

## **BASIC SECTION**

### **I. PURPOSE**

The purpose of this Emergency Operations Plan (EOP) is to provide information on actions that may be taken by Effingham County government, to protect people and property in a disaster or disaster-threat situation.

### **II. LEGAL AUTHORITY**

The Illinois Emergency Interim Executive Succession Act provides the basis for delegation of emergency authority to ensure that specific emergency-related legal authorities can be exercised by elected or appointed leadership, or their designated successors.

### **III. SITUATION AND ASSUMPTIONS**

#### *A. Situation*

1. Effingham County completed a comprehensive hazard identification program to determine the natural, technological, and attack-related risks for the county. In 2006, the county conducted a hazard analysis using NRT 1-A which identifies the hazards that could affect the jurisdiction, hazards that are a significant threat, and how often they occur. The completed NRT 1 is on file as the LEPC HazMat Annex for the Emergency Operations Plan.

2. The Effingham County population in 2000 was approximately 34,264 residents, (see XI Functionall Needs Residents of the Basic Section) with the largest concentration in Effingham, Teutopolis, Altamont, and the Lake Sara area. There are 10 incorporated cities and villages in 15 townships. The county covers 482 square miles and is located in the southeast part of the State of Illinois. Within Effingham County there are approximately 972 miles of roadways, including 51 miles of interstate, 71 miles of state highways, 148 miles of county roads, and 702 miles of township roads. Highways and interstates serving Effingham County are State Routes 33, 40 running east and west, and State Routes 32, 37, 45 running north and south; and Interstates I-57 running north and south, and I-70 running east and west.

Effingham County can experience the following hazards in varying degrees:

- a) Natural Hazards - drought, fire, flooding, earthquake, severe thunderstorm, tornado, winter storm.

b) Technological Hazards - terrorism, civil disorder, explosion, hazardous materials, transportation accident, utility failure.

c) War-related Hazards - accidental missile launch, chemical warfare, nuclear warfare, missile/weapon accident.

3. Known risk areas have been identified (flood plains, hazardous materials facilities, etc.) to enable officials to determine the need to evacuate at-risk residents. Evacuation should be weighed against in-place sheltering.

4. Effingham County is not adjacent to any other county where a nuclear power plant is located; therefore the county is not in the 10-mile emergency planning zone, which is the primary hazard area. Effingham County is not in the 50-mile ingestion pathway on which the emphasis is on controlling the ingestion pathway of milk, food, and water.

5. There are facilities throughout the county which manufacture and/or store hazardous materials. In addition to fixed facilities, hazardous materials are routinely transported by highway and rail. In essence all residents of Effingham County are vulnerable to a hazardous material incident. A list of facilities that use, store, or produce extremely hazardous substances are available from the Local Emergency Planning Committee files, located at the Effingham County EMA office. In addition, facilities are required to file reports under the Superfund Amendments and Reauthorization Act to jurisdictional fire departments.

6. Areas of Effingham County are in flood plains, as determined by the Federal Emergency Management Agency. Maps of flood plains are located in the EMA office.

#### *B. Assumptions*

1. All local officials having a role in emergency management are familiar with the appropriate sections of the plan.

2. While outside assistance would be available in most large-scale disaster situations affecting the county, it is necessary for Effingham County to plan for and be prepared to carry out disaster response and short-term recovery operations on an independent basis.

3. The mutual aid and other related assistance described in the plan will be available in a reasonable amount of time.

4. Should state or federal government officials arrive to assist, Effingham County will still retain control, but will seek advice and/or assistance from the other levels of government.

#### IV. CONCEPT OF OPERATIONS

A. Responsibility for the protection of the lives and property of Effingham County residents rests with the various governments in the county. The ultimate authority and responsibility in disaster situations rests with the Effingham County Board Chair. The Effingham County Board Chair or his/her successor are the only two people who can declare a local disaster for the county. Mayors and their successors can declare a disaster for their municipality.

B. The Effingham County Sheriff, in addition to the Effingham County EMA Director and the Effingham County Board Chair, may activate the plan following the occurrence of or the impending occurrence of a major emergency/disaster situation.

1. *Local Declared Disaster*: This will activate the Effingham County Emergency Operations Plan, provide county and state insurance for EMA volunteers, and allow access to Effingham County EMA's disaster fund.

2. *State Declared Disaster*: Following a Local Declared Disaster and a declaration from the Governor of Illinois, a State Declaration would be declared for the County of Effingham. State resources and assistance would be made available through the State Emergency Operations Center (EOC) for response to Effingham County.

3. *Federal Declared Disaster*: Following a Local/State Declared Disaster and a declaration from the President of the United States, a Federal Declaration would be declared for the County of Effingham. A Federal Declaration triggers federal disaster relief and recovery assistance.

C. Local mayors of declared disasters shall assume responsibility in coordinating their municipalities' resources so that local, county, state and federal assistance can be coordinated for effective response.

D. It is recognized that disaster response relies on many governmental levels, including municipal, county, state, and federal. In addition, voluntary and private agency/organizations may offer assistance. It is still the responsibility of the Effingham County Board Chair to provide governmental direction and control for response operations.

E. Duties and tasks for the various agencies/organizations during emergency operations will generally correspond with their normal day-to-day functions. Each agency/organization is responsible for the direction and control of their personnel. In addition, each agency/organization will arrange for the activation and release of emergency personnel to provide for a continuous 24-hour manning of emergency functions during emergency conditions.

F. The entire planning effort of Effingham County is based on the four phases of emergency management:

1. *Mitigation* - Actions taken to reduce or minimize the possibility of, or impact of a disaster.
2. *Preparedness* - Actions taken to insure the readiness of the government to respond to and recover from the effects of a disaster.
3. *Response* - Actions taken to meet the immediate life-saving needs of the county following a disaster.
4. *Recovery* - Actions taken, both short and long term, to restore the county to its pre-disaster condition.

G. The EOC shall maintain a library of maps or other references pertinent to emergency operations planning and to assist in locating fixed hazards.

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Chief Elected Official (CEO)**

1. Sets policy for the emergency response organization.
2. Maintains authority and assumes responsibility for the overall response and recovery operations.
3. Authorizes the mitigation strategy for recovery.
4. Identifies by title or position the individuals responsible for serving as IC(s)/ UC, EOC Manager, Health and Medical Coordinator, Communications Coordinator, Warning Coordinator, PIO, Evacuation Coordinator, Mass Care Coordinator, and Resource Manager.
5. Identifies by title or position the individuals assigned to work in the EOC during emergencies.

### **B. The Effingham County EMA Director will:**

1. Coordinate all phases of emergency management.
2. Advise decision makers of the emergency situation and recommend actions to protect the public (i.e., public warning, evacuation, shelter activation, request state or federal assistance, etc.)
3. Coordinate warnings and communications.
4. Maintain readiness of the EOC and coordinate EOC operations.

5. Coordinate welfare services.
6. Coordinate transportation services.
7. Coordinate damage assessment operations.
8. Coordinate resource requests and maintain resource manual.
9. Coordinate debris removal.
10. Coordinate any 4WD volunteers.
11. Develop and maintain radiological self-protection system.
12. Request state and/or federal assistance through the IEMA.
13. Coordinate disaster intelligence.

C. The Effingham County Sheriff will:

1. Coordinate law enforcement activities.
2. Coordinate evacuations.
3. Maintain law and order.
4. Provide security for shelters, evacuated areas, disaster scene, and critical facilities.
5. Provide for traffic control.
6. Assist in evacuation.
7. Assist in communications and warning activities.
8. Arrange for relocation of jail inmates, if necessary.
9. Assist in coordinating all assigned responsibilities within any municipality that may have local law enforcement agencies.
10. Coordinate Effingham County Dive-Rescue Team.
11. Coordinate Effingham County K-9 Search and Rescue Team (missing persons) within the County of Effingham

D. The Effingham County Health Department Administrator will collaborate with other emergency responders to coordinate the following Public Health activities:

1. Health and medical care at shelter facilities.
2. Emergency medical care centers for essential workers in the hazardous area following the evacuation of the general population.
3. Potable water supply.
4. Inoculate individuals to prevent the threat and/or spread of diseases as necessary.
5. Sanitation services during the emergency.
6. Assign Mental Health Coordinator if necessary.

E. The Effingham County Engineer will:

1. Coordinate public works activities.
2. Provide debris removal.
3. Determine the safety of emergency operations facilities and shelters in a post-disaster environment.
4. Determine safety and traffic ability of evacuation routes.
5. Repair roads and bridges.
6. Drain flooded areas in conjunction with local officials.

F. The Effingham County Coroner will:

1. Coordinate mortuary services.
2. Expand mortuary services in an emergency.
3. Release names of the deceased to the public information officer.

G. The Effingham County Supervisor of Assessments will provide necessary records for damage assessment purposes, and will provide necessary information and/or records for damage assessment purposes.

H. The Effingham County Clerk will provide necessary records and information for disaster operations and provide safe storage of all pertinent records.

I. The Effingham County Treasurer will provide necessary records and information for disaster operations.

J. The Effingham County State's Attorney will provide legal advice on disaster operations.

K. The Jurisdictional Fire Chief will coordinate the following disaster operations:

1. Provide on-scene fire control.
2. Conduct on-scene search operations.
3. Conduct on-scene rescue operations.
4. Control on-scene hazardous materials to the extent possible.
5. Provide medical assistance, if applicable.

L. The Disaster Medical Coordinator (Effingham County Public Health Administrator) will collaborate with other emergency responders to coordinate the following:

1. Emergency care operations.
2. Triage, treatment, and transportation of the injured.
3. Identify medical facilities that have the capability to decontaminate injured individuals that have been radiologically or chemically contaminated.
4. Emergency medical support and hospital care during and after an emergency.
5. Reduce patient population in health care facilities if evacuation is necessary, and continue medical care for those that can not be evacuated.
6. Stress debriefing counseling.

M. The Red Cross will:

1. Provide shelter operations.
2. Assist in damage assessment.
3. Provide available welfare services.
4. Provide service to military families.

N. The Salvation Army will:

1. Assist in sheltering operations.
2. Provide available welfare services.

O. National Trail Amateur Radio Club will assist in communications support.

P. Effingham County Animal Control will:

1. Provide sheltering for animal victims of disaster, and provide means of tracking and identifying owners of animal victims.
2. Coordinate activities with Humane Society.
3. Provide for the disposal of animal carcasses.
4. Coordinate animal health care with veterinary clinics.

Q. Heartland Human Services will:

1. Oversee the stress care for responders and victims.
2. Report to the Effingham County Health Department Administrator.

R. Each tasked organization shall:

1. Prepare and maintain standard operating guidelines and checklists which detail how their assigned responsibilities will be performed to support implementing the plan.
2. Specify how authorities may be assumed by a designated successor during emergency conditions.
3. Identify circumstances under which successor emergency authorities would become effective, and when they would be terminated in the EOC and Incident Command/Unified Command Post.
4. Maintain current internal personnel notification rosters.
5. Designate and establish a work/control center to manage organizational resources and response personnel and maintain contact with the EOC/Incident Command/Unified Command during emergency/disaster situations.
6. Designate a representative to report to the EOC/Incident Command/Unified Command during an emergency disaster to advise decision makers and

coordinate its own services response effort with the responding agency organizations.

7. Report the appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the EOC/ Incident Command/Unified Command during emergency/disaster operations.

8. Protect records deemed essential for continuing government functions and the conduct of emergency operations. These records shall be provided upon request to Effingham County EMA.

9. Provide necessary logistical support for food, water, emergency power and lighting, fuel, etc. for work/control/dispatch center(s) and response personnel during emergency operations.

10. Negotiate, coordinate, and prepare mutual aid agreements.

11. Support cleanup and recovery operations during disaster events.

12. Train assigned staff and volunteer augmentees to perform emergency functions.

S. A table of organizational responsibilities for response functions is found in Appendix A.

## **VI. SUCCESSION OF COMMAND**

A. The line of succession for the Effingham County Board Chair will be:

1. Effingham County Board Vice Chair.
2. Finance Committee Chair.

B. The line of succession for the Effingham County EMA Director will be:

1. Assistant EMA Director
2. Deputy Assistant EMA Director

## **VII. PRESERVATION OF RECORDS**

All government bodies shall provide for the protection of records deemed essential for continuing government functions and the conduct of emergency operations.

## **VIII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Support, resources, and services of local and county agencies shall be utilized and depleted before (outside) help is requested.
2. The management of local and county resources as well as mutual aid and donated resources and services will be managed as set forth in the Resource Management Annex.
3. Mutual aid agreements shall be maintained by the appropriate response groups, and copies of the mutual aid agreements shall be sent to EMA.
4. Staff augmentation by volunteers and by the reassignment of public employees is set forth in the Resource Management Annex.
5. Financial records, records of resources, and all other records and reports shall be made in triplicate. One copy is for the County Clerk's Office for permanent and safe-keeping, one is for the response group, and one is for EMA.
6. All ICs/UC or Logistic Officers shall maintain inventory and status of all resources utilizing ICS forms located in the Resource Manual.
7. The CEO or Incident Commander/Unified Commander shall have the authority to reassign public employees.
8. All volunteers shall sign the loyalty oath located in Appendix B before any access is allowed to the incident site.
9. All emergency responders shall maintain applicable financial records, receipts of costs involved, etc.
10. The Incident Commander/Unified Commander and Resource Manager shall maintain records of all private property resources and shall have the authority to compensate for the same.

### **B. Logistics**

1. EMA shall maintain original copies of all forms which may be needed for copying and use.
2. A Resource Manual containing the jurisdictions' resources, forms, and associated information shall be maintained by EMA. Each fire, law enforcement, and emergency medical service response group shall have their copy available during any response.

3. All emergency response groups shall be self-supporting for the first 24 hours of an incident. This includes, but not limited to, forms, equipment, and personnel.

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

A. This Emergency Operations Plan was developed in 2000-2001 over a ten-month period. This was done by following the guidance of SLG 101 and meeting with agency heads of the various annexes of this plan.

B. Each assigned organization/agency will update its portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. These updates are to be done bi-annually.

C. The Effingham County EMA Director will revise the plan as new emergency management services are established; and also when new information and techniques are discovered that improve the efficiency and overall effectiveness.

D. The Effingham County EMA Director will review and revise the plan after an actual emergency or disaster has occurred and after each responding agency critiques the disaster response.

E. The Effingham County EMA Director will work with the appropriate organization to ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed.

F. The Effingham County EMA Director will maintain a distribution list in order to forward all revisions of the plan to the appropriate organizations/agencies.

This plan is submitted to the Illinois Emergency Management Agency for review in compliance with statute and the Illinois Administration Code.

## **X. EMERGENCY PREPAREDNESS EXERCISE**

Exercises will be conducted to determine revisions needing to be made to improve response and recovery operations as described in the plan. The Effingham County EMA Director shall be responsible for scheduling, conducting, and critiquing the exercise.

## **XI. FUNCTIONAL NEEDS RESIDENT**

This jurisdiction acknowledges that there are populations with special requirements that must be considered in disaster response. These include, but not limited to, the mobility

impaired, hearing impaired, blind or visually handicapped, developmentally disabled, elderly, and non-English speaking individuals, etc.

## **XII. AUTHORITIES AND REFERENCES**

A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*

B. The Illinois Emergency Management Act (20 ILCS 3305).

C. County Ordinance relating to Emergency Management as adopted by the Effingham County Board on January 18, 2005.

D. *Guide for All-Hazard Emergency Operations Planning: State and Local Guide (101)*; FEMA April 2001

## **XIII. APPENDICES**

A. Organizational Responsibilities for Response Functions

B. Loyalty Oath

C. Memorandums of Understandings  
Mutual Aid Agreements

▪ **APPENDIX A. ORGANIZATIONAL RESPONSIBILITIES FOR RESPONSE FUNCTIONS**

	Direction & Control	Communi-cations	Warning	Public Info.	Evacu-ation	Mass Care	Health & Medical	Resource Mgmt.
Chief Elected Official	P	S	S	S	S	S	S	S
Fire Dept.	P/S	S	S	S	S	S	S	S
Law Enforcement	P/S	S	S	S	S	S	S	S
Health & Medical Coord.	P/S	S	S	S	S	S	P	S
Public Works	P/S	S	S	S	S	S	S	S
Emergency Program Mgr.	S	S	S	S	S	S	S	S
EOC Mgr.	S	S	S	S	S	S	S	S
Communi-cations Coord.	S	P	S	S	S	S	S	S
Public Info. Officer	S	S	S	P	S	S	S	S
Evacuation Coord.	S	S	S	S	P	S	S	S
Mass Care Coord.	S	S	S	S	S	P	S	S
Resource Manager	S	S	S	S	S	S	S	P
Education Dept.	S	S	S	S	S	S	S	S
Animal Care & Control Agcy.	S	S	S	S	S	S	S	S
Warning Coord.	S	S	P	S	S	S	S	S
Comptroller/ Chief Financial Off.	S	S	S	S	S	S	S	S
Volunteer Orgs.	S	S	S	S	S	S	S	S
Other Orgs.	S	S	S	S	S	S	S	S

APPENDIX B. LOYALTY OATH

LOYALTY OATH

“In accordance with *The Illinois Emergency Management Agency Act 20 ILCS 3305/1 et seq.* I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence; and that during such time as I am affiliated with the Effingham County Emergency Management Agency, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence.”

_____ Signature of Appointee	_____ Date of Birth	_____ Phone Number
_____ Street Address	_____ City	_____ State    _____ Zip Code
Russ Thomas IPEM Effingham County EMA Director		
_____ Signature	_____ Date	

- **APPENDIX C. MUTUAL AID AGREEMENTS  
MEMORANDUMS OF UNDERSTANDING**

1. Effingham County EMA shall maintain a file of all mutual aid agreements and memorandum of understandings of all emergency response groups, public and private, in Effingham County.

2. All emergency response groups, both public and private, shall submit copies of all mutual aid agreements and memorandums of understanding to Effingham County EMA, and will keep them current.