

*Chemical Emergency Response Plan Annex to the Emergency Operations Plan*

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Assigned to: Dennis [REDACTED]

**I. Purpose**

The purposes of the Stephenson County Local Emergency Planning Committee and of the emergency preparedness program in Stephenson County are:

- To minimize the probability of chemical related emergency occurring in Stephenson County
- To minimize the danger to human life and economic losses when a chemical related emergency does occur in Stephenson County
- Provide for recovery

It is an operational assumption of the emergency preparedness program that existing agencies of government will perform emergency activities related to those they perform in normal times. Auxiliary groups will be formed and trained under the direction and control of the operating department of government they are to support, where practicable, and non-government groups such as physicians or news media will be assigned emergency missions, as necessary, to develop a capability to augment or supplement existing agencies of government in responding to an emergency. The basic purpose of the chemical emergency preparedness program and the Stephenson County Emergency Management Agency and its Director shall be to provide for coordination for the operations of all such governmental and nongovernmental forces in emergencies, and to provide those unique emergency preparedness skills and capabilities not available in existing governmental organizations. The EMA Director shall also inform the operating departments of government of the special conditions rising from potential disasters that would call for a modification of traditional operating techniques.

**II. Situation and Assumptions**

Stephenson County is located in northwest Illinois along the Illinois-Wisconsin border, approximately 110 miles from Chicago and 60 miles east of the Mississippi River. The county covers approximately 568 square miles.

The City of Freeport, located in the south central part of the county, is County Seat. It has the largest center of population in the county, with a population of approximately 26,000 people. The total population of Stephenson County is approximately 49,000.

Within a 175 mile radius of Freeport approximately 10% of the population of the United State resides. Passing through the county traveling east-west is US Route 20, with four lanes to the east of Freeport and two lanes to the west of Freeport. Future plans call for improvement in US Route 20 to make it four lanes from Freeport to the Illinois-Iowa border. Traveling north south through the county is Illinois Route 26, which is currently a two-lane highway. Beginning in Freeport at Illinois Route 26 is Illinois Route 75 which travels east to Winnebago County and on into Wisconsin, which is currently a two lane highway. Illinois Route 73 bisects the western half of the county running north/south from the Stephenson/Carroll County line in the south to the Illinois/Wisconsin State border in the north.

Traveling east west through the county is the Canadian National/Illinois Central Railroad, which is currently a single-track main line. Located in Freeport is the Canadian National/Illinois Central rail yard. Current rail traffic varies with the seasonal shipments of farm products. The railroad right-of-way passes through the City of Freeport, parallels US route 20 between Freeport and the Village of Lena, passes through the Village of Lena and runs parallels to Galena Road from Lena to the Stephenson-Jo Daviess county line, passing through the Village of Waddams Grove.

There is one main airport within Stephenson County, Albertus Field which is located two miles southeast of Freeport. Albertus Field has a hard surfaced runway of 5,500 feet and is rated for corporate jets. The runway is long enough to land any commercial airliner and is a designated emergency landing site. There are plans pending to install the necessary equipment to make Albertus Field an all weather-landing field and these plans should be completed with in the next year. There are currently 82 aircraft based at Albertus and the airport is marketing itself as a home field for corporate jets currently housed in the area around Chicago. There is below ground fuel storage and one 10,000 gallon above ground fuel tank for jet fuel. The site is authorized for two tanks. There are also several restrictive landing areas (private airfields) in the county.

Stephenson County industry is primarily agricultural with several co-operative through out the county to supply seed, fertilizers (liquid and solids), grain drying and storage. There are several major manufacturing sites within the county, mostly in and around the City of Freeport which include Kelly Springfield Tire (Goodyear), Micro-Switch (a division of Honeywell), Newell Corp, Modern Plating Corporation, several foundries and a couple of bulk oil/fuel storage areas.

Stephenson County has an elected 22 member County Board with a Chairman chosen by the Board. The County has 11 County Board Districts. Utility services in the County are provided as follows: electric purchased from Commonwealth Edison; gas from NICOR; telephone from, Verizon, radio and television is provided by four broadcast television stations, cable television system, and numerous radio stations. One daily newspaper and several weekly newspapers serve Freeport.

Because of its geographical location, topography and transportation conditions, Stephenson County can be assumed to be subject to any of the following chemical emergency situations:

- Tornados
  - Railway accidents –
  - derailment – no fire
  - fire
  - hazardous materials – spills or leakage
- Road transportation accidents –
  - major accidents involving numerous injuries and/or death
  - hazardous materials – spills/fires/explosions/leaks
  - gasoline spills/fires/explosions/leaks
- Aircraft accident
- Major fire/explosion –
  - residential
  - industrial
  - gasoline or LP gas storage
  - natural gas and oil transmission lines
  - brush or grass fires
- Civil disturbance/terrorism
- Strong winds
- Bomb threats
- Peacetime radioactive incidents
- Earthquake
- Energy shortage

It can be assumed that in the event of a man-made disaster or large Scale natural disaster, rural portions of Stephenson County would receive large numbers of evacuees from the more densely populated Freeport area. Since this possibility exists, Crises Relocation Planning (CRP) must be accomplished. Crises Relocation Planning is merely another type of contingency planning to relocate urban population, such as Freeport, for an extended period of time and yet maintain the vital and essential industry output.

Federal, State and local warning systems will, when possible, provide adequate and timely warning for natural and man-made risks.

In the event of an earthquake originating from the New Madrid Fault physical damage in Stephenson County would be negligible, however we would anticipate interruptions in the supply of fuel, food, and utilities to occur due to transportation problems.

### **III. Concept of Operations**

The emergency preparedness program, to develop a life saving and damage limiting capability, is based on the fundamental precepts of:

Planning and preparing for the most effective use of all existing resources, and acquiring additional means only when it is clearly necessary in order to improve the effectiveness of existing resources for emergency use. These precepts, when applied to the development of an emergency preparedness capability, are the basis for the following planning principles:

1. Existing publicly and privately owned resources, to the extent they can be available, should be adapted to serve government during an emergency.
2. Planning for the development of an emergency preparedness system should be directly in support of emergency operational functions which are essential to the execution of the emergency operations plan.
3. The acquisition of additional resources and equipment should emphasize that this equipment will enhance the usefulness, reliability and flexibility of emergency systems.
4. New or expanded systems being acquired to meet a day-to-day requirement in the operation of a government agency or industrial concern should be designed to the extent possible to assure their reliability and usefulness during emergencies.

The following concepts are integral to the development of a reliable emergency preparedness posture:

**A. Central Control**

The problems arising from a major chemical emergency would require prompt decisions and effective complementary actions by multiple agencies of government or governments. The decision making capability at such times must be more highly centralized than during the day-to-day operation of a government. The need for increased interaction between the operating agencies in an emergency makes it mandatory that decision makers and operating staff elements have available for their use the same factual data and general information in order to implement decisions effectively, executives and operating heads of departments must have ready access to the communications necessary to receive reports and transmit instructions as well as the ability to coordinate decisions as rapidly as possible.

The Stephenson County Emergency Management Agency serves as the disaster/emergency omnibus agency for the County in a similar manner to the way the State Emergency Management Agency serves a similar role for the State. A system has been developed so that when an emergency or disaster occurs, a municipal official may call the EMA Director, the EMA Director contacts the State IEMA Regional Coordinator, who in turn calls the State office. A call to the Stephenson County Emergency Management Director will trigger any and all appropriate State and Federal assistance.

**B. Operations in Accordance with prior planning**

Taking prompt and effective action in emergencies is facilitated by planning. Experience in disaster has shown repeatedly that when emergency plans are known to the heads of local operating departments and the forces and operations are conducted in accordance with these plans reaction times are reduced and coordination is improved. The plans should be developed by the intergovernmental planning process. The plan should be based on existing resources and operational capabilities. The plan should cover operation by forces of all jurisdictions involved and shall specify agencies for direction and control by executives concerned.

### **C. Initial and Primary Response**

It is the responsibility of local governments to take the initial and primary response to disasters or emergencies. When it has been determined that the disaster or emergency is beyond the capabilities of local government, or where special equipment or resources are necessary, assistance from the State or Federal governments may be available. However, during widespread disasters affecting large areas of the state or nation, outside aid could be severely limited or unavailable for long periods of time.

### **D. Direction and Control**

The Chairman of the Stephenson County Board, or his/her designated replacement is the Chief Executive Official and with support from appropriate county departments, other governmental agencies, and nongovernmental personnel, will exercise overall direction and control over chemical emergency operations within Stephenson County, but outside the corporate limits of any municipality. The County Emergency Management Agency Director will assist the Chief Executive Official in this function.

The Chief Executive Official will, when necessary or by request from the EMA Director, immediately issue a Proclamation of Stephenson County Disaster Emergency.

With the arrival of IEMA or FEMA Officials, the Chairman of the County Board will continue to be in charge of the disaster operations. The State and Federal Officials will act as resources to the Local Officials.

### **E. Protected Facilities**

Continuity of government at all levels is dependent upon the ability to survive and function in a hazardous environment. Therefore, the central coordination and control should be exercised from a protected facility where key decision makers and operating staff are concentrated, i.e. the Emergency Operations Center (EOC).

### **F. Public Information**

The County leadership must be ready to give emergency instruction and information to citizens. These instructions and information should be practical, such as things that should or should not be done when a disaster threatens or occurs.

Operational plans and procedures to complete individual assigned tasks are contained in the operational sections of this plan. There are nine (9) operational sections. Each functional section is published as a separate annex. They are labeled as follows:

#### **Element 1**

Identification of EHS facilities subject to the requirements of this subchapter that are within the emergency planning district, identification 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 requirements of this subchapter, such as hospitals or natural gas facilities. *§11003(c)(1)*

**Element 2**

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)*

**Element 3**

Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan. *§11003(c)(3)*

**Element 4**

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)*

**Element 5**

Methods for determining the occurrence of a release, and the area or population likely to be affected by such release. *§11003(c)(5)*

**Element 6**

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)*



**Element 7**

Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes. §11003(c)(7)

**Element 8**

Training programs, including schedules for training of local emergency response and medical personnel. §11003(c)(8)

**Element 9**

Methods and schedules for exercising the emergency plan. §11003(c)(9)

**IV. Organization**

Authority for the Stephenson County Chemical Emergency Preparedness Plan is provided by:

1. Federal Civil Defense Act of 1950 (PL81-920) amended.
2. Illinois Emergency Services and Disaster Agency Act of 1988 P.A. 85-1027, eff. June 30, 1988 as amended by P.A. 86-755, eff. Sept. 1, 1989, P.A. 86-1205, eff. Jan. 1, 1991.
3. Stephenson County Emergency Services and Disaster Agency Ordinance of May 13, 1982 (Chapter 5, Stephenson County Code).

Activation of this plan will be initiated by the issuance of a proclamation of local disaster emergency by the Chairman of the County Board through the County Emergency Management Agency Director; or by the Chairman upon request of the Chief Executive Officer of any other municipality within the County.

To insure continuity of operations during threatened or actual emergency operations, the following line of succession is hereby established:

- County Board Chairman
- County Board Vice-Chairman
- County Board Finance Committee Chairman
- County Board Public Property Committee Chairman

The Chief Executive Officer presiding may designate another assigned individual to direct and control operations during his absence. Such designation is only effective until relieved by an individual of higher authority.

EHS	Extremely Hazardous Substance
LEPC	Local Emergency Planning Committee
CFR	Code of Federal Regulations
EPCRA	Emergency Planning and Community Right to Know Act
HSEMA	Homeland Security and Emergency Management Agency
IEMA	Illinois Emergency Management Agency
EOP	Emergency Operations Plan
EOC	Emergency Operations Center
SCHD	Stephenson County Health Department
EMS	Emergency Medical Services
MABAS	Mutual Aid Box Alarm System
ILEAS	Illinois Law Enforcement Alarm System
EPP	Emergency Preparedness Plan
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
RQ	Reportable Quantity
BOC	Bio Operations Center
OSFM	Office of the State Fire Marshall
NIMS	National Incident Management System

<b>Element</b>	<b>Requirement</b>	<b>Responsible Department</b>	<b>Comments</b>
1	List of EHS facilities.	LEPC	To be compiled from Tier II Reports
1	List of transportation routes for EHS's.	LEPC	
1	List of facilities of "additional risk".	LEPC	Similar to list maintained for terrorist incident response
3	List of emergency contacts for EHS facilities.	LEPC	To be compiled from Tier II Reports
4	List of Federal, State, and local institutions to be notified in the event of a release.	Director of HSEMA	Maintained in Stephenson County EOP
6	List of resource organizations, contact persons, and contact information (e.g: emergency responders, hospitals, public works, contractors, hazmat teams and other organizations, including governmental, volunteer, and private sector	Director of HSEMA	Maintained in Stephenson County EOP
6	List of emergency equipment of all emergency responders.	Director of HSEMA	Maintained in Stephenson County EOP
6	List of each EHS facility's emergency response equipment.	LEPC	Information contained in facility's Emergency Response Plan
6	List of resources available from each resource organization within the community.	LEPC	
8	List of training programs and schedules for emergency responders.	Director of HSEMA	Maintained in Stephenson County EOP
8	List of training programs and schedules for medical personnel.	FHN Memorial Hospital	Maintained in FHN Memorial HazMat Decon Plan (Draft)

## **Element One: Identification of EHS Facilities**

### **I. Purpose**

To identify EHS facilities subject to the requirements of this subchapter that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substance referred to in 40 CFR 355, and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter.

### **II. Situation and Assumptions**

The presence of EHS facilities within the emergency planning district requires the implementation of this annex. Facilities subject to EPCRA shall submit reports to the LEPC as required. Facilities identified by the LEPC that contribute to or are subjected to additional risk will provide information as requested.

### **III. Concept of Operations**

The LEPC shall identify facilities subject to EPCRA that have Extremely Hazardous Substances above the threshold planning quantity. Information includes: Facility address, person or persons responsible for site emergency coordination, and EHS Chemicals at each facility. Additional information deemed necessary by the LEPC may be included.

The LEPC shall identify routes likely to be used for transportation of EHS within the emergency planning district and the appropriate contact person and phone number. Roadways, railways, pipelines, waterways, & airports have been considered for inclusion.

The LEPC shall identify facilities that contribute to or are subjected to additional risk. They include but are not limited to: Other facilities, hospitals, nursing homes, schools, daycares, and other areas of public gathering and/or other sensitive environmental areas. Address and contact information for these facilities will be included.

#### IV. Organization

Every facility that manufactures, uses, or stores chemicals in an amount requiring a Tier II Report will identify itself as an EHS facility on the Tier II Report if applicable. The Stephenson County LEPC will monitor and confirm data provided by EHS facilities and identify facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter.

Information will be reviewed and updated annually following receipt of Tier II Reports.

#### V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

# Identification of EHS Facilities

## Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Operators, LEPC, HSEMA Director

PURPOSE: To facilitate designation of EHS facilities and other contributing risks.

<u>Task</u>	<u>Responsibility</u>
1. Identification of EHS facilities.	Facility Operator
2. Identification of facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subchapter.	LEPC
3. Identification of routes likely to be used for transport of EHS.	LEPC
4. Maintain database of EHS facilities and relevant information.	LEPC
5. Annual review of plan.	LEPC
6. Verification of EHS facility and relevant information annually.	LEPC
7. Sharing of EHS facility data with 911 Center(s).	HSEMA Director

# Identification of EHS Facilities

## Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, HSEMA Director, 911 Center(s), Fire Command

PURPOSE: To provide information regarding EHS Facilities

<u>Task</u>	<u>Responsibility</u>
1. Make notifications as required by IEMA's Emergency Release Notification Fact Sheet.	Facility Emergency Coordinator or designee
2. Confirm if facility making notification is an EHS facility.	911 Center(s)
3. Contact HSEMA Director for an incident that requires emergency response personnel.	911 Center(s)
4. Implementing Chemical Release Plan or County EOP.	Fire Command/HSEMA Director
5. Forming a Unified Command Post.	Fire Command/HSEMA Director
6. Activation of County EOC.	HSEMA Director

# Identification of EHS Facilities

## Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Fire Command, HSEMA Director, SCHD, LEPC

PURPOSE: Determine if the clean up phase is complete

<u>Task</u>	<u>Responsibility</u>
1. Determine the clean up phase is completed for a non emergency release.	Facility Emergency Coordinator
2. Determine the clean up phase is completed should the release have involved emergency responders.	SCHD, Fire Command
3. Closing the EOC.	HSEMA Director
4. Closing the Unified Command Center.	Fire Command/HSEMA Director
5. Critic of incident.	Fire Command/HSEMA Director
6. Review of incident for relevant information.	LEPC



## Element Two: Procedures and Methods

### I. Purpose

The purpose of this Element is to outline the procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

### II. Situations and Assumptions

It is understood that not all chemical spills may lead to an actual release as defined in this document. However, in the interest of public safety and the public's right to know such spills still need to be reported to the proper authorities as outlined in this annex. There may be some situations where emergency personnel may be notified and respond in a limited manner or be notified and standby, following a prearranged agreement with the facility or operator.

### III. Concept of Operations

The facility or operator upon discovering a chemical spill has occurred is responsible for notifying the emergency dispatch center having jurisdiction over the area the spill has occurred in. If the spill has occurred within the corporate limits of the City of Freeport the facility/operator should call 911 (Emergency) or 235-8211 (Non Emergency). Should the spill occur outside the corporate limits of the City of Freeport, but within the boundaries of Stephenson County the facility/operator should call 911 (Emergency) or 235 8252 (Non Emergency).

The facility or operator having charge over the area the spill, leak, or release has occurred or is occurring is responsible for the following:

- ▶ Implementation of an Emergency Preparedness Plan if possible
- ▶ Notification of the facility or operators hazardous materials coordinator or parent company
- ▶ Determining which facility representative will act as a member of the Unified Command Structure.
- ▶ Determining if the facility site needs to be evacuated and where those workers will be sent for the purpose of a census.

The emergency dispatch centers upon notifying the Fire, Police and EMS agencies having jurisdiction over the incident location will also notify the Director of the Stephenson County HSEMA. The Director will be responsible for either notifying or causing to be notified other agencies as may be needed.

Emergency response personnel from the authority having jurisdiction shall respond and take appropriate action according to their level of training to include:

- ▶ Set up an incident command post (NIMS shall be the model of incident command).
- ▶ Call for Hazmat trained response personnel.
- ▶ Determine need for implementation of an area evacuation, establishment of a safety zone, and notification of additional response units if needed.

Emergency responders should seek out a site representative who would be acting as the hazardous materials coordinator or is responsible for the materials used, stored or manufactured on site. This individual(s) should be included in the decision making that needs to take place regarding the response to the incident and potential effects to the surround area.

The first ambulance to arrive at the incident location is responsible for the notification of the Emergency Room Department of the FHN Memorial Hospital. The scope of the incident and casualty potential should be relayed as soon as possible so the Hospital may begin to prepare to receive injured and or contaminated victims.

On scene Hazardous Material personnel are responsible to do the initial decontamination of affected subjects according to established protocols and procedures. It is understood that location, weather, and the number of potential victims will determine the exact methods to be deployed. However, every effort will be made to decontaminate prior to transporting each victim.

FHN Memorial Hospital will follow established procedure for further decontamination of affected subjects upon arrival at the hospital. It is also recognized that potential victims may be transported to a location other than the actual Emergency Room for treatment. The location of such area is dependant upon the FHN Memorial Hospital and the SCHD's choosing.

SCHD will monitor the spill, leak, or release area, areas adjacent to the location, and areas down wind of the area for the purpose of ensuring public safety. Should the SCHD determine an evacuation or evacuation in place order is needed the Director of the Stephenson County HSMEA will see that the order is carried out as outlined in the Stephenson County EOP.

The area in and immediately around the scene of a spill, leak or release of hazardous or extremely hazardous materials require strict control of all personnel/vehicles entering and leaving the scene or area. The situation may have been deliberately caused or may be accidental in nature. The authority to enter or leave the area has to be controlled by Incident Command. Therefore the following protocols should be observed.

- ▶ All personnel shall report to the staging officer for accountability.
- ▶ The staging officer will establish accountability utilizing one of the following systems:
  - Passport accountability Tag system
  - Manual documentation of personnel
  - ID card system
- ▶ Personnel Safety Precautions will be the responsibility of the Safety Officer who will be designated by the Incident Commander
- ▶ Medical Monitoring will be done by EMS personnel assigned by the Incident Commander according to established Hazmat procedures.

Should the spill, leak or release be of such a nature that additional resources are needed the following agreements and laws shall apply”

- ▶ Fire: See MABAS Division 17 agreements
- ▶ Police: See ILEAS Region 2 agreement and state law regarding extra jurisdictional powers during emergency situations, and applicable intergovernmental agreements.
- ▶ EMS See Northwest Ambulance association agreement and MABAS Division 17 agreement.

Emergency responders can obtain additional information on chemical and related response measures by utilizing but not limited to the following:

- ▶ Facility Material Safety Data Sheets
- ▶ Chem Trac at 1-800-424-9300
- ▶ Association for American Railroads: 24 hr 1-202-639-2100
- ▶ Hulcher Corporation Rail Incidents: 1-217-965-3361
- ▶ U.S Coast Guard and Dept. of Transportation National Response Center at 1-800-424-8802 or 1-202-426-2675
- ▶ Center for Disease Control: 24 hr 1-404-633-5313 or 1-404-634-2888
- ▶ North American Responders Field Guide (Orange Book)

## IV. Organization

Should a spill, leak or release of any hazardous material occur it is paramount for there to be in place some form of organized response to the incident. Potentially there could be both government, civilian, emergency personnel, private contractors, and media agencies involved either by design or accident. The facility/operator of the site is recognized as having the most expertise with the site itself. Any response starts with the facility/operator's trained personnel and integrating those individual with the emergency responders and support personnel to follow.

Facility owners and operators are responsible for the following:

- ▶ Maintaining an Emergency Preparedness Plan (EPP)
- ▶ Responding pursuant to the EPP in the event of an emergency
- ▶ The facility's role, authority, and expertise are documented in its EPP which is kept on file by the LEPC.

Firefighting is responsible for the following:

- ▶ Upon responding to the scene implementation of established procedures for hazardous materials incidents.
- ▶ Assignment of properly trained personnel to the tasks identified needed to bring the incident to a successful conclusion
- ▶ Setting up Incident Command
- ▶ Determining if proper manpower and equipment are on scene or need to be brought to the scene
- ▶ Provide a member to join the Unified Command Structure.

Police are responsible for the following:

- ▶ Upon responding to the scene the establishment of a perimeter
- ▶ Control of the flow of persons and traffic to secure the area.
- ▶ Initiate procedures for criminal investigation if warranted.
- ▶ Location of potential staging areas for other responding agencies to use.
- ▶ Setting up main ingress and egress routes for the smooth flow of personnel and machinery.
- ▶ Carrying out evacuation orders
- ▶ Providing security at medical treatment sites if needed.
- ▶ Provide a representative to join the Unified Command Structure.

Emergency Medical Services are responsible for the following:

- ▶ The first ambulance arriving at the scene will contact FHN Memorial Hospital and advise the actual size, potential scope and suspect materials involved.
- ▶ Locate a triage area and notify Incident Command of that location.
- ▶ EMS Personnel will assist victims as required
- ▶ Medically monitor facility, fire, and civilian hazmat personnel as outlined in responder procedure and doctrine.
- ▶ Assist with on scene decontamination of victims prior to transport
- ▶ Transport the initially decontaminated victims a treatment center specified by the FHN Memorial Hospital.
- ▶ Provide a representative to join the Unified Command Structure

The FHN Memorial Hospital is responsible for the following:

- ▶ Determine the location victims should be transported to.
- ▶ Will provide medical services and have authority of same.
- ▶ Will provide personnel to handle Triage and treatment of injured, contaminated, and decontaminated persons according to established procedures.
- ▶ Will provide member to join the Unified Command Structure

Public Works is responsible for the following:

- ▶ Assist in route planning for movement of personnel and machinery into the area and people out of the area.
- ▶ Provide heavy equipment, operators, and engineering expertise for the purposes of containment and cleanup
- ▶ Road signage
- ▶ Coordination with other public works providers
- ▶ Providing an area for fueling and vehicle repairs if needed
- ▶ Providing a representative to join the Unified Command structure

Public Health is responsible for the following:

- ▶ Monitoring public health concerns in and around the incident site
- ▶ Advising evacuation needs
- ▶ Allowing personnel back into evacuated areas
- ▶ Coordinating with FHN Memorial Hospital regarding treatment of victims

Support Services is responsible for the following:

- ▶ Northwest Illinois Chapter of the American Red Cross:
  - Sheltering and feeding of evacuated personnel
  - Feeding of Emergency Personnel
  - Disaster Mental Health Services
- ▶ Salvation Army
  - Feeding of evacuated personnel
  - Feeding of Emergency Responders

HSEMA is responsible for the following:

- ▶ Coordinating the creation of a Unified Command Structure
- ▶ Forming the Stephenson County EOC.
- ▶ Implementation of the County EOP
- ▶ The liaison between Stephenson County and the IEMA
- ▶ Assist as needed in the procurement of addition equipment or personnel as requested by Unified Command.

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## V. Annex Maintenance, Review, and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

## Procedures and Methods

### Pre-Emergency Phase

**PRIMARY RESPONSIBILITY:** Fire Services, Law Enforcement, EMS Services, Facilities, HSEMA Director, SCHD, FHN Memorial Hospital, Public Works, Red Cross, Salvation Army

**PURPOSE:** To identify procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

### **TASKS**

### **RESPONSIBILITY**

- |  |                                 |
|--|---------------------------------|
| 1. Implementing Emergency Contact List.                                      | Facility Operators              |
| 2. Developing Containment Plans.   | Facility Operators/Fire         |
| 3. Emergency Responder Contact Lists.  | 911 Centers/HSEMA               |
| 4. Developing Decontamination of persons and vehicles procedures.            | Fire/Public Health/FHN          |
| 5. Implementation of a personnel account system for Incident Management use. | Fire                            |
| 6. Maintain contact list for private contacts used in chemical emergencies.  | 911 Centers/Fire/Law/ HSEMA     |
| 7. Determining treatment site for contaminated victims.                      | FHN/SCHD                        |
| 8. Agreements of private contractors having heavy equipment.                 | HSEMA                           |
| 9. Developing public health monitoring plans.                                | SCHD/HSEMA                      |
| 10. Developing evacuation plan.  | HSEMA/Red Cross/ Salvation Army |

## Procedures and Methods

### **Emergency Phase**



PRIMARY RESPONSIBILITY: Fire Services, Law Enforcement, EMS Services, Facilities, HSEMA Director, SCHD, FHN Memorial Hospital, Public Works, Red Cross, Salvation Army

PURPOSE: To identify procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

**TASKS**

**RESPONSIBILITY**

- |   |   |
|---|---|
| 1. Notification of Emergency Responders.  | Facility Operator/911 Center                  |
| 2. Notification of HSEMA Director.  | 911 Center                                    |
| 3. Evacuation of site.  | Facility Operator/Fire                        |
| 4. Site coordination.   | Fire/Facility                                 |
| 5. Incident Command.  | Fire  |
| 6. Site security, selection of traffic routes, traffic route closures.                  | Law Enforcement/Public Works                  |
| 7. Material containment.  | Facility/Fire/Private Contractor/Public Works |
| 8. Monitoring public health needs at or near the site.                                  | SCHD  |
| 9. Resource allocation, coordination with Support Agencies, State and Federal Agencies. | HSEMA Director                                |
| 10. Coordination of formation of Unified Command Structure.                             | HSEMA Director                                |
| 11. Opening of County EOC.  | HSEMA Director                                |
| 12. Evacuation of surrounding area.   | Fire/SCHD/HSEMA Red Cross/Salvation Army      |

# Procedures and Methods

## Post Emergency Phase

PRIMARY RESPONSIBILITY: Fire Services, Law Enforcement, HSEMA Director, SCHD, Public Works, Red Cross, LEPC, Facility Operator

PURPOSE: To identify procedures and methods to be followed by facility owners and operators, local emergency personnel and medical personnel upon release of an applicable substance.

### TASKS

### RESPONSIBILITY

- |                                   |                          |
|-----------------------------------|--------------------------|
| 1. Opening evacuated areas        | SCHD/Fire/HSEMA          |
| 2. Closing County EOC             | HSEMA Director           |
| 3. Supervising Clean Up           | Public Health/HSEMA/Fire |
| 4. Closing shelters               | Red Cross                |
| 5. Modify manpower requirements   | Fire                     |
| 6. Debriefing responding agencies | HSEMA                    |
| 7. Incident critique              | HSEMA                    |
| 8. LEPC review of incident        | LEPC                     |

## **Element Three: Emergency Coordinator Designations**

### **I. Purpose**

To designate a community emergency coordinator and identify specific emergency coordinators at each tier II site, who would be responsible to make determinations to implement the plan.

### **II. Situation and Assumptions**

Not all chemical incidents would require a county wide response. Many incidents could be contained and managed on-site by properly trained site employees. However, should a release, or the potential of a release, occur the community emergency coordinator shall be notified. The community emergency coordinator once aware of the release or potential for release may begin to take the actions needed or may determine the situation to be contained.

### **III. Concept of Operations**

The Stephenson County HSEMA serves as the disaster/emergency omnibus agency for the County in a similar manner to the way IEMA serves a similar role for the State. A system has been developed so that when an emergency or disaster occurs, the effected municipality would contact the County HSEMA Director, the County HSEMA Director contacts the State IEMA Regional Coordinator, who in turn calls the State office. A call to the County HSEMA Director will trigger any and all appropriate State and Federal assistance.

The Stephenson County EOP, which is on file at the HSEMA Directors office, outlines the procedure to be followed should an emergency occur which would deplete the County's resources and require assistance from the State of Illinois.

## IV. Organization

Every facility that manufactures, uses, or stores chemicals in an amount requiring a Tier II report will advise the County HSEMA Director of the person or persons responsible for site emergency coordination. Each facility will provide a primary contact telephone number and two emergency contact numbers. The County HSEMA Director will maintain this information, in a list format, for EOC use in the Director's office. A copy of this information will be provided to the Stephenson County LEPC for the Committee's use.

Immediate telephone notification shall be given by the owner or operator of a facility under conditions documented in the IEMA Emergency Release Notification Fact Sheet.

Before activating this plan or the County EOP, the County HSEMA Director will evaluate the situation seeking information from the facility emergency coordinator and Fire Command.

## V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

# Designation of Emergency Coordinators

## Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Operators, HSEMA Director, LEPC

PURPOSE: To facilitate designation of facility emergency coordinators and emergency notification procedures.

<u>Task</u>	<u>Responsibility</u>
1. Identification of site emergency Coordinators.	Facility Operator
2. Reporting of site emergency coordinators along with a primary and two secondary contact telephone numbers.	Facility Operator
3. Maintaining a county-wide list of site emergency coordinators.	HSEMA Director
4. Annual review of plan.	LEPC
5. Verification of site coordinator information semi-annually.	LEPC
6. Sharing of Emergency Contact information with 911 Center(s).	HSEMA Director

# Designation of Emergency Coordinators

## Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, HSEMA Director, 911 Center(s), Fire Command

PURPOSE: To provide notification should a release occur

<u>Task</u>	<u>Responsibility</u>
1. Make notifications as require by IEMA's Emergency Release Notification Fact Sheet.	Facility Emergency Coordinator or designee
2. Contact HSEMA Director for an incident that requires emergency response personnel.	911 Center(s)
3. Implementing Chemical Release Plan or County EOP.	Fire Command/HSEMA Director
4. Forming a Unified Command Post.	Fire Command/HSEMA Director
5. Activation of County EOC.	HSEMA Director

# Designators of Emergency Coordinators

## Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Fire Command, EMA Director, SCHED

PURPOSE: Determine the clean up phase is complete

<u>Task</u>	<u>Responsibility</u>
1. Determine the clean up phase is completed for a non emergency release.	Facility Emergency Coordinator
2. Determine the clean up phase is completed should the release have involved emergency responders.	SCHED, Fire Command
3. Closing the EOC.	HSEMA Director
4. Closing the Unified Command Center.	Fire Command, HSEMA Director
5. Critic of incident.	Fire Command, HSEMA Director

## Element Four: Emergency Notification Requirements

### I. Purpose

To provide 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, title III of EPCRA).

### II. Situation and Assumptions

Assume EHS facilities and transporters are aware of and will comply with applicable emergency notification requirements. Notification requirements under EPCRA are codified at 40 CFR 355.40. Notification requirements under CERCLA are codified at 40 CFR 302.6.

Assume that the Director of the Stephenson County HSEMA is aware of and will comply with applicable emergency notification requirements. Notification procedures to be followed by the community emergency coordinator are in the possession and control of the Director of the Stephenson County HSEMA.

Stephenson County has a 911 call center. Emergency calls of every nature, including reports of a release are received at this center. Reports of a release of an EHS will be directed to the community emergency coordinator which is the Director of the Stephenson County HSEMA.

Notification to the Director of the Stephenson County HSEMA will represent notification to the Stephenson County LEPC.



### III. Concept of Operations

In the event of a release of a Hazardous Substance as defined by CERCLA or an Extremely Hazardous Substance as defined by EPCRA in excess of the applicable Reportable Quantity (RQ), the facility is required to notify the Stephenson County LEPC and the SERC (which in the State of Illinois is IEMA). In addition, the facility must notify the National Response Center (NRC) to report the release of a CERCLA Hazardous Substance in excess of the applicable RQ.

Notification procedures to be followed by the community emergency coordinator (Director of the Stephenson County HSEMA) are documented in the Stephenson County Emergency Operations Plan.

### IV. Organization

Affected facilities will have an Emergency Preparedness Plan or some other comparable Plan that documents their notification responsibilities as noted in Concept of Operations above.

Notification procedures to be followed by the Stephenson County HSEMA are documented in the Stephenson County Emergency Operations Plan.

### V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

# Emergency Notification Requirements

## Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinators, Director of HSEMA, 911 Call Center, LEPC

PURPOSE: To ensure proper notification contacts are available.

<u>Task</u>	<u>Responsibility</u>
1. Identification of facility emergency notification procedures in the event of a reportable release.	Facility Emergency Coordinator
2. Identification of 911 Call Center notification procedures.	LEPC
3. Identification of notification procedures for the HSEMA in the event of a reportable release.	HSEMA
4. Identification of HSEMA notification procedures to the public.	HSEMA
5. Annual review to confirm emergency and public notification procedures are accurate and complete.	LEPC

# Emergency Notification Requirements

## Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Director of HSEMA

PURPOSE: To ensure proper notification is made by the Facility Emergency Coordinator and/or the Director of HSEMA.

<u>Task</u>	<u>Responsibility</u>
1. Facility Emergency Coordinator makes notification to proper Agencies.	Facility Emergency Coordinator
2. Director of HSEMA makes notification to proper emergency response agencies and to the public.	Director of HSEMA
3. 911 Call Center informs the director of HSEMA of any incident that involves the release of a hazardous material.	911 Call Center

# Emergency Notification Requirements

## Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Director of HSEMA, 911 Call Center, LEPC

PURPOSE: To ensure proper notification was made to applicable emergency response agencies and the public.

<u>Task</u>	<u>Responsibility</u>
1. Ensure facility completed all immediate notification requirements.	<b>Facility Emergency Coordinator</b>
2. Ensure facility completes written follow-up reports as required.	Facility Emergency Coordinator
3. Evaluate 911 Call Center's notification procedure.	LEPC
4. Evaluate HSEMA notification procedure.	HSEMA, LEPC
5. Evaluate notification of public.	LEPC

## Element Five: Methods for Determining the Occurrence of a Release

### I. Purpose

To identify methods for determining the occurrence of a release and the area or population likely to be affected by such release.

### II. Situation and Assumptions

EHS facilities identified by the LEPC will provide information as requested by the LEPC in the form of an annual survey. Information deemed by the EHS facility to be confidential will be maintained as such by the LEPC.

### III. Concept of Operations

Annual survey shall request the following information. Replies will be retained in the LEPC's file for that facility.

- The facility's release detection mechanism(s)
- An estimation of the vulnerability zone for each facility, and the method used to determine the zone, if such a study has been completed.
- Identification of the area likely to be affected within the vulnerability zone.
- Emergency contact information for locations within the vulnerability zone.
- Map of the EHS facility.

The LEPC will identify working hours for facilities within the identified vulnerability zone identified by each EHS facility for an estimate of the population present at certain times of the day or year.

The decision to issue an evacuation order or shelter-in-place instructions will be made by the Incident Commander in consultation with the SCHD based on the nature of the agent and the conditions present.

The LEPC shall rely on one of the following release detection methods for transportation accidents:

- Transporter employees
- General public
- Emergency response personnel

The LEPC has identified the following vulnerability zones for known or typical transportation accidents involving EHS:

- Canadian National Railroad
- Natural Gas Pipeline in western Stephenson County
- The following highway routes:
  - Highway 26
  - Highway 20
  - Highway 75
  - Highway 73

#### IV. Organization

**Does not apply to this Annex.**

#### V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

# Methods for Determining the Occurrence of a Release

## Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Operators, LEPC, HSEMA Director

PURPOSE: To identify release detection and reporting methods.

<u>Task</u>	<u>Responsibility</u>
1. Report facility release detection methods.	Facility operator
2. Report facility release detection methods.	EHS Transporters
3. Report facility release detection methods.	Emergency Responders
4. Maintain database of county-wide release detection methods.	HSEMA Director.
5. Annual review of Plan.	LEPC
6. Annual Verification Survey.	LEPC

# Methods for Determining the Occurrence of a Release

## Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, HSEMA Director, 911 Center(s), Fire Command

PURPOSE: To provide information regarding EHS Facilities

<u>Task</u>	<u>Responsibility</u>
1. Make notifications as require by IEMA's Emergency Release Notification Fact Sheet.	Facility Emergency Coordinator or designee
2. Confirm if facility making notification is an EHS facility.	911 Center(s)
3. Contact HSEMA Director for an incident that requires emergency response personnel.	911 Center(s)
4. Implementing Chemical Release Plan or County EOP.	Fire Command/HSEMA Director
5. Forming a Unified Command Post.	Fire Command/HSEMA Director
6. Activation of County EOC.	HSEMA Director



# Methods for Determining the Occurrence of a Release

## Post-Emergency Phase

PRIMARY RESPONSIBILITY: Facility Emergency Coordinator, Fire Command, HSEMA Director, SCHD, LEPC

PURPOSE: Determine if the clean up phase is complete

<u>Task</u>	<u>Responsibility</u>
1. Determine the clean up phase is completed for a non emergency release.	Facility Emergency Coordinator
2. Determine the clean up phase is completed should the release have involved emergency responders.	SCHD/Fire Command/Facility Emergency Coordinator
3. Closing the EOC.	HSEMA Director
4. Closing the Unified Command Center.	Fire Command/HSEMA Director
5. Critic of incident.	Fire Command/HSEMA Director
6. Review of incident for relevant information.	LEPC

## Element Six: Emergency Equipment and Facilities

### I. Purpose

To provide a list of emergency equipment and facilities in the community as well as the identification of the persons responsible for each, should an incident occur requiring their notification and use.

### II. Situation and Assumptions

It is understood that not all chemical spills may lead to an actual release as defined in this document. However, in the interest of public safety such spills need to be handled in an expeditious fashion. This requires detailed lists of equipment, resources and training in the community and facilities. It also requires the identification of contact persons needed to set these resources in motion. The HSEMA Director or his designee shall be the person who determines if these resources will be used.

### III. Concept of Operations

When a chemical spill subject to the requirements of this subchapter has occurred the HSEMA Director or his designee will be notified. The Director and Incident Command shall determine the additional resources needed to successfully detect, contain and decontaminate the site and any equipment and persons involved based on the appropriate responders level of capability and training

## IV. Organization

The LEPC will document the contact persons title and contact numbers for the following disciplines. It will also provide a list of resources, equipment, capability and training needed for detection, containment and decontamination from each discipline and facility.

- Freeport Police Department
- Freeport City Fire Department
- Freeport Rural Fire Department
- Cedarville Fire Department
- McConnell Fire Department
- Orangeville Fire Department
- Dakota Fire Department
- Rock City Fire Department
- Davis Fire Department
- German Valley Fire Department
- Pearl City Fire Department
- Kent Fire Department
- Lena Fire Department
- Winslow Fire Department
- Stephenson County Fire Chief's Association
- Stephenson County Rescue Squad 4141
- FHN Memorial Hospital

## V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

# Emergency Equipment and Facilities

## Pre-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC, Local Emergency Response & Medical Personnel, EHS Facility.

PURPOSE: Create a list of emergency equipment and contact persons. \_\_\_\_\_

<u>Task</u>	<u>Responsibility</u>
1. Create list of equipment available to Freeport Police Department.	Freeport Police Department
2. Create list of equipment available to FHN Memorial Hospital.	FHN Memorial Hospital
3. Create list of equipment available to local emergency response agencies.	Local emergency response agencies
4. Create list of equipment available to Stephenson County Sheriff.	Stephenson County Sheriff's Office
5. Create list of equipment available to EHS facilities.	LEPC, EHS Facilities
6. Create list of equipment available to Stephenson County Highway Department.	Stephenson County Highway Department
7. Create list of equipment available to local contractors.	LEPC, local contractors

# Emergency Equipment and Facilities

## Emergency Phase

PRIMARY RESPONSIBILITY: Freeport Police & Fire Departments, Local Emergency Response Agencies. \_\_\_\_\_

PURPOSE: Contact appropriate persons to acquire equipment as necessary.

### Task

### Responsibility

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 1. Contact appropriate personnel.  | Local Emergency Response Agencies |
| 2. Request necessary equipment.    | Local Emergency Response Agencies |
| 3. Coordinate available equipment. | Local Emergency Response Agencies |

# Emergency Equipment and Facilities

## Post-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC, Local Emergency Response Agencies\_\_\_\_\_

PURPOSE: Conduct inventory of equipment consumed and determine effectiveness of equipment lists. \_\_\_\_\_

<u>Task</u>	<u>Responsibility</u>
1. Conduct inventory of equipment consumed.	Local Emergency Response Agencies
2. Replace equipment consumed in the emergency.	Local Emergency Response Agencies
3. Review effectiveness of equipment in the emergency.	Local Emergency Response Agencies
4. Review effectiveness of lists of equipment and contacts.	Local Emergency Response Agencies, LEPC
5. Annual review of equipment list and contact information.	LEPC

## Element Seven: Evacuation Plans

### I. Purpose

To provide for the protection of the population by removing inhabitants from areas that have been affected or have the possibility of being affected by a disaster.

### II. Situation and Assumptions

With the many potential hazards that face the county that may be related to hazardous materials, it can be reasonably assumed that at some time or another evacuation will be necessary in order to protect lives.

### III. Concept of Operations

The HSEMA Director in conjunction with the Command Post, in a law enforcement situation or a fire department situation stemming from a disaster, will coordinate evacuations within the county.

Shelter-in-place procedure determinations and public notification shall be made by the HSEMA Director in conjunction with the Command Post.

The Transportation Officer will make necessary arrangements for providing transportation for those who need it. The Transportation Officer will identify primary and alternative transportation routes to be used based upon the nature of the emergency, weather conditions, etc...

The local Red Cross will provide food, shelter and medical care to relocated populations.

### IV. Organization

The Transportation Officer will be assigned by the HSEMA Director.

The Transportation Officer will be responsible for acquiring, coordinating and overseeing the means of transportation for the necessary movement of the population, including special populations.

## V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**



# Evacuation Plans

## Pre-Emergency Phase

PRIMARY RESPONSIBILITY: Transportation Officer

PURPOSE: To supply adequate means of transportation for the necessary movement of a population.

<u>Task</u>	<u>Responsibility</u>
6. Coordination of transport units.	Transportation Officer
7. Maintain a state of readiness.	Transportation Officer
8. Review and update personnel assignments and equipment inventory.	Transportation Officer
9. Analyze and be capable of responding to transportation needs of disaster emergencies.	Transportation Officer
10. Maintain disaster log and coordinate deployment of transportation resources.	Transportation Officer
11. Maintain an accurate and current inventory of transportation resources.	Transportation Officer
12. Authorize the issuance of all disaster related information.	Transportation Officer
13. Contact private sector transportation agencies, at all levels, relative to mobilization to meet immediate needs.	Transportation Officer
14. Coordination of service and repair vehicles with mechanical problems.	Transportation Officer

## Evacuation Plans

### Emergency Phase

PRIMARY RESPONSIBILITY: Transportation Officer

PURPOSE: To supply adequate means of transportation for the necessary movement of a population.

<u>Task</u>	<u>Responsibility</u>
1. Mobilization and execution of transportation activities.	Transportation Officer
2. Dispersal of equipment and manpower.	Transportation Officer
3. Assess the situation.	Transportation Officer
4. Coordinate emergency transportation for personnel, supplies and equipment.	Transportation Officer
5. Report disaster situation to Chief Executives and governmental heads in Bio-Operation Center (BOC).	Transportation Officer
6. Provide emergency operating capability in the combined efforts and modes of transportation as required.	Transportation Officer
7. Assist other services as required.	Transportation Officer
8. Coordinate emergency operations with neighboring counties.	Transportation Officer

# Evacuation Plans

## Post-Emergency Phase

PRIMARY RESPONSIBILITY: Transportation Officer

PURPOSE: To supply adequate means of transportation for the necessary movement of a population.

<u>Task</u>	<u>Responsibility</u>
1. Provide transportation for return and restoration of food, equipment, and medical supplies.	Transportation Officer
2. Reassess future response capability.	HSEMA Director Transportation Officer
3. Report findings in Emergency Operations Center (EOC) Command.	Transportation Officer
4. Determine what assistance is necessary from other agencies.	HSEMA Director
5. Keep a continuing estimate of county transportation capability.	Transportation Officer

## **Element Eight: Training Programs & Schedules**

### **I. Purpose**

To provide documentation of training programs for local emergency responders and medical personnel.

### **II. Situation and Assumptions**

Assume that training programs accredited by the Office of the State Fire Marshall (OSFM) for local emergency response personnel provide necessary information for local emergency response personnel.

Assume that the training programs accredited by the Joint Association Commissions Hospital Organization and followed by FHN Memorial Hospital provide necessary information for medical personnel.

### **III. Concept of Operations**

A list of training programs and schedules for local emergency response and medical personnel are maintained by the respective local emergency response agency.

Hazmat Certification training will include but not be limited to: Hazardous Material Incident (Level C, B, & A)

#### IV. Organization

Training programs for local emergency response personnel are accredited through the Office of the State Fire Marshall of Illinois.

Training programs for medical personnel are accredited through the Joint Association Commission Hospital Organization.

#### V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

# Training Programs and Schedules

## **Pre-Emergency Phase**

PRIMARY RESPONSIBILITY: Local Emergency Response Agencies, FHN Memorial Hospital

PURPOSE: To document training for applicable personnel

### **Task**

### **Responsibility**

- |  |  |
|--|--|
| 15. Maintain lists of training programs and schedules for emergency response personnel.                | Local Emergency Response Agencies, FHN Memorial Hospital |
| 16. Maintain a list of current functional HazMat certification level (ie. Awareness, Ops, Tech, etc.). | Local Emergency Response Agencies, FHN Memorial Hospital |

## Training Programs and Schedules

### **Emergency Phase**

PRIMARY RESPONSIBILITY: N/A

PURPOSE: There are no functions for this Element of the Plan during the Emergency Phase

#### **Task**

#### **Responsibility**

# Training Programs and Schedules

## **Post-Emergency Phase**

PRIMARY RESPONSIBILITY: LEPC, FHN Memorial Hospital, Local Emergency Response Agencies

PURPOSE: To determine effectiveness of training

### **Task**

### **Responsibility**

- |  |  |
|--|--|
| 6. Review incident and effectiveness of current training programs relevant to the response.            | LEPC, FHN Memorial Hospital, Local Emergency Response Agencies |
| 7. Update training program and schedules to reflect needs of emergency response and medical personnel. | LEPC, FHN Memorial Hospital, Local Emergency Response Agencies |



## **Element Nine: Methods and Schedules for Exercising the Emergency Plan**

### **I. Purpose**

To provide methods and schedules for exercising the emergency plan.

### **II. Situation and Assumptions**

Assume that relevant emergency response agencies will participate in planned exercises when invited by the LEPC.

The Stephenson County LEPC is responsible for testing the adequacy of this Plan.

Schedule and methods of exercises used to test the adequacy of the plan will be determined based on the community's assessed risk and availability of resources.

### **III. Concept of Operations**

Methods of exercises used to test the adequacy of the plan will include at least annual table-top exercises initially followed by functional and full-scale exercises at a later date.

#### IV. Organization

The schedule and method of exercises for testing the adequacy of the plan will be determined by the LEPC.

The LEPC is responsible for coordination of exercises testing the adequacy of its plan.

Emergency response agencies will be invited to participate in LEPC exercises as required.

#### V. Annex Maintenance, Review and Updating

Responsibility for the maintenance of this chemical emergency plan is assigned to the Stephenson County Local Emergency Planning Committee. Chemical emergency plan maintenance includes an annual review and periodic updating of the plan. **Additionally, the LEPC shall be responsible for document control. This includes the distribution of the plan and its updated sections as required.**

# Exercising Emergency Plans

## Pre-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC

PURPOSE: To determine the schedule and methods for conducting an exercise to test the adequacy of the plan.

<u>Task</u>	<u>Responsibility</u>
17. Determine schedule for exercising the plan.	LEPC
18. Determine exercise methods.	LEPC
19. Complete exercise to test adequacy of the plan.	LEPC
20. Review and update the plan based on information learned during the exercise.	LEPC

## Exercising Emergency Plans

### **Emergency Phase**

PRIMARY RESPONSIBILITY:

PURPOSE: There are no functions for this Element of the plan during the Emergency Phase

Task

Responsibility

# Exercising Emergency Plans

## Post-Emergency Phase

PRIMARY RESPONSIBILITY: LEPC

PURPOSE: To determine the effectiveness of schedule and methods for exercise of the Plan.

<u>Task</u>	<u>Responsibility</u>
8. Evaluate emergency response to determine effectiveness of plan.	LEPC
9. Review and update methods and schedules for exercising the plan based on the above evaluation.	LEPC