible for the care of its residents.

B. For those FNP individuals not affiliated with a service agency and living at home, the following guidelines should be followed:

1. Media messages should be developed indicating that there are resources available that they can access. These resources may allow the individuals to evacuate or Shelter In Place.
2. When evacuation is the most appropriate option, limited transportation (such as school buses, volunteers, etc.) may be arranged by the Crawford County EMA to assist.
3. When evacuation is necessary, a caregiver of family member must escort the FNP individual to a FNP Shelter.

VI. Shelter

A. The responsibility for coordinating placement of FNP individuals in need of sheltering during an emergency and who cannot be sheltered in a public shelter lies with the Crawford County Health Department will coordinate with the Crawford County EMA, the ARC, Crawford Memorial Hospital, and local residential facilities that care for FNP individuals.

B. Shelter Specific Assumptions

1. FNP emergency shelter accommodations are established to provide temporary sheltering and back-up resources to populations deemed not appropriate for ARC shelters due to special needs.
2. The ARC defines FNP individuals as those who require: Assistance in performing activities of daily living or have health conditions that require care, monitoring or support that they cannot manage for themselves in the disaster shelter or evacuation center. Examples would include; special bed care / limited mobility, require special equipment or services, require special toileting arrangements, require life support equipment, require attendant medical care or continuous health care, require

physician ordered observation, require skilled care due to hospital medical treatment, or require significant supportive nursing care.

3. Whenever possible, FNP individuals will be encouraged and assisted in making disaster plans that will allow them to remain at home or relocate to the home of family or friends. Admission to a shelter should be the last resort for an individual in an emergency.
4. When possible, individuals requiring shelter who are not admittable to ARC shelters should be placed in facilities designed to meet medical needs. An example may include unaffected long care facilities with available space.
5. Facility personal care staff must accompany residents to the sheltering location in accordance with the facility evacuation plan.

C. Activation / Opening of a Shelter

1. The functional needs shelter response will be activated when the first person deemed not appropriate for an ARC shelter needs sheltering assistance or a situation exists in Crawford County that will certainly require the evacuation of a FNP facility.
2. A registered nurse will do an intake assessment at an ARC general population shelter. This assessment will determine if an individual is ineligible for admission to the general population shelter. Individuals who are found to be ineligible for placement in a general population shelter will be referred to the _____ for placement. It is anticipated that the ARC will contact the Crawford County EMA to communicate the need for additional sheltering assistance. EMA will then request assistance from the Crawford County Health Department, who is responsible for the coordination of care. The Crawford County Health Department will maintain a record of available sheltering resources.
3. Basic information about the FNP individual, such as current medications, special dietary needs, current treatments, allergies, communication needs, assistance devices, DNR orders, and any other necessary information will be obtained from the individual or caregiver prior to placement.
4. Placement decisions will be made by the _____. FNP individuals will be placed in the nearest available existing facilities deemed appropriate to care for their specific condition.
5. Depending upon the situation, host facilities may choose to provide a range of services. Services to the individual may range from providing a room to direct patient care.

6. To the extent possible, individuals admitted to the shelter and caregivers / family members will bring medications, personal hygiene items, and medical equipment / supplies to the shelter. An individual who wishes to be housed in the special needs shelter is strongly encouraged to bring a 5-day supply of medications and medical supplies to the shelter. The shelter facility needs to have a reasonable plan for the safe storage of medications for sheltered individuals. Contact should be made with the individuals' physician to confirm diagnosis, medications, and treatment.

D. Monitoring

1. The Crawford County Health Department will keep records of where everyone is placed, the care they are receiving, and the discharge orders.
2. The Crawford County Health Department will also maintain records of the capacity and resources of each facility for placement and billing purposes.

E. Discharge

1. Discharge procedures will be implemented when an individual no longer requires emergency shelter assistance. When the special needs individual, family, or guardian wishes to be removed from emergency shelter accommodations, a record of this shall be maintained.
2. Family or friends wishing to remove an individual from the shelter must show proof of person to personnel providing shelter accommodations.
3. The following is the minimum information that shall be collected as a record of discharge from the emergency shelter accommodations:
 - a. Date and time of discharge
 - b. Name
 - c. Address
 - d. Telephone Number(s)
 - e. Relationship to the FNP individual
 - f. Signature for release
4. Shelter closure will be determined by need. If there is no longer a need to provide shelter accommodations to special needs individuals, the provision of these services will be discontinued.

THIS PAGE LEFT INTENTIONALLY BLANK

TERRORISM ANNEX

I. PURPOSE

The purpose of this annex is to describe the policies and procedures which Crawford County will operate in the event of a terrorist incident. This annex is intended to be used as a guide for emergency response personnel to safely respond to and to protect themselves and the citizens of Crawford County from the consequences of weapons of mass destruction (WMD).

II. SITUATION AND ASSUMPTIONS

A. Situations

Crawford County is vulnerable to acts of terrorism, domestic and/or foreign. It may be directed against the population in general, a specific segment of the population, or a governmental or private organization. The incident may be explosive or incendiary devices, chemical, biological, or nuclear attacks. Local first responders will be overwhelmed by any terror incident. With the large amounts of hazardous materials being shipped on railroads and roads, the incident may reach a critical mass in a matter of minutes, and may affect extremely large areas of the county and a large percentage of the population. With the large numbers of travelers through our area, biological terrorism may enter from other attack areas outside the county.

B. Assumptions

1. The first response to a terrorism incident is always the responsibility of local emergency response groups.
2. Emergency response groups should be aware of secondary devices in all instances.
3. A terrorism event may not be immediately recognized as an act of terrorism.
4. There will be multiple agencies involved in response to a terrorist incident. This response will include local, state, and federal resources.
5. Protective actions taken by citizens in the risk areas include in-place sheltering, evacuation, and possibly quarantine.
6. In the event of a serious incident, many residents in the risk area will choose to evacuate spontaneously and may not use designated evacuation routes.
7. 75% of the population will relocate to private homes or hotel/motel facilities. For planning

purposes, mass care resources will be for 25% of the at-risk population.

8. Sewage treatment plants may have to be shut down due to biological, chemical, or nuclear hazardous materials entering the sewage system.

9. A terrorism incident could rapidly overwhelm local resources in or around the affected area.

10. Maximum protection must be provided to all emergency response groups until the nature of the incident has been identified and a tactical response plan formulated.

11. Biological incidents may not be apparent until widespread systems appear and are identified by the hospital/public health system.

III. CONCEPT OF OPERATIONS

All actions involved in the response to, and recovery from a terrorism event fall into one of two categories: Crisis Management and Consequence Management, which may function consecutively or concurrently.

Crisis Management is defined as “Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve the threat or act of terrorism.”

Consequence Management is defined as “Measures to protect the public health and safety, restore essential government services, and provide emergency relief to the government, businesses, and individuals affected by the consequence of terrorism.”

Crisis Management will be implemented with Law Enforcement as the lead agency.

Consequence Management will be implemented through an Incident Command System. A key concept, which forms the cornerstone of this annex is that all response operations are conducted as a **crime scene**, and the ultimate prosecution of the perpetrators may be severely impacted by response and recovery operations. For these reasons, the inter-relationship between Crisis and Consequence Management is critical. At any event where terrorism is suspected, an Incident Command System will immediately be established including the lead Crisis and Consequence Management agencies as well as a command officer from all other on-site responding agencies. The structure of the ICS system will constantly evolve during the incident, but will always include the lead Crisis and Consequence Management Agencies.

The Crawford County Board Chairman and/or Municipal CEO has the responsibility of making sure the incident response and recovery operations are effective. When necessary, department response will be prioritized with personnel and equipment deployed to the areas of greatest need, i.e., hospitals, nursing homes, schools.

If evacuation is necessary, the procedures found in the Evacuation Annex will apply, based on

the recommendation of the Incident Commander. Even if the emergency is clearly visible to residents, some may refuse to leave their homes or property. In Illinois, this is their right by law.

A. The function of the City and Village Law Enforcement Agencies, the Crawford County Sheriff's Department, and the Illinois State Police is to enforce and maintain all laws and emergency regulations for the protection of life and property. Acts of terrorism are to be treated as a criminal offense. If needed, an initial Law Enforcement command center may be established at the vehicle of the senior officer on scene. In the event of a terrorist emergency or disaster, the Sheriff's Deputies or the City Police Department will take a perimeter position around the area utilizing available personnel. If needed, a mutual aid request will be made to other existing agencies to ensure that their security mission can be completed. Upon recognition of a terrorist event, law enforcement agencies will immediately initiate the segregation of victims and witnesses from perpetrators. Law Enforcement agencies will be responsible for providing perimeter, external, and special facilities security. Preservation of evidence at the scene will be the responsibility of the jurisdictional law enforcement agency. Laboratory and crime scene technical assistance will be available from the ISP and numerous federal agencies. Law Enforcement agencies will assist in evacuation of the affected or at-risk areas.

B. The jurisdictional Fire Department will respond to the scene of the incident, but will not make entry until law enforcement agencies have secured the area. Emergency Responder safety will be held at the highest regard. The Fire Department will identify, isolate and contain hazardous material situations. If hazardous materials are found at a terrorist incident, the Big Crawford County LEPC Hazardous Materials Response Plan will go into effect. The jurisdictional Fire Department will be responsible for fire suppression, EMS support, as well as urban search and rescue. Mutual aid will be requested through the jurisdictional Fire Department's normal procedures, or when necessary, through the County EOC or ESDA Coordinator. In some instances, the jurisdictional Fire Department may be the first on the scene and may be responsible for identifying an event as being caused by terrorism.

C. Upon recognition/notification of a credible terrorist event, Emergency Medical Responders, keeping in mind the possibilities of secondary devices, will take all precautions necessary to prevent/contain contamination, infection, and/ or injuries to themselves. Mass Casualty Protocols will be utilized. Emergency Medical Response personnel will assess a terrorist scene for any hazards to rescue workers, survey victims, and initiate triage setup. The highest level of EMS Provider will assume direction and control of triage and victim transport activities, with the support of fire and other emergency response personnel as needed. Emergency Medical Responders will be responsible for providing on- scene medical support of emergency responders. In the event of the presence of hazardous materials, EMS transfer protocols will go into effect. The EMS Supervisor will provide staging areas for Mutual Aid EMS Resources.

D. Crawford Memorial Hospital and Crawford County Health Department will be responsible for the detection and control of disease-causing agents. In the event of a biological release,

symptoms may not become apparent until they have been identified through medical treatment. Once identified, Crawford Memorial Hospital will coordinate with Crawford County Health Department on all control aspects to prevent further infections. Upon notification of a terrorist event, they will initiate disaster plans and strengthen security measures to ensure that they do not become a secondary target site. In the event of an incident, they will be responsible for the treatment of victims, family members, and emergency response workers. Crawford Memorial Hospital will initiate mass casualty emergency triage procedures when notified of an event, and if needed, will establish temporary patient care facilities. When notified that an incident involves hazardous material, Crawford Memorial Hospital will give medical advice and support decontamination procedures. Crawford Memorial Hospital will procure and allocate medical resources required to support disaster medical care operations.

E. In the event of a terrorism incident, Southeastern Illinois Mental Health Service will organize and coordinate the delivery of mental health services to the afflicted area. Southeastern Illinois Mental Health dispatch trained mental health volunteers to key sites throughout the community. They will provide monitoring and counseling at reception centers, reunification centers, shelters, and the hospital. They will also be responsible for the organization, mobilization, and coordination of a Critical Incident Stress Team for Emergency Responders.

F. Emergency operation for Public Health services will be an extension of normal duties. One of the primary concerns of public health and mortuary personnel is disease control. This involves the detection and control of disease-causing agents, as well as the purification of water. Sanitation is a very significant aspect of public health. One primary consideration is the continuation of waste disposal under disaster conditions. The Crawford County Health Department will be responsible for directing the management, distribution, and utilization of health resources under County control or allocated by the County. The Health Department will be responsible for collecting data related to disease outbreaks. This data will be forwarded to the appropriate state and federal agencies. The Crawford County Health Department will be responsible for issuing health instructions to the general public. They will also coordinate with other agencies to provide transportation, communication, non-health supplies, and supporting manpower.

G. The Crawford County Coroner shall assume responsibility for any deceased. The Coroner will be responsible for initiating Emergency Mortuary Services and the establishment of temporary morgue sites as directed through the Crawford County Emergency Operation Plan. When multiple deaths occur, and when requested by the Crawford County Coroner, the Emergency Mortuary Services Plan will be initiated as directed through the EOP. Under the guidance of the Crawford County Coroner, a Coroner's Response Team will be responsible for the recovery, staging, investigation and identification of remains. The Coroner will be responsible for the establishment of temporary morgue sites, as well as storage, temporary burial, and the release of the remains. Any decision to begin mass burial must be made at the highest levels of government. Their direction will be essential before such an effort can be initiated for the public health, safety, and welfare, as directed through the Illinois Funeral Directors Association Emergency Response Disaster Manual.

H. Crawford County Emergency Management Agency (EMA), upon notification of a Verified Terrorism event, will activate the Emergency Operations Center, making notifications as required. EMA will establish contact with higher levels of government ensuring resource availability, as well as managing strategic resources within the affected community. EMA will coordinate transportation support for evacuation, emergency workers, and response equipment while coordinating intergovernmental and inter-jurisdictional operations through the Emergency Operations Center. The Crawford County EMA Coordinator will serve as the County Resource Manager. His responsibilities include: maintaining a list of resources available to local government during and emergency, committing all available resources necessary to protect lives, property, and to relieve suffering and hardship, and maintaining all records of resources expended. When it becomes apparent that the local resources may be inadequate to support the response, the Crawford County EMA will request assistance through the State EOC.

I. The Crawford County 911 PSAP and EOC will provide tactical communications to an incident scene. Communications will support interagency and intergovernmental communications, as well as acting as communication support for designated reunification and reception centers.

Upon request from the Emergency Operations Center, County, the 911 PSAP will activate emergency communications and warning procedures.

J. In the event of a terrorist event, Crawford County Highway Department and/or City / Village Street Departments will be responsible for maintaining traffic routes and debris removal. Crawford County Highway Department and/or City / Village Street Departments will clear debris from streets, roads, and other designated areas. Crawford County Highway Department and/or City / Village Street Departments will work in cooperation with the sanitary districts, sewer plants, and the County Health Department by assisting as necessary, to protect the sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination, and take any steps necessary to prevent/isolate contamination.

K. The Incident Command System shall be used.

L. Consequence Management is the combined utilization of pre-event planning, initial response actions, and follow-up actions. It is the responsibility of participating agencies to ensure the training, equipping, and readiness of on-scene response teams. Furthermore, the Consequence Management function is the combined capability of the Emergency Operations Center and the Incident Command Post. The exchange of critical information between these facilities, e.g., request for support and coordination of key decisions will enable first response effort and support operations to be better synchronized.

M. The purpose of the Incident Command Post is to command tactical response elements deployed in large-scale emergency situations that require the commitment of significant quantities of emergency services resources. The Incident Command Post is supported by a

communications system that can monitor and transmit on all City and County Emergency Services channels.

N. The Emergency Operations Center (EOC) is the focal point for coordination of policy and strategic resource requirements in support of on-scene activities and off-site protective action decisions. The EOC is managed by ESDA. The EOC is staffed, as necessary, with representatives from each department and private sector organization identified in the Direction and Control Annex of the Crawford County Emergency Operations Plan.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The Incident Commander (IC) is responsible for the response and recovery operations to ensure a return to normalcy.

B. The functions of Law Enforcement Agencies are as follows:

1. Enforce and maintain all laws and emergency regulations for the protection of life and property.
2. Report to the EOC or Mobile Command Post.
3. Assume a perimeter position around the area using available personnel.
4. Make mutual aid request as needed to Law Enforcement agencies to ensure that security mission can be completed.
5. Initiate the segregation of victims and witnesses from perpetrators.
6. Provide perimeter, external, and special facilities security.
7. Preserve evidence for later prosecution.
8. Request laboratory and crime scene technical assistance from Illinois State Police and federal agencies.
9. Initiate evacuation, if needed.

C. The functions of the jurisdictional Fire Department will be as follows:

1. Identification, isolation, and containment of any hazardous material.
2. Fire suppression operations.

3. Emergency medical support.
4. Search and rescue operations.
5. Request mutual aid assistance through the proper chain of command.

D. The functions of the Emergency Medical Services are as follows:

1. Take precautions necessary to prevent, contain contamination, infection, or injuries to themselves and others involved in operation.
2. Assess the scene for hazards to rescue workers.
3. Survey victims and initiate triage setup.
4. Provide on-scene medical support.
5. Initiate victim transport activities.
6. Provide emergency medical care to emergency responders.
7. In bomb incidents, initiate "load and go."

E. The functions of Crawford Memorial Hospital are as follows:

1. Detect and control disease-causing agents.
2. Coordinate with Public Health on all control aspects to prevent further infections.
3. Initiate disaster plans and strengthen security to ensure that hospitals do not become secondary target.
4. Provide medical treatment to victims, families, and emergency responders.
5. Initiate Mass Casualty Emergency triage when notified of the large influx of patients to arrive.
6. Establish temporary patient care facilities.
7. Give medical advice and support on hazardous materials decontamination procedures.

F. The functions of Southeastern Illinois Mental Health are as follows:

1. Organize and coordinate the delivery of mental health services to the afflicted area.

2. Dispatch trained mental health volunteers to key sites throughout the community.
3. Provide monitoring and counseling at Reception Centers, Reunification Centers, Shelters, and the Hospital.
4. Coordinate Critical Incident Stress Team for Emergency Responders.

G. The functions of Crawford County Public Health Department will be as follows:

1. Responsible for the detection and control of disease-causing agents.
2. Responsible for the sanitation and purification of water sources.
3. Provide a means of directing the management of distribution and utilization of health resources under county control or allocated by the county.
4. Collecting data related to disease outbreaks.
5. Forwarding data to the appropriate local, state, and federal agencies.
6. Issue necessary health instructions to the general public. (See Appendix D.)
7. Coordinate with other agencies to provide transportation, communication, non-health supplies, and supporting manpower if necessary.

H. The functions of the Crawford County Coroner are as follows:

1. Assume responsibility for any deceased.
2. Initiate Emergency Mortuary Services if necessary.
3. Establish temporary morgue sites as necessary.
4. Initiate the Coroner's Response Team, as needed.
5. Assume responsibility for the recovery, staging, and identification of remains.

I. The functions of the Crawford County Emergency Management Agency (EMA) are as follows:

1. Activate the Emergency Operations Center.

2. Establish contacts with higher levels of government to ensure resource availability.
3. Manage strategic resources within the affected area(s).
4. Coordinate transportation support for evacuation, emergency workers and response equipment.
5. Coordinate intergovernmental and Inter-jurisdictional operations through the Emergency Operations Center.
6. Serve as the County Resource Manager / Logistics Officer.
7. Maintain a list of resources available to local government during a terrorism event.
8. Commit all available resources necessary to protect lives, property, and to relieve suffering and hardship.
9. Maintain all records of resources expended during a terrorism event.
10. Request assistance through the State EOC (1-800-782-7860) if necessary.

J. The functions of the Crawford County 911 PSAP are as follows:

1. Provide tactical communications to the incident scene.
2. Support interagency and intergovernmental communications.
3. Act as communication support for designated Reunification Centers and Reception Centers.
4. Activate emergency communications and warning procedure when requested by the Emergency Operations Center.

K. The functions of the Crawford County Highway Department and City / Village Street Departments are as follows:

1. Maintain traffic routes and remove debris from roadways.
2. Work in cooperation with the Water & Sewage Treatment Departments and the Public Health Department by assisting to protect the sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination.
3. Take steps necessary to prevent/isolate contamination of sewage system and water resources.

V. TERRORISM RESPONSE CLASSIFICATIONS

A. Terrorism Response Classifications

1. **Credible Threat:** A threat that may be presented in verbal, written form or may be intelligence based.
2. **Suspected Terrorism Event:** An event suspected of being caused by terrorist.
3. **Verified Terrorism Event:** An incident in which a politically, racially, or religiously motivated group has claimed responsibility for an incident, or one involving the use of WMD.

B. Levels of Terrorism Incidents

Level 1 Terrorism Incident: Credible threat — an incident that can be controlled by first response groups and does not require evacuation other than the involved structure or immediate area.

1. Activate the lowest emergency response level sufficient to resolve the incident.
2. A perimeter and Incident Command Post will be established.
3. EOC will be rarely activated.
4. The Incident Commander (IC) will determine if further notifications are needed.

Level 2 Terrorism Incident: Suspected threat — an incident involving a larger area which poses a potential threat to life and property, and may require evacuation of the surrounding area.

1. Activation of the highest level of emergency response for the affected jurisdiction.
2. An Incident Command Post and staging area will be established. The EOC will be activated.
3. Strategic decisions from the EOC to the Incident Command Post will be instituted.
4. All emergency response groups will be notified whether responding or not.

Level 3 Terrorism Incident: Verified threat — an incident involving a large area which poses an extreme threat to life or safety and will require a large-scale evacuation and/or require the resources of county, state, federal, or private agencies and/or organizations.

1. Illinois Emergency Management Agency must be notified.

2. Full mobilization of all county emergency response groups shall be initiated.

VI. CHAIN OF COMMAND

- A. The CEO shall be responsible for and shall have full command and control of all aspects of the emergency response to and recovery from an act of terrorism.
- B. The chain of command of the emergency response groups shall be as stated in the Law Enforcement, Fire, and EMS Annexes of the Emergency Operation Plan.
- C. The Incident Command system shall be used.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Listing of all phone numbers and radio frequencies of Emergency Response Groups can be found in the Resource Manual.
2. Information which may cause distress, panic, or may fuel rumors should be relayed to the EOC via written or personal contact, or telephone (**NOT** cell phones or cordless phones).
3. Contacts of any kind with State and Federal officials should be documented in triplicate. One copy will be for the IC, one copy for the EOC, and one copy to the State or Federal entity.

B. Logistics

1. Office space for Federal and State response personnel shall be located in the Robinson Community Center in Robinson, or empty space in the various municipal buildings throughout the County.
2. Lodging for State and Federal response personnel will be given priority in hotel/motels.
3. Office equipment and supplies for State and Federal response personnel may be acquired or purchased through EMA.
4. All County Emergency Response Groups shall maintain an inventory of their resources.
5. EMA maintains an open credit account with Wal-Mart. Supplies and resources purchased through these accounts must have prior approval of the EMA Coordinator or his designee. Such expenses shall be reimbursed to EMA.

VIII. DEVELOPMENT AND MAINTENANCE OF TERRORISM ANNEX

- A. The responsibility for revisions, and developing the necessary documents for this Annex belongs to EMA.
- B. The responsibility for revisions and maintaining terrorism response SOPs belongs to the Emergency Response Groups.

IX. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (P.A. 87 - 168, January 1, 1992).
- C. *Emergency Response to Terrorism* (ERT: SS), FEMA, Emergency Management Institute self-study course.
- D. *Emergency Response to Terrorism: Basic Concepts*, IEMA, classroom course.

X. APPENDICES

A. Pre-incident Checklist

A 1. Law Enforcement

A 2. Fire Department

A 3. Emergency Medical Services

A 4. Crawford County EMA

A 5. 911 PSAP

A 6. Mental Health – Southeastern Illinois Mental Health

A 7. Crawford Memorial Hospital

A 8. Crawford County Health Department

A 9. Crawford County Coroner

A 10. American Red Cross

A 11. Crawford County Highway Department

B. Incident Response Checklist

B 1. Law Enforcement

B 2. Fire Department

- B 3. Emergency Medical Services
- B 4. ESDA
- B 5. Crawford County 911
- B 6. Mental Health — Southeastern Illinois Mental Health
- B 7. Crawford Memorial Hospital
- B 8. Crawford County Health Department
- B 9. Crawford County Coroner
- B 10. American Red Cross
- B 11. Crawford County Highway Department and City / Village Street Departments
- C. Incident Recovery Checklist
 - C 1. Law Enforcement
 - C 2. Fire Department
 - C 3. Emergency Medical Services
 - C 4. Emergency Management Agency
 - C 5. Mental Health — Southeastern Illinois Mental Health
 - C 6. Crawford Memorial Hospital
 - C 7. Crawford County Health Department
 - C 8. Crawford County Coroner
 - C 9. American Red Cross
 - C 10. Crawford County Highway Department
- D. Sample Media Releases

- Identify potential targets of terrorism within jurisdiction.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Maintain a current inventory of all Fire Department emergency response resources (personnel, equipment, and supplies.)
- Develop a system to track resources deployed for terrorism response.

A 3. Emergency Medical Services

- Train assigned response staff.
- Establish Standard Operating Procedures to increase readiness based on threat levels to ensure a successful medical response.
- Identify potential targets of terrorism within jurisdiction.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Maintain a current inventory of all Emergency Medical Services emergency response resources (personnel, equipment, and supplies.)
- Develop a system of tracking resources deployed for terrorism response.

A 4. EMA

- Identify potential targets of terrorism within jurisdiction.
- Resource management.
- Train assigned EOC personnel and volunteer staff.
- Designate agencies responsible for providing resources management support.
- Develop a public information program.
- Prepare and update Resource Manual.

A 5. 911 PSAP

- Establish a Standard Operating Procedure to increase readiness based on threat levels.
- Identify communications and warning resources available to the EOC.
- Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's communication and warning capabilities.
- Plan and train personnel for maximum use of available communications and warning resources.
- Analyze equipment locations in relation to potential targets of terrorism or other hazards and disaster conditions.
- Coordinate communications and warning capabilities with neighboring jurisdictions.
- Determine condition of communication equipment and make recommendations.

A 6. Mental Health — Southeastern Illinois Mental Health

- Establish a Standard Operating Procedure to increase readiness based on threat levels.
- Train assigned staff and volunteers.
- Maintain a current inventory of Mental Health emergency response resources (personnel, equipment, supplies).
- Develop a system of tracking resources deployed for terrorism response.
- Develop procedures for accurate documentation and preservation of records of response to a terrorism event.

A 7. Crawford Memorial Hospital

- Train response staff, EMS personnel, emergency responders and local hospital staff.
- Identify and make provisions to protect and maintain records or other items essential for continuing operations.

- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Identify potential targets of terrorism within organization.
- Maintain a current inventory of all emergency response resources (equipment, personnel, and supplies).
- Develop a system of tracking resources deployed for terrorism response.
- Develop procedures for allocation of critical public and private medical resources required to support terrorism response operations.
- Maintain up-to-date list of personnel within organization.

A 8. Crawford County Health Department

- Train assigned response staff.
- Identify and make provisions to protect records or other items essential for continuing operations.
- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Maintain a current inventory of all emergency response resources (personnel, equipment, and supplies).
- Develop a system of tracing County Health Department resources deployed for terrorism response.
- Develop procedures to distribute antidotes, drugs, vaccines, etc. to shelters and other sites as needed.

A 9. Crawford County Coroner

- Train assigned response team.
- Identify and make provisions to protect records or other items essential for continuing operations.

- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Maintain a current inventory of all Coroner/Mortuary emergency response resources (personnel, equipment, and supplies).
- Develop a system of tracking resources deployed for terrorism response.

A 10. American Red Cross

- Train response staff and volunteers.
- Establish a Standard Operating Procedure to increase readiness based on threat levels.
- Identify local and all other agencies and organizations available and willing to supply shelter assistance.
- Develop registration system.
- Maintain a current inventory of all Red Cross emergency response personnel, equipment, and supplies.
- Develop a system for tracking resources deployed for terrorism response.

A 11. Crawford County Highway Department/City Street Department

- Train assigned response staff.
- Establish Standard Operating Procedures to increase readiness based on threat levels.
- Identify potential targets of terrorism within jurisdiction.
- Identify and make provisions to protect records and other items (equipment) essential for continuing operations.
- Maintain a current inventory of all County Highway Department/city Street Department emergency response resources (personnel, equipment, and supplies) including the availability of earthmoving equipment, dump trucks, road graders, fuel, etc. that could be used to support worse case scenario terrorism response and recovery.

APPENDIX B INCIDENT RESPONSE CHECKLIST

B 1. Law Enforcement

- Establish an Incident Command Post and initiate the Incident Command System.
- Provide initial incident assessment and security of the incident site.
- Segregate the victims and the witnesses from the perpetrators.
- Provide external security to the incident site, limiting access to the scene.
- Establish a Joint Information Center and provide a Public Information Officer.
- Public Information Officer will approve all Media Releases and ensure sources of electronic media are monitored for information.
- Provide perimeter security.
- Ensure the preservation and investigation of the crime scene.
- Provide security for special facilities (i.e., command post and shelters).
- The Chief Law Enforcement Official from the affected jurisdiction, or his representative, reports to the EOC.
- Report pertinent information to the EOC.
- Provide traffic control.
- Assist in the evacuation of affected or at-risk areas.
- For radiological incidents, maintain radiation exposure records for all response personnel and, if necessary, require periodic dosimeter reading reports.
- Maintain detailed records of personnel, supplies, and equipment assigned to terrorism response.

- Provide a liaison to the Emergency Operations Center.
- Warn all responders of possible secondary devices.

B 2. Fire Department

- Aid in the identification, isolation, and containment of hazardous material if needed.
- Provide fire suppression, control, and prevention activities to the incident.
- Provide first responder emergency medical care.
- Maintain radiation exposure records for all response personnel and require dosimeter readings at appropriate frequencies, if necessary.
- Establish decontamination operations, if necessary.
- Provide support to decontamination operations, if necessary.
- Provide search and rescue operations, if necessary.
- Provide fire protection in public shelters.
- Assist in the dissemination of warnings to the public, if necessary.
- Report pertinent information to the EOC.
- Alert all emergency support services to the dangers associated with the incident.
- Maintain detailed record of personnel, supplies, and equipment used for response actions.
- IC and representative reports to the EOC when it is activated.
- Provide Command Officer to join Incident Command on site.
- Warn all responders of possible secondary devices.

B 3. Emergency Medical Services

- Provide an EMS liaison to the Incident Command Post.
- Initiate on-site medical response operations.
- Provide management of the medical triage functions at the scene, with support by fire department personnel.
- Transport casualties to appropriate hospitals.
- If WMD are involved, provide EMS notification of product to the resource hospital and implement HazMat EMS transfer protocols.
- Provide staging areas for Mutual Aid EMS resources.
- Report casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc. to the EOC during emergency operations.
- Initiate triage, treatment, and transportation activities.
- Warn all responders of possible secondary devices.

B 4. EMA

- Alert the public and assist organizations as requested.
 - Activate the Emergency Operations Center.
 - Establish contact with higher levels of government EOCs for resource availability.
 - Establish contact with other jurisdictions involved in, or affected by, or supporting the response to the terrorism event.
 - Review plans, personnel assignments, and fill staff vacancies.
 - Provide for management of strategic resources.
-
- Provide a liaison to the Incident Command Post.
 - Coordinate intergovernmental and inter-jurisdictional operations through the Emergency Operations Center.

- Coordinate transportation support for evacuation, emergency workers, and response equipment.
- Warn all responders of possible secondary devices.

B 5. Crawford County 911

- Provide tactical communications to the incident scene.
- Support interagency communications.
- Support communications to the designated reception center.
- Support communications to the reunification center.
- Provide intergovernmental communications support.
- Implement emergency communications and warning procedures.
- Activate alternate communications, as needed.
- Maintain logs and reports.
- Warn all responders of possible secondary devices.

B 6. Mental Health — Southeastern Illinois Mental Health

- Provide monitoring at incident site.
- Provide counseling at incident site.
- Provide screening at designated reception centers.
- Provide screening at designated reunification centers.
- Provide screening at designated shelters.
- Provide counseling for victims.
- Provide Critical Incident Stress Team for emergency responders.

- Provide mental health services to the hospitals, as necessary.
- Maintain adequate records to document the nature and extent of services offered by mental health.
- Provide a liaison to the Emergency Operations Center.

B 7. Crawford Memorial Hospital

- Ensure Disease Control through the detection of disease-causing agents.
- Ensure Disease Control using Mass Precautions Policy.
- Initiate mass casualty emergency triage procedures at the hospital.
- Provide hospital medical treatment.
- Establish temporary patient care facilities, as necessary.
- Determine blood supply requirements.
- Activate ministerial and mental health support.
- Provide medical advice and support in decontamination procedures.
- Report casualties, radiation levels, chemical exposures, etc. to the EOC during emergency operations.
- Provide for the procurement and allocation of critical public and private medical resources required to support disaster medical care operations.
- Provide a liaison to the Emergency Operations Center.

B 8. Crawford County Health Department

- Ensure Disease Control through detection and control of disease-causing agents.
- Provide guidance to reduce the possibility of disease by purification of water.
- Ensure Disease Control by monitoring sanitation management.

- Ensure Disease Control by management, distribution, and utilization of health resources.
- Ensure Disease Control by collecting and forwarding data related to disease outbreaks to state and federal agencies.
- Ensure Disease Control by issuing health instructions to the general public.
- Provide hospital support by providing auxiliary transportation, if needed.
- Provide hospital support by offering auxiliary communication, if needed.
- Provide hospital support by offering auxiliary manpower, if needed.
- Report pertinent information to the EOC.
- Distribute vaccines, antidotes, and other drugs to shelters, if needed.
- Arrange for potable water supplies.
- Provide sanitation services (in coordination with the Highway/Street Departments).
- Provide necessary logistical support for food, water, emergency power and lighting, fuel, etc. for work, control/dispatch centers and response personnel.
- Maintain radiation exposure records for all response personnel and require dosimeter reading at appropriate frequencies, if necessary.
- Provide a liaison to the Emergency Operations Center.

B 9. Crawford County Coroner

- Initiate Emergency Mortuary Services.
- Initiate the investigation of any deaths.
- Establish temporary morgue sites as necessary.
- Request mortuary support, as necessary.

- Evacuate remains to temporary morgues for identification and storage.
- Arrange for temporary burial of remains, if necessary.
- After proper authorization, identification, and decontamination of remains, release remains to next of kin.
- Initiate mass burial procedures, as necessary, after authorization.
- Establish liaison with the Emergency Operations Center.

B 10. American Red Cross

- Establish and manage emergency shelters and registration centers, as requested by the Emergency Operations Center.
- Coordinate with Law Enforcement to determine if shelters are possible targets of further acts of terrorism.
- Establish a registration procedure for the victims.
- Provide foods and drinks for the victims and emergency responders.
- Provide crisis counseling to the victims and emergency responders.
- Establish a family reunification center and a registration procedure for family members, as requested.
- Establish procedures for proper identification and documentation prior to releasing minors not in parental or school care.
- Provide a liaison to the Emergency Operations Center.

B 11. Crawford County Highway Department/City Street Department

- Maintain traffic routes.
- Assist the rescue and recovery personnel by debris clearance.
- Support other public safety operations within the capabilities of the department.
- Clear debris from street, roads and other areas designated.

- Provide damage assessment of public property, including support of assessment of public shelter/reception and care facilities in post-disaster environments.
- Maintain an operational status of equipment to meet the normal and emergency needs of the community. Provide possible shelter capabilities for public works personnel and equipment.
- Monitor sources of potable water for any potential or possible contamination (in cooperation with the Health Department).
- Take any necessary steps to prevent/isolate contamination.
- Provide an alternative source of potable water.
- Assist the Water & Sewage Treatment Department of Robinson or other operators as necessary to protect sanitary sewage systems.
- Provide a liaison to the Emergency Operations Center.

• **APPENDIX C RECOVERY OPERATIONS CHECKLIST**

C 1. Law Enforcement

- Maintain presence in EOC until it has been deactivated.
- Continue to respond to request from the community for routine law enforcement activities.
- Continue to limit access to the incident site until cleared by Command.
- Support cleanup and recovery operations.
- Prepare reports on the situation for inclusion in the official records and later critique.
- Provide security for any makeshift morgues, shelters, and special facilities.
- Release mutual aid resources as necessary.
- Assist in return of evacuees to homes, if necessary.
- Continue detailed records of personnel, equipment, and supplies involved in recovery.
- Continue crime scene preservation and investigation.

C 2. Fire Department

- Continue to respond to calls from the community for fire services.
- Participate in basic Haz Mat cleanup procedures.
- Identify hazards caused by the incident.
- Isolate damaged buildings until assessments and investigations are complete.
- Assess if demolition procedures for damaged buildings, if necessary.

- Assess Fire Department equipment, and make repairs as necessary.
- Prepare necessary reports for records and later critique.
- Maintain detailed records of personnel, equipment, and supplies expended during recovery operations.
- Maintain presence in EOC until it has been deactivated.
- Release mutual aid resources, as appropriate.

C 3. Emergency Medical Services

- Continue to respond to the needs of the community for Emergency Medical Services.
- Assess equipment and make repairs as necessary.
- Prepare necessary reports for record and later critique.
- Maintain detailed record of personnel, equipment, and supplies expended during recovery operations.
- Release mutual aid resources as appropriate.

C 4. EMA

- Assess recovery needs.
- Estimate cost of providing resources.
- Assess impact of event on recovery resources and identify, repair, maintenance and replenishment need.
- Set priorities for available resources.
- Coordinate resource management.
- Maintain appropriate records, disseminate public information about resource availability and communicate this to victims.
- Deactivate the EOC.

C 5. Mental Health — Southeastern Illinois Mental Health

- Continue to provide Mental Health Services to Mass Care Centers, as needed.
- Monitor post-traumatic stress in emergency workers.
- Maintain accurate records of personnel, equipment, supplies, and personnel expended during recovery operations.
- Prepare reports on the situation for inclusion in the official records and later critique.
- Make recommendations on the long-term effects of post-traumatic stress to the appropriate agencies.
- Support cleanup and recovery operations.

C 6. Crawford Memorial Hospital

- Continue to provide medical care to meet the needs of the community.
- Inventory and review status of medical supplies, and restock as needed.
- Compile reports for local, state, and federal agencies.
- Collect reports for later critique and review.
- Reassess personnel assignments.
- Provide crisis counseling for emergency workers.
- Support cleanup and recovery operations.
- Maintain accurate records of personnel, supplies, and equipment used during recovery operations.
- If biological, radiological, chemical, or nuclear weapon is used, monitor for any long-term effect of event. Report long-term effects to Health Department.

C 7. Crawford County Health Department

- Continue monitoring for disease-causing agents, if necessary.
- Compile reports for local, state, and federal agencies, collect reports for critique and review.
- Reassess personnel assignments.
- Provide crisis counseling for emergency workers.
- Support cleanup and recovery operations.
- Maintain accurate records of personnel, supplies, and equipment used during recovery operations.

C 8. Crawford County Coroner

- Maintain accurate records of personnel, supplies, and equipment expended during recovery operations.
- Maintain accurate records of remains, identifications, personal effects, and release information.
- Maintain accurate records of temporary burial sites, if necessary.
- Maintain accurate records of mass burial sites, if necessary.
- Support cleanup and recovery operations.

C 9. American Red Cross

- Maintain shelters, as necessary.
- Maintain accurate records of all persons at registration, reunification shelters.
- Maintain records of personnel, supplies, and equipment expended during recovery operations.
- Support cleanup and recovery operations.

C 10. Crawford County Highway Department

- Continue to maintain traffic routes.

- Maintain an operational status of equipment to meet the normal needs and emergency needs of the community.
- Maintain records of all equipment, supplies, and personnel expended during recovery operations.
- Check equipment and repair as necessary.
- Support cleanup and recovery operations.
- Maintain communication updates of recovery operation with EOC.
- Identify and inventory remaining sources of supplies.
- Inspect, designate, and demolish hazardous structures.

D. SAMPLE MEDIA RELEASES APPENDIX

D 1. Suspicious Letter:

HOW DO I IDENTIFY A SUSPICIOUS LETTER/PACKAGE?

Keep in mind that a biological or chemical agent or a bomb can be enclosed in either a package or an envelope, and its outward appearance is limited only by the imagination of the sender. However, some unique characteristics may assist the identification of a suspicious mailing.

1. The package or envelope contains materials other than a letter — such as a powder, liquid or anything else that is unusual.
2. Suspicious packages or letters may bear restricted endorsements such as “Personal” or “Private.” These characteristics are important when the addressee does not usually receive personal mail at the office.
3. There is no return address, or the return address is unusual or makes no sense.
4. Cancellation or postmark may show a different location than the return address.
5. Addressee’s name or title may be inaccurate.
6. The packages or letters may have distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
7. Packages or letters may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
8. Mail bombs may have excessive postage.
9. Letter bombs may feel rigid, or appear uneven or lopsided.
10. Packages may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed “Fragile — Handle with Care” or “Rush — Do Not Delay.”

11. Packages or envelopes may have an irregular shape, soft spots, or bulges.
12. Packages may make a sloshing sound.
13. Pressure or resistance may be noted when removing contents from an envelope or package. If you feel pressure or resistance in removing contents — STOP.

D 2. Suspicious Mailing

WHAT SHOULD I DO IF I RECEIVE A SUSPICIOUS MAILING, INCLUDING A BIOLOGICAL OR CHEMICAL THREAT?

1. If the letter or package appears suspicious — **DO NOT OPEN** the letter or package.
2. Leave the mailing where you discovered it. Avoid contact with skin and disrupt the package as little as possible.
3. Turn off fans in the room.
4. Close windows.
5. Evacuate the room.
6. Close the doors to the room or area, if possible.
7. Wash your hands with soap and water.
8. Notify your immediate supervisor and on-site police or security personnel.
9. **Contact your local police agency**, which will arrange to collect the letter/package and assess the threat.
10. Ensure that all other persons who have touched the letter/package have washed their hands with soap and water.
11. Notify the Illinois Emergency Management Agency (IEMA) at (217) 782-7860 or (800) 782-7860. IEMA will also take a report from you and will notify the Illinois Department of Public Health, Illinois State Police, the FBI, and the United States Postal Inspector.
12. Prepare a list of all individuals who came into contact with the letter/package as well as those within the immediate area and provide this list to the appropriate people who are responding to

the incident (local law enforcement and public health officials).

13. Follow all instructions given to you by the local, state and federal authorities.

D 3. Phone Threats

PHONE THREAT

Place this card under your telephone

☐ Calm ☐ Nasal

Time: a.m./p.m.

☐ Excited ☐ Lisp

Date: / /

☐ Rapid ☐ Deep

Caller ID# ()

☐ Loud ☐ Clearing throat

Questions to ask:

☐ Crying ☐ Cracked voice

1. When is the device going to explode or release? ☐ Normal

☐ Slurred ☐ Familiar ☐ Distinct ☐ Accent

2. Where is it right now? ☐ Whispered ☐ Altered

3. What does it look like?

If voice is familiar, who did it sound like?

4. What kind of device or package is it?

If accented, what type of accent?

5. What is in the package? Chemicals? Germs?

Background Sounds

6. What will cause it to explode or release its contents?

☐ Factory noises ☐ Local

7. Did you place the package, bomb or device?

☐ House noises ☐ Motor

8. Why?

☐ Office machines

9. What is your address?

Other:

10. What is your name?

☐ Street noises ☐ Clear

☐ Restaurant noises ☐ Static

☐ Animal noises ☐ Voices

☐ Phone booth ☐ Music

☐ Long distance ☐ P A System

Exact wording of the threat:

Threat Language

☐ Well spoken (educated) ☐ Incoherent

☐ Foul ☐ Taped

☐ Message read by threat maker ☐ Irrational

Remarks: _____

Report call immediately to your local police agency:

Phone number: ()

Your name: _____

Sex of caller: Race:

Age of caller: Call duration:

Additional Information

Your telephone number ()

