

# **SANGAMON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

## **FOREWORD**

### **I. PURPOSE**

The purpose of this plan is to develop a comprehensive emergency management program which seeks to mitigate the effect of a hazard, to prepare for measures to be taken which will preserve life and minimize damage, to respond during emergencies by providing necessary assistance, and to establish a recovery system in order to return the county to its normal state of affairs.

This plan attempts to define in a straightforward manner who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from the effects of any natural disaster, technological accident, or other major incident.

It is a strategic planning approach to organizing the integrated emergency management system to respond efficiently and effectively to all disasters.

The content of the plan will cover the following areas:

- A) Hazard/Vulnerability Analysis Section (See Section 8)
  - 1. Identify a historical database on localized hazards.
  - 2. Determine frequency and predictability of identified hazards.
  - 3. Survey for public perception on risk/threat of various hazards.
  - 4. Identify key areas of vulnerability.
  - 5. Analyze areas of special concern relating to the health, safety and welfare of the citizens of Sangamon County.
  
- B) Foreword (Basic Plan)
  - 1. Purpose
  - 2. Definitions
  - 3. Situation and Assumptions
  - 4. Concept of Operation
  - 5. Organization and Assignment of Responsibility
  - 6. Direction and Control
  - 7. Continuity of Government

8. Administration and Logistics
9. Plan Development and Maintenance
10. Authorities and References

C) Functional Sections

Sections will describe the policies, procedures, and resources associated with the following emergency functions:

- **Communication and Warning**  
Identifies the role of the communication and warning operations plan and its operators.
- **Damage Assessment**  
Identifies those agencies responsible for implementing the damage function and responsibilities.
- **Direction and Control**  
Identifies those personnel comprising the crisis management team, their responsibilities and activation procedures.
- **Emergency Resource Management**  
Identifies those individuals that would provide a system of coordinating disaster/emergency response and mitigation through planning and resource management.
- **Evacuation**  
Identifies those organizations that would provide the means for a rapid and organized evacuation, as well as, the types and methods of evacuation to be used.
- **Fire**  
Identifies those agencies that would provide a system of coordinating fire services.
- **Fiscal**  
Identifies those individuals who have the authority to provide rapid access to fiscal information in time of a disaster/major emergency.
- **Hazard Analysis**  
Identifies potential hazards that have or could affect our geographic area and the vulnerability for their occurrence or reoccurrence.
- **Hazardous Materials**  
Identifies fulfillment of all planning requirements under the Emergency Planning and Community Right-to-Know Act at both federal (EPCRA) and state (Illinois EPCRA) levels.

- **Highways**  
Identifies the agencies that have the responsibility for support services and specific functions during a disaster/major emergency.
- **Incident Command**  
Identifies a unified command system with the responsibility for response, mitigation and recovery.
- **Law Enforcement**  
Identifies those agencies that would provide a system of coordinating police services.
- **Legal**  
Identifies those individuals that have the responsibility for legal aspect during disaster/major emergency.
- **Mass Casualty Incident (MCI)**  
Identifies agencies with the responsibilities for life saving measures and guidelines for procedures to be utilized during a Mass Casualty Incident.
- **Mortuary**  
Identifies the Coroner's responsibilities and the support organizations that will be for any Mass Casualty Incident.
- **Public Health**  
Identifies the roles of various agencies to ensure the provisions of environmental, mental and physical health.
- **Public Information**  
Identifies the responsibilities for the effective collection, control and dissemination of emergency public information.
- **Search and Rescue**  
Identifies those agencies that would provide a system of search and rescue services.
- **Shelter**  
Identifies the temporary housing facilities and systems that would be utilized during a disaster/major emergency.
- **Welfare (Mass Care)**  
Identifies those agencies and their duties for providing emergency welfare services.
- **Weapons of Mass Destruction**  
Identifies the policies and procedures under which Sangamon County will operate in the event of a terrorism emergency.

D) Hazard Specific Contingency Plans

1. These contingency plans will include emergency operating procedures for the integrated emergency management system to utilize for each hazard.
2. Hazards (probable and assumed) have been identified and will appear as prioritized contingency based upon the hazard vulnerability analysis.

II. SITUATION AND ASSUMPTIONS

A) Situation

Sangamon County has been and continues to be exposed to many hazards, all of which have the potential to threaten the health, safety and welfare of the citizens of the county. These hazards are classified as natural, technological, and nuclear risks and have the potential to cause injuries, deaths, property damage, and major disruption to the community.

Natural hazards would include tornadoes, earthquakes, violent storms, extreme temperatures, land subsidence, flood, etc. Technological hazards would include hazardous materials accidents, conflagration, transportation accidents, structural collapse and explosion.

There is also the threat of a terrorism incident such as a nuclear, biological or conventional attack upon the United States. A detailed explanation of the types of hazards that could occur and have an impact upon Sangamon County is located in Section 8 of this plan. This encompasses a population of 197,465 persons as of the year 2010 census.

Sangamon County, according to Nuclear Attack Planning Base 90 (NAPB 90), has two areas at risk; #1) the State Capitol, and #2) Illinois Air National Guard at Capital Airport.

B) Assumptions

1. Sangamon County will continue to be exposed to hazards noted above as well as others which may develop in the future.
2. In the event of a catastrophic situation, the Sangamon County Disaster Plan would be implemented.
3. Public officials within Sangamon County recognize their responsibilities with regards to the health, safety and welfare of the citizens of the community.

4. Each public official will assume their responsibility in the implementation of any section or part of this emergency management plan.
5. If properly implemented, this plan will reduce or prevent disaster related losses.

### III. CONCEPT OF OPERATIONS

#### A) General

Mitigation, preparedness, response and recovery are the responsibility of each agency and organization identified within the agency responsibility matrix. This plan is written under the assumption that the basic plan and annexes provide the legal authority and basis for preparing hazard specific contingency plans for natural and technological disasters and terrorism. Each hazard contingency plan will be developed after the thorough vulnerability analysis has been conducted for Sangamon County. The hazard specific contingency plans will provide emergency procedures aimed at responding to and recovering from each disaster situation.

It is a basic concept that emergency operations will make use of all available resources to combat the effect of a disaster. Since the normal functions and organizations of local government will be the primary resource around which all disaster operations develop, appropriate emergency functions are assigned to the various agencies and departments of Sangamon County in line with the normal day to day responsibilities. Non-essential functions performed by these agencies and departments will be suspended once a contingency plan is implemented.

The Incident Commander is responsible for the overall management of an incident, including determining incident objectives and strategies and establishing the immediate priorities during any county disaster situation. The Office of Emergency Management (OEM) Director will keep the County Board Chairman and County Board of Sangamon County apprised of the current status during emergency operations.

Implementation of any hazard specified contingency plan will be based upon the known probability or actual occurrence of an incident which threatens the public health, safety and welfare of the citizens of Sangamon County and has the potential to overwhelm the public and private resources.

The Sangamon County OEM is the organization accredited by the State of Illinois for Federal Emergency Management Agency (FEMA) funding.

Authority for the implementation of any section or part contained within this plan will be determined by the chief executive officer of Sangamon County, with the following line of succession.

#### SANGAMON COUNTY

1. Board Chairman
2. Vice Chairman
3. County Administrator

Upon implementation of this plan, all assigned individuals will be advised to assemble at the Sangamon County Emergency Operations Center or the County Board Office. Pre-assigned emergency operations procedures will be followed by each department in order to institute an orderly and phased in emergency response base upon pre-emergency, emergency and post-emergency sequences.

The OEM Director will function as the liaison between Sangamon County and the Illinois Emergency Management Agency (IEMA) in requests for disaster assistance. The OEM Director will follow the proper notification procedures in seeking county and state assistance. Specific information on the disaster and the impact will be promptly reported to the Illinois Emergency Management Agency. IEMA is responsible for the coordination of state resources and federal disaster assistance.

#### B) Phases of Management

1. Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. Also included are those long-term activities which lessen the undesirable effect of unavoidable hazards.
2. Preparedness activities serve to develop the response capabilities needed in the event an emergency arises. Planning and training are among the activities conducted during this phase.
3. Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and provide a speedy recovery. Response activities include warning, evacuation, rescue and other similar operations.
4. Recovery is both short-term and long-term. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Many of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency management procedures. Each identified organization is responsible for preparing and maintaining standard operating procedures and check lists which detail assigned responsibilities, including:

- A) Written and verbal agreements between fire, police, medical, OEM, governmental bodies, etc.
- B) Measures for providing assistance for the handicapped and elderly persons requiring support such as medical care and transportation
- C) Situations which are contained within the appropriate Sections of this Plan.

#### V. DIRECTION AND CONTROL

- A) The Incident Commander is responsible for the overall management of an incident, including determining incident objectives and strategies and establishing the immediate priorities during any county disaster situation. Specific persons and agencies are responsible for fulfilling their obligations.
- B) The OEM Director, who has the responsibility for coordinating the emergency management program, is appointed by the County Board Chairman. The OEM Director or in his absence the OEM Deputy Coordinator, makes all routine decisions and advises the County Board Chairman and County Board on courses of action available for major decisions. During emergency operations, the OEM Director is responsible for the proper functioning of the Emergency Operations Center (EOC). The OEM Director also acts as a liaison with other local, state and federal emergency management agencies.
- C) During emergency situations, certain agencies may be required to relocate their center of control to the primary EOC. During large scale emergencies, the primary EOC may, in fact, become the seat of government for the duration of the crisis. In the event of damage to the primary EOC, the Sangamon County Central Dispatch System (SCCDS) Center will be used as an alternate EOC. Should earthquakes, tornadoes, etc. affect the EOC, sheltering areas and other vital facilities, they will be inspected by the city and county building and zoning departments.

- D) During a disaster or major emergency, those persons responsible for fiscal responsibilities will assist in necessary purchases, as normal purchasing procedures will be suspended.

## VI. CONTINUITY OF GOVERNMENT

- A) Succession of Command for county government:

- 1. SANGAMON COUNTY

- 1. Board Chairman
  - 2. Vice Chairman
  - 3. County Administrator
- 2. Line of succession for all other elected officials will be by appointment of that elected official.
  - 3. Lines of succession to each department head are according to the standard operating procedures established by each department.

- B) Preservation of Records

- 1. In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents, as well as personal documents such as property deeds and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.
- 2. Each department is responsible for preservations of vital records pertinent to their department.

## VII. ADMINISTRATION AND LOGISTICS

- A) Emergency Authority

The provisions for local emergency power are found in the Illinois Emergency Management Act, as amended, and the County of Sangamon Code as it pertains to OEM. These include but are not limited to:

1. Declaration of State of Emergency
2. Contacts and Obligations
3. Evacuation
4. Control of Restricted Areas
5. Liability

B) Agreements and Understandings

Should local government resources prove to be inadequate during emergency operation, requests will be made for assistance through Sangamon County OEM from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel or other available capabilities. All agreements and understanding will be entered into by duly authorized officials and be formalized in writing whenever possible. A file containing mutual aid agreements and other written agreements affecting emergency response and recovery functions is kept by Sangamon County OEM.

C) Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with individual sections.

D) Emergency Operating Center

The Office of Emergency Management EOC is the primary site of disaster operations. The SCCDS Center can be set up to function as an EOC.

E) Disaster Assistance

All individual or public disaster assistance will be provided in accordance with the policies set forth in State and Federal provisions.

F) Geographic Information System

OEM and other response agencies have given input for the development of a Geographic Information System (GIS) by the Sangamon County Information Systems Department. GIS affords the opportunity to view map information in the EOC, incident command post and response vehicles pertinent to the location of hazards, their area of impact and resources for responders throughout the county. GIS is a vital tool for planning.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A) The Sangamon County Code, Chapter 2, Section 2.56.050, as amended, authorizes the Office of Emergency Management to take an integral part in the development and revision of local and inter-jurisdictional emergency management plans, as prescribed by the State of Illinois. The disaster plan will include a Foreword, a Hazard Analysis Section, separate sections for emergency functions, and hazard specific contingency plans for natural and technological disasters and terrorism.

The Illinois Emergency Management Agency will provide emergency planning, preparedness and technical assistance to the OEM Director. IEMA will work in conjunction with the OEM Director to ensure that this Disaster Plan (Sangamon County Comprehensive Emergency Management Plan) is consistent with the IEMA Administrative Rules.

- B) Plan Review and Update

The OEM Director has the primary responsibility for maintaining the Sangamon County Comprehensive Emergency Management Plan. A standardized method for reviewing, updating, and revising this plan will be performed under the following conditions:

1. on a biennial basis;
2. as changes occur in personnel, equipment, resources, reporting methods, and operating procedures;
3. after conducting a simulated exercise of the plan, followed by a formal critique;
4. as new emergency management services are established;
5. as new information and techniques are discovered that improve the efficiency and overall effectiveness of the emergency management system;
6. after an actual emergency or disaster has occurred and each responding agency critiques the disaster response.

The Sangamon County OEM is charged with maintaining this Emergency Preparedness Plan. This Plan has been reviewed and updated through the efforts of numerous groups from throughout the county working with the OEM Director.

The Local Emergency Planning Committee (LEPC) with membership representing elected officials, law enforcement, first aid, health, hospitals, firefighting, emergency management, transportation, environmental, media community groups and chemical facilities reviews the hazardous materials section of this plan annually for update and biennially discusses other sections of interest to the members with the OEM Director for recommendations of updates to be made.

The plan will be exercised in accordance with the Federal Emergency Management Agency requirements for Emergency Management Assistance Funding. The exercising process is accomplished through committees composed of representatives of all participating groups.

Planning goals are as follows:

1. enhanced communications
2. establish working relationships
3. enhance training in various aspects
4. improve public education and awareness programs
5. protect the citizens in the most effective manor possible

C) Plan Distribution

Distribution of the Sangamon County Comprehensive Emergency Management Plan will be made by the OEM Director. Controlled copies of the plan will be distributed according to the Distribution List at the end of the Plan.