

RESOLUTION NO. 851 -2020

**A RESOLUTION ADOPTING THE DISASTER RESPONSE PLAN
OF THE CITY OF OTTAWA, ILLINOIS**

Whereas, the City of Ottawa (hereinafter “City”) has in the past has experienced different levels of disasters; and

Whereas, the City has adopted, by ordinance, the National Incident Management System (NIMS) as its Incident Command/Unified Command System; and

Whereas, the City will continue to experience different levels of disasters including the current public health emergency resulting from COVID-19; and

Whereas, the Disaster Response Plan is for use during periods of increased readiness before and response operations and during recovery operations following a disaster; and

Whereas, the City Council finds it reasonable and necessary to adopt a Disaster Response Plan for the current public health emergency and all future disasters.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OTTAWA, ILLINOIS, AS FOLLOWS:

Section One: The foregoing Preamble is incorporated herein by reference as the findings of the Council.


Section Two: The Disaster Response Plan attached hereto and incorporated herein by reference is the duly adopted plan of the City when a disaster occurs within the limits of the City of Ottawa with regard to the City’s operations and responses before, during and after the disaster.

Section Three: That this Resolution shall be in full force and effect immediately after its passage and approval as required by law.

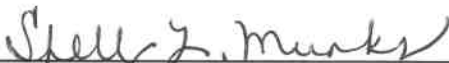
Section Four: That all resolutions or parts thereof which are in conflict herewith are hereby repealed.

	Aye	Nay	Absent
Commissioner Eichelkraut	<u>X</u>	_____	_____
Commissioner Ganiere	<u>X</u>	_____	_____
Commissioner Rodriguez	<u>X</u>	_____	_____
Commissioner Less	<u>X</u>	_____	_____
Mayor Aussem	<u>X</u>	_____	_____

Passed and Approved this 7th day of April 2020.


Daniel F. Aussem, Mayor

ATTEST:


Shelly L. Munks, City Clerk

\\cantlin2016\data\OTTAWA\Resolutions\adopt disaster response plan.doc

CITY OF OTTAWA

301 W. MADISON ST.
OTTAWA, IL 61350



DISASTER RESPONSE PLAN

Table of Contents

	Pages
Emergency Level Status	2
Emergency Operations Center Procedures	3
Crisis Management Team Phone List	4
Activation and Implementation of the Plan	5-7
Mayor Annex	8 -10
City Council Annex	11-14
Public Information Officer Annex	15-18
Emergency Management Coordinator	19-22
Fire Department	23-27
Police Department	28-30
Finance Annex	31-33
Supervisors of Public Works	34-42
Damage Assessment--- City Engineer	43-46
Shelter and Support	47-49
Emergency Volunteer Annex	50-51
Communications Annex	52
Contractors Equipment List	53-56
Disaster Proclamation	57
Flood Action Plan	Appendix A
Debris Management Plan	Appendix B

Emergency Level Status

Level One:

A **Level One** emergency is what the City of Ottawa considers the everyday emergency within the corporate limits of Ottawa. This situation would require the normal standard responses and assistance from mutual aid agencies such as MABAS (Mutual Aid Box Alarm System), possible callout of public works employees for normal job functions, i.e. water main break, barricades, road closure, assist in hazmat cleanup etc. The situation is within the scope of what the city can handle with limited outside resources and does not require activation of the Crisis Management Team.

Level Two:

A **Level Two** emergency is what the City of Ottawa considers an incident where selected call back of off duty Police, Fire, or Public Works employees is required to assist in the situation. This would require only a selected activation of the Crisis Management Team for reasons deemed necessary by the Incident Commander.

Level Three:

A **Level Three** emergency is what the City of Ottawa considers an incident, which requires the full activation of the crisis management team to the Emergency Operations Center. This incident would require a large amount of assistance from outside agencies. All members of the Crisis Management Team are to be contacted and told to report to either City Hall or the lower level of the Fire and Police Complex.

CITY OF OTTAWA

EMERGENCY OPERATIONS CENTER PROCEDURES

The Emergency Operations Center for any large scale operations will be located at the Central Police and Fire Station at 301 West Lafayette Street. Additional locations may be added in the future as the city grows.

Emergency Operations Center (EOC)

Upon notification the Crisis Management Team will report to the lower level of the Ottawa Police and Fire Station for a briefing of the situation that has occurred. At this point, the Mayor, the Fire Chief (Emergency Management Coordinator and chairperson of Crisis Management Team), Public Works Department Supervisors, and Police Chief shall begin operations. Job assignments and responsibilities will be given to members as per plan.

The media will not be allowed in the Central Police and Fire Station. Members of the media will be directed to a suitable location for periodic updates by the Public Information Officer (PIO).

All Crisis Team Members shall enter through the main doors at the Police and Fire Station. Access shall be limited, allowing the Crisis Team to work without disruptions or distractions. It is important that law enforcement is present at either building to assist with any uncooperative residents.

CRISIS MANAGEMENT TEAM

Phone List

Upon Notification of request for the Crisis Management team to assemble, the following persons should be contacted and told to report to the Emergency Operations Center (EOC) at the Central Police and Fire Station as soon as possible.

Mayor

Dan Aussem	815-433-0161 x110	815-252-4386
------------	-------------------	--------------

Emergency Management Coordinator/ Fire Chief

Andy Borkowski	815-433-0789	815-712-8255
----------------	--------------	--------------

Police Chief

Brent Roalson	815-993-5293	815-993-5293
---------------	--------------	--------------

City Engineer

Tom Duttlinger	815-434-3925	919-538-3868
----------------	--------------	--------------

Public Works Director

Tom Duttlinger	815-434-3925	919-538-3868
----------------	--------------	--------------

City Clerk

Shelly Munks	815-434-0416	815-228-0414
--------------	--------------	--------------

Public Information Officer

Per Mayor's designation, either Deputy Fire Chief or Ottawa Police Captain

ACTIVATION AND IMPLIMENTATION OF THE PLAN

This plan relies on the concept that the response to a disaster will be Level 1 or Level 2. All departments and resources within the City of Ottawa would be utilized during disaster operations. If these resources are inadequate, additional assistance would be requested from other municipalities and LaSalle County. If these resources are inadequate, then assistance will be requested from State and Federal entities (Level 3) to return the city to pre-disaster conditions.

Effective leadership, coordination, and unified on-scene command is required to effectively respond to an incident. Each department assumes the responsibility for carrying out their duties of emergency management. The overall command of all emergency operations is the responsibility of the Mayor or their designee along with the Crisis Management Team. The decision to implement the plan will be based on the probability or the actual occurrence of a disaster which threatens the public health, safety, and welfare of the populace of the City of Ottawa and which has the potential for overwhelming the cities resources.

The Emergency Management Coordinator makes decisions and advises the Mayor on courses of action available for major decisions. During emergency operations the Emergency Management Coordinator is responsible for overseeing the Crisis Management Team. The Coordinator also acts as the liaison with other local state and federal emergency management agencies.

MEANS OF REQUESTING ADDITIONAL ASSISTANCE

Should the resources of the City prove insufficient in an emergency situation; the City of Ottawa Emergency Management Coordinator will contact the LaSalle County ESDA coordinator to request county resources and assistance. The City of Ottawa Emergency Management Coordinator will serve as liaison to LaSalle County in requesting disaster assistance through the IEMA Regional Coordinator, if available, or the central office in Springfield. Specific information about the impact of the disaster upon the municipality will be provided to the state by the city of Ottawa Emergency Management Coordinator through the County ESDA Coordinator. No matter how many levels of response are involved, local officials will always maintain ultimate control and responsibility.

LaSalle County Emergency Management Agency

Connie Brooks Director 815-434-5622 cell 815-343-2287

The **IEMA Regional Coordinator** can be contacted at 433-7161

The **Illinois Emergency Management Agency** 1-800-782-7860 or 1-217-782-2700

Red Cross Dispatch 1-877-597-0747 or 312-729-6258

Introductions:

This Disaster Preparedness Plan is a working document for the City of Ottawa. The City of Ottawa has adopted, by ordinance, the National Incident Management System (NIMS) as its Incident Command/Unified Command System. The City of Ottawa Disaster Plan is for use during periods of increased readiness before and response operations and during recovery operations following a disaster. As it is impossible to identify every possible twist or loophole in a complex disaster operation, this plan should be recognized as guidance and not a list of commandments for disaster operations.

Purpose:

The Disaster Preparedness plan defines the objectives of local government during a local disaster condition. Through this process of defining objectives and the functional relationship between the various departments, many of the functions of the departments in a disaster do not directly relate to the traditional roles typical during non-disaster periods. This plan also establishes the relationship between local, state, and the federal government, as well as, businesses, industry and the public throughout the disaster period.

Coordination of this planning process has taken into account some of the capacities of surrounding communities, county, state and federal agencies. But in worst-case scenario these resources may be unavailable to us due to the scope of the disaster. Where ever possible, we have enhanced our local capability through our resource agreements to provide at a minimum some capability as other regional resources become available; we will integrate them into our emergency management system. All phases of emergency management have been integrated into this plan; preparedness, response, mitigation and recovery activities are all present. Therefore, this document has non-emergency purposes for the community. As this plan is a living document subject to changes as this community moves forward. It is essential that the changes to the hazards, capabilities and needs of the community be in the plan. Therefore the process to develop, review, update, exercise the Plan continues uninterrupted. This Plan shall be reviewed and updated every two years.

Goals:

It is the intention of the City of Ottawa to integrate the concept of phases of emergency management to our basic objectives. We attempt to mitigate the possibility of a disaster by remaining observant to hazards that are present in any new development or change to the community. We prepare for the disaster occurrences that are beyond our means to prevent. We provide for public warning evacuation, shelter and welfare services in a disaster. We work to speed recovery from a disaster by maintaining contact with as many government agencies, relief services and volunteer organizations that are active during a disaster. In each phase we strive to maintain an integrated response to the needs of the community. We commit all assets to disaster response as nonessential government operations stop for duration. We have the obligation to provide these services to the best of our ability.

Situations and Assumptions:

As many of the disasters that may strike the community have significant potentials for affecting large population numbers. An Emergency Operations Center (EOC) at the Central Police and Fire Station shall be operated by local officials, and capable of requesting support services from higher levels of government directly. With the relocation of large populations there will be a need to coordinate actions with surrounding communities and county agencies.

Disasters require a very rapid response to the situation as it develops. Many of the decisions that will need to be made in a disaster are usually handled through meetings and proposals lasting for weeks in normal circumstances. The elected officials of the community need to be in the decision process in a disaster to set the policy on the jurisdiction response. Many of these policies can be set well in advance of a disaster and are outlined in the Emergency Operations Plan.

There is not any one agency or group in the county, state, or federal government that can repeal the local elected official's responsibility or authority to initiate disaster operations in the community. It is a moral and legal imperative for the local community's leaders to provide for the health, welfare and safety of the local residents and temporary population groups. No actions or plans other than those of the municipality stand any chance of meeting this obligation.

CITY MAYOR ANNEX

Concept of Operation:

The Mayor of the City of Ottawa has been identified as the one individual legally empowered to make many of the disaster related policy decisions in the community. Several of these mandates are well established and documented in the Disaster Response Plan.

The most important role the Mayor can perform in the Emergency Operations Center is that of determining if response actions are adequate. This "feedback" in the decision loop keeps the efforts in line with the perceived needs of the community. There have been many emergencies that were later determined to be a disaster, not because of the injuries, deaths or property damage, but because the residents lost confidence in their local government.

The Mayor has the responsibility for making a disaster declaration for the City of Ottawa. This declaration is mandated by State and Federal law in order for the City to maintain disaster operations and any suspension of bid and purchasing standards.

The Mayor also needs to communicate with the Public Information Officer (PIO) to keep the community informed of the most current situation.

Organization And Assignment of Responsibilities:

In a disaster, the Mayor is in overall charge of operations. As department managers and members of the crisis management team understand their duties, they will

establish a clear policy. The Mayor or Public Information Officer will function as our chief spokesperson in any interviews with the media. The Crisis Management team is responsible for ordering a cross allocation of local government resources to non-traditional objectives. The Crisis Management team will clarify areas not defined in the plan. The Emergency Management Coordinator is responsible for determining the effectiveness of "Plan Implementation" and the liaison with county, state or federal coordinating agencies. The Public Information Officer (PIO) develops statements for dissemination to the public through the news media.

There are clear legal precedents for succession of the Mayor. The Mayor Pro-tem and/or the senior council member establish this sequence. No appointed official has the legal authority to make any of the decisions that are needed in a disaster. As the Council Members shall have designated areas of responsibility and where their participation is not critical at the time, it is more convenient for the Mayor and Council Members to call an emergency council meeting for critical or sensitive decisions.

A **Administration and Logistics:**

As the Mayor may spend most of the time with decision-making and media relations. The logistics support for the Mayor will come from the clerical staff from the city office staff. The City Clerk will provide additional support for the Mayor and City Council Members. It is the responsibility of the Mayor to determine the necessity of calling in this additional support. Some individuals that the Mayor may wish to call in would include the City Attorney and City Engineer for legal or technical assistance.

MAYORAL **Emergency Operations Checklist**

1. Notification of a disaster situation will originate from the 9-1-1 Dispatch Center. The Mayor will be requested to report to the Emergency Operations Center(EOC) at the Central Police and Fire Station or an alternate facility if the Central Police and Fire Station has been affected.
2. Determine if there is an immediate risk to the population. Make an appropriate decision for activation of the system for emergency public notification if not already underway.
3. Verify that the Fire Chief, Police Chief and Supervisors of the Water, Waste Water treatment and Street Departments have reported to the EOC and have begun to develop a Unified Command System for the operation of the Crisis Management Team.
4. Upon recommendation of the Crisis Management Team, determine if a disaster declaration is needed. Complete and certify a declaration of disaster form on (page 58) and fax to IEMA Office.
5. Participate in the initial briefing in the EOC some points to be made may include:
 - A. What is the extent of the emergency; are we meeting the needs of all of the people?
 - B. Are we responding to the disaster effectively?
 - C. What is each Department currently doing to handle their end of the situation?

- D. What is the best and worst case effects of the disaster?
 - E. How many injuries, deaths and displaced people?
 - F. Is the area secured; is perimeter control working?
 - G. Is there any environmental impact; are our actions part of a later problem?
 - H. Are we operating under Incident Command (Unified Command) procedures; if not, why not?
 - I. Are or will all of our resources and capabilities be committed?
 - J. Has the media become involved in the incident; are we prepared to deal with the media?
 - K. To what degree are other governmental agencies involved?
 - L. How can we increase our responsiveness to the emergency?
 - M. What resources are needed that may be available by intervention from the elected officials?
 - N. What actions are being taken for evacuees or survivors?
 - O. Have higher levels of government been notified; what will be there response?
 - P. Do we need to bring in private businesses/agencies into our EOC to assist operations.
 - Q. Are we utilizing the emergent volunteers; do we have a place for these people to go to?
6. Contact the City Council members and request their assistance in the following areas:
 - A. Shelter Management
 - B. Resource procurement
 - C. Media Relations and Rumor control
 7. Contact the City Clerk and request assistance for record keeping purposes in the EOC. It is suggested that the City Clerk keep minutes of all decisions made from the EOC. Use of recording devices, or department managers, in the EOC may assist in this needed function.
 8. Call an emergency meeting of the City Council within hours or days to declare a disaster and to endorse the actions taken by local government. This is needed for any sustained disaster declaration beyond a few days. Make sure the media is present at this meeting.
 9. Request the presence of the City Attorney during meeting and discussions concerning emergency legislation, emergency powers, open meetings act applicability in disasters, etc.
 10. Be prepared to act as the lead representative for the City in all media contacts. Work with the Public Information officer (PIO) in developing press statements and releases. Stress the importance of emergency actions that need to be taken by the public in all releases, include the locations of shelters and the availability of services at the locations. Do not grant exclusive interviews with one press agency, make any statements in a formal setting with a set agenda

11. Work with the Chamber of Commerce to integrate local businesses into preparedness activities during periods of increased readiness.
12. In an Energy Emergency, work with the City Finance Commissioner and City Treasurer in implementing rationing and price control measures. Make frequent press releases stating the communities resolve to this effort.
13. In a City, State or National Emergency (attack) verify that there are duly appointed Department Supervisors available for all decisions, even if it is needed to make an emergency temporary appointment. Relocate the seat of government to a safe and secure location outside of the immediate risk area. Communicate these actions to all of the elected officials of the area where relocation is occurring for assistance in setting up temporary government in a new location.
14. Be prepared to modify any disaster declaration for the addition of National Guard support to the Police Department and/or other City Departments. According to State policy, only the mayor or the Police Chief can request National Guard assistance and reporting units must have a very clear mission written out prior to activation.
15. Work with the Crisis Management Team, City Attorney and Council Members in developing and approving any emergency ordinances or declarations that may be needed for curfews, forced closings, rationing, bans or restrictions on the possession of weapons or alcohol for the duration of the declared Emergency. An official authorization by the Mayor and City Council may be needed to authorize the increased expenditures and overtime of Departments involved in emergency operations. The suspension of permitting processes and bidding requirements and the curtailment on non-essential Department operations may also be needed.
16. Verify that law enforcement resources are allocated for the protection of vital facilities during periods of increased readiness, international tensions or terrorist threat.
17. Work with the Police Chief and necessary Public Works Supervisors in determining if a curfew is needed to control the disaster scene.
18. Work with the Crisis Management Team when a disaster operation begins to wind down. Establish the point at which the disaster declaration will be concluded. Work out this issue with the City Council at an emergency Council Meeting.

CITY COUNCIL ANNEX
CITY COMMISSIONER

Purpose:

This annex defines some of the areas of responsibility that may need to be addressed by the Commissioners of the City of Ottawa. This includes several vital operations where an individual with strong interpersonal skills and oratory is needed to work with the public.

Situation and Assumptions:

Local, State and Federal laws do not allow a community to continue disaster operations for more than a few days without a formal disaster declaration endorsed by the elected City Officials. The Mayor and City Council Members will need to call an emergency Council meeting within one to three days of a disaster occurrence to ratify any disaster declaration implemented by the Mayor at the onset.

Aid from surrounding communities, state, federal and private sources will be granted more willingly if the disaster operation is formally endorsed by the local communities governing body. This is also an excellent opportunity for the community to state its position in public on the disaster occurrence. Media coverage will assist in making this point to the citizens in the community.

In situations where families have been evacuated from their homes on short notice and brought to unfamiliar surroundings (evacuation center), a strong leader of the community is needed at that facility to assist in establishing order and act as a liaison to demonstrate to the evacuees that the City has their needs at heart. As Commissioners are elected at large from throughout the community and already have an extensive network of relationships with various members of the community, it is obvious that the best individual possible for a City Leader and Liaison for each shelter facility be a City Commissioner.

In a disaster, some local private contractors and businesses may be willing to assist disaster operations with material or other assistance. An individual with good relations in the business community may request this additional aid. A City Commissioner may be assigned the role as resource procurement “specialists” for the community in a disaster.

Concept of Operations:

The city Council Members are elected officials of the community. As elected officials, their first responsibility, after their families, is to the needs of the community. The Commissioners do have a line of seniority in which can be used for the continuity of government. Existing seniority of the Commissioners shall determine specific assignments in a disaster operation.

Our first concern is for the welfare of the public. With this precept we can assume the priority will be the establishment of shelter operations. Although the Red Cross will be responsible for the management of shelter operations, it is important that a city official or their designee be present to support and assist them in their operation and authority.

Of secondary importance are the functions of resource procurement. There are limited capabilities designed into the plan to address these needs as they develop. Commissioner support of these functions may bring resources that were available within days before, to a few hours.

Additionally, the City Council will need to support the disaster proclamation. This will endorse actions taken to date and briefly outline the intentions of the community in the future. The Mayor and Council will probably want to meet bi-weekly or daily for reassessments of the disaster operation and the recovery efforts. This will eventually become the only way that we can disseminate information to the public when we are in the long term recovery phases of the disaster.

Organization and Assignments of Responsibility:

As stated earlier, the Commissioners do have an established line of seniority other than Mayor Pro-Tem. Emergency notification calls will begin with the Pro-Tem and then numerically by Commissioner Seniority. As there is not a significant administrative structure in existence to assign functions, the Commissioners may be asked to handle certain functions as required by the annex and the Mayor Pro-Tem may need to delegate out priorities.

Plan development and maintenance:

Any changes to this annex, a draft will be re-submitted to each Commissioner for approval prior to changes being made in the Master Plan. The Emergency Coordinator shall make the changes to the Master Plan and disseminate changes to all registered plan holders.

CITY COUNCIL COMMISSIONERS -
Emergency Operations Checklist

1. Notification of a disaster situation will originate from the Mayor or as an advisory statement from the Emergency Manager via Ottawa 9-1-1 Dispatch Center. Usually, notification will occur with two hours of a disaster occurrence and will include any requests for immediate assistance from the Emergency Operations Center (EOC).
2. Determine if the Mayor is present in the EOC. If the Mayor is unavailable, then make an appropriate recommendation that a Pro-Tem Mayor be delegated. Find out if a Disaster Declaration has been made or if there is a necessity for a Disaster Declaration.
3. There are several different areas where Commissioners need to assist; in shelter management, resource procurement and rumor control are just some of the possible areas. Determine quickly what areas of responsibility each Commissioner shall become involved with.
4. Shelter Management: although the Red Cross will handle shelter management, it may be some time before they arrive, it may be the responsibility of the Commissioner assigned to that shelter to be the leader and City Liaison. .
5. Eventually, after a few hours, the Red Cross should take over the feeding, clothing and bedding needs of the shelter occupants. Your responsibility then changes to that of a liaison with their staff in the facility.
6. Rumor Control: As much of the information intended for the public becomes distorted by media editing after the interview, it is necessary that a means of feedback is provided for. Someone located at home should monitor all television, radio and social media coverage of the disaster and contact the E.O.C and comment on the effectiveness of press coverage.
7. Direct actions of the Commissioners will usually be required 1 to 4 hours into an incident. There are several legal issues that will need to be resolved later in the disaster.
8. Within one to three days of the disaster declaration there will need to be an emergency Council meeting to declare a sustained disaster situation and to endorse the actions taken by local government. This declaration may be for days to weeks in length and the scope is determined by the Mayor and Council at the meeting.
9. Work with the Crisis Management Team, City Attorney and the Mayor in developing and approving any emergency ordinances or declarations that may be needed for curfews, forced closings, rationing, bans or restrictions on the possession of weapons or alcohol for the duration. An official authorization by The Mayor and Council may be needed to authorize the increase expenditures and overtime of departments involved in emergency operations. The

suspension of the permitting process and bidding requirements and curtailing on non-essential Department operations may also be needed.

10. In a City, State or National Emergency (attack) verify that there are duly appointed department Managers available for a decisions, even if it is needed to make an emergency, temporary appointment. Relocate the seat of government to a safe and secure location outside of the immediate risk area. Communicate these actions to the elected officials of the area where location is occurring for assistance in setting up temporary government in a new location.
11. Work with the Mayor in determining the point at which the disaster operation and the declaration will be declared complete. Formally ratify any changes to disaster operations at a Council meeting.
12. As a shelter manager, it is important to remember that the American Red Cross Staff are trained in handling shelter operations for disaster situations. Although you are designated as a Shelter Liaison for the City it is the needs of the individuals being sheltered that are of top priority in these situations. All effort should be made to accommodate these relief agencies with their procedures.
13. The Red Cross, upon arrival at the shelter site, will conduct a preliminary walk through of the shelter facility. It is Red Cross policy that they document shelter condition before they begin their operations as to return the complex to the condition in which it was found following the disaster situation.
14. If City Officials arrive at the shelters prior to Red Cross Staff, they also should do a walk through and document the building condition.
15. Any shelter occupants that arrive prior to the Red Cross setting up operations, please confine them to one area of the building such as a gymnasium or hallway. Do not allow them to wonder around the building.

PUBLIC INFORMATION OFFICER ANNEX

Purpose:

This annex defines how, who and when emergency public information will be disseminated in an emergency in the community. The implementation of this annex is assumed to be a part of the entire community Emergency Operations Plan. Some of the points addressed are related to rumor control and the on-site media briefing point.

Situation and Assumptions:

In a disaster ~ one source of public information is needed to avoid confusion or conflicting information. This source must participate in the decision making process in the Emergency Operations Center. The Mayor will choose this person prior to or at the time of the incident if he feels it is necessary.

In a large scale disaster there will be many levels of government, County and State that will be providing information to the public. It will be vital that all information disseminated is accurate and well-coordinated.

Emergency Public Information will need to be made without delay in situations when there is a life safety hazard.

Media sources will, if left uninformed; hunt out and "create" a story in a disaster and under most circumstances this may mislead the public of the danger or protective actions. The existence of these "mini dramas in real life" can also cause the misapplication of critical resources in a disaster.

For an Emergency Public Information System (PIO) to be effective and to assure that employees and emergency response personnel do not become unofficial spokes-persons for the community. The Emergency Public Information System will need to be endorsed by the City Administration.

Concept of Operations:

The Public Information Officer (PIO) is a member of the Crisis Management Team in the EOC. The initial concern is for the nature and extent of any emergency public information that will need to be broadcast to the public. This information should be of a lifesaving measure relating to evacuation traffic routes, and emergency shelter locations. As soon as practical, the Public Information Officer will need to make a statement to the press and establish a regular schedule for briefings.

At certain times and once the immediate hazard has been secured the press will want to tour the disaster scene. The Public Information Officer will need to establish an on-site briefing point and make arrangements to secure an area and transportation to the scene. The press access should be limited to specific areas for their safety.

Work with a media relations team to determine the effectiveness of the information process. Modify information procedures to compensate for errors in communications. Council Members may participate in the operation of the media relations team by providing feedback to the Public Information Officer about the quality and quantity of information received by the public.

Organization and Assignment of Responsibilities:

The chain of command for the Public Information Officer is an inverse of the traditional structure of top to bottom. If the primary individual is unavailable for this function, the secondary individual is the City Mayor. This reinforces the importance of this annex to the Emergency Management system.

Administration and Logistics:

Initially, there is a minimum of staff support for the Public Information Process. As a situation unfolds, it is highly recommended that additional full time clerical staff be called in to assist in the process.

It is strongly recommended that the Crisis Management Team remain involved in determining what information will be disseminated to the public. Some issues may be best answered by the experts. For highly technical or complex issues individuals can be called in to assist during the press briefing.

It is strongly recommended that the Crisis Management Team remain involved in determining what information will be disseminated to the public. Some issues may be best answered by the experts. For highly technical or complex issues individuals can be called in to assist during the press briefing.

Assistance in setting up a Media Briefing Location and an on-site media briefing point could be obtained through the local media.

Plan Development and Logistics:

The Public Information Officer will be involved in the development and maintenance of the Public Information Officer annex. The Public Information Coordinator and the Emergency Management Coordinator should meet yearly to review any changes to the annex. The Emergency Management Coordinator is responsible for the additions to be made to the master plan and the dissemination of changes to registered plan holders.

PUBLIC INFORMATION OFFICER
– Emergency Operations Checklist

1. The Public Information Officer (PIO) shall be notified of a disaster situation from the 9-1-1 Dispatch Center per orders of the Mayor. The PIO will be requested to report to the Emergency Operations Center at City Hall or the lower level of the Fire-Police Complex.
2. Participate in the initial brief in the EOC. Determine what information shall initially be disseminated about the Emergency. Make immediate contact with local press affiliates to disseminate this information.
3. Make contact with all media affiliates responding to the disaster; establish a procedure and location for releasing emergency information. Set a time for the first media briefing and a location.
4. Determine with the Mayor whom shall be designated as the representative of local government to the media. All three people, the Mayor, Emergency Management Coordinator, and Public Information Officer should be present for all press conferences. This is not necessary for all press statements.
5. Utilize the Commissioner or Commissioners that have been designated to assist with rumor control; you should contact them periodically to advise the effectiveness of releases and emergency information.
6. Contact all communication outlets, including television, radio and social media, when making press releases. Distribute all press releases at the same time and at the same location to all media outlets. Do not grant exclusive interviews or state opinions not based upon fact. Take the initiative. Make a statement on our response to date and projected actions in the disaster and what actions that you want citizens to take. Keep open ended question and answer sessions to a minimum. Set a definite time limit on all press statements. Give copies of press releases to all department heads and dispatchers prior to distribution of the information to the media.
7. Do not allow access to the scene to any media representatives until the scene is secured. Request all media representatives on the scene contain their activities to a designated area. Contact the Incident Commander from the EOC to determine when this action will be acceptable.
8. The press will be insistent upon touring the disaster area and taking pictures. Through the Police Department, establish an area where the press shall be allowed to observe on scene activities, if possible.

9. Work with the Police Department in making sure that there is a secured quiet, private area, away from the media, available to families that are awaiting information on family members that may have been injured or killed. Do not allow sensationalist coverage of grieving families by the media.

EMERGENCY MANAGEMENT COORDINATOR ANNEX
ESDA Director/Fire Chief

Purpose:

This annex is intended to define the responsibilities of the Emergency Management Coordinator in a disaster. This will encompass the assignment to manage the Emergency Management Agency (an organization that provides support services to the traditional emergency response agencies of Police and Fire) and the activities of Coordinating Emergency Management Mitigation Preparedness, Response, and Recovery.

Situation and Assumptions:

The Emergency Management Coordinator is an employee of the City. If a disaster that occurs during a time when the Coordinator is unavailable, the Emergency Operations Plan will need to function without the presence of the Coordinator and may be undertaken by an alternate. The alternate may be the Deputy Fire Chief or a designee of the Fire Chief.

The Fire Department has the capability of functioning with minimal guidance from the Emergency Management Coordinator in a disaster as a comprehensive plan exists that defines their duties in a disaster, and a strong officers staff exists to supervise Emergency Responder activities.

Many of the critical functions of emergency operations undertaken by local government have been allocated to full time Departments of the City. This insures that there is a significantly higher probability of resources being utilized in a disaster.

Concept or Operations:

The function of the Emergency Management Coordinator is to act as a “navigator” of emergency operations in the Community. The primary responsibility is to guide Departments and key officials through the prepared emergency plan.

The Emergency Management Coordinator is the person who best knows the Emergency Operations Plan as a whole. One of the advantages of this is that in a disaster the Coordinator is best suited to work as an arbitrator of points of contention in the plan. Therefore, the Coordinator is a member of the Crisis Management Team and provides input and guidance on key decisions in the EOC.

Organization and Assignment of Responsibilities:

The Emergency Management Coordinator is primarily and almost exclusively responsible for the implementation of this annex. There is an alternate to this annex and the Deputy Coordinator of Emergency Management shall act as the alternate. The Fire Chief of the City of Ottawa undertakes the responsibility of Emergency Management Coordinator (ESDA).

A dministration and Logistics:

Some of the initial administrative support needed by the Coordinator will be provided by the Crisis Management Team. This would include support personnel in the EOC and the staff assigned to the scene. Later, as the situation develops, some of the support functions in the EOC may be supplemented by personnel from other departments or from the dispatched staffs of other responding Police or Fire Departments.

P lan Development and Maintenance:

The Coordinator is in a unique position that makes plan review and update simple and nearly a continuous process. The other function of the Coordinator is to review and change the entire Emergency Operations Plan in addition to this annex.

EMERGENCY MANAGEMENT COORDINATOR-
Emergency Operations Checklist

1. Upon notification by the Ottawa Emergency 9-1-1 Dispatch Center that a disaster situation, verify that the information is from an authentic source. Individuals with the authority to declare a local disaster include the Mayor and/or City Council Members. A disaster situation will also exist if declared by the State or Federal government and disseminated by the Emergency Broadcast System (EBS) or the State warning point. Contact County EMA for the activation of the EBS or other warning systems.
2. Establish a duty officer system to staff the warning point on a 24 hour basis during periods of increased readiness.
3. Determine if the occurrence is of a scope and nature that will warrant the activation of the Emergency Operations Center and the implementation of the Disaster Operations Plan. Guidelines to follow for this decision would include, but are not limited to:
 - a. Mass casualty: more than 15 victims requiring transport to a hospital
 - b. Pandemic
 - c. Evacuation: any incident requiring the evacuation of more than 10 homes or two businesses.
 - d. Hazardous Materials: a significant release of any acutely toxic material that has possible effects on the general public.
 - e. Damage or destruction of more than 5 homes from any cause (Fire, tornado, flood, explosion)
 - f. Transportation accident involving a commercial aircraft crash.
 - g. Transportation accident involving a Tanker Truck, Freight Truck and/or Rail Transportation where there is a significant possibility of the release of hazardous materials.
 - h. Terrorist Incident involving City infrastructure or the release of Chemical, Biological, Nuclear, or Radiological materials.
 - i. Civil disturbances where there is the possibility of injuries or significant damage to private or public property.
 - j. Disruption of utility services, power, telephone, natural gas service where there are detrimental effects for a significant portion of the population.
 - k. National emergencies where an increased state of readiness is recommended by Federal authorities.
4. Upon notification that a disaster situation exists or conditions that pose a significant risk to the public, quickly determine if the warning system should be activated.
5. Make telephone calls to the officials who will staff the EOC.

6. If shelters need to be opened, contact the Red Cross and secure needed facilities for shelters. Send one Emergency Responder if available to each designated facility to assist the manager (Commissioner or designee) in the securing of resources and the operations of the facility.
7. Determine if all command units and response vehicles on the scene are working as one entity under the Incident Command System. Take measures to have these entities work with each other.
8. In an evacuation, assist the Public Information Officer in the preparation of emergency public information relating to routes, congregation points and shelter facilities.
9. In a national emergency (attack), relocate emergency vehicles, equipment and supplies, personnel and their families to surrounding communities. Preferably those to the west, northwest at a distance of at least ten miles. It may be necessary to leave one or two vehicles and volunteer personnel behind to provide very minimal coverage.
10. Work with the personnel securing resources and act as the point of contact with other local, County, and State E.M.A.'s in securing resources through alternate means.
11. Develop a rotational staffing for support staff in disasters where the duration exceeds 12 hours.
12. Work with the Crisis Management Team in determining when EOC operations should be downgraded or curtailed. Take ultimate responsibility for assuming that EOC status is relayed to all levels of local, State, and Federal government.
13. Make the determination on the relocation of the Emergency Operations Center to the alternate location if nearby scene hazards or utility failures render the primary site unsafe or ineffective.

FIRE DEPARTMENT ANNEX

On Scene **Incident Command**

Purpose:

This annex outlines and defines the roles of the Fire Department during a local disaster. Many of the functions that will need to be taken by the Fire Department in a disaster may be different than traditional roles. An exclusive document is needed to identify these special concerns. The functions outlined here address concerns that are not necessarily of an emergency nature only. The Mitigation, Preparedness, Response and Recovery activities are all in some way noted. Even after the disaster is over, and the last Fire apparatus has returned to the station, the work remains on returning the community to the pre-disaster condition.

Situation and Assumptions:

In a disaster the Fire Department is typically one of the first emergency response organizations on the scene. As a result of this the Ottawa Fire Department has developed and adopted the National Incident Management System (NIMS) and the all hazard response as a guide to be able to be fully prepared to manage any type of incident that may be encountered.

As many of the response organizations that may be active in a disaster are non-Fire related assets, it is critical that a coordinating agency be notified and activated as soon as possible. The Fire Department, as the agency that is first on the scene, should request notification the Ottawa Emergency Management Coordinator by the Emergency 9-1-1 Dispatch center as soon as possible so coordinating efforts may begin at the Emergency Operations Center (EOC).

With the wide scope of emergencies that may strike the community and the relative limits to any Fire response agency to address all concerns at once, it is essential that the Fire Department maintain active participation with mutual aid organizations including the Mutual Aid Box Alarm System (MABAS).

Where many of the defined operations in a disaster fall under the responsibility of the Fire Department, it is necessary that the Fire Department take an active role in the development and exercising of the Emergency Operations Plan.

Concept of Operations:

As a situation is analyzed by the first arriving crew, there may be additional apparatus and personnel sent to the scene as well as mutual aid departments. As an incident is found to be of a scope where significant resources are needed to suppress, contain, or control the hazard, the importance of coordinating activities with other groups, agencies, media and the public increases. As this occurs, the Incident Command Structure will be increased and more resources may be called as necessary. It may be necessary to upgrade Incident Command to a Unified Command System or an Incident Management Team (IMAT) to coordinate all on-

scene activities of all on-scene City Departments necessary to control Mitigation, Preparedness, Response and Recovery activities.

A properly functioning Emergency Operations Center, fully staffed, can relieve the Incident Commander of the problems of dealing with disaster relief agencies, the public and the media. Additional benefits may be noted when staff is available to secure additional services from contractors, government agencies and private citizens.

Once an incident has been stabilized by Fire-Rescue response units, there may be a passing of Incident Management to local government or even possibly private officials. This will allow the Fire Department to return to the role of responding to emergencies in the community. Additional demands may still be placed upon the department with investigations, inspections, or standby units for recovery operations that are high risk.

A dministration and Logistics:

Logistical support for the Fire Department will come through the existing procedures established by the department for emergency response via their "Box" Cards that outline where assistance is coming from in advance of an incident. City Public Works Departments may also be requested to assist where need with logistical support.

FIRE DEPARTMENT-
Emergency Operations Checklist

1. Upon the verifications that disaster conditions exist, the On-duty Shift Officer shall notify the Chief and Deputy Chief that their presence is requested.
2. Determine if the occurrence is of a scope and nature that will warrant the activation of the Emergency Operations Center and the implementation of the Disaster Operations Plan. Guidelines to follow for this decision would include, but are not limited to:
 - a. Mass Casualty, More than 15 victims requiring transport to a hospital.
 - b. Pandemic
 - c. Evacuation, any incident requiring the evacuation of more than 10 homes or businesses.
 - d. Hazardous Materials, a significant release of any acutely toxic material that has possible effects on the general public.
 - e. Damage or destruction of more than 5 homes from any cause (Fire, tornado, flood, explosion.)
 - f. Transportation accident involving a commercial aircraft crash.
 - g. Transportation accident involving a Tanker Truck, Freight Truck and/or Rail Transportation where there is a significant possibility of the release of hazardous materials.
 - h. Terrorist Incident involving City infrastructure or the release of Chemical, Biological, Nuclear, or Radiological materials.
 - i. Civil disturbances where there is the possibility of injuries or significant damage to private or public property.
 - j. Disruption of utility services, power, telephone, natural gas service where there are detrimental effects for a significant fraction of the population.
 - k. National emergencies where an increased State or readiness is recommended by Federal authorities.
3. Upon the activation of the Emergency Operations Center, the Fire Chief or his designee will report to the center for a preliminary staff briefing and to undertake operations.
4. Maintain contact between the Incident Commander at the scene and the EOC. Have periodic updates made to keep all command personnel apprised or as the situation, or needs, change.

5. Have the On-scene Incident Commander initiate disaster response operations such as: temporary command post, staging areas, triage areas, zones of exclusion, the immediate evacuation of the endangered population, fire suppression and control, leak and spill containment, and rescue and medical care. Make all Departments and responding agencies aware of the locations of hot zones and safe areas.
6. If appropriate, have dispatch personnel transfer calls related to the disaster to the Emergency Operations Center(EOC). Do not talk to anyone about the incident other than to confirm that there is one.
7. Provide assistance to the Police Department, if requested, when evacuations are called for. Be prepared to utilize ambulances or NCAT to relocate homebound or disabled persons. This may be done in a non-emergency mode.
8. Maintain control of staging areas and keep in contact with both the Incident Commander and Emergency Operations Center when requested as to the number and types of equipment that is staged.
9. Provide assistance to the Police Department and the LaSalle County Coroner by not disturbing human remains or possessions until photographs, and evidence can be recorded. The Coroner will be assisting the Police Department in many of these activities. Set up a temporary morgue on site until the Coroner's office and the Police can take charge of the remains. Frequently, Federal agencies such as the FAA, NTSB or the FBI will want to see the scene in an undisturbed State.
10. Attempt to provide EMS personnel to each operational shelter facility in the community for the duration of the operation. Work with disaster relief agencies, hospitals, or health officials in the operation and staffing of first aid stations and supplemental medical care facilities.
11. Assist in the securing of potential hazards such as broken gas mains, downed electrical or telephone wires, open pits or excavations and unstable structures until permanent solutions can be found.
12. Monitor the demolition of damaged buildings, burning of debris and the detonation of explosive devices to ensure safe operations are a priority.
13. Work with local health agencies in the distribution of antidotes and vaccines to emergency workers in the disaster area with victims in shelter facilities.
14. In energy emergencies, place restrictions on the unnecessary operation of vehicles or equipment.
15. Keep track and document all City personnel hours worked during disaster.

Fire-Rescue-EMS Staging Area
Locations

Upon the occurrence of a major incident in which many Fire-Rescue-EMS resources will be needed, the following locations will be utilized as disaster staging areas for incoming units. The decision on which of the following locations will be used can be determined at the time of the incident by Fire Department Command on-scene. It is important that whatever locations are used that a staging officer(s) be appointed to be in charge of the respective site(s).

1. Farm & Fleet Parking Lot: North Columbus Street-Route 23 north of I-80
2. RP Lumber Parking Lot: North Columbus Street-Route 23 south of I-80
3. Library Park Recreation(Pool) Complex: Utica Drive.
4. Ottawa Township High School Parking Lot: East Main Street
5. Silica/Mining Building Parking Lot: Boyce Memorial Drive
6. Upper and Lower Parking Lots and Lincoln Memorial Parking Lot: south end of LaSalle Street
7. Southtowne Mall Parking lot: First Avenue-Route 23 south.

NOTE: Locations that are considered possible shelter sites should not be avoided as staging sites for incoming Fire-Rescue-EMS.

POLICE DEPARTMENT ANNEX
POLICE CHIEF

Purpose:

This annex defines the role of the Police Department in pursuit of the objectives defined when responding to, and recovering from, the effects of a disaster in the community. The traditional responsibilities of the Police Department will still be in demand, but additional emphasis will need to be extended to perimeter control, staging area operation, evacuation, and support of shelter operations.

Situation and Assumptions:

A significant part of Police Operations is the officer responding to traffic and transportation accidents. There is a high probability that the officer will be the first responder to hazardous materials transportation accidents.

Local security sensitive industries frequently request assistance from the Police Department in enhancing on-site protective measures. The Police Department is the point of contact to local government for the security needs of local industry in periods of increased readiness or threat.

Traffic related operations frequently require an authority figure at the location to assert control over the situation. Therefore, the Police Department is responsible for the operations of traffic routes and roadblocks during mass evacuations and the securing of a disaster scene.

Individuals placed in stressful or unfamiliar environments may become aggressive or hostile with emergency responders or bystanders. Police presence is desired in shelter facilities where a potential exists for violent activities.

Concept of Operations:

In a disaster, the traditional concept of operations through the Emergency 9-1-1 Dispatch Center may need to be modified once an officer has been assigned for operations in the disaster area. Individuals and vehicles that have been committed to disaster operations should not be reassigned to other duties without the consent of the Crisis Management Team in the Emergency Operations Center. The Chief of Police or the alternate will be present in the Emergency Operations Center and should concur with any reallocation of Department resources.

Officers will be requested to assist primarily with the securing of the disaster scene to prevent the entry of members of the public, media or unverified response groups. This function will continue throughout the disaster occurrence and may be supplemented with officers from other local, County or State Police and ILEAS Departments and/or the National Guard. With the wide scope of emergencies that may strike a community and the relative limits to any police response agency to address all concerns at once, it is essential that the Ottawa Police Department maintain active participation with the ILEAS (Illinois Law Enforcement Alarm System) as a resource for law enforcement manpower and equipment.

Additional functions would include the establishment and direction of any evacuation routes and maintaining traffic flow control. Assistance may come from the above defined list of police agencies, or the public works departments.

Organizations and Assignment or Responsibilities:

During normal operations, officers report to a shift sergeant who makes decisions relating to operations where a clear department policy isn't established or where safety concerns are paramount. The Chief of Police or the alternate will be in overall command of Department operations from the Emergency Operations Center. On the scene, a Captain or sergeant will still retain supervision of the Department's on-site response and activities. An Incident Commander is the authority on the scene that dictates overall scene operations. The on-scene officer will need to coordinate all activities with the full input and consent of the Incident Commander. It may be necessary to upgrade Incident Command to a Unified Command System to coordinate all on scene activities of an on-scene city Departments necessary to control Mitigation, Preparedness, Response and Recovery activities. The Chief of Police, as a member of the Crisis Management Team, represents the Department at the highest levels and participates in the establishment of priorities throughout the disaster.

Administration and Logistics:

Administrative support for the Police Department can best be divided into two different concerns. The necessity of maintaining documentation and recordings of scene operations and dispatch records are best left to the Dispatchers in the Emergency 9-1-1 Communications Center. Off duty dispatchers can be called back to assist.

POLICE DEPARTMENT
Emergency Operations Checklist

1. Notify senior officers and executive staff of the occurrence and advise them of their assignments.
2. Have the Chief or designated alternate report to the EOC as soon as possible.
3. Establish perimeter security and control on the scene of the disaster. Allow no access to the public or press until the scene can be secured. Verify this with the Incident Commander.
4. Verify the identity of all emergency responders at the scene, identify staging areas to be used and direct personnel and vehicles to the designated staging area for assignments.
5. Establish security for the on-scene media briefing point for the press. Keep the media out of unauthorized areas and contained within the vicinity of the briefing point until the disaster area can be secured for unrestricted access.
6. Patrol any deserted or abandoned areas to provide security for property left behind.
7. Assist the Coroner in securing and recording the locations of the personal possessions or remains of the deceased.
8. Work with the Mayor and the City Council in determining the need for an emergency curfew to control the disaster scene.
9. Participate and provide input at the EOC with staff updates, and in the preparation of any public information releases.
10. Act as the lead agency in the implementation of an evacuation by providing the staff and logistics to perform traffic and access control. Determine routing, traffic control points, marking flow control. Secure the services of towing companies to clear broken down vehicles from primary routes.
11. If available, utilize media helicopters that may be in the area as traffic coordination units in a disaster. Provide an officer with a portable radio on the helicopter to observe vehicle traffic during and evacuation.
12. If available, provide a uniformed officer or auxiliary personnel at each open shelter facility and at the Emergency Operations Center to maintain order and provide site security for the duration of shelter operations. This applies even if the shelter operations are supervised by the City or the Red Cross, and may be for the duration of the disaster.
13. Secure the assistance of county, state or other local law enforcement agencies as soon as practical. Integrate the other agencies into your command structure. Hold periodic briefings with their respective senior officers to provide updates on disaster operations and assignments and to exchange information on their observations and suggestions.

FINANCE ANNEX
City of Ottawa Finance Officer

Purpose:
This annex outlines the emergency functions of the Administration and Finance Departments of the City of Ottawa.

Situation and Assumptions:
It is apparent that in a major disaster there will be a need to provide logistics support and expand administrative services.

Many of the administrative functions in a disaster will extend beyond the normal operations of city Hall. Personnel will need to be called into work beyond their normal hours in a disaster.

Finance personnel will need to coordinate a significant part of the recovery activities and the State and Federal assistance forthcoming.

The Primary responsibility of the Department is to provide logistics support to the Emergency Operations Center, such as phone calls and the analysis of damage assessment information to determine the impact upon the financial stability of the community. Critical resource lists of shortages also need to be established.

If City Hall is rendered unsuitable, the Finance Department will need to relocate to an alternate location. The Central Police & Fire Station is the alternate E.O.C and ultimately an alternate location for municipal operations if City Hall was damaged or destroyed. This will allow the City to serve the continuing needs of the emergency situation and to maintain basic government services.

Organization and Assignment of Responsibilities:
The city Financial Officer is the manager of the Department from which the logistics support services will originate. The City Financial Officer shall make the determination on assignments for the respective office staff employees. Some assignments may be to the E.O.C phone duty, shelter facilities or any other locations determined by the Crisis Management Team.

Administration and Logistics:
The notification of the City Financial Officer shall occur within the first few hours of a disaster. The Mayor or the Emergency Management Coordinator shall make the initial notification. Upon arrival at the E.O.C. the City Financial Officer shall be briefed on the incident and necessary, placed in a liaison position with responding State and Federal Aid Agencies.

Plan Development and Maintenance:
The City Financial Officer is responsible for the review, update and approval of the Administration and Finance Department Annex. A meeting should be held yearly with the Emergency Management Coordinator to review and discuss changes to the plan. The coordinator shall be responsible for making the changes to the printed plan and integrating any changes that affect other Department's respective plans.

FINANCE-
Emergency Response Checklist

1. The city Financial Officer should be notified of a disaster occurrence within 1 hour if during normal office hours and within 3 hours if the incident occurs on evenings, weekends or holidays. This notification will be made by the Mayor or Emergency Management Coordinator. The basic functions required of the Cities' Financial Officer will be to provide administrative and logistics support for the Emergency Operations Center and staff in response to the emergency situation.
2. The City Financial Officer is the point of contact for administration. The first person needed is a telephone operator to staff the phones in the City Hall and answer all calls coming in to City Hall on 433-0161. Some calls will be from concerned citizens requesting information; other calls need to be directed to Department Supervisors and representatives in the E.O.C.
3. Information to the public is of secondary importance to that of the operations of the EOC. The Public Information Officer will provide an information statement to be issued to the public. Under no circumstance shall interviews by staff personnel be granted with the media without the PIO's consent. All media contacts must be forwarded to the Public Information Officer. Copies of statements will be given to the telephone operator for calls on 433-0161.
4. The Finance Staff will need to work with the Damage Assessment Team. The goal is to determine the extent of damages to the tax base and the projected loss of revenues. This information is not usually requested by I.E.M.A. but will assist our efforts in securing a State or Federal Disaster Declaration and will assist in determining future effects on City Operations.
5. Within hours of the Disaster Declaration, work with the City Council in determining the extent contingency funds can finance emergency response and relief efforts. This data will need to be developed within 12 hours of the original declaration. Spending restrictions and caps will need to be placed on unnecessary spending as soon as possible. .
6. Provide administrative staff, as needed, to maintain records at all open shelter facilities. One person may be required at each facility for the first day of operations. Later, follow up reviews of information will be needed that will only take an hour or two per day. Civic organizations or township officials can help with this. This may or may not be a necessity.
7. Act as the point of contact with FEMA in the operation of Disaster Assistance Centers. These facilities are for homeowners and residents to apply for and secure financial assistance and low interest loans to recover from the disaster. These facilities will open two to three days after the disaster and may stay open for an extended period of time.
8. Work with Department Supervisors in taking and maintaining records of expenses incurred as a result of the disaster. With good record keeping, many of these costs may be recoverable through IEMA, or FEMA.

9. Work with Department Supervisors, the City Engineer and the Damage Assessment Team in developing a detailed cost analysis of repairs to public facilities and infrastructure. This data may be needed by the Assessment Team to develop a comprehensive damage summary and will be needed within a few hours of the incident occurrence.
10. In a crisis situation where there are recommended rationing actions by Federal or State authorities, the city Financial Officer shall become the Rationing Coordinator for the City of Ottawa. Some suggested areas of concern include:
 - a. Determining the legal authority of local government to implement rationing procedures, developing the declaration that institutes local price and supply controls. Work with the Mayor, City Council, and City Attorney in developing this policy.
 - b. Developing and implementing the rationing of resources among divisions of local government, work with other government agencies in assessing their material needs. (e.g. schools, township etc.)
 - c. Work with the Public Information Officer in developing media releases that will assist in this process.
 - d. Establish procedures with local businesses through the Chamber of Commerce.
 - e. Institute rationing procedures within local government. Determine the basis for need from each Department and allocate resources.
 - f. Work with the Police Department in determining locations that may have security problems due to rationing procedures.
 - g. Establish a means of alternate transportation for essential municipal employees. Car Pooling, walking, bicycles, etc.
11. Work with the Cities' fuel supplier in securing an adequate supply of fuel for city vehicles. Increase the frequency of deliveries to keep stored materials at a peak. If necessary secure additional fuel storage tanks to add capacity.
12. When in the recovery and reconstruction phases of a disaster, work with the Department Supervisors in coordinating the return of leased and rented equipment.

PUBLIC WORKS ANNEX
Department of Public Works

Purpose:

This annex defines some of the actions that will need to be taken by the Public Works Director; Assistant Public Works Director and individual Public Works Foremen (Water Production and Distribution, Wastewater Treatment, Streets and Parks Division) or their alternate in a disaster. In the purest sense, the role of Public Works Director and Assistant Public Works Director is one of “mission manager”, and each Foreman is an “operation implementer” of a plan to accomplish the mission. In disasters, it is not uncommon for department managers to totally lose sight of the concept of integrated emergency management. The presence and input from a strong and decisive Public Works Director is essential to keep responses to emergency situations fully focused on a shared vision, a common goal and set of operating principles.

Situation and Assumptions:

When a disaster is of the magnitude where an integrated response by the community is necessary there must be a central figure in the Emergency Operations Center who determines the best solution relating to Public Works functions from among all possible alternatives.

Elected officials understand the ultimate objective of emergency operations and possibly even the mitigation, preparedness, response and recovery concepts, but typically do not always comprehend the capabilities or operational responsibilities of individual Public Works Divisions. The Public Works Director; Assistant Public Works Director and individual Public Works Foremen are the full time employees of the city who have a cognitive grasp of these specific functions.

Concept of Operations:

The Public Works Director (or alternate) function in the Emergency Operations Center is as a member of the Crisis Management Team. The Mayor works with the Commissioners to set the policy that will be followed to return the community to normal operations. The Crisis Management Team determines the needs of the community, capability to respond, and the basis for determining the point where outside assistance is needed.

Public Works Departments may or may not have traditional emergency response functions in a disaster. The Public Works Director and Assistant Public Works Director will serve as the point of contact for their Department with the City Council and other department heads on the Crisis Management Team. Public Works Foremen (Water Production and Distribution, Wastewater Treatment, Streets and Parks Division) supervising the employees of the City are assets to be deployed to mitigate emergency situations. Once these assets have been brought into the system, the existing structure of emergency management has been designed to accept these additional resources into the network.

One of the primary responsibilities for the Public Works Director is to oversee all Public Works activities to make sure that Foremen maintain their specified emergency responsibilities. Area of responsibility contention will be handled on a case by case basis in a fashion determined by the Crisis Management Team.

Organization and Assignment of Responsibilities:

When the Public Works Director or Assistant Public Works Director is not available an acting Director shall be appointed by the Mayor. The role of acting Director is one that must be delegated to an individual with great care. Over reliance on an individual or Division Foreman who has been assigned many emergency functions, and is assigned to the interim position may create a decision bottleneck. Whoever shall be assigned the position of interim Director in a disaster must be capable of acting on behalf of the community as a whole. If an interim Director is selected and placed in this position, it is essential that the department he or she is coming from be capable of functioning in his or her absence through the designation of an Interim Division Foreman.

Administration and Logistics:

The Public Works Director or Assistant Public Works Director shall function primarily from the Emergency Operations Center in the initial phases of a disaster. As the situation progresses and possibly slows down, some of these functions may be addressable from the scene or other office areas located away from the EOC.

Administrative support for the respective Public Works Director or Assistant Public Works Director will be needed. The participation of an administrative assistant will be needed throughout much of the first few days or hours of the disaster to assist and document the decisions of the Public Works portion of the "Crisis Management Team".

Plan Development and Maintenance:

This annex was developed from many different sources and is a compilation of these sources to accommodate the "Plan." The Public Works Director or Assistant Public Works Director is responsible for the information in the annex [pertaining to his/ her respective Department]. Annually, the Emergency Management Coordinator and Public Works Director should meet to review any changes to the annex. The Coordinator shall be responsible for making the changes to the printed plan and integrating these changes into the master plan and disseminating these changes to all registered plan holders.

PUBLIC WORKS ANNEX
General Emergency Operations Check List

1. Notification of a disaster situation will originate from the Fire, Police or E.M.A offices. The Public Works Director and Assistant Public Works Director shall be requested to report to the Emergency Operations Center located at the City Hall or the lower level of the Fire and Police Complex.
2. Upon notification that a disaster situation exists, notify ALL Public Works Foremen of the respective Public Works Departments (Water, Waste Water and Street Divisions) to institute a call out of employees and have them report to their respective Division Building or an alternate location as needed for deployment.
3. Verify that the Public Works designated member of the Crisis Management Team (Public Works Director, Assistant Public Works Director or designated Foreman) has reported to the Emergency Operations Center. The designated member shall be reported to the Emergency Coordinator annually, at update to this Annex, or as necessary.
4. Report to the Crisis Management Team a listing of employees contacted, reporting, and any known to be directly affected by the emergency. A listing of ALL employees on/off duty will be maintained at all times. Verify that each Division has taken needed actions to relocate affected employees and families to safe locations.
5. Within fifteen minutes of all members reporting to the Emergency Operations Center, an initial briefing shall be conducted on the situation. The Public Works designated member of the Crisis Management Team will report on their Department's position. Address some of the following issues:
 - a. Current response and activities underway.
 - b. Status or need for mutual aid, personnel, or material resources.
 - c. Status or need for coordinated action with other Departments or groups.
 - d. Planned actions over the next three hours.
 - e. Planned actions over the next day, week, or immediate future.
 - f. Observed problem with the overall response actions.
 - g. Data in support of emergency public information releases.
 - h. Has a forward Command Post been established?
 - i. Are all of the responders in protective clothing?
 - j. Are all Departments represented at the Command Post?
 - k. Has support staff been called in to standby?
 - l. Is the media briefing location been established?
 - m. Is overtime approved for Departments?
 - n. Have higher levels of government been notified?
6. The Public Works Director or Assistant Public Works Director shall make recommendation on the degree of involvement their Department may take in response to the emergency. Determine at what point our local resources may become over extended.

7. Determine if the occurrence is of a scope and nature that will warrant the activation of and the implementation of the Illinois Public Works Mutual Aid Network (IPWMAN) and surrounding communities, if available to send additional resources and equipment. Initiate activation upon approval of the Mayor, his delegate, or in such circumstances as may require, under independent authority. Request that the Mayor include this information into any disaster declaration.

Guide to IPWMAN Activation

Step 1 – Assess Your Needs

- Identify the Type of Assistance Required
 - Communications, Barricades, Message/Arrowboards, Labor, Vehicle Maintenance, Engineering/Technical, Sign Fabrication, Task Force/Strike Team Leader, Administrative Support
- Identify the Mission to Accomplish
 - Pavement Clearing, Tree Removal, Brush Chipping, Portable Pumping, Vac-Truck or Sweeper Operations, Sandbagging, Equipment Transportation, Excavation
- Complete the IPWMAN Activation Request Form at www.ipwman.org/node/add/incident
Have the following ready when you call:

- | | | |
|------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Requesting agency's name and authorized agent | <input type="checkbox"/> Call-back number | <input type="checkbox"/> Nature of incident |
| <input type="checkbox"/> Location and zip code of incident | <input type="checkbox"/> Agencies already on the scene | <input type="checkbox"/> Type of assistance required |
| <input type="checkbox"/> Staging area location | <input type="checkbox"/> Areas/routes to avoid | <input type="checkbox"/> Number and specific type of equipment needed |
| <input type="checkbox"/> Number and type of personnel needed | <input type="checkbox"/> Estimated length of deployment | <input type="checkbox"/> Description of any possible safety hazards |
| <input type="checkbox"/> Location and availability of fuel | <input type="checkbox"/> Location and availability of food | <input type="checkbox"/> Location and availability of shelter |

Step 2 – Initiate Call Center Contact – (855) IPW-MAN1 -- (855) 479-6261

- Information collected will be passed on to the Duty Officer. Duty Officer reviews and approves response and assigns a Resource Coordinator (RC) to the Incident.

Step 3 – Return Call from Resource Coordinator

- The assigned RC will call back to verify your mission needs. The RC will discuss options for meeting mission needs, along with support for responders.

Step 4 – Mass E-Mail Notification

- A mass email will be sent out to IPWMAN members requesting the resources you need. Members will be instructed to contact the RC if they can respond with needed support.

Step 5 – Ongoing Calls from Resource Coordinator

- Once the RC has arranged for a response, he/she will contact you with the name(s) of agencies responding, resources expected and when they will arrive. During the response, you can expect regular calls from the RC regarding mission status and ongoing operational needs or reduction in types of assistance required.

Step 6 – Cancellation of Incident

- Contact the RC or Call Center to advise Mission Complete.

8. Maintain incident response records, and provide the City Financial Officer all essential records, computer files, and data compiled in utilization of Public Works, IPWMAN and surrounding community's resources and equipment.
9. Provide information to the Mayor to assist in determining when a disaster condition has diminished to a point where a declaration may be cancelled.

PUBLIC WORKS ANNEX
Department of Public Works

Purpose:

This annex defines the roles and responsibilities of the Water, Wastewater, and Streets and Parks Divisions in a disaster operation. The primary emphasis is on the maintenance and restoration of Water and Wastewater Treatment services to essential facilities, city residents and the support of emergency operations undertaken by other City Departments.

Situation and Assumptions:

In a Major Fire, the Fire Department may require inordinate amounts of water to suppress and contain fires. The Water Division will need to maintain adequate supplies of water for fire suppression activities. These efforts may be hampered by water main breaks, power failures or damage to elevated storage facilities, and the Water Division must maintain potable water storage and production capacity to meet these needs.

Generally, flooding in the community does not pose a significant risk to the population, but severe stormwater or wastewater backups during such events in residential areas can complicate emergency response. Significant flooding along the Illinois or Fox Rivers may threaten or shut down the operations of the Wastewater Treatment Facility or Pumping Stations. The Wastewater Treatment Division must maintain a capability to deal with residential flooding and to take measurements to minimize flood damages at treatment facilities.

Traffic and access controls in a disaster will require physical access ways to be effective and may require barricades and signage on streets. The Street Division must maintain a supply of barricades and Emergency devices to ensure Police Department efforts are effective.

Hazardous Materials Incidents may need a supply of dike and spill containment materials in a disaster. The Street Division will maintain spill containment supplies to assist the Fire Department in spill containment activities as necessary. This would include vehicles and trained personnel to move and place these materials in the proper positions as directed.

A disaster such as a tornado will likely create widespread devastation that may necessitate the demolition of structures, removal of tree, commercial and residential debris. The Parks and Street Divisions will maintain a capability to provide heavy construction and tree removal equipment to clear streets and access ways and to coordinate and assist damage removal efforts implemented, including cooperation with private contractors.

All Public Works Divisions will provide assistance to the Crisis Management Team and citizens of Ottawa in a professional and safe manner until the event is brought to a successful conclusion.

Concept of Operations:

The Water, Wastewater, and Streets and Parks Division Foremen will be responsible for the allocation and direction of Public Works vehicles and personnel during such disaster. Assignments will come through the Public Works Director, Assistant Public Works Director or EOC to appropriate units on the scene in a disaster. The Public Works Director or Assistant Public Works Director in the EOC may assign the Foremen to specific coordination and/or safety review tasks in the disaster area in cooperation with the Incident Commander on-scene. This would allow operations of a general nature to be divided into more manageable portions for simplicity of supervisory activities. A Significant number of critical functions may need to be addressed in addition to the traditional roles of the Public Works Divisions. These functions are outlined in the Emergency Operations Checklist. In many cases, the goals of Public Works personnel and local utility services are paralleled. Therefore, Public Works personnel will need to coordinate very closely with the Incident Commander on-scene and utility companies in regards to JULIE locating services during service restoration activities. Public Works personnel may be called upon to assist in the damage assessment of infrastructure, and a separate annex under Damage Assessment outlines this function in greater detail.

Organization and Assignment of Responsibilities:

The Water, Wastewater, and Streets and Parks Division Foremen will oversee specific areas of responsibility. They are not members of the Crisis Management Team in the Emergency Operations Center. As problems become apparent the Crisis Management Team, Incident Commander on-scene, Public Works Director or Assistant Public Works Director will assign the specific Division Foremen duties that pertain to their respective functions.

When during significant level emergencies the specific Division Foreman is not available an acting Foreman shall be appointed by the Mayor, Public Works Director, or Assistant Public Works Director. The role of acting Foreman is one that must be delegated to an individual with much care. Over reliance on a member who has been assigned many emergency functions besides those that will be added with the interim position may create a decision bottleneck. Whoever shall be assigned the position of acting Division Foreman in a disaster must be capable of acting on behalf of the community as a whole. If an acting Division Foreman is placed in this position, it is essential that the Division he/she is coming from be capable of functioning in this role until relieved or reassigned.

Administration and Logistics:

The initial administrative support for the Public Works Divisions is limited to the needs of the Crisis Management Team. As the disaster situation matures to a Recovery Phase, comprehensive records will need to be maintained of employee activities, material purchases, and contractual services obtained. The Crisis Management Team must determine if additional administrative and logistics support is needed. Additional clerical help from the Water Division, or an IPWMAN Administrative Team may provide such support to the EOC.

Plan and Development:

The Public Works Director is responsible for the review, update and approval of the specified annex. A meeting should be held yearly with the Emergency Management Coordinator to review and discuss changes to the plan. The coordinator shall be responsible for making the changes to the printed plan and integrating any changes that affect other Department's receptive plans.

PUBLIC WORKS DIVISIONS ANNEX
Department of Public Works
Emergency Response Checklist

1. Upon notification that a disaster situation exists, Foremen from the Water, Wastewater and Street and Parks Divisions (Public Works) should report as directed during notification by the Public Works Director, Assistant Public Works Director or the Crisis Management Team.
2. Institute an immediate call-out of employees and have them report to their respective Division Building or alternate location as requested (Public Works).
3. Initiate IPWMAN Activation (PW Director Annex) in absence of Public Works Director, Assistant Public Works Director under direction of Mayor or Crisis Management Team.
4. Report to the Director of Public Works, Assistant Public Works Director or the Crisis Management Team a listing of employees contacted, reporting, and any known to be directly affected by the emergency. A listing of ALL employees on/off duty will be maintained at all times.

UNDER THE DIRECTION OF THE DIRECTOR OF PUBLIC WORKS OR CRISIS MANAGEMENT TEAM

WATER DEPARTMENT

1. Take measures to guarantee the availability of water for Fire suppression activities, bring additional wells or treatment on line as needed to maintain capacity and pressures. Coordinate the use of temporary electrical power to maintain such capacity and pressures with other Public Works Divisions or available contracted services. During catastrophic water main breaks, isolate the damaged area in the system, and through the use of valves or other temporary measures, maintain capacity and pressure in the remainder of the system.
2. Assist appropriate response agencies in their understanding of system dynamics, e.g. hydraulics, line sizes, valve locations, discharge points. Supply maps of the system in an emergency when needed to aid in response or cleanup operations.
3. Project water needs through the disaster occurrence and institute watering bans and usage restrictions in specific areas or on commercial and industrial properties as needed. In conjunction with the Public Information Officer (PIO), inform the public of any restrictions placed on use. Be prepared to utilize Water Division employees and vehicles, and other Public Works Departments if necessary to make door-to-door notifications due to any emergency ban or boil order. If contamination of the public water system occurs, in conjunction with the PIO, assist in disseminating information on boil orders or absolute usage restrictions.
4. Coordinate closely with the Incident Commander on-scene and utility companies in regards to JULIE Locating services during service restoration activities. Personnel may be called upon to assist in the damage assessment of infrastructure, and a separate annex under Damage Assessment outlines this function in greater detail.

5. Function as the point of contact to coordinate any emergency supplies of potable water available. In conjunction with the Crisis Management Team, determine locations and necessary staffing of potential potable water dispersion points. Be prepared to assist with the staffing of such distribution points.
6. Maintain levels in emergency chemicals; chlorine, diesel fuel, gasoline, etc. to maintain operations. Should supplies be threatened, contact Police to assist in securing supplies at source or remote facilities that are less vulnerable to theft.

WASTEWATER DEPARTMENT

1. Take measures to guarantee continued wastewater treatment activities, bring additional bypass or treatment on line as needed to maintain treatment. Coordinate the use of temporary electrical power to maintain electrical power at lift stations and with other Public Works Divisions or available contracted services. During catastrophic failures of processes, isolate the damaged components/segments in the system, and through the use of valves or other temporary measures, maintain treatment or flow in the remainder of the system to pumping and treatment facilities.
2. Maintain levels in emergency chemicals chlorine, diesel fuel, gasoline, etc. to maintain operations. Should supplies be threatened, contact Police to assist in securing supplies at source or remote facilities that are less vulnerable to theft.
3. Assist appropriate response agencies in their understanding of system dynamics, e.g. hydraulics, line sizes, manhole locations, discharge points. Supply maps of the system in an emergency when needed to aid in response or cleanup operations.
4. Coordinate closely with the Incident Commander on-scene and utility companies in regards to JULIE locating services during service restoration activities. Personnel may be called upon to assist in the damage assessment of infrastructure, and a separate annex under Damage Assessment outlines this function in greater detail.
5. Be prepared to respond to any release of hazardous, flammable or toxic materials into the sanitary or stormwater system under direction of the Incident Commander. Material types, quantity or location may necessitate the need to flush or ventilate lines, neutralize material in the lines, contain materials in a line segment or bypass treatment systems. On any hazardous materials incident, appoint a liaison to the hazardous materials team to work up a response to the specific incident.
6. Assist in the location of any missing persons or vital items that may have become lost in the wastewater or stormwater systems.

STREETS AND PARKS

1. The Streets and Parks Division is the lead agency to coordinate debris removal activities with supporting services and contract services. Priorities are (1) Public roads and streets; (2) Essential Public Facilities; (3) Debris related threats to public health and safety; and (4) General debris removal. Activate IPWMAN should additional assets be needed to accomplish this mission. Utilize the Debris Management Plan (ANNEX B) to coordinate removal and disposal of debris when the disaster affects a large area or public lands.

2. The Street Division is the lead agency when clearing roads of debris in a disaster where access is difficult or impossible. Coordinate closely with the Incident Commander on-scene, and work with the Crisis Management Team in determining street priorities in all disaster situations. In coordination with the Police, provide barricades or other expedient means of closing streets, install necessary signage and barricades to facilitate evacuation routes during all emergencies. Activate IPWMAN should additional assets be needed to accomplish this mission.
3. Be prepared to provide vehicles, personnel and materials to contain a hazardous materials spill. Sand, gravel and soil are common materials used. Coordinate all actions with the Fire Department Hazardous Materials Team. Request the use and the expedient training with the protective clothing and apparatus as needed. Assist in decontamination activities in support of the Fire Dept. Hazardous Materials Team. This may include wash downs of streets, buildings or grounds or the extrication of topsoil or pavement.
4. The Street Division is the lead agency during snow emergencies. Snow and Ice Control measures on City streets is an emergency operation and may take precedence over other work even during any other type of emergency. Coordination with the Crisis Management Team may be needed where schools, public safety, or necessary Public Works facilities are inaccessible.
5. Equipment Services shall be prepared to provide secure fuel supplies for Police, Fire, Public Works and Outside Agency emergency response apparatus throughout disaster operations; Maintain temporary fueling areas and timetables for delivery as required. Be prepared to repair damages to Police, Fire, Public Works and Outside Agency emergency response apparatus throughout disaster operations.
6. Street and Parks Division is the lead agency, and shall supervise sand bagging operations during flooding to provide heavy equipment, materials and personnel in support of operations. If needed, the National Guard may assist in sandbagging operations or in the clearing of streets in a flood. Utilize the Army Corps of Engineers in the design of dikes and sandbag retaining walls if appropriate. Activate IPWMAN should additional assets be needed to accomplish this mission.
7. In a large-scale emergency requiring evacuations, Public Works staff will relocate emergency vehicles, equipment and supplies, personnel and their families as required. The preferable location is to the west, northwest at a distance of at least ten miles or as determined by the crisis. It may be necessary to leave vehicles and volunteer personnel behind to provide minimal services. Activate IPWMAN should additional assets be needed to accomplish this mission.
8. In energy emergencies or during rationing efforts, contract supplies and require an increase in delivery schedules to maintain fuel storage tanks at peak levels. Secure fuel supplies located at remote facilities that are vulnerable to theft. Should supplies be threatened, contact Police to assist in securing supplies at source or remote facilities that are less vulnerable to theft.

DAMAGE ASSESSMENT ANNEX –
CITY ENGINEER

Purpose:

This plan establishes the procedures for the damage assessment process during the response phase of a disaster. In addition, some of the points addressed are related to the recovery operations and the inspection services concerns during contractor activities. The process for developing the assessment and forwarding information to higher government authorities is included in this annex.

Situation and Assumptions:

In a disaster it can be assumed that the Red Cross will have independent damage assessment teams on the scene. Our damage assessment team must be prepared to integrate these additional resources into our system. Some integration with the Red Cross system can be helpful.

Depending upon the nature of the disaster it can be assumed that municipal and critical utility services will be damaged or destroyed by the disaster. Damage assessments and resource allocation to restore services will need to be coordinated with utility companies and public works officials.

Depending upon the nature of the disaster the Damage Assessment Team may be called upon to make critical decisions as to damage to infrastructure and buildings within the City to insure the continued safety of its residents.

Federal and State aid will be forthcoming only after a damage assessment has placed a dollar value on the disaster. Therefore, it is essential to complete the damage assessment process as soon as possible.

As cleanup operations begin, additional damages may become apparent. Trained individuals will need to be available throughout this process to assess any new information.

Homeowners and Insurance companies will want documentation of the assessment on individual properties. The Damage Assessment Team will need to maintain administrative operations for up to several weeks into the disaster. Many insurance companies will send in their own damage assessment team to affected area and with cooperation, we could use all of the information gathered by them for our purposes.

Concept of Operations:

The City Engineer will be notified of the disaster by the EOC staff. It is the responsibility of the City Engineer to activate any Team Members needed to develop an initial assessment. Any activities in the disaster area will need to be coordinated with the on-scene Incident Commander. This usually occurs after the hazards have been secured and lifesaving measures are completed. The Team will meet as soon as the "Initial Assessment" is completed and prepare a report to be faxed to the State office. This is critical for a disaster declaration. The Team may wish to interview homeowners for additional information. If appropriate, coordinate these activities through the shelter facility they may have been assigned to. Reports will need to be prepared for each structure and property destroyed; copies may be requested by the homeowner or insurance company. Additional activities may take the team back into the field to oversee demolition of structures and the inspection of temporary facilities for safety.

Organization and Assignment of Responsibilities:

The Damage Assessment Team is supervised by the Ottawa City Engineer. Additional Team members should include the Assistant City Engineer, Building Inspector, and the City Planner, other personnel can be requested from the Water, Waste Water Treatment, Street, or Fire Departments when specific expertise is necessary and manpower is available. Township Officials, Utility Companies, other Engineering firms and municipalities, local contractors, Civic Organizations and of course the Red Cross Damage Assessment Teams may also be utilized to assist. The integration of damage assessment operations into the E.O.C will be made through the City Engineer.

Plan Development and Maintenance:

The Damage Assessment Annex shall be updated by the City Engineer. Changes will be discussed with the Emergency Management Coordinator and the printed changes will be made and disseminated by the Emergency Management Coordinator. This Annex will be reviewed yearly.

DAMAGE ASSESSMENT TEAM-
Emergency Operations Checklist

1. Notification of the need for assistance from the City Engineer will originate from the Emergency Operations Center. This will usually be one or more hours into a disaster, therefore there usually is adequate time to prepare for many of the needed operations. The City Engineer may contact the E.O.C. before notification to offer services or may already be present in the operations center as the situation unfolds.
2. The Primary function of the City Engineer in a disaster will be to coordinate the Damage Assessment Team. Additional Team members should include the City Building Inspector, and the City Planner, other personnel may be requested from the Water, Waste Water Treatment, Street, or Fire Departments when specific expertise is necessary and manpower is available. Additional assistance may be requested from insurance companies, other municipalities, Township officials, local contractors, and other Civic organizations along with the Red Cross.
3. The First Priority in damage assessment is to perform a sweep survey to take a rough count of homes rendered uninhabitable or destroyed. This is important for the determination of immediate shelter needs. Do not attempt to make detailed reports initially. Post and mark all dangerous structures as "off limits" and provide a list to the Police Department of vacant structures. The safety of the residents of Ottawa should always take precedence over the owner's desires.
4. The Second priority is a summary of damages to infrastructure and utility services. Develop a list of contacts with the local Utility Companies. Determine the duration of utility service interruption and the loss of function of public buildings.
5. The third priority is to do a sweep survey of businesses and industry. The same rules apply as in damage to homes. Create a basic list of businesses that will not be able to sustain normal operations without extensive repairs. The safety of the residents of Ottawa should always take precedence over the owner's desires.
6. Summarize the damage assessment information with rough numbers for dollar value. Use average values of homes for estimates. Forward this information to Illinois Emergency Management Agency by fax as soon as possible. Mark all sheets as "preliminary information".
7. Do an in-depth and detailed damage assessment of the properties. Have the homeowner or business owner available for consultation. Modify any previous decisions made to a structure on its habitability. Include such factors as utility service, the physical well being of its inhabitants and any weather related damage to contents.
8. Use video cameras to tape damaged structures. These will be included in the comprehensive assessment summary.

9. Make a determination if the leveling of entire areas of damaged structures is required. This may become necessary in a large scale disaster such as a tornado. Work with the Supervisors and foremen of the various Public Works Departments in this operation.
10. Make appropriate suggestions to homeowners as to the repairs that will be needed and the necessity of building permits and plans. If the homeowner is uninsured or under insured, please contact the Red Cross for possible financial assistance to the homeowner.
11. Obtain reports from homeowners and insurance companies on the estimate of damages to property.
12. Work with the Police Department in keeping unsafe structures secured.
13. Keep an eye out for scam artist who will be operating in the area.
14. Inspect all operational temporary relief centers, fixed or mobile, and make appropriate suggestions as they relate to safety.
15. Tour the disaster area with IEMA and FEMA representatives and explain the methods used for assess damages to structures. Work with the representatives in re-assessing the disaster area.
16. Work with property owners, The USDA, Health Department and any County agricultural extension to remove and destroy any crops from farms or home gardens that may have been contaminated by airborne toxic hazards from a HAZMAT or fallout from a Nuclear Power Plant accident or act of war.
17. In an energy emergency or during rationing, work with local businesses in determining what non-essential operations may be curtailed or modified to conserve resources.

SHELTER AND SUPPORT ANNEX - **RED CROSS/CITY OFFICIALS**

Purpose:

This annex defines some of the functions of the Red Cross and City Officials (Council Members) in a disaster as it relates to sheltering of residents. Many of the functions provided are of a humanitarian nature and directly related to the care and welfare of the citizens of the community.

Situations and Assumptions:

In a disaster, there will be occurrences where the need exist to relocate or evacuate residents from their homes for the duration. As many of the facilities that could serve as temporary shelters in an emergency are private buildings or public buildings under another governing agencies control it is vital that the community have a prompt access to a facility where immediate access is not a concern.

As it may take the traditional disaster agencies (Red Cross) several hours to respond to an emergency sheltering request, it is necessary that the community be prepared to meet the immediate needs of families and individuals relocated in a disaster. This commitment must be taken with the full knowledge that some of the expenses incurred may not be eligible for reimbursement from federal disaster grants.

Concept of Operations:

As the City of Ottawa Commissioners are not a traditional emergency response asset in an emergency, the assignment of responsibility has been clearly defined. The primary responsibility of the shelter managers is to assure facility access and the proper utilization of building resources. Additional functions in a disaster would include the securing of necessity items for the sheltering operations. It is intended that the sheltering operations last only as long as needed to allow an orderly relocation of families to hotels or relatives homes. This is an objective that the Red Cross, IEMA and FEMA may pursue and manage.

Sheltering of volunteers such as rescue workers and emergent volunteers will be the responsibility of the sheltering and support annex. The same shelter facility listed in this plan can be used for either effected resident shelters or for volunteer personnel. The need for support of the volunteer response effort should last for no more than two weeks. Maybe for the first week there would be 24- hour operations. As the situation progresses the need may decrease proportionally. The extent of this operation should demand no more than 24 hour access to bathrooms, telephones and possibly a place to get out of the heat or cold.

Organization and Assignment of Responsibility:

A shelter manager will be assigned to a shelter facility on behalf of the Crisis Management Team with an emphasis placed on the leadership of individual Commissioners. Initially this manager will establish the shelter facility. Later, as the Red Cross initiates operations this manager will become a liaison between the City and the Red Cross.

Administration and Logistics:

When operating the shelter facility. It will become necessary to keep records on an all individuals utilizing the facility as a shelter. Administrative support can be called for from the

Crisis Management Team to assist in the registration process. The assistance sent could be from either city or Township government or any civic organizations.

Plan Development and Maintenance:

The Emergency Management Coordinator shall coordinate plan changes with all parties involved. Changes will be disseminated by the Emergency Management Coordinator to all registered Plan holders.

Note:

As a shelter manager, it is important to remember that American Red Cross members are trained in handling shelter operations of a large magnitude such as a natural disaster. Although the Commissioner may initially be designated as a shelter manager, it is the needs of the individuals being sheltered that are of top priority in these situations. An effort should be made to accommodate these relief agencies with their procedures.

The Red Cross upon arrival at the shelter site will conduct a preliminary walk through of the shelter facility. It is Red Cross Policy that they document shelter condition before they begin their operations as to return the complex to the condition in which it was found following the disaster situation.

If City Officials arrive at shelters before the Red Cross, they also should do a walk through and document the building condition.

Any shelter occupants that arrive before the Red Cross sets up operations should be confined to one area of the building such as a gymnasium or hallway. Do not allow them to wonder around the building.

SHELTER AND SUPPORT-
Emergency Operations Checklist

1. Notification of the need for assistance from the Red Cross of Eastern LaSalle County will originate from the Emergency Operations Center. This may be from one hour to several hours into a disaster; therefore, the Red Cross usually has adequate time to prepare for many of the needed operations. The Red Cross Director or Supervisors may contact the Emergency Operations Center before notification to other services or request and update as to the need for Red Cross assistance.
2. Be prepared to open a shelter facility when requested by the EOC. The Manager of the shelter facility will be a City Commissioner who will be assisted by staff designated by the Crisis Management Team. After several hours many of the human services needs of the shelter occupants will be turned over the Red Cross.
3. Maintain Communications from the shelter facility with the E.O.C. In addition, communications with the E.O.C will be available to the Red Cross staff at any time the E.O.C is activated.
4. Contact suppliers of fast food restaurants during a disaster to feed emergency workers on the scene. Secure this food as a donation if possible. Coordinate the movement of food and drinks into the disaster area through the E.O.C. This requirement will probably be needed for the first hours until the disaster relief organizations become operational. Try to make arrangements about every four hours. Supply shelter occupants with any food or drinks if possible. Maintain adequate records of who supplied food what and when.
5. In support of a Hazardous Material Incident, or possibly, an accident at a Nuclear Power Plant is prepared for the Fire Department, the Department of Nuclear Safety (IDNS) or the Illinois Emergency Management Agency (IEMA) to set up a monitoring and decontamination facility at the building. Shower Facilities may be needed.
6. Secure food and some basic material needs for shelter occupants in the first few hours if it appears that the Red Cross will be delayed in setting up.
7. If needed, the Fire Stations can be utilized as a kickoff point for emergent volunteer assistance from the public, this may be hours to days into an incident after a public information program makes this point. Additional staff may be supplied from the Red Cross or many other relief organizations to coordinate many of these activities. Red Cross supervisory staff will determine at the time the constraints placed upon facility utilization.

EMERGENCY VOLUNTEER ANNEX

Purpose:

The purpose of this Annex is to address the issue of emergent volunteers and the process for handling this resource for the benefit of the Disaster Operation.

Situations and Assumptions:

During any type of disaster many caring and well-meaning residents from outside the stricken area arrive with the intent of helping any way possible. Sometimes these volunteers will attempt to work on their own without direction and cause additional problems for the overall operation, such as injuries and accountability. This situation must be controlled as soon as possible. Once this situation is controlled, the emergent volunteer can be a great asset to the disaster plan.

Organization and Assignment of Responsibility:

It is important that a location to send these emergent volunteers be established by the Crisis Management Team as soon as they feel this could become a problem. Within this plan is a list of buildings designated as shelter facilities. These buildings can be used as a location for volunteer assembly and instruction. It is important to note that the building itself cannot be used for both shelter and meeting place for volunteer assembly. A building that the Crisis Team feels will not be used as a shelter can be designate for this purpose.,

Once a location for emergent volunteer staging has been established, identifying and accountability of volunteers must be a priority. The purpose of this task is to insure that anyone who arrives to help will be accounted for when their assistance is no longer needed. The feeding of the emergent volunteer must be taken into consideration if long- term disaster assistance is needed.

As a resource for the operation of the emergent volunteer center, local civic groups and community organizations maybe an excellent resource to help staff the complex. These groups usually operate within an organized structure and by contacting one individual, that person can begin the phone tree process of recruiting members for help.

Plan Development and Maintenance:

Any changes to this annex will be made by the Emergency Management Coordinator.

EMERGENCY VOLUNTEER-
Checklist

1. Crisis Management Team should assess the scope of the situation and determine if the possibility exists of emergent volunteers showing up on their own to assist.
2. If the situation exists, then a location for the staging of these volunteers should be assigned from the buildings listed under the sheltering portion of this plan. Remember that a building should not be used for emergent volunteers and shelter operations at the same time.
3. Begin to notify civic groups or community organizations for assistance in running the emergent volunteer staging area.
4. If it is determined that this could be long term, begin contacting the Red Cross for feeding and refreshments for the volunteers.
5. All volunteers showing up to help must have a driver's license for identification.
6. Emergent Volunteer documentation will be important. The name of the volunteer, address, phone number, and age must be documented. A City Validated Identification Tag should be given to each emergent volunteer on a daily basis.
7. Volunteers should only be sent to areas designated by the Crisis Management Team only.

COMMUNICATIONS ANNEX

Purpose:

This annex identifies the avenues of communication during an emergency situation in the City of Ottawa. This annex will identify types of communication, channels or frequencies to be used and staffing of communications or dispatch centers.

Situations and Assumptions:

In a disaster situation, communications is the backbone of a well-run operation. It is imperative that adequate and reliable systems with redundancy be put into place before such an occurrence.

Fire Departments:

REPEATER	151.175
FIRE Secondary	154.190
FIREGROUND Secondary	154.130
FIRE Administrative	153.125
IFERN	154.265
MABAS Red	153.830
MABAS White	154.280
MABAS Blue	154.295
 MABAS Gold	 153.8375
 MABAS Black	 154.2725
 MABAS Gray	 154.2875
 MABAS Green	 150.79
 IREACH	 155.055
ESDA	155.085
PUBLIC WORKS	155.745
 Ottawa Police Channels	
REPEATER	153.965
Talk-Around	151.385



Liebhart Construction Inc.

1301 Canal St.
Ottawa, Illinois 61350
PHONE: 815-433-5467
FAX: 815-433-6883

1/9/15

Mike Sutfin,

Here is the list of equipment Liebhart Construction owns:

Bobcat -V638 Versa Handler, 38' of telescoping boom. Capable of lifting 6000 lbs when full retracted

Attachments:

8' bucket

8' grapple bucket

12' truss boom

4' forks

10' fork extensions

8' OSHA approved man basket

Additional equipment includes: 2- 16' box trailers, 1- 21' beaver tail flatbed trailer, 5- 2500 HD series pickups and 1- 1500 series pickup.

I hope this is what you're looking for. If any additional information is needed feel free to contact me.

John Liebhart

**Grand Rapids
Enterprises, Inc.
Equipment List**

1/8/2015

160 Excavator
200 Excavator
303 Mini-hoe
410/310 Backhoe
JD 85D Backhoe/Track hoe
550 Dozer
Compactor
Grader
Lowboy
Misc. Small Equipment
Paver
Pumper Truck
Roller
Semi
Skid loader
Tandem/Dump Truck
Landscape Tractor
Trencher
Sign Board &/or Signs- daily
20' Steel Plate - Each Plate - weekly

Contact Info:
Mick Rowe 815-252-6870
Office 815-431-9929

Vissering Construction Equipment List-1/8/2015

1	2000 GEHL DL8H TELESCOPIC FORKLIFT	
2	1990 CASE 1845 C UNI LOADER	
3	1995 SKYJACK SCISSORS LIFT	
4	INGERSOL-RAND AIR COMPRESSOR	
5	CAT T125 FORK LIFT	
6	GEHL FORK LIFT	
7	1995 PRIME MOVER FORK LIFT	
8	GC250 CAT FORKLIFT	
9	1996 CASE 1845 SKID LOADER	
10	SKYJACK SJ113220	
11	SKYJACK SJ-23200 601 372	
12	1995 CASE 1845C SKID LOADER	
13	WACKER POWER BUGGY WB16A	
14	HONDA WELDER EW 171	
15	WACKER POWER BUGGY	
16	INGERSOLL RAND COMPRESSOR	
17	26' ELECTRIC SCISSOR LIFT	
18	WACKER POWER BUGGY - MODEL WB-16A	
19	WACKER POWER BUGGY - MODEL WB-16A	
20	1999 GEHL TELESCOPIC FORK LIFT - 44'	
21	60' JLG BOOM LIFT	
22	JLG 400s 8' 4x4 DIESEL MANLIFT	
23	CATERPILLAR BACKHOE 430D	
24	CASE 430 SKIDLOADER	
25	2002 TAKEUCHI TL 150 SKID STEER LOADER	
26	WACKER GENERATOR 19-29 KVA MODEL:G25/	
27	4.5 TON SOIL RIDE ON ROLLER	
28	BOMAG BW177PHD3 VIBRATORY PADFOOT COMPACTOR	
29	TAKEUCHI TB175 EXCAVATOR	
30	GEHL DL 10 DYNALIFT - 44'	
31	CASE 430 SKIDLOADER W/72" BUCKET	
32	GEHL - Fork Truck	
33	GEHL - Fork Truck	
34	5000 WATT GENERATOR	
35	GEHL TELEHANDLER 42'	
36	GEHL TELEHANDLER 42'	
37	JOHN DEERE 270DL EXCAVATOR	
38	700J JOHN DEER DOZER	
39	KENT KF6 BREAKER FOR MIN EXC I	
40	VANTAGE 300 KUBOTA WELDER	
41	(4) 20 FT CONTAINERS	
42	(1) 40 FT CONTAINER	
43	(2) 19' SCISSOR LIFTS	
44	(2) JLG GOOS BOOM LIFT - 60'	
45	8 X 40' STORAGE BOX	

46 2006 MUSTANG MTLF25 MULTI TERRAIN LOADER	2006 MUSTANG MTLF25 MULTI TERRAIN LOADER
47 HY J50FT HYSTER LIFE TRUCK	HY J50FT HYSTER LIFE TRUCK
48 2006 GEHL CTL80 WI BUCKET	2006 GEHL CTL80 WI BUCKET
49 2006 GEHL CTL80 #2	2006 GEHL CTL80 #2
50 20FT CONTAINER	20FT CONTAINER
51 20FT CONTAINER	20FT CONTAINER
52 20FT CONTAINER	20FT CONTAINER
53 20FT CONTAINER	20FT CONTAINER
54 CAT END LOADER 930 k	CAT END LOADER 930 k
55 JOHN DEERE 300 EXCAVATOR	JOHN DEERE 300 EXCAVATOR
56 PUTZMEISTER CONVEYOR-105' BOOM	PUTZMEISTER CONVEYOR-105' BOOM

Tim Claus

Phone 815-673-5511

Cell 815-257-5641

Fax 815-672-0573

Cattani Crane

Contact Information

Robert Struthers 815-894-2348

PROCLAMATION OF A DISASTER IN THE CITY OF _____

Under the authority of the Illinois Emergency Management Agency Act (20 ILCS 3305/) I,
_____, Principal Executive Officer of the City of _____,
_____, upon recommendation of the Coordinator of the _____
County Emergency Management Agency, do hereby proclaim that a disaster exists in the City of _____
_____ due to the following reasons:

In accordance with the Illinois Emergency Management Agency Act (20 ILCS 3305/), a local disaster proclamation shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision.

Therefore, this proclamation is effective this _____ day of _____, 20__ and shall expire at (time, midnight, noon) on the _____ day of _____, 20__ unless extended by the _____ City Council.

Signature of Principal Executive Officer: _____

Filed this _____ day of _____, 20__ with the Clerk of the City of _____.

Signature of City Clerk _____

SEAL

APPENDIX A FLOOD ACTION PLAN

Stage	Staff Assignment	Required Action and Notifications
459.9	None	No action normal pool
460.5	High School	River infiltration to southeast corner of levee at baseball field. Gatewell D closed, pumping begins and flood fighting preparations begin. Building Official contacts Scott Clinch (5 min.)
460.6	Public Works	Backup in CSO 009, arch sewer to Webster St. Close sluice gate MH. City Engineer confirms with Assistant Superintendent of Water and Wastewater (5 min)
460.8	High School	Pumping operations start (45 min.)
460.8	River Rescue	Emergency boat docks and ramps begin to flood. Building Official contacts River Rescue (5 min)
461.24	Public Works	Illinois River overtops CSO 18B at High School. City Engineer confirms with Assistant Superintendent of Water and Wastewater (5 min)
461.3	Ottawa High School	River infiltrates East side City storm system. Pumping begins to control stormwater and mixed systems (1 hour).
461.7	City of Ottawa	Fox River tops Combined Sewer Overflow (CSO) 18A at Ottawa High School. Close valve in Manhole 011C546. City Engineer confirms with Assistant Superintendent of Water and Wastewater (20 min)
462.5	Ottawa High School	River flooding infiltrates West Parking Lot. Close Gate B, begin pumping to mitigate seepage & storm water (45 min)
463		<u>MINOR FLOOD STAGE</u>
463	City of Ottawa	City Engineer & Building Official to notify OSF St. Elizabeth Hospital, YMCA, & Public Works, Ottawa Police and Fire Departments to prepare for further flood fighting (30 min)

463.5	Ottawa High School	Illinois River flows into effluent pipe. Close gravity effluent valve and start high river pumps (30 min)
463.5	City of Ottawa	Building Official notifies Assistant Superintendent of Public Improvement to close Allen Park. Have Thrush Sanitation and/or Hollowell Sanitation to remove portable toilets from Allen Park, Fox River Park, and East Main Park. Have Republic Services move any dumpsters out of the flooding threat. Public Works to remove any other materials from parks that can be impacted by floodwaters (garbage cans, boat docks, picnic tables, etc.) Have the electrical inspector see that the River Walk power is shut down (See appendix A, River Walk Electrical Shut Down Procedure). (1 hr. 20 min).
464	City of Ottawa	City Engineer to notify Ameren and Nicor Gas to close down all utilities in the Special Flood Hazard Area (5 min)
465	Heritage Harbor	Harbor walk floods. Dock ramps cannot be accessed without a boat.
465.3	OSF St. Elizabeth Hospital	Building Official contacts hospital. Lower green spaces on the hospital grounds begin to flood. (5 min)
465.3	City of Ottawa	City Engineer contacts Public Works Assistant Superintendent of Public Improvement to barricade Hudson Street as it will become impassible (25 min).
465.5	Marquette High School	Football fields begin to flood. Building Official contacts high school. (5 min)
466	Heritage Harbor	Travel-lift slab area begins to flood. Secure all items and remove to high ground. (2 hours)
466.4	City of Ottawa	City Engineer ensures that River Walk at Hudson Street is closed, Fox River Park is closed and St. Clair Street is barricaded. (1 hour)
467.0		<u>MODERATE FLOOD STAGE</u>
467.0	City of Ottawa	City Engineer contacts Assistant Superintendent of Public Improvement to close Champlain Street north of aqueduct and East Superior Street west of aqueduct (1 hour)

467.2	City of Ottawa	Illinois River level reaches Douglas and Leland CSO. City Engineer to notify Waste Water Treatment Plant. (5 min)
467.3	City of Ottawa	Illinois River level reaches Chester Street CSO. City Engineer to notify Public Works to close sluice gate MH012DO11 (40 min)
467.5	City of Ottawa and Shoreline Boat Club	Building Official to notify Assistant Superintendent of Public Improvement to close Green Street. Have the police activate the NIXLE to notify east side residents. Notify Shoreline Boat Club to secure boats & land cradles and to evacuate property (City 25min, Shoreline 2 hours)
468.1	City of Ottawa	Illinois River floods the old Central School property. Assistant Superintendent of Public Improvement blockades driveway entrances (20 min)
468.1	River Rescue	Building is threatened. River Rescue personnel to remove equipment to higher ground and begin 24 hour watch. (2 hours)
468.7	City of Ottawa	Fox River is flowing into CSO-011 off Main Street.
468.7	River Rescue	River infiltrates building.
468.7	City of Ottawa	Illinois River is flowing into CSO-006 off Riverview Drive.
468.8	YMCA	Flood fighting begins, sandbag lower level entry ways (4 hours)
469	OSF St. Elizabeth Hospital	Shut storm drain valve off (15 min)
469	City of Ottawa	City Engineer engages incident command. Activate the City of Ottawa's Emergency Response Plan. Notify the Mayor of emergency status. Designate Public Information Officer and contact LaSalle County EMA, Contact Red Cross, WCMY radio station, The Times, and City website and social media pages. Activate Community Emergency Notification System (NIXLE) Inform entire community of the current flood threat.
470	Ottawa High School	River infiltration at Shabbona Street begins. Construction of sandbag enclosure begins. (4.5 to 6 hours). City Engineer to monitor for street closure.

470.2	City of Ottawa	City Engineer to have Public Works monitor Jackson Street lift station. Shut down power if necessary.
471.0		MAJOR FLOOD STAGE
471.3	YMCA	Fox River reaches center of parking lot.
471.5	City of Ottawa	Fox River is flowing into CSO-013 off Madison Street
472.0	OSF St. Elizabeth Hospital	West parking lot floods
472.0	City of Ottawa	City Engineer to monitor Main Street bridge. If the Main Street bridge is to be closed, move to Unified Command. Consider evacuation of East side. Mayor to consider Disaster Declaration. Notify all residents of East Side via NIXLE. Police and Fire Departments stage on south side of bridge. Have lifeline helicopter on standby (may use high school west lot). (1 hr.)
473	OSF St. Elizabeth Hospital	Emergency Room Floor Elevation. Flood protection wall installed in 2009 should prevent any infiltration of water.
473	Ottawa High School	Discussion and mobilization for installing flood gates in flood wall begins.
474	Shoreline Boat Club	Building will be under water.
474.5	Ottawa High School	Top of Fox River levee.
475	Heritage Harbor	All power should be shut down to docks. (15 min).
475.33	Heritage Harbor	Lowest basement begins to flood
476.8	Heritage Harbor	Roadway connecting West peninsula to Canal Road begins to flood. Power transformers should be shut down.
477.5	Ottawa High School	Top of flood protection wall on Fox River South of Main Street Bridge.
478.0	City of Ottawa	Illinois River will overtop the berm at WWTP if not sandbagged.

Emergency Contact Information

Contact	Title
Tom Duttlinger	City Engineer
Mathew Stafford	Building Official
Brent Roalson	Chief of Police
Andy Borkowski	Chief, Fire Department
Daniel Aussem	Mayor
Dave Erwin	Assistant Superintendent of Water and Wastewater
Steve Kuhn	Assistant Superintendent of Public Improvements
Connie Brooks	Director, LaSalle County EMA
Fred Moore	Asst.Dir., LaSalle County EMA
Scott Clinch	Ottawa High School
Bernie Anderson	Nicor Gas
Red Cross Dispatch	Red Cross
Colby Sawin	Ameren IP
Tim Aussem	City of Ottawa, electrical inspector
Kurt Jepson	Fairmont. Pre-bagged sand
John Liebhart	Heavy equipment
National Pump	Pump rental
Maggie Thomas	OSF, St. Elizabeth Hospital

DEBRIS MANAGEMENT PLAN

For

City of Ottawa, LaSalle County

April 7, 2020

MISSION

To facilitate and coordinate the removal, collection and disposal of debris following a disaster in The City of Ottawa, LaSalle County, Illinois, hereafter referred to as the "The

City.” The plan will help to mitigate potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

CONDITION

A severe weather related emergency will precipitate a variety of debris, and the management of removal will be dependent on the type and quantity of debris. The type of debris identified for this emergency will likely include, but is not limited to: personal property, furniture, appliances, heating and air condition units, water heaters, vehicles, and construction materials. Though utility poles and transformers will be present, they are anticipated to be removed by the utility company. The total quantity and breakdown of individual types will be attached to this document.

The debris management program implemented by The City will be based on the waste management approach of reduction, reuse, and reclamation. The initial focus for The City will be removal needed for Emergency Protective Measures which will provide for removal of debris located on public streets and in the public Right-of-Way (ROW), to provide for public safety response, and as needed to facilitate access and use of public facilities. Long-term debris removal will focus on movement towards recovery as quickly as possible, and be heavily dependent on the results of the request for Public Assistance (PA) through the Federal Emergency Management Agency (FEMA). Essentially, if PA is provided, The City will be involved in the entirety of the debris removal, most likely in the management of contracts with private partners (including volunteer organizations) to complete the clean-up process. If PA is not provided, the responsibility for debris removal will fall onto the property owner(s) with The City functioning as a resource for the public and in any coordinating fashion.

ORGANIZATION AND CONCEPT OF OPERATIONS

Initial Operations

The City Department of Public Works hereafter referred to as (DPW) is responsible for the debris removal from the public right-of-way (ROW) as described in the Condition Section above. Property owners will generally be responsible for removing debris from private property however; it is understood that some property owners will move debris to the ROW for collection. The City has determined that debris moved to the ROW from private property creates a public safety issue. As such, DPW will remove that debris located on public streets and in the public ROW, to provide for public safety response, and, as needed to facilitate access and use of public facilities/utilities.

To accomplish its mission during Initial Operations, DPW commits its own resources, as well as, resources from other governmental entities. In addition to neighboring communities and the State of Illinois, DPW is a member of the Illinois Public Works Mutual Aid Network (IPWMAN). IPWMAN provides a formalized system for government agencies to enter into a written mutual aid agreement to provide and receive emergency assistance in the event of natural or man-made disasters or other situations that require action or attention beyond the normal capabilities of an agency. This organization embodies the concept of “community helping community” by providing an organized process for response to an emergency. An agency requesting assistance receives the type of equipment, materials and personnel services that are needed to react to the event.

DPW may also work in conjunction with Ameren (and sub-contractors hired by Ameren) and waste management agents to facilitate the debris clearance, collection, reduction, and disposal. Additional information on debris removal can be found in the Debris Disposal and Reduction Section.

Sustained Operations

The transition to sustained debris removal will occur as determined by The City, and LaSalle County EMA. The actual process used for sustained debris removal will be directly related to the receipt or denial of PA funding. In terms of PA, The City has determined that the damage and debris are so extensive that it exceeds local and state capabilities and is requesting financial assistance from FEMA. If PA funding is secured; The City will develop a Request for Proposals (RFP) that allows private contractors to bid on the removal of debris from the ROW, and in a controlled manner, private property as allowed by FEMA under their disaster recovery programs. Any debris removal program carried out under PA funding

will remain under the control of The City, but with work done by private contractors. The monitoring of debris removal may be handled by a private company hired to perform this service for The City. To facilitate the movement of debris to the ROW, The City will develop and maintain a list of approved contractors and "Volunteers Organizations Active in Disasters" (VOAD) who have the capability to provide debris collection, removal, and disposal in a cost effective, expeditious and environmentally sound manner. This list will be provided to private property owners, with deadlines put in place requiring the debris to be moved to the ROW by a certain date. This date will be based on the overall plan to provide for a coordinated, phased schedule of debris removal from the affected area. The plan will outline when and where debris removal will occur based on the total quantity and number of resources available for use.

If PA funding is NOT secured; the sustained removal of debris will become the responsibility of the property owner. The City will provide a list of resources (Contractor or VOAD) that property owners can use, and the overall process will be facilitated by The City; however, contracts for work, or Rights of Entry (for VOAD groups), will be with individual property owners. To support and maintain the work being done in the affected area, The City will have some quantity of debris to remove from the ROW and, in some cases, public streets. The work done by The City, and that done by property owners, will require an end-date. As such, an overall plan will be developed to provide for a coordinated, phased schedule of debris removal from the affected area that outlines when and where debris removal by The City will occur. This plan will also provide a final date that removal to the ROW by property owners to complete debris removal on their property. Work not completed by the date may be taken on by The City under contract with a private company with a lien placed on the property for the cost of work performed.

With regards to volunteer assistance in either scenario, while there may be spontaneous volunteers that can help individual property owners, The City will only direct individual property owners to VOAD groups due to their respective experience in disaster response. A list of the VOAD groups is attached, along with their capabilities. Contact with these volunteer organizations can be made through the IEMA Illinois VOAD coordinator or the Red Cross Illinois VOAD Coordinator.

In addition to a request for PA, The City will investigate the use of the U.S. Army Corps of Engineers as it is within their mission to provide for debris management assistance in support of the National Response Framework. The three types

of FEMA mission assignments provided by the Corps that are being considered include:

Direct Federal Assistance – The Corps will be asked to undertake the debris management mission, as assigned by FEMA. Direct Federal Assistance missions would consist of the following tasks:

- Right of Way Debris Removal
- Emergency Clearance
- Private Property Debris Removal
- Demolition
- Debris Removal from Drainage Structures
- Waterway Debris

Technical Assistance – The Corps provides assistance to local governments in developing debris removal contracts and assisting with environmental issues, as well as training and coordination of FEMA and local government debris monitors.

Federal Operations Support – The Corps provides oversight for FEMA of state and local debris operations.

Additional information on debris removal can be found in the Debris Disposal and Reduction Section.

CONTRACT AND COOPERATIVE AGREEMENTS

As outlined above, The City has cooperative agreements with other State agencies and local governments to maximize public assets to assist with debris removal during Initial Operations. These agreements have been accessed due to the copious amounts of debris and include utilization of personnel equipment and vehicles. Agreements are in place with:

1. IPWMAN
2. Village of Naplate
3. LaSalle County
4. Ottawa Township
5. South Ottawa Township

As outlined above, if PA funding is secured, The City will

develop an RFP that allows private contractors to bid on the removal of debris from the ROW during sustained debris removal operations.

When appropriate and necessary, DPW, with assistance from other City staff, will manage debris contract(s) from project inception to completion, including: monitoring of performance, contract modifications, inspections, acceptance, payment, and close out of activities. The agreements comply with the guidelines established in their agency procurement manual.

COLLECTION SITE

A Temporary Debris Storage Site will be determined by incident location and established on public property in The City for tree debris and an alternate location for general debris. Activation of the Debris Storage Site is under the control of the DPW Director, and will be coordinated with other recovery efforts through the Emergency Operations Center (EOC).

DEBRIS REMOVAL PRIORITIES

The debris removal process will be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the ***FIRST*** priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area as necessary.

The need and demand for critical services will be increased significantly following a disaster. Therefore, the ***SECOND*** priority that debris removal resource will be assigned is providing access to critical facilities pre-identified as:

1. Police and Fire Agency Command and Control Facilities
2. Water Distribution Systems
3. Wastewater Collection (Sewer) Systems

4. Natural Gas Distribution System (NICOR)
5. Electric Distribution System (Amaren)

The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as:

1. Repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public.
2. Debris located in the ROW that poses a danger to the public.

Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

DEBRIS DISPOSAL AND REDUCTION

The most optimal solution for debris removal is to have it sorted prior to movement from the damage sites; however, this may not be possible in all cases. Construction debris will be taken to the Republic Landfill located at 2840 East 13th Road or a location as determined by a private contractor when removed from private property. At times, it may be necessary for The City and its public partners to stockpile debris at a temporary collection site to be identified. Stockpiled debris will be moved to the Republic Landfill or an approved transfer station as soon as practical.

The methods of disposal used by The City include, but are not limited to, landfilling, burning and recycling as follows:

1. *Construction Material* (and where necessary, vegetation that cannot be separated from construction material) will be hauled directly to a landfill. The appropriate Waste Management Agent will be responsible for securing a definitive landfilling location for debris moved to any Transfer Station; debris moved to a final destination for landfilling.

2. *Vegetation* may be disposed of by burning in an Air

Curtain Pit, as it substantially reduces environmental concerns. To achieve this, the process/equipment uses a blower unit with an adequate air velocity that provides a “curtain effect” to hold smoke in and to feed air to the fire below. A burn permit will be obtained for burning of vegetation.

3. *Non-ferrous Metals* found in household appliances will be recycled. The primary process for this will be for the homeowner to arrange disposal through a specialized contractor that can remove the debris once it has been sorted. However, if PA is provided or the item is found in the ROW, this activity (recycling) will be handled by a contractor(s) hired by The City. It is imperative that, when present, any hazardous gases contained in household appliances, propane tanks, and other cylinders and/or appliances found in the debris field is captured and disposed of or reused as required by state and federal regulations.
4. *Vehicles* will be left in place and as the responsibility of the owner to dispose of, unless there is a need to move the vehicle due to a public safety issue. If this is the case, the vehicle will be relocated, with the vehicle owner advised of its location for retrieval and/or disposal.
5. *Hazardous Waste*, such as oil, batteries, pesticides, paints, cleaning supplies, and compressed gas must be captured and disposed of or reused as required by state and federal regulations. In most cases this will be accomplished by the homeowner.
6. *Utility Poles and Transformers* and other electrical components or material within the ROW will be reported to Ameren for coordination of repair or removal/disposal.

CLOSE-OUT PROCEDURES

Affected Area Close-Out Procedures

The removal of debris from the affected area by public

resources will cease at a date and time determined by The City. Immediately following this, a final review of the area will be done to ensure that the public ROW is open and accessible for resident and contractor entry and the provision of public safety. Maintenance of the public ROW will be enforced by police patrol as needed to ensure that debris is not moved from private property to the ROW. When this occurs, the property owner will be advised that the debris must be removed and given time to do so.

Site Close-Out Procedures

Each temporary debris storage, staging and reduction site will be emptied of all material and be restored to its previous condition and use.

Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds. Any and all ash will be removed, and any remediation actions will be taken.

Volunteers Organizations Active in Disasters (VOAD)	
GROUP	CAPABILITIES
Team Rubicon	Tree Trimming Debris Clean up
Local Unions	Debris Clean up
Illinois Department of Corrections	Debris Clean up

