

CEMP Part I Emergency Mitigation Overview

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Letter of Promulgation

Memorandum

To: Town of Merrillville Council Members, Public Officials, Public Safety Agencies, Partners and Stakeholders

From: Fire Department – Emergency Management

Date: April 2, 2016

RE: Promulgation of Town of Merrillville Comprehensive Emergency Plan

The Town of Merrillville faces the threat of disasters and emergencies at any time. To this end, government at all levels has a responsibility for the health, safety and general welfare of its citizens.

It has been proven normal day-to-day procedures are sometimes not sufficient for effective disaster response, as extraordinary measures have to be implemented quickly if loss of life and property is to be kept to a minimum. The Town of Merrillville Comprehensive Emergency Management Plan (CEMP) considers key actions necessary to meet the challenges of emergency and disaster situations.

In keeping with **Indiana Code 10-14-3**, local jurisdictions are required to develop and keep current an emergency operations plan.

The Town of Merrillville CEMP shall outline the necessary steps for local government and emergency partners to

- Fully understand their responsibilities as outlined by the document
- Support activities related to the protection of personnel, equipment and critical public records during times of disaster
- Ensure the continuity of essential services which many be needed during and after disasters
- Build and foster strong relationships and collaboration with agencies, departments and personnel to build an effective emergency management system within Lake County

The Merrillville Fire Department has been designated as the primary agency responsible for the coordination and preparation of the CEMP. It shall be consistent with the National Response Framework, the National Incident Management System, as well as other key state and federal policies and standards.

This plan update is effective April 2, 2016

Town Council President
Richard Hardaway

Fire Chief
Edward Yerga

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Record of Distribution

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A. Introduction

The Comprehensive Emergency Management Plan (CEMP) of the Town of Merrillville defines the planned response to extraordinary emergency situations associated with natural and man-made disasters, technological incidents, and national security emergencies in or affecting the Town of Merrillville.

The CEMP accomplishes the following:

- Identifies the policies, responsibilities and procedures required to protect the health, welfare and safety of the Town of Merrillville and public and private property
- Establishes the operating concepts and procedures associated with field response to emergencies, the Emergency Operations Center (EOC) activities and the recovery process

The CEMP establishes a flexible framework to implement Homeland Security systems for the Town of Merrillville. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the Town of Merrillville and local government, special districts, and state and federal agencies during emergency operations in compliance with the National Incident Management System (NIMS). The CEMP is intended to remove all barriers among the functions making all departments, agencies, volunteer and private organizations part of a single process to prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity. Unfortunately, emergencies, incidents and disasters will impact the public and as such, no plan, how complete, can prevent incidents from harming or severely disrupting the lives of Merrillville and regional residents.

The CEMP both defines operations and serves as a planning reference. Emergency Support Functions (ESF) with roles and responsibilities identified by the CEMP develop emergency operations plans and emergency response checklists based on provision of the CEMP. The CEMP will be used in conjunction with the *Indiana State Emergency Plan, the National Incident Management System and the National Response Framework (NFR)*.

The CEMP is designed to guide the reader or user through each phase of an emergency: preparedness, response, recovery, and mitigation. It is divided into a basic plan with four parts and supplemental information integrated through various appendices. The four parts of the basic plan include:

Part 1--focuses on the preparedness phase and is an overview of the structure of the Town of Merrillville emergency response organizations, its responsibilities and operational concepts for multi-hazard emergency preparedness, response and recovery

Part II--focuses on initial emergency response. This is the initial operations guide and is supplemented by Appendix A, a series of hazard-specific checklists designed to provide field-level responders with the basic consideration and action necessary for effective emergency response. Part II provides field-level responders with the framework to implement incident command. Part II is primarily concerned with street level, traditional emergency response by emergency responders and volunteers.

Part III--addresses extended emergency operations (response), outlining the operational procedures for Emergency Support Functions to conduct extended emergency operations coordinated by the Emergency Operations Center. Extended emergency operations include addressing immediate, short and long term needs. Plans for the continuation of these services, including long-term medical and medication needs. Part III includes the initial transition into the recovery phase. Part III is supplemented by Appendices B and C, which outline the responsibilities of the various Emergency Support Functions (ESF) represented by department, agencies, private and volunteer organizations that are the lead coordinators in the extended response to and recovery from a disaster. The Emergency Support Functions establish at least one organization as the Primary Coordinator for each ESF. In addition to the Lead Agency, several other organizations are designated as Support Agencies. The Lead Agencies have the responsibility to coordinate the accomplishment of the tasks provided in the ESF with the cooperation and assistance of any or all of the Support Agencies.

Part IV—address recovery activities. It describes procedures to coordinate recovery operations within the Town of Merrillville, procedures to mitigate future events, and procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects.

B. Authorities

The following documents support the emergency authorities for conducting and/or supporting emergency operations:

1. Federal

- Federal Civil Defense act of 1950 (Public Law 920 as amended). (50 USC App 2251
- Robert T Stafford Disaster Relief and emergency Assistance Act of 1974 (Public Law 93-288 as amended). (42 USC 5121 ETseg).
- Disaster Mitigation Act of 2000. (DMA 2000)
- Homeland Security Act of 2002. (6 U.S C 101) Homeland Security Presidential Directive HSPD-5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive HSPD -8, National Preparedness, December 17, 2003
- National Incident Management System, March 1, 2004
- National Response Framework, January 2008

2. State

- Indiana Code Title 10 Article 14 Emergency Management
- Indiana Code 36-1-3, Home Rule Act

3. Local

- Disaster Ordinance 2016

C. Town of Merrillville Emergency Mitigation Organization

The direction and control of major disaster preparation, response and recovery is centered on two groups generally located at the Emergency Operations Center.

1. Policy Group: The Policy group consists of the following:

- Council President Town of Merrillville
- Council Vice President Town of Merrillville
- Police Chief
- Fire Chief
- Public Works Director
- Additional department directors, elected officials or technical advisors as designated by the Council President based upon the emergency

The head of the Policy Group is the Town Council President, who is responsible for the prompt, efficient execution of the CEMP, or so much as is necessary to

- Reduce the vulnerability of the people and of the Town of Merrillville to loss of life, injury, and damage or loss of property
- Prepare for and execute rescue, care and treatment of persons victimized or threatened by disaster
- Provide a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by a disaster

2. Operations Group: The Operations Group is divided into Emergency support Functions (ESFs). Each ESF is responsible for a defined part of the preparedness, response and recovery operation. The Operations Group is responsible for carrying out the directions and policies established by the Policy Group and for the coordination of efforts to respond to a disaster.

D. Concept of Operations

1. General

The CEMP addressed the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters, such as an earthquake or an act of terrorism. Some emergencies will be precipitated by a buildup or warning period, providing sufficient time for appropriate officials to warn the public and implement mitigation measures. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the CEMP as well as an efficient and coordinated mobilization and deployment of resources. All Emergency Support Functions of the Town of Merrillville must be prepared to respond promptly and effectively to any foreseeable emergency, taking all appropriate action, including requesting and providing assistance.

2. Emergency Phases

Emergency Management and Homeland Security activities during peacetime and national security emergencies often are associated with the four phases utilized by the Federal Emergency Management Agency (FEMA):

- I. Preparedness**
- II. Response**
- III. Recovery**
- IV. Mitigation**

I. Preparedness Phase

The preparedness phase involves activities undertaken in advance of and emergency or disaster. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards and publication management processes and activities. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into the two basic areas of readiness and capability.

- Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness efforts also include reducing or eliminating the impact of hazards that exist within the Town of Merrillville. Readiness activities include:
 - Implementing hazard mitigation projects
 - Developing hazard analyses
 - Developing and maintaining emergency plans and procedures
 - Conducting general and specialized training, focused primarily on professional first responders
 - Conducting all-hazards, multi-jurisdictional, multi-agency exercises
 - Developing mutual aid agreements between entities who may need assistance or can offer resources

- Improving emergency public education and warning systems
 - Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
 - Initiating structural retrofitting measures
 - Assessing tax levies or abatements
 - Providing public education and awareness
 - Reviewing and altering land use planning
- Capability activities assess the ability of the government to respond to emergencies and disasters. Capability activities include:
 - Assessment of Town of Merrillville resources
 - Comparison and analysis of anticipated resource requirements and actual resources
 - Identification of local sources to meet anticipated resource “shortfall”

II. Response Phase

The response phase includes increased readiness, initial response and extended activities. Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the Town of Merrillville will initiate actions to increase its readiness.

- Events that may trigger increased readiness activities include:
 - Issuance of a credible disaster prediction
 - Receipt of a severe storm, flood advisory or other special weather statement
 - An expansive hazardous materials incident
 - Information or circumstances indicating the potential for acts of violence or civil disturbance
 - An international situation that could lead to an attack upon the United States and warrants a heightened state of alert.

1. Increased readiness activities include:

- Briefing the Town Council President and other key officials or employees of the Town of Merrillville
- Reviewing and updating the CEMP
- Increasing public information efforts
- Accelerating training efforts
- Inspecting critical facilities and equipment, including testing warning and communications systems
- Recruiting additional staff and volunteers
- Warning threatened element of the population
- Conducting precautionary evacuations in the potentially impacted area(s)
- Mobilizing personnel and pre-positioning resources and equipment
- Contacting state and federal agencies that may be involved in field activities

2. Initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Examples of initial response activities include:

- Making all necessary notification to Emergency Support Function personnel, other political subdivisions within the Town of Merrillville, Lake County, and the Indiana Department of Homeland Security
- Disseminating warnings, emergency public information and instructions to the citizens of the Town of Merrillville
- Conducting evacuations and/or rescue operations and relocating victims to mass care facilities
- Caring for the displaced persons and treating the injured
- Conducting initial damage assessments and surveys
- Assessing the need for mutual aid assistance
- Restricting traffic and unnecessary access to affected areas
- Developing and implementing Action Plans

3. Extended response activities are primarily conducted in the Emergency Operations Center (EOC). Extended response activities involve the cooperation and management of personnel and resources to mitigate an emergency and facilitate transition to recovery operations. Examples of extended response activities include:

- Preparing detailed damage assessments
- Operating mass care facilities
- Conducting coroner operations
- Procuring required resources to sustain operation
- Documenting situation status
- Protecting, controlling and allocating vital resources
- Restoring vital utility services
- Tracking resource allocation
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing Action Plans for extended operations
- Disseminating emergency public information
- Declaring a Local Disaster Emergency
- Coordinating with state and federal agencies working within the county

III. Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area to pre-emergency conditions. Recovery activities may be both short and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat. Examples of recovery activities include:

- Restoring utilities
- Applying for state and federal assistance programs
- Conducting hazard analyses
- Identifying residual hazards
- Determining and recovering costs associated with response and recovery

IV. Mitigation Phase

Mitigation activities can occur during any phase of the disaster cycle as previously mentioned. Mitigation planning requires the local government to identify natural hazards that impact their respective community and then to identify actions and activities to reduce any losses from those hazards. Mitigation activities reduce overall risks to the population and structures, while also reducing reliance on funding from actual disaster declaration. The Federal Emergency Management agency (FEMA) has identified six mitigation measures-prevention, property protection, natural resource protection, emergency services, structural control, and public information.

The six mitigation measures are defined as follows:

- **Prevention:** Measures that are designed to keep the problem from occurring or getting worse. According to the Lake County Multi-Hazard Mitigation Plan, the multi-hazard goal for prevention for the Lake County National Flood Insurance Program (NFIP) communities is to continue to manage the development of land and buildings to reduce the impact of hazards on people and property. Prevention measures will be implemented through improvements in land use planning and zoning, better floodplain management, additional safe rooms and community shelters, continued tree maintenance program, participation in the community Rating System (CRS) program, and the use and location of utility lines.
- **Property Protection:** Measures that are used to modify buildings subject to hazard damage rather than to keep the hazard away. The multi-hazard goal for property protection for the Lake County NFIP communities is to modify the building subject to hazard damage to protect people and property from impacts of hazards. Property protection measures will be implemented by ensuring buildings are protected and insured.
- **Natural Resource Protection:** Opportunities to preserve and restore natural areas and their function to reduce the impact of hazards. The multi-hazard goal for natural resource protection for the Lake County

NFIP communities is to preserve and maintain the function of existing natural resources to reduce the impact of hazards to people and property. Natural resource protection measures will be implemented through improved storm water management and better floodplain management.

- **Emergency Services:** Measures that protect people during and after a hazard. The multi-hazard goal for emergency services for the Lake County NFIP communities is to improve the efficiency, timing and effectiveness of warning, as well as response and recovery efforts before, during and after a hazard. Emergency services will be implemented through improvements to emergency warning systems, and by developing a voluntary immunization program for emergency responders.
- **Structural Control:** Physical measures used to prevent hazards from reaching a property. The multi-hazard goal for structural control projects for the Lake County NFIP communities is to continue to use structural control projects, where feasible, to minimize the potentially damaging effects of hazards on people and property. Structural control measures will be implemented through the maintenance and management of high hazard dams.
- **Public Information:** Activities that advise property owners, potential property owners and visitors about the hazards, ways to protect themselves and their property from the hazards. The multi-hazard goal for public information for the Lake County NFIP communities is to continue to educate and inform the public about the risks of hazards and ways to protect themselves and their property. Public information measures will be implemented through increased participation at community events, availability, and distribution of hazard preparedness literature.

3. Continuity of Government

1. Introduction

A major disaster could result in the death or injury of key government officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. To this end, it is particularly essential that the Town of Merrillville jurisdiction continue to function as government entities. Indiana Code and the Ordinances of the Town of Merrillville provide the authority for the government to reconstitute itself in the event incumbents are unable to serve.

2. Executive Succession

Provisions governing executive succession in the Town of Merrillville are found in the following sources:

- Indiana Code Sections 36-3-3-3 and 36-3-3-4;
- Indiana Code Chapters 3-13-8 and 3-13-11;

In the event of the incapacity of the Town Council President, then the Town Council Vice President shall be Acting President.

The office of Town Council President becomes “vacant” under state law when the Council President dies, resigns, is removed from office, ceases to be a resident of the Town of Merrillville, or is incapacitated to the extent that the Town Council President is unable to perform his duties for more than six months. The Council Vice President (or, if the vice president is incapacitated, then an officer in the line of succession provided in Indiana Sections 3 and 36) would become acting President until the vacancy is filled pursuant to state election law.

4. Plan Maintenance

The Town of Merrillville CEMP will be reviewed and revised by the Fire Department every twelve months. The CEMP may be modified as a result of post-incident analysis or post-exercise critiques. It may be further modified if responsibilities, procedures, laws, rules, or regulations pertained to the Town of Merrillville.

Those agencies with assigned responsibilities under the CEMP are obligated to inform the Fire Chief when changes occur or are imminent. Proposed changes will be submitted, in writing, to the Fire Department. Changes will be published and distributed to Emergency Support Functions and impacted public officials.

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CEMP Part II Initial Response Operations

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A. Concept of Operations

Initial response operation will be accomplished by city and county agencies, excluded city and town jurisdictions, volunteer agencies such as the American Red Cross and Salvation Army, and segments of the private sector. During initial response operations, the field responders of the Town of Merrillville will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations. The disaster event may be controlled solely by emergency responders or with other agencies through mutual aid or support agreements. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the Emergency Operations Center be activated to support the field operations.

B. Alerting and Warning

Alerting and warning involves notifying emergency response personnel and the affected public. The Town of Merrillville utilizes a number of ways to alert and activate its emergency response personnel. The Division of Homeland Security has the primary responsibility in alerting and warning the public, with the assistance from the Joint Information Center and Public Information Emergency Support Function, as deemed necessary. Alerting and warning the public may be accomplished through the mass notification system, special media broadcasts, electronic bulletin boards, Division of Homeland Security's social media sites or simply driving up and down streets using the public address system.

C. Field Response

1. Introduction

When the Town of Merrillville has jurisdiction over a multiple-agency incident, emergency responders will organize the field response using the Incident Command System (ICS). Additionally, the principles of ICS will be used even for those incidents that begin as a single discipline response (i.e. all fire or all law enforcement). Often, the single discipline incident expands to a multi-discipline incident, which demands the use of ICS. During multi-agency incidents in the Town of Merrillville, field responders will use the principles of Unified Command to the greatest extent possible. The Unified Command structure refers to a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage the incident by establishing a common set of incident objectives and strategies.

In order for ICS to be used at all incidents, the first emergency responder on scene who has single discipline management responsibility always will take the following basic action:

- Establish the Incident Command Post (ICP)
- Evaluate the incident
- Determine the ICS organizational elements required
- Request additional resources necessary to mitigate the incident
- Delegate authority within the ICS organizational structure
- Develop the Incident Action Plan, incorporating the incident objectives and strategies

By taking these basic actions, the change from an individual response to a 25-250 person response involves no change in the management system. The built-in capacity for modular development helps to shape the organization based on the functional needs of the incident.

2. Coordination with Excluded Cities and Towns, Special Districts, Private, and Volunteer Agencies in Initial Response Operations

The level of involvement of excluded cities and towns, special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, excluded cities and towns, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be part of the unified Command or as an Agency Representative who coordinated with the Town of Merrillville. The emergency response role of the excluded cities and towns and special districts will be focused on their normal service and functional area of responsibility. Currently there are inter-local agreement discussions to address when an excluded city or town requests assistance from the Town of Merrillville. Once complete, those inter-local agreements could become appendices to the CEMP. The Fire Department currently uses the MABAS (Mutual Aid Box Alarm System) to provide assistance to other areas. The Fire Department will continue to use this system to receive assistance and to give assistance to other cities and towns.

3. Coordination with Town of Merrillville-Lake County EOC

The field response organization has a direct communications and reporting relationship with the Emergency Operations Center (EOC). When the EOC is activated, the Incident Commander will coordinate directly with the EOC's Operations Section Chief, if the position has been established, or the EOC Manager.

Lake County Communications will function in an intermediate role between the Incident Commander and the EOC's Operations Section Chief. Communication will have no

command authority over field operations, but will service as a conduit for communication. The EOC may give policy direction directly to the Incident Commander.

During disaster situation with multiple incidents occurring simultaneously within the Town of Merrillville, the EOC may be activated at the discretion of the Division of Homeland Security. Incident Commanders and the appropriate ICS structure will be established for each incident. Each Incident Commander will communicate and coordinate with the Operations Section Chief throughout the incident.

This section of the Town of Merrillville CEMP is designed for field responders initial response to emergencies, bridging the gap between a routine emergency and a disaster. Experience has shown that the outcome of many emergencies can be greatly affected by effective initial response actions.

Refer to Appendix A: Incident Specific Checklists

CEMP Part III Extended Response Operations

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A. Concept of Operations

During a disaster/emergency, the Emergency Operations Center (EOC) will support field response operations in mitigating incidents within the Town of Merrillville . The primary emphasis will be placed on saving lives, protecting property and preserving the environment. The EOC will operate using Incident Command System functions, principles, and components. It will implement the action planning process to develop and EOC Action Plan, identifying and implementing specific objectives for each operations period.

The EOC will service as the coordination and communications between the Town of Merrillville , the Indiana Department of Homeland Security, and the Federal Emergency Management Agency. The EOC will be activated whenever an emergency or disaster impacts the Town of Merrillville , or excluded cities, towns or special district(s). The EOC also may be activated at the request of an excluded city, town or special district to coordinate information and resources. The EOC will utilize the discipline-specific Emergency support Function Lead Agency coordinators to coordinate fire, law enforcement, public works, medical specific resources, and other resource requests.

Refer to Appendix C: ESF Descriptions

B. Emergency Operations Center

1. Introduction

Within the Town of Merrillville, various departments and agencies that are widely dispersed throughout the jurisdiction conduct normal daily operations. The EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. The EOC facilitates a coordinated response by all departments and agencies that are assigned emergency support functions. The level of EOC staffing will vary with the specific emergency situation.

2. Activation Policy

The EOC is activated when conditions exist that require monitoring, when field response agencies need support, or at the direction of the Town Council President, Director of Public Safety, or the Chief of the Division of Homeland Security. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the EOC must be activated:

- The Governor declares a state of Disaster emergency due to a disaster or threat of a disaster within or affecting the Town of Merrillville

- The Town of Merrillville has declared a local disaster emergency
- A city or town within Lake County as declared a local emergency
- A local government within Lake County has activated its emergency plan and/or requested activation of the EOC to support its emergency operations
- The Town of Merrillville has requested resources from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreement such as fire or law enforcement mutual aid*
- The Town of Merrillville has received resource requests from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreement such as fire or law enforcement mutual aid*

3. EOC Activation Levels and Minimum Staffing Guide per Level

The Town of Merrillville has developed criteria identifying the circumstances that would require EOC Activation. There are six levels of activation. The Town Council President, through the Division of Homeland Security, may designate what level of activation is required in response to a given situation, and shall ensure all steps for notification and operation are completed for that level of activation.

A. Special Event: Normal activation of the EOC for use as a command and control center for special events

B. Level V (Emergency Standby): Emergency activation of EOC. Conditions have developed that heighten dangers or potential dangers to the Town of Merrillville. The conditions have not yet caused, and may never cause, a disaster. Monitor only

C. Level IV: Disaster emergency conditions have occurred and are having a serious but limited impact on portions of the Town of Merrillville. On-site Incident Command is in effect to stabilize the incident. Monitor and provide resources

D. Level III: Disaster emergency conditions are having a serious effect on most or all of the Town of Merrillville; resources are heavily deployed. Multiple Incident Command sites

E. Level II: Emergency conditions are having a serious effect on most or all of the Town of Merrillville; resources are fully committed and the incidents(s) continue to expand. State and federal assistance is needed

F. Level I: National Command Authority declares National Security Emergency. Highest level of awareness response

4. Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. When a state agency or federal agency is involved in field operation, coordination will be established with the EOC.

5. Coordination with Excluded Cities and Towns

Direct communications and coordination will be established between the Town of Merrillville and any excluded cities and town that have been impacted by the emergency or disaster. Normal methods of communication during emergencies and disasters may be unreliable or even unavailable. Initially, communications will be established by the first available means with the first person available representing the affected jurisdiction regardless of his functional position.

Whenever an excluded city or town may be affected by a situation requiring the activation of the EOC, an agency representative from such jurisdiction should be at the EOC. The city and town representatives will ensure that adequate coordination and information exchange arrangements are made with the affected jurisdiction.

6. Coordination with Special Districts and Townships

The emergency response role of special districts and townships generally is focused on the normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating and assisting local governments.

In the Town of Merrillville, overlapping boundaries complicate relationships with special districts and the local governments. Ideally, the special district involved in the emergency response will have a representative at the EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Emergency Support Function Lead Agency in the EOC will be responsible for establishing communications and coordination with the special district.

C. Rapid Impact Assessment Teams (Damage Assessment)

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity and extent of the situation, and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the Town of Merrillville.

Damage information will be consolidated and reported to the Indiana Department of Homeland Security (IDHS) Emergency Operations Center. Field responders, giving a quick picture of the incident, will conduct an initial assessment; sometimes called a “windshield survey” or ground survey, which will require the observation and reporting of damage, casualties, and status of affected areas. Field responders will report their observations to the Division of Homeland Security through the Communications Centers. It is imperative that ground surveys are collected and analyzed as quickly and completely as possible so a determination can be made whether to activate the EOC.

The Public Works Emergency Support Function will coordinate debris removal for life and/or property-threatening situations. As significant damage becomes apparent, the ESF Lead Agency will coordinate with the appropriate support agencies, to include the Department of Code Enforcement (DCE) or Merrillville Planning and Building Department, to prepare an Initial Damage Assessment. The Public Works Emergency Support Function will manage and/or coordinate Rapid Impact Assessment Teams (Damage Assessment) of qualified inspectors who are either local inspectors or inspectors obtained from other jurisdictions. These teams will include building inspectors, utility inspectors, health inspectors, and law enforcement that will inspect both public and private property.

The Initial Damage Assessment, when completed and approved by the Policy Group, should be forwarded to the IDHS EOC. The Initial Damage Assessment includes the location and description of the damage and provided a rough estimate of the associated dollar loss. The initial Damage Assessment will be used to justify a gubernatorial declaration of a state of disaster emergency and to request a presidential declaration of emergency if necessary. The Town of Merrillville, Lake County Geographic Information Systems (GIS) Team, and /or a Town of Merrillville Department GIS coordinator can provide support for departments and agencies, such as mapping and geographic data. Information may also be gathered from American Red Cross Damage Assessment Teams. A detailed assessment of damage in public and private facilities, with more precise dollar loss estimates, will be formulated and forwarded to the IDHS at a later date, as recovery operations begin.

Information is critical to determine operational problems and immediate needs of the community. The specific costs of the damage and the economic consequences of the disaster also are important, but must not be collected until the operational problems and immediate needs are collected and analyzed. Detailed damage assessment information

will be used to plan for both short and long range recovery, which will be given highest priority as the emergency organization transitions from response to recovery operations.

Situation Reports are completed and submitted to the IDHS on a regularly scheduled basis, every two, four, eight, or ten hours. Situations reports define affected areas, identify the status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

D. Emergency Declarations

1. **A Local Disaster Emergency** may be declared by proclamation of the Town Council President if he finds that a disaster has occurred or that the occurrence or the threat thereof is imminent. The state of local disaster emergency shall continue until the Town Council President finds that the threat of danger has been dealt with to the extent that the emergency conditions no longer exist and he terminates the state of disaster or emergency by proclamation; however, no state of emergency may continue longer than seven days unless renewed with the approval of the Town Council.

The Town Council President may exercise all powers and authority available under federal, state and local laws.

2. After the declaration of a Local Disaster Emergency for the Town of Merrillville, the Town Council President may request that the **Governor proclaims a State of Disaster Emergency** under Indiana Code 10-14-3-29 (local disaster emergency) and IC 10-14-3-12 (Disaster emergency; emergency gubernatorial powers). The request will be forwarded to the IDHS EOC, with a copy of the local declaration and the damage assessment summary.

E. Media

The Joint Information Center (JIC) is comprised of staff from the Public Information Offices of the various agencies staffing the EOC and is responsible for ensuring that the media is informed of all pertinent public information statements originating from the EOC. The Joint Information Center acts as liaison between the media and EOC. The Joint Information Center shall coordinate the activities of other department Public Information Officers and all information released to the media.

1. Media Access to the EOC

Due to the operational requirements and limited space within the EOC, media representatives will not be allowed in the EOC. They will report to 7820 Broadway

Merrillville, Indiana 46410 (Town of Merrillville Town Hall). In the event that this location is not available, the Incident Commander will utilize one of the four fire stations in town for the media.

2. Town of Merrillville-Lake County Media Plan

In the event that the EOC is activated, the Joint Information Center will be the sole source of information for dissemination to the media and public. This is to ensure accuracy of reports from the EOC and other elements of the Town's response. No information will be released without the Authorization of the EOC and/or Policy Group. As required by the situation, news releases will be provided on a regular schedule, which will be available to media representatives. Press interviews will be conducted only in designated areas. Requests for interviews should be submitted to the Joint Information Center Staff. Every effort will be made to accommodate the media, as the duties and responsibilities of officials interviewed permits.

Media representatives must display their press identification badges to obtain entry into the media briefing area and these badges must be worn at all times.

F. Transition into Recovery Operations

As the threat to life, property and the environment dissipates, the Policy Group will consider deactivating the EOC. The Policy Group will direct Emergency Support Function Lead Agencies to deactivate sections, ensuring that each unit/branch/section provided its logs and files to the Division of Homeland Security. The Division of Homeland Security will organize these materials to be archived and/or utilized for the financial process.

The Division of Homeland Security will assist with the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Support Function Lead Agencies, the Division of Homeland Security will prepare an after-action report. The AAR will be submitted to the Town Council President within 60 days of the disaster/event even if the recovery actions take longer than 60 days.

CEMP Part IV Recovery Operations

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A. Concept of Operations

The Town of Merrillville, each of the cities and towns within its jurisdiction, and all of the special districts and agencies serving the jurisdiction will be involved in the recovery operations. Public information during the recovery process will be handled independently by each agency or jurisdiction. However, information will be coordinated among the agencies and jurisdictions. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can return to their pre-disaster lives. Typically, there will be the following needs:

- Assessment of the extent and severity of damages to homes and other property
- Restoration of services generally available in communities such as water, food and medical assistance
- Repair of damaged homes and property
- Professional counseling when the sudden changes resulting from the emergency have led to mental anguish and inability to cope.

The Town of Merrillville can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. The two recovery phases are short-term and long-term.

1. Short-Term Recovery

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration
- Expanded social, medical, and mental health services
- Re-establishment of government operations
- Transportation routes
- Debris removal
- Cleanup operations
- Abatement and demolition of hazardous structures

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include:

- Rapid debris removal and cleanup
- Orderly and coordinated restoration of essential services (electricity, water and sanitary systems)

- Short-term recovery operations will include all the agencies participating in the jurisdiction

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may operate from temporary facilities, as necessary. The Lake County Public Health Department will coordinate and conduct Critical Incident Stress Debriefings for emergency response personnel and victims of disaster.

The federally-declared disasters, the Federal Emergency Management Agency (FEMA) may establish tele-registration centers to assist disaster victims and businesses in applying for grants, loans and other benefits. In coordination with the American Red Cross, the County and other jurisdictions will provide shelter for disaster victims until housing can be arranged.

The Public Works Emergency Support Function will ensure that debris removal and cleanup operations are expedited. Per the recommendations of ESF 3 Rapid Impact Assessment Teams, structures that pose a public safety concern will be demolished. If the structure has been damaged/destroyed, then ESF 3 will try to get in contact with the property owner. If the Property owner cannot be contacted or if the property owner cannot afford or is unable to demolish the structure, ESF 3 will coordinate to secure a contract for demolition of the structure. ESF 3 will refer to the Town Demolitions Policy standard operating procedures.

2. Long-Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster conditions if possible. The major objectives of long term recovery operations include:

- Coordinated delivery of social and health services
- Improved land use planning
- Improved CEMP
- Re-establishing the local economy to pre-disaster levels
- Recovery of disaster response costs
- Effective integration of mitigation strategies into recovery planning and operations

Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for its own approach to mitigation, which would include zoning variances, building code changes, CEMP reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. Refer to the Lake County Multi-Hazard Mitigation Plan for more details on mitigation activities. The Town of Merrillville, the excluded cities and towns, and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs also will be sought for individual citizens and private businesses. The Town of Merrillville redevelopment agencies will play a vital role in rebuilding commercial areas.

B. Recovery Operations Organization

For the Town of Merrillville, the Division of Homeland Security will assist the Department of Public Works in managing and directing recovery operations. Recovery issues involving excluded cities and towns and special districts will be coordinated and managed between Department of Public Works and designated representatives.

On a regularly scheduled basis, the Department of Public Works will convene meetings with department directors, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to make collective policy decision. They also will be used to obtain and disseminate information regarding completed and ongoing recovery operations.

The Division of Homeland Security will assist the Department of Public Works in facilitating and leading the recovery process. All Emergency Support Functions also will be represented for certain functions throughout the recovery process.

C. Recovery Damage/Safety Assessment

The Recovery damage/safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. During the response phase, Rapid Initial Damage Estimate is developed to support a request for a gubernatorial proclamation and for the State of Indiana to request a presidential declaration.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. Refer to the Lake County Multi-Hazard Mitigation Plan to view a list of the jurisdiction's mitigation priorities.

For the Town of Merrillville, the Department of Public Works will complete the detailed damage/safety assessment in coordination with the Division of Homeland Security and other applicable departments.

D. Document and Disaster Assistance Programs

1. Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility for disaster assistance programs.

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to the following:

- Roads
- Water control facilities
- Public buildings and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Debris removal and emergency response costs incurred by the affected entities also should be documented for cost recovery purposes under the federal programs.

It will be the responsibility of the Town of Merrillville, excluded cities and towns, and special districts to collect documentation of these damages and submit them to the Division of Homeland Security.

The documenting information should include the location and extent of damage and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration also will be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the EOC as the disaster unfolds.

2. Disaster Assistance Programs

Disaster assistance programs have been developed to address the needs of four distinct groups: individuals, businesses (including those with agricultural interests), governments, and non-profit organizations. Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage. Loans for many types of businesses are often made available through the United States Small Business Administrations, assisting with physical and economic losses as a result of a disaster or an emergency. Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses. Funds and grants are also available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage.

Public Assistance Programs

The division of Homeland Security will serve as the primary state and federal field representatives during a public assistance application process. The Division of Homeland Security will complete the necessary public assistance program application and supporting materials for the Town of Merrillville with the assistance of the Town of Merrillville Administrations Department. The Division of Homeland Security will assist excluded cities and towns and special districts with completion of application materials and coordinate with state and federal representative for public assistance.

The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration by the Town Council President, disaster emergency declaration by the governor, and a federal declaration of a major disaster or emergency. The following agencies are eligible for federal public assistance: state agencies, counties, cities, special districts, primary and secondary schools, colleges, and private non-profit organizations (educational, utility, emergency, medical, and custodial care facilities). Private non-profit organizations that manage custodial care facilities). Private non-profit organizations that manage and operate essential governmental services such as community centers, libraries, homeless shelters, senior citizen centers, sheltered workshops, and similar facilities that are open to the general public are also eligible under the federal public assistance program. Private non-profit organizations must, when applying for assistance, produce documentation from the Internal Revenue Service granting tax-exempt status to the organization.

There are seven (7) categories of eligible work projects under the federal program. They include debris clearance that eliminate immediate threats to life, public health and safety; emergency protection measures that include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation and cooperative agreement costs; road system repairs, water control facilities, buildings and equipment, public utility systems, and other (parks, recreational facilities, etc.). Eligible

facilities may also be repaired using federal public assistance fund. A facility is considered repairable when repairs can restore the facility to the pre-disaster function and cost of such repairs can be made at a cost less than the estimated replacement cost of the damaged facility. When the FEMA Region V Director deems a facility non-repairable, approved restorative work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region V Director may require heavy funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage. Overtime and overtime fringe benefits are only eligible for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible including extra hire costs, limited supervisor or management staff salaries, and compensatory time-off. Regulations allow for reimbursement for ownership and operation of costs of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from the FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as a result of the disaster are also eligible. Rental equipment is reimbursed under a "reasonableness" rate schedule, as determined by FEMA. Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies as determined by FEMA. Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.

IDHS is responsible for processing all sub-grants for applicants, including providing technical assistance and advice to sub-grants, providing state support for damage survey activities, ensuring that potential applicants for assistance are aware of available federal assistance, and submitting documents necessary for grant awards. IDHS conducts briefings for public officials and potential applicants. The applicant process and requirements are (1) Notice of Interest submittal within 30 days of the federal programs activation; (2) List of Projects; and (3) Resolution Designating an Authorized Representative. Once the Project Application is received, a joint State/Federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of \$43,600 or more. A small project is a project with an approved estimate of costs under \$43,600. Any damage not shown to the inspection team during its initial visit must be reported to the FEMA Region V Director, through the Governor's Authorized Representative, within 60 days following the completion of the initial visit. For large projects over \$200,000, a construction monitoring program must be implemented. Within 45 days of receipt of the application for federal public assistance, the FEMA Region V Director reviews the DSRs and a decision to obligate the funds will be rendered. Once the projects are approved, IDHS must submit quarterly progress reports to the FEMA Region V Director. Supplements to the original application may be approved for substantial errors or

omissions, overruns/underruns caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the times of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a "Damage Verification Form." There are specific completion deadlines for each work category. The applicant must submit a final claim within 60 days of the completion of all approved projects. A state engineer will complete on-site inspection of all completed projects. A final audit is performed. The applicant must retain all records for six years.

Individual Assistance Programs

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, some may need the government to deliver assistance to them well after the disaster. FEMA has developed a Sequence of Delivery Guide to assist individuals and local governments in determining the flow of individual assistance. The objective of the Town of Merrillville is to provide the citizens of the community with all the necessary information to help them recover from the disaster. The sequence of delivery appears as follows:

1. Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
2. Recovery/Assistance from private insurance carrier
3. Disaster Housing Assistance
4. United States Small Business Administration Assistance
5. Individual and Family Grant Program Assistance

The following organization and programs contribute to individual assistance programs and services:

1. **American Red Cross:** Provides for individuals' critical needs such as food, clothing, shelter, and supplemental medical needs, and the recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment.
2. **Cora Brown Fund:** Awarded through FEMA, these funds may be used for disaster-related needs that have not nor will be met by the government or other organizations that have programs to address such needs.
3. **Crisis Counseling Program:** Provides grants to State and County mental health departments who in turn provide training for screening, diagnosing, and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster.
4. **Department of Veterans Affairs:** Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits.

5. **United States Department of Agriculture:** Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-insured Assistance, the Agriculture Conservation Program, Emergency watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact the Santa Luisa County Agriculture Commissioner regarding these programs.
6. **Federal Financial Institutions:** Member banks of FDIC, FRS, or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.
7. **Individual and Family Grant program:** Awards grants to individuals or families for disaster-related serious needs such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on seriousness of need and exhaustions of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.
8. **Internal Revenue Service (IRS) Tax Relief:** Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous returns to reflect loss back to three years. Contact the IRS.
9. **Mennonite Disaster Service:** Provides assistance for repair of private residences and community facilities, clean-up and repair for elderly, disabled, and under-insured citizens, and may provide mental health support. Contact nearest Mennonite Services location.
10. **Salvation Army:** Assistance includes mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons.
11. **United States Small Business Administration:** May provide low-interest disaster loans to individuals and businesses who have suffered a loss due to disaster. Submit a request for SBA loan assistance to the State's Northern Region Office of Emergency Services.
12. **Temporary Housing Assistance:** May provide for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should call FEMA to register.

Hazard Mitigation Grant Program

The Hazard Mitigation Grant Program (HMGP) is activated following a presidential disaster declaration. The program's purpose is to fund projects that are cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only and are delivered as either part of a public assistance grant or as a stand-alone measure. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing match for other federally funded programs. Eligible applicants include state agencies, local governments, and private non-profit organizations which own or operate facilities providing essential government service such as education, utilities, emergency and medical services, and custodial care. Although HMGP funds are based on a percentage of public assistance funding, awards are not limited to public projects, but must be

sponsored by and eligible public entity. Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. IDHS will establish priorities of funding. Eligible projects must be consistent with the community's long-range hazard mitigation planning goals; represent significant risk if left unresolved; address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements; comply with all applicable codes and standards for the project locale; have a direct beneficial impact upon the designated disaster area; not fund personnel only—except for short-term projects which will result in long-term benefits; not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impact were future disasters to occur; provide solutions, rather than merely identify or analyze hazards, unless such constitutes a functional portion of a solution; and provide the most practical, effective, and environmentally sound solutions, given a well-considered range of options.

E. After-Action Reporting

The after-action report serves as a source for documenting emergency response activities, identifying areas of success and concern, and for developing a work plan for implementing improvements.

The after-action report provided, as a minimum, the following:

- Response action plans
- Necessary modification to plans and procedures
- Training needs
- Recovery activities to date

The after-action report is a composite document for all Emergency Support Functions, providing a broad perspective of the incident and referencing more detailed documents. It includes an overview of the incident, enclosures, and addresses specific area of the response as necessary. The After Action Report should correlate with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the report.

The Division of Homeland Security is responsible for the completion and distribution of the after-action report. The Division of Homeland Security may coordinate with excluded cities and towns and special districts when completing the after-action report.

The after-action report is well structured, geared to the target audience, written in simple language, brief and well presented. Data for the after-action report is collected from questionnaires and other documents developed during the disaster response. Debriefings and interviews with emergency responders may also be used.

CEMP Appendix A

Specific Incident Plans

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INCIDENT: Active Shooter

TACTICAL OBJECTIVES	LEAD DEPARTMENT	ASSISTING DEPT
1. Establish ICS/IAP/Command Post	PD	FD
2. Conduct Initial Entry Primary Search w/Contact Teams	PD	Assisting PDs
3. Establish/Maintain A Hot Zone Perimeter Ground	PD	Assisting PDs
4. Initiate a Public Information Joint Agency Information Center	PD	Assisting PDs
5. Establish a Forward Safe Zone For Operations/EMS	PD	Assisting PDs
6. Initiate Hot Zone Rescue	PD	Assisting PDs
7. Triage Patients in Secured Forward Safe Zone	FD	Assisting PDs
8. Establish & Staff EMS/PD Staging Area	FD	Merr EMS
9. Establish/Secure Movement Corridor	PD	Assisting PDs
10. Move Triage Patients From Forward Safe Zone to Ambulances At Movement Corridor and Then Transport	PD/FD	FD/Merr EMS
11. Conduct HazMat Explosive Biological Search Stabilize	PD	FD/Assisting PDs
12. Establish Information Center for Relatives	PD	FD/Town Admin
13. Conduct Investigation	PD	Assisting PDs
14. Conduct Biological/Explosive/ Neutralization	PD	FD
15. Establish Morgue	PD	County Coroner

Law Enforcement

- Establish Incident Command/Control Zones
- Develop an Incident Action Plan
- Conduct a primary search for all active shooters
- Establish a hot zone perimeter guard
- Initiate an aggressive Public Information Effort
- Establish a forward safe zone for interior operations
- Initiate hot zone rescues
- Establish/secure a personnel movement corridor
- Conduct HazMat/ explosive/ biological search
- Establish Information Center for relatives of affected
- Conduct/Lead investigation
- Establish temporary morgue

FIRE

- Assist PD in establishing and staffing Command Post
- Triage injuries in forward safe zone
- Establish/staff Level II staging for EMS, PD & Fire
- Move triaged injured through movement corridor to ambulances
- Assist PD in establishing information center for relatives
- Conduct Biological/HazMat stabilization with PD
- Mobilize Rescue Task Force (RTF) in coordination with PD

PUBLIC WORKS

- Stock staging areas with barricades
- Assist with the set-up of relatives reception area/space
- Assist in outer area traffic control
- EOC support with GIS functions

PARKS

- Coordinate with PD and FD for shelter of evacuees
- Assist in set up of relative reception area
- Assist in outer area traffic control

Town of Merrillville EMA

- Assist in outer area traffic control
- Assist with crowd control at site

EMERGENCY OPERATIONS CENTER

- Establish EOC at Police Chief's request
- Create logistics sector to support the following:
 - Joint Information Center
 - Relative reception location
 - Coroner-temporary morgue
 - Rehabilitation of responders
 - Board of Health decontamination
 - County/State/Federal law enforcement facilities
 - Long term on-site communications with County communications vehicle
- Establish a Planning Section for continuing operational periods
- Coordinate HazMat/Explosive/Biological response with local/state and federal agencies
- GIS support
- Notify Lake County Health Department
- Act as Conduit for local/state and federal law enforcement
- Establish cost tracking with C/T office
- Establish a documentation unit with PD, Fire and other town agencies

PUBLIC INFORMATION

- Establish a Joint Information Center with PD lead
- Release Basic confirmed information on a timely basis (15 minute intervals) hour for hour after 2 hours or as appropriate
- Any protective actions public should take
- Reassure public
- Use media to advise public with accurate information
- Mass notification
- Provide subject matter experts

EMS

- Report to Command Post with lead EMS Liaison
- Assist in Incident Action Plan development
- Form joint MEFD/Prompt triage team to enter forward safe zone on PD approval
- Triage patients
- Assist in establishing Level II staging area for EMS/FIRE/Law Enforcement
- Build EMS operational branch
- Notify Hospital(s) of situation
- Activate Area/District Plan using Medical Multi Agency Coordination Center (MMACC)
- Activate MABAS and EMS card
- Retrieve initial total patient estimates and report results to Command for confirmation
then share estimates with Hospital(s)
- Share Level II staging location and protocol with requested transport resources
- Initiate patient tracking system
- Manage patient transport from entry of personnel movement corridor
- Transport only Red and Yellow patients to closest available hospital per patients injuries
- Assist Planning sector in long term operational plan at EOC

INCIDENT: Aircraft Accident

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPT.</u>	<u>ASSISTING</u>
<u>DEPTS</u>		
1. Establish ICS/EOC	FD	PD/ISP
2. Conduct Primary Search of Aircraft And Area	FD	PD
3. Rescue Victims in Area & Aircraft	FD	Assisting FD
4. Establish Triage/Treatment/Transport Plan-Notify Medical Control	FD	EMS
5. Establish Site Security	PD	EMA
6. Establish Traffic Control Plan	PD	PD
7. Control Fires	FD	Assisting FD
8. Notify FAA w/Plane Type and ID #	PD (847-294-7272)	EOC
9. Contain Run-Off	FD	DPW
10. Secure Evidence	PD	
11. Confirm/Eliminate Presence CBN (Criminal/Biological/Nuclear)	FD	EPA
12. Obtain/Staff Heavy Equipment		DPW
13. Notify Coroner/Sheriff	PD	

FIRE

- Establish Incident Command (required by OSHA 29 CFR 1910.120)
 - Extinguish fire
 - Evacuate passengers (if cabin intact)
 - Primary search (aircraft and area)
- Establish water & foam supply as needed (double worst case need)
- Foam blanket
- Rescue/evacuate/extricate victims
- Secondary search (area and aircraft)
- Specialized rescue resources needed?
- Determine if ordinance is involved (military)
- Suppress fire(s) in area of accident
- Contain runoff and fire water, watch for sewer involvement
- Protect Environmental Exposures
- Establish Staging Area
- Cover service area-move up apparatus

Law Enforcement

- Secure Scene
- Facilitate traffic flow
- Site Access Control (attention to media)
- Assist in evacuation as needed
- Notify ISP/State EOC (800-669-7362, 317-238-1750)
- Notify FAA (847-294-7272)
- Request Airspace be restricted (if appropriate)
- Notify NTSB

EMS

- Identify Incident Command
- Identify Safety Officer, and Medical Control, Triage Officer, Staging officer and Transportation Officer
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Activate District 1 Hospital Representative
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Center Leadership
 - Identify need and location for Alternate Care Sites/DMAT
- In conjunction with Methodist Hospital and District 1 Hospital Commander, coordinate all patient care resources and venues
 - Retrieve initial patient estimated according to triage color and reports to MESH liaison
 - Activate EMResource and create initial event and hospital query if not already done
- Activate MCPHD response. See Support
- Establish liaisons via WebEOC with Coroner, IDSH, ISDH, County Public Health Department and District 1 START
- Activate mental health responders
- Identify and coordinate existing PPE stockpiles (gowns, gloves, mask, etc.) and mobilization of these stockpiles via County MESH Med Multi Agency Coordination Center (MACC) for first responders
 - Initiate Triage per Incident Command protocols using SMART to START systems
 - Ensure Field Responders have begun patient identification and tracking

- Establish Causality Collection Points of RED, YELLOW, GREEN, and BLACK
- DO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource Support
 - Mass Prophylaxis
 - Quarantine
 - Return to daily services
 - Ensure medical follow-up of responders due to potential for long-term health concerns.

SUPPORT

- EOC at order of PD/FD/T/C:
 - Establish planning section for Multiple Operation periods
 - Establish a logistics section for obtaining radio supplies, rehab, firefighting foam, heavy equipment
- Identify Site Safety Officer; determine potential for chemical, biological, radiological, explosives
 - Conduct site survey
 - Follow guidelines set forth by NTSB
- Contact Coroner
 - Establish temporary morgue
 - Obtain body bags/tags
 - Identify Incident Command
- Coordinate damage assessment with building department
- Conduit for State/Federal Resources
- GIS Support (technical support using existing data layers and newly acquired data from the field, not data collection) as needed for mapping (County ISA-GIS when not done in-house by DHS)
- Contact USEPA/IDEM for soil/air/water monitoring
- Establish Welfare /Flight information w/PIO and Airline
- Department of Parks & Recreation, Salvation Army, Red Cross for evacuation
- Contact CISD team
- Contact State EOC (800-669-7362)
- Civil Support Team (CST) resources
- District 1 Rescue Team for search capabilities with both canines and technical search

Public Information

- Establish joint information will department PIOs
 - Provide information to media (warning if appropriate)
 - Who, what, where, when, how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
 - Reassure public
 - Provide information to public through media outlets
 - Mass notification
 - NOAA Weather Radio civil emergency message
- City internet site
 - Government access television channel
 - Provide subject matter experts to media for news show

Public Works

- Debris removal
- Heavy Equipment sourcing
- Containment materials

INCIDENT: Chemical/Biological Exposure or Other Mass Illnesses

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS</u>	<u>ASSISTING DEPTS</u>
1. Implement ICS/EOC upon notification From Lake County Board of Health or CDC	FD	PD/Merr EMS
2. Initiate shelter in place procedures	PD/PIO	
3. Establish treatment (antidote) and Inoculation (prophylaxis), clinics at MHS and Merrillville Intermediate School as directed by County/State Board of Health	PD/FD	Merr EMS
4. Set up traffic plan to enhance access	PD	EMA
5. Develop distribution schedule Coordinate with Schools	FD	Merr EMS
6. Provide security for distribution clinics	PD	EMA
7. Request County/State/Federal assistance/declare disaster	TC	EOC
8. Monitor & report over the counter Sales of cold and flu medications	Staff	
9. Assist health care/public health agencies as requested	FD	Merr EMS
10. Establish Joint Information Center/ coordinate with County/State/Federal Departments of Health	FD	
11. Coordinate with County/State/Federal Homeland Security offices	FD	
12. Initiate investigation if problem is Centered or initiated in Merrillville Notify FBI/ATF/DHS	PD	
13. Advise Town Council President of developments at 2-hr increments	EOC	

FIRE

- Establish Incident Command/EOC
- Provide decontamination system if needed
- Establish EMS system with Triage-Treatment-Transport as appropriate
- Activate shelters as needed (coordinate w/Lake County Public Health Department and Red Cross, Merrillville Parks & recreation)
- Document incident
- Initiate investigation if appropriate

LAW ENFORCEMENT

- Guard against contamination of officers/facilities/equipment
- Secure scene
- Facilitate traffic plan
- Site access control at scene
- Facilitate evacuation
- Assist with Point of Distribution (POD) Activation Plan with Lake County Board of Health

EOC

- Determine what pathogen(s) are involved
- Determine transmission etiology
- Determine best course of action from Medical Director/State Board of Health/CDC
- Administer inoculation/antidotes if possible
 - Monitoring surveillance
 - Poll emergency department, clinics, physicians
 - Poll veterinary clinics
 - Monitor sales of OTC cough & cold medicines
 - Conduct epidemiological investigation
- Determine if mass prophylaxis is appropriate
- POD site activation
- Determine if quarantine is appropriate and define
- Assist in diagnosis and treatment recommendations
- Advise Town Council on declaration of emergency
- Consult with IDHS/Division of Homeland Security
- Coordinate damage assessment
- Advise President of Town Council on declaration of emergency
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DHS)
- Consult with Center for Disease Control
- Coroner as necessary

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Alert and convene Homeless Shelter Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Activate MCPHD Response. See Support
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies. (IMPD has separate supply)

- Initiate Triage per Incident Command Protocols using SMART or START systems
- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- Identify transport resources-utilize the Lake County Emergency Medical Service IEMS Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS , ALS, busses, {Municipal, Private, School}, Other)
- Identify and or confirm staging and routes of egress for transporting resources
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

PUBLIC INFORMATION

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- Town Internet site
- Government access television channel
- Provide subject matter experts to media for news shows

FIELD OPERATIONS FOR EMS, LAW ENFORCEMENT, PUBLIC HEALTH, DIVISION OF HOMELAND SECURITY, FIRE, CORONER

- This is a cascading medical event
- Law enforcement manage crowd control, hospitals, distribution points, schools
- Establish Incident Command (OSHA 29CFR1910.120)
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer, and Transportation Officer
- Confirm that there are no radiological hazards
- Identify HOT, WARM, COLD zones for scene-isolate site
- Search for secondary devices
 - Conduct evacuations/shelter-in-place if appropriate
 - Decontamination will only be considered in instances of gross contamination where the biological agent is externally adhered to the exposed population. Potentially harmful practices such as bathing patients with bleach solutions are unnecessary and should be avoided, use soap and water only.
- Ensure field responders have full PPE (gowns, gloves, mask-mobilize MMRS stockpiles via MESH. Liaison for half-face respirators for all fire, police, and DHS agencies. (IMPD has separate supply)
- Initiate Triage per Incident Command protocols using SMART or START systems
- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN and BLACK
 - Health department determine exposure, prophylaxis, counseling, care of patients
 - Establish staging
 - DHS notify hospital
 - Law enforcement process area as crime scene and conduct criminal investigation

- Identify product and communicate the agent to hospital personnel as quickly as possible via Lake County Med Multi Agency Coordination Center (MACC)
 - DHS, fire support staffing needs of hospitals
 - Law enforcement manage crowd control at scene and/or hospitals
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DHS)
- ESF 11 activate emergency measures for animal rescue if necessary

INCIDENT: Civil Disobedience

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPT</u>	<u>ASSISTING DEPTS</u>
1. Establish EOC	PD	FD
2. Secure and Control Area	PD	County & State PD
3. Prevent Entry to Area	PD	EMA
4. Provide Security for other Responders	PD	
5. Control Fires if Safe	FD	
6. Establish Holding Area for Detainees	PD	
7. Establish Triage/Treatment/Transport If Safe	FD	Merr EMS
8. Provide EMS for Responders	FD	Merr EMS
9. Establish Joint Information Center	PIO	PD/FD

Law Enforcement

- Establish Incident Command-coordinate resource deployment, Fire, EMS response
- Secure scene
- Identify Staging Areas
- Disperse crowds
- Isolate instigators
- Site access control (attention to media)
- Assist in evacuations as needed
- Deploy chemical agents as warranted
- Protect vital structures and equipment
- Move/protect vulnerable populations
- Secure shelters
- Forward prisoner processing
- Jail bus for transport
- Cover unaffected areas with patrols
- Beware of distraction incidents

FIRE

- Modify response
- Establish Incident Command
- Establish Hot Zone
- Defensive fire attack (if any)
- Determine protective measures for responders
- Beware of explosive or incendiary devices, snipers, brick/bottle throwing
- Be aware of Law Enforcement use of chemical agents
- SCBA for all hot zone activities
- Conduct evacuations as necessary
- Establish staging area(s) as needed
- Assist law enforcement with chemical agent cleanup

EMS

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging officer and Transportation Officer
- Activate Med Multi Agency Coordination Center
 - Activate District 1 Hospital Incident Representative
 - Alert and convene Hospital Leadership
 - Identify need and location for Alternate Care Sites/DMAT
 - In conjunction with Community and District 1 Hospital Commander, coordinate all patient care resources and venues.
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
 - Activate EMResource and create initial event and hospital query if not already done by Medical Control
 - Establish Liaisons via WebEOC with Coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
 - Retrieve initial total patient estimates
 - Identify Transport resources-Utilize the Merrillville EMS Service Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, Busses (Municipal, Private, School, other).
 - Identify and/or confirm staging and routes for egress for transporting resources
- Ensure field responders have full PPE (gowns, gloves, mask mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police, and DHS agencies.

- Initiate Triage per Incident Command protocols using SMART or START systems
- Establish Causality Collection Points of RED, YELLOW, GREEN and BLACK
- DO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle, such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource Support
 - Mass Prophylaxis
 - Quarantine
 - Return to daily services

EOC

- Emergency Declaration
 - Curfew
 - Coordinate Damage Assessment
 - Contact IDHS for National Guard/State Police Support
- Police logistical support
- EOC
- Conduit for State/Federal Resources
- GIS Support (technical support using existing data layers and newly acquired data from the field, not data collected) as needed for mapping (Lake County ISA-GIS when not done in-house by DHS)
- Corner
- Temporary Morgue
- Body bags/tags
- Communications/Command Vehicle
- Batteries/Radios
- Red Cross
- Sheltering
- Salvation Army
- Rehab Support

Public Information

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when, and how
- What is being done
- Any protective actions public should take
- Any action public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town internet site
- Government access television channel
- Provide subject matter experts to media for new shows

INCIDENT: Dike Breach/Failure/Overtop

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPT.</u>	<u>ASSISTING DEPTS</u>
1. Establish ICS/EOC	FD	PW, PD
2. Conduct Primary Search	FD	MABAS
3. Initiate Rescue	FD	PD/MABAS
4. Evacuate Area	FD	PD/EMA
5. Secure Area	PD	EMA
6. Establish Traffic Plan/ Road Closures	PD	EMA
7. EMS/Triage/Treat/Transport	FD	Merr EMS
8. Mitigate Damage to Dike	PW	
9. Identify HazMat Threat	FD	
10. Notify NIPSCO	PD	FD
11. Establish Joint Information Center	PIO	T/C-TA
12. Initiate Damage Assessment	BD	FD
13. Open Evacuation Center (location TBA)	BD	TA

FIRE

- Establish Incident Command
- Primary Search (all impacted areas)
- Conduct water rescue operations
- Conduct Evacuations as necessary
- Secondary Search
- Establish staging area as needed
- Assist utilities with shutoff
- Be aware of hazardous materials
- Orphan drums/underground tanks/caskets
- Rescue task force as needed (MABAS)
- Assist with damage assessment

Law Enforcement

- Secure scene
- Facilitate traffic flow
- Site access control (attention to media)
- Assist in evacuation as needed
- Initiate investigation
- Notify DNR (232-4010)
- Helicopter for damage assessment/looting prevention
- Assist fire department with water rescue as needed
- Assist with damage assessment

Public Works Department

- Size up dike problems
- Initiate Flood Control operations w/PW staff and staged equipment
- Stage extra pumps, sand bags, containment equipment at PW garage; establish "PW staffing".
- Request Mutual Aid from Hobart, Griffith, Crown Point, Schererville, Lake County as available and needed
- Request contractor support - if needed. Contact to be made by Town Administrator

EOC

- Establish EOC at request of FD, PD and/or Town Council
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Town Administration to open shelter, which location will be determined, and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)
- Coordinate damage assessment w/local and county staff
- Establish cost tracking system with Clerk/Treasurer's Office

- Establish documentation unit with Town Hall and Public Works Administrative staff

EMS/Medical

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies.
- Initiate Triage per Incident Command Protocols using SMART or START systems
- Ensure Field Responders have begun patient identification and tracking

- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

Public Information

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town Internet site
- Government access television channel
- Provide subject matter experts to media for news shows

INCIDENT: Earthquake

<u>Tactical Objectives</u>	<u>Lead Dept.</u>	<u>Assisting Depts.</u>
1. Establish ICS	FD	PW/PD
2. Rescue Trapped Victims	FD	PD/MABAS
3. Extinguish Fires	FD	MABAS
4. Secure Disrupted Utilities	FD	PD/EMA
5. EMS Triage/Treat/Transport	EMS	FD
6. Transport & Shelter Victims	TA/PW	Red Cross
7. ID and Isolate Dangerous Buildings	BD	PD/FD/EMA
8. Secure Effected Areas	PD	EMA
9. Establish Joint Information Center	PIO	TC
10. Prepare for After Shocks	ALL Departments	

FIRE

- This is a cascading event
- Beware of aftershocks
- Assess Department response ability
- Communication will likely be compromised
- Companies self-dispatch
- Officers make basic decisions about what to save and what to let burn
- Companies maintain response records
- Companies perform rapid damage assessment in their response area
- Assess utility conditions (water, gas, electricity, telephone)
- Assess critical facilities (hospitals, police, fire etc.)
- Evacuate compromised structures
- Locate/evacuate/extricate trapped victims
- Coordinate volunteer activities
- Extinguish fires (do not extinguish gas fires unless gas can be shut off)
- Deploy Urban Search & Rescue Task Force (USAR) MABAS
- Deploy Hazardous Materials Task Force as needed
- Conduct rapid damage assessment
- Conduct water relay activities with National Guard, PW

LAW ENFORCEMENT

- Secure critical facilities
- Facilitate traffic flow
- Facilitate Evacuation
- Prevent looting
- Helicopter for preliminary damage assessment/patrol
- Assist with damage assessment
- Assist with shelter inspection
- Assist with Shelter security

EOC

- EOC
- Disaster declaration
- Curfew
- IDHS/FEMA assistance
- Indiana National Guard (CERFP)
- Coordinate damage assessment
- Lake County auxiliary communication
- Portable shelters
- GIS support (technical support using existing data layers and newly acquired data from the field, not data collection) as needed for mapping
- Utilities/Resources
- Potable water
- Electrical power restoration to critical facilities
- Red Cross
 - Shelter administration
 - Disaster welfare information
- Salvation Army
 - Rehab support
- PW to assess road/sewer infrastructure
 - Heavy equipment
 - PW flood control to assess dams and levees
- Communications support/restoration
- Health Department disease prevention measures
- Activate Coroner as needed
- Activate ESF 11 for animal rescue/sheltering/medical evaluation if necessary
- Department of Code Enforcement-damage assessment & unsafe buildings

MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multiple Agency Coordination Center (MACC)
- MACC shall
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Center Leadership
 - Alert and convene homeless shelter leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and District 1 Hospital Commander, coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by Medical Control
- Establish liaison via WebEOC with Coroner, IDHS, ISDH, Lake County Public Health Department and District 1 ISTART
- Retrieve initial total patient estimates
- Identify transport resources-utilize the Lake County Emergency Medical Service Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses [municipal, private, school], other
- Identify and/or confirm staging and routes of egress for transporting resources
- Ensure field responders have full PPE (gowns, gloves, mask—mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police, and DHS agencies.

- Initiate triage per Incident Command protocols using SMART or START systems
- Ensure Field Responders have begun patient identification and tracking
- Establish casualty collection points of RED, YELLOW, GREEN, and BLACK
- Radiological (i.e. dirty bombs or non-nuclear radiation events) gross contamination due to exposure to soot/soil should include:
 - Dry decontaminations; remove outer layer of clothing, decontamination per protocol; **DO NOT WITHHOLD LIFESAVING INTERVENTION FOR DECONTAMINATION**
- Refer to mass medical evacuation plan
- **DO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS**
- Establish or confirm the first operation cycle with Incident Command and details ESF-8 objectives for the next cycle, such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continues intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to daily services
 - Activate mental health response team

PUBLIC INFORMATION

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when, how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- City/town internet site
- Government access television channel
- Provide subject matter experts to media for news shows

INCIDENT: Explosion/Bombing/Building Failure

<u>Tactical Objectives</u>	<u>Lead Dept.</u>	<u>Assisting Depts.</u>
1. Establish ICS	FD	PD/BD
2. Search for & Rescue Trapped Victims	FD	Assisting FD
3. Provide EMS Triage/Treatment/Transport	FD	Merr EMS
4. Control Fires	FD	Assisting FD
5. Prevent Further Structural Collapse	FD	District 1 TR
6. Secure Area	PD	EMA
7. Investigate Cause/ Crime Scene Preservation	PD	Assisting PD
8. Notify Appropriate Agencies	PD	
9. Provide Transports & Shelter for Displaced	TA (Town Admin)	
10. Establish Public Information System	PIO	Red Cross

FIRE

- Establish Incident Command
- Suppress fire (if any)
- Assess structural integrity
- Determine what exploded (if possible) THIS MAY BE A CRIME SCENE!
- Assess Hazardous Materials exposure
- Primary Search (all impacted areas)
- Remove victims from surface rubble/voids
- Secondary search
- Selective debris removal and victim extrication
- Conduct evacuation as necessary
- Establish staging area as needed
- Assist utilities with shutoffs
- Post blast investigation response may include a MABAS response for Investigators and USAR

LAW ENFORCEMENT

- Secure scene
- Facilitate traffic flow
- Site access control
- Assist in evacuation as needed
- Initiate investigation to identify source and determine if accidental or intentional
- Notify ATF (219-226-7464)
- Notify FBI (219-629-3301)
- Assist utilities with shutoffs
- Helicopter for damage assessment/looting prevention from Sheriff/ISP
- Check for multiple secondary devices

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multiple Agency Coordination Center (MACC)
- MACC shall
 - Alert and convene Hospital Leadership
 - Alert and convene Methodist Hospital Leadership
 - Identify need and location for Alternate Care sites
 - In conjunction with EMS and District 1 Hospital Commander, coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by Medical Control
- Establish liaison via WebEOC with Coroner, IDHS, ISDH, Lake County Public Health Department and District 1 ISTART
- Notify Regional burn center to place on alert
- Identify transport resources-utilize the Lake County Emergency Medical Service Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses [municipal, private, school], other
- Identify and/or confirm staging and routes of egress for transporting resources
- Ensure field responders have full PPE (gowns, gloves, mask—mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police, and DHS agencies.

- The potential for secondary explosive devices is high and therefore first responders shall not enter the scene until it has been cleared and verified safe
- Initiate triage per Incident Command protocols using SMART or START systems
- Ensure Field Responders have begun patient identification and tracking
- Establish casualty collection points of RED, YELLOW, GREEN, and BLACK
 - Ensure Field responders have begun patient identification and tracking
- DO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and details ESF-8 objectives for the next cycle, such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continues intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to daily services
 - Activate mental health response team

EOC

- Establish EOC at request of DPW director, FD, PD, or Town Council President
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Contact Building Inspector for damage assessment
 - ReHab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Pruzin Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (219-755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)
- Coordinate damage assessment w/local and county staff
- Establish cost tracking system with Town Administration Office

- Establish documentation unit with Town Hall and Public Works Administrative staff

PUBLIC INFORMATION

- Establish joint information with department PIOs
 - Provide information to media (warning if appropriate)
 - Who, what, where, when, how
 - What is being done
 - Any protective actions public should take
 - Any actions public should NOT take
 - Reassure public
 - Provide information to the public through media outlets
 - Mass notification
 - NOAA Weather Radio civil emergency message
 - City/town internet site
 - Government access television channel
- Provide subject matter experts to media for news shows

INCIDENT: Hazardous Materials

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPT</u>	<u>ASSISTING DEPT</u>
1. Establish ICS/EOC	FD	PW
2. Prevent Contact w/Material	FD	PD
3. Attempt to Identify/Contain Material	FD	County HT
4. Secure Area	PD	EMA
5. Evacuate if Possible	PD	FD/EMA
6. EMS Triage/Treat/Transport	FD	Merr EMS
7. Transport & Shelter Displaced Citizens	TA	Red Cross
8. Notify County/State/Federal Officials	FD	
9. Establish Traffic Plan	PD	EMA
10. Establish PIO System	FD	PD/TC
11. Initiate Long Term Remediation Plan	FD	TC

FIRE

- Establish Incident Command (OSHA 29 CFR 1910.120)
- Identify Product and determine threat from a safe distance
- Use MSDS, shipping papers, data bases, plant personnel/shipper for help w/ID
- Establish hot/warm/cold zones
- Evacuate/shelter in place per DOT guidance
- Determine best course of action from reference material/technical advisor's
- Check weather/wind data/monitor throughout incident
- Develop an Incident Action Plan (IAP) including a site safety plan
- Start with a defensive strategy
- Stage Rapid Intervention Team (RIT)
- Deploy HazMat technicians to develop a site survey
- Establish incident benchmarks
- Coordinate ingress and staging of responding apparatus
- Identify an escape route
- Establish water & foam supply (double worst case if needed)
- Re-assess hazard regularly
- Cover service area-move up apparatus (MABAS)
- Set up decontamination system for entry teams & victims
- Be aware of time, benchmark incident, rotate personnel often
- Work closely with plant personnel or carrier
- Contain runoff and fire water, watch for sewer involvement
- Notify Health Department
- Notify IDEM (Indiana Department of Environmental Management)
- Notify NTSB for pipeline, railway, highway incident
- Notify EPA as needed
- Document incident

- Initiate investigation when safe to do so
- Fire communications notify District 1 Hospital Incident Commander and Med Multi Agency coordination Center (MACC) as quickly as possible of agent/chemical involved

Law Enforcement

- Determine whether incident was accidental or intentional
- Do not enter Hot or Warm zone unless properly trained or outfitted
- Secure scene-no unprotected, untrained persons in Hot Zone
- Facilitate traffic flow
- Site access control
- Facilitate evacuation
- Prevent looting in evacuated areas
- Helicopter support (keep aircraft out of plume)
- Request restriction of airspace as needed (contact FAA)
- Facilitate investigation when safe to do so
- Gather information
- Estimate course & harm
- Assess tactical options & resources
- Plan and implement action
- Evaluate effectiveness of action
- Review progress

EMS/MEDICAL

- Identify Incident Command
- Identify safety officer, medical control, triage officer, staging officer and transportation officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall
 - Alert and convene hospital leadership
 - Alert and convene community health center leadership
 - Identify need and location for alternate care sites/DMAT
 - In conjunction with MCPHD and District 1 hospital commander, coordinate all patient care resources and venues
 - Retrieve initial patient estimated according to triage color and report to MESH liaison
 - Activate EMResource and create initial event and hospital query if not already done by Medical Control
 - Activate MCPHD response. See Support/EOC
 - Establish liaisons via WebEOC with Coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
 - Retrieve initial total patient estimates
 - Identify transport resources-utilize the Emergency Medical Service liaison to coordinate ALS/BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses [municipal, private, school], other)
 - Identify and/or confirm staging and routes of egress for transporting resources
- Activate mental health responders

- Ensure field responders have full PPE (gowns, gloves, mask-mobilize MMRS stockpiles via MESH liaison for half face respirators for all fire, police, and DHS agencies
- Initiate triage per IC protocols using SMART or START systems
- Ensure field responders have begun patient identification and tracking
- Ensure medical follow-up of responders due to potential for long-term health concerns
- Establish casualty collection points of RED, YELLOW, GREEN and BLACK. DO NOT TRANSPORT GREEN PATIENTS TO NEARBY HSOPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8-objectives for the next cycle such as
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to daily services

EOC

- Establish EOC at request of FD, PD, Town Council or Town Administrator
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - ReHab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Lincoln Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)

- Coordinate damage assessment w/local and county staff
- Establish cost tracking system with Clerk/Treasurer's Office
- Establish documentation unit with Town Hall and Public Works Administrative staff

Department of Public Works

- Environmental response (fire runoff, sewers, etc)
- Debris removal/heavy equipment
- Diking material
- Heavy equipment for containment/access
- Contact MCD in reference to runoff

Public Information

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town Internet site
- Government access television channel
- Provide subject matter experts to media for news shows

INCIDENT: HEAVY RAIN

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPT.</u>	<u>ASSISTING DEPTS.</u>
1. MONITOR NATIONAL WEATHER SERVICE	ALL	
2. ISOLATE AFFECTED AREA	PW	PD/FD
3. SECURE IMPACTED AREA	PD	EMA, ASSISTING PD
4. ESTABLISH SHELTER PROCEDURES	FD	PD/ SCHOOLS
5. NOTIFY HEALTH CARE SYSTEM	FD	PD/ COUNTY EMA
6. PROVIDE DECONTAMINATION	FD	PD/PW/TA
7. MEDICAL TRIAGE (EVALUATE/SORT,	FD	PD/ EMS
8. CONTACT STATE/FEDS	FD	PD/TC/TA
9. ESTABLISH RESPONDERS SUPPORT	FD	RED CROSS
10. ESTABLISH PUBLIC INFO. SYSTEM	TC	FD/PD

INCIDENT: HEAVY RAIN

4"RAIN

TACTICAL OBJECTIVES

ALL OF THESE ITEMS BELOW **DPW**

1. MONITOR DIKE AND RIVER
2. MONITOR DITCHES AND TURKEY CREEK
3. PLACE TOWN PUMPS AS NEEDED
4. READY 10" PUMPS FOR DEPLOYMENT
5. ORDER 6 PUMPS FROM OUTSIDE SUPPLIER
6. STAGE 1000 SANDBAGS AT PUBLIC WORKS
7. PHASE I EOC TO MEET EVERY 4 HOURS: PD, PW's, FD, TC LIAISON
8. UPDATE WEBSITE. CONTACT MEDIA

INCIDENT: HEAVY RAIN

6"RAIN
(4" LEVEL CONTINUES)

TACTICAL OBJECTIVES

ALL OF THESE ITEMS BELOW ***DPW***

1. ORDER PUMPS FROM OUTSIDE SUPPLIER (2-12" PUMPS)
2. STAGE 3000 SANDBAGS AT PUBLIC WORKS
3. PREPARE TO CLOSE EFFECTIVE ROADS
(BARRIERS, BARRICADES WITH LIGHTS)
4. ACTIVATE STANDBY CREW AT FIRE DEPARTMENT
5. INCREASE STAFF POLICE DEPARTMENT
6. UPDATE WEBSITE, CONTACT MEDIA
7. ACTIVATE FULL EOC

INCIDENT: HEAVY RAIN

8" RAIN
(4" & 6" LEVELS CONTINUE)

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPT.</u>	<u>ASSISTING DEPTS.</u>
1. DECLARE DISASTER (PROCLAMATION)	PW	FD
2. CLOSE EFFECTIVE ROADS	PW	
3. OPEN SHELTER (LOCATION TBD)	TA	
4. INCREASE STAFF POLICE DEPARTMENT	PD	
5. INCREASE STAFF FIRE DEPARTMENT	FD	
6. FULL STAFF EMA	PD	
7. UPDATE WEBSITE, CONTACT MEDIA	PIO	TA

INCIDENT: FLOOD**(Determined by Town Council President)**

TACTICAL OBJECTIVES	LEAD DEPTS	ASSISSISTING DEPTS
1. Establish ICS	FD	DPW/PW
2. Activate Flood Fighting Plan Initiate Monitoring System Phase I	PW	PD
3. Evacuate any Effected Areas	FD	PW
4. Rescue any Trapped Residents	FD	PD
5. EMS/Triage/Treat/Transport	FD	Merr EMS
6. Transport & Shelter Evacuees	TA	Red Cross
7. Secure Evacuated Areas	PD	EMA
8. Initiate Traffic Plan	PD	EMA
9. Establish Public Information System	PIO	TC/TA
10. Notify NIPSCO (if needed)	PD	FD
11. Establish PIO	TA	PD/FD

NOTE: Prepare to escalate flood plan

FIRE

- Modify response as conditions warrant
- Engines to respond to EMS runs as needed
- Prepare for water rescue/evacuation
- Primary search of all impacted areas
- Secondary search of all impacted areas
- Conduct water rescue and evacuations as necessary
- Establish staging area as needed
- Assist utilities with shutoffs
- Be aware of hazardous materials
- Orphan drums/underground tanks/caskets
- Wastewater contamination
- Assist with damage assessment (no disaster declaration or fiscal aid without this)

LAW ENFORCEMENT

- Secure scene
- Facilitate traffic plan as needed
- Site access control
- Assist in evacuation as needed
- Helicopter for damage assessment/looting prevention
- Assist fire department with water rescue
- Assist with damage assessment

DPW

Phase 1

- Ensure MCD monitors levels at pump stations and dike conditions
- Clear catch basins, drains and bridges as needed

Phase 2

- Continue monitoring Phase 1 locations and ditches
- Place town pumps as needed
- Ready 10" pump for future deployment
- Order 6 pumps from outside suppliers
- Deploy pumps per plan

Phase 3

- Order 2 -12' pumps
- Place 10" pump as needed
- Prepare for street closures per plan

EOC

- Initiate flood fighting plan per Little Calumet Agreement
- Activate EOC
- Establish EOC at request of DPW director, FD, PD, Town Council
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Dean And Barbara White Community Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)

- Coordinate damage assessment w/local and county staff
- Establish cost tracking system with Clerk/Treasurer's Office
 - Establish documentation unit with Town Hall and Public Works Administrative staff
 - Batteries/radios
- DPW
 - Prepare sand bags as determined
 - Stage heavy equipment/pumps
- Contact National Weather Service for
 - Forecast data
 - Hydrology reports
- Contact US ARMY Corps of Engineers for report on
 - Levee integrity
 - Request logistics support as needed
 - Boil-water orders for water ruptures

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Activate MCPHD Response. See Support
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Activate MCPHD Response. See Support
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies.
- Initiate Triage per Incident Command Protocols using SMART or START systems

- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- Identify transport resources-utilize the Lake County Emergency Medical Service IEMS Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS , ALS, busses, {Municipal, Private, School}, Other)
- Identify and or confirm staging and routes of egress for transporting resources
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

PUBLIC INFORMATION

- Establish joint information with department PIOs
- Provide information to media (advisory warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town Internet site
- Government access television channel
- Provide subject matter experts to media for news shows
- Boil order if needed

INCIDENT: LARGE FIRE

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS</u>	<u>ASSISTING DEPTS</u>
1. Establish ICS	FD	
2. Rescue Endangered Victims	FD	PD
3. Contain Fire	FD	MABAS
4. Control Access to Area	PD	EMA
5. Transport & Shelter Displaced Citizens	TA	Red Cross
6. Provide Food & Shelter for Responders	TA	Salvation Army
7. Establish Public Information System	FD	TATC
8. Establish Heavy Equipment Staging Area	PW	

NOTE: MABAS fire support will be used extensively in this Incident

FIRE

- Establish Incident Command
- Do a 360
- Complete an initial risk/benefit analysis
- Define and declare a strategy: offensive or defensive
- Develop and institute an IAP and share with sector/division/group leaders
 - Primary search
 - Establish water supply
 - Occupant accountability
 - Secondary search
 - Establish staging areas and officers as appropriate
 - Coordinate ingress and staging for responding apparatus
 - Stage Rapid Response Teams (RIT)
 - Extinguish fire
- Evacuate structures and exposures
- Implement personnel accountability (PAR), (time sequence every 10 minutes)
- Establish hot zone and collapse zone
- Stage sufficient air supply for sustained attack
- Protect exposures
- Building security/property manager to scene
 - Blueprints/site plans
 - Assess hazardous materials involvement
- Initiate investigation
- Fire Investigation unit
 - ATF
 - ISFM
- Fill in with mutual aid resources

LAW ENFORCEMENT

- Secure scene
- Facilitate traffic flow
- Escort/facilitate emergency vehicle movement
- Deploy EMA & assisting PDs for evacuation, crowd control
- Site access control (attention to media)
- Assist in evacuation as needed
- Support Fire Investigation

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Activate MCPHD Response. See Support
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Activate MCPHD Response. See Support
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies.
- Initiate Triage per Incident Command Protocols using SMART or START systems

- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- Identify transport resources-utilize the Lake County Emergency Medical Service IEMS Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS , ALS, busses, [Municipal, Private, School], Other)
- Identify and or confirm staging and routes of egress for transporting resources
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

EOC

- Establish EOC at request of FD, PD, Town Council
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Pruzin Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)
- Coordinate damage assessment w/local and county staff
- Establish cost tracking system with Clerk/Treasurer's Office

- Establish documentation unit with Town Hall and Public Works Administrative staff
- ESF 11 Activate emergency measures for animal rescue if necessary or as needed

Public Information

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town Internet site

INCIDENT: Mass Casualty

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS</u>	<u>ASSISTING DEPTS</u>
1. Establish ICS/EOC	FD	PD/EMS
2. Assess/Size-up Situation	FD	PD/EMS
3. Triage/Treat/transport Victims	FD	PD/EMS
4. Rescue Trapped & Injured	FD	PD/EMS/PW
5. Secure Area	PD	EMA/PW
6. Establish Public Information System	TC	TA
7. Contain Environmental Hazards	FD	
8. Establish & Secure Emergency Transportation Routes/Traffic Plan	PD	EMA
9. Contact State & Federal Officials	PD	
10. Investigate Cause	PD	FD

NOTE: This is likely a cascading event. Use Guide 6 for EMS Management

FIRE

- This is likely to be a cascading event
- Establish Incident Command (OSHA 29 CFR 1910.120)
- Quickly assess hazards to rescuers and civilians
- Beware of chemical/biohazards
- Develop an Incident Action Plan (IAP) w/PD and EMS
- Establish sectors early
- Determine protective measures for responders
- Estimate the number of patients
 - Priority 1 (RED) Immediate
 - Priority 2 (YELLOW) Delayed
 - Priority 3 (GREEN) minimal
 - Priority 4 (BLACK) Expectant
 - Assign an area as a Casualty Collection Point (CCP)
- Notify Hospitals
- Assess structural integrity
- Primary search (all impacted areas)
 - Remove victims (Decon as needed)
 - Secondary search
 - Conduct evacuation as necessary
 - Urban Search and Rescue Support - MABAS

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Activate MCPHD Response. See Support
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Activate MCPHD Response. See Support
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies.
- Initiate Triage per Incident Command Protocols using SMART or START systems

- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- Identify transport resources-utilize the Lake County Emergency Medical Service IEMS Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS , ALS, busses, {Municipal, Private, School}, Other)
- Identify and or confirm staging and routes of egress for transporting resources
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

LAW ENFORCEMENT

- Secure scene-No unprotected, untrained persons in Hot Zone
- Facilitate one-way traffic flow through incident
- Site access control (attention to media)
- Assist in evacuation as needed
- Initiate investigation
- Coordinate State and Federal responses (FBI, ATF, NTSB)
- Gather information
- Estimate course and harm
- Assess tactical options & resources
- Plan and implement actions
- Evaluate effectiveness of actions
- Review progress

EOC

- Establish EOC at request of FD, PD, Town Council or Town Administrator
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Lincoln Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)
- Coordinate damage assessment w/local and county staff
- Establish cost tracking system with Clerk/Treasurer's Office

- Establish documentation unit with Town Hall and Public Works Administrative staff

OUTSIDE ASSISTANCE

- Red Cross
 - Sheltering
 - Disaster Welfare Information
- Salvation Army
 - Rehab support for responders

PUBLIC INFORMATION

- Establish joint information with department PIO's
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town Internet site
- Government access television channel
- Provide subject matter experts to media for news shows

INCIDENT: Missing Person

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS</u>	<u>ASSIST.DEPTS</u>
1. Establish ICS	PD	FD
2. Develop Search Ops/Establish Perimeter PD And Grid		FD
3. Complete Detailed Report/Investigation	PD	
4. Request Additional Search Resources	PD	FD
5. Establish Search ReHab	FD	FD/EMS
6. Activate Amber Alert Protocol	PD	
7. Establish Joint Information Center	PIO	TC/TA

LAW ENFORCEMENT

- Complete a detailed missing person report and a missing persons form
- Initiate Incident Command System as necessary
- Ensure Communications broadcasts a description of the missing subject
- Begin investigation (there are specific steps to follow for a missing child versus a missing adult)
- Coordinate search efforts
- Attempt to confine search area (establish a perimeter)
- Continue to investigate outside the established search perimeter
- Contact K-9 (for search of person(s) if applicable)

FIRE

- Establish Incident Command, if required
 - Establish Search Branch
 - Call for initial search resources
 - Size up situation and evaluate pre-plan information
 - Establish search sectors and assign resources
- Brief/debrief search teams
- Expand Incident Command as necessary to include Operations, Planning, and Logistics branches
- Evaluate clues/evidence found
- Re-evaluate/update search sectors
- Re-search and expand the search as necessary
- Document all decision and actions for later study/legal defense

EMS/MEDICAL

- Contact local Hospital and inform of incident for possible treatment of responders and victim(s)
 - Standby to treat search personnel as necessary
 - Standby to treat lost person, when found
 - Prepare for hypothermia/hyperthermia treatment as indicated
 - Transport
- Establish Rehab site

EOC

- Establish ICS
- Establish Planning Section
- Establish Logistics Section to support
 - Fire Service in Search Management and resource acquisition
 - Mobilize search resources (hasty/technical search teams, search dogs) as requested by first responders
- Monitor NOAA weather

PUBLIC INFORMATION

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
 - Who, what, where, when and how
 - What is being done
- Any protective actions public should take especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through
 - Media outlet
 - Mass notification
 - City internet site
 - Government access television channel
 - Provide subject matter experts to media for news shows

INCIDENT: Pipeline Emergency

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS</u>	<u>ASSISTING DEPTS</u>
1. Establish ICS/EOC	FD	PD
2. ID Pipeline That Is Source of Problem	FD	PD
3. Use Hazardous Materials Protocol	FD	PD/PW
4. Size up Situation Based on Safety/ Environmental Impact	FD	
5. Establish Triage/Treat/Transport	FD	EMS
6. Secure Area	PD	EMA
7. Contact Pipeline	FD	
8. Control Flow/Monitor Vapor Cloud	FD	PD
9. Establish PIO	FD	

FIRE

- Establish Incident Command (OSHA 29 CFR 1910.120)
- Identify product and determine toxicity
- MSDS, shipping papers, obtain building plans
- Develop Incident Action Plan (IAP)
- Evacuate/shelter in place per DOT guidance
 - Determine best course of action from reference materials
 - Check weather/wind data regularly
- Deploy defensively
- Stage Rapid Intervention Team (RIT)/on deck crew for rescue
- Establish Hot/Warm/Cold zones
- Establish water and foam supply (double worst case need)
 - Deploy HazMat task force if warranted
 - Extinguish fire or prepare to
- Coordinate ingress and staging of responding apparatus
- Identify an escape route
- Re-assess hazard regularly
 - Owner/Occupant for location of hazards
 - Activate shelters as needed
- Set up decontamination
- Cover service area-move up apparatus
- Be aware of time
 - Use benchmarks
 - Work closely with plant personnel or carrier
 - Rotate personnel through Level 2 staging
 - Contain runoff and fire water, watch for sewer involvement
 - Notify Health Department

- Notify IDEM (Indiana Department of Environmental Management)
 - Notify NTSB for pipeline, railway, highway
 - Notify EPA
- Document incident
- Initiate investigation when safe to do so
- Fire communications notify District 1 Hospital Incident Commander and Med Multi Agency Coordination Center (MACC) as quickly as possible of agent/chemical involved

LAW ENFORCEMENT

- Determine whether incident was accidental or intentional
- Work with FD to develop an Incident Action Plan (AIP)
- Do not enter Hot or Warm zones unless properly trained or outfitted
- Secure scene-no unprotected, untrained persons in Hot zone
- Facilitate traffic plan
- Site access control
- Facilitate evacuation
- Prevent looting in evacuated areas
- Request Sheriff's Helicopter support (keep aircraft out of Plume)
- Request restriction of airspace as needed (contact FAA)
- Facilitate investigation when safe to do so
- Gather information
- Estimate course and harm
- Assess tactical options and resources
- Plan and Implement actions
- Evaluate effectiveness of actions
- Review progress

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Activate MCPHD Response. See Support
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Activate MCPHD Response. See Support
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies.

- Initiate Triage per Incident Command Protocols using SMART or START systems
- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- Identify transport resources-utilize the Lake County Emergency Medical Service IEMS Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS , ALS, busses, {Municipal, Private, School}, Other)
- Identify and or confirm staging and routes of egress for transporting resources
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

EOC

- Establish EOC at request of DPW director, FD, PD, Town Council
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Lincoln Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)
- Coordinate damage assessment w/local and county staff

- Establish cost tracking system with Clerk/Treasurer's Office
- Establish documentation unit with Town Hall and Public Works Administrative staff

PUBLIC INFORMATION

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town Internet site
- Government access television channel
- Provide subject matter experts to media for news shows

DEPARTMENT OF PUBLIC WORKS

- Stage sand and containment materials equipment at PW
- Prepare to assist FD with containment operations
- Provide barricades and traffic control devices to PD/EMA

INCIDENT: Radiological Emergency

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS</u>	<u>ASSISTING DEPTS</u>
1. Establish ICS/EOC	FD	PD
2. Prevent Exposure-Time/Distance/ Shielding Control Zones	FD	PD
3. Attempt to Identify Product	FD	
4. Monitor Area	FD	
5. Notify IDEM/EPA/DOE/ISBH	FD	
6. Initiate Traffic Plan	PD	EMA
7. Open Evacuation Center	TA	PD/FD

FIRE

- Maintain safe distance
- Shield against exposure
- Establish Incident Command (ICS) (OSHA 29 CFR 1910.120)
 - Unified Command w/HPD/IDH/DOE/EPA
 - Establish hot zone
 - Identify product and quantity (shipper, number curies, label type (White I, Yellow II, Yellow III))
- Establish Sectors/Divisions/Groups as needed
- Transport Index of packages
- Notify Indiana State Board of Health Radiological Division/DOE @ Argon
- Evacuate/Shelter in place per Health Department guidance
- State Rapid Intervention Team (RIT)
- Establish HOT/WARM/COLD Zones
- Extinguish fire or prepare to
- Deploy DOE RAP team if warranted
- Coordinate ingress and staging of responding apparatus
- Cover service area-move up equipment
- Activate shelters as needed
- Notify Indiana Department of Emergency Management (IDEM)
- Notify NTSB for pipeline, railway, highway (if applicable)
- Notify EPA as needed
- Document incident
- Initiate investigation when safe to do so

LAW ENFORCEMENT

- Report to IC for Unified Command
- Do not enter HOT or WARM Zone unless properly trained or equipped
- Secure perimeter-no unprotected, untrained persons in HOT zone
- Facilitate traffic plan
- Site access control
- Facilitate evacuation
- Prevent looting in evacuated areas
- Facilitate investigation when safe to do so
- Gather information
- Estimate course & harm

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Activate MCPHD Response. See Support
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Activate MCPHD Response. See Support
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies.

- Initiate Triage per Incident Command Protocols using SMART or START systems
- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- Identify transport resources-utilize the Lake County Emergency Medical Service IEMS Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS , ALS, busses, {Municipal, Private, School}, Other)
- Identify and or confirm staging and routes of egress for transporting resources
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

EOC

- EOC
 - Conduit for State/Federal Resources
 - GIS support (technical support using existing data layers and newly acquired data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in-house by DHS)
- US Department of Energy
- Health Department
- Soil/Air/Water monitoring
- Communications/Command Vehicle/Batteries/Radios
 - Coroner
 - Temporary morgue
 - Body bags/tags
- Salvation Army
 - Rehab support for responders
- Activate Civil Support Team (CST) as needed
- FBI WMD coordinator as needed
- Department of Energy (DOE) as needed
- Establish EOC at request of DPW director, FD, PD, Town Council
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders

- Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
 - Contact FBI/WMD coordinator as needed
 - Coordinate damage assessment w/local and county staff
 - Disaster declaration upon order of Town Council President
 - GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
 - Create disaster welfare information system through PIO
 - Notify Parks and Recreation to open shelter at Lincoln Center and get assistance from churches, Red Cross and Salvation Army
 - Notify Lake County Health Department (755-3333)
 - Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Establish cost tracking system with Clerk/Treasurer's Office
 - Establish documentation unit with Town Hall and Public Works Administrative staff

Town Administration

- Open shelter (location TBD)
- Contact Red Cross for help with
 - Sheltering
 - Disaster welfare information
- Coordinate transport to shelters

DEPARTMENT OF PUBLIC WORKS

- Assist in environmental response control/contain run off
- Protect waterways with FD
- Debris removal/heavy equipment
- Diking material
- Heavy equipment for containment/access

PUBLIC INFORMATION

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- Town Internet site
- Provide subject matter experts to media for news shows

INCIDENT: Tornado

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS</u>	<u>ASSIST. DEPTS.</u>
1. Establish EOC/ICS	FD	
2. Rescue Trapped Victims	FD	PD/EMS
3. Provide EMS/Triage/Treat/Transport	FD	PD/EMS
4. Control any Fires	FD	
5. Secure Utilities/Notify NIPSCO	FD	
6. Secure Area/Traffic Plan	PD	EMA
7. Transport & Shelter Displaced Citizens	TA	Red Cross
8. Clear Roads	PW	PD/EMA
9. Provide Rehab for Responders	FD	Salvation Army
10. Establish Public Information System	TA	TC/PD/FD

NOTE: This Incident is likely to have multiple major events. Request PD/FD/PW help early.

FIRE

- Establish Incident Command
- Coordinate site access with Police Department
- Complete a building by building search request USAR assistance as needed
- Assess structural integrity of surroundings
- Determine if people are trapped/conduct surface rescues
- Beware of live utilities
- Beware of trampling
- Evacuate structure (s) and exposures
- Establish water supply as needed
- Establish Level 2 staging Area
- Coordinate ingress and send responding apparatus to Level 2 staging area
- Extinguish fire (s) as necessary
- Assess hazardous materials involvement

LAW ENFORCEMENT

- Establish site access control
- Facilitate emergency ingress of responders and direct to Level 2 staging
- Secure the scene
- Clear affected area of all people except responders
- Facilitate traffic flow
- Coordinate helicopter observation/damage assessment with Sherriff
- Establish media briefing location
- Patrol to prevent looting

EMS/MEDICAL

- Identify Incident Command
- Identify Safety Officer, Medical Control, Triage Officer, Staging Officer and Transportation Officer
- Activate District 1 Hospital Incident Commander
- Activate Med Multi Agency Coordination Center (MACC); MACC shall:
 - Alert and convene Hospital Leadership
 - Alert and convene Community Health Care Leadership
 - Identify need and location for Alternate Care sites/DMAT
 - In conjunction with MCPHD and the District 1 Hospital Commander, Coordinate all patient care resources and venues
 - Retrieve initial patient estimates according to triage color and report to MESH liaison
- Activate EMResource and create initial event and hospital query if not already done by medical control
- Activate MCPHD Response. See Support
- Establish liaisons via WebEOC with coroner, IDHS, ISDH, Lake County Public Health Department, and District 1 ISTART
- Retrieve initial total patient estimates
- Identify Transport Resources-Utilize the Lake County Emergency Medical Service (IEMS) liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS, ALS, busses {Municipal, private, school}, other)
- Identify and/or confirm staging and routes of egress for transporting resources
- Activate MCPHD Response. See Support
- Ensure field responders have full PPE (gowns, gloves, masks; mobilize MMRS stockpiles via MESH liaison for half-face respirators for all fire, police and DHS agencies.
- Initiate Triage per Incident Command Protocols using SMART or START systems

- Ensure Field Responders have begun patient identification and tracking
- Establish Casualty Collection Points of RED, YELLOW, GREEN, and BLACK
- Identify transport resources-utilize the Lake County Emergency Medical Service IEMS Liaison to coordinate ALS and BLS resources, and ensure that sufficient resources are left to provide service to unaffected areas (BLS , ALS, busses, {Municipal, Private, School}, Other)
- Identify and or confirm staging and routes of egress for transporting resources
- NO NOT TRANSPORT GREEN PATIENTS TO NEARBY HOSPITALS
- Establish or confirm the first operation cycle with Incident Command and detail the ESF-8 objectives for the next cycle such as the following:
 - Triage
 - Treatment
 - Transport
 - Identification
 - Reunification/Counseling
 - Continued Intelligence gathering and sharing
 - Resource support
 - Mass Prophylaxis
 - Quarantine
 - Return to Daily Services

EOC

- Establish EOC at request of FD, PD, Town Council or Town Administrator
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President
- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Pruzin Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County Health Department (755-3333)
- Advise Town Council President on declaration of emergency
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)

- Coordinate damage assessment w/local and county staff
- Establish cost tracking system with Clerk/Treasurer's Office
- Establish documentation unit with Town Hall and Public Works Administrative staff
- CISD team
- Use EMA for animal emergency shelter/rescue/medical evaluation if needed

BUILDING DEPARTMENT

- Building Department begin damage assessment
- Tag unsafe building
- Assist FD in building by building search

DEPARTMENT OF PUBLIC WORKS

- Clear Streets to allow for emergency responders
- Clear storm water paths to assist runoff
- Assist FD w/rescue incidents
- Monitor river & streams for dike failure or major obstructions

PUBLIC INFORMATION

- Establish joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- Any protective actions public should take, especially if contagious
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town Internet site
- Government access television channel
- Provide subject matter experts to media for news shows

INCIDENT: Winter Storm

<u>TACTICAL OBJECTIVES</u>	<u>LEAD DEPTS.</u>	<u>ASSISTING DEPTS.</u>
1. Establish ICS/EOC	FD	PD/PW
2. Keep Main Roads Passable	PW	
3. Rescue Trapped or Endangered Persons	FD	PD/EMA
4. Establish & Staff Evacuation Center	TA	Parks Dept/Red Cross
5. Control Any Fires	FD	
6. Secure Failed Utilities/Notify NIPSCO	FD	PD/EMA
7. Activate Accident Plan	PD	
8. Provide Security @ EOC and Evacuation Sites	PD	
9. Establish Public Information System	TA	TC/PIO
10. Conduct Damage Assessment When Safe	BD	FD

FIRE

- Modify response as conditions warrant
- Engine respond to EMS runs as needed
- Plan for delayed response , access problems
- Protect Personnel and Apparatus to extent possible
- BEWARE OF POWER LINES and ICE/SNOW LOADS on structures
- Establish Incident Command and EOC
- Rotate personnel
- Communications may be affected
- Contact NIPSCO when needed
- Provide manpower based on the Sever Weather Plan enabled by the Lake County 911 Communications Center

LAW ENFORCEMENT

- Form Unified Command and EOC
- Check parks, public areas for at-risk populations
- Check with homeless shelters for capacities
- Enforce snow emergency (if declared)
- Escorts as needed
- Assist with shelter operation/security
- Control media
- Activate Accident Plan
- Secure EOC and Emergency Shelter (Location Determined by TA - Town Administrator)

Department of Public Works

- Continue snow removal
- Assist FD and EMS by opening roads on emergency calls.
- Heavy equipment assistance
- Snow emergency declaration by TC President
- Join Unified Command at EOC
- Rotate personnel for 24 hour operation

Parks & Recreation

- Assist with sheltering (location to be determined by TA - Town Administrator)
- Assist with transportation (to be provided by TA - Town Administrator)
- Notify Red Cross for assistance
 - Sheltering
 - Feeding
 - Provide transportation if possible

EOC

- Establish EOC at request of DPW director, FD, PD, Town Council
- Weather advisories
- PSAs with preventive measures
- National Weather Service
- Temperature and forecast data
- Utilities/6 hour updated from NIPSCO
- Provide NIPSCO with service issues
- Stage wreckers @ PD
- Establish emergency transport network (snow mobilized 4 x 4s)
- Coordinate damage assessment w/FD & building department
- EMA or Animal Control for animal emergency shelter if needed (notify early)
- Create Logistics Section to support the following:
 - Heavy equipment resource acquisition
 - CISD Team
 - Coroner/temporary morgue
 - Request Lake County Communications/Command vehicle (755-3333)
 - Department of Code Enforcement with damage assessment
 - Rehab of responders
 - Radio batteries/supplies/spare handy-talkies
 - Flood fighting resources (sand bags/fill station staffing)
- Establish planning section for continuing operational periods
- Coordinate damage assessment w/local and county staff
- Disaster declaration upon order of Town Council President

- GIS support (technical support using existing data layers and newly acquired Data from the field, not data collection) as needed for mapping (Lake County ISA-GIS when not done in house by DPW)
- Create disaster welfare information system through PIO
- Notify Parks and Recreation to open shelter at Merrillville Community Center and get assistance from churches, Red Cross and Salvation Army
- Notify Lake County EMA (755-3333)
- Act as conduit for State/Federal resources
 - FEMA victim assistance
 - Soil/Air/Water monitoring support USEPA and IDEM
 - Disease precautions assistance (CDC)
- Establish cost tracking system with Clerk/Treasurer's Office
- Establish documentation unit with Town Hall and Public Works Administrative staff

Building Department

- Building damage assessment with FD
- Assist in snow route enforcement

Public Information

- Establish Joint information with department PIOs
- Provide information to media (warning if appropriate)
- Who, what, where, when and how
- What is being done
- And protective actions public should take
- Any actions public should NOT take
- Reassure public
- Provide information to the public through media outlets
- Mass notification
- NOAA Weather Radio civil emergency message
- Town internet site
- Government access television channel
- Provide subject matter experts to media for news shows (if needed)

Town of Merrillville
Public Works Department

Snow and Ice Control Operations Plan

The Town of Merrillville, Public Works (PW), is responsible for the snow removal and de-icing operations in the Town. The PW recognizes the importance of maintaining safe public routes for the residents of the community and for those motorists that travel through the community. This snow removal plan has been developed in order to balance the mission objectives with the budgetary constraints of the DPW.

The Plan

The goal of the Town is to have all roads cleared within 12 hours after the snow event has ended.

The PW approaches snow removal and ice control operations based upon priorities. The transportation network in town is broken into five (5) categories, major arterial routes, minor arterial routes (snow routes), local streets, cul-de-sacs and dead end streets, and alleys. Essentially, the routes with the higher traffic counts get more immediate attention than those with lesser volumes. The plan, as described herein, has been developed to address the “typical” snow or icing event. Oftentimes manpower and/or equipment resources change or the snow and icing event generate conditions that require operational flexibility in the plan.

Pre-Wetting with Salt Brine/Calcium Chloride

The PW has implemented a program to “pre-wet” streets with salt brine solution in advance of a winter storm event. After the application, the water evaporates and the salt remains on the pavement to prevent icing during the early stages of the snowfall. The treatment is evidenced by the longitudinal white lines on the pavement surface.

Salting Operations

Owing to the environmental impact of excessive salt application, coupled with the cost, the Town has implemented certain guidelines for road salt application. After the snow event has started, trucks are dispatched and begin salting operations. The major arterial routes are addressed first, followed by snow routes, and finally residential streets. During this process, major arterial routes are completely salted; snow routes are salted at intersections, inclines, and curves and periodically “spotted”; and residential streets are salted at intersections, inclines and curves only. Salt is also applied to the streets in proximity to the schools.

Snow Plowing

Once the snow accumulates to a depth where salt application is no longer effective, crews begin snow plowing operations. At this time, salting operations cease until the snowfall has ended and streets are plowed (widened) to the curb. Major arterial routes are “gang-plowed”, with our fleet of large trucks, throughout the duration of the storm. For collector and residential streets, the Town is divided into five areas, with the snow routes getting the most attention during the snowfall. One or two larger trucks are assigned to each area throughout the duration of the storm. Depending on the nature of the snow event, other residential streets within each area are addressed. Finally, small plows are dispatched to clear cul-de-sacs, dead end streets, and widen out areas that are inaccessible to our larger truck fleet. During heavy events, plows may only make one pass in each direction during the storm with the intention of widening the snow to the curb once the storm has diminished or ceased. Once the snowfall has ceased, plows are directed to widen all streets to their fullest capacity and reapply road salt, as necessary. As soon as possible following the snowfall, alleys are plowed.

Parking Regulations

Sec. 12-89. - Special regulations for street work and snow removal work.

(a) The street commissioner is hereby given the power to post temporary signs reading "No Parking-Street Work" along any street which he intends to sweep, clear or work within the succeeding twenty-four (24) hours, provided that in the event of two (2) or more inches of, snowfall all vehicles shall be removed from the street. In the event of freezing rain and/or ice, no street parking will be permitted until the snow and/or ice control is completed.

(b) In the event any person should violate this section and park when the street commissioner has posted temporary no parking signs or in the event a person should park in the street during freezing rain or ice or snow, the street commissioner is authorized to issue a ticket or a citation for failure to comply with this section. Further, if removal of the automobile is necessary in order to complete the work on the street in either instance, the street commissioner is authorized to have the vehicle towed. The owner of the vehicle is responsible for paying for towing and storage.

It is imperative that streets are widened to the fullest extent possible in order to accommodate the movement of traffic, including emergency vehicles, and parked cars are the biggest obstacle to meeting this goal.

Homes with driveways and off-street parking should make every effort to have vehicles off the street until the snow removal operations have been completed. The town recognizes that certain homes in some areas do not have off-street parking or have inadequate off-street parking to accommodate the number of vehicles in the household.

We are seeking your cooperation as follows:

1. In advance of a storm event, relocate all of the cars in the household to off-street parking areas;
2. In areas where no off-street parking exists, temporarily relocate cars to areas that have been cleared or, if possible, to a public parking lot near your home;
3. Do not leave cars parked on the street during extended absences or vacations;
4. Inoperable cars should be removed from the street, regardless if it is licensed and registered.

Private Snow Removal Operations

When clearing snow from the private driveways and walks around the home, snow should be directed to adjacent lawn areas and NOT into the street. Subsequent snow plowing activities will simply push the snow back onto the driveway. Snow must be directed to areas adjacent to your property and not pushed across the street or into the street.

One of the most common complaints about snow removal is that plow drivers push snow onto the driveways during the course of operation. Unfortunately, our snow plowing equipment does not have that ability to direct the snow away from the driveway and it would be virtually impossible for the PW to deploy equipment and clear over 9,000 driveways that have been plowed in.

Your cooperation is sincerely appreciated. The winter season can often be a challenge, particularly when the Bears are playing poorly and out of the playoff picture. A few things that you can do to keep safe and do your part in the snow removal process...

1. Plan ahead. Stock up on household supplies before the snow falls;
2. Whenever possible, stay off the Road during snowfall events. If you must go out, allow more time; keep a safe distance when driving behind snow plows; and stay out of the driver's blind spots;
3. Do not pass snow plows;
4. Park in your driveway, in garages, or in a public parking lot, whenever possible;
5. Keep your sidewalk clear but do not shovel or blow snow into the street;
6. Have an elderly or disabled neighbor? Help them out whenever you can.

Complaint or Comment Procedures

The Public Works Department takes pride in its snow removal efforts and strives to complete its task without delay or detrimental impact to the Town residents. However, we understand that sometime we may not meet their expectations or simply “missed” something. Calls should be forwarded to the Merrillville Public Works Facility (219) 769-6784.

INCIDENT: Threat to Financial Data Systems for the Town of Merrillville

TACTICAL OBJECTIVES	LEAD DEPARTMENT	ASSIST. DEPTS
Identify System with Problems	CT/TC	IT
Develop an Incident Action Plan to match problem	CT/TC	PD
Determine Cause of Failure	CT/IT	PD
Secure Accounts at Financial Institutions, Insurance Providers and Bond Holders	CT/TC	IT
Relocate if Necessary Establish Emergency Finance Office	CT/TC CT	DPW DPW
Evaluate the Usability of Town Hall	BD	PD/FD
Secure Assets at Alternate Location	CT	TA
Re-establish Payroll and Human Resource Functions	CT	TA
Implement Disaster Purchasing Policy and Emergency Internal Control System	CT/TC	TA
Contact All Creditors, Suppliers, Banks and Insurance Providers	CT	TA
Contact County to Arrange Disbursements to Alternate System	CT	TA
Recover All Off-Site Electronic Data/Records and Implement Restart Procedures	CT/IT	

Concept of Operation

This Plan is designed to lessen the impact of a failure of the Town's Data Management Functions. This includes all systems located at Town Hall, other Clerk Treasurer's Systems located off site, payroll, purchasing and Human Resources functions. The utility billing functions are also included. There are specific Department IT systems that can also use this template per the affected Department Heads direction.

This plan is unique to the other portions of the Town Disaster Plan because it is designed for the protection of electronic data and the systems that allow efficient operation of these vital functions.

The following events were considered in the development of this section.

1. The physical loss of the Town Hall Building
2. The loss of valuable data management systems
3. The loss of the telephone system
4. The loss of key personnel
5. Information and financial loss due to dishonesty

The above list was based on a risk analysis process endorsed by the "Association of Public Treasurers of the United States and Canada".

The following tasks should be completed as quickly as possible upon indications that the IT systems have been negatively impacted or disabled. Relocation tasks may not be needed depending upon the event.

- Establish an Incident Action Plan (IAP)
- Attempt to ID Systems in failure
- Secure all accounts and data systems
- Notify stakeholders including all Town Departments and the Town Council
- Relocate if necessary
- Activate ta mobile finance office
- Secure all assets
- Notify banks, bondholders and creditors
- Re-establish Human Resources, payroll functions
- Implement emergency purchasing and internal control system
- Contact suppliers and emergency partners

POLICE

- Provide security to Clerk/Administrative Staff as assets are relocated
- Secure Town Hall building
- Secure site of Mobile Financial Office
- Conduct inventory of system security breach
- Assist staff and Federal Law Enforcement if appropriate

FIRE

- Assist in development of Incident Action Plan (AIP) and Incident Command System (ICS)
- Activate EOC on order of Town Council or request of Clerk Treasurer
- Evaluate the structural stability of the Town Hall with the Building Department (if applicable)

Department of Public Works

- Assist in Clerk Treasurer's office relocation
- Secure Town Hall after getting all clear from Fire and Building Departments

Emergency Operations Center (EOC)

- Establish/activate on orders of Town Council or request of Clerk Treasurer
- Create Logistical Support to
 - move equipment out of Town Hall
 - coordinate data, phone, electrical utility providers assistance
- Establish a Planning Sector to insure continuity of services
- Disaster declaration upon order of Town Council President
- Act as conduit for local, state and federal assistance
- Coordinate damage assessment
- Provide space and resources at the EOC for cost tracking by Clerk treasurer's staff
- Establish documentation unit at EOC

Public Information Officer (PIO)

- Provide information to media regarding relocation or reopening
- Update public to provide information on
 - When services will resume
 - What services are available
 - Any special procedures to pay bills, request permits, acquire services
- Contact all department heads with any special instructions

EMERGENCY SUPPORT FUNCTIONS (ESF) - 16

Preparedness:

1. Arrange for off-site storage of software records, account numbers, copies of budgets and portable office
2. Prepare contents of portable office
3. Prepare an internal recovery point objective plan that includes:
 - a) Restoration time line
 - b) List of data that could be lost
 - c) Develop a plan for data recovery
 - d) Verify and maintain nightly back up policy
 - e) Create a backup storage site off site
 - f) Test recovery system semi-annually
 - g) Establish a mobile office with software, computer passwords and user name lists, email list, special and static IP addresses, and network printer paths

Create and implement an emergency purchasing policy

1. Who can purchase
2. Issue emergency credit cards
3. Dollar limits that are pre-approved
4. Rapid approval protocol for large purchases
5. List of cooperative vendors

Create a Sister Town Plan

1. Establish a formal agreement with other communities
2. Develop a site sharing plan
3. Write and approve local ordinances that address #1 and #2 above and include legal review
4. Insure data systems and building capabilities with each sister town

Bank Relationships

1. List available services during the 1st 24/48/72 hours of a disaster
2. Create external purchasing limit control at bank
3. Negotiate/document additional costs if any
4. Establish an emergency bank contact list

Preplan:

1. Insurance coverage
2. What's covered and how much
3. What deductions apply with a physical/cyber/theft disaster
4. Create a mobile finance office that will be secured off site at the direction of the Town Council President and Clerk Treasurer

Response:

Have continuity plans that address the following priorities:

1. Payroll records and process including temporary checks
2. Accounts receivable
3. Accounts payable
4. Tax funds administration
5. Initiate emergency internal control system forms and standing procedures hard copies
6. Alternative short term billing system for utilities
7. A hard copy accountability reconciliation system
8. Asset/income management system
9. Debt service/investment interim tracking system
10. Budget preparation forms and software
11. Grant tracking and administrative system
12. Internal/external auditing system
13. Establish a continuity plan that includes senior staff and Town Council

Recovery:

Establish a temporary location using mobile finance office if needed due to inability to use normal location

Open office with essential employees as quickly as is safe and possible during or immediately after an event. This is at the direction of the Town Council President. This may include hours that are normally considered non-business

Mitigation:

Review operational system no more than sixty (60) days after the event

Implement any solutions to identify system breakdowns

Conduct an annual drill that includes all staff and cross training positions

Essential employees will be used at the emergency operations center to staff and administer the finance/record keeping sections of the emergency Response Plan

The mobile finance office may be operated out of the EOC to assist in rapid response during implementation of the Emergency Response Plan

CEMP Appendix B ESF Checklists

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Emergency Support Function

(ESF) 1 Transportation

Comprehensive Emergency Management Checklist

Preparedness

- ☞ Review and revise Emergency Action Plan regularly
- ☞ Update equipment and resource listings on a regular basis
- ☞ Revise mutual aid agreements as needed
- ☞ Attend scheduled tabletop exercises and all other training events regularly
- ☞ Review and analyze current disasters in other cities and states for their impact on local government and respective responses of municipalities

Response

- ☞ Notify personnel, mutual aid partners, vendors
- ☞ Establish and maintain contact the Incident Commander & EOC for instructions
- ☞ Determine operational capacity status of streets, road and bridges
- ☞ Maintain ongoing information exchange with ESF 5
- ☞ Contact airport, dispatch, CXS dispatch, INDOT traffic management center for more information
- ☞ Begin clear documentation stream of all related costs, actions, decisions and communication
- ☞ Establish refuel and maintenance schedules
- ☞ Receive and complete mission assignments appropriately
- ☞ Contact logistics for needs related to nonstop operations
- ☞ Schedule personnel in shifts
- ☞ Provide meals and necessary rest periods
- ☞ Consider staging and re-entry issues

Recovery

- ☞ Return equipment and personnel to regular schedules
- ☞ Encourage interested personnel to attend CISD sessions
- ☞ Assemble and index all incident documentation
- ☞ Survey all vehicles for damages related to incident
- ☞ Solicit performance feedback from response constituents
- ☞ Attend scheduled kickoff meeting for Public Assistance
- ☞ Meet with designated state and federal emergency management officials for the applicants briefing
- ☞ Complete required PA application; maintain detailed records for audit purposes

Mitigation (Lessons Learned)

- ☞ Attend scheduled post incident analysis meetings
- ☞ Complete documentation with other ESF plans as necessary
- ☞ Promote mitigation measures to reduce or eliminate potential

Emergency Support Function

(ESF) 2 Communications

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☞ Assemble Emergency Actions Plans
- ☞ Update equipment and resource listings
- ☞ Review mutual aid agreements
- ☞ Attend scheduled tabletop exercised and training events regularly
- ☞ Maintain radio hardware and software systems

Response

- ☞ Notify personnel and vendors
- ☞ Contact Incident Commander, Countywide EOC
- ☞ Document all related costs, actions, decisions and related communications
- ☞ Establish refuel and maintenance schedules
- ☞ Receive, track and complete mission assignments
- ☞ Consider logistical needs for 24/7 operations
- ☞ Schedule personnel in shifts
- ☞ Provide meals and necessary rest periods
- ☞ Maintain ongoing contact with ESF 5

Recovery

- ☞ Return radio equipment and resources to regular service
- ☞ Finish required incident reports
- ☞ Assemble and index all incident documentation
- ☞ Survey equipment and vehicles for damages related to incident
- ☞ Solicit feedback from other responders
- ☞ Attend kickoff meeting for Public Assistance
- ☞ Meet with designated state and federal emergency management officials for applicants briefing
- ☞ Complete require PA applications, maintain detailed records for audit purposes

Mitigation (Lessons Learned)

- ☞ Attend post incident analysis meetings
- ☞ Solicit corrections to ESF 2 emergency plans
- ☞ Revise ESF 2 response plans as necessary

Emergency Support Function

(ESF) 3 Addendum 2 Damage Assessments, Technical Evaluation/Advice and Construction Management/Inspection

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☞ Provide accessible baseline assessment inventory
- ☞ Develop criteria for determining priority of damage assessment
- ☞ Create damage-rating scale for assessment and train DCE staff and consultants
- ☞ Develop list of construction management/design-build firms for rehabilitation/reconstruction/replacement of essential facilities
- ☞ Develop list of inspection companies for damage assessment of essential Public/City owned facilities
- ☞ Develop list of general contractors to complete the rehabilitation/reconstruction/replacement of essential facilities
- ☞ Develop inspection teams to oversee rehabilitation/reconstruction/replacement of essential Public and City owned facilities (through emergency permits)
- ☞ Develop list of material suppliers for contractors to utilize for rehabilitation/reconstruction/replacement of essential facilities
- ☞ Train staff on following:
 - ☞ evaluation techniques
 - ☞ entry techniques and procedures
 - ☞ system knowledge
 - ☞ crisis management
- ☞ Identify existing expertise in department
- ☞ Assemble Emergency Action Plans
- ☞ Train response team in duties
- ☞ Identify Emergency Action plan personnel schedules and reporting stations
- ☞ Secure maps/footprints of key facilities, transmission and collection lines
- ☞ Secure memo of mutual aid agreement between city and private/public support agencies

- ☞ Develop a communication plan
- ☞ Identify engineering expertise, equipment and stockpiled materials
- ☞ Identify funding
- ☞ Establish team structures in support of the Rapid Impact Assessment Team(s)
- ☞ Establish Operations Center for Technical Evaluation and Advise Team, Damage Assessment Team and Construction Management and Inspection Team

Response

- ☞ Report to Emergency Operations Center (EOC) or provide liaison through the EOC with State, Federal and volunteer construction and repair resources
- ☞ Provide liaison to private utilities and coordinate available resources to assist private utility restoration
- ☞ Coordinate and evaluate the need to inspect, sign, and post unsafe essential public and city owned facilities and structures
- ☞ Assess essential public/city owned utilities/structures for damage and immediate repairs
- ☞ Notify Public Information Officer (PIO)
- ☞ Coordinate and oversee the inspection and construction management rehabilitation/reconstruction/replacement of essential public and city owned facilities to include potable water and waste water systems
- ☞ Implement personnel schedule
- ☞ Notify public and private support agencies to be on a standby basis for possible deployment (login support agencies being deployed and time of deployment)
- ☞ Await further instruction from EOC or any of the ESF 3 teams
- ☞ Locate infrastructure records being requested and arrange for the delivery of them to appropriate location
- ☞ Coordinate with the support Rapid Impact Assessment Team(s)
- ☞ Coordinate with the Critical Services Group
- ☞ Verify facility is safe for assessment
- ☞ Identify consultants/advisory teams needed
- ☞ Building systems:
 - ☞ Building Inspections
 - ☞ Operation-building & Facilities
 - ☞ Township Coordinators
 - ☞ MEFD
 - ☞ Utilities
- ☞ Private engineering and construction firms
- ☞ TOWN systems:

- Engineering
- Operations-waste water services
- Private engineering and construction firms
- Storm/Sanitary sewer systems:
 - Engineering
 - Operation-waste water services
 - Infrastructure
- Private engineering and construction firms
 - Engineering
 - Operations-maintenance services
 - Township Coordinators
 - Infrastructure
 - Private engineering and construction firms

Recovery

- ☞ Assist other ESF-3 teams with technical evaluation and advice
- ☞ Assess damage using rating system on approved form (An area on form should be dedicated to describing facility being assessed.)
- ☞ Inspect the construction of temporary essential Public and City owned facilities and services
- ☞ Assist utility companies with personnel, equipment and supplies on call
- ☞ Assist Damage Assessment Team
- ☞ Assist Emergency Restoration Team
- ☞ Assist Emergency Demolition Team
- ☞ Utilize public and private support agencies
- ☞ Maintain contact with the EOC and PIO. Report damage to EOC
- ☞ Log out support agencies deployed and the end time of their deployment

Mitigation (Lessons Learned)

- ☞ Complete the final inspection of all rehabilitated/reconstructed/replaced public and city owned facilities (through emergency permits)
- ☞ Debrief public and private agency participants
- ☞ Re-evaluate and modify existing preparedness plans, including the developed lists of construction management/design-build firms, inspection companies, general contractors and material suppliers as to their performance, availability and cooperation
- ☞ Final inventory of damage and repairs, and analyze incident information to mitigate damage
- ☞ Forward all agency use records to the Operations Center for processing
- ☞ Document resources used and costs
- ☞ Pay contractor costs incurred in effort
- ☞ Analyze the Town inspection teams as to performance

Emergency Support Function

(ESF) 3 Addendum 3 Debris Clearance and Disposal

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☞ Assemble Emergency Action Plans
- ☞ Train response team leaders
- ☞ Identify emergency action plan personnel schedules and reporting stations
- ☞ Prepare maps of streets, parking lots and vacant areas
- ☞ Secure memo of Mutual Aid agreement between city and private support agencies
- ☞ Identify city and support equipment
- ☞ Identify staging and disposal sites
- ☞ Contract for support equipment
- ☞ Identify funding
- ☞ Identify reporting procedures
- ☞ Establish Operations Center for the debris clearance and disposal team

Response

- ☞ Report to Operations Center
- ☞ Notify Public Information Officer (PIO)
- ☞ Implement personnel schedule
- ☞ Notify public and private support agencies to be on a standby basis for possible deployment
- ☞ Mobilize for debris clearance in compliance with emergency response plan as directed by EOC for
 - ☞ Search and rescue operation
 - ☞ Routes for emergency vehicles
 - ☞ Support to utility companies
- ☞ Mobilize for debris staging and removal in compliance with emergency response plan as directed by EOC
- ☞ Mitigate the hazards
- ☞ Collect incident information

Recovery

- ☞ Deploy resources (city and support agencies)
- ☞ Support search and rescue
- ☞ Clear emergency access routes
- ☞ Support re-establishment of utilities
- ☞ Maintain contact with the EOC and PIO
- ☞ Utilize the staging areas as needed
- ☞ Remove and dispose of debris
- ☞ Log out the support agency deployed and the end time of their deployment
- ☞ Continue collection of incident information

Mitigation (Lessons Learned)

- ⌘ Debrief participants
- ⌘ Document level of effort and costs
- ⌘ Re-evaluate and modify existing response plans
- ⌘ Pay contract costs incurred in effort
- ⌘ Service equipment
- ⌘ Restore staging areas

Emergency Support Function

(ESF) 3 Addendum 4 Temporary Construction of Emergency Access Routes

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☞ Assemble Emergency Action Plan
- ☞ Train response team in duties
- ☞ Identify emergency action plan personnel schedules and reporting stations
- ☞ Secure maps/footprints of key access routes
- ☞ Secure memo of mutual aid agreements between city and private support agencies
- ☞ Identify equipment/stockpile materials
- ☞ Identify funding
- ☞ Establish Operations Center for the temporary construction of emergency access routes team

Response

- ☞ Report to Operation Center
- ☞ Notify Public Information Officer (PIO)
- ☞ Implement personnel schedule
- ☞ Notify public and private support agencies to be on a standby basis for possible deployment
- ☞ Log in the support agencies being deployed and the time of their deployment
- ☞ Mobilize in compliance with appropriate contingency plans found in
 - ☞ Identify routes
 - ☞ Prioritize routes
 - ☞ Assign resources
 - ☞ Stage resources
 - ☞ Assess hazards
 - ☞ Mitigation of hazards
- ☞ Collect incident information

Recovery

- ☞ Re-establish temporary critical public access
- ☞ Utilize private support agents
- ☞ Utilize identified equipment stockpiled materials
- ☞ Log out support agencies deployed and the end time of their deployment
- ☞ Maintain contact with PIO
- ☞ Maintain contact with EOC
- ☞ Activate staging areas
- ☞ Continue collection of critical new information

Mitigation (Lessons Learned)

- ∞ Debrief participants
- ∞ Document resources used and costs
- ∞ Reevaluate and modify existing preparedness plans
- ∞ Analyze incident information to mitigate damage

Emergency Support Function

(ESF) 3 Addendum 5 Emergency Restoration of Critical Services

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☞ Assemble Emergency Action Plans
- ☞ Train response team in duties
- ☞ Identify emergency action plan personnel schedules and reporting stations
- ☞ Secure maps/footprints of key facilities, transmission and collection lines
- ☞ Secure memo of mutual aid agreement between city and private support agencies
- ☞ Identify equipment/stockpile materials
- ☞ Identify funding
- ☞ Establish Operations Center for the Emergency Restoration of Critical Public Service Team

Response

- ☞ Report to Operations Center
- ☞ Notify Public Information Officer (PIO)
- ☞ Implement personnel schedule
- ☞ Notify public and private support agencies to be on a standby basis for possible deployment
- ☞ Flood preparedness, SEG Engineering & Consultants
- ☞ Log in the support agencies being deployed and the time of their deployment
- ☞ Assess hazard
- ☞ Mitigation of hazard
- ☞ Collect incident information
- ☞ Provide updated status of restoration of services

Mitigation (Lessons Learned)

- ☞ Debrief participants
- ☞ Final inventory of damage
- ☞ Document resources used and costs
- ☞ Reevaluate and modify existing preparedness plans
- ☞ Analyze incident information to mitigate damage

Emergency Support Function

(ESF) 3 Addendum 6 Emergency Demolitions and Stabilization of Buildings

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☞ Assemble Emergency Action Plan
- ☞ Train personnel in duties
- ☞ Identify emergency action plan personnel schedules and reporting stations
- ☞ Memo or mutual aid agreement between city and private sectors
- ☞ Identify available equipment for demolition and stabilization
- ☞ Identify sites for disposal of materials
- ☞ Identify funding
- ☞ Establish Operations Center for the Emergency Demolition and Stabilization of Buildings Team

Response

- ☞ Report to Operations Center
- ☞ Implement personnel schedule
- ☞ Notify public and private support agencies to be on a standby basis for possible deployment
- ☞ Mobilize resources in compliance with appropriate contingency plans with priority provided by EOC
- ☞ Log in support agencies being deployed and the time of their deployment
- ☞ Collect damaged structure information
- ☞ Assess hazard
- ☞ Mitigate hazard

Recovery

- ☞ Perform demolition and/or stabilization
- ☞ Utilize public or private sectors
- ☞ Utilize identified available equipment and materials
- ☞ Maintain contact with PIO
- ☞ Utilize identified available equipment and materials
- ☞ Maintain contact with PIO
- ☞ Maintain contact with EOC
- ☞ Log out support agencies deployed and the time of their deployment

Mitigation (Lessons Learned)

- ☞ Debrief participants
- ☞ Perform final site inspection
- ☞ Reevaluate and modify existing preparedness plans
- ☞ Document resources used and costs
- ☞ Pay contract costs incurred

Emergency Support Function

(ESF) 3 Addendum 7 Environmental Mitigation

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Assemble Emergency Action Plans
- ☐ Train personnel in duties
- ☐ Prepare ready response list of personnel and contact information
- ☐ Memo of mutual aid agreements with support agencies
- ☐ Identify/stockpile needed equipment/materials
- ☐ Understand required roles
- ☐ Identify funding/process for funding
- ☐ Establish Operation Centers for the Environmental Mitigation Team

Response

- ☐ Report to Operations Center
- ☐ Notify Public Information Office (PIO)
- ☐ Review appropriate emergency action plans
- ☐ Office of Administrative Services
- ☐ Office of Solid Waste
- ☐ Lake County Public Health Department
- ☐ Merrillville Fire Department
- ☐ Merrillville Police Department
- ☐ Lake County HazMat Team
- ☐ Indiana Department of Environmental Management
- ☐ United States Environmental Protection Agency
- ☐ Assess and characterize environmental hazards
- ☐ Develop and implement strategies for address (reducing) identified environmental hazards (scene stabilization)

Recovery

- ☐ Implementation of clean-up
- ☐ Assemble sampling/recovery equipment
- ☐ Identify disposal techniques
- ☐ Assemble clean-up crews
- ☐ Dispose of environmental hazards in accordance with Federal, State and local regulations
- ☐ Assess effectiveness of environmental remediation
- ☐ Meet with designated state and federal officials to review mitigation of environmental damage (s)
- ☐ Maintain contact with PIO
- ☐ Maintain contact with EOC
- ☐ Maintain site security (Police Department)
- ☐ Conduct financial analysis and report resources and costs

Mitigation

- ☐ Hold post incident analysis
- ☐ Evaluate and modify emergency action plan
- ☐ Implement measures to prevent recurrence if appropriate
- ☐ Analyze hazard/incident information
- ☐ Inventory and evaluate response resources and capabilities
- ☐ Identify actions that will lessen the environmental impact of future disasters
- ☐ Debrief participants
- ☐ Compare documentation with other ESFs

Emergency Support Function

(ESF) 3 Addendum 8 Control and Utilization of Public Works Equipment and Manpower

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Assemble Emergency Action Plans
- ☐ Train response teams in duties
- ☐ Identify Emergency action plan personnel schedules and reporting stations
- ☐ Secure memo of mutual aid agreements between City and private agencies
- ☐ Identify equipment/stockpile materials
- ☐ Identify funding
- ☐ Establish Operation Center for the Control and Utilization of PW Equipment and Manpower

Response

- ☐ Report to Emergency Operations Center
- ☐ Notify Public Information Officer (PIO)
- ☐ Implement personnel schedule
- ☐ Notify public and private support agencies to be on a standby basis for possible deployment
- ☐ Mobilize resources in compliance with appropriate contingency plans with priority provided by EOC to
 - ✎ Identify Equipment and manpower
 - ✎ Prioritize equipment and manpower
 - ✎ Assign resources
 - ✎ Stage resources
- ☐ Deploy equipment and manpower as direction by the EOC
- ☐ Collect Incident information

Recovery

- ☐ Utilize private support agencies as needed
- ☐ Utilize identified equipment and manpower
- ☐ Maintain contact with PIO
- ☐ Maintain contact with EOC
- ☐ Log out support agencies deployed and the time of their deployment
- ☐ Activate staging areas
- ☐ Continue collection of critical new information

Mitigation (Lessons Learned)

- ☐ Debrief participants
- ☐ Reevaluate and modify existing preparedness plans
- ☐ Document resources used and costs including equipment damage or destroyed
- ☐ Analyze incident information to mitigate damage

Emergency Support Function

(ESF) 4 Fire

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Assemble Emergency Action Plans
- ☐ Update equipment and resource listings
- ☐ Review mutual aid agreements
- ☐ Attend scheduled tabletop exercises and training events regularly
- ☐ Continue ongoing public education efforts

Response

- ☐ Perform core mission emergency response functions
- ☐ Firefighting and rescue services
- ☐ Heavy rescue capability
- ☐ Swift water rescue, dive team capabilities (MABAS 207)
- ☐ Emergency Medical Services
- ☐ Hazardous Materials incident response capability (Lake County HazMat)
- ☐ Post blast investigation (arson unit – MABAS 207)
- ☐ Urban Search and Rescue capability (MABAS 207 – District 1)
- ☐ Confined Space rescue capability (MABAS 207 – District 1)
- ☐ High Angle rescue capability (MABAS 207 – District 1)
- ☐ Weapon of Mass Destruction response

Recovery

- ☐ Return equipment to regular service schedules
- ☐ Complete required records and reports
- ☐ Assemble and Index all incident documentation
- ☐ Survey all vehicle for damages related to incident
- ☐ Attend kickoff meeting for Public Assistance
- ☐ Meet with designated state and federal emergency management officials for the applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes

Mitigation (Lessons Learned)

- ☐ Attend scheduled post-incident analysis meetings
- ☐ Compare documentation with other ESFs
- ☐ Review and update internal and ESF plans as necessary

Emergency Support Function

(ESF) 5 Division of Homeland Security

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Maintain and promote web site for public information (Town of Merrillville Web Page)
- ☐ Update resource listings and mutual aid agreements
- ☐ Host or attend scheduled tabletop exercises, local disaster planning meeting and training events. Validate or correct existing plans accordingly
- ☐ Conduct and/or attend as available full-scale disaster exercises
- ☐ Support regularly scheduled Special Events
- ☐ Respond to potentially complex emergencies (Anthrax hoaxes) to provide support
- ☐ Seek grant funding for hazard specific training and equipment
- ☐ Maintain ongoing communications with all ESFs
- ☐ Maintain the immediate response capability of the Countywide Emergency Operations Center
- ☐ Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities)

Response

- ☐ Open EOC
- ☐ Verify alert, notification and warning efforts
- ☐ Contact Incident Commander regularly for updates
- ☐ Begin complete documentation stream. Phone, fax and radio logbooks, personnel schedules etc. Related costs-overtime, materials, supplies etc
- ☐ Facilitate ESF arrivals, check in and startup operation
- ☐ Determine the status of routes and thoroughfares
- ☐ Maintain information exchange with all ESFs
- ☐ Confer with GIS for mapping needs of gathered information or use of existing data

- ☐ Continue to oversee and maintain documentation stream
- ☐ Encourage ESF-6, 14 to implement an aggressive Donations Management program
- ☐ Contact IDHS Public Assistance Division to arrange PA kick-off meeting
- ☐ Alert United Way and all other government and Human Service agencies of potential for reimbursement of specific costs
- ☐ Notify all ESFs of the Public Assistance application kick-off meeting date
- ☐ Coordinate PA applications process and monitor progress
- ☐ Track and post recaptured costs as a means of maintaining audit trail against future audits
- ☐ Conduct regular briefings to Senior Officials concerning the progress of the recovery effort
- ☐ Maintain ongoing contact with FEMA and IDHS disaster assistance officials
- ☐ Utilize GIS to document recovery actions and highlight areas that might be neglected

Mitigation (Lessons Learned)

- ☐ Collect and analyze all incident related data, report, and journals
- ☐ Schedule and facilitate an overall incident after-action review
- ☐ Collect internal incident after action reviews from all participating ESFs
- ☐ Analyze raw and processed data for lessons learned and recommend changes to the CEMP as necessary
- ☐ Encourage public information programs to address potential vulnerabilities noted as a result of the incident
- ☐ Utilize GIS (e.g. HAZUS) to plan for future actions such mitigation in areas that were flooded during rain storms to limit future losses

Emergency Support Function

(ESF) 6 Mass Care

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Maintain and practice Emergency Action Plans
- ☐ Update equipment, resource and shelter lists regularly
- ☐ Review mutual aid agreements regularly
- ☐ Attend scheduled tabletop exercises and other training events. Cross train volunteers with other related efforts
- ☐ Recruit and train volunteers
- ☐ Conduct ongoing public education efforts for disaster preparedness measures
- ☐ Work with ESF 14 to develop a single mechanism for donation goods management
- ☐ Develop a mechanism for screening emergency volunteers for proper qualifications
- ☐ Determine plan for emergency communications
- ☐ Maintain ongoing public education efforts

Response

- ☐ Verify proper notifications to key staff members
- ☐ Contact Incident Commander and EOC
- ☐ Document all related costs, actions, decisions, and communications
- ☐ Verify Communication procedures (Cell phones, radios, etc)
- ☐ Send a senior staff member to the Countywide EOC
- ☐ Notify personnel, volunteers and vendors
- ☐ Inspect vehicles for safety requirements
- ☐ Establish refuel and maintenance schedules
- ☐ Receive and complete mission assignments
- ☐ Consider logistical needs for 24/7 operations
- ☐ Schedule personnel in shifts
- ☐ Provide meals and necessary rest periods
- ☐ Ensure volunteers are properly trained and registered before deployment

Recovery

- ☐ Return equipment to regular service schedules
- ☐ Finish required incident reports
- ☐ Assemble and index all incident documentation
- ☐ Survey equipment and vehicles for recent damages
- ☐ Solicit feedback from other responders
- ☐ Attend scheduled kick-off meeting for Public Assistance
- ☐ Meet with designated state and federal emergency management officials for the applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes
- ☐ Recognize volunteer efforts formally

Mitigation (Lessons Learned)

- ☐ Attend scheduled post-incident analysis meetings
- ☐ Compare documentation with other ESFs
- ☐ Review and update internal and ESF plans as necessary

Emergency Support Function

(ESF) 7 Resource Support

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Review internal Emergency Action Plans regularly
- ☐ Review mutual aid agreements as necessary
- ☐ Attend scheduled tabletop exercises and training events regularly

Response

- ☐ Notify personnel and vendors
- ☐ Contact the Incident Commander and Countywide EOC
- ☐ Send official and staff to EOC on request
- ☐ Begin documenting all incident-related costs
- ☐ Log incoming resource requests appropriately

Recovery

- ☐ Return equipment to regular schedules
- ☐ Finish required reports
- ☐ Assemble and index all incident documentation
- ☐ Solicit feedback from other responders
- ☐ Attend Public Assistance kickoff meeting
- ☐ Meet with designated state and federal emergency management officials for the applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes

Mitigation (Lessons Learned)

- ☐ Attend post incident analysis sessions

Emergency Support Function

(ESF) 8 Public Health and Medical Services

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Review Emergency Action Plans annually at a minimum or following any large scale event or exercise
- ☐ Review mutual aid agreements annually or at a minimum following any large scale event or exercise
- ☐ Attend scheduled tabletop exercises and training events regularly
- ☐ Continue ongoing public health and emergency management programs
- ☐ Establish access emergency radio system: test at least on a quarterly basis
- ☐ Determine potential documentation strategies and methods for disaster responses
- ☐ Conduct hazard vulnerability analysis that is organization as well as community specific in conjunction with emergency management
- ☐ Train health personnel on emergency response roles, expectations and incident command system principles
- ☐ Integrate healthcare executive leadership into regional training programs
- ☐ Conduct regular inventory of critical response equipment and supplies and maintain a web-based inventory management system to document the technical specifications of resources as well as monitor their location and status
- ☐ Attempt to inventory available hospital stockpiles of emergency care supplies and PPE
- ☐ Implement and maintain a regional credentialing and identification system for first responders and healthcare providers (in conjunction with Lake County)

Response

- ☐ Notify appropriate personnel and senior staff members
- ☐ If appropriate, request official declarations for disaster including EMTALA and HIPPA waivers
- ☐ Contact Incident commander and the Countrywide EOC
- ☐ Consult with safety officer prior to entry into hazardous environments
- ☐ Activate the medical MACC and if needed the District 1 Mental Health Response Team
- ☐ Document all incident related costs, action, decision and related communications utilizing ICS forms and tools
- ☐ Identify possible public health hazards in the disaster areas (radiation, hazmat, blood-borne pathogens, HIV, AIDS, hepatitis, TB etc)
- ☐ Identify potential need for pre-hospital alternate care
- ☐ Receive and complete mission assignments appropriately
- ☐ Consider logistical needs for potential 24/7 operations
- ☐ Schedule personnel in shifts
- ☐ Provide meals and necessary rest periods
- ☐ Activate Incident Command system within organization
- ☐ Ensure a Liaison Officer with emergency staff
- ☐ Notify appropriate personnel and senior staff members
- ☐ Contact Incident Commander and the Countywide EOC
- ☐ Document all incident related costs, actions, decisions and related communications
- ☐ ID possible public health hazards in the disaster areas (blood borne pathogens, HIV, AIDS, hepatitis, TB etc)
- ☐ Ensure proper disposal of medical wastes and sharps
- ☐ Receive and complete mission assignments appropriately
- ☐ Consider logistical needs for potential 24/7 operations
- ☐ Provide meals and necessary rest periods
- ☐ Activate Incident Command System within organization
- ☐ Ensure proper use of Personal Protective Equipment (PPE) by responders
- ☐ If a hospital, activate the District 1 Emergency Operations Plan.

Recovery

- ☐ Debriefing first responders and pre-hospital providers and ensure appropriate follow-up and screening for potential exposures
- ☐ Return equipment to regular service schedules
- ☐ Finish required incident reports
- ☐ Assist with healthcare facilities, and mental health providers to compile documentation for reimbursement per Federal guidelines
- ☐ Assemble and index all incident documentation
- ☐ Send appropriate representation to kickoff meeting for Public Assistance
- ☐ Meet with state and federal emergency management officials for applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes

Mitigation (Lessons Learned)

- ☐ Attend any scheduled post-incident analysis sessions
- ☐ Identify errors and shortcomings in response, revise internal plans accordingly
- ☐ Continue ongoing support of outlined preparedness actions

Emergency Support Function

(ESF) 9 Search and Rescue

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Assemble training needs
- ☐ Obtain necessary certifications for team members
- ☐ Train team members in duties and procedures relative to rescue/response disciplines
- ☐ Secure necessary grant money and internal funding
- ☐ Secure emergency equipment (meters, tools, vehicle, medical supplies etc)
- ☐ Train responders in incident command procedures
- ☐ Train in radio procedures

Response

- ☐ Determine need for US & R response
- ☐ Conduct Task Force call-up (MABAS 207 – District 1)
- ☐ Task Force members to Cache Site for assignment
- ☐ Task Force liaisons to incident site and EOC
- ☐ Medical and check-in procedures
- ☐ Search and Recon teams to site
- ☐ Cache loaded, TF member's assigned transportation
- ☐ Transport TF to site; assemble Base of Operations
- ☐ Evaluate need for additional US & R support
- ☐ Develop initial Incident Action Plan
- ☐ Begin shift rotations
- ☐ Continue Action Planning and coordinate with EOC and Federal Incident Support Teams as necessary
- ☐ Coordinate Demobilization Plan as necessary

Recovery

- ☐ Execute Demobilization Plan as developed
- ☐ Return Task Force equipment and personnel to Cache site
- ☐ Conduct equipment inventory and personnel accountability screening
- ☐ Develop list of expended and broken equipment of submission to EOC and Resources Support
- ☐ TF members report for medical screening
- ☐ Begin to develop After Action Report
- ☐ Conduct Critical Incident Stress Counseling as required
- ☐ Restore the cache equipment to its pre-development condition

Mitigation (Lessons Learned)

- ☐ Attend scheduled post-incident analysis meetings
- ☐ Compare documentation with other ESFs
- ☐ Review and update internal and ESF plans as necessary
- ☐ Review After Action Report for needed changes in operating procedures, training and equipment
- ☐ Develop training procedures to meet identified TF requirements

Emergency Support Function

(ESF) 10 Hazardous Materials

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Conduct site safety visits
- ☐ Pre-plan response actions whenever possible
- ☐ Update equipment and resource listings
- ☐ Review mutual aid agreements
- ☐ Attend scheduled tabletop exercises and training events regularly
- ☐ Continue ongoing public education efforts regarding hazardous materials and community protective actions, i.e. evacuation and shelter in place

Response

- ☐ Perform core mission emergency response functions
- ☐ Firefighting and rescue services
- ☐ Hazardous Materials incident response capability (Lake County HazMat)
- ☐ Start Incident Command, name PIO
- ☐ Prepare site safety plan
- ☐ Implement appropriate community protective action, i.e. sheltering in place or evacuation
- ☐ Set up decontamination operations before entry
- ☐ Gather available information at the scene
- ☐ Verify identity and risks of the hazardous material (s)
- ☐ Estimate incident course and potential harm
- ☐ Determine strategic goals
- ☐ Stop the release, contain the substance and protect public health and the environment
- ☐ Notify FBI WMD coordinator of incidents involving suspected or confirmed Weapon of Mass Destruction
- ☐ Assess tactical options
- ☐ Plan and implement actions
- ☐ Evaluate actions for effectiveness
- ☐ Review strategic options for effectiveness

- ☐ Return deconned equipment to regular service
- ☐ Complete required incident records and reports
- ☐ Assemble and index all incident documentation
- ☐ Survey all vehicle for new damages
- ☐ Meet with designated state and federal officials to review mitigation of environmental damage (s)
- ☐ Meet with emergency management officials for the applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes

Mitigation (Lessons Learned)

- ☐ Hold post incident analysis as outlined in the site safety plan
- ☐ Debrief other participants as appropriate
- ☐ Evaluate and modify emergency action plans(s)
- ☐ Implement measures to prevent recurrence if appropriate
- ☐ Inventory and evaluate response resources and capabilities
- ☐ Compare documentation with other ESFs

Emergency Support Function

(ESF) 11 Agriculture

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Review/update Internal Emergency Action Plans
- ☐ Update equipment and resource listings
- ☐ Review/maintain mutual aid agreements
- ☐ Attend scheduled tabletop exercises and training events regularly
- ☐ Continue ongoing public education efforts
- ☐ Determine plan for emergency communications

Response

- ☐ Notify personnel and management
- ☐ Contact the Incident Commander and the Countywide EOC
- ☐ Document all incident related costs, actions, decisions and related communications
- ☐ Establish ongoing inspection of food service operations, inspect vehicle for safety requirements, and establish refuel and maintenance schedules
- ☐ Receive and complete Mission assignments appropriately
- ☐ Consider Logistical needs for potential nonstop operations
- ☐ Schedule personnel in shifts
- ☐ Provide meals and necessary rest periods

- ☐ Return equipment to regular service
- ☐ Finish required reports
- ☐ Assemble and index all incident documentation
- ☐ Solicit feedback from response constituents
- ☐ Attend kickoff meeting for Public Assistance
- ☐ Meet with designated state and federal emergency management officials for the applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes
- ☐ Recognize volunteer efforts formally

- ☐ Attend scheduled post-incident analysis meetings
- ☐ Solicit corrections to ESF 11 emergency plans and compare documentation with other ESFs
- ☐ Revise ESF 11 response plans at necessary

Emergency Support Function

(ESF) 12 Energy

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Annually review internal Emergency Action Plans
- ☐ Update equipment and resource listings regularly
- ☐ Annually review mutual aid agreements
- ☐ Attend scheduled tabletop exercises and training events regularly

Response

- ☐ Notify personnel and senior management staff
- ☐ Contact Incident Commander and the Countywide EOC
- ☐ Document all incident related costs, actions, decisions and related communications
- ☐ Conduct appropriate restoration services
- ☐ Establish refuel and maintenance schedules
- ☐ Receive and complete mission assignments
- ☐ Consider logistical needs for 24/7 operations
- ☐ Schedule personnel shifts
- ☐ Provide meals and necessary rest periods

- ☐ Return equipment to regular service schedules
- ☐ Finish required incident reports
- ☐ Assemble and index all incident documentation
- ☐ Survey equipment and vehicles for damages related to incident
- ☐ Solicit feedback from other responders
- ☐ Attend scheduled kickoff meeting for Public Assistance
- ☐ Meet with designated state and federal emergency management officials for the applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes

- ☐ Attend post incident analysis meetings
- ☐ Solicit corrections to ESH 12 emergency plans
- ☐ Revise ESF 12 response plans as necessary

Emergency Support Function

(ESF) 13 Public Safety and Security

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Practice internal emergency plans often
- ☐ Update equipment and personnel listings regularly
- ☐ Review mutual aid agreements annually
- ☐ Attend scheduled tabletop exercises and training events regularly
- ☐ Use Special Events as a training ground for new personnel to learn incident management

Response

- ☐ Notify all appropriate personnel and form Unified Incident Command
- ☐ Identify staging area
- ☐ Contact Incident Commander and determine incident priorities
- ☐ Contact Countywide EOC
- ☐ Provide necessary scene and EOC perimeter security
- ☐ Document all related costs, actions, and decisions
- ☐ Verify access to DPSC radio channels
- ☐ Establish refuel and maintenance schedules
- ☐ Consider logistical needs for potential nonstop operations
- ☐ Schedule personnel in shifts
- ☐ Provide meals and necessary rest periods
- ☐ Provide for the safety and well-being of officers' families if needed

- ☐ Return equipment to regular service schedules
- ☐ Finish required reports
- ☐ Assemble and index all incident documentation
- ☐ Survey equipment and vehicle for new damages
- ☐ Solicit feedback from other responders
- ☐ Attend kickoff meeting for Public Assistance
- ☐ Meet with designated state and federal emergency management officials for the applicants briefing
- ☐ Complete required PA applications, maintain detailed records for audit purposes

- ☐ Attend scheduled post-incident analysis meetings
- ☐ Compare documentation with other ESFs
- ☐ Review and update internal and ESF plans as necessary

Emergency Support Function

(ESF) 14 Long Term Community Recovery

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Revise respective Emergency Action Plans
- ☐ Promote reality based disaster planning on an ongoing basis (use existing educational resources)
- ☐ Create and maintain a secure web site listing of available resources for potential disasters
- ☐ Develop the immediate capacity to open and staff a 24 hour hot line for disaster donations
- ☐ Attend public sector tabletop exercises and training events regularly
- ☐ Conduct ESF 14 outreach and education efforts to a variety of local organizations: unions, associations, social clubs, not for profits, retirees etc

Response

- ☐ Contact the Incident Commander and the Countywide EOC as appropriate
- ☐ Dispatch a senior representative and staff assistant to the EOC upon request
- ☐ Announce and promote the hotline for donations as directed by the Incident Commander
- ☐ Begin a documentation stream of all incident related donations, loans and related communications
- ☐ Expedite any incoming request wherever possible

Recovery

- ☐ Assemble and index all incident documentation
- ☐ Request feedback from Incident Commander
- ☐ Dispatch available volunteers with proper training to disaster area to assist business owners
- ☐ Assist state and federal government agencies with economic recovery planning efforts

Mitigation (Lessons Learned)

- ☐ Attend any scheduled post-incident analysis sessions
- ☐ Identify error and shortcomings in response, revise internal plans accordingly
- ☐ Continue ongoing support of outlined preparedness actions
- ☐ Encourage small businesses to update their disaster plans and insurance coverage regularly

Emergency Support Function

(ESF) 15 External Affairs

Comprehensive Emergency Management Plan Checklist

Preparedness

- ☐ Assemble Emergency Action Plans
- ☐ Update personnel information and resource listings
- ☐ Review mutual aid agreements
- ☐ Attend scheduled tabletop exercises and training events regularly

Response

- ☐ Notify appropriate personnel
- ☐ Contact Incident Commander and Countrywide EOC
- ☐ Document all related costs, actions and decisions
- ☐ Assist IC with briefing preparation and deliveries as requested
- ☐ Receive and complete other mission assignments appropriately
- ☐ Consider logistical need for potential nonstop operations
- ☐ Schedule personnel in shifts
- ☐ Provide meals and necessary rest periods

Recovery

- ☐ Return personnel to regular schedules
- ☐ Finish required incident reports
- ☐ Assemble and index all incident documentation
- ☐ Attend kickoff meeting for Public Assistance
- ☐ Meet with state and federal emergency engagement officials for the applicants briefing
- ☐ Complete required PA application, maintain detailed records for audit purposes

Mitigation (Lessons Learned)

- ☐ Attend post incident analysis meetings
- ☐ Solicit corrections to ESF 15 emergency plans
- ☐ Revise ESF 15 response plans as necessary