

# Genoa Area Emergency/All Hazards Response Plan

## POLICE



## FIRE



## RESCUE



COPY # \_\_\_\_\_

## Table of Contents

<b>Topic</b>	<b>Page</b>
<b><i>Introduction, Purpose, Emergency Planning Organization</i></b>	<b>3</b>
<b><i>Community Characteristics &amp; Vulnerability</i></b>	<b>5</b>
<b><i>Concept of Emergency Operations &amp; Plan Implementation</i></b>	<b>7</b>
<b><i>Command Authority</i></b>	<b>9</b>
<b><i>The Emergency Operations Center (EOC)</i></b>	<b>12</b>
<b><i>Obtaining Support/Assistance from other agencies</i></b>	<b>15</b>
<b><i>Operations Function</i></b>	<b>16</b>
<b><i>Planning</i></b>	<b>17</b>
<b><i>Logistics</i></b>	<b>18</b>
<b><i>Finance/Administration</i></b>	<b>20</b>
<b><i>Family Disaster Planning</i></b>	<b>21</b>
<b><i>Individual Response Plans</i></b>	
<b><i>Fire</i></b>	<b>22</b>
<b><i>Medical/Rescue</i></b>	<b>27</b>
<b><i>Police</i></b>	<b>30</b>
<b><i>Public Works</i></b>	<b>35</b>
<b><i>School District</i></b>	<b>37</b>
<b><i>Public Information Procedures</i></b>	<b>39</b>
<b><i>Evacuation Procedures</i></b>	<b>45</b>
<b><i>Unique/Specific Hazard Index</i></b>	<b>50</b>
<b><i>Bomb Threat</i></b>	<b>51</b>
<b><i>Explosion</i></b>	<b>52</b>
<b><i>Flood</i></b>	<b>53</b>
<b><i>Hazardous Material</i></b>	<b>54</b>
<b><i>Police Shooting</i></b>	<b>71</b>
<b><i>Mass-Casualty Incident</i></b>	<b>78</b>
<b><i>Power Failure</i></b>	<b>87</b>
<b><i>Train Derailment/Accident</i></b>	<b>88</b>
<b><i>Weather Related Emergency/Tornado</i></b>	<b>89</b>
<b><i>Terrorist Acts</i></b>	<b>90</b>
<b><i>Definitions</i></b>	<b>91</b>
<b><i>WMD Supply Distribution</i></b>	<b>96</b>
<b><i>Resource Listing</i></b>	<b>97</b>
<b><i>Contact Lists</i></b>	<b>98</b>

## Introduction

The disaster planning process is a mechanism by which local emergency response providers seek to coordinate their efforts in preparation for those instances that will require a multi-agency response. The essence of planning is the establishment of ongoing dialogue between police, fire and rescue personnel to ensure the adequate coordination of their individual efforts. The goal is a highly effective response to those emergency situations that can be reasonably anticipated.

A Disaster may include fire, flood, tornado, chemical spill, explosion, a terrorist act or virtually any other event requiring the involvement of multiple agencies. The effectiveness of the EMERGENCY RESPONSE PLAN rests not with the content of the document but with the cooperation and coordination among first responders brought about through the document preparation process. The development of an effective disaster plan is not the primary goal; rather, it is to anticipate potential events and to prepare an effective response in advance, resulting in a document containing information necessary to effectively manage the crisis.

The content of this plan is based on a historical and current hazard analysis. Each response agency has taken part in discussions and agreed to perform its anticipated role and to provide resources. From the hazards analysis, emergency response agencies can reasonably determine their expected level of commitment to a given category of event.

The responsibility for this plan and for command in any disaster which occurs in the jurisdictional boundaries of the City of Genoa would be the Mayor of Genoa or his designee. Any disaster in an unincorporated area and within the boundaries of the fire protection district will be (insert name & title). Should the local resources be insufficient additional resources may be requested from the DeKalb County ESDA coordinator. Purpose of the Plan

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the City of Genoa. The goal is to provide a means to utilize all available resources to MITIGATE or prevent potential emergencies or disasters whenever possible, PREPARE to deal efficiently with the effects of inevitable events, RESPOND to the needs to save lives and protect property, and promote a means to RECOVER rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific, covering the entire range of emergency and disaster situations from natural disasters to the technological hazards. The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing what is to be done, and who is to do it.

### ***Emergency Planning Organization***

The Mayor (Chief Executive Official) shall be the Director of the Emergency Management services in the City of Genoa and shall be responsible for organization, administration and operations.

The Mayor may appoint an Emergency Management Coordinator, who will act under the supervision of the CEO, and shall be responsible for the planning, coordination and operation of the Emergency Management activity.

The employees, equipment and facilities of all city departments, boards, institutions and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.

The organization may also include volunteer agencies and/or persons offering services to the city.

An Emergency Planning Group consisting of representatives from Police, Fire and Rescue will guide the development and revision of this emergency plan.

### ***Plan Organization***

The Emergency Operations plan consists of this basic plan with specific sections covering critical topics and events such as; Vulnerability of the Community, Concept of Emergency Operations, Implementation, , The Emergency Operations Center, Communications, Family Disaster Plan, and t the Individual Emergency Plans for:

- Fire
- Rescue
- Police
- Public Works
- School District

Definitions

Resource Listing

Contact Lists

Public Information

Unique/Specific Hazard Annex

## ***Community Characteristics***

The City of Genoa is located in DeKalb County, in the North-Central part of the State of Illinois and has an area of apx. 5 square miles and serves a population of apx. 5000.

State Route 72 divides the community East to West with Route 23 Intersecting on the East side of town from the South and turning East to Hampshire.

Non-Passenger Rail service is currently provided by Canadian National and I.C.E. railroads.

The City is part of a Fire Protection district having a paid/volunteer fire department and full-time Ambulance/Rescue service. Fire and Rescue is housed in the 300 block of East Railroad Avenue. There are mutual aid agreements facilitated through the MABAS system.

Law enforcement is handled by the Genoa Police Department with Dispatching and 911 service provided by the DeKalb County Sheriff's department.

The Public Works facility is located on Madison Street. The Township garage is in the 100 block of East Railroad. The County Highway department is located on Barber Green Road in DeKalb. The State Highway garage is located on Page Street in Sycamore.

There are three elementary schools, Genoa Elementary located on East Hill Street and Davenport School located on West First Street and Kingston Elementary located on Main Street (Rt. 72) in Kingston. The Middle school is located on West Main Street and the Genoa-Kingston High School is located at 980 Park Ave. (Rt. 72)

## ***Vulnerability***

### **FLOODS:**

The Kishwaukee River flows along the City's West edge and has been the cause of flooding problems in the past. Modern storm water detention and engineering have now mitigated this possibility but extreme precipitation can develop resulting in flooding that will impact areas in town that are located above designated flood plains.

Summer or fall storms are likely to be responsible for major flood events. The impact will be felt in those areas that border the river and flood plain on the West side of the city. Madison Street, a primary feeder route, is susceptible to closure due to flood. If flood waters cause the closure of Madison and Walnut streets a large residential population will become isolated.

### **WINTER STORMS:**

Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in Northern Illinois and the City is equipped to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

### **TORNADO & WINDSTORMS**

Violent windstorms are possible in Northern Illinois. Most windstorms result in downed trees, damaged phone and power lines, and crop losses. A tornado touchdown will have serious implications for the community resulting in structural damage and loss of life.

### **DROUGHT:**

Drought has been a problem for Genoa in recent years. Water tables can be depleted but the impact of these events can be mitigated by prompt water conservation action.

### **EARTHQUAKE:**

Earthquakes remain a geological possibility having the potential to cause extensive damage to structures; however, the City is not located in an area susceptible to such an event.

### **NATIONAL EMERGENCY:**

National emergencies, including a possible terrorist attack, are not likely in Genoa. The likely result of such an event in a nearby large City would be the depletion of local manpower resources called upon to render aid.

## **TECHNOLOGICAL HAZARDS:**

Hazardous Materials are a likely potential hazard given the proximity of major transportation routes and rail lines in Genoa. Fuel and Chemical spills are a significant hazard.

### ***Concept of Emergency Operations***

Emergency Operations conducted under this plan require a rapid and coordinated response by Emergency Service Providers.

Activation of the plan must be part of the initial emergency response and not dependent upon the presence of a particular individual.

The City of Genoa will be the coordinating entity for all activity occurring with-in the corporate boundaries of the City. The Mayor and City Council or their designees will be responsible for the execution of the plan and for minimizing the effects of a disaster.

Central control and command is achieved through the activation of the Emergency Operations Center (EOC) located at the Police Department, 333 East First Street, or a secondary location, if necessary.

Activation plan commences when the Mayor or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property.

### **Activation & Notification Procedure**

The Mayor or his designee orders the activation of the Emergency Operations Center (EOC) with the size and composition of the Staff to be determined by the magnitude of the event.

Activate the Public Information section of this plan to alert the general population of the event or impending disaster.

Implement Evacuation Procedures if called for. Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas outside of the geographical boundaries as provided in the section on evacuation.

Notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross and Salvation Army, and establish liaison as necessary.

Alert County ESDA and State emergency management with disaster aid capabilities.

Notify local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

### ***Implementation***

The overall command of emergency operations within the City of Genoa is the responsibility of the Mayor or his designee. Should the resources of the City prove insufficient the Mayor or his designee will call upon the services of the DeKalb County ESDA coordinator.

The EMERGENCY RESPONSE PLAN may be put into effect at anytime more than four (4) First responding units (including the first unit on-scene) are required to handle a MAN-MADE SITUATION. The first unit on the scene may request this plan to be put into effect when it is reasonable to assume that the event will require the coordination of a multiple agency response. The plan may also be put into effect by command authority as the event evolves. Examples include large structure fires, explosions, medical calls with more than four server injuries or violent acts where any public safety responder is injured, etc.

Activating the Emergency Response Plan is accomplished by the on-scene commander advising DeKalb County Dispatch Center "Activate Emergency Response Plan at this Time!"

The On-scene commander will have the initial responsibility of selecting an appropriate Command Post and Staging Area and must notify dispatch of these locations as well as any other pertinent geographic information, i.e., Impassable roadways, obstructions, initial "Stay Clear" areas, etc.

**ONCE THE EMERGENCY RESPONSE PLAN IS ACTIVATED THE UNIFIED COMMAND PROTOCOL SHALL BE INITIATED.**



## COMMAND AUTHORITY

Command Authority rests with the most senior member of the primary response agency present at the scene. The first responding unit, regardless of agency, has command of the scene until relieved by higher authority or until activation of the EOC.

### PRIMARY RESPONSE AGENCY DESIGNATIONS

#### **Genoa-Kingston Fire Department**

Fires, Explosions, Hazardous Materials Incidents, Natural Disasters.

#### **Genoa-Kingston Rescue**

Medical Emergencies, Traffic Collisions Involving Injuries. Requires designation of a Chief Medical Coordinator.

#### **Genoa Police Department**

Man-made Crisis involving crimes.

### **Activating the Incident Command System**

The incident command system is normally used for the management of a large scale natural or man made disaster, however the on-duty shift commander may make the decision to utilize the incident command system to manage a law enforcement response to any incident or special law enforcement operation that is expanding in scope or that is consuming all available manpower on duty at the time of the incident.

The on-duty shift commander is the incident commander for all law enforcement responses until relieved of this responsibility. A superior taking command of the incident will notify the communications center by announcing “(Position and Name) is now in command,” or other such words to clearly record the change in command. Communications will acknowledge the change in command and then announce the identity of the officer taking command to ensure that all affected personnel are notified. (46.1.3a)

### **Establishing the Command Post**

The location of the incident commander and command post is the location of the incident commander who will select a physical location for on-scene incident command. The command post should be established as near to the incident that is practical taking into consideration the safety and security of personnel and the ability to avoid congestion when other support personnel arrive at the scene. (46.1.3b)

### **Notification and Mobilization of Additional Personnel**

Pre-determining the extent of a likely event and activating the EOC in advance is highly desirable whenever feasible.

**LEVEL I** – A minor event where the on-duty resources of emergency response agencies are overwhelmed. Mutual aid and county wide assistance will be required for an extended period of time but less than 8 hours. The EOC may or may not be activated at this level.

**LEVEL II** - A more severe event where available resources are clearly inadequate and extended mutual aid will be required for more than eight hours. The EOC will be activated and staffed with the CEO and other necessary personnel. A public information officer or spokesperson will be selected and the provisions of the public information section of this plan reviewed and adopted. County ESDA will be contacted and may be requested if necessary

**LEVEL III** – The most significant response level where local resources will be overwhelmed for days and provisions to re-establish routine services will be necessary. The EOC will be activated and staffed with shift schedules established. County ESDA shall be requested through which requests for state and federal assistance will be managed.

**Notification Checklist**

Title	Emergency Level		
	I	II	III
Mayor	X	X	X
City Administrator	X	X	X
DeKalb County ESDA	O	X	X
Chief of Police	X	X	X
Fire Chief	X	X	X
Public Works Director	O	X	X
City Clerk	O	X	X
Initiate Public Information Procedures	O	X	X
DeKalb County Health Department	O	O	X
Red Cross	O	O	X
Salvation Army	O	O	X

**Assignment of Responsibilities**

The Mayor or CEO will direct the activation of the EOC upon the recommendation of key personnel. He or his designee shall notify other organizations and agencies as necessary. The following primary functions will need to be addressed, more than one function may be assigned to a single individual:

- Operations
- Planning
- Logistics
- Finance/Administration

**Event Administrator**

One individual should be designated as the person responsible to record an event timeline, e.g., log of events, as they occur and to be a central repository of information received.

### **Mobilization**

Other department personnel and city employees will be notified of the incident and be directed to prepare for mobilization as directed from the command post. Mobilized personnel will assemble at City Hall unless otherwise directed. (46.1.3c)

## **The Emergency Operations Center**

The Chief of Police has the responsibility of notifying the City Administrator and/or Mayor of any ongoing or significant emergency situation that will overwhelm City resources. He shall activate the EOC when directed to do so or when there is an anticipated need.

### ***Situation and Assumptions***

The City of Genoa Emergency Operations Center (EOC) is located at 333 East First Street, Genoa in the Police Department. A Secondary EOC may be established at 113 ½ North Genoa Street should it be needed given the nature of an event. The EOC can be activated at any time the need for a central control point containing a large area for conferencing, telephone, computer access and other normal office resources are necessary.

Rarely will the need for an emergency operations center be necessary due to the magnitude of the event. Most of the common emergency events can be handled by line staff of the various agencies working cooperatively toward the completion of their stated goals.

The role of EOC staff will be management and administrative in nature. The function is coordination, information, planning and support rather than on-scene command.

### ***Concept of Operations***

The emergency operations center will be activated whenever the extent of an event is likely to involve the deployment of emergency response personnel for more than twelve-hours.

The Mayor of Genoa or his designee (CEO) is responsible for managing the overall emergency response effort. The EOC staff will provide assistance by managing their functional areas. The incident on-scene commander is responsible for assessing the situation and providing information to the EOC staff for review, prioritization and response.

EOC staff will be responsible for logistical support including, food, water, medical supplies, transportation, shelters, scheduling and relief.

Regular briefings shall be held at the EOC including staff and on-scene commanders or their designee to ensure information exchanges and the continued coordination of the emergency response effort.

The Police Chief shall manage the EOC and direct operations until relieved by higher authority. These duties may include:

- Staff the Front Desk and Radio
- Maintain a significant events log.
- Message handling

- Aggregating damage information from available sources
- Identifying resource needs
- Preparing summaries on status of damage
- Preparing briefings for other management officials
- Preparing and submitting necessary reports when required
- Coordinating logistical support for response personnel and disaster victims
- Activating the alternate EOC if necessary
- Terminating operations and closing EOC.
- Recommending actions to the CEO to protect the public from the life-threatening consequences of the disaster.

## **EOC CHECKLIST**

When the EOC is activated, the following duties will relate to the various activation levels;

### **LEVEL 1**

- Notify the Mayor and City Administrator of current conditions.
- Staff the front Desk and radio and have this individual start a log of events.
- Notify DeKalb County Dispatch the post 301 will be activated. (Informing them that Genoa PD will be answering its own lines and dispatching officers to non-911 calls.)
- Activate Police Emergency deployment plan.
- Notify Fire and rescue that the EOC (post 301) is active and ask that they send a representative.
- Post Situation Map and mark accordingly
- Arrange for a message runner, if necessary.
- Notify State Regional Office or State IEMA Office at Springfield to order State Workmen's Compensation Insurance, informing them of the following information:
  - a. Name of Agency
  - b. Reason for activation
  - c. Number of persons called out
  - d. Length of time to be out (if known)
  - e. Name of Officer making request
- See that the EOC is cleaned and in proper order before leaving.

### **LEVEL II**

Same procedures as Operations Level I with the following additions:

- Request the CEO to report and remain present at the Emergency Operation Center and that he name a deputy CEO.

- Assign an individual to handle EOC and command post logistical matters including; Shift scheduling, relief, food, and other OPERATIONAL support issues.
- Notify DeKalb County ESDA of the situation and request assistance if necessary.

### LEVEL III

Same procedures as Operations Levels I and II with the following additions:  
Request DeKalb County ESDA representative at the EOC who will be responsible for coordinating State and Federal assistance.

### ***Obtaining Support from Other Agencies***

Support from other law enforcement agencies is obtained by requesting aid from the DeKalb County Sheriff's department, Kingston Police, Sycamore Police and other areas law enforcement agencies. When more than just a few officers area needed, activating the Illinois Law Enforcement Alarm System (ILEAS). This is accomplished with a telephone call to **ILEAS Northwest Central Dispatch at (847)-590-3500**. The secondary Dispatch Center is through the City of Peoria Central Communication Center at (309)-494-8000. The ILEAS Dispatch Center is then responsible for the coordination and assignment of law enforcement mutual aid under the ILEAS Mutual Aid Plan. (46.1.3d)

### **Staging Areas**

Genoa Police Department and City Hall, 333 E. First Street.

Genoa Kingston High School, 980 Park Ave.

Other areas may be selected as needed or if the above areas are unsuitable for any reason. (46.1.3e)

### **Maintaining Safety**

The Incident commander and his team will employ a safety officers whose function will be to monitor and advise command on threats that could affect the safety and security of all response personnel. (46.1.3g)

### **Post Incident Critique**

A post incident critique or after action report is a summary of the critique session involving all responding departments and organizations. This report will provide a summary of the incident, explain the actions taken, report problems encountered and provide recommendations to improve the performance of future actions or responses. (46.1.3h)

## **The Operations Function**

### **Establishing Perimeters**

Scene Security is the primary responsibility of first responders utilizing an inner and outer perimeter system when feasible.

- The inner perimeter included the danger area that should be made accessible only to authorized public safety officials.
- The outer perimeter can be established later and may take the form of closing roads and/or the placement of barricades or personnel to prevent pedestrian ingress into the area. (46.1.4a) (46.1.4c)

### **Evacuation**

The evacuation of any citizen should only take place if the evacuation does not expose them and the personnel to conduct the evacuation to increased harm. The evacuation decision is a command function carried out utilizing guidelines contained in the evacuation section of this plan. (46.1.4b)

### **Evacuation Transportation**

Transport of evacuated persons may be requested from the Genoa/Kingston school district for those persons lacking the means to transport themselves. Traffic direction, staging and transport procedures are contained in the evacuation section of this plan. (46.1.4d) Police and fire personnel will have traffic direction and control responsibility. (46.1.4e)

### **Post-Incident Investigation**

When a critical incident involves the potential for criminal liability a post-incident investigation shall be commissioned under the direction of the DeKalb County State's attorney. Additional investigative resources may be requested from supporting agencies if ILEAS has been activated. In the event of a large scale incident, the direct assistance of the Illinois State Police crime lab can be requested. They provide a mobile crime scene investigation (CSI) unit that is available upon request by any agency. (46.1.4f)



## ***The Planning Function***

### **The Incident Action Plan**

The Incident Commander is responsible for creating a documented incident action plan during the initial management of the incident. This plan should be in a simple outline form to aid in the management of the incident and it should be expected to change the plan as events unfold or problems are encountered. The written incident action plan may be a simple listing of actions that need to be taken to bring the incident to a conclusion along with the listing of resources needed to accomplish the actions. (46.1.5a)

### **Gathering and Disseminating Intelligence**

Information coming to the attention of the incident commander should be compiled and recorded as much as possible. It should be continually evaluated by command post personnel and disseminated as necessary to provide for the safety and security of all affected individuals. (46.1.5b)

### **Post-Incident Demobilization**

Planning for post-incident demobilization should begin as soon as the incident is beginning to wind down. This task is a continuous process of evaluating who can be released and when taking into consideration what personnel are still needed to safely manage the event as it is brought to a conclusion. (46.1.5c)

## ***The Logistics Function***

### **Communications**

County Dispatch will be overwhelmed with calls and dispatch traffic in the event of a Level II or III emergency. The EOC may be staffed as an alternative communications center to relieve this burden and localize communications. An alternative frequency will be designated so as to not overwhelm the primary dispatch frequency.

The use of plain-language is encouraged in the event of an emergency situation involving those who are not accustomed to day-to-day public safety communications. (46.1.6a)

### **Radio Frequencies**

<b>Organization</b>	<b>Frequency Receive</b>	<b>Alt. Transmit</b>
Genoa Police	154.80	156.03
Tac 2 Non-repeating	155.640	
ISPERN	155.640	156.03
County SD	154.86	155.97
County Fire	153.485	
Rescue	155.055	
Genoa Private	154.74	
Private Tac 2	155.475	
MABAS Red	153.830	
MABAS White	154.280	
MABAS Blue	154.295	
MABAS Gold	153.8375	
MABAS Black	154.2725	
MABAS Grey	154.2875	
IFERN 1	154.265	
IFREN 2	154.3025	
IREACH	155.055	
GK Fire Ground	155.295	
GK Fire Ground 2	154.445	
DeKalb Fire (Lifeline)	154.070	

## **Transportation**

Transportation of personnel, equipment and supplies will be accomplished by the use of available police and public works vehicles. In the event that the Incident Command System has been activated through ILEAS, responding agencies will use their own resources for transportation. If it is determined that the transport of personnel is best done through the use of a bus, the G/K transportation department may be requested. (46.1.6b)

## **Medical Support**

Genoa-Kingston Rescue provides paramedic advance life support services through the Kishwaukee Health Care System. In the event of a disaster, Kishwaukee Community Hospital will be notified so that they can take appropriate action or provide our region with any special instructions concerning medical transportation. (46.1.6c)

## **Supplies**

Supplies available within the department will be utilized first. Requisition and Purchasing Procedures for additional supplies during an emergency will be authorized by the Mayor or his designee. (46.1.6d)

## **Specialized Teams and Equipment Needs**

Specialized assault, hazardous materials and crime scene teams are available through the state police. The Major Crimes Task force is available to assist with major cases occurring in DeKalb County.

Additional equipment may be obtained by consulting the resource listing section of this plan. (46.1.6e)

## ***The Finance and Administrative Function***

Government funding is often available to support emergency operations but it is vital that local governments possess accurate records of their expenses to support requests for reimbursement.

### **Recording Personnel Time**

The individual assigned to the finance function should create a record of all personnel responding to an incident. This list should include the date and time personnel were notified, arrived at the scene, and were released from duty. (46.1.7a)

### **Acquiring Additional Resources**

Additional resources are primarily part of the logistics function; however, the finance/administrative function may assist in procuring additional resources when necessary. (46.1.7b)

### **Recording Expenses**

All receipts and transaction records should be deposited with the individual assigned to the finance and administrative function. (46.1.7c)

### **Documenting Injuries and Potential Liability Issues**

The individual assigned to this function will document all injury and liability issues; and ensure that first reports of injury insurance forms are completed in a timely manner. Liability issues, if identified, will be documented from incident reports. Personnel may be required to submit additional supplemental reports to explain actions taken or reasons for inaction. (46.1.7d)

## **Reporting Function**

All personnel who respond to a critical incident will be required to submit a report documenting the following:

- The date, time and method of their notification to respond.
- The instructions given to them upon being notified.
- A log of all actions taken by them after being notified to mobilize until the time of their release.

### ***Family Disaster Plan***

All emergency response personnel are strongly encouraged to develop a family disaster plan in anticipation of an emergency situation in which their services would be mandated. This plan should include the following:

- A thorough assessment of threats, i.e., what is most likely to happen.
- Plan for each broad category of possible occurrence assuming the absence of the department member.
- Recruit a neighbor, family member, or friend who would be willing to assist the family. There should be a close associate where the family could stay or meet and someone who would be willing to provide shelter in the case relocation out of the area becomes necessary.
- Instruct everyone in the home on when and how to turn off water, gas and electric service to the home.
- Ensure everyone in the family knows what to do, where to meet, whom to contact.
- Stock up on non-perishable food and supplies including food and adequate water (1 gallon per person per day).
- Create a family emergency supply kit including, but not limited to:
  - a) 3 day supply of water per person and water purification tablets.
  - b) Non-perishable food and a non-electric can opener.
  - c) Eating utensils and cooking kit.
  - d) Any special food or drugs needed by family members.
  - e) First aid kit with instructions.
  - f) Battery powered AM/FM radio.
  - g) Flashlight or lantern
  - h) Extra batteries
  - i) Matches
  - j) Blankets and sleeping bags
  - k) Emergency toilet with disposable bags.
  - l) Disinfectant and sanitizer (chlorine bleach), and hand soap.
  - m) Extra clothing including severe weather outer garments.
  - n) List of addresses and phone numbers.

## ***FIRE RESPONSE PLAN***

### ***Purpose***

To develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from the Genoa Kingston Fire Department personnel.

### ***Situation and Assumptions***

The Genoa-Kingston Fire Department has the primary responsibility of responding to emergencies within the Fire Protection District where fire, or threat of fire, may exist. It has the responsibility of responding to fire emergencies outside of the District through various mutual aid agreements.

Occurrence of an emergency in either of these areas, or other hazards or situations not specifically identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

### ***Primary Responsibilities***

#### **Administration**

The Fire Department is headed by a Chief who is appointed by Trustee of the Fire Protection District.

The Department is normally composed of (# officers, # paid men and # volunteers).

The Department is continuously in the process of re- evaluating pre-fire plans for hospitals, schools, and major industries within its area of responsibility.

Maintains a resource inventory included as part of this section and identifies the type and locality of major pieces of equipment.

#### **Fire Operations**

Operations of the Fire Department require a rapid and coordinated response.

Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual.

Fire Department Personnel carry pagers and will normally be notified by the DeKalb County Dispatch Center if a response by the Department is required.

Telephone call-out can be used as a back-up.

The Fire Officer in charge of the incident has responsibility for an initial request for assistance through the MABIS or the Mutual Aid System.

Initial Response will include an evaluation of the on-scene situation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

### **Fire Chief or Designee**

The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Planning Group.

When notified of an emergency situation, the Chief sends, or caused to be sent, response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as necessary.

Responds to fire or threat of fire.

Coordinates any rescue work needed then protects exposures as required and extinguishing fires.

Assists other City departments, if requested, when life or property is threatened.

Assists in dissemination of warning.

Recommending and assisting in evacuation if situation warrants.

Requests assistance from Mutual Aid System.

Identifies Fire Incident Commander and establishes an Incident Command Post, if appropriate, assigns appropriate personnel to IC staff.

Performs IC duties at the emergency scene, if appropriate.

Sends a senior representative to the Emergency Operations Center, when the EOC has been activated during an emergency.

Notifies the EOC of the situation if the original notification did not come from the EOC.

Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.

Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.

If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy.

### ***Communications***

The Fire Station has a base radio that is used both for toning out the Fire Department personnel and for two-way communications.

Fire apparatus is radio equipped.

Standard procedures call for a person to be stationed at the Fire Station base radios if the Department responds.

The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and police.

## ***Emergency Operations Checklist***

### ***Fire/Rescue***

#### ***Pre-Emergency Preparedness***

Identify private sources of vehicles and heavy equipment that could be used in an emergency. Get a commitment, in writing that only normal rates will be charged in an emergency situation.

Have a program in place to ensure operational readiness of all equipment.

Inform and train department members on their roles in an emergency and what duties/responsibilities they might be called upon to undertake.

Encourage all members to adopt a personal/family emergency plan.

Establish brief written guidelines on emergency call-outs and procedures.



Establish a location for emergency stock-piling of material, equipment and supplies.

### **Hazard Analysis**

*(How many Haz Mat and Fire incidents have occurred and when?)*

*(What is the level of transport and storage of Hazardous substances in Genoa?)*

*(What businesses store these substances and in what quantities? Including fuel stations and supply stores)*

*(Should a fire or accident occur at these locations, what are the evacuation guidelines?)*

*(What is the potential for a fire, accident or other Haz Mat event at each location?)*

### **Railroad**

*(Need an independent section addressing the railroads)*

### **Potential Hazardous Materials Incidents Impact Assessment**

*(For Example)*

#### **Low Probability of Occurrence**

Propane Gas Tank Car Derailment - A release of several thousands of pounds of propane gas (instantaneous or through a slow leak) could result from a train derailment. This could result in fires and explosions over a large area. The probability of this incident is considered low because of stringent DOT packaging requirements, the low number of shipments made over the rail line, and the low speed of the train over the line.

Spill at Electric Utility Substation - Quantities of transformer oils are stored in transformers and other electrical components at the electrical substations owned by the Commonwealth Edison. This incident could result in the release of oil to soils or surface water. The probability of this incident is considered low because of the high security requirements at substations and the low frequency of events (such as transferring oil) that could lead to a spill.

#### **Moderate Probability of Occurrence**

Fixed Facility Accident Involving Flammable Liquids -The number of commercial, institutional, and industrial facilities storing flammable liquids or propane gas suggests that fires involving these materials will represent a significant portion of the future hazardous materials response activities. If this incident were to occur, structural fires could result where storage is near or inside buildings. Loss of life or extensive property damage often accompanies these fires.

Vehicle Accident Involving Mixed Gases - This incident could result in the release of several hundred pounds of acetylene, carbon dioxide, oxygen, or other unidentified gases used commercially. The most probable hazard associated with these gases is their flammability. Small quantities of oxidants, toxic gases or asphyxiates (such as carbon dioxide) could also be present. The potential for harm beyond the immediate area of the incident would appear to be small unless bulk quantities are involved.

### **High Probability of Occurrence**

Vehicle Accident Involving Flammable Liquids - Based on the large number of vehicles transporting flammable materials relative to other hazardous materials, this hypothetical incident is considered more probable than the others. The presence of a fire condition is likely. The incident would disrupt traffic flow and could result in casualties from smoke inhalation or burns to those people immediately involved in the accident or response. A spill of the liquid to surface water or soil is likely.

Fixed Facility Incident Involving Fuel Oil - Because these fuels are used for space heating in small leaks or spills should be expected. The consequences of a release could be minor but could also involve structural fires with a large potential for property damage and loss of life.

### ***Emergency Operations Checklist***

Chief, or a command designee, reports to the EOC.

Deploy personnel and perform emergency response duties and tasks as directed by protocol and/or the CEO.

Request assistance from other area departments or private contractors if necessary. Have personnel remain available to assist with other duties as needed.

Evaluate damage and prepare reports concerning the state of critical systems.

Assist in decontamination operations if necessary.

### ***Recovery Operations Checklist***

Keep itemized records of repair costs and personnel expenses for possible reimbursement.

Compile an official report for inclusion into the emergency operations event record.

## ***MEDICAL RESPONSE PLAN***

### **Primary Responsibilities**

The functions of an ambulance service responding to a disaster situation are divided into three (3) phases conducted by a qualified EMS team; this system provides effective response in order to save life and limit casualties.

A brief description of each phase:

#### **TRIAGE:**

Multiple injuries are assessed and categorized into priorities for emergency care using the METTAG system. This phase is carried out by the first emergency medical personnel, arriving by ambulance, to the disaster site. It shall be conducted in a good geographical manner. Upon completion, this team directs and assures patient removal, in proper sequence, to the staging area.

#### **STAGING:**

This function involves separating and categorizing patients according to the severity of their injury. Incoming medical personnel are assigned to patient removal areas and directed to immediate patient care, by priority. This phase includes preparing and stabilizing the patient for transport, based on priority and availability of vehicles.

#### **TRANSPORTATION:**

This function involves controlling arriving and departing MICU vehicles while logging vital patient information. Patient load, imposed on each hospital, is controlled prior to departure.

### ***Medical Inventory***

Adult Non-Rebreather Masks	Adult Bag-Valve Masks
Adult Nasal Canula	Pediatric Bag-Valve Masks
KY Jelly Box	Infant Bag-Valve Masks
Assorted Oral / Nasal Airway	Band-Aids Boxes
Pediatric Non-Rebreather Masks	Boxes Tape – 1" & 2"
Infant Non-Rebreather Masks	Cold Packs
KY Jelly Box	Hot Packs
Assorted Oral / Nasal Airways	Penlight Packs

Trauma Shears	Disposable I.V. Infusers
4 x 4 Gauze	Isopropyl Alcohol Swabs
2 x 2 Gauze	14ga Angiocath
ABD Pads	16ga Angiocath
Bungle Bandages	18ga Angiocath
Petroleum Gauze	20ga Angiocath
500ml Normal Saline Bottles	22ga Angiocath
4" Kerlix Gauze Rolls	24ga Angiocath
3" Kerlix Gauze Rolls	1cc Tuberculin Syringes
Surgical Masks	3cc I.M. Syringes
N95 Masks	Clave Connectors
Facemask w/ Shield	18ga Needles
HEPA Duckbill Masks	27ga Needles
1000ml Normal Saline	Adult Ambu-Bag BVM
I.V. Start Kits	Pediatric Ambu-Bag BVM
Macro drip 15 I.V. Tubing	Infant Ambu-Bag BVM
Adult Electrodes (3 pack)	

## EMERGENCY MEDICAL RESPONSE. BOX CONTENTS

High visibility Vests for CHIEF MEDICAL  
OFFICER, STAGING OFFICER,  
TRANSPORTATION OFFICER  
200 Armbands  
Paper Towels  
Air Fresheners Plastic Tape-Rope  
6 Clipboards, Paper Supplies  
1 Green Hat for TRIAGE OFFICER  
1 Roll of Masking Tape  
12 "KEEP OUT" Signs  
3 Traffic Cones for Staging Area  
2 "NO SMOKING" Signs  
3 Metal Stakes for Flags  
Assorted Kleenex  
2 Felt Tip Markers  
Trauma Dressings  
Crayola Type Black Pencils  
Quikkit IV Set ups  
Paper - Legal Size Pads  
Regular IV Tubing  
Pencils & Pens  
Tape  
Thumbtacks

Lactated Ringers  
Rubber bands  
Alcohol Prep Pads  
Plastic Bags  
4x4, 4x3 Surgipads  
Manila Envelopes  
Splints  
1 Roll Twine-Nylon  
Extra Disposable Blankets  
Assorted Scissors  
Extra Sheets  
Paper Clips  
3 Spring Clips  
Stretchers (in attic)  
Stapler & Extra Staples  
Blankets (in tall cabinet)  
1 Box of Single Edge Razor Blades  
Stakes for Marking Deceased (wood)  
Cylume Chemical Tubes  
Safety Pins  
Rubber Gloves  
1 Jar of Noxema  
1 Can of Bug Repellent

## **POLICE RESPONSE PLAN**

### **Primary Responsibilities**

When notified of an emergency situation the police department sends response personnel, equipment and vehicles to the scene, or other location as appropriate. Initial responding personnel will evaluate the situation and relay their observations to the communications center, identify the command agency, establish appropriate perimeters and establish an initial Emergency Operations Center (EOC).

Identifies an IC and establishes an ICP if appropriate, assigns appropriate personnel to IC staff.

Performs IC duties at the emergency scene, if appropriate.

Sends a senior representative to the EOC when the EOC has been activated during an emergency.

Manages law enforcement resources and directs law enforcement operations. Additional Police responsibilities include:

- Directing and Controlling Traffic
- Assist in any evacuation
- Controlling access to the scene and evacuation area
- Provide security
- Conduct damage assessments

### **Procedure:**

The nature of the emergency situation will dictate the need for additional manpower and equipment based on the evaluation made by on-duty officers. The following levels are currently available.

### **Level I Deployment**

Called for in the event of a level I emergency, a level I deployment may be issued by the officer or supervisor in charge of the current work shift when an event or events places a strain on available resources or when there are simply no resources available at the time or in the foreseeable future, i.e., 60 minutes or more. A level I deployment may be required due to heavy call volume; officers being tied up on a serious, complex or an otherwise involved investigation; when unplanned absences occur; or other situation when it would be reasonable to assume that service capability will be severely restricted for an extended period of time.

A level I deployment allows the shift supervisor to call back officers off duty and to place other members and auxiliary personnel on stand-by status. Available officers may be deployed to zones and may not leave those zones without the supervisor's permission.

### **Level II Deployment**

Called for in the case of a level II emergency, a level II deployment begins with the shift officer or supervisor contacting the Chief who will actually authorize the deployment based upon his evaluation of the situation.

Generally a level II deployment will require a doubling of the normal minimum shift coverage, the presence of a Sergeant, and at least two auxiliary personnel. Available officers shall be deployed to zones and may not leave those zones without the supervisor's permission.

### **Level III Deployment**

Called for in the case of a level III emergency, a level III deployment begins with the shift officer or supervisor contacting the Chief of Police who will actually authorize the deployment based upon his assessment of the situation. The shift supervisor shall make all notifications required by the emergency contact procedure. A level III emergency is likely to require the involvement of the Mayor and other city officials. If they are not already aware of the situation, the Chief will make this determination based upon City policy.

Staffing increases will generally go beyond that of a level II with such increases being determined by the Chief. The emergency staffing plan may be implemented and may involve the selective cancellation of previously approved vacations and days off under the authority of the Chief of Police. Available officers shall be deployed to zones and may not leave those zones without the supervisor's permission.

Office personnel may also be called in or designated as non-emergency call takers. Priority call status will be placed into effect at the discretion of the shift supervisor.

### **Level IV Deployment**

This level of deployment is called for in the case of a disaster or emergency situation that simply requires "All hands on deck". This level of deployment may be authorized by the Chief and will most likely be a common sense call. Notifications to the following will be made by the shift supervisor via cellular phone or landline, if possible:

- Chief of Police
- Fire Chief
- Mayor

The shift supervisor or commander shall establish an initial command post and will inform the above on this location. Primary considerations on the location of a command post include:

- Safety
- Ease of accessibility
- Communications Capability, telephone, radio, electronic messaging.
- Security
- Proximity to critical areas.
- Availability of necessary materials, supplies and other facilities and likely threats to any of the above.

Available officers shall be deployed to zones and may not leave those zones without the supervisor's permission.

### **Response Stages**

The department's response to a disaster or unusual situation occurs in clearly defined stages based on the nature of the event. The goal is containment and control so officers should establish a wide initial perimeter around any given event that can be reduced as time goes on.

#### **Initial Response-**

First responders are directed to the scene of any disaster or unusual occurrence and are to make an initial evaluation of the need for medical assistance, fire response, and additional manpower needs. The highest-ranking initial responder assumes command. The priorities of the first responders are safety of themselves and additional responding units, assisting any injured persons, traffic and crowd control.

The on duty supervisor, if available, shall report to the scene and verify the first officer's observations and evaluation of the incident. If the incident will overwhelm the available manpower resources he will contact the Chief.

#### **First Responding Officer**

- 1) Check for any injuries and render first aid.
- 2) Evaluate the scene and request additional assistance including fire and ambulance.
- 3) Make a report to shift supervisor or Chief.

#### **Shift Supervisor or Chief**

- 1) Gather any additional information and assess the incident level with particular attention to other potential threats and hazards.
- 2) Deploy other shift personnel accordingly.
- 3) Assess the need for crowd control with particular attention to ensuring citizen safety.
- 4) Evaluate the need to evacuate and secure the area.
- 5) Evaluate the need for traffic control.
- 6) Direct the communications center to invoke priority call status, if necessary.
- 7) Establish command center if the police department facility is not appropriate.
- 8) Contact other city officials, if necessary, and report.



## Police Command

The following is a list of responsibilities for the senior police officer on duty.

- 1) Assume command of police operations.
- 2) Ensure all required notifications have been made.
- 3) Consult with fire command, ESDA, and others.
- 4) Implement emergency staffing plans.
- 5) Request assistance from neighboring jurisdictions, if necessary.
- 6) Initiate an evacuation plan, if necessary.
- 7) Develop a traffic re-routing plan, if necessary.

The initial response ends when the EOC has been activated and the unified command protocol is in place.

## ***Command Post Priorities***

The secondary response stage requires the establishment of a command site to coordinate public safety activities. If the police facility is not appropriate alternate locations may include:

- Genoa Public Library (Downtown)
- Genoa Jr. High School (North)
- Genoa High School (West)
- G-K Fire or Rescue

Whenever possible the command post should be established inside of the outer perimeter.

## **Communications**

Once the unified command protocol is in place the primary overall communications channel is ESDA. The ESDA director or his designee shall coordinate all public inquiries and media needs.

## **Situation Map**

A current city map shall be used to plot the area of the incident, inner and outer perimeters, contaminated or restricted areas, critical traffic control points, staging areas, and unit locations. One individual shall be responsible for updating the map as the situation develops.

## ***Emergency Response Checklist*** ***Police***

### ***Pre-Emergency Preparedness***

Inform and train department members on their roles in an emergency and what duties/responsibilities they might be called upon to undertake.

Encourage members to adopt a personal/family emergency plan.

Coordinate with other agencies performing similar functions in case there is a need for assistance, i.e. Neighboring jurisdictions, Sheriff and State Police.

Establish a location for emergency stock-piling of material, equipment and supplies.

### ***Emergency Operations Checklist***

Chief activates EOC and notifies CEO.

Deploy personnel and perform emergency response duties and tasks as directed by CEO.

Request assistance from other area departments if necessary.

Evaluate service capability of initial responders and arrange for relief, food, etc. if necessary.

Evaluate the need for medical assessment/decontamination of initial responders.

### ***Recovery Operations Checklist***

Keep itemized records of repair costs and personnel expenses for possible reimbursement.

Compile an official report for inclusion into the emergency operations event record.

### ***Remote Command Post Box Contents***

## **PUBLIC WORKS PLAN**

### ***Primary Responsibilities***

When notified of an emergency situation, sends response teams/personnel, equipment and vehicles to the emergency scene, staging area, or other location, as appropriate.

Notifies the EOC of the situation if the original notification did not come from the EOC.

Sends senior representative to the EOC when the EOC has been activated during an emergency.

Manages public works resources and directs public works operations. Duties may include:

- Performing debris removal operations
- Assisting in urban search and rescue efforts.
- Conducting damage assessment activities.
- Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the EOC.
- Assisting in the evacuation of people at risk in and around the emergency scene.
- Coordinating with utility companies to restore power to disaster victims.

Assessing Damage and threats to City infrastructure.

### ***Situation and Assumptions***

During an emergency situation it is reasonable to assume that City Streets and infrastructure will be affected. The Public Works Department has the responsibility to open and clear necessary thoroughfares, barricade streets, repair or circumvent water and sewer lines, and to perform other critical maintenance functions as necessary given its resource capabilities. The Department may also be called upon to provide equipment and manpower resources to aid in rescue and recovery operations.

In the event that an emergency overwhelms the resources of the department, the Director of Public Works or his designee, is authorized to employ any needed private resources.

### ***Pre-Emergency Preparedness (Need a Hazard Analysis!)***

Identify private sources of vehicles and heavy equipment that could be used in an emergency. Get a commitment, in writing, that he/she will only charge normal rates.

Have a program in place to ensure operational readiness of all equipment.

Have adequate barricades ready and designate a transport vehicle.

Inform and train department members on their roles in an emergency and what duties/responsibilities they might be called upon to undertake.

Encourage all members to adopt a personal/family emergency plan.

Coordinate with other agencies performing similar functions in case there is a need for assistance, i.e. County Highway and Township.

Establish brief written guidelines on emergency call-outs and procedures.

Establish a location for emergency stock-piling of material, equipment and supplies.

### ***Emergency Operations Checklist***

Director or designate reports to the EOC.

Activate notification plan of department members based upon the scope of the event.

Deploy personnel and perform emergency response duties and tasks as directed by CEO.

Request assistance from other area departments or private contractors if necessary. Have personnel remain available to assist with other duties as needed.

Evaluate damage and prepare reports concerning the state of critical systems.

Assist in decontamination operations if necessary.

### ***Recovery Operations Checklist***

Begin repairs on facilities and infrastructure.

Keep itemized records of repair costs and personnel expenses for possible reimbursement.

Compile an official report for inclusion into the emergency operations event record.

## **SCHOOL DISTRICT PLAN**

### ***Pre-Emergency Preparedness***

Have a program in place to ensure operational readiness of key personnel and equipment.

Inform and train personnel on their roles in an emergency and what duties/responsibilities they might be called upon to undertake.

Encourage members to adopt a personal/family emergency plan.

Establish brief written guidelines on emergency call-outs and procedures.

Establish a location for emergency stock-piling of material, equipment and supplies.

### ***Emergency Operations Checklist***

When contacted, send a representative to the EOC.

Activate notification plan for key personnel based upon the scope of the event.

Evaluate impact of the emergency on district facilities and resources.

### ***List of Schools***

<b>Name</b>	<b>Address</b>	<b>Contact Person</b>	<b>Phone Numbers</b>

### ***Transportation Officials***

### ***Facility Manager***

## ***Procedures***

**Fire Alarm**

**Bomb Threat**

**Other Alert/Emergency Protocols**

(Civil Disturbance, Violent Encounter, Medical Emergency, etc.)

## ***Evacuation Procedures***

(From Where to where?)

## ***Staff Responsibilities***

(Who is responsible for what? name & phone number)

## ***Emergency Shelter Procedures***

## ***Recovery Operations Checklist***

Evaluate the need and arrange for crisis services.

Keep itemized records of repair costs and personnel expenses for possible reimbursement.

Compile an official report for inclusion into the emergency operations event record.

## ***Public Information Procedures & Guidelines (46.1.3f)***

### ***Purpose***

This annex provides direction and control for the Public Information Section of Genoa-Kingston Emergency Response . The function of the Public Information Group will be to deliver necessary, accurate and timely information concerning an emergency situation, governmental crisis or sensitive newsworthy event.

### ***Organization***

Public Information Group

The Public Information Group consists of the following:

- Chief Executive Official (CEO) or his designate.
- Public Information Officer (PIO) or Spokesperson as assigned by the agency in command of the incident.
- Radio, Newspaper and TV Representatives

### ***Duties***

Assemble when activated by the Chief Executive Official or the Incident Commander.

Acquire information on existing conditions and situations from all possible sources and verify for accuracy.

Assemble the information in a written information release including date and time.

Confer with the Chief Executive Official on the content of the release.

After receiving approval, release the information to media representatives in person, by fax or telephone and retain a copy of the release.

Determine whether additional call-takers are needed and arrange for coverage.

### ***Equipment Needs:***

- Paper and pen or computer
- Fax
- Telephone
- Copy machine

### ***Responsibilities of the Spokesperson or PIO.***

He/she also serves as the advisor to the CEO or Incident Commander concerning the necessity, desirability or feasibility of issuing specific items of information to the public.

- The Public Information Officer acts within the policy guidelines established by the CEO and is intended to be a central depository, source and control point for information pertaining to the incident.
- The PIO keeps and maintains an accurate time-based log of all pertinent events occurring during the event.
- The PIO strives to keep all staff informed of the developing situation in order to determine what information should be released to the public at specific points in time.
- The PIO may coordinate and/or recommend the need for personal appearances or press conferences by key officials to update the public on developments.

### ***Specific Duties***

- Gather Information on the current event or situation and the possible impact.
- Compile a history of similar or previous events.
- Authenticate the reliability of all information
- Prepare a statement from CEO or Designee.
- Prepare a preliminary news release and submit to CEO for approval.
- Prepare a media packet with the approved release and any other pertinent information.
- Distribute release to anyone likely to field calls, media contact list, and city officials.
- Set-up a media briefing area away from the EOC and contact local media.
- Use the local media to disseminate warning and precautions.

### **Evacuation**

Should evacuation be deemed necessary by the CEO.

- Compile information on available safe evacuation routes and areas to be avoided.
- Determine if mass transportation resources will be necessary.
- Prepare an evacuation statement including any specific dangers associated with the event that justify evacuation for approval by the CEO.
- Determine what, if any, action will be taken for those who refuse to comply with an evacuation order.
- Disseminate the evacuation order and statement through media contacts.
- Include the evacuation order and statement in the media packets.



## MEDIA CONTACT LIST

### NEWSPAPERS

#### **Courier News (The Villages)**

Debbie Behrends, Editor  
(847) 888 – 7769

Office

#### **Creston Observer (The)**

604 N. Main Street  
Rochelle, IL  
815.562-1088

#### **DeKalb County News (Journal)**

Kevin Botterman  
(815) 784 – 5138  
(815) 899 – 4329

Office  
Fax

#### **Daily Chronicle**

Chris Rickert  
1586 Barber Greene road  
DeKalb, IL 60115  
(815) 756 – 4841  
(815) 756 – 2075

Ext. 221

Office  
Fax

#### **Daily Herald**

Tonya Kunz  
[tkunz@dailyherald.com](mailto:tkunz@dailyherald.com)  
(630) 587 – 8631  
(630) 587 – 8631  
(847) 427 – 4430  
(847) 427 – 4300

Personal Line  
Fax  
Night News Desk  
Office

#### **Elgin Courier**

Paul Harth, Editor  
(847) 888 – 7780  
(847) 888 - 7836

Office  
Fax

#### **Mid Week**

Hank Brockett, Editor  
119 N. Maple Street  
Sycamore, IL 60178  
(815) 895 - 3100  
(815) 899 – 7168

Ext. 238

Office  
Fax

#### **Northern Star**

NIU  
815.753-5606  
815.753-0308

Office  
Fax

**Rochelle News Leader**

John Shank  
211 E. II, Rt. 38  
Rochelle, IL  
(815) 562 – 4171  
(815) 562 – 2161

Office  
Fax

**Rockford Registrar Star**

99 E. State Street  
Rockford, IL 61104  
(815) 987-1350  
(800) 383 – 7827  
Mike Wisner  
(815) 987 – 1377

Office  
Toll Free  
Day Contact  
Personal Line

[mwisner@rrstar.com](mailto:mwisner@rrstar.com)

Chris Green  
(815) 987-1241

Evening Contact  
Personal Line

[Cgreen1@rrstar.com](mailto:Cgreen1@rrstar.com)

**The Valley Free Press**

119 N. Maple St.  
Sycamore, IL 60178  
(815) 895 - 3100 x231

Direct Line

[vfpnews@vfpnews.com](mailto:vfpnews@vfpnews.com)

**LOCAL RADIO STATIONS**

**B95 WDKB FM**

Brian Adams  
2201 N. 1st Street  
DeKalb, IL 60115  
(815) 758 – 0950  
(815) 758 – 6226

Office  
Fax

**Northern Public Radio-WNIU-WNIJ-NIRIS**

Susan Stethens, News Director  
801 N. 1st Street  
DeKalb, IL 60115  
(815) 753 - 9000  
(815) 753 – 9938

Office  
Fax

**Q98.5 WXXQ**

3901 Brendenwood Road  
Rockford, IL 61107  
(815) 399 – 2233  
(815) 484 – 2432

Office  
Fax

**WGSL/WQFL – FM 91/101**

5375 Pebble Creek Trail  
Loves Park, IL  
(815) 654 – 1200  
(815) 282 – 7779

Office  
Fax

**WDEK-Nine FM**

24310 Sycamore Road  
DeKalb, IL 60115  
(815) 748 - 0009  
(773) 767 - 1000  
(773) 767 – 1100

DeKalb Office  
News Desk (call first)  
Fax

**WLBK Radio 1360 AM**

2410 Sycamore Road, Suite C  
DeKalb, IL 60115  
(815).758 – 8686  
(815) 756 – 9723

Office  
Fax

**WRHL Radio**

Jeff Leon  
400 Maymart Drive  
Rochelle, IL  
(815) 562 – 7001  
(815) 562 – 7002

Office  
Fax

**WSQR**

(815) 899 - 1560  
(815) 899 - 9000  
(815) 899 - 7110

Office  
Fax  
Transmitter

**WYCH 106.3 FM**

Debra Rhodes  
1851 Coltonville Road  
Sycamore, IL 60178  
815.899.3500  
(219) 933 – 0323

Office  
Fax

**TELEVISION STATIONS**

**Channel 23 – WIFR**

2523 North Meridian Road  
Rockford, IL. 61101

(815) 987 – 5300

(815) 987 - 0981

(815) 987 - 5330

(815) 987 - 5333

[www.wifr.com](http://www.wifr.com)

Office  
Fax  
News Desk  
News Fax

**WREX – TV Channel 13**

Ashly Lunnon, Assignment Editor

10322 Auburn Road

Rockford, IL 61105

(815) 335 – 2213

(815) 335 – 2297

Office  
News Fax

**WTVO – TV Channel 17 QRS Channel 39**

Kristin Burke

1917 North Meridian Road

Rockford, IL 61101

(815) 963 – 5413

(815) 963 – 0029

Office  
Fax

## Evacuation

### ***Purpose:***

This function deals with movement of people to a safe area, from an area believed to be unsafe, when an emergency event necessitates such action.

An evacuation may be ordered in response to an event that threatens the safety of citizens. This section provides guidelines for conducting these operations.

### ***Situation and Assumptions***

People will be drawn to an emergency scene out of curiosity. Similarly, they will flee in panic when they believe they are in danger.

Some individuals will refuse to evacuate even when a threat to their safety is apparent.

Some individuals will refuse to evacuate unless their pets and/or property will be taken care of.

People who refuse to evacuate are not breaking the law and can not be arrested.

Evacuations will be ordered on an "as necessary" basis as an event unfolds. They will be ordered by the CEO on the advice of the on-scene commander(s). Evacuation instructions will be developed at the EOC based on overall known or assumed risks, availability of transportation, available of evacuation staging areas and routes.

Once an area is evacuated and the evacuation becomes widely known, looting is likely to occur.

Roughly 20 % of the population evacuated will require shelter. Most will seek shelter with relatives and friends. The number of persons initially requiring shelter will diminish as time goes on.

Residents will seek to return to their homes before an area is generally considered safe and may challenge the CEO's authority to keep them out.

### ***Evacuation Operations***

A general evacuation requires the activation of the EOC.

Decisions concerning the need to evacuate should include the following individuals:

- CEO
- Fire Chief
- Rescue Chief
- Police Chief
- Public Works Director
- Health Department
- School District official (when transportation and shelter are called for)
- County ESDA

If the event involves hazardous materials, a Hazardous Materials specialist should be consulted.

**The order to evacuate is issued by the CEO or his designee.**

Factors to be considered include:

- Threat to Life and safety
- Damage to property or environmental contamination to the extent that habitation of the area is unsafe.

**Hazardous Materials Event**

Scope of Evacuation Area

A Hazardous Materials incident will have threats unique to the substance involved. The exact substance will need to be determined as well as the Quantity involved.

Evacuation parameters may then be established in consultation with a haz-mat specialist. The need for evacuation is determined by the following factors:

- Weather conditions
- Wind speed and direction
- Temperature
- Precipitation
- The exact location of the spill.

**Flood**

Scope of Evacuation Area

The area in need of evacuation is determined based on the following factors:

- Expected area of flood water encroachment.
- An estimation of when flood waters will be at their highest point (crest).
- Weather conditions including wind speed & direction and precipitation.

**Major Fire**

Scope of Evacuation Area

The area in need of evacuation is determined based on the following factors:

- Weather Conditions
- Wind Speed & Direction
- Precipitation

***Evacuation Procedure***

The EOC will consider all available data and determine the size and boundaries of the evacuation area.

A Point(s) of reception will be established where evacuees will be directed. The reception point(s) will need to be staffed by shelter managers who are equipped to register evacuees, monitor progress and conditions, and update the EOC.

- Reception areas and shelters must be located outside of the evacuation area.
- The local Red Cross should be contacted in the event of a large scale evacuation.

Routes will then be selected for a general evacuation in cooperation with DeKalb County ESDA. These routes will then be surveyed by police for impediments.

An estimate of the number of persons to be evacuated will then be determined including any information on special needs.

Manpower needs will be determined based on:

- Size of the population to be relocated.
- Locations within the evacuation area likely to require assistance such as schools, day care centers, etc.
- Number of locations that will require traffic control.
- Likely physical transportation needs, i.e. Mass transit or transport of bed ridden or invalid persons.

An assembly area will need to be established for large scale evacuations requiring mass transit and on-scene coordination.

Establish a perimeter

- Staff Traffic Control points
- Barricade side streets
- Direct traffic out of the area, restrict any incoming traffic.

Utilize the public information procedures to announce the evacuation. The notice should include:

- The reason for the evacuation.
- Where shelter/receptions area are located.
- The location of the nearest evacuation assembly area.
- The authority ordering the evacuation.

Media updates will include the following:

- Current status of emergency operations
- Evacuation area.
- Location of shelters
- Decontamination and medical treatment areas.
- Precautions to be taken by those who will not evacuate.
- When evacuees may return to their homes.

Door-to-Door Notifications

Personnel should be assigned specific streets and locations to conduct door-to-door notifications.

- If contact is made, provide information on the reason for the evacuation, assembly area and reception/shelter locations. Put a piece of yellow tape on the door.
- If no contact is made, put a piece of pink tape on the door.
- If time permits, re-check the homes with pink tape.

County Health officials should inspect the reception/shelter areas periodically.

Regular police patrols should be made of the evacuation area to discourage looting, monitor conditions, and enhance security.

### ***Re-inhabiting***

The decision to re-inhabit an evacuated area will be made by the CEO in consultation with all those present at the EOC.

The announcement is to be accompanied with any precautions recommended by the County Health department evacuees should take as they return to their homes.

Police should remain on-post for traffic control and to receive reports concerning theft or crime related damage.

Rescue will need to assist those who are ill or with physical limitations.

The Fire department will be available to assist residents who need to restart gas appliances.

County ESDA will coordinate state and federal assistance.

### ***Evacuation Checklist***

#### **CEO**

The CEO or his designee will be charged with the following responsibilities:

- Review known information about the event and confer with Police, Fire, and Rescue concerning the need to evacuate.
- Determine whether or not any small scale evacuations have already taken place. Identify perimeters and the extent of existing abandonment.
- Identify assembly areas and arrange transportation for those with special needs.
- Identify potential reception/shelter points and confirm their availability, arrange staffing.
- Identify evacuation routes.
- Estimate traffic capacity along the routes and the need for additional traffic control.
- Request assistance from county animal control for the care of pets.

#### **Police**

- Assign personnel to traffic control points including evacuation perimeter. Limit access to evacuation area.
- Schedule departures from assembly area(s).
- Arrange for special patrols in evacuated areas.

#### **Public Works**

- Verify safety and pass-ability of established evacuation routes.

#### **Spokesperson (PIO)**

- Identify the specific evacuation area, its boundaries and evacuation routes.
- Compile a list of items evacuees should take with them.
- Identify assembly areas and announce departure times to reception/shelter points.



- Identify the location of mass care facilities.

## Unique/Specific Hazard Index

The hazard specific appendix provides additional guidance to address the unique aspects of specific kinds of occurrences. This appendix is intended to provide quick reference for broad categories of events.

### **Hazard Analysis**

Reducing vulnerability to specific hazards begins with identifying many, if not all of the hazards that threaten a community and then analyzing each one individually to determine the degree of threat they pose.

A comprehensive hazard analysis determines:

- What hazards threaten the community.
- How often they are likely to occur
- How severe the emergency is likely to be.

The rating process consists of the following factors:

### **History**

How many occurrences of this type have there been in the last 20 years?

Low	0-1 occurrence
Medium	2-3 occurrences
High	more than 3.

### **Vulnerability**

The percentage of the population that may be impacted by the event the amount and value of property that could be damaged, destroyed or contaminated.

Low	less than 1%
Medium	1% to 10%
High	more than 10%

### **Probability of Occurrence**

The likelihood that the event will occur based upon current trends in the region including demographics, weather patterns, traffic patterns, infrastructure conditions and changes in public policy.

Low
Medium
High

## **Bomb Threat**

**History:** Low

**Vulnerability:** Low

**Probability of Occurrence:** Medium

**Command Protocol:** **Police; with Fire/Rescue in support.**

### ***Situation & Assumptions***

Bomb threats are generally perpetrated by pranksters who intend to disrupt the normal routines and activities of schools or emergency response agencies. Be-that-as-it-may, bomb threats can not be ignored until the officials responsible for the target make the reasonable determination that no threat actually exists.

### ***Secondary Effects***

- Evacuation, shelter and transportation may be necessary causing the need for traffic and crowd control.

### ***Concept of Operations***

The police department will be the primary responding agency. The initial responding officer will collect all facts related to the threat and confer with officials as to the seriousness of the threat. If the official feels the threat is serious the evacuation plan for the facility should be implemented and the fire department notified.

### ***Organization & Assignment of Responsibilities***

The Police Department will have command responsibility. Police officers will not conduct bomb searches or approach any suspicious device.

A command post shall be established deemed reasonably safe given the situation. The primary responsibility of the Police will be to assist in evacuation and provide traffic control services if necessary. Once the scene is deemed secure, police will conduct an investigation into the origin of the threat.

### ***References***

Police Operations Manual

## Explosion

**History:** Low

**Vulnerability:** Medium

**Probability of Occurrence:** Low

**Command Protocol:** **Fire; with Police and Rescue in support until activation of EOC.**

### ***Situation & Assumptions***

An explosion of any size is likely to result in limited to wide-spread panic. The initial focus of operations is the evacuation of injured persons followed by controlling access to the site. Responding personnel should be aware of the possibility of a secondary device in cases where the origin of the initial event is not apparently accidental in nature.

Local emergency services will be initially overwhelmed.

### ***Secondary Effects***

- Medical Emergency
- Evacuation, shelter & transportation may be necessary.
- Power Failure
- Hazardous Materials may be present.
- Traffic & Crowd Control

### ***Concept of Operations***

Caring for injured persons is the operational priority for which Rescue takes the lead. Initial Police units will assist and support Rescue efforts with Fire suppressing any resulting blaze and assessing any additional threats.

### ***Organization & Assignment of Responsibilities***

The Fire department will have operational command and conduct suppression operations, Rescue will conduct triage and transport injured persons, Police will provide traffic and crowd control. Secondary responsibilities include decontamination by Rescue and investigation by police.

### ***References***

## Flood

**History:** Medium

**Vulnerability:** Medium

**Probability of Occurrence:** Medium

**Command Protocol:** **Activate EOC when event is anticipated.**

### ***Situation & Assumptions***

Flooding occurs when normally dry land becomes inundated with water or becomes so saturated that thoroughfares and pedestrian pathways become unusable. The Kishwaukee River presents the most obvious threat although flooding resulting from a catastrophic infrastructure failure is possible.

Heavy rain is the most likely precursor to a flood emergency providing ample warning of an impending crisis. Intense storms with heavy rain may produce a flood in just a few hours, the areas adjacent to the river will receive the initial impact consisting of flooded open areas, yards, and basements.

Flood emergencies will involve stranded residents, stalled vehicles blocking thoroughfares, thoroughfare obstructions limiting access to areas by emergency responders, waterborne health hazards.

### ***Secondary Effects***

- Evacuation, transportation & shelter
- Power Failure
- Water Shortage
- Health & Sanitation Problems
- Traffic re-routing & Road closures
- Security of evacuated areas.

### ***Concept of Operations***

Pre-planning in anticipation of a flood event is very effective in mitigating its impact. The EOC should be activated as soon as it is clear that floodwaters will be displacing persons or causing a hazard.

### ***Organization & Assignment of Responsibilities***

The EOC will direct resources, establish command posts as necessary, monitor conditions and predict anticipated needs.

### ***References***

## Hazardous Materials Incident

**History:** Low

**Vulnerability:** Medium

**Probability of Occurrence:** Medium

**Command Protocol:** **Fire; with Police and Rescue in support. Large incident may require EOC activation.**

### ***Situation & Assumptions***

Hazardous materials can be defined as and explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious or radioactive materials.

Risk areas include transportation routes including roadways, rail roads, and aircraft flyways. The two rail lines and Illinois Rts. 72 and 23 are common transportation routs for many kinds of hazardous materials. The most likely source of a hazardous materials incident is a vehicle collision or train derailment.

### ***Secondary Effects***

- Evacuation & Transportation
- Traffic re-routing
- Health & Sanitation

### ***Secondary Effects***

- Evacuation & Transportation
- Traffic re-routing
- Health & Sanitation

### ***Concept of Operations***

Limiting exposure to hazardous materials is the priority. This begins with the identification of the material present and following the guidelines stated in the hazardous response guidebook. Emergency responders must take precaution so as to not become an additional victim of the event.

### ***Organization & Assignment of Responsibilities***

The Fire department will direct all rescue and containment activity with Rescue providing medical and decontamination support.

### ***First Responders Emergency Action Checklist***

If the scene is on a public highway, immediately take precautions to WARN other vehicles so that subsequent collisions will not occur.

- Establish traffic control.
- Maintain a safe distance from hazards, stay upwind and upgrade.
- Assess the situation for the presence of hazardous materials, downed wires, spilled fuels, unstable conditions. Record placard numbers, and other information to complete assessment. Use the DOT Emergency Response Guidebook to identify hazardous materials and to identify the hazards of the specific materials involved.

- Communicate critical Information to Dispatch.

### **Incident Commanders Emergency Action Checklist**

- Evaluate the release using all available product hazard, monitoring and release quantity information. Define the threat to area residents or others in the area. Establish "Hot Zones," and restricted access areas.
- Identify immediate steps to protect the lives of area residents, other persons traveling on the highway or railroad, and emergency responders
- Establish Personal Protection Protocols as appropriate to the identified hazards.
- Identify additional resources that may be required. Establish a staging area and call for mutual Aid.
- Establish entry and exit checkpoints for contamination areas.
- Notify regional and state authorities of the incident.
- Coordinate the emergency response activities of emergency rescue, fire, and police services.
- Based on the evolving nature of the incident, continuously re-evaluate the need to evacuate residents and others in the area.
- Within the limits imposed by the exposure hazards of the in incident and the training levels of the responders, contain spill materials by building dams or dikes.
- Remove uninvolved materials from threatened areas if feasible.
- Apply cooling water spray to containers threatened by fire.
- Prepare a public warning/information release on the incident.

### ***Public Warning and Information***

Activate the Public Information Section of this plan if appropriate. Emergency personnel may also go door-to-door to inform citizens of the hazard.

### **Evacuation?**

Evaluate the need to evacuate. Sheltering of residents or others in buildings may be an effective alternative to evacuation when the duration of a release is expected to be short and when mass evacuation could result in greater exposure to risk. Persons who take shelter in-place should observe the following procedures:

- Close all doors and windows.
- Disconnect air conditioners and fans.
- Lower the thermostat setting of any heater to minimize the intake of external air.
- Do not leave the structure until an "all-clear" has been so sounded or an official announcement has been made that the emergency situation has ended or been down graded.

### ***Rescue***

Hazardous materials incidents are often accompanied by fire and injured persons. The Incident Commander shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be

present are not to be entered by persons that have not been trained to the Technician or Specialist level.

Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear proper protective equipment and clothing when conducting rescues as indicated by the Incident Commander.

Rescue will be the primary resource for decontamination of persons.

## **References**

Hazardous Materials Handbook

U. S. Public Law 920, 81st Congress 1950 (as amended) 2. Title 20, Chapter 1 and 3, VSA annotated 3. 29 CFR 1910.120 (OSHA Regulations) 4. Superfund Amendment and Reauthorization Act (SARA) Title III, 1986

## **Specific Fire Department Guidelines**

This plan provides a basic philosophy and strategic plan for hazardous materials situations. All Genoa-Kingston Fire Department Standard Operating Guidelines, unless superseded by a specific part of this plan, remain in effect for Hazardous Materials incidents.

Hazardous Materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, chemical reactions, explosions and similar events. Hazardous materials involved may include toxicity, flammability, radiological hazards, corrosives, explosives, health hazards, chemical reactions and combinations of factors. This plan provides a general framework for handling a hazardous materials incident, but does not address the specific tactics or control measures for particular incidents.

Every field incident presents the potential for exposure to hazardous materials and the products of combustion of an ordinary fire may present severe hazards to personnel safety.

This guideline is specifically applicable to known hazardous materials incidents, but it does not reduce the need for appropriate safety precautions at every incident. The use of proper turnouts and SCBA, whenever appropriate, and the utilization of all Standard Operating Guidelines on a continuing basis is the starting point for this plan.

Note: In most cases, a Hazardous Materials Response Team member shall act as a safety officer to oversee the specific hazardous materials operation. However, in the absence of a H.M.R.T. member, a fire official shall be designated to oversee hazardous materials operations.

## **Dispatch**

Dispatch should attempt to obtain any and all information from the person reporting a hazardous materials incident. The information should, if possible, include material name and/or type, amount and size of container(s), problem (leak, spill, fire, etc.) and dangerous properties of the materials. The incident taker should stay on the telephone with the caller to gain additional information after dispatching appropriate emergency personal. Any additional information shall



be relayed to responding units after dispatch. If the call comes from a person with particular knowledge of the hazardous situation, have that person meet and direct the arriving units.

#### First Arriving Unit

The first arriving officer will establish Command and begin size-up. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography and location of the situation.

Command will advise ALL OTHER UNITS to stage until instructed to take specific action. Units must stage a safe location; taking into account wind, spill flow, explosion potential and similar factors in any situation.

Fire Command will immediately begin to research the situation using resources at its disposal (Property I.D., responsible party, Hazardous Materials Permit, pre-fire plans, reference books, telephone contacts, etc.) Command will obtain the prevailing wind speed and direction and announce them to responding units.

Command will advise County dispatch of the situation and if the situation warrants (above ops level or awareness level if no ops personnel are on site) request a Hazmat Technician from DeKalb Fire Dept. to come to the scene.

#### Size Up

Command must make a careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to Fire Department personnel, and taking advantage of available protective equipment.

The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A hazardous materials incident requires a more cautious and deliberate size-up than most fire situations.

Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan to keep uncommitted companies at a safe distance.

Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident and degree of risk to unprotected personnel. Take immediate action to evacuate and/or resource persons in critical danger if possible, providing for safety of rescuers.

The major problem in most cases is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, shipping papers, refer to pre-fire plans and ask personnel at the scene (plant management, responsible party, truck drivers, fire department specialists). Utilize reference materials carried on apparatus

and have Station #1 contact other sources for assistance in sizing up the problems (Chemtrec, other agencies, fire department specialists, manufacturers of materials, etc....).

### Action Plan

Based on the initial size-up and any information available, Command will have to formulate an action plan to deal with the situation. This plan if above a awareness or ops (if on site) level personal must activate M.A.B.A.S Division 6 Box 6-69 to the first level before any action is taken. A Hazardous Material Response Team must be on site.

Most hazardous materials are intended to be maintained in a safe condition for handling and use through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system and creating a hazard on the exterior. The strategic plan must include a method to get the hazardous materials back into a safe container, dispose of it, neutralize it, or allow it to dissipate safely.

The specific action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one method over another due to the unavailability of a particular resource or to adopt a "holding action" to wait for needed equipment or supplies.

As a general guideline, the Hazardous Materials Response Team will be assigned to any situation involving direct contact with hazardous materials.

### THE ACTION PLAN MUST PROVIDE FOR:

1. Safety of citizens.
2. Safety of firefighters.
3. Evacuation of endangered area, (see evacuation section) if necessary.
4. Control of situation.
5. Stabilization of hazardous materials, and/or
6. Disposal or removal of hazardous material.

Avoid committing personnel and equipment prematurely or "experimenting" with techniques and tactics. Many times, it is necessary to evacuate and wait for special equipment or expert help.

### Control of Hazardous Area

A hazardous material incident has two zones associated with the scene, similar to a fire. There are the HAZARD ZONE and the EVACUATION ZONE.

### Hazard Zone

The Hazard Zone is the area in which personnel are potentially in immediate danger from the hazardous condition. This is established by Command and controlled by the Fire Department. Access to this area will be rigidly controlled and only personnel with proper protective equipment and an assigned activity will enter. All companies will remain intact in designated staging areas until assigned. Personnel will be assigned to monitor entry and exit of all personnel from the Hazard Zone. The Hazard Zone should be geologically described to all responding units, if possible. (A Lobby Control Sector may be established to control access to the Hazard Zone and

maintain an awareness of which personnel are working in the area).

Responsibility for control of personnel in this zone includes not only Fire Department personnel, but any others who may wish to enter the Hazard Zone (Police, employees, tow truck drivers, ambulance personnel, etc.) Command is responsible for everyone's safety.

### Evacuation Zone

The Evacuation Zone is the larger area surrounding the Hazard Zone in which a lesser degree of risk to personnel exists. All civilians would be removed from this area. The limits of this zone will be enforced by the Police Department based on distances and directions established in consultation with Command. The area to be evacuated depends on the nature and amount of the material and type or risk it represents to unprotected personnel (toxic, explosive, etc.)

In some cases, it is necessary to completely evacuate a radius around a site for a certain distance (i.e., potential explosion).

In other cases, it may be advisable to evacuate a path downwind where toxic or flammable vapors may be carried (and control ignition sources in case of flammable vapors).

NOTE: When toxic or irritant vapors are being carried downwind, it may be most effective to keep everyone indoors with windows and doors closed to prevent contact with the material instead of evacuating the area. In these cases, companies would be assigned to patrol the area assisting citizens in shutting down ventilation systems and evacuating persons with susceptibility to respiratory problems.

In all cases, the responsibility for safety of all potentially endangered citizens rests with Command.

### Use of Non-Fire Department Personnel

In some cases, it may be advantageous to use non-Fire Department personnel to evaluate hazards and perform certain functions for which they would have particular experience or ability.

When such personnel are outfitted with breathing apparatus, chemical suits, etc., they must be made aware of the functions, limitations, and safety precautions necessary in their use. Fire Department personnel with the necessary protective equipment must closely monitor and/or accompany such personnel for safety.

BE AWARE THAT COMMAND IS RESPONSIBLE FOR THE SAFETY OF ALL PERSONNEL INVOLVED IN ANY INCIDENT.

## ***Special Considerations***

### General Factors to Consider

Due to the wide variety of situations Fire Department personnel may encounter in dealing with hazardous materials, these considerations will not attempt to provide specific guidelines on any one individual chemical or situation and are not listed in any priority. It is imperative that the first arriving Fire Department unit determine what hazardous material(s) is involved, and how much

prior to taking action to stabilize the incident. Entering the scene to make positive identification may be a considerable risk. The danger of explosions, leaking gas and poisoning may be great. Action taken prior to determining the product involved may be totally wrong and may severely compound the problem.

Transportation emergencies are often more difficult than those at fixed locations. The materials involved may be unknown, warning signs may not be visible, warning signs may be obscured by smoke and debris, or the driver may be killed or missing. D.O.T. hazardous materials marking systems are inadequate because some hazardous materials in quantities up to 1000 lbs., do not require a placard and there may be combinations of products involved with only a "dangerous" placard showing. Sometimes only the most evident hazard is identified, while additional hazards are not labeled or placarded.

The following items may be significant to consider at any Hazardous Materials incident. (Not all will be significant at any particular incident.)

1. Cooling Containers.
  - a. Use adequate water supply.
  - b. Apply heavy streams to vapor space.
  - c. Use unmanned streams.
  - d. Use natural barriers to protect personnel.
  
2. Remove Uninvolved Materials.
  - a. Move individual containers.
  - b. Move tank care away from flame.
  - c. Cool containers before moving.
  
3. Stop the Leak.
  - a. Close valves.
  - b. Place plug in openings.
  - c. Place container in upright position.
  - d. Use water spray to approach leak.
  
4. Apply Diluting Spray or Neutralizing Agent.
  - a. Dilute water-soluble liquids.
  - b. Flush corrosives to reduce danger.
  - c. Use spray streams to absorb vapor.
  - d. Use water with caution on some materials.
  
5. Construct Dams, Dikes or Channels.
  - a. Direct running liquid away from exposures.
  - b. Control run off from corrosive materials.
  - c. Use sand or dirt.
  
6. Remove Ignition Sources.
  - a. Start downwind.

b. Eliminate all sources of heat, spark, and friction.

7. Call for Additional Resources when their need is only anticipated. The actions taken by the F.G.C. in the first few minutes of an incident affects the outcome more than any other single factor. Anticipate your resource needs. Do not hesitate to call for additional resources if the circumstances warrant this action.

These include:

1. Fire Department personnel with particular experience or knowledge.
2. Authorities in charge of landfills and dumps where hazardous materials may be disposed.
3. Commercial chemical experts with experience in handling and disposing of most common chemicals.
4. Pesticide consultants and disposal teams with equipment to clean up agricultural chemical spills.
5. Personnel from state and federal regulatory agencies. These personnel should be contacted for incidents involving transportation of hazardous materials.
6. Railroad information numbers.
7. Tank truck companies with defueling capability (in case carrier involved in incident has none).
8. Radioactivity and military weapons emergency contacts.

**SPILL/LEAK CLEANUP  
HAZARDOUS MATERIALS RESPONSE CONTRACTORS**

**USE HERITAGE AS THE PRIMARY RESPONDER - except ANTHRAX**  
**USE SET ENVIRONMENTAL, INC. FOR ANTHRAX TESTING**

**Heritage Remediation (LEMONT)**

**Dick Trizna extension 257**

1-630-739-1151 ext. 257 Emergency spill response

or 1-800-487-7455 – **24 hours**

1-630-739-9491 FAX

**SET Environmental, Inc. (WHEELING) use for ANTHRAX TESTING**

**877-43SPILL or 877-437-7455** - 24 hour emergency response hot line

**HAZCHEM Environmental Corp (ADDISON)**

**Kate Koenig, V.P.**

1-630-458-1910 – **24 hour**

1-708-984-8562 Pager

1-630-458-1918 FAX

**Environmental Contractors of Illinois, Inc (LOVES PARK) Ty Miller**

1-815-654-4726 – **24 hour**

1-815-636-4304 FAX

**Additional resources**

## **US EPA Emergency Response**

Non-emergency 217-782-8712

24 hour emergency 800-782-7860 or 217-782-3637

**IL EPA** 847-294-4000

## ***Decontamination***

The purpose of the Decontamination is to assure that any potentially harmful or dangerous residues, on persons or equipment, are confined within the Hazard Zone. Decontamination is intended to prevent the spread of contaminants beyond the defined area - particularly to avoid carrying contaminants back to the fire station or to other environments. The specific measures required to decontaminate personnel or equipment will vary with the contaminant, the circumstances and the level of contamination. These factors must be considered on a case-by-case basis, within the guidelines described in this guideline.

Command is responsible for ASSIGNING a Decontamination Officer at incidents, which involve a potential decontamination problem. This function should, preferably, be assigned to personnel from the Hazardous Materials Response Team. It must be integrated into the management of the Hazard Zone. The Decontamination Officer is responsible for determining the most appropriate decontamination procedures and managing the decontamination process.

The initial assessment of decontamination requirements must be based upon the specific needs of the situation. This must take into account the specific materials involved, the degree and type of exposure and the most appropriate methods. The assessment will require research and may involve consultation with toxicology resources. When the need for a Decontamination Area is indicated, this function will be established as a Sector.

The Decontamination Officer must assume that all personnel and equipment leaving the Hazard Zone are contaminated. Three courses of action are available:

1. Confirm NOT CONTAMINATED - using instruments or due to the nature of the situation.
2. DECONTAMINATE - (as appropriate to the situation) and release.
3. RETAIN and package for removal from the site for disposal or decontamination at a different location.

In all cases, the primary objective must be to avoid contaminating anyone or anything beyond the Hazard Zone.

The DECONTAMINATION AREA should be established within the Hazard Zone perimeter adjacent to the ENTRANCE/EXIT (Lobby Control). Personnel and/or equipment shall not be permitted to leave the Hazard Zone without approval from the Decontamination Officer.

The Decontamination Area should provide a corridor leading away from the source of contamination toward the Exit, with stations along the way for the deposit of tools, equipment, protective clothing, and other items. Monitoring of personnel and equipment should be appropriately placed along the path. A person traveling along the path should experience a decreasing level of contamination and adequate space must be provided to avoid contamination

of other areas or persons.

All contaminated items must remain within the perimeter of the Hazard Zone until decontaminated or safely packaged for removal. Personnel should be assigned to inspect persons and/or equipment before they can be released from the Decontamination Area. This inspection may be visual or may involve the use of monitoring instruments, when available. It must be assumed that items or persons are contaminated, unless their non-contamination can be confirmed.

#### DECONTAMINATION AREA PRECAUTIONS

During the decontamination process, all personnel working in the Decontamination Area must be adequately protected from contaminants. The Decontamination Officer will identify and require the appropriate protective equipment. These individuals and their equipment may also require decontamination after use. Any runoff or residue from decontamination procedures must be contained within the Hazard Zone and retained for proper disposal. Contaminated run off must not be allowed to spread or escape. Diking may be necessary. The use of portable children's swimming pools is recommended.

#### CONTAMINATED PATIENTS

Patients in need of medical treatment should be removed from the source of contamination as quickly as possible, but remain within the Hazard Zone perimeter. These patients must not be allowed to contaminate further areas or persons. It may be necessary to bring treatment personnel (with adequate protective clothing) into the Hazard Zone to deal with these patients, unless they can be rapidly and effectively decontaminated. Once decontaminated the patients and treatment personnel may leave the Hazard Zone.

#### TRANSPORTATION

If it is necessary to transport contaminated patients to medical facilities, the receiving hospital must be notified in advance of the nature of the contamination, in order to make necessary preparations. The ambulance used will be considered contaminated and will have to be decontaminated before being used to transport any non-contaminated persons. The ambulance should be prepared by draping exposed surfaces with sheets or polyethylene covers.

#### DECONTAMINATED PERSONS

When persons are decontaminated at a Decontamination Area, they may be released to leave the Hazard Zone. This includes Fire Department personnel, other emergency personnel, civilians, and patients. The Decontamination Officer will determine when it is appropriate to release custody of protective clothing, personal effects and equipment. The Decontamination Officer may release individuals who are substantially decontaminated and direct them to medical facilities for further evaluation or decontamination. Individuals may also be directed to shower, change clothes, or take other secondary decontamination measures.

#### PROTECTIVE EQUIPMENT PERSONAL EFFECTS

When feasible, protective clothing and personal effects should be decontaminated and released from the Hazard Zone with the individual. If the Decontamination Officer determines this is not feasible, these items will be impounded in the Decontamination Area. Personal effects will be

carefully guarded by Decontamination Sector personnel until a determination can be made regarding their final disposition.

### TOOLS AND EQUIPMENT

The Decontamination Officer will determine when tools and equipment may be released from the Hazard Zone. No item shall be removed without approval. The Decontamination Officer may impound equipment for later evaluation and have it packaged for storage or transportation.

### ***Radiological Decontamination***

Personnel may be contaminated with alpha or beta radioactive emitting material at any radiological incident. In order to mitigate health risks to personnel and to control the spread of the contamination, the following steps should be taken:

- All personnel (both fire and civilian) that were inside the Hazard Zone must not be released from the zone until they have been surveyed with radiation detection instruments and decontaminated, if necessary.
- Contaminated personnel leaving the Hazard Zone must pass through the Decontamination Area.
- All personnel reporting to the Decontamination Area will remain fully dressed in protective gear, including gloves and SCBA (face piece in place).
- No smoking, drinking, or food consumption will be permitted until all exposed personnel are determined decontaminated.
- All contaminated clothing and equipment must be removed and held in the Decontamination Area.

Plastic bags or plastic trash containers must be utilized to contain contaminated clothing and equipment.

### Removal of Contaminated Equipment and Clothing

All radioactively contaminated equipment and clothing must be placed in plastic containers at one of three collection points (see diagram).

1. At the first survey point all personnel will be checked in with monitoring instruments. If not contaminated, personnel may leave the Hazard Area via Lobby Control.
2. Contaminated personnel will place coat, boots, and bunker pants in the first container, continuing to maintain SCBA face piece in place. All items must be gently handled to avoid spreading dust (radioactive particles) and using gloves at all times. Actions should avoid contaminating inner clothing, skin, and particularly hands. SCBA harness and cylinder must be carried to second container.
3. After the second container, personnel will again be checked and if free of contamination, may be released from the Hazard Zone. If still contaminated, personnel must proceed to the third container.
4. At the third collection point, all outer clothing will be removed and personnel will be checked again with monitoring instruments. If still contaminated, personnel must shower at the site, using whatever means available. Showering must pay particular attention to body areas, which may collect contaminants (armpits, hair, fingernails, etc.) and avoid runoff into eyes or ears.



Following showers, personnel will again be surveyed for contamination, before being issued with clean overalls.

NOTE: Shower runoff water must be impounded and collected. All personnel released from the Hazard Zone shall be directed to shower and shampoo and put on clean clothes as soon as possible after the incident. Medical evaluation will be arranged for all exposed personnel as quickly as feasible.

### ***Natural Gas Incidents***

Fire Department units may encounter natural gas in a variety of situations and incident types, each presenting a different set of hazards and problems. The following guidelines present an approach, which will be applicable in the majority of situations, but do not replace good judgment and experience in dealing with any particular incident. The guidelines should be used whenever situations are encountered that do not clearly indicate that a different approach is required to more safely resolve the hazard.

Natural gas is much lighter than air and will dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead air spaces. The flammable limits are approximately 4% to 15% in air. Natural gas itself is nontoxic; however, it displaces oxygen and can result in asphyxiation, if in a confined space.

Burning natural gas should not normally be extinguished, since this would change the situation from a visible to invisible hazard with explosive potential. Fires should be controlled by stopping the flow.

#### **A. INCIDENTS AT WHICH AN EXPLOSION HAS OCCURRED.**

Units arriving at the scene of a structure explosion must consider natural gas as a possible cause. Explosions have occurred in structures, which were not served by natural gas. Underground leaks may permit gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces. In these circumstances, the cause of the explosion may be difficult to determine.

1. Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep the number of Fire Department and/or other emergency personnel (i.e., gas company personnel) in the area, to the minimum number necessary to stabilize the situation. Take a pessimistic point of view.
2. Do not rely on gas odor. Use combustible gas indicators to check all suspected areas. Both gas company personnel and the Fire Dept. have combustible gas indicators for this purpose.
3. Check areas systematically using combustible gas indicators. Start close to the area of the explosion, and increase the area until readings indicate no detectable concentration. Map the readings for the affected area.
4. If a gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area. Cut electricity from outside the affected area to avoid arcing. Ventilate buildings where gas is found.
5. The use of ground probes is essential to evaluate potential underground leaks. When gas

company personnel are on the scene, ground probe readings and locations must be coordinated. Time, location, and concentration should be recorded for each probe - subsequent readings should be taken from same holes, when possible.

6. Command shall provide for effective interaction between gas company personnel and the Fire Department. Gas company personnel are responsible for locating and eliminating leaks in the gas system. As industry specialists, they can provide Command with valuable assistance in the effective handling of these incidents.

#### **B. INCIDENTS INVOLVING A REPORTED GAS LEAK - NO FIRE OR EXPLOSION**

Calls for "odor of gas," "gas leak", "broken gas line" and similar situations may range from minor to potentially major incidents. All of these should be approached as potentially dangerous situations. With gas company personnel on the scene of an incident, it shall be standard guideline for the first Fire Department unit to provide effective interaction between agencies. Gas company personnel shall be responsible for locating and eliminating leak sources. Gas company personnel and/or Fire Department personnel shall be responsible for locating and eliminating leak sources. Gas company personnel and/or Fire Department personnel shall obtain a sufficient number of gas concentration readings, using their combustible gas indicators for Command to evaluate the hazard and take appropriate action. In all cases, Fire Department units shall take whatever actions are necessary to provide for life and property safety.

The Hazardous Materials Action Plan should be used as a basic guide for these incidents. A minimum of personnel should be allowed to enter the area to size-up the situation while any additional units stage in a location out of the potentially dangerous zone.

1. Evacuate any civilians in the area of escaping gas.
2. Attempt to locate the source of the gas and any shutoff devices available.
3. Gas leak situations within a building where the source of the leak is unknown or uncontrolled, the gas supply shall be shut off at the meter. Command shall notify NICOR. When their representative arrives at the scene, the Fire Department shall assist them when possible. NICOR shall be responsible for insuring the affected gas lines and appliances are either returned to service or red tagged for nonuse.
4. If there is any indication of gas accumulating within a building, evacuate civilians from the structure and control ignition sources. Shut off electrical power from an outside breaker. Check for explosive concentrations with a combustible gas indicator if there is any suspicion of accumulation within a structure. Ventilate using blowers to pressurize if necessary.
5. If the gas company must evacuate to shut off a leak, the Fire Department will provide standby protection with an engine company positioned upwind, at a safe distance, with charged line(s) ready for use.

#### **C. PERSONNEL SAFETY**

All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing. Personnel working in a suspected ignitable atmosphere (i.e., attempting to shut off a gas line) shall USE SCBA and shall be covered by a charged protective hose line. The number of exposed personnel will be kept to an absolute minimum at all times. A safety perimeter shall be established and maintained around any suspected gas leak. "Fire line" tape should be used to identify the safety perimeter, when necessary.

## ***Radiological Response***

This guideline is designed to provide basic operational guidelines for managing a radiological incident. This guideline is for peace time radiological emergencies and does not specifically apply to nuclear warfare radiological contamination.

The Fire Department responsibilities during radiological emergencies include rescue, treatment, fire control/extinguishment, control of contamination spread and alerting responsible experts/agencies. Actual clean up and overhaul operations will not normally be a Fire Department responsibility, although the Fire Department will be responsible for seeing that such operations are completed. Shippers and/or manufacturers of radiological materials will normally provide specially trained clean up personnel and equipment, for clean up operations.

### **DISPATCH**

S Dispatch should attempt to obtain any and all information from the person reporting a hazardous materials incident. The information should, if possible, include material name and/or type, amount and size of container(s), problem (leak, spill, fire, etc.) and dangerous properties of the materials. The incident taker should stay on the telephone with the caller to gain additional information after dispatching appropriate emergency personal. Any additional information shall be relayed to responding units after dispatch. If the call comes from a person with particular knowledge of the hazardous situation, have that person meet and direct the arriving units.

When a radiological incident is confirmed, Command will notify:

1. M.A.B.A.S Box 6-69 to the appropriate level
2. DeKalb County ESDA and State Police Hazardous Materials Response Team
3. Illinois ESDA and/or Illinois Office of the Environmental Protection Agency on request from Command.

### **SITE OPERATIONS**

At the scene, Command must consider both direct radiation exposure and contamination. If there is no life hazard, rescue situation, or fire, there is no reason to risk exposure of Fire Department personnel. First arriving units should secure a perimeter, evaluate the situation, and wait for the arrival of the Hazardous Materials Response Team. If the immediate commitment of personnel is necessary, Hazard Zone procedures shall be implemented to minimize the exposure and contain the spread of contamination. The entry of personnel shall be limited to the absolute minimum number and time required for the urgent situation. These personnel will sue full protective clothing and SCBA. Any commitment of personnel to the Hazard Zone shall include at least one survey instrument per team to monitor radiation hazard levels. Dosimeters shall be issued to all personnel operating at the scene. Hazard Zone tape shall be stretched to define an area where readings of 2MR/hr are detectable. This must take into account potential downwind spread of contamination. A Decontamination Area must be established within the perimeter of the Hazard Zone, adjacent to the Lobby Control (entrance/exit) point. All personnel and equipment leaving the Hazard Zone must be checked for radioactive contamination by qualified personnel. All persons or items must go to the Decontamination Area before leaving the Hazard Zone. (See Decontamination).

### **TACTICAL CONSIDERATIONS**

Incidents with fire:

1. Initiate normal tactical firefighting operations except:
2. Always approach from upwind.
3. Do not ventilate.
4. Minimize the use of water.
5. Control water runoff - impound for disposal.
6. Minimize exposure of personnel.
7. Use full protective clothing with SCBA.

Rescue/EMS incidents:

1. Remove patients quickly.
2. Treat patients for medical problems/injuries.
3. Alert hospitals to prepare for contaminated patients.
4. Use full protective clothing and SCBA.
5. Decontaminate vehicles used to transport.

### NUCLEAR WEAPONS

The radiological hazard of nuclear weapons in transit is similar to other radioactive materials and can be handled with similar tactics. These weapons, however, contain considerable amounts of high explosives, which may be shock sensitive and can detonate very easily. They are especially dangerous when the weapon has broken up and the high explosive is scattered about. If a nuclear weapon involves fire, evacuate the area of 2,000 feet, in all directions, immediately. All downwind areas must be checked for contamination.

### TREATMENT OF CONTAMINATED PATIENTS

Do not delay field treatment of injuries. Radiological contamination, itself, is not a medical emergency. Treatment of contaminated patients should proceed with the following precautions:

- All contaminated patients should be placed in one Treatment Area - separate from non-contaminated patients - within the Hazard Zone perimeter, but beyond the 2MR/hr exposure distance.
- All treatment personnel should use SCBA or dust filtering masks, long sleeve shirts or coats, gloves and nomex hoods.
- A mask or other airway filtering means should be used on the patient to limit inhalation/ingestion of airborne contamination.
- Bandage all open wounds as quickly as possible to prevent wound contamination.
- Careful peeling or cutting of outer clothing from the patient's body will remove most of the contamination.
- Removed clothing, watches, wallets, etc. must be placed in plastic bags or other appropriate containers, sealed and properly identified.
- A clean plastic bag or other clothing should be placed over the patient's scalp hair to minimize the spread of contamination. Do not cover face.
- Much of the contamination on the patient's skin can be removed by wiping with a moist cloth or tape (put in plastic bag afterwards).
- Hot spots of contamination on the patient's body that cannot be removed by wiping, etc., should be marked with ink outline or tape.

- Before transporting, all contaminated patients must be wrapped in blankets or sheets to completely cover them in order to limit the spread of contamination. Only the face should be left exposed.
- Hospital and ambulances must be alerted early and before patient transportation is initiated so they can prepare to receive radioactive contaminated patients.
- All contaminated patients should be sent to a single hospital or to as few as possible. Once contaminated, these hospitals could be out of service for sometime.
- Where there are large numbers of contaminated patients, place as many patients as possible in each ambulance to minimize contamination spread to other ambulances.
- Reuse of contaminated ambulances for contaminated patients may need to be considered. If all available ambulances become contaminated, these vehicles can be out of service for long periods of time until they can be decontaminated.

Before treatment personnel can be released from the scene, they must be checked for contamination and decontaminated. All equipment used in patient treatment must also be checked and decontaminated. This evaluation will be conducted in the Decontamination Area.

### ***Flammable Liquid Incidents***

Flammable liquids present particular problems for fire protection, health, safety, and environmental protection. The frequency of encounters with flammable liquids makes them a particular concern for the Fire Department. The main operational problems with flammable liquids are fire extinguishment, ignition prevention and disposal of spills. All three of these may be involved in the same incident.

#### **EXTINGUISHMENT**

The principal agent for flammable liquid firefighting is AFFF/ATC (Aqueous Film Forming Foam\*). This agent is available from the attack engine companies. Initial attack on any flammable liquid fire should be made with AFFF/ATC. The extinguishing action of AFFF/ATC is based on its ability to rapidly cover the flammable liquid surface with a film. This film prevents the escape of flammable vapors, but may have difficulty sealing against hot metal surfaces. The application of AFFF/ATC should be gentle to avoid breaking the seal and agitating the liquid below. Gasohol is gasoline containing approximately 10% alcohol. If AFFF/ATC will not extinguish a Gasohol fire, it may be possible to use a short application of water to separate the gasoline from the alcohol. The alcohol and water will sink, allowing the fire to be extinguished as an ordinary gasoline fire. "Light Water is a trade name for AFFF manufactured by 3M Company.

NOTE: A general rule of foam solution application to a burning flammable liquid spill is 16 g.p.m. of solution, per 100 sq. ft. spill. Therefore, a (10 X 100) 1,000 sq. ft. spill will extinguish the fire. Any spill larger than 1,000 sq. ft. may require proper preparation such as having enough foam on hand and enough foam handlines ready, before applying the foam solution to the spill. Some prior planning may be beneficial so that we don't waste our foam resource.

#### **SPILLS**

Flammable liquid spills include spills without fire and any remaining fuel after a fire has been

extinguished. In both of these cases, the liquid must be protected to prevent ignition until it can be picked up or removed. All personnel working around spills must wear full protective clothing to afford protection in case of possible ignition. SCBA must be used in vapor areas.

1. Cover spills immediately with AFFF/ATC to seal vapors. The application may need to be repeated regularly, as the seal with breakdown in 10 to 20 minutes. Check for escaping vapors with a combustible gas indicator to judge when the seal is breaking down.
2. Control ignition sources in the area of the spill. Extinguish pilot lights, flares, open flames, etc. Prohibit smoking. Position vehicles to prevent contact of vapor with running engines or exhaust. Disconnect electrical power from a remote location to prevent arc-caused ignition.
3. Do not permit the flammable liquid to run off into storm drains, sewers, or drainage systems. Dam the run-off and cover the spill with AFFF/ATC pending disposal.

### DISPOSAL

1. Large quantity spills should be picked up with a tanker truck whenever possible. This requires a fuel transfer pump or vacuum truck and personnel familiar with fuel transfer precautions.
2. Smaller spills, which cannot be picked up with a tanker, must be absorbed or emulsified.
  - a. Absorbent materials, in rolls, pads, Spill X-S, oil dry or clay, may be used to absorb small spills.
  - b. Emulsifying agents may be mixed with hydrocarbon fuel, allowing them to be diluted with water. This method should be used only for small spills, which can be flushed into a storm drain or dispersed in a safe open area. A small spill in one which it too small to be retrieved by other means (absorbent or tank truck). Cold Clean 500 should be employed to flush small spills. The agent will be mixed with water at a rate of 2% using an IN-LINE EDUCTOR in a 1-1/2" line. The hydrocarbon should be thoroughly flushed and diluted at least 10:1 with water and Cold Clean 500 mixture.

### SAFETY

All personnel working around a flammable liquid spill must wear full protective clothing. This includes SCBA when working in and around areas where flammable vapors are present. Unless absolutely necessary, personnel shall not work in a spill area. When this is necessary to perform a rescue or control a leak, the spill must be covered with AFFF/ATC and all possible precautions against ignition must be taken. The area shall be monitored with a combustible gas indicator. Flushing small spills will be performed by personnel in full protective clothing using 1-3/4" lines. Personnel will not walk or stand in the spill during this process. The run-off must be monitored to be sure it is thoroughly mixed and diluted and flows to a safe location. The number of exposed personnel must be kept to a minimum.

## **Hostage/Barricade Situation or Police Shooting**

**History:** Low

**Vulnerability:** Low

**Probability of Occurrence:** Low

**Command Protocol:** **Police; Rescue in support. A long-term incident may require EOC activation.**

### ***Situation & Assumptions***

A Hostage/Barricade situation may range from an individual who refuses to answer their door to someone who has committed a forcible felony and is holding a hostage in an effort to avoid arrest. In most cases, these situations involve individuals who are in need of medical/psychological assistance but who are unwilling to accept service. In most cases, no criminal offense has occurred leaving police and medical professionals with no lawful authority to seize the individual.

A police shooting is a sensitive event that needs to be handled with the utmost respect for the involved parties. Once injured persons have been taken care of, various investigatory procedures will come into play involving multiple agencies and personnel.

### ***Secondary Effects***

- Evacuation & Crowd Control
- Re-routing of traffic.
- Medical Emergency

### ***Concept of Operations***

Hostage Barricade situations evolve quickly and then can settle into impasse that can last for hours. In all cases the safety of persons will take precedence over other worthy considerations. The police will not use force unless a clear and present danger to persons exists.

Police shootings are sensitive matters. All involved persons shall refrain for pubic comment and refer any requests for public information to the individual serving as the official spokesperson.

### ***Organization & Assignment of Responsibilities***

#### ***Police***

#### **Procedure:**

1. Once the existence of a barricaded suspect or subject has been confirmed the shift officer or supervisor shall contact the Chief.
2. Determine what weapons may be present.

3. Upon arrival on the scene establish an inner perimeter with available personnel as close to their location as possible but at a safe distance relative to the potential the individual may have to injure officers.
4. Evacuate any injured persons, if possible.
5. Initiate the appropriate emergency deployment level.
6. Establish an outer perimeter with additional personnel as they arrive. Isolate area from pedestrian and vehicle traffic and establish alternative routes. Do not allow the suspect to leave the area or others to enter. Temporarily block or disable the suspect's vehicle to keep them from driving off.
7. Have all arriving personnel report to the command post and make sure they are fully briefed before they are deployed.
8. In cooperation with the emergency response team leader, designate an arrest team to take charge of the individual should he surrender.
9. Establish Priority radio traffic.
10. Establish a command post within the outer perimeter with telephone availability, obtain a telephone book and a situation map of the area. If there is probable cause to believe hostages are involved police may have incoming phone line cut to prevent others from calling in and disrupting police communication with the suspect.
11. Determine if a crime has been committed. Designate an officer or investigator, if available, to gather information. Obtain names, addresses, and statements from witnesses as soon as possible.
12. Obtain a telephone number for the location where the subject is barricaded and determine their probable location within the building.
13. Designate one individual to keep a chronological log of events maintain a roster of personnel and their locations and to take other notes.
14. Contact the subject or suspect by telephone or by public address. The goal is to determine what they want and to get them to peacefully surrender. Do not make promises or commitments.
15. Evacuate surrounding buildings or residents if possible and necessary. Select an evacuation point that is appropriate and note the names of anyone refusing to leave after having been warned of the danger.
16. Contact the fire department and have emergency medical personnel and equipment ready near the command post.



17. If a prolonged situation is likely select a location to assemble press representatives and a staging area for additional responding emergency personnel. Assign one individual who will be responsible for public information releases and establish a schedule for regular updates.
18. Obtain a drawing or floor plan of the building that includes entrances, windows, doors, garage access, utility shut-offs and other important information. .
19. Obtain as much information as possible concerning the suspect including full name, date of birth, description, military background, criminal history, local contacts, weapons, mental history, and family relationships.
20. Contact close family members, friends, and neighbors and ask that they report to the police department to meet with an investigator.
21. If this is a suicidal subject contact the states attorney concerning an involuntary committal. If this is a felony situation contact the states attorney for legal advice.
22. Establish rapport and continue to negotiate with the subject or suspect until they surrender or are taken into custody safely. If communication breaks down have another officer try to talk to the individual.
23. At the conclusion of the event keep the area secure until all evidence has been processed and recovered.
24. Clean up the command post and thank anyone who has assisted with the incident.

### ***Police Shooting***

#### **Responsibility of the Officers Involved**

An officer who uses deadly force whether on or off duty shall immediately notify the Chief of Police by the fastest means available. If the involved officer is unable to make this notification, the first responding officer shall do so for him or her. If physically capable the involved officer shall:

- 1) Remain at the scene of the incident unless injured or relieved by a supervisor.
- 2) Notify the Communications Center of the incident.
  - Request the type of assistance needed (ambulance, additional personnel, etc.).
  - Care for any injured persons.

- Secure the scene as soon as the incident is under control in order to prevent evidence, including weapons, from being contaminated, moved, destroyed, or removed. Access to the scene shall be restricted to only those personnel necessary for emergency medical needs.
  - If physically capable, provide an oral report describing the incident to a supervisor or commander.
  - If physically capable, provide a documented statement in detail to the Chief of Police regarding the use of force within 24 hours after being notified in writing to participate in a formal interview.
- 3) While at the scene, the involved officer shall not discuss the incident beyond that which is necessary to secure the scene and broadcast pertinent details prior to the arrival of a supervisor.

***Supervisor/Responding Officer's Responsibility***

- 1) Upon being notified, the shift supervisor shall immediately proceed to the scene and take command until relieved by a higher departmental authority.
- 2) Relieve the involved officer(s) of duty pending the outcome of the incident review.
- 3) Ensure that proper notification has been made to all necessary department personnel and coroner if necessary.
- 4) Assess the incident including any injuries, and ensure any medical attention needed is obtained. If the involved officer is injured the supervisor should designate an officer to accompany the injured officer to the hospital.
- 5) Notify and bring to the scene an individual chosen by the involved officer(s) who can be with them and provide personal crisis support, i.e., chaplain, counselor, priest.
- 6) Obtain a brief oral report from the involved officer(s), and forward the summary to the Chief of Police by telephone or in person:
- 7) Protect and secure the scene of the incident before the crime scene technician and / or detective arrives. Restrict access to only those directly involved in the investigation.
- 8) In the event that any evidence or the scene itself cannot be properly secured or preserved until the arrival of the crime scene technician and / or detective, the supervisor shall take custody of all such evidence immediately. Pursuant to evidence gathering procedures, all evidence collected shall be properly documented.
- 9) Any weapon that is part of the scene shall be secured in position when practical.

- 10) If a firearm was involved, inspect all the firearms of officers who were present at the scene during the time of the incident except the involved officer(s), if known. Account for all firearms, the discharge of any firearms, and all ammunition whether live or spent. Seize any firearms that appear to have been discharged. Proper evidence gathering procedures and documentation shall be followed.
- 11) Locate and identify all persons who are or may have been witness to the incident. Segregate when possible. Conduct at-scene interviews and field investigations when necessary.
- 12) Render command assistance to the investigation until relieved by a higher departmental authority.
- 13) Prepare a written incident report detailing all facts and circumstances surrounding the incident prior to the completion of the tour of duty. The original incident report will be prepared and written by the supervisor at the scene, and all other officers will submit supplementary reports.
- 14) Monitor all radio communications and take necessary action.
- 15) Ensure that all written reports detailing the incident are completed. Collect, review, and forward all reports in their entirety to the Chief of Police.

The Chief of Police will request assistance from another police agency having jurisdiction and turn the incident investigation over to that agency's assigned investigator who will act as the lead incident investigator.

### ***Crime Scene Investigator's Responsibility***

The investigator will have the responsibility for the security of the scene upon their arrival. After ensuring that the scene is secure, the investigator shall be briefed and confer with supervisors prior to processing the scene.

#### Scene Processing Steps:

- a. Photograph and diagram the scene.
- b. Take custody of all weapons, spent cartridges, and samples of all ammunition if involved in the incident.
- c. Collect all evidence and standards associated with the investigation. All evidence collected and documented shall be pursuant to evidence gathering procedures. Any firearms shall be recorded by make, model, and serial number.
- d. When advisable, request specialized technical expertise.
- e. Complete a report that accurately details all observations, actions taken, and events that transpired at the scene.
- f. DO NOT discuss the incident with anyone other than supervisors or command level personnel.

- g. Photograph the officer involved if the incident resulted in injury to the officer or damage to the officer's uniform or equipment. Collect as evidence when applicable.

***Lead Investigator's Responsibility***

- 1) Upon being notified, the Lead Investigator shall respond to the scene of the incident and assume command of the investigation.
- 2) Determine and assign the number of crime scene technicians necessary for the investigation.
- 3) Notify and inform the State's Attorney of all known details concerning the incident, and continually update the State's Attorney as additional information is obtained.
- 4) Ensure that the involved officer is afforded privacy from inquiries from the public and other departmental personnel not involved in the actual investigation of the incident.
- 5) Determine the manner in which the involved officer(s) actions will be documented utilizing at least one of the following methods and implement the process.
  - Written incident report that is prepared by the involved officer(s).
  - Written incident report prepared by an assigned investigator that summarizes an interview of the officer(s).
  - Formal written statement taken from the officer(s) by an assigned investigator.<sup>1</sup>
- 6) Secure originals of all dispatch tickets and audio tapes related to the incident from the Communications Center, and ensure proper placement into evidence.
- 7) Provide the State's Attorney with a complete set of investigative reports upon the completion of the investigation.
- 8) Provide the Chief of Police with a complete set of investigative reports upon the completion of the investigation.
- 9) Determine if investigative assistance is needed by an outside agency.

***Police Chief Responsibility***

- 1) Coordinate all aspects of the departmental response to the incident.
- 2) Contact and inform the Mayor of all relevant information concerning the incident.

---

<sup>1</sup> Any officer who will be subjected to a formal interview or interrogation shall be notified of this in writing at least 24 hours prior to the time of such an interview.

- 3) Allocate and make available any resources necessary to complete the investigation.
- 4) Direct an administrative investigation of the incident separate and apart from the initial investigation.
- 5) If an officer's firearm is seized, arrange for a loaner/replacement firearm to be provided, if necessary.

### ***References***

Genoa Police Department Operations Manual

- Investigating Use of Force
- Use of Force
- Weapons

## Mass Casualty Incident

**History:** Low

**Vulnerability:** Low

**Probability of Occurrence:** Low

**Command Protocol:** **Rescue; with Fire and Police in support. An event involving more than 20 casualties is likely to require EOC activation.**

### ***Response Protocol***

The first arriving unit will confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, and report this information to dispatch.

Based on the information received from the scene a Mass Casualty Incident may be declared. The basic criteria for the declaration of an MCI shall be any incident that will overload the capabilities and resources of the local medical community and EMS system.

Upon receiving confirmation of an MCI the dispatch center will alert all Genoa/Kingston Fire and Rescue personnel and confirm the Mass Casualty incident.

Fire/Rescue will staff the secondary dispatching center to handle non-emergency dispatch for notification of back-up crews, additional equipment, etc.

### ***Incident Management***

#### **Chief Medical Coordinator/Incident Commander**

Will initially be assumed by the most senior Rescue member of the first arriving unit and will be relinquished to the highest ranking fire officer upon his/her arrival, or the highest ranking law enforcement officer upon his/her arrival if the nature of the incident requires command under law, i.e. a serious or ongoing crime is involved.

The initial actions of the first arriving rescue officer shall be directed toward scene size-up, requesting appropriate resources and initial organization of the scene. Initial actions include:

1. Give an on-scene report and assume command. Initiate triage.
2. Perform a rapid hazard assessment and establish a safe zone to operate. Initiate traffic control and provide a safe work/treatment area.
3. Provide for occupant protection (charged hand line).
4. Initiate triage and call for additional resources by using MABAS box cards.
5. Radio a Triage Report to medical control (number of reds, yellows, greens.)
6. Stabilize hazards and/or remove patients to a treatment area and begin treatment.
7. Assign crew(s) specific task(s) to accomplish.
8. Early Divisions (triage, extrication, treatment, and transportation) or by location (north, south, east, west).
9. Continue to re-triage patients.
10. Coordinate patient transportation.

## ***TRIAGE DIVISION RESPONSIBILITIES***

### **Triage Officer**

Shall be the most senior member of the service whose area the incident occurred and will appoint the following officers to manage the patient care.

The following items represent the standard operations that will normally be performed by the Triage officer:

1. Determine the location, number and condition of patients.
2. Determine, in close coordination with Extrication Sector, if triage will be performed in place or at the entrance to the treatment area.
3. Determine resources.
4. Assign and supervise triage teams.
5. Ensure that patient triage is based on S.T.A.R.T., that life-saving emergency medical care is provided as needed, and that patients are accounted for and tagged appropriately.
6. Ensure safety and accountability of all assigned personnel.
7. Provide frequent progress reports to Medical Command.
8. Coordinate activities with other sectors.
9. When triage is complete, provide Medical Command with a "Triage Report." Forward triage tracking slips to Command.
10. Terminate triage activities and inform Medical Command that personnel are available for reassignment.

### **START TRIAGE**

Triage is used to sort patients and resources when the demand for emergency medical services exceeds the immediate capability to deliver that service. The goal of triage is to deliver the most care to the greatest number of patients, and to deliver care to those patient who will benefit most. Triage officers are designated according to the district or county mass casualty plan. Casualties are sorted according to the START triage method and tagged:

- RED:** Immediate, life threatening
- YELLOW:** Delayed treatment. These patient are the next priority after patients in the RED category have been treated and/or transported.
- GREEN:** Designates the "walking wounded" or patients with minor injuries.
- BLACK:** Dead, no resuscitation indicated. In mass casualty situations, resuscitation of fatally injured patients may take care away from those who would have a much greater chance of survival. In these situations, no resuscitations should be initiated. Of course, if

there is sufficient personnel and equipment, normal protocols for caring for these patients should apply.

## **Start Triage Steps**

Step 1 - Clear the scene of any walking wounded

Step 2 - Assess ventilation in the remaining patients  
No respiratory effort after opening patient's airway- BLACK  
Respirations above 30 - RED  
Respirations below 30 - continued assessment

Step 3 - Assess perfusion  
No radial pulse - RED  
Radial pulse present - continued assessment

Step 4 - Assess neurological status  
Unconscious or altered level of consciousness - RED

Once the BLACKs, GREENs, and REDs have been designated by the above physical findings – all remaining patients are designated as YELLOW (delayed).  
Once the patients have been moved into the various treatment areas immediate re-triage should be accomplished.  
All BLACK category patients should be confirmed as resources are available.

### **Transport Officer**

The rescue member who will coordinate and arrange the transport of patients and maintain contact with receiving hospitals.

### **Property Control Officer**

An individual responsible for the personal effects of victims.

### ***Staging Division***

Command will request a separate radio channel to be used for Command Post to Staging division communications and advise the Staging Division Officer. The staging area should be outside the incident site perimeter, but close enough for quick response to the scene. The staging area should allow staged companies to access any geographic point of the incident without delay or vehicle congestion.

The Staging Officer will also be responsible for the following functions:

1. Locate an area of adequate size for all apparatus, including apparatus that may respond with additional alarms.



2. Transmit the staging area location to Command and Dispatch indicating access and routing as needed.
3. Coordinate with the Police Department to block streets, intersections, and other access required for the staging area.
4. Ensure that all apparatus is parked in an appropriate manner for quick exit.
5. Maintain a log of companies available in the staging area and inventory all specialized equipment that might be required at the scene.
6. Maintain crews in a ready state with their apparatus.
7. Provide progress reports to Command indicating number and type of units available.
8. Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving the red lights operating on the staging officer's apparatus and by wearing a sector vest.
9. Assign staged companies to incident duty per Command's direction.

When directed by Command or Logistics, the Staging Officer will verbally assign companies to report to specific divisions, telling them where and to whom to report. Staging will then advise Command of the specific unit assigned. Command will advise each division Officer the companies being assigned to the sector. The receiving Division Officer may then communicate directly with the company by radio.

### ***Extrication Division Responsibilities***

1. Determination of location, number and condition of patients.
2. Determination whether triage is to be conducted "on site" or at a treatment area.
3. Evaluation of resources needed for extrication of trapped patients and removal of patients to the Treatment Area.
4. Evaluation of resources needed for triage and preliminary treatment of patients.
5. Communication of resource requirements to Command.
6. Allocation of assigned resources.
7. Supervision of assigned companies.
8. Reporting of progress to Command and "all clear" when all victims have been removed.
9. Coordination with other-sectors as required.

The Extrication Officer should be positioned in a readily visible location that is accessible to arriving companies and has a view of the scene. Face-to-face communications should be used within the sector.

Ambulatory patients (Green) who do not need urgent medical assistance should be removed from the scene as soon as possible to reduce confusion.

When the scene is stable, patients should be triaged and tagged in the Extrication Sector

Trapped patients requiring prolonged extrication should be triaged and provided treatment if needed during extrication.

When victims require forcible extrication, Rescue companies should be assigned. The Rescue apparatus should be brought in close to the scene while other apparatus is parked at a distance to avoid congestion.

The Extrication Officer is responsible for assuring the safety of the area where patients are being extricated. This will require the commitment of personnel with protective lines and extinguishing equipment where a fire risk exists. The safety of patients and Fire Department personnel must be a primary concern.

If the incident site involves a large area, it may be necessary to create more than one Extrication Sector. Responsibility should be divided geographically.

### ***Treatment Division Responsibilities***

The following items represent the standard operations that will normally be performed by the Treatment Division:

1. Identify whether patient treatment will occur "in place" or in a designated treatment area. Coordinate with Triage and Extrication Sectors.
2. Determine resources.
3. Identify and establish a large treatment area. If incident is large, establish separate "Immediate" and "Delayed" treatment areas.
4. Assign and supervise treatment teams.
5. Ensure that all patients have been triaged, assessed and re-triaged as needed.
6. Aggressive treatment and rapid packaging of patients.
7. Provide frequent progress report to Command.
8. Ensure safety and accountability of all patients and assigned personnel.
9. Verify transportation priorities with Transportation Sector.
10. Coordinate with other sectors.
11. Notify Command when all patients have been moved from the treatment area.

The Division officers should determine together with Command whether patients will be treated "in place" or treated at a specific treatment area.

If treatment will occur "in place," companies should be directed by the Treatment Sector officer to specific patient or vehicle. The goal will be to assign one ALS or BLS company and one Rescue to each patient, resources permitting. Crews should initially focus their effort on treating and transporting IMMEDIATE patients.

If patient treatment will occur in a designated "treatment area", then the Treatment Division officer should establish a treatment area and prepare for the arrival of patients from Extrication. The treatment entry point should be readily identified (e.g. traffic cones) and have personnel to direct arriving patients. The treatment area must be in a readily accessible location for patient entry and transportation loading but away from any dangerous conditions associated with the incident.

The treatment area(s) should have a readily identifiable entrance using traffic cones, signs or other markers. Red and yellow salvage covers can also be used to identify the IMMEDIATE care and DELAYED care areas, for IMMEDIATE and DELAYED patients, respectively. One salvage cover provides ample working room for up to three patients.

Non-triaged patients arriving at the treatment area must be triaged and tagged at the entrance. A triage team should be located at the entrance for this purpose. As these new patients are tagged, the Treatment Division officer should forward a "Triage Update" to Command to include these newly-discovered patients.

Treatment personnel must continue to assess all patients for changes in conditions, through an ongoing basis to maintain appropriate triage classifications. Once initial triage activities have been completed, triage teams can be reassigned to Treatment to continuously re-evaluate patients. ALS treatment will be given primarily in the "IMMEDIATE" treatment area. Less intensive patient monitoring and treatment will be given to the "DELAYED" treatment area with mostly BLS personnel assigned to this area. Medical information (vital signs, injuries, treatment rendered) should be documented on the appropriate side of the triage tag.

If the condition of a patient changes significantly (better or worse) it may be necessary to transfer the patient to a higher or lower priority area. The Treatment Sector officer should be advised. Once all IMMEDIATE patients have been treated, DELAYED patients who have significant mechanism of injury should be reevaluated and upgraded to IMMEDIATE as necessary.

When transportation is immediately available, transportation of the patient becomes a priority over extended on-site treatment. Rapid transportation is of the essence.

The Treatment Division officer should forward progress reports and triage updates to Medical Command as needed. The Treatment Division officer is responsible for determining the need for additional medical supplies at the scene and should request their delivery through Command.

### ***Incident Commander Checklist***

- Assign Triage officer, Transport Officer and Property Control officer, if necessary.
- Establish a Command Post with the following components.
  - A flashing light for identification.
  - Representative from the fire department, law enforcement, and any other agencies as required by the nature of the incident. All representatives must have radio communications equipment for command and control of their personnel on scene.
- Establish a Staging Area, Triage Area, Treatment area and Transport Area.

### ***Triage Officer Checklist***

- Perform a primary survey on each patient to identify and immediately correct any life threatening injuries involving airway obstruction and serious external bleeding. Spend no more than 15 seconds per patient.
- Report to the Incident Commander and become the EMS representative at the Command Post once staffing allows.
- Establish, in conjunction with the Incident Commander, a decontamination area (if necessary), scene perimeter, treatment area, and staging area for the incoming EMS units.
- Notify the Trauma center of the number of patients and the magnitude of the incident. Request additional medical units as required through the secondary dispatch center.
- Oversee and direct all EMS operations and make the necessary decisions.

### ***Transport Officer Checklist***

- Report back to the Triage Officer on all he/she observes in the scene.
- Shall perform a second primary survey and sort and tag all patients so they may be extricated from the scene and treated in the appropriate order as follows.
  - RED, Priority 1, Rapid transport
  - YELLOW, Priority 2, Delayed transport,
  - GREEN, Priority 3, No transport required.
  - BLACK, Priority O, Clinically dead.
- Oversee the extrication of, and be responsible for, all the patients being removed from the scene to the treatment area.
- Shall communicate the following information on each patient upon their departure to the trauma center.
  - Mettag number,
  - Transporting ambulance,
  - ETA
- Ensure each ambulance has a driver.
- Maintain flow of ambulance traffic.
- Hold this position until all patients are removed from the scene.

### ***Mass Casualty Extra Equipment***

Towels, Cot Sheets, Blankets, Washcloths  
Burn Sheets

Trauma / Bandage Shears

1" Cloth Tape

3" Kerlix Gauze Rolls

4" Kerlix Gauze Rolls

Multi-Trauma Dressings

Isolation Kits

Bio-Hazard Bags

Air splints

Adult Adjustable C-Collars

Adult Disposable Head-Beds

Baby No-Neck C-Collars (pink)

Pediatric C-Collars (green)

Triage Tarps

- Red
- Yellow
- Green
- Blue

Casualty Bags

Incident Command Bag

- Department Clipboard
- Incident Command Vest

Triage Bag

- Department Clipboard
- Triage Vest
- Triage Tags
- Tent Stakes

Transportation bag

- Department Clipboard
- Transportation Vest
- Staging Vest

## Power Failure

**History:** High

**Vulnerability:** High

**Probability of Occurrence:** High

**Command Protocol:** **Activate EOC for a widespread or likely long-term failure.**

### ***Situation & Assumptions***

A city-wide power failure will impact on the community depending on weather conditions. A power failure during the summer will result in inconvenience but will not be life-threatening except for those who are dependent on electrically powered devices.

A power failure when temperatures are below freezing with threaten lives and property making mass-shelter a priority.

### ***Secondary Effects***

- Evacuation, transportation & shelter
- Health & Sanitation
- Fuel Shortage
- Medical Emergency
- Civil unrest

### ***Concept of Operations***

A power failure likely to last more than twelve-hours will require activation of the EOC. Additional Emergency Medical responders should be on-staff to assist with the likely increase in call volume. Additional police will be required to provide traffic control, emergency response and to assist with evacuation operations.

### ***Organization & Assignment of Responsibilities***

Overall command will be the responsibility of the EOC which will establish and staff individual command posts as required.

### ***References***

## **Train Derailment/Accident**

**History:** Low

**Vulnerability:** Medium

**Probability of Occurrence:** Low

**Command Protocol:** **Activate EOC**

### ***Situation & Assumptions***

A train derailment is a threat to the community until such time as the presence of hazardous materials is discounted.

### ***Secondary Effects***

- Hazardous Materials
- Evacuation, transportation & shelter
- Road Closures

### ***Concept of Operations***

### ***Organization & Assignment of Responsibilities***

### ***References***

## **Weather Related Emergency or Tornado**

**History:** Medium

**Vulnerability:** High

**Probability of Occurrence:** Medium

**Command protocol:** **Activate EOC**

### ***Situation & Assumptions***

A weather related emergency will

### ***Secondary Effects***

- Evacuation, transportation & shelter
- Power Failure
- Fuel Shortage
- Water Shortage
- Food Shortage
- Medical Emergency
- Health & Sanitation
- Traffic Control, road closures, security

### ***Concept of Operations***

### ***Organization & Assignment of Responsibilities***

### ***References***



# Terrorist Attack

**History:** Low

**Vulnerability:** Low

**Probability of Occurrence:** Low

**Command protocol:** **Activate EOC**

## ***Situation & Assumptions***

CBRN - chemical, biological, radiological and nuclear attack.

A growing concern among Homeland Security professionals, is that terrorists will someday unleash CBRN materials, in an attack against an unsuspecting public.

“CBRN” is a term that covers four distinct groups of hazards

**Chemical.** Poisoning or injury caused by chemical substances, including ex-military chemical warfare agents or legitimate but harmful household or industrial chemicals.

**Biological.** Illnesses caused by the deliberate release of dangerous bacteria, viruses or fungi, or biological toxins (e.g. ricin, a natural toxin occurring in plants).

**Radiological** (radioactive). Illness caused by exposure to harmful radioactive materials contaminating the environment.

**Nuclear.** Death and injury caused from caused from the effects of an explosion that includes blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction.

CBRN weapons have been little used so far, largely due to the difficulty of obtaining the materials and the complexity of using them effectively. Where terrorists have tried to carry out CBRN attacks, they have generally used relatively simple materials. However, Al Qaida and related groups have expressed a serious interest in using CBRN.

## **Definitions**

### ALS:

Advanced Life Support

### BLS:

Basic Life Support

### CHIEF MEDICAL COORDINATOR:

Shall be the first Ambulance Officer to arrive on the scene. Chain of Command shall then be followed when additional personnel arrive. He/She will coordinate the TRIAGE, STAGING, and TRANSPORTATION. He/She will appoint the STAGING OFFICER and the TRANSPORTATION OFFICER. He/She will coordinate the triage and evacuation of casualties from the disaster site. He/She must be knowledgeable of the METTAG system.

The Chief Medical Coordinator is to establish and maintain communication with area hospitals and the medical team at all times.

### CHIEF EXECUTIVE OFFICIAL (CEO)

The Mayor of Genoa or his designate (Emergency Management Coordinator) who has overall responsibility for public safety operations and the authority to request assistance from other units and levels of government. The Chief Executive Official or Emergency Management Coordinator is responsible for the issuance of official information, advice and instructions from the local government to the public.

### CLERGY MEMBERS

The Incident Commander may request the assistance of Clergy Members who will be requested to report to a designated location away from the incident scene to provide psychological and spiritual support.

### COMMAND POST

The area at the disaster sight where command decisions will be made unless an Emergency Operations Center has been established. It will consist of the incident Commander, or his designee; the local E.S.D.A. director, or his designee; the Fire/Rescue Chief; the Police/Sheriff representative; and the Chief Medical Coordinator. It must be easily accessible by all personnel and located in an area that affords the most efficient control but not so close as to place command post personnel at risk .

The COMMAND POST must be designated as such and must be easily identified by night or day. A green light for night and an orange flag for day will be used to designate the COMMAND POST.

### CORONER

In the event of fatalities, the DeKalb County Coroner shall be notified. No deceased shall be removed until the CORONER'S AUTHORIZATION is received. Upon arrival, at the scene, the CORONER shall designate a temporary morgue.

### DESIGNEE:

Wherever a position of officer is needed it will be expected that the chain-of-command of that department will be followed and will be representative

#### DISPATCH PLAN

Once the EMERGENCY RESPONSE PLAN is implemented the dispatch will tone out Fire & Rescue (box alarm) and will activate the Genoa Emergency sirens. The dispatcher will announce:

“ATTENTION GENOA-KINGSTON FIRE, RESCUE AND POLICE PERSONNEL THE EMERGENCY RESPONSE PLAN IS NOW IN EFFECT, REPORT TO YOUR POSTS!”

Dispatch will then inquire from on-scene command as to the location of the initial staging area.

#### EMERGENCY OPERATIONS CENTER(EOC)

The Emergency Operations Center is the central point of command separate from the Command Post(s) when multiple agency/levels of response are called for or when multiple command posts are required by an event. The CEO is located at the Emergency Operations Center

#### EMERGENCY RESPONSE PLAN

The EMERGENCY RESPONSE PLAN encompasses any natural or man-made situation which occurs within the boundaries of the City of Genoa or the Genoa-Kingston Fire Protection District.

#### ESDA ROLE

The DeKalb County E.S.D.A. Director is responsible for coordinating all activities of county, state and federal agencies with those of local agencies. He may also assume total Command Authority if the Chief Executive Official is not available or if asked to do so by the Chief Executive Official.

#### FIRST AID CENTER

The Chief Medical Coordinator shall determine if a FIRST AID CENTER is needed. If the need exists, he/she will designate the site and shall authorize other personnel to man it (such as local doctors, nurses, ambulance personnel).

#### INCIDENT COMMANDER

The Chief Executive Officer, or his designee, of the Primary Response Agency has Command Authority of the incident and shall coordinate all related activity until activation of the EOC. Medical related incidents require the designation of a Chief Medical Coordinator who will oversee the treatment of injured persons.

A Deputy Incident Commander may be designated by the Incident Commander whose primary responsibility will be to maintain a written log of all activity and events associated with the incident. This log will provide the basis for a permanent written record of the event to be prepared by command personnel representing each involved agency.

### LINE OF SUCCESSION

In order to provide for continuous leadership and control in emergency situations, each emergency response organization is responsible for identifying a line of succession in the event that the agency CEO is not available.

### MABAS

Mutual Aid Box Alarm System.

### MAN-MADE CRISIS

Any event that does not involve an act of nature. Examples include fire, explosion, terrorist act, riot, civil unrest, severe traffic accident, train derailments, plane crash, chemical spills, hostage situations, missing persons, medical emergencies with multiple victims or patients, etc.

### MARKING OF DECEASED

Before a body is removed from the site, upon direction of the coroner, two (2) stakes shall be driven into the ground near the head and foot of the deceased. The number on his/her METTAG shall then be transposed onto a tag and affixed to the stake at the head of the victim. (tag and wire in DISASTER BOX)

### METTAG SYSTEM:

A system using the METTAG card designed to be used internationally so that hospital, ambulance and emergency personnel can quickly understand a victim's condition and act accordingly, to avoid confusion in checking and classifying casualties in a disaster.

### NATURAL DISASTER

NATURAL DISASTERS include very severe weather, tornado, flood, lighting strike, earthquake, etc.

### NEWS RELEASES TO MEDIA

Handled by the Public Information group as outlined in the Public Information section.

### NOTIFICATION OF TRAUMA CENTER

The Chief Medical Coordinator will notify the Trauma Center at Kishwaukee Community hospital of the type of incident and approximate number and severity of victims. THIS HOSPITAL BECOMES THE DESIGNATED TOTAL CONTROL HOSPITAL. It will be the hospital's responsibility to contact other area hospitals and inquire as to their capability regarding beds available, how many victims can be handled immediately, and ability to handle specialized injuries (burns, severe head injuries, surgical cases, carbon monoxide poisoning, etc.). This information shall be compiled quickly by the TRAUMA CENTER in a resource log that will be communicated to the COMMAND POST at the disaster site.

Upon receipt of a call from the Chief Medical Coordinator, each hospital will put its own disaster plan into effect.

A non-hospital medical facility may be utilized at the discretion of the Triage Medical Physician or Chief Medical Coordinator.

Dispatch personnel will then contact additional command personnel as directed by the On-scene Commander and direct them to the Command Post or to the designated Staging Area. .

#### PERSONAL EFFECTS OF VICTIMS

The Personal Effects of victims should be left with the victim whenever possible. Any valuables no associated with a victim should remain in place until collected by a designated Property Control Officer.

#### POST INCIDENT CRITIQUE

Any activation of the Emergency Response Plan requires a post-incident critique involving members of each responding agency as soon as possible after the incident.

Each organization involved shall be responsible for reclaiming all recoverable materials used in handling the situation and restocking all equipment.

The most senior member of each involved agency shall prepare a written report of the incident in chronicle order of events in addition to their own specific reporting requirements.

#### POST LOCATIONS

Genoa-Kingston Fire Station. 317 East Railroad Street, Genoa.

Genoa-Kingston Rescue, 309 East Railroad Street, Genoa.

Genoa Police Department, 333 East First Street, Genoa.

#### SECURITY AT SCENE

Security of the Incident scene shall be the responsibility of the Genoa Police Department who will also establish Inner and Outer Perimeters as necessary. Only authorized emergency personnel shall be allowed at the Command Post and Incident Scene.

If necessary, a media staging area shall be established beyond the outer perimeter which will be staffed by a Medial Representative appointed by the Incident Commander.

#### TRANSPORTATION OFFICER:

That person appointed by the Chief Medical Coordinator to establish a smooth arrival and loading of ambulances. He/She will also be responsible for assigning what hospital the ambulance should be dispatched to. This officer will keep the Chief Medical Officer informed at all times as to the dispatch of ambulances.

#### TREATMENT AREA:

Suitable area to protect the patient from the elements, while awaiting transportation to the hospital (e.g. gymnasium, large garage, house, etc.)

#### STAGING AREA:

An area designated for manpower and equipment assembly.

#### TRIAGE:

Sorting multiple casualties into priorities for emergency care or for transportation to definitive care.

TRIAGE OFFICER:

That person responsible for coordinating the triage at the disaster site. He/She shall be the first paramedic on the scene.

TRIAGE TEAM:

The first medical personnel to arrive on the scene shall begin to triage. The first ambulance crew to arrive shall also aid in triage, and the paramedic on this crew will become the secondary triage officer.

**Genoa-Kingston Fire Protection District Policy  
Weapons of Mass Destruction  
Receiving, Redistributing of SNS Supplies**

Pont of contact – James Swanson  
Distribution Centers; NIU convocational center, DeKalb county Health

The Genoa Kingston Fire Protection District along with the Genoa Police department will provide a count for the distributing of supplies. This count will include the individual firefighters, EMT's, Police officers and their immediate family members.

- In the event of an emergency the DeKalb County Health Department will fax each department separately.
- Genoa Police Department and Genoa-Kingston Fire Department will fax personnel count to the Genoa-Kingston Rescue Squad
- Dispatch GKFPD for a special assignment
- Police will escort a designated individual for retrieval of supplies
- Genoa Fire Station 1 will be the designated disbursement site
- All designated personnel will report for duty as preplanned
- Police will remain on site for security reasons

**Responsibilities**

DeKalb county Health Department makes contact of an event, the GKFPD EMS A/C will contact;

- GKFPD chief
- GPD chief
- PSI personnel coordinator
- Oversee the event

GKFPD chief

- Dual tone for a special assignment
- Plan with Police chief for security of the event
- Coordinate with PSI personnel coordinator
- Contact all district personnel
- Oversee the event

PSI personnel coordinator will; \*

- Contact all rescue paramedics (PSI & GKRS)
- Arrange floor plan at the fire station
- Arrange personnel
- Help paramedics with disbursement paperwork

\*If personnel coordinator is unavailable then GKFPD EMS A/C will assume the additional duties

Definitions:

**Immediate family** – those you assume responsibility for care. They may be within your immediate household, an elderly relative or a college student.

## Resource Listings

### Appendix A

AMBULANCES - Mutual Aid from MABAS

Private Services

BOARD-UP SERVICES

BUS TRANSPORTATION

CLERGY

COUNTY CORONER

CRANES

E.S.D.A. COORDINATOR

FORK LIFTS

FUEL - Gas and Diesel

HARDWARE

HEAVY EQUIPMENT

HOSPITALS

HOUSE MOVERS - Heavy Timbers

MORTUARIES

PHYSICIANS - Responsibility of CHIEF MEDICAL OFFICER (on-scene)

POTABLE WATER

PROPANE GAS

PUMPS

REFRIGERATOR TRUCKS

RENTAL - Misc.



RESCUE DECK

Resource Listings Cont.

SANDBAGS

SAND-GRAVEL HAULING

SCHOOL DISTRICT #300

(847) 426-1300

SCUBA - E.S.D.A.

(815) 338-6400

SLINGS - WEB BELTS

SPECIAL EMERGENCY HAULING/RIGGING SERVICES

STEEL ERECTORS

TOWING

UTILITIES

WELDING EQUIPMENT

## **Contact List**

### Appendix B

#### **ELECTED AND/OR APPOINTED OFFICIALS**

##### *MAYOR*

Todd A. Walker  
715 Cottonwood Circle  
Genoa, IL 60135

##### *ALDERMAN*

Pam Wesner  
129 North Brown Street  
Genoa, IL 60135

##### *ALDERMAN*

Glennis Carroll  
114 Stiles Street; Unit 1  
Genoa, IL 60135

##### *ALDERMAN*

Laurie B. Curley  
319 Jackson Street  
Genoa, IL 60135

##### *ALDERMAN*

James Stevenson  
244 S Washington Street  
Genoa, IL 60135

##### *ALDERMAN*

Vicki Seisser  
221 W Second Street  
Genoa, IL 60135

##### *ALDERMAN*

JoAnn Watson  
317 North Sycamore Street

Genoa, IL 60135

##### *ALDERMAN*

Jay Hansen  
807 Nicholas Circle  
Genoa, IL 60135

##### *ALDERMAN*

Mark Vickery  
508 Winding Trail  
Genoa, IL 60135  
Home

##### *CITY CLERK*

Wendy Shaneen  
128 North Brown Street  
Genoa, IL 60135

##### *PUBLIC WORKS DIRECTOR*

Rich Gentile  
1112 Janet Street  
Sycamore, IL 60178

##### *POLICE CHIEF*

Ty Lynch  
921 N Oak Creek Dr.  
Genoa, IL 60135

##### *FIRE CHIEF*

Bruce Kozlowski  
602 Park Avenue  
Genoa, IL 60135

**PUBLIC WORKS EMPLOYEES**

SEWER DIVISION SUPERVISOR/  
Janice Melton  
33808 North Five Points Road  
Kingston, IL 60145

*WATER DIVISION SUPERVISOR*

Thomas A. Garrelts  
33766 North State Road  
Genoa, IL 60135

STREET DIVISION SUPERVISOR

Janice Melton  
33808 North Five Points Road  
Kingston, IL 60145

WATER PLANT OPERATOR

**EMERGENCY SERVICES INFORMATION**

**IEPA EMERGENCY ACTION CENTER**  
(800) 782 – 7860      24-Hour Toll Free

**NATIONAL RESPONSE CENTER**  
(800) 424 – 8802      24-Hour Toll Free

**EMERGENCY SERVICES DISASTER AGENCY**

**DeKalb County ESDA**

Mr. Dennis Miller, Coordinator  
150 North Main Street  
Sycamore, IL 60178  
(815) 895 – 7206  
(815) 895 – 7208      EOC Phone  
(815) 895 – 1626      Fax  
[dmiller@co.dekalb.il.us](mailto:dmiller@co.dekalb.il.us) E-mail

**COUNTY HEALTH DEPARTMENT**

**DeKalb County Health Department**

2550 North Annie Glidden Road  
DeKalb, IL 60115  
(815) 758 – 6673 Office  
(815) 748 – 2478 Fax

**TOWNSHIP INFORMATION**

**DeKalb Township Highway Department**

John Huber, Commissioner  
(815) 758 – 5658      Garage

**Genoa Township**

Howard Butz, Commissioner  
(815) 784 – 6070      Garage

Howard Lyle  
811 Sandra Street  
Kingston, IL 60145

SEWER PLANT OPERATOR

Scott Sanford  
9229 Kingston Road  
Kingston, IL 60145

*STREET DEPARTMENT LABORER*

Joe Flury  
550 Jackson Court  
Genoa, IL 60135

**CHEMTREC**  
(800) 424 – 9300      24-Hour Toll Free

**ILLINOIS RURAL WATER ASSOCIATION**

3305 Kennedy Road  
PO Box 6049  
Taylorville, IL 62568  
(217) 287 – 2115      Business Office  
(217) 287 – 1190      Alternate Line  
(217) 824 – 8638      Fax  
[www.ilrwa.org](http://www.ilrwa.org)      Web Address

**Kingston Township**

Larry Myelle, Commissioner  
(815) 784 – 6000      Garage

**COUNTY HIGHWAY DEPARTMENTS**

**Boone Highway Department**

Richard Lundin, Highway Engineer  
9759 Illinois, Rt.76  
(815) 544 – 2066 Business Office

**DeKalb County Highway Department**

William Lorence, County Engineer  
1826 Barber Greene Road  
DeKalb, IL 60115  
(815) 756 – 9513 Business Office

**Kane County Highway Department**

Carl Schoedel, Highway Engineer  
41W011 Burlington Road  
St. Charles, IL 60175  
(630) 584 – 1170 Business Office

**Ogle Highway Department**

Curtis D. Cook, P.E., County Engineer  
1989 IL Rt. 2, South  
Oregon, IL 61061  
815-732 – 2851 Business Office

**ILLINOIS STATE POLICE DISTRICT OFFICE #2**

**Jeffrey Hedrich, Commander**

777 South State Street  
Elgin, IL 60123-7689  
(847) 931 - 2405 Business Office  
(847) 931 - 2783 Direct Line  
(847) 931 - 2400 Emergency  
Counties Served: DeKalb, DuPage, Kane, Lake and McHenry

**FEDERAL BUREAUS OF INVESTIGATION**

**FBI Chicago**

Room 905  
E.M. Dirksen Federal Office Building  
219 South Dearborn Street  
Chicago, Illinois 60604-1702  
[chicago.fbi.gov](http://chicago.fbi.gov)  
(312) 421 - 6700 Business Office

**FBI Rockford**

SSRA: G.B. Jones  
308 W. State Street, Suite 350  
Rockford, IL 61101  
(815) 987-9833 Business Office  
(815) 720 - 4600 Fax

**POLICE DEPARTMENTS**

**Belvidere Police Department**

615 N. Main Street  
Belvidere, IL  
(847) 544 – 9626 Non-Emergency

**DeKalb Police Department**

200 S. 4th Street  
(815 )748 - 8400 Non-Emergency

**Hampshire Police Department**

200 Industrial Drive, Unit B  
Hampshire, IL 60140  
(847) 683 – 2240 Non-Emergency

**Kingston Police Department**

101 E. Railroad Street  
(815) 784 - 5572 Non-Emergency

**Kirkland Police Department**

511 West Main Street  
(815) 522 – 3315 Non-Emergency

**Genoa Police Department**

333 E. First Street  
Genoa, IL 60135  
(815) 784 – 6633 Non-emergency  
(815) 784 – 4522 Fax  
9-1-1 Emergencies

**Sycamore Police Department**

535 DeKalb Ave.  
Sycamore  
(815) 895 – 3435 Non-Emergency

**FIRE DEPARTMENTS**

**Belvidere Fire Department**

123 S. State Street  
353 E. 6th Street  
Belvidere, IL  
(815) 544 – 2242 Non-Emergency

**DeKalb Fire Department**

Fire Station 1: 700 Pine Street  
Fire Station 2: 1154 S. 7th Street  
Fire Station 3: 950 Dresser Road  
DeKalb, IL  
(815) 748 - 8460 Non-Emergency

**G-K Fire Protection District**

317 E. Railroad Street  
Genoa, IL 60135  
(815) 784 - 3412 Non-Emergency

**Hampshire Fire & Rescue Department**

(847) 683 - 2629 or Non-Emergency  
(847) 683 - 1404 Non-Emergency

**Kirkland Fire Department**

409 W. Main Street  
Kirkland, IL 60146  
(815) 522 – 3313 Non-Emergency

**Sycamore Fire Department**

535 DeKalb Avenue  
(815) 895 - 2121 Emergency  
(815) 895 - 4514 Non-Emergency

**RESCUE SQUAD**

**Genoa – Kingston Rescue**

309 East Railroad Street  
Genoa, IL  
(815) 784 – 2300 Non-emergency

## COUNTY SHERIFF DEPARTMENTS

**Boone County Sheriff's Department**  
615 N. Main Street  
Belvidere, IL  
(815) 544 – 9322      Non-Emergency

**DeKalb County Sheriff's Department**  
150 North Main Street  
Sycamore, IL 60178  
(815) 895 – 2155      Non-emergency  
(815) 895 – 7226      Investigations

Emergency Services & Disaster Agency  
(815) 895 - 7208  
(815) 895 - 7206

**Kane County Sheriff's Department**  
777 E. Fabyan Parkway  
Geneva, IL 60134  
630.232 - 6840      Non-Emergency

Emergency Management (OEM)  
Donald Bryant  
777 E. Fabyan Parkway  
Geneva, IL 60134  
(630) 232 – 5985      Non-Emergency

**Ogle County Sheriff's Department**  
103 Jefferson Street  
Oregon, IL 61061  
(815) 732 - 2136      Non-Emergency

Emergency Services & Disaster Agency  
(815) 732 - 3201  
(815) 732 - 2136      After Hours

## COUNTY CORONERS

**Boone County Coroner**  
Lois Swenson  
601 N. Main, Ste. 303  
Belvidere, IL 61008  
(815) 547 – 4770      Business Office

**DeKalb County Coroner**  
Denise Miller  
150 N. Main Street  
(815) 895 – 7206      Business Office

**Kane County Coroner**  
Charles West  
719 S. Batavia Ave., Bldg. E  
(630) 232 – 3535      Business Office

**Ogle County Coroner**  
Louis G. Finch  
214 S. First Street  
Oregon, IL 61061  
(815) 732 – 1199      Business Office

## HEALTHCARE ORGANIZATIONS

### HOSPITALS

**Kishwaukee Community Hospital**  
626 Bethany Road  
DeKalb, IL 60115  
(815) 756 – 1521      Business Office

**Saint Anthony Hospital**  
5666 East State  
Rockford, IL 61108  
(815) 226 – 2000      Business Office

**Swedish American Hospital**  
1401 East State Street  
Rockford, IL  
(815) 968 – 4400      Business Office

### CLINICS

**Genoa Medical Clinic**  
109 South Genoa Street  
Genoa, IL 60135  
(815) 784 – 5188      Business Office

**DeKalb Clinic**  
217 Franklin Street  
DeKalb, IL 60115  
(815) 758 – 8671      Business Office

## Emergency Contact Information Update Sheet

<b>EFFECTIVE DATE:</b>	<b>Name:</b>	<b>Position:</b>	<b>Emergency Contact Method:</b>
Primary Phone:	Secondary Phone:	E-mail:	FAX:
Home Address:		Vehicle Information:	
Whom should we contact in case of emergency involving yourself?		Phone or other contact method :	

**Other Information you would like us to have:**

**(Office use only)**

---

Entered by:	Date:
-------------	-------