

**Truth in Taxation Public Hearing – 7:00 p.m.**

**VILLAGE OF BARTLETT**  
**BOARD AGENDA**  
**OCTOBER 19, 2021**  
**7:00 P.M.**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **\*CONSENT AGENDA\***  
*All items listed with an asterisk\* are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the General Order of Business and considered at the appropriate point on the agenda.*
6. **MINUTES:** Public Hearing, Board and Committee Minutes – October 5, 2021
- \*7. **BILL LIST:** October 19, 2021
8. **TREASURER'S REPORT:** August, 2021  
Sales Tax Report – August, 2021  
Motor Fuel Tax Report – August, 2021
9. **PRESIDENT'S REPORT:**
  - A. Proclamation for Shirley Evans Retirement
  - B. Proclamation for Gary Mitchell Retirement
  - C. Proclamation for World Polio Day
10. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**
11. **TOWN HALL:** (Note: Three (3) minute time limit per person)
12. **STANDING COMMITTEE REPORTS:**
  - A. **BUILDING & ZONING COMMITTEE, CHAIRMAN HOPKINS**
    1. None
  - B. **COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**
    1. None
  - C. **FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE**
    1. 2021 Estimated Property Tax Levy
  - D. **LICENSE & ORDINANCE COMMITTEE, CHAIRMAN GUNSTEEN**
    1. None
  - E. **POLICE & HEALTH COMMITTEE, CHAIRMAN SUWANSKI**
    - \*1. Emergency Operations Plan Update
  - F. **PUBLIC WORKS COMMITTEE, CHAIRMAN REINKE**
    - \*1. Resolution Authorizing the Purchase of up to 1,300 Tons of Road Salt from Compass Minerals America, Inc.
13. **NEW BUSINESS**
14. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**
15. **ADJOURNMENT**

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# Daily Herald

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IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.  
DAILY HERALD NEWSPAPERS

BY   
Authorized Agent

Control # 4571128



**VILLAGE OF BARTLETT**  
**PUBLIC HEARING MINUTES**  
**October 5, 2021**

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CALL TO ORDER

President Wallace called the Bartlett Senior Living Campus (Victory Centre) Public Hearing of October 5, 2021 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:00 p.m.

ROLL CALL

PRESENT: Trustees Deyne, Gandsey, Gunsteen, Hopkins and President Wallace

ABSENT: Trustees Reinke, Suwanski

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Sr. Management Analyst Sam Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Public Works Engineer Bob Allen, Planning & Development Director Roberta Grill, Head Golf Professional Phil Lenz, Deputy Chief Geoff Pretkelis, Deputy Chief Jim Durbin, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

Planning & Development Director Roberta Grill stated that the Public Hearing Notice for Amendment Four to the Annexation and Development Agreement for the Bartlett Senior Living Campus (Victory Centre) was published in the Daily Herald and mailed to the required taxing districts on September 16, 2021. A copy of the Certificate of Publication was also included in the packet tonight. The draft amendment was also made available for public review at the Planning & Development Services department. This Amendment Four to the Annexation and Development Agreement is for the Bartlett Senior Living Campus property located at the southwest corner of Route 59 and West Bartlett Road and is a direct result of the 0.131 acre IDOT taking for the proposed West Bartlett/Route 59 intersection improvements.

President Wallace asked if anyone had questions on the Amendment Four to the Annexation and Development Agreement.

There were none.

President Wallace asked if anyone in the audience would like to make a comment or pose a question in this hearing, please respond now.

There were none.

There being no further business to discuss, Trustee Deyne moved to adjourn the Public Hearing and that motion was seconded by Trustee Hopkins.



**VILLAGE OF BARTLETT**  
**PUBLIC HEARING MINUTES**  
**October 5, 2021**

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ROLL CALL VOTE TO ADJOURN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins  
NAYS: None  
ABSENT: Trustees Reinke, Suwanski  
MOTION CARRIED

The Public Hearing was adjourned at 7:02 p.m.

Lorna Giles  
Village Clerk



**VILLAGE OF BARTLETT  
BOARD MINUTES  
October 5, 2021**

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1. CALL TO ORDER

President Wallace called the regular meeting of October 5, 2021 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:02 p.m.

2. ROLL CALL

PRESENT: Trustees Deyne, Gandsey, Gunsteen, Hopkins and President Wallace

ABSENT: Trustees Reinke, Suwanski

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Sr. Management Analyst Sam Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Public Works Engineer Bob Allen, Planning & Development Director Roberta Grill, Head Golf Professional Phil Lenz, Deputy Chief Geoff Pretkelis, Deputy Chief Jim Durbin, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

3. INVOCATION – Pastor James Bauman, Immanuel Lutheran Church gave the invocation.

4. PLEDGE OF ALLEGIANCE

5. CONSENT AGENDA

President Wallace stated that all items marked with an asterisk on the Agenda are considered to be routine and will be enacted by one motion. He further stated that there will be no separate discussion of these items unless a Board member so requests, in which event, that item will be removed from the Consent Agenda and considered at the appropriate point on the Agenda. He asked if there were any items a Board member wished to remove from the Consent Agenda, or any items a Board member wished to add to the Consent Agenda.

Attorney Mraz stated that items 12.A.1 and 12.A.2 should be removed from the Consent Agenda and will need the Mayor's vote since they require 2/3 votes from the corporate authorities.

President Wallace then recited each item that was on the Consent Agenda, including the nature of the matters being considered and other information to inform the public of matters being voted upon. He then stated that he would entertain a motion to Amend the Consent Agenda, and the items designated to be approved by consent therein.



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Trustee Deyne moved to Amend the Consent Agenda and that motion was seconded by Trustee Gunsteen.

**ROLL CALL VOTE TO AMEND THE CONSENT AGENDA AND CONSENT ITEMS THEREIN**

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins

NAYS: None

ABSENT: Trustees Reinke, Suwanski

**MOTION CARRIED**

Trustee Deyne moved to Approve the Amended Consent Agenda and that motion was seconded by Trustee Gandsey.

**ROLL CALL VOTE TO APPROVE THE AMENDED CONSENT AGENDA AND CONSENT ITEMS THEREIN**

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins

NAYS: None

ABSENT: Trustees Reinke, Suwanski

**MOTION CARRIED**

**6. MINUTES**

Trustee Deyne moved to Approve the Board and Committee Minutes from September 21, 2021 and that motion was seconded by Trustee Hopkins.

**ROLL CALL VOTE TO APPROVE THE BOARD AND COMMITTEE MINUTES FROM SEPTEMBER 21, 2021**

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins

NAYS: None

ABSENT: Trustees Reinke, Suwanski

**MOTION CARRIED**

**7. BILL LIST – Covered and approved under the Consent Agenda.**

**8. TREASURER'S REPORT – None**

**9. PRESIDENT'S REPORT**



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**October 5, 2021**

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- A. President Wallace read a Proclamation for Immanuel Evangelical Lutheran Church for their 150<sup>th</sup> Anniversary.
- B. President Wallace read a Proclamation for Community Planning Month and designated the month of October as such.
- C. President Wallace designated October 2021 as Arts DuPage Month in the Village of Bartlett.

10. QUESTION/ANSWER: PRESIDENT & TRUSTEES

Trustee Deyne asked about the status of the gas station on Lake and Bartlett Road.

Economic Development Director Roberta Grill stated that they reached out to them last week and the petitioner still wants to purchase the property. It is still under anti-trust review and they are waiting for that completion.

Trustee Deyne asked how an anti-trust gets involved with this.

Ms. Grill stated that 7-Eleven and Speedway would be combining corporations and that it why it is under anti-trust review.

Trustee Hopkins asked if they have been in local adjudication.

Ms. Grill stated that they have and the village has a lien on the property.

Trustee Deyne recognized birthdays and anniversaries of village staff and commissioners.

Trustee Gunsteen stated that on September 28<sup>th</sup>, he heard police and fire sirens and received numerous text messages from his son, whose bus was in a wreck on Route 59. He thanked the chief and entire staff as well as the fire department and the team who made sure that the 30-50 kids on the school bus were safe and transported to a different bus. He personally thanked them and stated that this is the second time that his son's bus was hit on that corner. He would like to see a community push as fast as possible for intersection improvements on West Bartlett and Route 59 and hopes that it gets pushed to the top of the list.

Public Works Director Dan Dinges stated that the latest word from IDOT is that it is scheduled for a January letting. He hopes to keep things on schedule.

11. TOWN HALL - None



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BOARD MINUTES  
October 5, 2021**

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12. STANDING COMMITTEE REPORTS

A. BUILDING & ZONING COMMITTEE, CHAIRMAN HOPKINS

Trustee Hopkins moved to approve Ordinance 2021-91, an Ordinance Approving and Directing the Execution of Amendment Four to the Annexation and Development Agreement between the North West Housing Partnership, Bartlett SLF Associates, L.P., Bartlett ILF Associates, L.P., Bartlett SLF Associates, Inc., Pathway Development, LLC, and the Village of Bartlett (Bartlett Senior Living Campus – Victory Centre) and that motion was seconded by Trustee Deyne.

ROLL CALL VOTE TO APPROVE ORDINANCE 2021-91 APPROVING OF AMENDMENT FOUR TO THE ANNEXATION & DEVELOPMENT AGREEMENT

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, President Wallace

NAYS: None

ABSENT: Trustees Reinke, Suwanski

MOTION CARRIED

Trustee Hopkins moved to approve Ordinance 2021-92, an Ordinance Approving the Third Amendment to the PUD, a Second Amendment to the Final PUD Plan, a Second Amendment to Ordinance #2004-115, Amending the Preliminary/Final Plat of Subdivision/PUD and Granting an Amendment to the Special Use Permit for the Bartlett Senior Living Campus (Victory Centre) and that motion was seconded by Trustee Deyne.

ROLL CALL VOTE TO APPROVE ORDINANCE 2021-92 APPROVING OF THIRD AMENDMENT TO PUD, SECOND AMENDMENT TO FINAL PUD, SECOND AMENDMENT TO ORDINANCE 2004-115

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, President Wallace

NAYS: None

ABSENT: Trustees Reinke, Suwanski

MOTION CARRIED

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

Trustee Gandsey stated that the Bartlett Heritage Days Halloween Parade and U-46 Educational Foundation 5K Run were covered and approved under the Consent Agenda.



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C. FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE

Trustee Deyne stated that there was no report.

D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN GUNSTEEN

Trustee Gunsteen stated that there was no report

E. POLICE & HEALTH COMMITTEE, CHAIRMAN SUWANSKI

In the absence of Trustee Suwanski, President Wallace stated that there was no report.

F. PUBLIC WORKS COMMITTEE, CHAIRMAN REINKE

In the absence of Trustee Reinke, President Wallace stated that Ordinance 2021-93, an Ordinance Authorizing the Sale by Internet Auction of Surplus Property Owned by the Village of Bartlett was covered and approved under the Consent Agenda.

13. NEW BUSINESS - None

14. QUESTION/ANSWER PRESIDENT & TRUSTEES

Trustee Hopkins asked how the village brush pick-up was going.

Mr. Dinges stated that it is going well so far. The numbers are pretty similar to the spring pick-up. The older parts of town have a lot more brush versus the newer sections.

Trustee Hopkins asked if it was fair for the village and the contractor for the agreement and the contract.

Mr. Dinges stated that public works still has to drive all the streets. One of the things they were looking at for next year is concentrating pick-ups in the more mature tree areas. Some of those piles are so large that the village would not have been able to handle with his men doing it by hand. The contractor has a machine that lifts it up and puts it in the truck. Maybe next year, they will use the contractor to do that part of town and have residents call in from other areas that may need the pick-up. They are trying to get a feel for where the brush is and how much there is.



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15. ADJOURN

President Wallace stated that the Board will adjourn and there will be a Committee of the Whole meeting immediately following. The Committee agenda has been amended and will no longer include an Executive Session.

There being no further business to discuss, Trustee Deyne moved to adjourn the regular Board meeting and that motion was seconded by Trustee Gunsteen.

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins

NAYS: None

ABSENT: Trustees Reinke, Suwanski

MOTION CARRIED

The meeting was adjourned at 7:23 p.m.

Lorna Giles  
Village Clerk



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 05, 2021**

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**CALL TO ORDER**

President Wallace called the Committee of the Whole meeting of October 05, 2021 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:23 p.m.

**ROLL CALL**

**PRESENT:** Chairmen Deyne, Gandsey, Gunsteen, Hopkins, President Wallace

**ABSENT:** Chairmen Reinke, Suwanski

**ALSO PRESENT:** Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Sr. Management Analyst Samuel Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Public Works Engineer Bob Allen, Planning & Development Director Roberta Grill, Golf Pro Phil Lenz, Deputy Chief Jim Durbin, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

**BUILDING & ZONING, CHAIRMAN HOPKINS**  
**Clover Communities Concept Plan**

Planning and Development Services Director, Roberta Grill stated this is a concept review for a 119-unit market rate senior independent living development, just over 10 acres on the west side of Rt. 59 and south of Schick Rd. The building would contain four 1-bedroom units and 115 2-bedroom units. The proposed three-story building would consist of a combination of brick and siding on all building elevations with each unit having a patio or balcony. The site plan identifies 121 parking spaces and this does exceed the zoning ordinance requirement of 40 spaces. The development proposal identifies a right-in-right-out on Rt. 59, a connection to the private drive up north and a potential future cross access point to the land to the south. The petitioner has submitted an impact analysis for the proposed use change from commercial to multifamily senior housing.

Chairman Hopkins stated he liked the plan, he thought it was very well thought out and definitely a need that would fill what Bartlett is looking for.

Chairman Gunsteen asked if the only access is off of Rt. 59.

Ms. Grill stated there is proposed access on the north private drive in the back and staff asked for a third access point leading to the property to the south.

President Wallace asked how many properties they operate.



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Beth Ernat, Development Director of Clover Group stated they operate 60 properties. They are hoping to open one in Crystal Lake as well, and these two would be their first properties in Illinois. They have been doing this work for over 35 years. They exclusively do senior market rate independent living. They find a niche market where they are not the cruise ship lifestyle property and they are also not the rent subsidized property. They do not provide medical services. They love the location of the property, think they will be good neighbors to the residential they are near.

Chairman Deyne asked what rents would be.

Ms. Ernat stated rents would average around \$1,600 per month.

Chairman Gunsteen asked if there was an age requirement.

Ms. Ernat stated it is 55 years and older.

President Wallace asked if staff proposed any other sites for this concept. He stated the only reason he brings it up is because Rt. 59 is the golden throne for where Bartlett will find any more retail.

Ms. Grill stated this site has attracted several senior housing projects.

President Wallace asked if there are any other 10-acre plots tucked away somewhere.

Ms. Grill stated that they always try to give several spot options when they meet with developers and this was their number one choice.

President Wallace stated that is his only concern. We would be putting this use on the busiest highway we have that would not be heavily tax generating. This is one of the few areas in Bartlett we have left that we can market for prime retail.

Ms. Ernat stated that one of the limiting factors to this property is that it is a right-in-right-out onto Rt. 59. The other access is past 7-Eleven, connecting with the dental office parking lot. They are a very low traffic user so they won't have an issue with this.

President Wallace stated any retail you see up and down Rt. 59 is a right-in-right-out.

Chairman Gunsteen asked why they chose this property and what other ones did they look at in town.

Ms. Ernat stated they did look at other properties, but this property was marketed specifically to them by the property's owner and have had a couple of proposals on the land that were residential in nature.



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President Wallace asked if their operation takes up the full ten acres.

Ms. Ernat stated no, they can fit pretty comfortably on 6-7 acres.

President Wallace stated the previous concept on this site was the 55 and older in the back and retail all along the front.

Ms. Ernat stated there is a pretty significant wetland in a large portion of the front of that site. It would be prohibitive for development, but they would be willing to parcel the property to the south closer to Army Trail Road.

Chairman Gunsteen asked if there was anything planned for the corner of Army Trail Road and Rt. 59 and is it the same owner.

Ms. Grill stated it is unincorporated and it is not the same owner.

Chairman Hopkins stated that is all he has under Building and Zoning.

**FINANCE & GOLF, CHAIRMAN DEYNE**  
**Proposed 2021 Property Tax Levy**

Finance Director, Todd Dowden stated the proposed property tax levy starts with the budget process. In April, when the budget is passed, it includes funding for the general fund, debt service and police pension contributions. It is divided between the three counties. The new budget year begins in May, in the fall staff starts to review the property tax levy and then collect the money next year.

For truth in taxation purposes, it would be an increase of .79% which is the percentage change for the corporate levy and police pension levy. The total decrease would be .05% below the extension from last year. In terms of the comparison for the levy from this year and last year, there is an increase of \$86,000 in the general fund for the brush pick up program. The police pension levy is increase \$135,718 or about 6.5% and our debt service levy is staying just \$2,174. That is a total increase of \$223,892 or just under 2%. Our debt service levy which includes the total general obligation bonds is \$4,700,000. The abatements 2017 bonds for the fire station from the village is \$249,066. The 2019 GO Bonds are the 2019 refunding bonds and we abate the portion that is paid through the sewer fund so the total net levy of \$974,000. The 2021A bonds are the bonds issued for the DuPage Water Commission refunding and is all paid from the water fund. The 2021B bonds are the 2012 bonds that were refunded. Those were for the streets project and storm water sewer project on North Ave. The total net levy is \$2,944,649.



## VILLAGE OF BARTLETT COMMITTEE MINUTES October 05, 2021

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Going back in history, in 2012 our general levy peaked at \$7,058,094. We are down \$539,000 from that. We were flat for quite a while at \$6,432,000 and this year we are increasing \$86,000. For our police pension levy, we had a good year of returns last year at 25%. These investments will be consolidating with the rest of the downstate police pension funds in the spring/summer of 2022.

Chairman Hopkins clarified that our police pension fund had a return of 25% last year.

Mr. Dowden stated that was correct. Our funds are invested 65% in the stock market and the rest of it in fixed. For actuarial and funding purposes, this large increase is spread out over three years. We budgeted for \$3,500,000 and it was our goal for the assumed rate and we received closer to \$11,000,000 in investment income. That remaining will be spread out over the next two years.

President Wallace stated that now we have to mix this fund with all the other funds downstate. They claim that the fees will be so much less that we will get a higher return, but that is not going to be the case if we are getting a return like this.

Mr. Dowden stated that we did really good last year and it will really help the smaller funds more than the bigger funds. We can invest 65% in the stock market and smaller funds, less than \$10,000 in investments are restricted. He didn't think it would hurt us any, but it should help the smaller funds.

President Wallace stated that we should put a marker down to say this is when the funds were transferred over into the state program and do some averages to see our returns.

Mr. Dowden stated that the total increase of the pension fund contribution was \$135,000. We are still reducing the rate of our assumed investment return. It is going from 7% to 6.875%. We started this off at 7.5% and we have been going down 1/8%, although we did take last year off. This will not increase our expenses, just fund it earlier up front which will help us receive investment returns on the money that is in our fund.

President Wallace asked what percentage we are at.

Mr. Dowden stated we are at 75% and it needs to be a 90% funded by 2040.

President Wallace asked what 75% compares to most of the surrounding villages.

Mr. Dowden stated we are doing better than most. We would be higher if we had not reduced the assumed rate of return. We had a number of retirements in 2019. We did not have any in 2021, but we have had a number of retirements since then. We had four new hires to tier 2 which increases our contribution a little bit which was offset by our



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investment returns. Currently, we have 23 in tier 2 out of 58 activated in the police pension fund so almost half are tier 2 and those benefits are quite a bit reduced.

Mr. Dowden continued, for the equalized assessed value, he is estimating we will be \$1,235,944,000. We are still not at the peak of the housing market before the crash. We peaked in 2009 with an EAV of \$1,356,000,000 so we are still \$130,000,000 below where we peaked. This does not include the big buildings out in Brewster Creek TIF so there is an estimated \$70-80 million in EAV out there. The 2024 levy will include Brewster Creek. He is estimating 3% Cook, 4% DuPage. Over this last year, Cook County was only at .07%, DuPage increased by 3.38%. The last assessment in Cook County was 2018. We take the tax burden in Cook County which is 39%, apply that so Cook County's burden will be \$4,718,000. The rate is going to be about 1.1%, down slightly from last year. DuPage County's burden is \$7,129,000. The rate is going to be about .88%, down slightly, mainly due to the EAV going up. The combined rate stays about the same. The village makes up about 10% of the property tax bill in DuPage and Cook. The next step will be advertising for the public hearing on the 19<sup>th</sup>. The board will also approve an estimated levy and will be adopted in December by the last Tuesday in December.

President Wallace asked about how we predict EAV numbers and what the assessor's timeline is.

Mr. Dowden stated that DuPage County's EAV comes out in May and Cook County came in September.

President Wallace stated the reason he is asking is because next year he thinks we could see a very large increase in EAV because of housing prices.

Mr. Dowden stated it usually takes about three years to catch up. DuPage County after the last five years has gone up around 4%.



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There being no further business to discuss, Chairman Deyne moved to adjourn the committee meeting and that motion was seconded by Chairman Hopkins.

**ROLL CALL VOTE TO ADJOURN**

**AYES:** Chairman Hopkins, Deyne, Gandsey, Gunsteen

**NAYS:** None

**ABSENT:** Chairmen Reinke, Suwanski

**MOTION CARRIED**

The meeting was adjourned at 7:50 p.m.

Samuel Hughes  
Deputy Village Clerk

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 10/19/2021**

**100-GENERAL FUND REVENUES**

**420230-BUILDING PERMITS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JENNIFER TALABER	FENCE PERMIT REFUND	198.00
<b>INVOICES TOTAL:</b>		<b>198.00</b>

**10000-GENERAL FUND**

**210002-GROUP INSURANCE PAYABLE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 DEARBORN LIFE INSURANCE COMPANY	MONTHLY INSURANCE - OCT 2021	4,543.28
1 JOSEPH HARTRAY	INSURANCE PREMIUM REFUND	1,088.54
** 1 METROPOLITAN LIFE INSURANCE COMPANY	MONTHLY INSURANCE - OCT 2021	15,945.88
<b>INVOICES TOTAL:</b>		<b>21,577.70</b>

**1100-VILLAGE BOARD/ADMINISTRATION**

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 SINCERE SURROUNDINGS	PERSONALIZED MERRY & BRIGHT ITEMS	2,657.76
<b>INVOICES TOTAL:</b>		<b>2,657.76</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	ILCMA LODGING/LUNCH MEETING	545.48
<b>INVOICES TOTAL:</b>		<b>545.48</b>

**543900-COMMUNITY RELATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 BARTLETT HERITAGE DAYS	INSURANCE COSTS FOR PET EVENT	177.00
** 1 BARTLETT ROTARY CLUB	CLUB OUTING SIGNAGE SPONSOR	100.00
1 ENCHANTED PRODUCTIONS LLC	TREE LIGHTING	500.00
<b>INVOICES TOTAL:</b>		<b>777.00</b>

**543910-HISTORY MUSEUM EXPENSES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	MUSEUM EXPENSES/SUPPLIES	629.69
1 TERRENCE LYNCH	ZOOM PRESENTATION	300.00
<b>INVOICES TOTAL:</b>		<b>929.69</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	ZOOM FEES/MEETING REFRESHMENTS	375.16
<b>INVOICES TOTAL:</b>		<b>375.16</b>

\*\* Indicates pre-issue check.

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**1200-PROFESSIONAL SERVICES**

**523400-LEGAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CULLEN INC	PROFESSIONAL SERVICES	2,000.00
	<b>INVOICES TOTAL:</b>	<b>2,000.00</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	SPAULDING ROAD QUIET ZONE	868.00
	<b>INVOICES TOTAL:</b>	<b>868.00</b>

**1400-FINANCE**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 QUADIENT LEASING USA INC	LEASE PAYMENT	475.38
	<b>INVOICES TOTAL:</b>	<b>475.38</b>

**523500-AUDIT SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	GFOA BUDGET AWARD APP	575.00
	<b>INVOICES TOTAL:</b>	<b>575.00</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 U S POSTAL SERVICE	POSTAGE FOR METER	5,000.00
	<b>INVOICES TOTAL:</b>	<b>5,000.00</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	IGFOA CONFERENCE REGISTRATIONS	515.00
	<b>INVOICES TOTAL:</b>	<b>515.00</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COOK COUNTY RECORDER OF DEEDS	RECORDING FEES	88.00
1 ILLINOIS STATE POLICE	ORI #IL016050L/COST CTR #5933	250.00
	<b>INVOICES TOTAL:</b>	<b>338.00</b>

**1500-PLANNING & DEV SERVICES**

**523110-LEGAL PUBLICATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EXAMINER PUBLICATIONS INC	LEGAL NOTICE	76.50
1 EXAMINER PUBLICATIONS INC	LEGAL NOTICE	76.50

\*\* Indicates pre-issue check.

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1 PADDOCK PUBLICATIONS INC	PUBLIC HEARING NOTICE	118.80
		<b>INVOICES TOTAL: 271.80</b>

**1700-POLICE**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PROSHRED SECURITY	PAPER SHREDDING SERVICES	185.50
1 ULTRA STROBE COMMUNICATIONS INC	MONTHLY SERVICE FEE	1,235.00
1 VERIZON WIRELESS	WIRELESS SERVICES	688.56
		<b>INVOICES TOTAL: 2,109.06</b>

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VERIZON WIRELESS	WIRELESS SERVICES	1,423.07
		<b>INVOICES TOTAL: 1,423.07</b>

**524240-IMPOUNDING ANIMALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DUPAGE COUNTY ANIMAL SERVICES	ANIMAL SERVICES - AUGUST 2021	600.00
		<b>INVOICES TOTAL: 600.00</b>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ARMY TRAIL TIRE AND SERVICE	VEHICLE MAINTENANCE	1,880.69
1 ARMY TRAIL TIRE AND SERVICE	VEHICLE MAINTENANCE	2,679.55
** 1 CARDMEMBER SERVICE	LICENSE PLATE RENEWAL FEES	1,080.80
1 HAWK FORD OF ST CHARLES	VEHICLE MAINTENANCE	499.33
1 SQUEAKY G'S CAR WASH INC	CAR WASHES	42.00
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	281.58
1 UNITED AUTO REPAIR	VEHICLE MAINTENANCE	19.95
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	29.99
		<b>INVOICES TOTAL: 6,513.89</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE/SUPPLIES	40.98
1 ALBERTSONS - SAFEWAY	RETIREMENT GIFT/SUPPLIES	65.47
1 AMAZON CAPITAL SERVICES INC	AIR/FURNACE FILTERS	23.97
1 AMAZON CAPITAL SERVICES INC	DOG COLLAR	13.88
1 AMAZON CAPITAL SERVICES INC	USB FLASH DRIVES	27.99
1 CREATIVE SERVICES OF NEW ENGLAND	I MET MAVERICK STICKERS	284.95
1 THE FINER LINE INC	NAME PLATE/PLATE ENGRAVING	50.52
1 LT ARTISTIC FRAMING INC	FRAMED ARTWORK	255.00
** 1 SAM'S CLUB	MATERIALS & SUPPLIES	219.08
1 STATE GRAPHICS	VEHICLE SEIZURE FORMS	177.00

\*\* Indicates pre-issue check.

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1 WAREHOUSE DIRECT	FRT CHARGES/INK CARTRIDGE	18.85
1 WAREHOUSE DIRECT	INK CARTRIDGE	122.78
1 WAREHOUSE DIRECT	ENVELOPES/BATTERIES/SUPPLIES	172.91
1 WAREHOUSE DIRECT	INK CARTRIDGE	139.73
1 WAREHOUSE DIRECT	PAPER	27.72
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	17.95
	<b>INVOICES TOTAL:</b>	<b>1,658.78</b>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 RAY O'HERRON CO INC	UNIFORM APPAREL/ACCESSORIES	173.57
1 RAY O'HERRON CO INC	HONOR GUARD DRESS COATS	862.18
1 RAY O'HERRON CO INC	HONOR GUARD UNIFORMS	761.86
1 RAY O'HERRON CO INC	HONOR GUARD UNIFORMS	127.07
1 RAY O'HERRON CO INC	UNIFORM APPAREL	365.82
1 RAY O'HERRON CO INC	UNIFORM APPAREL/ACCESSORIES	164.67
1 RAY O'HERRON CO INC	HONOR GUARD UNIFORM	80.96
1 RAY O'HERRON CO INC	UNIFORM APPAREL	53.08
1 RAY O'HERRON CO INC	UNIFORM APPAREL/ACCESSORIES	1,209.31
1 RAY O'HERRON CO INC	UNIFORM APPAREL	640.68
1 STREICHER'S INC	KNIT HAT	9.99
1 STREICHER'S INC	BULLET PROOF VEST	656.00
	<b>INVOICES TOTAL:</b>	<b>5,105.19</b>

**530115-SUBSCRIPTIONS/PUBLICATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THOMSON REUTERS - WEST	MONTHLY SUBSCRIPTION	224.63
	<b>INVOICES TOTAL:</b>	<b>224.63</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	LETTER TRAYS/PEN HOLDER	50.63
1 THE FINER LINE INC	NAME PLATE/PLATE ENGRAVING	40.10
1 THE FINER LINE INC	NAME PLATES	63.05
1 STATE GRAPHICS	BUSINESS CARDS	115.04
1 WAREHOUSE DIRECT	MONTHLY PLANNER	31.05
	<b>INVOICES TOTAL:</b>	<b>299.87</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ULTRA STROBE COMMUNICATIONS INC	CERTIFICATION OF RADAR UNIT	35.00
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	2.99
	<b>INVOICES TOTAL:</b>	<b>37.99</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COLLEGE OF DUPAGE	SLEA ACADEMY TRAINING	7,471.20
1 ILLINOIS FIRE & POLICE COMMISSIONERS	FALL SEMINAR REGISTRATION FEE	525.00

\*\* Indicates pre-issue check.

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1 ILLINOIS TACTICAL OFFICERS ASSOC	CONFERENCE FEE/M KMIECIK	365.00
1 ILLINOIS TACTICAL OFFICERS ASSOC	CONFERENCE FEE/A SVOBODA	325.00
1 ILLINOIS TACTICAL OFFICERS ASSOC	CONFERENCE FEE/S BLASER	365.00
1 NORTH EAST MULTI-REGIONAL	TRAINING FEES	250.00
1 UNIVERSITY OF ILLINOIS	PATROL RIFLE TRAINING	446.00
	<u>INVOICES TOTAL:</u>	<u>9,747.20</u>

**542810-SAFETY PROGRAM EXPENSES**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 AED PROFESSIONALS	AED TRAINER KIT/SUPPLIES	1,979.00
** 1 CARDMEMBER SERVICE	FIRST AID INSTRUCTOR MANUALS	186.98
	<u>INVOICES TOTAL:</u>	<u>2,165.98</u>

**543101-DUES**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/G PRETKELIS	115.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/W NAYDENOFF	115.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/J DURBIN	115.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/R SWEENEY	115.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/P ULLRICH	265.00
1 ILLINOIS FIRE & POLICE COMMISSIONERS	MEMBERSHIP RENEWAL	375.00
** 1 SECRETARY OF STATE	NOTARY RENEWAL FEE/P SEVERSON	10.00
	<u>INVOICES TOTAL:</u>	<u>1,110.00</u>

**543900-COMMUNITY RELATIONS**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 THE UPS STORE	SHIPPING CHARGES	26.96
	<u>INVOICES TOTAL:</u>	<u>26.96</u>

**544001-PRISONER DETENTION**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE/SUPPLIES	66.33
	<u>INVOICES TOTAL:</u>	<u>66.33</u>

**545200-POLICE/FIRE COMMISSION**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 CONRAD POLYGRAPH INC	POLYGRAPH EXAM FEES	160.00
1 CONRAD POLYGRAPH INC	POLYGRAPH EXAM FEES	1,040.00
	<u>INVOICES TOTAL:</u>	<u>1,200.00</u>

**1800-STREET MAINTENANCE**

**522500-EQUIPMENT RENTALS**

<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>INVOICE AMOUNT</u>
1 COMCAST	CABLE SERVICE	2.09
1 VERIZON WIRELESS	WIRELESS SERVICES	267.37
1 VERIZON WIRELESS	WIRELESS SERVICES	36.01

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1 VERIZON WIRELESS	WIRELESS SERVICES	275.04
1 VERMEER-ILLINOIS INC	EQUIPMENT RENTAL	25.72
1 VERMEER-ILLINOIS INC	EQUIPMENT RENTAL	2,200.00
<b>INVOICES TOTAL:</b>		<b>2,806.23</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	20.57
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	176.95
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	1,011.77
<b>INVOICES TOTAL:</b>		<b>1,209.29</b>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ASTROBLAST INC	SALT SPREADER MAINTENANCE	889.00
1 BUNGE'S TIRE & AUTO BARTLETT	FLAT TIRE REPAIRS	38.35
1 JERRY'S WELDING INC	DUMP TRUCK MAINTENANCE	1,600.00
1 KAMMES AUTO & TRUCK REPAIR INC	VEHICLE MAINTENANCE	920.00
1 POMP'S TIRE SERVICE INC	TIRE REPLACEMENTS	465.92
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	2,661.76
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	325.00
1 SUBURBAN DRIVELINE INC	VEHICLE MAINTENANCE	445.00
<b>INVOICES TOTAL:</b>		<b>7,345.03</b>

**527100-SERVICES TO MAINTAIN STREETS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BLUFF CITY MATERIALS INC	HAULED MATERIALS	707.20
1 BLUFF CITY MATERIALS INC	HAULED MATERIALS	843.20
<b>INVOICES TOTAL:</b>		<b>1,550.40</b>

**527110-SVCS TO MAINTAIN TRAFFIC SIGS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MEADE ELECTRIC CO INC	TRAFFIC SIGNAL/STREET LIGHT MAINT	1,001.00
<b>INVOICES TOTAL:</b>		<b>1,001.00</b>

**527112-SERVICE TO MAINTAIN STR LIGHTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CAROL STREAM LAWN & POWER	CHAINSAW REPAIRS	147.53
<b>INVOICES TOTAL:</b>		<b>147.53</b>

**527113-SERVICES TO MAINT. GROUNDS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES	320.00
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES	1,500.00
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES - SEPT 2021	2,596.00
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES - OCT 2021	2,113.57
1 C E SMITH LAWN MAINTENANCE INC	VILLAGE SIGNS FALL PLANT DISPLAYS	1,337.00

\*\* Indicates pre-issue check.

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1 TRUGREEN	FERTILIZER APPLICATION	811.12
<u>INVOICES TOTAL:</u>		<u>8,677.69</u>

**527130-SIDEWALK & CURB REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BILL BUSH	CURB REPLACEMENT	580.00
1 ELMHURST CHICAGO STONE COMPANY	PSI AIR	928.00
1 TODD KUDRNA	PUBLIC SIDEWALK REPLACEMENT	874.20
1 WELCH BROS INC	REBAR	320.00
<u>INVOICES TOTAL:</u>		<u>2,702.20</u>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	IPHONE CASES	115.50
1 AMAZON CAPITAL SERVICES INC	GROUND FAULT LOCATOR	997.99
1 ARLINGTON POWER EQUIPMENT INC	SAW BLADES/CHAIN LOOPS/PRUNER	470.34
1 GRAINGER	MARKING PAINT	23.55
1 GRAINGER	PRY BAR	62.63
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	229.36
1 JSN CONTRACTORS SUPPLY	UTILITY MARKING FLAGS	220.00
1 RANDALL PRESSURE SYSTEMS INC	MATERIALS & SUPPLIES	199.48
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	256.81
<u>INVOICES TOTAL:</u>		<u>2,575.66</u>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CUTLER WORKWEAR	UNIFORMS	720.96
<u>INVOICES TOTAL:</u>		<u>720.96</u>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	WALL CHARGER PLUGS	14.99
1 WAREHOUSE DIRECT	PAPER/TRASH BAGS/COFFEE	68.76
1 WAREHOUSE DIRECT	INK CARTRIDGE	89.93
<u>INVOICES TOTAL:</u>		<u>173.68</u>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACME TRUCK BRAKE & SUPPLY CO	MAINTENANCE SUPPLIES	301.76
1 AMAZON CAPITAL SERVICES INC	DIESEL FUEL TANK/TANK STRAP	580.90
1 HAWK FORD OF ST CHARLES	MAINTENANCE SUPPLIES	435.54
1 RANDALL PRESSURE SYSTEMS INC	MAINTENANCE SUPPLIES	197.40
1 ULTRA STROBE COMMUNICATIONS INC	BRAKE/TAIL LIGHT	159.95
<u>INVOICES TOTAL:</u>		<u>1,675.55</u>

\*\* Indicates pre-issue check.

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**534400-STREET MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	446.67
1 TRAFFIC CONTROL & PROTECTION INC	TRAFFIC CONES	755.00
1 WELCH BROS INC	HAULED ASPHALT GRINDINGS	50.00
1 WELCH BROS INC	HAULED ASPHALT GRINDINGS	50.00
1 WELCH BROS INC	GRAVEL PURCHASE	348.00
<b>INVOICES TOTAL:</b>		<b>1,649.67</b>

**534800-STREET LIGHTS MAINT MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMPERAGE ELECTRICAL SUPPLY INC	MAINTENANCE SUPPLIES	57.84
1 STEINER ELECTRIC COMPANY	STREET LIGHTING SUPPLIES	310.97
<b>INVOICES TOTAL:</b>		<b>368.81</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMERICAN PUBLIC WORKS ASSOC	NICK TALARICO NAME TAG	20.00
** 1 CARDMEMBER SERVICE	CONFERENCE LODGING	842.24
1 ILLINOIS LANDSCAPE CONTRACTORS ASSOC	PRUNING CLASS REGISTRATION FEES	220.00
1 PROFESSIONAL SNOWFIGHTERS ASSOCIATIO	APWA SNOW & ICE SEMINAR	360.00
<b>INVOICES TOTAL:</b>		<b>1,442.24</b>

**543800-STORMWATER FACILITIES MAINT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WELCH BROS INC	MAINTENANCE SUPPLIES	274.00
<b>INVOICES TOTAL:</b>		<b>274.00</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HEARTLAND BUSINESS SYSTEMS LLC	SECURITY CAMERAS	303.38
1 HEARTLAND BUSINESS SYSTEMS LLC	SECURITY CAMERA TELESCOPIC MOUNT	103.57
<b>INVOICES TOTAL:</b>		<b>406.95</b>

**2200-MFT EXPENDITURES**

**583005-MFT MAINTENANCE PROGRAM**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ARROW ROAD CONSTRUCTION CO	STREETS RESURFACING PROJECT	67,974.48
<b>INVOICES TOTAL:</b>		<b>67,974.48</b>

**430000-DEVELOPER DEPOSITS FUND**

**262102-COUNTRY CREEK UNIT 1**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 THE REGO DEVELOPMENT	COUNTRY CREEK CASH BOND	10,000.00

\*\* Indicates pre-issue check.

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INVOICES TOTAL: 10,000.00

**5000-WATER OPERATING EXPENSES**

**520025-DWC WATER AGREEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 DUPAGE WATER COMMISSION	DWC WATER BILL - AUGUST 21	529,210.57
<u>INVOICES TOTAL:</u>		<u>529,210.57</u>

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ADVANTAGE PLUMBING HEATING & AC	BACKFLOW DEVICE TESTS	178.35
1 ADVANTAGE PLUMBING HEATING & AC	BACKFLOW DEVICE REPAIRS	437.00
** 1 CARDMEMBER SERVICE	SCADA PHONE SERVICE	37.52
1 HAMPTON LENZINI AND RENWICK INC	NATIVE AREA MANAGEMENT	500.00
1 WATER REMEDIATION TECHNOLOGY	BASE TREATMENT CHARGE/W-4	11,252.75
1 WATER REMEDIATION TECHNOLOGY	BASE TREATMENT CHARGE/W-7	2,293.33
<u>INVOICES TOTAL:</u>		<u>14,698.95</u>

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VERIZON WIRELESS	WIRELESS SERVICES	267.37
<u>INVOICES TOTAL:</u>		<u>267.37</u>

**522800-ANALYTICAL TESTING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	1,337.00
<u>INVOICES TOTAL:</u>		<u>1,337.00</u>

**523401-ARCHITECTURAL/ENGINEERING SVC**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BAXTER & WOODMAN	AWIA EMERGENCY RESPONSE PLAN	1,000.00
1 CHRISTOPHER B BURKE ENG LTD	GROUND STORAGE TANK STORAGE	1,872.00
<u>INVOICES TOTAL:</u>		<u>2,872.00</u>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	51.81
1 NICOR GAS	GAS BILL	47.74
1 NICOR GAS	GAS BILL	52.19
<u>INVOICES TOTAL:</u>		<u>151.74</u>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTO GLASS SERVICE	WINDOW REPLACEMENT	300.00
1 IVY LANE CORPORATION	VEHICLE MAINTENANCE	76.47

\*\* Indicates pre-issue check.

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INVOICES TOTAL: **376.47**

**527120-SVCS TO MAINT MAINS/STORM LINE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	301.02
1 BLUFF CITY MATERIALS INC	HAULED MATERIALS	707.20
1 BLUFF CITY MATERIALS INC	HAULED MATERIALS	843.20
1 CORNERSTONE LAND & LAWN INC	TURF RESTORATION SERVICES	3,675.00
1 WELCH BROS INC	GRAVEL PURCHASE	130.50
1 WELCH BROS INC	GRAVEL PURCHASE	295.50
1 WELCH BROS INC	GRAVEL PURCHASE	252.00
<u>INVOICES TOTAL:</u>		<b>6,204.42</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORE & MAIN LP	MATERIALS & SUPPLIES	1,429.79
1 CORE & MAIN LP	MATERIALS & SUPPLIES	1,457.07
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	179.59
1 USA BLUE BOOK	MATERIALS & SUPPLIES	154.49
1 WELCH BROS INC	DUCTILE BLADES/SUPPLIES	317.00
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	27.96
<u>INVOICES TOTAL:</u>		<b>3,565.90</b>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CUTLER WORKWEAR	UNIFORMS	2,000.69
<u>INVOICES TOTAL:</u>		<b>2,000.69</b>

**530120-CHEMICAL SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAWKINS INC	CHEMICAL SUPPLIES	646.72
1 HAWKINS INC	CHEMICAL SUPPLIES	756.76
1 HAWKINS INC	CHEMICAL SUPPLIES	757.26
<u>INVOICES TOTAL:</u>		<b>2,160.74</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	WALL CHARGER PLUGS	14.99
1 WAREHOUSE DIRECT	PAPER/TRASH BAGS/COFFEE	68.76
<u>INVOICES TOTAL:</u>		<b>83.75</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	OCTOBER BILLS POSTAGE	2,791.50
<u>INVOICES TOTAL:</u>		<b>2,791.50</b>

\*\* Indicates pre-issue check.

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**534810-METER MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WATER RESOURCES INC	WATER METERS/SUPPLIES	176.60
	<b>INVOICES TOTAL:</b>	<b>176.60</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ILLINOIS SECTION AWWA	SEMINAR REGISTRATION FEES	144.00
	<b>INVOICES TOTAL:</b>	<b>144.00</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HEARTLAND BUSINESS SYSTEMS LLC	SECURITY CAMERAS	303.37
1 HEARTLAND BUSINESS SYSTEMS LLC	SECURITY CAMERA TELESCOPIC MOUNT	103.56
	<b>INVOICES TOTAL:</b>	<b>406.93</b>

**547072-DWC CAPITAL BUY IN PRINCIPAL**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 DUPAGE WATER COMMISSION	DWC WATER BILL - AUGUST 21	36,196.20
	<b>INVOICES TOTAL:</b>	<b>36,196.20</b>

**5090-WATER CAPITAL PROJECTS EXP**

**581029-WATERMAIN REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GERARDI SEWER & WATER CO	WATER MAIN REPLACEMENT PROJECT	78,920.24
	<b>INVOICES TOTAL:</b>	<b>78,920.24</b>

**581038-VILLAGE SYSTEM IMPROVEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	PUMP STATION MODIFICATIONS	2,857.29
	<b>INVOICES TOTAL:</b>	<b>2,857.29</b>

**5100-SEWER OPERATING EXPENSES**

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VERIZON WIRELESS	WIRELESS SERVICES	267.37
	<b>INVOICES TOTAL:</b>	<b>267.37</b>

**522800-ANALYTICAL TESTING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	1,043.50
	<b>INVOICES TOTAL:</b>	<b>1,043.50</b>

\*\* Indicates pre-issue check.

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**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PADDOCK PUBLICATIONS INC	PUBLIC HEARING NOTICE	175.50
	<b>INVOICES TOTAL:</b>	<b>175.50</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	215.59
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	93.18
1 NICOR GAS	GAS BILL	43.24
1 NICOR GAS	GAS BILL	133.68
1 NICOR GAS	GAS BILL	43.06
1 NICOR GAS	GAS BILL	49.85
1 NICOR GAS	GAS BILL	44.30
1 NICOR GAS	GAS BILL	43.46
1 NICOR GAS	GAS BILL	47.05
1 NICOR GAS	GAS BILL	45.14
1 NICOR GAS	GAS BILL	131.43
	<b>INVOICES TOTAL:</b>	<b>889.98</b>

**527120-SVCS TO MAINT MAINS/STORM LINE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BLUFF CITY MATERIALS INC	HAULED MATERIALS	353.60
1 BLUFF CITY MATERIALS INC	HAULED MATERIALS	421.60
	<b>INVOICES TOTAL:</b>	<b>775.20</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	IPHONE CASES	77.00
1 NORTH CENTRAL LABORATORIES	LAB SUPPLIES	1,061.17
1 RANDALL PRESSURE SYSTEMS INC	MAINTENANCE SUPPLIES	805.01
	<b>INVOICES TOTAL:</b>	<b>1,943.18</b>

**530120-CHEMICAL SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CARUS LLC	CHEMICAL SUPPLIES	6,043.00
1 HAWKINS INC	CHEMICAL SUPPLIES	4,742.19
1 HAWKINS INC	CHEMICAL SUPPLIES	2,649.58
	<b>INVOICES TOTAL:</b>	<b>13,434.77</b>

**530160-SAFETY EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PRO CHEM INC	NITRILE GLOVES	407.00
	<b>INVOICES TOTAL:</b>	<b>407.00</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

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1 AMAZON CAPITAL SERVICES INC	WALL CHARGER PLUGS	14.99
		<b>INVOICES TOTAL: 14.99</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	OCTOBER BILLS POSTAGE	2,791.50
		<b>INVOICES TOTAL: 2,791.50</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BUCK BROS INC	MAINTENANCE SUPPLIES	262.16
1 GASVODA & ASSOCIATES INC	MAINTENANCE SUPPLIES	1,677.58
1 GRAINGER	EFFLUENT PUMP	878.59
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	558.93
1 RALPH HELM INC	MAINTENANCE SUPPLIES	435.59
1 RALPH HELM INC	MAINTENANCE SUPPLIES	115.12
		<b>INVOICES TOTAL: 3,927.97</b>

**534500-GROUNDS MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES - SEPT 2021	140.00
		<b>INVOICES TOTAL: 140.00</b>

**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WEBMARC DOORS INC	COMMERCIAL DOOR REPAIRS	251.50
1 WEBMARC DOORS INC	COMMERCIAL DOOR REPAIRS	441.06
		<b>INVOICES TOTAL: 692.56</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HEARTLAND BUSINESS SYSTEMS LLC	SECURITY CAMERAS	303.36
1 HEARTLAND BUSINESS SYSTEMS LLC	SECURITY CAMERA TELESCOPIC MOUNT	103.57
		<b>INVOICES TOTAL: 406.93</b>

**5190-SEWER CAPITAL PROJECTS EXP**

**582025-SANITARY SEWER EVALUATION**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NEENAH FOUNDRY COMPANY	SOLID LIDS	3,870.00
1 NEENAH FOUNDRY COMPANY	FRAMES/SOLID LIDS	1,124.00
		<b>INVOICES TOTAL: 4,994.00</b>

**5200-PARKING OPERATING EXPENSES**

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

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1 COMCAST	INTERNET SERVICE	128.40
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	91.96
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	44.07
1 NICOR GAS	GAS BILL	41.78
1 NICOR GAS	GAS BILL	75.28
1 VERIZON WIRELESS	WIRELESS SERVICES	39.99
		<u>INVOICES TOTAL:</u> <b>421.48</b>

**529000-OTHER CONTRACTUAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	METRA INTERNET SERVICE	51.88
		<u>INVOICES TOTAL:</u> <b>51.88</b>

**570200-BLDG & GROUNDS IMPROVEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 C E SMITH LAWN MAINTENANCE INC	LANDSCAPING SERVICES - OCT 2021	1,684.29
		<u>INVOICES TOTAL:</u> <b>1,684.29</b>

**550-GOLF FUND REVENUES**

**470010-CLUBHOUSE BANQUET SALES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ASHLEY FONTANEZ	BALANCE DUE/DEPOSIT REFUND	627.20
** 1 ADAM MIELNIKOWSKI	REFUND/WEDDING OVERPAYMENT	1,397.00
		<u>INVOICES TOTAL:</u> <b>2,024.20</b>

**5500-GOLF PROGRAM EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANDERSON PEST SOLUTIONS	PEST CONTROL SERVICES	117.50
** 1 CARDMEMBER SERVICE	BARTLETT HILLS MOBILE APP	105.19
1 GALLUS GOLF LLC	MOBILE APP MONTHLY LICENSE FEE	250.00
1 GALLUS GOLF LLC	MOBILE APP MONTHLY LICENSE FEE	250.00
1 GALLUS GOLF LLC	MOBILE APP MONTHLY LICENSE FEE	250.00
		<u>INVOICES TOTAL:</u> <b>972.69</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 RON JONES ELECTRIC INC	BLENDER REPAIRS	135.00
		<u>INVOICES TOTAL:</u> <b>135.00</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	CABLE SERVICE	388.65
1 NICOR GAS	GAS BILL	567.46

\*\* Indicates pre-issue check.

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INVOICES TOTAL: 956.11

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EDWARD DON & COMPANY	PAPER TOWELS	100.00
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	50.00
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	15.91
<u>INVOICES TOTAL:</u>		<u>165.91</u>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	1,299.12
<u>INVOICES TOTAL:</u>		<u>1,299.12</u>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	COPY PAPER/POCKET FOLDERS	20.00
<u>INVOICES TOTAL:</u>		<u>20.00</u>

**534200-GOLF CART MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VALLEY HYDRAULIC SERVICE INC	GOLF CART MAINTENANCE SUPPLIES	220.26
<u>INVOICES TOTAL:</u>		<u>220.26</u>

**534332-PURCHASES - GOLF BALLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACUSHNET COMPANY	GOLF BALLS	1,942.41
1 BRIDGESTONE GOLF INC	GOLF BALLS	422.16
1 BRIDGESTONE GOLF INC	GOLF BALLS	767.29
<u>INVOICES TOTAL:</u>		<u>3,131.86</u>

**5510-GOLF MAINTENANCE EXPENSES**

**522300-UNIFORM RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CINTAS CORPORATION	UNIFORM RENTAL	25.00
1 CINTAS CORPORATION	UNIFORM RENTAL	25.00
1 CINTAS CORPORATION	UNIFORM RENTAL	25.00
1 CINTAS CORPORATION	UNIFORM RENTAL	25.00
1 CINTAS CORPORATION	UNIFORM RENTAL	25.00
<u>INVOICES TOTAL:</u>		<u>125.00</u>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NICOR GAS	GAS BILL	53.38
1 NICOR GAS	GAS BILL	189.14

\*\* Indicates pre-issue check.

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INVOICES TOTAL: 242.52

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHICAGOLAND TURF	MATERIALS & SUPPLIES	1,800.00
<u>INVOICES TOTAL:</u>		<u>1,800.00</u>

**530150-SMALL TOOLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CAROL STREAM LAWN & POWER	BACKPACK BLOWER	549.99
<u>INVOICES TOTAL:</u>		<u>549.99</u>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	1,299.11
<u>INVOICES TOTAL:</u>		<u>1,299.11</u>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CAROL STREAM LAWN & POWER	AIR FILTER COMBO	12.90
1 CAROL STREAM LAWN & POWER	INNERTUBE	7.08
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	85.14
1 TURFLINE INC	MAINTENANCE SUPPLIES	863.00
<u>INVOICES TOTAL:</u>		<u>968.12</u>

**534500-GROUNDS MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	323.32
<u>INVOICES TOTAL:</u>		<u>323.32</u>

**572000-BUILDING & GROUNDS IMPROVMNTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 LAFARGE AGGREGATES ILLINOIS INC	BUILDING MAINTENANCE SUPPLIES	177.60
1 MIDWEST GROUNDCOVERS	PLANT PURCHASE	578.40
<u>INVOICES TOTAL:</u>		<u>756.00</u>

**5560-GOLF RESTAURANT EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A & P GREASE TRAPPERS INC	GREASE TRAP MAINTENANCE	50.00
1 A MAESTRANZI SONS	KNIFE SERVICE	19.00
1 COMPLETE BAR SYSTEMS LLC	CLEANED BEER LINES	52.00
<u>INVOICES TOTAL:</u>		<u>121.00</u>

\*\* Indicates pre-issue check.

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**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	JOB AD POSTINGS	252.56
<b>INVOICES TOTAL:</b>		<b>252.56</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NICOR GAS	GAS BILL	94.57
<b>INVOICES TOTAL:</b>		<b>94.57</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EDWARD DON & COMPANY	PAPER TOWELS	100.00
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	81.06
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	151.92
<b>INVOICES TOTAL:</b>		<b>332.98</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	COPY PAPER/POCKET FOLDERS	15.00
<b>INVOICES TOTAL:</b>		<b>15.00</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	350.00
1 ELGIN BEVERAGE CO	BEER PURCHASE	87.74
1 EUCLID BEVERAGE LLC	BEER PURCHASE	251.46
1 EUCLID BEVERAGE LLC	BEER PURCHASE	93.68
1 GRECO AND SONS INC	FOOD PURCHASE	284.87
1 GRECO AND SONS INC	FOOD PURCHASE	201.22
1 GRECO AND SONS INC	FOOD PURCHASE	395.22
1 LAKESHORE BEVERAGE	BEER PURCHASE	52.35
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	70.16
1 SOUTHERN GLAZER'S OF IL	LIQUOR PURCHASE	100.00
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	40.44
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	169.09
<b>INVOICES TOTAL:</b>		<b>2,096.23</b>

**5570-GOLF BANQUET EXPENSES**

**511200-TEMPORARY SALARIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SURESTAFF LLC	TEMPORARY STAFFING	608.38
1 SURESTAFF LLC	TEMPORARY STAFFING	902.75
<b>INVOICES TOTAL:</b>		<b>1,511.13</b>

\*\* Indicates pre-issue check.

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**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A & P GREASE TRAPPERS INC	GREASE TRAP MAINTENANCE	50.00
1 ALSCO	LINEN SERVICES	159.41
1 ALSCO	LINEN SERVICES	194.75
1 CLUBTEC	MONTHLY SOFTWARE SUPPORT	58.00
<b>INVOICES TOTAL:</b>		<b>462.16</b>

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	LINEN RENTAL	97.20
<b>INVOICES TOTAL:</b>		<b>97.20</b>

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	JOB AD POSTINGS	480.70
<b>INVOICES TOTAL:</b>		<b>480.70</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NICOR GAS	GAS BILL	94.57
<b>INVOICES TOTAL:</b>		<b>94.57</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EDWARD DON & COMPANY	PAPER TOWELS	63.76
1 MLA WHOLESALE INC	FLOWERS	166.70
1 MLA WHOLESALE INC	FLOWERS	182.75
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	81.06
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	51.92
<b>INVOICES TOTAL:</b>		<b>546.19</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	COPY PAPER/POCKET FOLDERS	92.52
<b>INVOICES TOTAL:</b>		<b>92.52</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE BAKING INSTITUTE BAKERY CO	WEDDING CAKE	205.00
1 THE BAKING INSTITUTE BAKERY CO	BAKERY PURCHASE	195.00
1 THE BAKING INSTITUTE BAKERY CO	WEDDING CAKE	255.00
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	472.09
1 ELGIN BEVERAGE CO	BEER PURCHASE	87.75
1 EUCLID BEVERAGE LLC	BEER PURCHASE	251.46
1 EUCLID BEVERAGE LLC	BEER PURCHASE	162.00

\*\* Indicates pre-issue check.

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1 FORTUNE FISH & GOURMET	FOOD PURCHASE	678.26
1 GRECO AND SONS INC	FOOD PURCHASE	396.99
1 GRECO AND SONS INC	FOOD PURCHASE	697.41
1 GRECO AND SONS INC	FOOD PURCHASE	250.23
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	64.41
1 IL GIARDINO DEL DOLCE INC	PASTRIES/COOKIES	131.00
1 LAKESHORE BEVERAGE	BEER PURCHASE	52.36
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	70.17
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	77.63
1 SOUTHERN GLAZER'S OF IL	LIQUOR PURCHASE	246.76
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	941.53
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE	128.41
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	2,160.74
<u>INVOICES TOTAL:</u>		<u>7,524.20</u>

**5580-GOLF MIDWAY EXPENSES**

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	20.51
<u>INVOICES TOTAL:</u>		<u>20.51</u>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	100.00
1 EUCLID BEVERAGE LLC	BEER PURCHASE	247.45
1 GRECO AND SONS INC	FOOD PURCHASE	20.00
1 GRECO AND SONS INC	FOOD PURCHASE	48.82
1 GRECO AND SONS INC	FOOD PURCHASE/SUPPLIES	353.40
1 LAKESHORE BEVERAGE	BEER PURCHASE	19.60
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	127.30
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	118.28
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	75.52
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE	663.76
1 SYSCO FOOD SERVICES - CHICAGO	FOOD PURCHASE/SUPPLIES	74.30
<u>INVOICES TOTAL:</u>		<u>1,848.43</u>

**6000-CENTRAL SERVICES EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MIDWEST MECHANICAL	QUARTERLY MAINTENANCE AGREEMENT	2,859.00
<u>INVOICES TOTAL:</u>		<u>2,859.00</u>

**522700-COMPUTER SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CARDMEMBER SERVICE	COMPUTER SERVICES	100.98

\*\* Indicates pre-issue check.

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1 CDS OFFICE TECHNOLOGIES	WIRELESS/AIRLINK MGMT SERVICES	35.00
1 THINKGARD	MONTHLY SERVICE AGREEMENT	2,090.90
		<b>INVOICES TOTAL: 2,226.88</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTOMATIC BUILDING CONTROLS LLC	EQUIPMENT REPAIRS	6,200.00
1 CORNERSTONE LAND & LAWN INC	WEED ABATEMENT	300.00
1 CORNERSTONE LAND & LAWN INC	WEED ABATEMENT	80.00
1 CORNERSTONE LAND & LAWN INC	WEED ABATEMENT	125.00
1 CORNERSTONE LAND & LAWN INC	WEED ABATEMENT	75.00
1 CORNERSTONE LAND & LAWN INC	WEED ABATEMENT	135.00
1 CORNERSTONE LAND & LAWN INC	WEED ABATEMENT	40.00
1 MIDWEST MECHANICAL	EQUIPMENT REPAIRS	570.89
1 MIDWEST MECHANICAL	BOILER REPAIRS	4,168.63
1 SCHINDLER ELEVATOR CORPORATION	EQUIPMENT INSTALLATION	2,019.24
1 TRUGREEN	FERTILIZER APPLICATION	139.51
		<b>INVOICES TOTAL: 13,853.27</b>

**524110-TELEPHONE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VERIZON WIRELESS	WIRELESS SERVICES	410.11
1 VERIZON WIRELESS	WIRELESS SERVICES	456.12
		<b>INVOICES TOTAL: 866.23</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	89.29
1 NICOR GAS	GAS BILL	587.03
		<b>INVOICES TOTAL: 676.32</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	RETIREMENT GIFT/SUPPLIES	308.02
** 1 CARDMEMBER SERVICE	RETIREMENT PARTY SUPPLIES	87.66
1 GREAT LAKES COCA-COLA	SOFT DRINK PURCHASE	236.34
1 GREAT LAKES COCA-COLA	SOFT DRINK PURCHASE	215.59
1 GREAT LAKES COCA-COLA	SOFT DRINK PURCHASE	325.74
1 ITSAVVY	INK FOR PLOTTER	1,144.88
1 ITSAVVY	INK FOR PLOTTER	286.22
** 1 SAM'S CLUB	MATERIALS & SUPPLIES	239.42
1 WESTERN FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	108.08
		<b>INVOICES TOTAL: 2,951.95</b>

**534600-BUILDING MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLEGIANT FIRE PROTECTION LLC	QUARTERLY FIRE PUMP INSPECTIONS	480.00

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT**  
**DETAIL BOARD REPORT**  
 INVOICES DUE ON/BEFORE 10/19/2021

1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	41.82
		<b>INVOICES TOTAL: 521.82</b>

**546900-CONTINGENCIES**

	VENDOR	INVOICE DESCRIPTION		INVOICE AMOUNT
**	1 CARDMEMBER SERVICE	WIRELESS ACCESS POINTS/CONTROLLER		1,352.58
	1 DELL MARKETING L.P.	WINDOWS 10 PRO LICENSE		122.14
				<b>INVOICES TOTAL: 1,474.72</b>

**570100-MACHINERY & EQUIPMENT**

	VENDOR	INVOICE DESCRIPTION		INVOICE AMOUNT
**	1 CARDMEMBER SERVICE	CLOUD SERVICES		1.42
				<b>INVOICES TOTAL: 1.42</b>

**GRAND TOTAL: 956,589.52**

GENERAL FUND	104,119.81
MOTOR FUEL TAX FUND	67,974.48
DEVELOPER DEPOSITS FUND	10,000.00
WATER FUND	684,422.36
SEWER FUND	31,904.45
PARKING FUND	2,157.65
GOLF FUND	30,579.16
CENTRAL SERVICES FUND	25,431.61
<b>GRAND TOTAL</b>	<b>956,589.52</b>

\*\* Indicates pre-issue check.

VILLAGE OF BARTLETT TREASURER'S REPORT  
 CASH & INVESTMENT REPORT  
 FISCAL YEAR 2021/22 as of August 31, 2021

Fund	7/31/2021		8/31/2021		Detail of Ending Balance		
	Receipts	Disbursements	Cash	Investments	Net Assets/Liab.		8/31/2021
General	18,527,708	1,939,968	11,890,498	5,703,186	817,713		18,411,397
MFT	5,178,460	80,663	3,492,440	364,950	1,377,618		5,235,007
Debt Service	1,377,827	0	1,005,431	515,845	1,103		1,522,379
Capital Projects	42,443	0	28,051	14,392	2,762,865		2,805,308
Municipal Building	1,002,328	0	478,056	245,271	279,989		1,003,315
Developer Deposits	2,476,262	0	285,594	1,689,195	532,670		2,507,459
59 & Lake TIF	0	0	586,878	301,103	(887,981)		0
BC Municipal TIF	1,205,008	45,524	861,968	442,240	(34,198)		1,270,010
Bluff City TIF Municipal	138,983	0	91,856	47,128	0		138,984
Water	2,114,768	772,474	3,689,403	1,892,829	(3,086,240)		2,495,992
Sewer	21,314,400	438,721	1,504,462	771,826	19,166,675		21,442,963
Parking	(87,970)	12,527	0	0	(97,997)		(97,997)
Golf	(278,782)	208,085	0	0	(119,909)		(119,909)
Central Services	775,088	87,623	438,205	224,825	145,766		808,796
Vehicle Replacement	4,139,257	29,026	1,196,819	614,038	2,348,872		4,159,730
<b>TOTALS</b>	<b>57,925,779</b>	<b>7,272,264</b>	<b>25,549,660</b>	<b>12,826,826</b>	<b>23,206,947</b>		<b>61,583,433</b>

BC Project TIF	7,344,923	1,256,367	0	0	7,822,770		7,822,770
Bluff City Project TIF	335,299	3	221,605	113,697	0		335,302
Bluff City SSA Debt Srv.	585,333	10	0	0	585,344		585,344
Police Pension	60,221,259	1,306,796	1,602,365	59,602,164	114,566		61,319,094



Todd Dowden  
 Finance Director

VILLAGE OF BARTLETT TREASURER'S REPORT  
 REVENUE & EXPENDITURE BUDGET COMPARISONS BY FUND  
 FISCAL YEAR 2021/22 as of August 31, 2021

Fund	Revenues			Expenditures		
	Actual	Current Year Budget	Prior YTD %	Actual	Current Year Budget	Prior YTD %
General	9,775,327	25,213,747	38.77%	8,535,562	26,297,809	32.46%
MFT	998,876	2,530,256	39.48%	92,001	3,170,000	2.90%
Debt Service	1,130,489	3,015,233	37.49%	493,212	3,018,675	16.34%
Capital Projects	2,762,867	100	100.00%	0	0	0.00%
Municipal Building	2,697	5,000	53.94%	438	375,000	0.12%
Developer Deposits	84,480	375,000	22.53%	0	626,958	0.00%
Bluff City SSA	61	923,983	0.01%	44,038	1,015,175	4.34%
59 & Lake TIF	0	61,000	0.00%	0	61,000	0.00%
Bluff City Municipal TIF	20,901	35,100	59.55%	0	105,000	0.00%
Bluff City Project TIF	327,355	2,030,500	16.12%	0	2,030,000	0.00%
Brewster Creek Municipal TIF	578,492	875,500	66.08%	220,653	1,207,867	18.27%
Brewster Creek Project TIF	4,842,090	9,090,000	53.27%	1,088,720	9,088,040	11.98%
Water	4,382,147	12,237,500	35.81%	3,180,609	13,264,853	23.98%
Sewer	2,267,723	22,967,000	9.87%	2,237,937	27,258,677	8.21%
Parking	9,757	100,000	9.76%	48,871	272,787	17.92%
Golf	1,274,304	2,414,258	52.78%	872,750	2,401,103	36.35%
Central Services	485,334	1,456,404	33.32%	450,774	1,450,904	31.07%
Vehicle Replacement	198,009	605,770	32.69%	0	659,619	0.00%
Police Pension	4,411,370	6,333,403	69.65%	880,395	6,333,403	13.90%
Subtotal	33,552,278	90,269,754	37.17%	18,145,960	98,636,870	18.40%
Less Interfund Transfers	(1,620,488)	(4,886,665)	33.16%	(1,620,488)	(4,886,665)	33.16%
Total	31,931,790	85,383,089	37.40%	16,525,472	93,750,205	17.63%

VILLAGE OF BARTLETT TREASURER'S REPORT  
 MAJOR REVENUE BUDGET COMPARISONS  
 FISCAL YEAR 2021/22 as of August 31, 2021

Fund	Actual	Current Year		Prior	
		Budget	Percent	Budget	YTD %
Property Taxes	4,384,607	11,541,646	37.99%		53.86%
Sales Taxes (General Fund)	1,063,979	3,400,000	31.29%		29.00%
Income Taxes	2,154,062	4,560,000	47.24%		37.92%
Telecommunications Tax	147,545	480,000	30.74%		34.07%
Home Rule Sales Tax	756,888	2,380,000	31.80%		25.53%
Real Estate Transfer Tax	596,000	850,000	70.12%		46.57%
Use Tax	502,573	900,000	55.84%		36.43%
Building Permits	359,223	650,000	55.27%		41.39%
MFT	545,847	1,620,000	33.69%		27.29%
Water Charges	4,295,317	12,000,000	35.79%		35.18%
Sewer Charges	2,154,770	6,075,000	35.47%		29.27%
Interest Income	3,960	45,600	8.68%		27.10%

VILLAGE OF BARTLETT TREASURER'S REPORT  
 GOLF FUND DETAIL (Excluding Capital Projects)  
 FISCAL YEAR 2021/22 as of August 31, 2021

Fund	Current Year		Percent
	Actual	Budget	
<b>Golf Program</b>			
Revenues	874,766	1,363,258	64.17%
Expenses	513,989	1,340,168	38.35%
Net Income	<u>360,777</u>	<u>23,090</u>	<u>1562.48%</u>
<b>F&amp;B - Restaurant</b>			
Revenues	92,860	150,000	61.91%
Expenses	146,171	335,184	43.61%
Net Income	<u>(53,311)</u>	<u>(185,184)</u>	<u>28.79%</u>
<b>F&amp;B - Banquet</b>			
Revenues	203,821	765,000	26.64%
Expenses	172,109	661,251	26.03%
Net Income	<u>31,712</u>	<u>103,749</u>	<u>30.57%</u>
<b>F&amp;B - Midway</b>			
Revenues	102,857	136,000	75.63%
Expenses	40,481	64,500	62.76%
Net Income	<u>62,376</u>	<u>71,500</u>	<u>87.24%</u>
<b>Golf Fund Total</b>			
Revenues	1,274,304	2,414,258	52.78%
Expenses	872,750	2,401,103	36.35%
Net Income	<u>401,554</u>	<u>13,155</u>	<u>3052.49%</u>

Sales Taxes

Month	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
May	137,931	143,188	125,055	141,609	161,850	159,411	167,379	156,194	160,850	185,540
June	168,284	162,596	153,553	170,308	178,006	186,494	194,753	187,952	183,798	277,635
July	175,701	173,657	178,983	170,734	181,943	201,320	200,041	205,572	198,797	274,678
August	191,865	191,196	200,051	200,031	224,385	219,629	227,783	232,110	209,005	331,855
September	190,899	186,097	188,547	193,484	211,186	224,268	218,236	220,524	233,289	
October	180,797	184,425	190,872	204,424	209,930	215,328	211,089	262,349	221,535	
November	179,526	186,229	181,445	198,880	206,205	208,760	215,922	227,334	202,764	
December	165,188	170,530	188,055	212,286	212,435	219,639	196,081	214,284	236,916	
January	181,865	174,037	179,846	204,437	207,123	221,599	221,276	243,184	208,079	
February	161,047	149,669	160,774	170,190	201,075	206,836	196,714	186,495	199,411	
March	168,154	210,506	187,865	194,219	190,934	196,530	181,590	203,051	203,477	
April	147,189	151,678	141,054	149,630	167,837	180,413	170,866	193,930	211,072	
<b>Total</b>	<b>2,048,447</b>	<b>2,083,807</b>	<b>2,076,100</b>	<b>2,210,232</b>	<b>2,352,909</b>	<b>2,440,227</b>	<b>2,401,729</b>	<b>2,532,977</b>	<b>2,468,994</b>	<b>1,069,709</b>
<b>% increase</b>	<b>3.43%</b>	<b>1.73%</b>	<b>-0.37%</b>	<b>6.46%</b>	<b>6.46%</b>	<b>3.71%</b>	<b>-1.58%</b>	<b>5.46%</b>	<b>-2.53%</b>	<b>58.78%</b>
<b>Budget</b>	<b>1,975,000</b>	<b>2,010,000</b>	<b>2,075,000</b>	<b>2,115,000</b>	<b>2,205,000</b>	<b>2,400,000</b>	<b>2,425,000</b>	<b>2,460,000</b>	<b>2,575,000</b>	<b>3,400,000</b>

# VENDOR WARRANT DETAIL

## BARTLETT VILLAGE TREASURER

[RETURN HOME](#) [VENDOR SUMMARY](#) [CONTRACT SEARCH](#) [PAYMENTS SEARCH](#) [PAYMENTS ISSUED](#) [PENDING PAYMENTS](#)

### PAYMENTS NOTIFICATIONS

[➔ Return Back](#)

Warrant/EFT#: EF 0024164

Fiscal Year 2022 Issue Date 08/05/21

Warrant Total \$331,854.91 Warrant Status

Agency	Contract	Invoice	Voucher	Agency Amount
492 - REVENUE		A1966253	2A1966253	\$331,854.91

### IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0189	492	27	44910055	4491	\$331,854.91	DISTRIBUTE MUNI/CNTY SALES TAX

### Payment Voucher Description

Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 08/04/2021
2	MUNICIPAL 1 % SHARE OF SALES TAX
3	LIAB MO: MAY. 2021 COLL MO: JUN. 2021 VCHR MO: AUG. 2021
4	?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	MUNICIPAL 1 % SHARE OF SALES TAX

MOTOR FUEL TAX

Month	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
May	89,115	104,788	106,665	89,988	93,139	91,478	86,848	83,590	96,769	134,647
June	75,066	71,924	80,212	58,408	58,737	72,645	79,592	76,204	99,562	138,322
July	87,721	84,361	89,915	103,948	94,278	95,252	93,416	95,250	121,837	137,127
August	87,924	99,063	61,056	100,154	89,533	89,970	90,079	137,033	142,172	148,687
September	76,347	70,076	83,006	67,441	79,032	79,527	75,247	148,846	132,059	
October	83,510	90,026	89,337	87,626	91,489	91,053	98,725	136,575	130,305	
November	89,027	77,655	90,552	101,486	93,216	92,796	92,950	153,788	131,647	
December	85,014	103,117	103,771	93,002	97,757	91,055	89,502	180,890	136,795	
January	82,788	90,866	97,525	89,828	92,928	93,233	89,403	128,180	119,239	
February	70,348	83,687	74,031	90,531	88,602	80,765	81,313	126,802	112,605	
March	83,251	65,802	37,978	77,861	75,544	80,062	77,761	131,268	116,673	
April	70,866	75,969	95,841	93,782	90,224	94,326	91,212	122,218	135,751	
Subtotal	980,978	1,017,334	1,009,889	1,054,055	1,044,479	1,052,164	1,046,048	1,520,643	1,475,415	558,782
Plus:										
High Growth	29,031	37,678	37,682	37,743	37,801	37,266	36,909	9,192	89,348	
Jobs Now	179,796	179,796	359,592							
Rebuild Illinois										
Total	1,189,805	1,234,808	1,407,163	1,091,798	1,082,280	1,089,430	1,082,957	1,529,835	2,922,648	1,011,411
Budget	1,250,000	1,175,000	1,188,990	1,025,000	1,067,287	1,095,000	1,095,000	1,085,000	1,715,000	1,620,000
Annual Inc in \$										
only MFT Allocations	-6.80%	3.71%	-0.73%	4.37%	-0.91%	0.74%	-0.58%	45.37%	-2.97%	4.58%



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

Bureau of Local Roads & Streets  
217-782-1662

Municipality Report

September 2, 2021

Bartlett

## MOTOR FUEL TAX ALLOTMENT AND TRANSACTIONS FOR AUGUST, 2021

Beginning Unobligated Balance		<b>\$7,207,633.63</b>
Motor Fuel Tax Fund Allotment	\$87,300.11	
MFT Transportation Renewal Fund Allotment	\$61,386.45	
Minus Amount Paid to State	\$0.00	
Net Motor Fuel Tax Allotment		<b>\$148,686.56</b>
Plus Credits Processed		\$0.00
Minus Authorizations Processed		\$0.00
Current Unobligated Balance		<b>\$7,356,320.19</b>

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**PROCESSED TRANSACTIONS:**

## **A Proclamation Recognizing Parking Enforcement Officer & School Crossing Guard Shirley Evans upon her Retirement from the Village of Bartlett**

**WHEREAS**, Shirley Evans served as a School Crossing Guard for the Bartlett Police Department since August 18, 1995; and

**WHEREAS**, she served as a friendly, reliable crossing guard who provided parents peace of mind while their students walked or rode their bicycles to and from school; and

**WHEREAS**, Shirley served as the Parking Enforcement Officer for the Bartlett Police Department since December 4, 2000; and

**WHEREAS**, Metra commuters were always greeted by her warm and welcoming smile while she patrolled and performed her duties at the train depot; and

**WHEREAS**, Shirley has been an invaluable, dedicated employee of the Village of Bartlett for over 25 years, and her unwavering commitment has not gone unnoticed by the community, her coworkers and village personnel. Her friendly, patient, upstanding character truly exemplifies her willingness to serve our community with pride, and we will miss her dearly; and

**NOW, THEREFORE**, I, Kevin Wallace, President of the Village of Bartlett, Cook, DuPage and Kane Counties, offer our sincere gratitude to Parking Enforcement Officer & School Crossing Guard Shirley Evans for her many years of service to the Bartlett community. We wish her a retirement filled with good health and much happiness.

Dated this 19th Day of October 2021



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Kevin Wallace, Village President

## **A Proclamation Recognizing Police Officer Gary Mitchell upon his Retirement from the Village of Bartlett**

**WHEREAS**, Officer Gary Mitchell was sworn in as a Bartlett Police Officer on September 14, 2001; and

**WHEREAS**, for 20 years of dedicated service, Gary served in many roles at the police department including Patrol Officer, Directed Patrol Team Officer, Detective, Officer In-charge, Field Training Officer; and

**WHEREAS**, for 11 years of his career Gary served as a Major Crime Assistance Team Investigator, during which time he played a critical role in the investigations of and positive resolutions of many high-profile crimes within Bartlett and throughout the surrounding area communities; and

**WHEREAS**, Gary participated in many supporting capacities within the department throughout his career as an Honor Guard member, Crisis Intervention Team Member, Round Table Team Member, Recruitment Team Member, Emergency Management Team Member, and Bicycle Patrol Team Member; and

**WHEREAS**, the Village is forever proud of Gary's many accolades and awards during his career which include: 2005 Police Officer of the Year, Cook County Sheriff's Merit Award, 2 Life Saving Awards, multiple Shift Citations, Certificate of Commendation, and 8 Employee of the Month Awards;

**NOW, THEREFORE**, I, Kevin Wallace, President of the Village of Bartlett, Cook, DuPage and Kane Counties, offer our sincere gratitude to Officer Gary Mitchell for his 20 years of service to the Bartlett community. His extraordinary service and dedication to the police department, and the Village of Bartlett has positively impacted many lives throughout his career and we wish you a retirement filled with good health and much happiness.

Dated this 19th Day of October 2021



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Kevin Wallace, Village President

## PROCLAMATION FOR WORLD POLIO DAY 2021

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**WHEREAS**, the Rotary Club of Bartlett is a member of Rotary International, the world's first, and still one of its largest, non-profit service organizations, founded in Chicago, Illinois, in 1905; and

**WHEREAS**, the Rotary motto "Service Above Self" inspires members to provide humanitarian service, encourage high ethical standards, and promote good will and peace in the world; and

**WHEREAS**, Rotary in 1985 launched PolioPlus and spearheaded the Global Polio Eradication Initiative, which today includes the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF and the Bill & Melinda Gates Foundation, to immunize all the children of the world against polio; and

**WHEREAS**, polio cases have dropped by over 99.9 percent since 1988, and the world now stands on the threshold of eradicating this dreaded disease and thereby eliminating the threat of polio-caused paralysis to every child in the world; and

**WHEREAS**, members of the Rotary Club of Bartlett continue to contribute their time and their resources to support PolioPlus and the Global Polio Eradication Initiative; and

**WHEREAS**, their efforts are providing much needed operational support, medical personnel, laboratory equipment and educational materials for health workers and parents;

**NOW, THEREFORE**, I, Kevin Wallace, President of the Village of Bartlett, do hereby proclaim October 19, 2021, as World Polio Day in Bartlett, and do hereby encourage all residents to join the Rotarians of our local club in the fight for a polio-free world.

Dated this 19<sup>th</sup> day of October 2021.



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Kevin Wallace, Village President



## Village of Bartlett Finance Department Memo 2021 - 16

**DATE:** October 11, 2021

**TO:** Paula Schumacher, Village Administrator

**FROM:** Todd Dowden, Finance Director

**SUBJECT:** 2021 Estimated Property Tax Levy

The Village Board discussed the proposed tax levy at the October 5<sup>th</sup> Committee meeting. The next step is to establish the estimated 2021 property tax levy. An estimated levy must be established at least 20 days prior to adoption of the final levy, which is scheduled for December 7, 2021. This is a procedural matter that can be accomplished by adopting the motion below.

Below is a chart showing the estimated 2021 levy compared to the 2020 levy extension. The estimated property tax levy for 2021 totals \$11,667,364, a 0.05% decrease from the 2020 extension.

<b>Proposed Levy Compared to Prior Year's Extension</b>				
	<b>2021</b>			
	<b>Proposed</b>	<b>2020</b>	<b>Increase</b>	<b>Percent</b>
	<b>Levy</b>	<b>Extension</b>	<b>(Decrease)</b>	<b>Change</b>
General Corporate	6,519,094	6,548,055	(28,961)	-0.44%
Police Pension	2,203,621	2,106,574	97,047	4.61%
Subtotal	8,722,715	8,654,629	68,086	0.79%
Debt Service	2,944,649	3,018,612	(73,963)	-2.45%
<b>TOTAL</b>	<b>11,667,364</b>	<b>11,673,241</b>	<b>(5,877)</b>	<b>-0.05%</b>

**MOTION:** I move that the estimated 2021 property tax levy be established at \$11,677,364.



**POLICE DEPARTMENT MEMORANDUM**  
**21-51**

**TO: Paula Schumacher, Village Administrator**  
**FROM: Patrick Ullrich, Chief of Police**  
**RE: Emergency Operations Plan Update**  
**DATE: October 11, 2021**

In accordance with Illinois Emergency Management Agency (I.E.M.A) guidelines, the Village of Bartlett maintains an Emergency Operations Plan (E.O.P) which is utilized during a natural or man-made disaster. The plan uses the National Incident Management System (N.I.M.S) created by the Federal Emergency Management Agency (F.E.M.A). The plan is updated, reviewed, and approved every two years.

Commander McGuigan has reviewed the plan and has worked with each village department or government agency to update the plan and ensure its accuracy. The Village Administrator, Department Heads, EMA Coordinator, Village Clerk, P.I.O., and Fire Chief have all signed the Certificate of Acceptance on page 12, acknowledging the EOP's updates and accuracy. Each update to the EOP is reflected on the plan's Record of Changes, located on page 11.

The 2021-2023 E.O.P required the following updates:

- Village's population updated to 41,105 to match 2020 census
- Staging Areas:  
Updated staging area addresses and added two locations
- Continuity of government:  
Corrected statute to 5 ILCS 275/7
- Emergency Operations Plan:  
Cook County Department of Emergency Management and Regional Security replaces Cook County Department of Homeland Security – entire document  
  
Updated contact numbers for Cook, DuPage, and Kane county emergency services  
  
Added "in a digital format" to distribution list
- Notification systems:  
Updated phone number for National Weather Service
- Communications:  
Updated address for DuPage Public Safety Communications (DUCOMM)
- Crisis Management Team:  
Information Technology (IT) added
- Mutual Assistance Agreements:  
DuPage County Metropolitan Emergency Response Investigation Team (MERIT) added
- Emergency Operations Center:  
Changed "shall" to "may" deploy mobile EOC  
  
Added EOC floor plan

- Fire, Rescue & Emergency Medical Services:  
Bartlett Fire District replaces Bartlett Fire Protection District
- Bartlett Public Works:  
Changed to water supplied by Lake Michigan and purchased from DuPage Water Commission

If the Village Board accepts the recommended updates to the EOP, the Village President and/or Village Administrator, Village Attorney, and Village Clerk will need to sign the Letter of Approval on page 10. Additionally, the Village President will need to sign the Letter of Acceptance on page 12.

After the EOP is approved, we will distribute copies of the plan to the individuals and agencies listed on the distribution list on page 13.

**MOTION: I move to approve the Village of Bartlett's 2021-2023 Emergency Operations Plan, including the proposed updates as recorded on the Plan's Record of Changes (page 11).**



DEPARTMENT OF EMERGENCY MANAGEMENT AND REGIONAL SECURITY

**WILLIAM BARNES**

EXECUTIVE DIRECTOR

69 W. WASHINGTON, SUITE 2600 • Chicago, Illinois 60602 • (312) 603-8180

**TONI PRECKWINKLE**

PRESIDENT

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17th District

September 8, 2021

Commander Mike McGuigan  
Village of Bartlett  
228 S. Main St.  
Bartlett, IL 60103

Re: Biennial Emergency Operations Plan Submittal

Dear ESDA Coordinator:

I am pleased to inform you that the biennial Emergency Operation Plan submitted by Village of Bartlett pursuant to 29 Ill. Adm. Code 301.320 has been reviewed and accepted by the Cook County Department of Emergency Management & Regional Security as being in compliance with the applicable EOP planning standards .

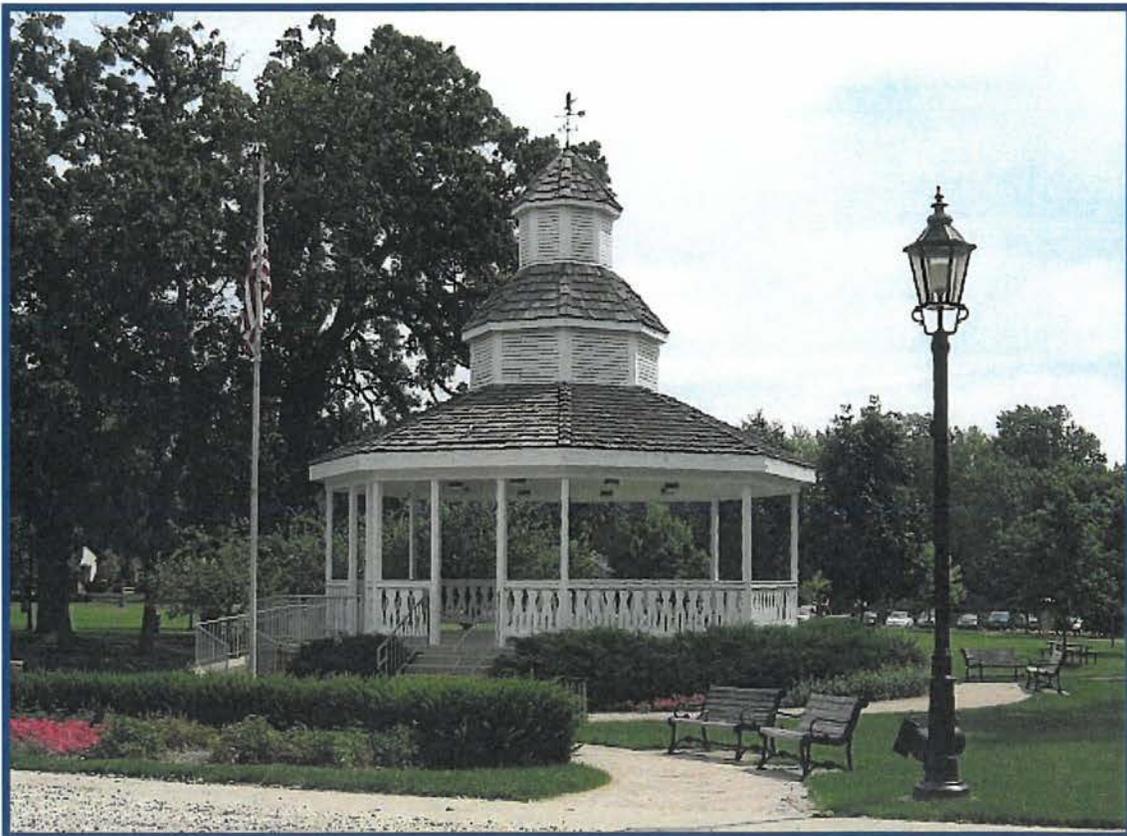
Sincerely

**Gene Ryan**  
Chief of Planning

Cc: William Barnes, Executive Director  
Kim Hayward Barnes, Chief Deputy Director



# 2021 - 2023 Comprehensive Emergency Preparedness Plan



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**VILLAGE OF BARTLETT**

**EMERGENCY OPERATIONS PLAN**

**PREFACE**

**This document contains privileged information and is therefore declared to be**

**A**

**RESTRICTED DOCUMENT**

**Any reproduction or duplication requires prior approval of the Village of  
Bartlett (228 S. Main St. Bartlett, IL 60103)**

**Copy # \_\_\_\_\_**

**Issued To: \_\_\_\_\_ (Department Name)**

## **COOK COUNTY’S EMERGENCY OPERATION PLAN CERTIFICATION**

**The attached Emergency Operation Plan meets the requirements of the Cook County Department of Emergency Management and Regional Security and is in conformance with Title 29, Chapter 1, Part 301 of the Illinois Administrative Rules, regulating local emergency plans.**

**This plan is hereby approved**

**(SEE ATTACHED LETTER)**

---

**Executive Director:  
Cook County Department of Emergency Management and Regional Security**

---

**Coordinator: Mike McGuigan  
Village of Bartlett Emergency Management Agency**

**This plan is hereby approved**

## FOREWORD

Preparation for major emergencies and disasters requires contingency planning not only on the part of the Principal Executive Officer and ESDA/EMA Coordinator or Liaison Officer, but by all departments and agencies of the Village of Bartlett. The major situations that this plan emphasizes are those that require the coordination and direction of all community departments, and may require assistance and support from the county, state and federal governments. It is this need for coordinated emergency operations that distinguishes major emergencies and disasters from the emergencies that police and fire forces or hospitals and doctors deal with every day. Planning is particularly important to emergency operations since the margin for indecision is so small. How the Village of Bartlett reacts in the time span before a disaster strikes, to a few hours after, will substantially influence the impact of the disaster on local government. In major emergency situations, the Village of Bartlett cannot wait - even for a few hours - for state assistance or direction. They must be prepared to immediately mobilize and coordinate the operations of available local forces in order to minimize the loss of life and property. For this reason, a major responsibility for emergency and disaster preparedness must be assumed by the municipal agencies.

The Illinois Emergency Management Act (20 ILCS 3305/11) indicates that the effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision. As such, this plan is written to include activities that will occur within the Village of Bartlett following the activation of the plan. Preparedness activities, taken prior to the onset of an emergency or disaster, are not addressed in this document.

The Village of Bartlett Incident Command System (ICS) and the National Incident Management System (NIMS) provides a management structure and system for coordinating emergency operations between the Emergency Operation Center and the Incident Commander.

The Incident Command System, National Incident Management System and the Village of Bartlett Emergency Operations Plan are applicable to small-scale daily operational activities, as well as major mobilization of the County, State, and Federal responses. ICS provides the EOC and the operational staff with a standardized operational structure and common terminology. Because of this, ICS provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional or multi-disciplinary responses. ICS provides the flexibility needed to rapidly activate and establish an organizational format around the functions that need to be performed.

A properly designed Emergency Operation Center (EOC) should serve as an effective and efficient facility for coordinating the Village of Bartlett emergency response efforts. An EOC may serve in a number of uses including operations, training, meeting, and other operational uses. The EOC can optimize communication and coordination by effective information management and presentation.

The Village of Bartlett will adopt into the Emergency Operation Plan any Homeland Security Presidential Directives, IEMA regulations and FEMA regulations.

IEMA Requirement 301.230a1 Foreword – Signed and dated by principal executive officer.

**LETTER OF APPROVAL**

If any section, provision or clause of this plan shall be held invalid, the invalidity shall not affect any other provision of this plan.

All regulations and /or parts of regulations, or ordinances conflicting with any of the provisions of this plan shall hereby be repealed.

This Emergency Operations Plan shall be in full force and effect from the date of its approval.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

**Village President and/or Village Administrator of the Village of Bartlett**

VILLAGE ATTORNEY: \_\_\_\_\_

EMA Coordinator or Liaison Officer: \_\_\_\_\_

Attest:

*Village of Bartlett*

Clerk \_\_\_\_\_

**RECORD OF CHANGES**

When changes are made to this plan, the following procedures should be followed.

1. The Village of Bartlett EMA Coordinator or Liaison Officer will issue major changes on hard copy pages. New pages should be inserted as directed, and the old pages removed and destroyed and changes will be sent via email to the respective parties as needed.
2. Pen and ink changes will be promulgated by memorandum and accomplished directly on existing pages.
3. When any change is made, an entry should be made in the following log:

<b>Change Number</b>	<b>Date Entered</b>	<b>Pages or Sections Changed</b>	<b>Entered by</b>
1.	01/20/2020	<i>Cook County Department of Emergency Management and Regional Security replaces Cook County Department of Homeland Security - full document</i>	McGuigan
2.	01/20/2020	<i>p. 24 Updated Cook, DuPage, &amp; Kane Counties' phone numbers</i>	McGuigan
3.	01/20/2020	<i>p. 26 Continuity of Government – Corrected statute to 5 ILCS 275/7</i>	McGuigan
4.	01/20/2020	<i>p. 27 Emergency Operation Center – Changed “shall” to “may” deploy mobile EOC</i>	McGuigan
5.	01/20/2020	<i>p. 29 Fire, Rescue &amp; Emergency Medical Services – Bartlett Fire District replaces Bartlett Fire Protection District</i>	McGuigan
6.	01/20/2020	<i>p. 30 Communications – Updated all documents reflecting DuPage Public Safety Communications (DU-COMM) &amp; change of address: 420 N. County Farm Rd, Wheaton, IL 60187</i>	McGuigan
7.	01/20/2020	<i>p. 41 Mutual Assistance Agreements- Added Metropolitan Emergency Response Investigation Team</i>	McGuigan
8.	01/20/2020	<i>p. 44 &amp; 46 Crisis Management Team – Added Information Technology (IT)</i>	McGuigan
9.	01/20/2020	<i>p. 54 Appendix A4- Added EOC Floor Plan</i>	McGuigan
10.	01/20/2020	<i>p. 62 Staging Areas – Updated staging area addresses and added two locations</i>	McGuigan
11.	01/20/2020	<i>p. 85 Bartlett Public Works Department – Changed water supplied by Lake Michigan and purchased from DuPage Water Commission</i>	McGuigan
12.	01/20/2020	<i>p. 109 National Weather Service – Updated phone number</i>	McGuigan
13	01/30/2020	<i>p. 13 “in a digital format” added to distribution list</i>	McGuigan

**IEMA Requirement 301.230a3 Foreword – Signature page for highest-ranking officials of all government departments with assigned responsibilities indicating concurrence with their portion of the plan.**

**CERTIFICATION OF ACCEPTANCE**

We, the undersigned, have participated in the development of our respective sections of the Emergency Operation Plan. We accept on behalf of our respective departments or government agency the duties and responsibilities and acknowledge the relationships here established. We further agree to provide all resources in both manpower and material to perform the assigned task.

<u>VILLAGE PRESIDENT</u>	<u>Kevin Wallace</u>	DATE: <u>10/5/21</u>
<u>VILLAGE ADMINISTRATOR</u>	<u>Paula Schumacher</u>	DATE: <u>10/4/21</u>
<u>CHIEF OF POLICE</u>	<u>[Signature]</u>	DATE: <u>10/6/21</u>
<u>DIRECTOR OF PUBLIC WORKS</u>	<u>Daniel J Dinger</u>	DATE: <u>10/5/21</u>
<u>DIRECTOR OF BUILDING</u>	<u>Katie L. Spierl</u>	DATE: <u>10/4/21</u>
<u>FINANCE DIRECTOR</u>	<u>Tom Bush</u>	DATE: <u>10/4/21</u>
<u>GOLF COURSE DIRECTOR</u>	<u>Scott Graw</u>	DATE: <u>10/5/21</u>
<u>PLANNING &amp; DEVELOPMENT SERVICES DIRECTOR</u>	<u>Roberta Orell</u>	DATE: <u>10/4/21</u>
<u>EMA COORDINATOR OR LIAISON OFFICER</u>	<u>Michelle McBurney</u>	DATE: <u>10/1/21</u>
<u>VILLAGE CLERK'S OFFICE</u>	<u>Lana Stess</u>	DATE: <u>10/4/21</u>
<u>VILLAGE P.I.O.</u>	<u>Gabrielle Infusino</u>	DATE: <u>10/4/21</u>
<u>FIRE CHIEF</u>	<u>[Signature]</u>	DATE: <u>10/05/21</u>

**DISTRIBUTION LIST**

A numbered and signed copy of the Village of Bartlett Emergency Operation Plan will be maintained at each of these agencies. The Village of Bartlett Emergency Management Agency will update copies.

VILLAGE PRESIDENT

VILLAGE ADMINISTRATOR

CHIEF OF POLICE

DIRECTOR OF PUBLIC WORKS

EMA COORDINATOR OR LIAISON OFFICER

CHIEF OF FIRE

DIRECTOR OF PUBLIC HEALTH

COMMUNITY DEVELOPMENT

FINANCE DIRECTOR

COMMAND VEHICLES

COUNTY OEM'S

TOWNSHIP OEM'S

RED CROSS

## GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Definition</u>
ALS	Advanced Life Support (Paramedic)
BLS	Basic Life Support (EMT)
CIC	Citizen Information Center
CISM	Critical Incident Stress Management
CMS	Central Management Services
CMT	Crisis Management Team
CCSEMA	Cook County Sheriff's Emergency Management Agency
DMIS	Disaster Management Information System
DMORT	Disaster Mortuary Services Team
DOD	Department of Defense
DRC	Disaster Relief Center
DWINS	Disaster Welfare Inquiry System
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operating Center
EPA	Environmental Protection Agency
EPI	Emergency Public Information
ESDA	Emergency Services and Disaster Agency
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FCP	Forward Command Post
FEMA	Federal Emergency Management Agency
HHS	Department of Health & Human Services
IDNS	Illinois Department of Nuclear Safety
IDOT	Illinois Department of Transportation
IEMA	Illinois Emergency Management Agency
IEPA	Illinois Environmental Protection Agency
IMS	Incident Management System
JIC	Joint Information Center
MABAS	Mutual Aid Box Alarm System
MBS	Media Briefing Center
MERIT	Metropolitan Emergency Response Investigation Team
NWS	National Warning System
NSS	National Shelter Survey
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SSO	Shelter System Officer
VA	Department of Veterans Affairs

## **BASIC DOCUMENT**

### **IEMA Requirement 301.230b1      Basic Plan – General-purpose statement of the plan.**

#### **STATEMENT OF PURPOSE**

The objective of preparing emergency plans is to create the capacity for local government to save the maximum number of lives in the event of a major emergency or disaster, minimize injuries, protect property, preserve functioning civil government, and maintain and support economic activities essential for the survival and eventual recovery from the emergency or disaster.

In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. It is now felt that all emergencies and disaster situations have certain commonalities. This plan will focus on developing an emergency management system capable of operating in any type of emergency or disaster whether natural, technological or civil. Specific actions that are further described in the Concept of Operations will be outlined in functional annexes developed for each operational department of Village government.

### **IEMA Requirement 301.230b2      Basic Plan – List of assumptions used in developing the plan.**

#### **ASSUMPTIONS**

Officials of the Village of Bartlett can assume:

The period during response and recovery shall remain the responsibility of those officials as outlined herein. Local resources shall be first used, then mutual aid resources, and finally County, State and Federal Assistance. Individuals and agencies shall be used in familiar roles to the extent practical, and non-essential functions will be offered so that these resources may be diverted to the emergency.

The local EMA Coordinator or Liaison Officer shall serve as the Chief Staff Aid to the principal executive officer. All agency or department heads will continue to control their organizations at the direction of the chief elected official.

Representatives of all designated local organizations for the purpose of coordination and centralized direction and control shall staff the Emergency Operation Center.

1. The Village of Bartlett has capabilities and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster.

2. Through its coordinating agencies the Cook County, DuPage County, Kane County, Hanover Township and Illinois Emergency Management Agencies have resources available to assist the Village of Bartlett in emergency or disaster response and recovery efforts.
3. Some of the hazards that may affect the Village of Bartlett may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
4. Initial response to any emergency will be made by the first response agencies of our Village including the Emergency Management, Police, Fire/EMS and Public Works.
5. Depending on the severity and magnitude of the emergency, it may be necessary to request additional assistance to control the situation. This assistance may be provided in the form of auxiliary or paid-on-call firefighters/paramedics, on and off-duty police as well as trained volunteers. Additional assistance may be provided from outside governmental mutual aid associations or from the private sector.
6. This plan has been prepared, integrating all operational departments, in a comprehensive effort to prepare for major emergencies and disasters following the “all hazards” approach. Each department has developed standard operating procedures to support both everyday operations and their assignments as outlined in this plan.

## **SPECIAL CONSIDERATIONS REGARDING WEAPONS OF MASS DESTRUCTION (WMD)**

As in all incidents, WMD incidents may involve mass casualties and damage to buildings or other types of property. However, there are several factors surrounding WMD incidents that are unlike any other type of incident that must be taken into consideration when planning a response. First responders' ability to identify aspects of the incident (e.g., signs and symptoms exhibited by victims) and report them accurately will be the key to maximizing the use of critical local resources and for triggering state and federal response. The following items identify differences between WMD incidents and other natural and technological hazards:

1. A situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by methods used for explosives or firearms. Most agents can be carried in containers that look like ordinary items.
2. Multiple events (e.g., one event in an attempt to influence another event's outcome).
3. Responders are placed at higher risk of becoming casualties. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders may, in addition, be targets for secondary releases or explosions.
4. Location of the incident will be treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize conflicts between law enforcement authorities, who view the incident as a crime scene, and others who view it as a hazardous materials or disaster scene.
5. Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, doctors' office, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire or police stations, hospitals, or to other locations of subsequent calls.
6. Scope of the incident may expand geometrically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carrying the agents far from the initial source.
7. A stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes terror in most people. The fear of the unknown also makes the public's response more severe.
8. Time is working against responding elements. The incident can expand geometrically and very quickly. In addition, the effects of some chemical and biological agents worsen with time.
9. Support facilities, such as utility stations and 911 centers along with critical infrastructures, are at risk as targets.
10. Specialized local and state response capabilities may be overwhelmed.

<b>IEMA Requirement 301.220a1</b>	<b>Hazard Analysis – Identify hazards including natural and technological.</b>
<b>IEMA Requirement 301.220a2</b>	<b>Hazard Analysis – Profile hazards considering frequency, magnitude, intensity, location, spatial extent, duration, seasonal patterns, speed of onset and availability of warning, etc.</b>
<b>IEMA Requirement 301.220a3</b>	<b>Hazard Analysis – Compare and prioritize risks of hazards identified.</b>
<b>IEMA Requirement 301.220b1</b>	<b>Assess Vulnerabilities – Collect demographic data. The Village has 41,105 residents. 10,255.98 acres, 16.02 square miles. It has 8 elementary schools, 1 middle school, 1 high school, 3 apartment complexes.</b>
<b>IEMA Requirement 301.220b2</b>	<b>Assess Vulnerabilities – Collect structural inventory data (critical facilities, residential, commercial, industrial structures, lifelines, and transportation) to determine consequences of hazard.</b>
<b>IEMA Requirement 301/220c</b>	<b>Assess response capabilities of the political subdivision identify shortfalls in response capabilities and develop strategies to alleviate shortfalls, such as MOU’s mutual aid agreements, etc.</b>

## IDENTIFICATION OF HAZARDS

The Village of Bartlett is vulnerable to many different types of natural, technological /industrial and civil/political hazards capable of creating a major emergency or disaster situation. Specific hazards determined to be of major concern are listed below, in order of their level of threat:

### A. Natural Hazards

1. Floods (2008 and 2013)
2. Severe Thunderstorm/High Winds/Lightning/Wildland Fires
3. Tornadoes (Tornado was located two (2) towns away in 2008)
4. Blizzard (2011)
5. Winter Storms/Snow/Ice
6. Illness/Disease (Swine Flu 2009)
7. Earthquake (2010)

### B. Technological / Industrial Hazards

1. Train Derailments (2011 & 2013)
2. Hazardous Material Incident (Fixed Site, Transportation, Nuclear)
3. Structural Collapse
4. Utility Failure (Electric, Gas, Phone, Sewer, & Water)
5. Fire/Explosion
6. Other: Mining Disaster/Collapse
7. Bomb Threat (Rana Pasta Company 2014)
8. Plane Crash (2015)

### C. Civil/Political Hazards

1. Terrorism
2. Riots
3. Sabotage
4. Civil Disturbance/Strikes
5. Extortion
6. Hostage Situations

**IEMA Requirement 301.230b3      Basic Plan – Concept of operations sections including how the jurisdiction will implement the concept and procedures of an ICS/IMS.**

**The concept of operations section includes explanations of the Village’s overall approach to emergency response (what, when, by whom). It addresses the: a.) Division of Local, County, State and Federal responsibilities. b.) Activation of the Village’s EOP. c) Action levels and their implications. d.) Sequence of actions before, during, and after an event. e.) Requesting aid (who, under what conditions, how).**

## **CONCEPT OF OPERATIONS**

The difference between normal day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, operational departments go about their daily business under the direction of a department head or Chief. During a period of emergency or disaster the Mayor/ Village President is held ultimately responsible for the preservation of life and protection of property as outlined in Illinois State law. Department heads that previously provided direction to their forces continue to do so in time of emergency. During a major emergency or disaster situation however, department heads function and coordinate response from the Emergency Operating Center located at Village of Bartlett 228 S. Main St. Bartlett, IL. Agencies tasked with response and recovery missions under this plan make up the Village of Bartlett Crisis Management Team (CMT) with the help of the Village of Bartlett Emergency Management Agency. The CMT, functioning from the municipal EOC, are responsible for making strategic decisions necessary to support the Incident Management System and to ensure the overall safety of the community.

A comprehensive emergency management program is concerned with all types of hazards that might occur in Village of Bartlett. Prior to an emergency, the following strategies are applied to these hazards:

### **PRE-INCIDENT MITIGATION**

Mitigation activities are those that eliminate or reduce the probability of a major emergency or disaster’s occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Examples include establishing building codes, flood plain building restrictions, etc.

### **PREPAREDNESS**

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, training, exercising, and development of public information and warning systems are among activities conducted under this phase, i.e. weather spotting.

Following the onset of an emergency or disaster, government and private agencies must be prepared to immediately deploy into action and provide a variety of services. The Illinois Emergency Management Act (20 ILCS 3305/11) indicates that the effect of the declaration of a local emergency or disaster is to activate the emergency operations plan of the political subdivision. As such, this plan is written to include those activities that will occur within the County of Jurisdiction and its municipalities following the activation of the plan. The Pre-incident Mitigation and Preparedness activities, described above which are taken prior to the onset of an emergency or disaster, are not formally addressed in this document.

## **RESPONSE**

During the response phase, emergency services necessary to reduce injury and death and protect property are provided. These activities help to reduce casualties and damage and to speed recovery. Response activities include warning, evacuation, firefighting and rescue, emergency medical services, and other similar operations addressed in this plan.

Presidential Decision Directive (PDD) 39 divides response activities for a WMD incident into two operational phases, crisis management and consequence management.

**Crisis Management** is defined as a law enforcement function, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and / or resolve a threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions, such as intelligence, surveillance, tactical operations, negotiations, forensics, and investigations, as well as technical support missions, such as agent identification, search, render safe procedures, transfer and disposal, and limited decontamination. In addition to the traditional law enforcement missions, crisis management also includes assurances of public health and safety. PDD-39 assigns the Federal Bureau of Investigation (FBI) as the lead agency in charge of operations under the Crisis Management phase of operations. The laws of the United States assign primary authority to the Federal government to prevent and respond to acts of terrorism or potential acts of terrorism.

**Consequence Management** is predominantly an emergency management function and includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In an actual or potential terrorism incident, a crisis management response will be managed by FEMA using the structures and resources of the Federal Response Plan. These efforts will include support missions as described in other federal operational plans, such as predictive modeling, protective action recommendations, and mass decontamination. PDD-39 assigns the Federal Emergency Management Agency (FEMA) as the lead agency in charge of operations under the Consequence Management phase of operations. The laws of the United States assign primary authority to the State and local governments to respond to the consequences of terrorism, and the federal government provides assistance, as required.

## **RECOVERY**

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent disaster. Examples of recovery actions include temporary housing, restoration of non-vital governmental services, and reconstruction of damaged areas.

## **POST-INCIDENT MITIGATION**

Post-incident mitigation activities are those that eliminate or reduce the probability of future events or damage by altering or permanently changing the area that was affected by an incident. Examples may include buy-out and demolition of flood-prone structures, construction of flood control / storm water retention facilities, and modification or development of more stringent building codes.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM**

Homeland Security Presidential Directive Number 5 (NIMS)

The Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism. All levels of government use ICS: Government - Federal, State, local, and tribal, as well as by many private sector and nongovernmental organizations. ICS is usually organized around five major functional areas: command, operations, planning, logistics, and finance and administration. A sixth functional area, intelligence, may be established if deemed necessary by the Incident Commander, depending on the requirements of the situation at hand.

Some of the more important "transitional steps" that are necessary to apply ICS in a field incident environment include the following:

- Recognizing and anticipating the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate;
- Establishing incident facilities as needed, strategically located, to support field operations;
- Establishing the use of common terminology for organizational functional elements, position titles, facilities, and resources; and
- Rapidly evolving from providing oral direction to the development of a written Incident Action Plan (IAP.)

## INCIDENT MANAGEMENT SYSTEM

Response to major emergencies and disasters is based on an integrated incident management system, which includes municipal and county involvement, and may require support and assistance from the state and federal government. Operations conducted under this plan will be accomplished based on this model.

Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to the 911-telecommunication system or visual manifestation of the disaster, as in the case of a devastating tornado, a train derailment or an airline accident.

In each instance, the first to respond to the event are the community's first response agencies, fire and law enforcement. This may be a municipal police and fire department, within municipal corporate limits, or the Cook County, DuPage County or Kane County Sheriff's Police and Fire Departments/Fire Protection Districts in the unincorporated areas of the Counties affected.

- ❑ **Step 1 - Arrival and establishment of command** - Upon arrival at a scene, an Incident Commander will be identified and the Incident Command System initiated. A formal command post will be established and clearly identified; staff officers from each responding discipline will report to that site.
- ❑ **Step 2 - Assessment of the situation** - The Incident Commander and his / her staff will begin a rapid assessment of the situation to determine if first responders can handle the incident, or if additional assistance is needed. If the situation requires resources above those normal resources at the disposal of the Incident Commander, the jurisdiction's Principal Executive Officer will be notified.
- ❑ **Step 3 - Activation of the affected jurisdiction's emergency management system** – If the situation appears to exceed normal resources, the jurisdiction's Crisis Management Team will be notified, and the jurisdiction's Emergency Operations Center (EOC) activated. The County of Jurisdiction's Emergency Management Agency will be notified at this point. Once the EOC is activated, joint communications will be maintained between the forward Command Post, municipal EOC, and the County's Mobile Communication Center or EOC.

The County of Jurisdiction's Emergency Management Agency will notify the State Emergency Management Agency of the potential emergency. The County of Jurisdiction's Emergency Management Agency will follow their Standard Operation Procedures (SOP).

- ❑ **Step 4 - Assessment of the jurisdiction's ability to cope with the situation** - If it is determined that a situation can be handled locally with the available normal resources then the Principal Executive Officer should declare a "**State of Emergency.**" This declaration authorizes the activation of the local emergency plan, and authorizes the rendering of assistance by the jurisdiction. If the jurisdiction is not able to manage the situation, then a declaration of "**State of Disaster**" should be initiated. The disaster declaration formally identifies that the situation is larger than the jurisdiction can handle and County assistance is formally requested.

**IEMA Requirement 301.230b8 Basic Plan – Procedures detailing how the political subdivision will request outside assistance in a disaster, such as assistance from CCEMRS and IEMA.**

- ❑ **Step 5 - Requesting Assistance** - The mechanism for requesting disaster assistance is for the stricken jurisdiction to contact the County. Prior to going further, the County must expend its available resources, such as equipment owned by the county and that available from neighboring municipalities and townships, before going to the State.

If state government assistance is needed (i.e.: National Guard, etc.), the Mayor/Village President must so indicate to the County. Again, the County must have depleted its available resources, and then must make that request through the State Emergency Management Agency. State will forward that request to the Governor.

**KCOEM-24/7 phone number 630-232-5985, DuPage OEM 24/7 number 630-682-7925 CCEMRS - 24/7 phone number 312-603-8180 and IEMA – Region 4 phone number 847-294-4717, after hours 217-782-7860.**

- ❑ **Step 6 - Activation of the Cook County Emergency Management System** - Following a request for Cook County assistance, County primary agencies will be activated and respond. A situation assessment process will then begin. This assessment will assist County officials in determining if County resources will be adequate to meet the local request for assistance, or if State or Federal assistance will be required. Finally, a representative from the Cook County Department of Emergency Management and Regional Security (CCEMRS) will be dispatched to the local EOC to confer with local officials. The CCEMRS representative can assist local officials as needed. A CCEMRS representative can be dispatched to the Command Post to interface with the Incident Commander and his / her staff. DuPage and Kane County offer similar assistance.
- ❑ **Step 7 - Assessment of the County’s ability to cope with the situation** - Based on information from the stricken jurisdiction, CCEMRS, and County primary agencies, a decision will be made if the assistance can be provided strictly using the County’s normal resources. If the situation can be handled by the County, the Coordinator of County Department of Emergency Management and Regional Security will request the County Board Chairman to declare a “State of Emergency”, authorizing the implementation of the County Emergency Management Plan, and authorizing departments and agencies identified in the plan to perform their assigned emergency duties. If the disaster is widespread, and cannot be handled by the County’s normal resources, the Cook County Board Chairman will proclaim a “State of Disaster.” This directs the Coordinator of the Cook County Department of Emergency Management and Regional Security to request assistance from the State through IEMA. This disaster declaration formally declares that the situation is larger than the County can handle and State assistance is requested. DuPage and Kane County have similar provisions and procedures.
- ❑ **Step 8 - Preparing a countywide damage assessment** - The County, through CCEMRS, will work with the affected jurisdiction(s) to develop a detailed damage assessment. This document, for example the CCEMRS “Incident Flash Report” will detail the number of individuals injured and killed, buildings damaged and destroyed, damage to the

infrastructure, etc. This detailed damage assessment will be filed with the State following the impact of the disaster. While initial response from the State will be forthcoming during this assessment period, Federal assistance is based on the data generated by this assessment.

- **Step 9 - State disaster assistance** - Resources from a variety of state government agencies can be dispatched to assist a stricken jurisdiction or the County. Some of the resources are immediately dispatched, such as the Illinois State Police and the Department of Transportation, while others are dispatched following coordination through the State Emergency Operating Center in Springfield.

Following notification, the Illinois Emergency Management Agency (IEMA) will dispatch a Regional Coordinator to the Primary EOC to serve as a liaison between the impacted jurisdiction and the State. This liaison officer acts as a conduit for requests for any state assistance.

IEMA also has a major responsibility of preparing the request for a Presidential Disaster Declaration for the Governor. If the disaster is widespread, and State resources will be overtaxed, IEMA - in cooperation with the County and the stricken jurisdiction(s) provide a detailed assessment of the damage and its effect on the community and its residents to the Federal Emergency Management Agency (FEMA). Based on the severity and magnitude of the situation, the Governor will request the President declare a major disaster or an emergency for the State, and the President will issue a declaration, as warranted. The declaration process will be carried out under the authority of Public Law 93-288, as amended.

- **Step 10 - The Presidential declaration** - If criteria are met, the President of the United States can declare the County either an emergency or disaster area. This declaration will authorize the rendering of a variety of aids, primarily financial, to affected residents and units of government. An emergency declaration will authorize limited assistance from specific agencies, while a disaster declaration will authorize the full range of federal assistance to the County.

For certain situations, the President may declare an emergency, with or without a Governor's request, as specified in Title V of PL 93-288, as amended. Under Title V, the President may direct the provision of emergency assistance under the authority of:

- a) Section 501 (a)- based on a request of the Governor, or
- b) Section 501 (b) - upon the determination of the President that an "emergency exists for which the primary responsibility for response rests with the United States."

FEMA, using the Federal Response Plan, directs and coordinates all federal response efforts to manage the consequences in domestic incidents for which the President has declared, or expresses intent to declare, an emergency or disaster.

Federal agencies have been grouped together under functional Emergency Support Functions (ESF's) to facilitate the provision of response and recovery assistance to the County through the State. All Federal response assistance will be provided using some or all of the ESF's, as necessary.

A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate Federal activities. The FCO will work with the State Coordinating Officer (SCO) to identify overall requirements including unmet needs and evolving support requirements, and coordinate these requirements with the ESF's. The FCO will coordinate response activities with the ESF representatives to ensure that Federal resources are made available to meet the requirements identified by the County and State.

**IEMA Requirement 301.230b4      Basic Plan – Line of succession – by title and position – with up to two alternates.**

## **CONTINUITY OF GOVERNMENT**

Effective emergency management operations depend on two important factors to ensure continuity of government. These factors include (1) lines of succession for officials, department heads, and supporting staff; and (2) preservation of records vital to the community.

In the event that the Village President/Mayor is unavailable, the powers of the office shall be exercised and duties shall be discharged by his designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the officer, or his deputy or a preceding emergency interim successor, again becomes available to exercise the powers and discharge the duties of his office. Based on the authority of 5 ILCS 275/7 and Village of Bartlett 99-97, passed September 7, 1999 the line of succession for the executive branch of government will be:

*5 ILCS 275/7 provides for the selection of up to seven (7) interim successors.*

Mayor or Village President

1<sup>st</sup> Alternate Village Manager

2<sup>nd</sup> Alternate Asst. Village Manager

3<sup>rd</sup> Alternate Chief of Police

4<sup>th</sup> Alternate Trustee

5<sup>th</sup> Alternate Trustee

6<sup>th</sup> Alternate Trustee

The Village Clerk is responsible for the identification of those records deemed to be vital to the restoration of the Village. As these records and their storage method may vary from time to time, a listing of those records and the location of the alternate storage facility(s) can be found under separate cover.

## **ORGANIZATION AND RESPONSIBILITIES**

Village of Bartlett departments have emergency functions in addition to their normal day-to-day duties, however, these functions usually parallel or compliment normal responsibilities. Each Village department is responsible for the development of specific standard operating procedures (SOPs) detailing how they will function in support of the responsibilities outlined in this plan.

The purpose of this section is to identify areas of major concern in the Village of Bartlett emergency management program, and further identify which Village of Bartlett department is responsible for managing that particular function. Specific details, checklists, and supporting documentation can be found in an annex corresponding to the functional areas described below.

## **DIRECTION AND CONTROL**

### **Emergency Operation Center**

The Emergency Operation’s Center (EOC) is located in the upper level of the police department located at 228 S. Main St. Bartlett, IL. This room is a dual purpose room, in that the room is also used as a training and conference area.

The EOC serves as the **strategic direction and control center responsible for supporting tactical decisions** made at the Incident Command Post and for issues relating to the community as a whole. The Mayor/Village President and operational department heads would staff this facility, and supporting staff when fully activated.

An alternate EOC shall be located at 1111 Bittersweet Dr. Bartlett, IL, which is the Public Works facility headquarters. A mobile EOC (Incident Command Vehicle) can be deployed to the scene via a supervisor’s request.

Detailed information including staffing, operational checklists, location of community vital records, etc., may be found in Annex A1.

### **Emergency Management**

The Village of Bartlett is organized via a department director followed by line employees. In the emergency management sector, the police chief authorizes via the Mayor, an emergency management coordinator supervised by the Deputy Chief of Police assigned to the operations section. The coordinator is a full time police officer discharging the duties of EMA coordinator. There are no additional part-time or volunteer emergency management personnel.

In the event of an emergency of disaster, there would be a “call out” to department directors advising of the incident at hand. The EOC would be opened if necessary, and coordination of personnel and logistics would follow.

Emergency management can be applied to all emergencies, whether they are minor accidents or major events. In the Village of Bartlett, the government must see that lives and property within the community are protected when an emergency strikes. In addition, industry, agriculture, commerce, and other elements of our community's economy must be protected. The Village of Bartlett government activities are designed to provide such protection.

State of Illinois laws indicate that the Chief Executive Officer (Village President) of the jurisdiction is the person who is totally and legally responsible in the event of an emergency or disaster. While authority may be delegated to department heads, overall responsibility remains with the Village President. It is essential that the Village President knows and understands his/her responsibility prior to the onset of an emergency. The Village President should also know where they are expected to operate from during an emergency. Department heads with emergency responsibilities should also know and understand their role, and where they are expected to operate.

It is essential that all emergency response personnel know who is in charge of an emergency. Lines of succession must be established prior to an emergency to ensure continuity of operations in the event of the absence of the principal commander. It must also be clearly known which department is responsible for providing what functions.

Emergency organizations should basically perform the same functions in an emergency that they perform during daily activities. Operating personnel should report to the same command structure during all types of situations.

The Emergency Management Coordinator of the Village of Bartlett is the vital ingredient in the development of the EMA program. He/she serves as: key leader in planning, coordinator of operations, chief of staff to the jurisdiction's executive during emergency response, community liaison to build the emergency program, and supporter of mitigation efforts.

The Emergency Management Coordinator has the responsibility for coordinating all the components of the emergency management system in the Village. These components consist of police, fire, emergency medical services, public works, volunteers, and other groups contributing to the management of emergencies. The parts of the emergency management system are no different than the parts of government and the private sector that manage the day-to-day affairs of the Village. The Deputy Chief of Police Operations and the Patrol Commander assigned to EMA will take responsibility for all EMA functions as stated above.

Detailed information regarding Emergency Management operations and capabilities can be found in Annex A2.

## **Law Enforcement**

Bartlett Police Department is the primary agency responsible for the provision of law enforcement services.

Bartlett Police Department is made up of 56 sworn personnel. One police chief, two deputy chiefs, three commanders, seven sergeants and the remainder patrol officers. There are 15 civilian personnel and four part-time civilian personnel. There are no part-time sworn personnel.

The Police Department is responsible for law enforcement and crime prevention activities in addition to traffic and crowd control during periods of emergency. Additional law enforcement resources are available from neighboring communities, Cook County Sheriff's Police, the DuPage County Sheriff's Police, the Kane County Sheriff's Police, the Illinois State Police, Federal law enforcement agencies and other agencies via ILEAS and NIPAS. National Guard assistance is available only following the declaration of a local emergency and through direct request of the Village President to the Cook County DHS for relay to the Illinois Emergency Management Agency, The DuPage County Office of Emergency Management, or the Kane County Office of Emergency Management, can also be notified to make the request depending on where the incident has occurred, provided that the National Guard is not already activated as part of its national mission. The State of Illinois will determine whether the National Guard or other State law enforcement assets are appropriate to handle the requested mission.

The Police Chief or his/her designee will be responsible for coordinating the law enforcement function from the E.O.C during time of emergency.

Detailed information regarding Law Enforcement operations and capabilities can be found in Annex A3.

## **Fire, Rescue and Emergency Medical Services (EMS)**

### *(Bartlett Fire District)*

The Bartlett Fire District (B.F.D) has 1 Chief, 1 Asst. Chief, 30 Full-Time Firefighter/Medics, 4 Part-Time Firefighter/Medics, and 3 Part-Time Firefighter/EMTs. There are 3 fire stations throughout the Village.

In times of emergency, neighboring communities and fire districts through formalized mutual assistance agreements can provide additional resources.

B.F.D is part of Mutual Aid Box Alarm System (M.A.B.A.S) Division 4.

As a result, considerable amounts of mutual aid fire and rescue equipment can be provided from surrounding communities.

B.F.D is responsible for fire prevention and suppression, providing ambulance services, as well

as conducting light and heavy duty rescue operations.

The Fire Chief or his/her designee will coordinate the functions of the Fire, Rescue, and EMS program from the EOC during times of emergency or disaster.

The community is served by numerous hospitals to include Northwestern Medicine Central DuPage Hospital in Winfield, IL; Advocate Sherman Hospital in Elgin, IL; Presence St Joseph's Hospital in Elgin, IL and Amita Health St. Alexius Hospital in Hoffman Estates, IL. The Bartlett community is also served by paramedics from the B.F.D.

Detailed information regarding the operation and capabilities of the Fire, Rescue, and EMS can be found in Annex A4.

### **Public Works**

The Village of Bartlett will provide for the debris clearance, repair and installation of public facilities, support assistance to other Agencies, and the maintenance of equipment as required because of disaster. The Public Works Department has several departments to include: Streets, Water and Sewer, and Treatment Plant personnel.

The Public Works Director is responsible for the water supply and sewerage disposal system, debris clearance, the repair, maintenance and operation of Village's utilities and streets, recontamination assistance, refusal disposal, control of construction and operation of a salvage depot. The Public Works Director will coordinate activities from the E.O.C and the Deputy Director will respond to the I.C.P to coordinate activities there.

Detailed information regarding the Public Works function can be found in Annex A5.

### **Communications**

DuPage Public Safety Communications (DU-COMM) is responsible for the operation of the community-wide dispatch service. From its facility located in Wheaton, IL, dispatchers can communicate with all municipal departments. A commander from the Police Department acts as a liaison with this agency.

Notification plans are located in the communications center and EOC to be used for notifying key officials of an emergency situation.

Detailed information regarding the Communications capabilities of Village can be found in Annex B.

## **Warning/Emergency Information**

DU-COMM is the primary agency for siren activation. The Village is equipped with 8 sirens placed strategically throughout the Village.

During an emergency, the 911 communications center serves as a source of intelligence for the EOC staff and a location for dissemination of warning to the public.

Depending on the type of emergency and time available to make warning, notifications may be made in several ways.

These include, but are not limited to:

- a. Siren system
- b. Cable and local TV
- c. Village web site
- d. Public radio
- e. Public address system of Police and Fire
- f. Door to door by Police, Fire or Village staff
- g. Code Red notification system
- h. Village of Bartlett's Facebook page
- i. Bartlett Police Department's Twitter page

## **Emergency Public Information**

The Police Department's primary Public Information Officer (PIO) is assigned to the Deputy Chief of Support Services. On the Village side, the Assistant to the Village Administrator is the lead PIO. In an emergency or disaster, the Assistant to the Village Administrator will be the lead PIO to disseminate and develop media releases during time of emergency, as well as coordinating the development of the Emergency Public Information annex.

The EMA Coordinator or Liaison Officer, Fire Chief, Police Chief, and the Public Works Director support the PIO in this effort. The primary purpose of the emergency public information system is to provide up-to-date warning and advisory information to the public. Public information during pre-emergency periods utilizes all available media outlets including the following newspaper, radio, commercial and cable television stations.

The media outlets that would be used to provide information to community residents during a disaster, i.e.: radio, television, cable television, Twitter, Village Facebook page, and Code Red, etc.

Following implementation of this plan, a Media Briefing Center will be established to provide consolidated information from the Village of Bartlett to the media. The media briefing center is located at Village Council Chambers.

All emergency media releases should be cleared through the Principal Executive Officer, or his alternate, prior to their release.

During large-scale situations, involving multiple municipalities or the County, media releases will be coordinated with all affected jurisdictions to ensure the release of actual and timely information. The Village of Bartlett may also participate in staffing a Joint Information Center (JIC), staffed with representatives of other affected municipalities, the County of Jurisdiction and involved state and federal agencies.

Detailed information regarding the Emergency Public Information system can be found in Annex D.

### **Disaster Intelligence/Damage Assessment**

The damage assessment process will be accomplished jointly by the municipality and supported by the County and State. The Building Department is the primary agency for building assessment, however, the Village can ask for assistance through the County of Jurisdiction's Building Department.

The Village of Bartlett damage estimate information will be forwarded, as soon as possible, to the Cook County Department of Emergency Management and Regional Security (using the CCEMRS Incident Flash Report) and will be included into a consolidated countywide damage estimate. This consolidated damage estimate will be forwarded to the Illinois Emergency Management Agency.

The Building Department Director will coordinate Damage Assessment functions from the EOC during times of emergency or disaster.

Detailed information regarding the operations and procedures of the Damage Assessment system can be found in Annex E.

### **Evacuation**

#### *Village of Bartlett Police Department and the Bartlett Fire District*

Protective actions are defined as measures taken to protect the population from the effects of a hazard. These actions may include sheltering in place or evacuation.

**Sheltering in place** involves directing the population to remain indoors and closing off sources of outside ventilation. This method may be recommended in the event of a short-term release of hazardous materials, or when the general population would be placed at greater risk to the hazard through attempts to evacuate.

**Evacuation** is a procedure that involves moving the civilian population from an actual or potential hazard area to one that offers safety. Evacuations can be divided into two specific classifications, "limited evacuation" and "general evacuation."

The Police or Fire Chief in the event of a fire, small hazardous materials incident, or hostage situation can initiate a limited evacuation. This type of evacuation would only involve a limited

area, perhaps only a square block.

A general evacuation would involve the movement of either a large portion or the entire population of the municipality. This may be due to a large hazardous materials spill, impending flood, terrorist action, or other impending disaster agent. The Village President of the Village of Bartlett, in his/her position as the Principal Executive Officer, has the authority to recommend the implementation of a general evacuation, following the declaration of a State of Emergency.

Detail information regarding the evacuation plan and procedures can be found in Annex F.

### **Mass Care**

*Village of Bartlett Police Department/the Golf Course Directors and the Bartlett Fire District*

### **Shelter**

*Village of Bartlett/Golf Course Directors*

Responsibility for the provision of mass care services is the responsibility of Village of Bartlett/Golf Course Directors. Mass care includes the management and coordination of shelter and feeding activities, provision for bulk collection and distribution of relief supplies, and the operation of a system to assist in reuniting displaced families.

These agencies are supported by The Salvation Army and by the American Red Cross.

Detailed information regarding the shelter plan and procedures can be found in Annex G1.

### **Animal Care and Relief**

*Cook County Department of Animal and Rabies Control (CCARC)*

CCARC have the primary responsibility for coordination of countywide animal disaster response in Cook County. CCARC, together with local animal welfare and animal care organizations, has developed a Cook County Animal Control disaster plan. The Administrator of CCARC is designated as the Disaster Animal Relief Director for all animal species in Cook County. The Disaster Animal Relief Director will coordinate county relief efforts through the state veterinarian. DuPage and Kane County have similar provisions.

The Village of Bartlett has Community Service Officers who coordinate with the DuPage County Animal Control to assist the Village in taking and caring for animals within the Village.

Detailed information on the Animal Care and Relief can be found in Annex G2.

## **Health and Medical**

*Health services are primarily the responsibility of the County of Jurisdiction's government*

The Cook County Health Department is primarily responsible for three health areas including Public Health, Environmental Health and Mental Health. DuPage County's Health Department performs identical services and all counties including Kane, would assist the Village if needed during times of emergency or disaster.

Public Health activities include supporting sheltering and mass care operations and staffing field stations during recovery operations, in cooperation with the fire service emergency medical services, area hospitals providing health services to those individuals that can't be moved following an evacuation, and providing antidotes and immunizations as necessary.

Environmental Health activities include verifying the sanitary conditions of food service and public sanitary facilities, assessing the quality of potable water supplies, assessing the disaster's impact on environmental health, and preventing the potential spread of any disease or infection created by the disaster.

The Village of Bartlett coordinates information with the County of Jurisdiction's Health Department, which can coordinate with the State via their respective Emergency Management Agency, if needed, to assist the Village during times of disasters and emergencies. Detailed information on each of these agencies, their capabilities and operations can be found in Annex H.

## **Mortuary Services**

*Mortuary services are primarily the responsibility of the County of Jurisdiction's government*

The Cook County Medical Examiner's Office is responsible for the removal, identifying, and disposition of victims of a disaster situation in Cook County. The DuPage and Kane County Coroner's office is responsible for identical activities. Detailed information on each of these agencies, their capabilities and operations can be found in Annex I.

## **Resource Management**

### ***Resources***

*The Village of Bartlett's Emergency Management Coordinator/Deputy Chief of Operations/Patrol Commander*

Are responsible for developing and coordinating the resource management function. The Village of Bartlett maintains coordination of resources through the affected County of Jurisdiction's emergency management office.

The Village of Bartlett's Finance Department is responsible for managing the financial aspects of disaster response and recovery efforts. The types of activities that will be performed by this department including: tracking of costs involved in response, tracking personnel time, approving

the purchase or rental of materials and supplies during response and recovery periods.

The Emergency Management Coordinator is the primary official responsible for the development and management of a resource management annex supported and also developed by the Deputy Police Chief of Operations and the Patrol Commander assigned to EMA. This annex outlines resources that will be available to the Village of Bartlett and the procedures that will be utilized to contract for these resources during periods of emergency.

The Cook County Department's Emergency Management and Regional Security and the DuPage County Office of Homeland Security and Emergency Management annually produce a Municipal Resource Guide with information on resources available to ESDA/EMA and Public Works agencies in Cook and DuPage County. This guide is distributed to each community in the counties. The guide may be used to assist the Village of Bartlett in the resource management task.

### ***Donations***

#### *The Village of Bartlett*

Will coordinate with the American Red Cross and other agencies such as Hanover, and Wayne Township for coordinating donation efforts during periods of emergency. These efforts will include registration, training, supervision, etc. The Village of Bartlett Donations Plan outlines a structure for the efficiently managing the influx of goods donated to assist victims of an emergency/disaster situation. It is the policy of the Village that all groups who participate in the donations management be prepared to fulfill their individual roles and responsibilities in the event of a catastrophe. These may include corporations, private voluntary organizations or local, County, State and Federal governments, among whom cooperation and coordination are critical.

### ***Volunteers***

#### *The Village of Bartlett Emergency Management Agency*

Responsible for coordinating volunteer efforts during periods of emergency. Although the Village of Bartlett does not have a formal volunteer program, the Village will coordinate with the affected County of Jurisdiction's Emergency Management Agency for volunteer assistance. Also, Wayne and Hanover Township may provide volunteer resources if needed. The goals of this annex are to provide clear guidance for the integrating of the volunteers system. The scope identifies the context of the plan and the extent of actions required to implement it. The purpose of the volunteer's management is to provide victims of emergency/disaster with as much support as possible by efficient and effective channeling offers.

The Village of Bartlett Deputy Chief of Operations/Patrol Commander assigned to EMA and the Emergency Management Coordinator are responsible for the coordination of volunteers and may be supported in this task, during periods of emergency, by the Cook County Department's Emergency Management and Regional Security, the DuPage County Office of Homeland Security and Emergency Management as well as the Kane County Office of Emergency Management, Hanover Emergency Management Agency, Hanover Township staff , Wayne

Township, and Citizen Police Academy participants. Detailed information regarding the Resource Management program can be found in Annex J.

## **Hazardous Materials**

### *Bartlett Fire District*

The Primary responsibility for response to a hazardous materials emergency belongs to the Bartlett Fire District, as outlined in the EPA and OSHA regulations. The highest-ranking officer from the fire service will assume the title of “Incident Commander” and is charged with the responsibility of commanding the response to such an incident. Hazardous materials response within the Village of Bartlett is covered by the Mutual Aid Box Alarm System (M.A.B.A.S.) Division 4, following the requirements of SARA Title III. Detailed information on Hazardous Materials can be found in Annex H.

## **Terrorism/Weapons of Mass Destruction**

Terrorism is not a modern phenomenon. It is as old as humankind and has been as much a part of history of war. Modern terrorism is merely an extension of history of terrorism. However, modern terrorism, because of technological advancements in weaponry and communications, takes the basic principles of terrorism to most extreme.

There are many definitions of terrorism. It is generally accepted to be simply the use, or threatened use, of force to intimidate persons, or a society, for political and/or social goals. Modern terrorism uses new methods of intimidation and force, or ancient methods more effectively, to accomplish their political and/or social goals.

Weapons of mass destruction are classified as nuclear, biological, and chemical weapons (NBC).

The purpose of this annex is to familiarize the Village’s Officials and first responders with our Village, County, State and Federal response to a WMD attack in our Village. Detailed information on WMD can be found in Annex L.

## **Incident Command and NIMS**

In accordance with the Illinois Emergency Management Agency Act and the Illinois Administrative Code, the Mayor/Village President of Bartlett or her/his emergency interim successor functioning as the Principal Executive Officer, will be responsible for all emergency operations within the Village of Bartlett. Department heads responsible to the Village Administrator will be responsible for providing direction to department personnel and mutual aid resources in accordance with the direction of the Village President/Mayor.

Upon determination that a major emergency or disaster has occurred, each department head will be notified and will report to the Emergency Operating Center (EOC). As in normal daily operations, each department head will be responsible for the operation of his/her department, and shall direct his/her response and recovery operations from the EOC.

The primary Emergency Operating Center is located on the second floor at 228 S. Main St. Bartlett, IL. An alternate EOC is located at the public works facility at 1111 Bittersweet Dr. Bartlett, IL.

A Media Briefing Center (MBC) will be located in a safe site for the media and local officials.

In accordance with Homeland Security Presidential Directive (HSPD5), the Village of Bartlett will implement the National Incident Management System (N.I.M.S.) as a management tool for the management of emergency response activities. Based on the hazards identified in the plan's hazard analysis section, the following department has been identified as the Lead Agency for each respective hazard.

<b>Natural Hazards</b>	<b>Lead Agency</b>
Earthquakes	Police/Fire/Public Works/Emergency Services
Floods	Police/Fire/Public Works/Emergency Services
Severe and Excessive Heat or Cold	Fire/Emergency Services/Public Health
Severe Thunderstorm/High Winds/Lightning/Wild land fires	Police/Fire/Public Works/Emergency Services
Tornadoes	Police/Fire/Public Works/Emergency Services
Winter Storms/Snow/Ice	Police/Fire/Public Works/Emergency Services
Illness/Disease	Police/Fire/Public Health/Emergency Services

<b>Technological / Industrial Hazards</b>	<b>Lead Agency</b>
Commercial Transportation Accidents (Air, Rail, Road)	Fire/Police
Hazardous Material Incident (Fixed Site, Transportation, Nuclear)	Fire/Police
Structural Collapse	Fire
Utility Failure (electric, gas, phone, sewer, water)	Fire/Police/Public Works/Emergency Services
Fire/Explosion	Fire/Police

<b>Civil/Political Hazards</b>	<b>Lead Agency</b>
Terrorism	Police and Fire
Riots	Police
Sabotage	Police
Civil Disturbance/Strikes	Police
Extortion	Police
Hostage Situations	Police

A representative from the department identified as the Lead Agency will be designated as Incident Commander and be responsible for on scene tactical decision making.

Based on the authority of the provisions of 65 ILCS 5/11-1-6 (“Extraordinary Powers of Mayor”) and municipal ordinance number #Chapter 2, section 2-2-1, enacted 1999, the Village of Bartlett has granted the Mayor/Village President extraordinary powers and the authority to exercise such powers as may be reasonably necessary to respond to the emergency. Following the declaration of a “State of Emergency” by the Mayor/Village President one or more of the following powers may be invoked by executive order.

**RESPONSIBILITY MATRIX 301.240b5**

**This matrix chart is to designate primary and support responsibilities. This matrix displays responsibilities of disaster response of organizations, including those volunteer and private organizations that agree to assist.**

**The letter “P” is used for primary and “S” for support responsibility.**

# RESPONSIBILITY MATRIX

P – Primary                      S – Support

<u>ASSIGNED AGENCY</u>	E M E R G E N C Y	E M A / E N S D A	L A W E N F O R C E M E N T	F I R E & E M S	P U B L I C W O R K S	C O M M U N I C A T I O N S	W A R N I N G / E M E R G E N C Y	P U B L I C I N F O R M A T I O N	D A M A G E A S S E S M E N T	E V A C U A T I O N	M A S S C A R E	A N I M A L C A R E & R E L I E F	H E A L T H & M E D I C A L	M O R T U A R Y	R E S O U R C E M A N A G E M E N T	V O L U N T E E R S	D O N A T I O N S	H A Z A R D O U S M A T E R I A L S	
<b>EXECUTIVE</b>	P	S	S	S	S		S	S	S	S	S								
<b>LEGAL</b>	P	S		S	S														
<b>CLERK</b>	P	S	S	S	S														
<b>FINANCE</b>	P	S	S	S	S														
<b>ESDA/EMA COORDINATOR</b>	P	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S
<b>POLICE</b>	P	S	P	S	S	S	P	S	S	P	S		S	S	S		S	S	
<b>FIRE</b>	P	S		P	S	S	S	S	S	P	S		S	S	S				S
<b>EMS</b>	P	S		P	S	S	S	S		S	S		P	S					P
<b>PUBLIC WORKS</b>	P	S	S	S		S		S	S					S					S
<b>PUBLIC HEALTH</b>	P	S	S	S	P		S		S	S					S				S
<b>BUILDING/ZONING</b>	P	S		S	S				P	S									
<b>VILLAGE MANAGER</b>	P	S	S	S	S	S	S	P		S					S				
<b>SCHOOL DISTRICT</b>		S									S								
<b>PARK DISTRICT</b>		S									S					S			
<b>ANIMAL CONTROL</b>		S										P							
<b>OTHER DEPARTMENT/AGENCIES</b>						P					P			P		P	P		
<b>AMERICAN RED CROSS</b>	S	S										S				S	S		

**IEMA Requirement 301.230b6      Basic Plan – Maps or reference to GIS available in the EOC pertinent to emergency operations planning.**

## **MAPS**

Maps of the Village of Bartlett are available in the Emergency Operations Center and the ICP. They include street maps, water system maps, utility map, and maps of all high-pressure lines (gas, petroleum) and transportation routes (road, rail) within Village boundaries. The CAD system in the Public Works Department has the ability to produce many different types of local maps. In addition, the Pre-Fire system is a frequently updated CD-ROM-based program running on all fire apparatus and is available to Fire Administration, Police and Public Works. The program consists of diagrams and an underlying database of all industrial, commercial, and multi-family buildings and highlights building features and existing hazards at each location. Also, each patrol car and the Incident Command Vehicle has a GPS system (via an in-car computer) as well as a mapping system in the computer, which allows responders to visually see where they are, and the vehicle locations can be tracked through monitors located in the EOC. The Village of Bartlett has a Geographic Information System (GIS) where data can be obtained on a 24/7 bases.

**IEMA Requirement 301.230b7      Basic Plan – Attachment containing mutual aid agreement and / or memorandums of understanding**

## **MUTUAL ASSISTANCE AGREEMENTS**

To ensure that the maximum use is made of the resources available to the Village of Bartlett and its political jurisdictions, a variety of mutual aid agreements are currently in place. These agreements include:

Mutual Aid Box Alarm System (MABAS) – A comprehensive mutual assistance agreement in place for all of the fire services that service Cook County. The MABAS system is divided into divisions throughout northern Illinois and provides a structure to move up personnel and equipment during emergency and disaster situations.

Northern Illinois Police Alarm System (NIPAS) – A comprehensive law enforcement agreement encompassing numerous participating law enforcement agencies to provide additional personnel and highly trained specialists in various fields of police emergency response.

Illinois Law Enforcement Alarm System (ILEAS) – IEMA and local law enforcement statewide law enforcement mutual agreement.

DuPage Public Works Mutual Aid System – a system of mutual aid involving all public works facilities within DuPage County to provide additional manpower and equipment in times of emergencies or disasters.

Metropolitan Emergency Response Investigation Team (MERIT) – a system of mutual aid involving resources within DuPage County to provide additional manpower in times of emergencies or disasters.

**IEMA Requirement 301.230b9**

**Basic Plan – The plan must cite the authority under which it was written.**

**AUTHORITY**

This plan is written based on the authority provided by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended; the State of Illinois Emergency Management Agency Act, 20 ILCS 3305 et. seq. as amended; and the Village of Bartlett Emergency Management Ordinance number 99-97 dated September 7, 1999.

The Emergency Interim Successor provisions have been developed in accordance with the provisions of 5 ILCS 275/7 and the Village of Bartlett and Emergency Interim Successor Ordinance number 99-97 dated September 7, 1999.

**Village of Bartlett Ordinance**

The objective of preparing emergency plans is to create the capacity for local government to: (1) save the maximum number of lives in the event of a major emergency or disaster, and minimize injuries as well; (2) protect property; (3) preserve functioning civil government; and (4) to maintain and support economic activities essential for the survival and eventual recovery from the emergency or disaster. In the past, emergency and disaster plans were written to deal with the effects of one or more disaster situations. It is now felt that all emergencies and disaster situations have certain commonalities. This plan will focus on developing a comprehensive emergency management system capable of operating in any type of emergency or disaster situation whether natural or technological. Provisions for operating under each of the Comprehensive Emergency Management phases, (mitigation, preparedness, response, and recovery) further described in the Concept of Operations, will be outlined in functional annexes developed for each operational department of the Village of Bartlett government.

Illinois Emergency Management Agency Act (Ill. Rev State. 1989, par. 1101 et. Seq. As amended by P.A. 87-168, effective January 1, 1992).  
IEMA Administrative Rule on Local Emergency Operations Plans (Proposed)  
Emergency Interim Executive Succession Act  
Our Village Ordinance Number 99-97 dated September 7, 1999.

**IEMA Requirement 301.230b10      Basic Plan – Assignment of responsibilities for plan maintenance, reviews, evaluation and update.**

**PLAN DEVELOPMENT AND MAINTENANCE**

Responsibility for the overall development and maintenance of the Emergency Operations Plan for the Village of Bartlett is assigned to the EMA Coordinator/Deputy Chief of Police Operations and the Patrol Commander assigned to EMA or Liaison Officer, as prescribed by law.

Emergency plan maintenance includes the annual review and periodic updating of the plan and its annexes. Additionally the EMA Coordinator, Deputy Chief of Operations, Patrol Commander assigned to EMA, is responsible for document control. This includes the distribution of the plan and its updated sections as required. Each department is responsible for providing updates to the coordinator such as, personnel, equipment and successor changes.

Changes in personnel or equipment should be forwarded to the EMA Coordinator or Liaison Officer as stated above, as they occur to keep the plan updated.

**PLAN EVALUATION PROCEDURE**

**IEMA Requirement 301.410      Basic Plan – Assignment of responsibilities for plan maintenance, reviews, evaluation and update.**

Responsibility for the overall development and maintenance of the Emergency Operations Plan for the Village of Bartlett is assigned to the EMA Coordinator or Liaison Officer as prescribed by law. Emergency plan maintenance includes the annual review and periodic updating of the plan and its annexes. Additionally the EMA Coordinator or Liaison Officer (as stated above) is responsible for the document control. This includes the distribution of the plan and its updated sections as required. Each department is responsible for updating their own department’s section.

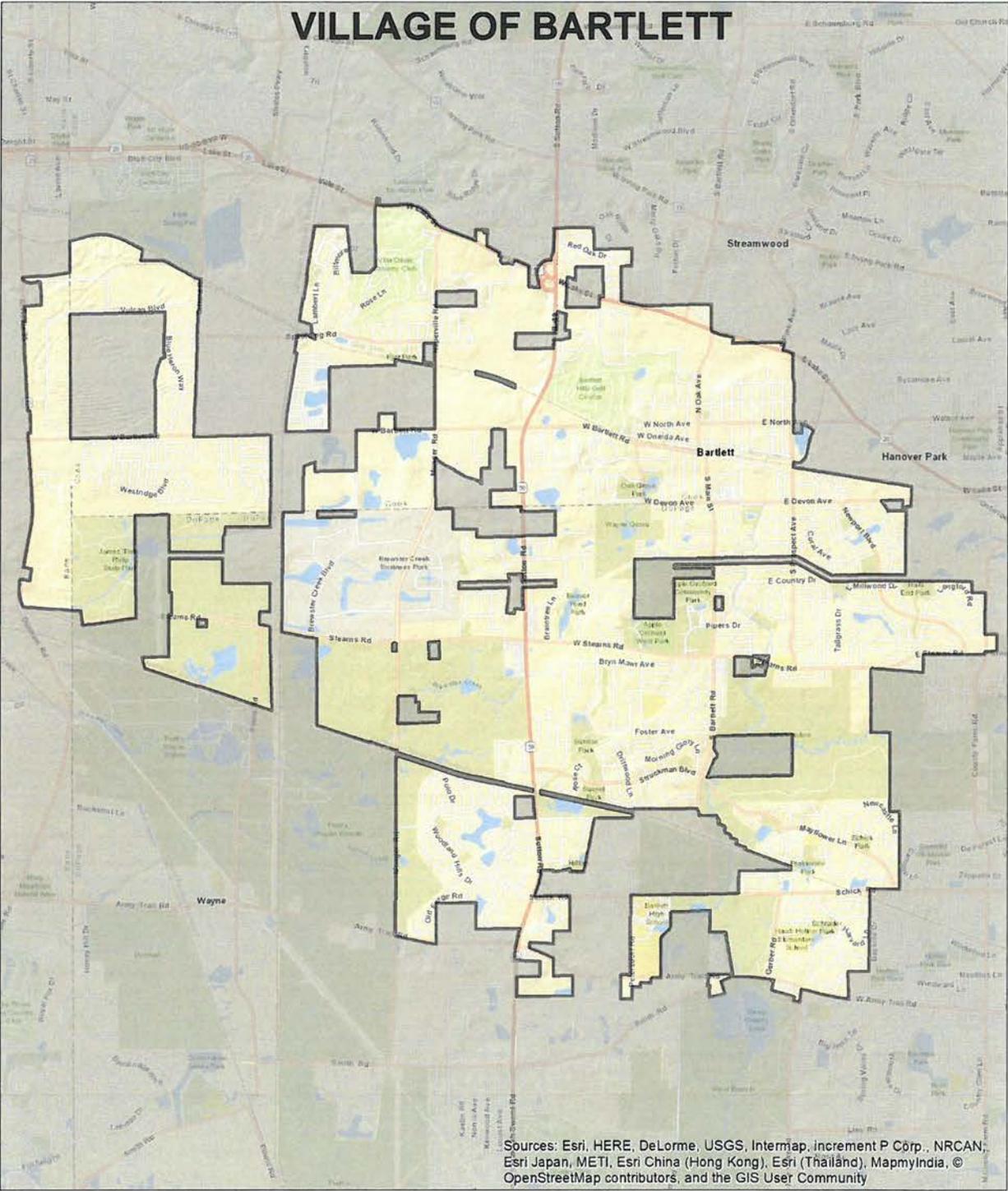
Changes in personnel or equipment should be forwarded to the EMA Coordinator or Liaison Officer, as they occur to keep the plan updated.

A copy of the Emergency Operation Plan is forwarded to the Cook County Department of Emergency Management and Regional Security for certification.

For any plan to be functional, it must be evaluated to ensure it is workable and to further ensure that those who must use it understand it. Other than periodic review, the most effective procedure to evaluate the plan is a series of exercises. Exercises simulate, in a controlled environment, the situations that may occur in a disaster situation. In accordance with State and Federal guidelines, this plan must be exercised annually through an EOC exercise or full scale EOC / Field exercise. The EMA Coordinator or liaison officer as stated above is responsible for ensuring the development of exercises in accordance with this requirement.

Assistance in the development, conduct, and evaluation of these exercises is available from the Cook County Department of Emergency Management and Regional Security.

MAP OF JURISDICTION 301.240b6



## **DIRECTION AND CONTROL – ANNEX A – 301.240a1**

### **IEMA Requirements**

**Direction and Control—what means the political subdivision will use to use to direct and control activities during and following emergency situations?**

### **STATEMENT OF PURPOSE – 301.240b1**

The job of government is to make certain that the components of the emergency management system are followed. Government will know the threats to the jurisdiction, plan for emergencies, operate effectively in an emergency, and can conduct recovery operations after a disaster. The Village of Bartlett is responsible for coordinating all the necessary activities to ensure effective operation of the emergency management system. The direction and control for mitigation, preparedness, response and recovery of emergencies/disasters in the Village is the responsibility of the following Village agencies: Village personnel, Emergency Management, Law Enforcement, Fire/EMS, and Public Works.

### **ANNEX A1-EMERGENCY OPERATING CENTER**

### **STATEMENT OF PURPOSE – 301.240b1**

The Village of Bartlett EMA is responsible for overseeing the operation of the community's EOC and providing the services in the annex.

The Village of Bartlett's Emergency Operations Center (EOC) is located at 228 S. Main St. Bartlett, IL of the second floor training room of the Police Department. The EOC serves as the primary crisis management center for the Village of Bartlett. Operations conducted in response to major emergency/disasters require careful coordination and direction.

In the event that the primary EOC has been rendered unusable, the following location will be utilized as the alternate EOC site: Public Works facility, 1111 Bittersweet Dr. Bartlett, IL.

In the Village of Bartlett, these operations are coordinated by a group of governmental officials referred to as the Crisis Management Team (CMT). Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information prompt decision-making, and expeditious response to present or likely dangers.

The departments that comprise the CMT are:

Mayor/Village President	Village Administrator	EMA Coordinator
Chief of Police	Fire Chief	Village Clerk
Finance Director	Golf Course Directors	
Building Department Director	Public Works Director	
Information Technology (I/T)	Public Information Officer	

The purpose of this annex is to identify those personnel who comprise the Crisis Management Team, Village department responsibilities for maintaining the EOC in a state of readiness, and procedure for activating and operating the EOC.

#### **SITUATION - 301.240b2**

Major emergencies/disasters, whether natural or man-made, will place extraordinary strains on all levels of government services. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a need for government officials to direct and control Village-wide operations under the most adverse circumstances. The Crisis Management Team must cooperate and work closely together to make decisions and direct the necessary actions of all Village departments.

#### **ASSUMPTIONS – 301.240b3**

The EOC is designed to be functional in response to all types of major emergency and disaster situations. Members of the Crisis Management Team will be trained to perform their duties and responsibilities. Supporting supplies and equipment are stored in the EOC communications center ready for immediate use should a major emergency or disaster occur.

#### **CONCEPT OF OPERATIONS 301.240b4**

The Village President/Mayor is the Chief Elective Officer, and has overall responsibility for the protection of life and property and the provision of effective response and recovery operations.

The Village of Bartlett Emergency Management Agency (EMA) Coordinator has been identified as the Village official responsible for the development of disaster plans, and coordination of operations within the EOC.

Department Chiefs/Directors or their designee(s) are responsible for the operations of their own departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources.

The Emergency Operations Center will only be activated under one of the following circumstances:

1. In response to an emergency or disaster.
2. In preparation for a potential emergency.
3. During emergency or disaster drills.
4. At any other time designated by the Village President of his/her designee.

The management of resources and establishment of response and recovery strategies during periods of major emergencies and disasters require careful coordination and direction. To ensure this coordinated effort, the jurisdiction’s Crisis Management Team (CMT) operates from a facility known as the Emergency Operating Center (EOC). The Crisis Management Team is composed of the following departments and agencies and will report to the EOC when activated: **301.240c2a**

The departments that comprise the CMT are:

Mayor/Village President	Village Administrator	EMA Coordinator
Chief of Police	Fire Chief	Village Clerk
Finance Director	Golf Course Directors	
Building Department Director	Public Works Director	
Information Technology (I/T)	Public Information Officer	

On a daily basis, the EOC is maintained by the EMA Coordinator. Maintenance includes ensuring that communications and operational system and personnel rosters are accurate and in operable condition. **301.240c2c**

Following the onset of an emergency when the Incident Commander determines the situation exceeds the capabilities in the field, he/she contacts the Police Chief or his/her designee, who in turn contacts the Village Administrator to request implementation of the jurisdiction’s emergency plan and activation of the EOC. Based on this request, the Village President will issue a “Proclamation of Emergency,” which authorizes the activation of the jurisdiction’s emergency plan, thereby implementing predetermined emergency procedures and allowing access to additional resources. The Village President, or her/his emergency interim successor functioning as the Principal Executive Officer, will be responsible for all emergency operations within the Village. The Incident Commander, responsible to the Village President, will serve as the lead personnel for the community providing direction related to the mitigation of the incident. **301.240c1d**

Following the signing of the declaration/proclamation, the Village Clerk will attest to the signing and the declaration will be posted in the appropriate place designated by the jurisdiction for posting of legal documents. At this time the appropriate staff will notify members of the Crisis Management Team to assemble in the EOC.

Tactical decisions related to mitigation of the incident will be made by a unified command group functioning at a forward command post. Strategic decisions regarding the impact of the incident on the community at large, impacts on neighboring communities, and supporting the requests of the unified command group will be made in either the municipal or county of Jurisdiction’s Emergency Operating Center (EOC). **301.240c1e**

The Village will contact members of the CMT by the department SOPs/SOGs . **301.240c1c**

Communications with the Incident Commander at the Forward Command Post and the jurisdiction’s Emergency Operations Center will be established via DuComm and/or cell phone

communications. Following the activation of the jurisdiction's EOC, the Cook County Department of Emergency Management and Regional Security, the DuPage County or Kane County OEM will be notified and advised of the nature and extent of the incident. Initial notification of the County of Jurisdiction will be accomplished via telephone (312-603-9851 Cook, 630-682-7925 DuPage, or Kane County 630-232-5985) followed by the transmission of a Flash Report (if Cook County) via fax. Continued communication between the jurisdiction's EOC and county EOC will be accomplished via telephone.

Further operational procedures are confidential and kept in the Emergency Operations Center SOPs/SOGs.

## **ORGANIZATION AND RESPONSIBILITIES**

The Village President has overall responsibility for command of emergency operations. Department Chiefs/Directors are responsible for developing plans, coordinating operations, and assuring the EOC has the necessary supplies and equipment to support the requirements of the Crisis Management Team and support personnel. **301.240c1a**

The Administrative Secretary, normally not tasked with emergency missions, will provide logistical and clerical support. These employees as well as any other Village staff available will assist with answering phone calls, providing assistance as needed or performing functions as directed.

Bartlett Police Department will provide security and restrict access to the EOC upon activation. Only those personnel identified as members of the Crisis Management Team, their designees, support staff, and personnel authorized by the Village Manager/EMA Coordinator will be permitted access to the EOC. These employees have all been issued Village of Bartlett identification cards and must have them present to be allowed access.

Members of the media will not be allowed access to the EOC. Security personnel at the entrance will direct media personnel to the Media Briefing Center (MBC) situated at the Village Hall Council room at 228 S. Main St. Bartlett, IL. The Village PIO will coordinate all press releases among response organizations. **301.240c2b**

Public Works will remove debris, provide barricades for road closures, repair infrastructure all when needed. **301.240 c2e**

As soon as possible, following activation of the EOC, the Village Administrator or his/her designee, will hold a CMT briefing to determine if the Village can handle the situation without outside assistance other than in-place mutual aid agreements. If it appears outside assistance will be required, the Village President will issue a "Declaration of Disaster." This document will be delivered to the Cook County Department of Emergency Management and Regional Security, The DuPage County Office of Homeland Security and Emergency Management or the Kane County Office of Emergency Management via the quickest means available. The county of jurisdiction will be notified and periodic updates will be provided to ensure that all levels of government are aware of the current status of events.

Continued intelligence will be received at the local EOC to assist in situation assessment, decision- making, and requests for outside assistance.

The Village of Bartlett will use employees at the scene of the emergency or disaster, as well as using the EOP to obtain, analyze, and disseminate information for decision-making, requesting assistance, reporting etc.

The CMT staff will be responsible for gathering and displaying situation assessment/intelligence and maintaining a significant events log.

Records and logs will be maintained by the Village Clerk of all actions taken by the CMT and of all official releases of information to the media and/or general public. **301.240c2d**

The jurisdiction will notify the County of Jurisdiction's EOC following a determination to close the municipal EOC.

Following the close of the EOC, the facility will be cleaned and restocked in preparation of the next activation.

The Village of Bartlett is responsible for supporting the EOC with food, sleeping areas, supplies, and other support items to maintain the EOC operations. However, if overwhelmed, the Salvation Army may be called to assist, as well as the American Red Cross to provide food, and sleeping items such as blankets, and pillows.

The EOC is also the training room for the police department. The EMA coordinator is responsible to ensure the room is returned to its normal use and to restock supplies as needed for the next activation.

As soon as practical following the disaster or emergency, a CMT debriefing will be held and an after-action report prepared. Within 30 to 60 days, the EMA Coordinator, the Deputy Chief of Operations and the Patrol Commander assigned to EMA, will complete an after action paper which will discuss corrective actions that need to be taken, mitigation efforts needed to ensure proper recovery and further mitigation efforts for the future. A copy of the final report will be filed with the County of Jurisdiction's Emergency Management Agency.

#### **DIRECTION AND CONTROL – 301.240c1b**

The Emergency Operations Center is the primary direction and control facility for collecting recording, analyzing, authenticating, and retaining major emergency and disaster related information. This will include such information as damage assessments, evacuee lists, and casualty lists for EOC and field personnel. The EOC will be supported by a field command post. Personnel from departments operating at the scene of a major emergency or disaster will report to and coordinate their actions through the command post. All information collected at the EOC will be disseminated to EOC personnel, command post personnel, local, state, and federal government agencies, and other agency identified as having a vested interest in the incident. The EOC will be further supported by a media-briefing center.

## **LINES OF SUCCESSION**

The line of succession for command of the Emergency Operations Center is as follows:

1. Village President/Mayor or designee
2. Village Administrator/or designee
3. Chief of Police/or designee
4. EMA coordinator

In the absence of the Mayor and/or Village Administrator, any of the above persons has the authority to activate the Emergency Operations Center.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the EMA Coordinator for the maintenance, review and updating of this annex.

## **APPENDICES**

- Appendix A1 Pre-emergency Operation Checklist
- Appendix A2 Response Operation Checklist
- Appendix A3 Recovery Operation Checklist
- Appendix A4 Emergency Operating Floor Plan

**Appendix A1  
EMERGENCY OPERATION CENTER  
PRE-EMERGENCY OPERATION CHECKLIST**

The actions the community will take within the first 2 hours of the disaster impact are, but not limited to: Notifying the Crisis Management Team of activation via phone tree activation, notifying the County of Jurisdiction, deploying the Incident Command Post (if not already done,) determine manpower and equipment needed to safeguard the population, implement NIMS procedures to manage the incident.

Complete: Yes/No	Maintain an up-to-date listing of Crisis Management Team personnel.
Complete: Yes/No	Periodically test emergency telephone and communications circuits to ensure operability in times of emergency.
Complete: Yes/No	Prepare operations packets for each member of the Crisis Management Team. This packet should include: <ul style="list-style-type: none"> <li>• Department Annex</li> <li>• Scratch paper</li> <li>• Pens/pencils</li> <li>• Message log</li> <li>• EOC Bartlett card</li> <li>• EOC floor plan-with telephone numbers</li> </ul>
Complete: Yes/No	Develop training and exercising program to ensure that all members of the Crisis Management Team are familiar with EOC operations.
Complete: Yes/No	Determine food and water requirements for the EOC.
Complete: Yes/No	Stock administrative supplies and equipment as necessary.
Complete: Yes/No	Develop an EOC message form and a system to record major decisions that enter and leave the EOC.
Complete: Yes/No	Train the EOC staff in the use of the EOC message form.
Complete: Yes/No	Train supporting staff, Message Controller, Group Chief, Plotters, etc. in EOC operations procedures.

**Appendix A2**  
**EMERGENCY OPERATION CENTER**  
**RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are, but not limited to: establishing schedules for staffing the EOC through response and recovery operations, verification that sufficient quantities of office supplies, food and water are on hand, strategy-planning steps to cope with incident, establishing initial response priorities, etc.

Complete: Yes/No	Following the determination that a situation has occurred, the department head having the greatest familiarity with the details of the disaster will contact the Village President and recommend activation of the EOC. In the Mayor's absence the Village Administrator and Police Chief should be contacted.
Complete: Yes/No	The Mayor, or designated alternate, will authorize the activation of the EOC and subsequent notification of the Crisis Management Team.
Complete: Yes/No	The administrative staff of the Village and Police Department will be responsible for notifying the Crisis Management Team.
Complete: Yes/No	An Emergency Operations Log, identifying dates and times of all incidents, situations, and response will be started and maintained by the Incident Command Post and the Administrative Secretary throughout the crisis.
Complete: Yes/No	Following authorization to activate the EOC, available Village personnel will set up the EOC in accordance with the following steps: Ensure all equipment is working. Set up telephone system. Place operations packet at the respective operations positions. Set up the Media Briefing Center in the Village Council Chambers and fix signs directing the media to the briefing center.
Complete: Yes/No	The Chief of Police, Fire Chief, or their alternates, will ensure that a Forward Command Post has been established at or near the scene of the emergency. The Village's Incident Command Vehicle will be deployed as needed to the scene.
Complete: Yes/No	The heads of each department operating in response to the emergency should ensure that a command level representative from their department is sent to the Forward Command Post to coordinate field operations. Village staff will only send personnel if safe to do so as indicated by police and fire personnel.

Complete: Yes/No	The Police Department will ensure that a photographic team is dispatched to the disaster site, if appropriate, to record initial damage and conditions for inclusion in later documentation.
Complete: Yes/No	Following an initial situation assessment, Chief of Police, or his/her designee, will notify the Cook County Department of Emergency Management and Regional Security at 312-603-9851, The DuPage County EMA at 630-682-7935 or the Kane County EMA at 630-232-5985. This initial notification will include: <ul style="list-style-type: none"> <li>• Identification of the disaster agent</li> <li>• Initial response by the Village</li> <li>• Preliminary estimate of damage</li> <li>• Immediate assistance required</li> </ul>
Complete: Yes/No	The Mayor will hold an initial staff briefing as soon as practical to ensure the thorough understanding of the situation by members of the Crisis Management Team. Additionally, hourly briefings will be conducted to provide status updates to members of the team.
Complete: Yes/No	The Village President/Mayor in coordination with the PIO, Chief of Police, Fire Chief, EMA Coordinator, and other department heads, will issue a statement to the public as soon as possible. The statement shall include identifying the situation, outlining initial government response, and recommending citizen actions.
Complete: Yes/No	The assigned Public Information Officer will schedule an initial media briefing and post a schedule for additional media statement.
Complete: Yes/No	Appropriate department heads will request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the county or the state will be forwarded to the County of Jurisdiction's EMA.
Complete: Yes/No	The Crisis Management Team will ensure that all available Village resources, as well as resources from mutual aid municipalities, have been committed prior to requesting outside assistance from either the County, State and Federal government.
Complete: Yes/No	The Village President/Mayor or EMA Coordinator will be the primary liaison between the Village of Bartlett and the County, State and Federal government.
Complete: Yes/No	The Village President/Mayor or EMA Coordinator should, if possible, provide hourly briefings to the County of Jurisdiction's EMA if possible.

**Appendix A3**  
**EMERGENCY OPERATION CENTER**  
**RECOVERY OPERATION CHECKLIST**

The actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are, but not limited to: Continued intelligence gathering and assessment, establishment of continuing response and recovery priorities, means of identifying continued resource needs and supplying of resources personnel, materials, equipment and supplies, compilation of documents and records pertaining to the incidents etc.

Complete: Yes/No	Following the determination that operations have returned to a normal level, complete the following action: <ul style="list-style-type: none"> <li>• Release mutual aid assistance</li> <li>• Resume normal governmental functions</li> <li>• Determine the necessary continuing assistance required from either the County, State, or Federal government</li> <li>• Return borrowed or rented equipment</li> <li>• Identify remaining supplies and other replacement stocks</li> </ul>
Complete: Yes/No	Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
Complete: Yes/No	Clean and return the EOC to its pre-emergency condition.
Complete: Yes/No	Perform maintenance on damaged EOC equipment.
Complete: Yes/No	As soon as possible, following the close of emergency operation, Crisis Management Team personnel should meet to critique the operations and, if necessary, modify operational procedures.

## APPENDIX A4 – Emergency Operating CENTER Floor Plan

228 S. Main Street, Bartlett, IL 60103 (2<sup>nd</sup> Floor Training Room - 236 & 238)



### ANNEX A2-EMERGENCY MANAGEMENT

#### STATEMENT OF PURPOSE – 301.240b1

The Deputy Chief of Operations, the Patrol Commander assigned to supervise EMA and the EMA Coordinator are responsible for overseeing the operation of the community's emergency management program in the annex.

The Village of Bartlett Emergency Management Agency (EMA) is located at 228 S. Main St. Bartlett, IL. The EMA serves as the primary crisis management agency for the Village of Bartlett. Operations conducted in response to major emergency/disaster require careful coordination and direction.

In the Village of Bartlett, the coordination of the group of Bartlett governmental officials referred as the “Crisis Management Team” is the responsibility of the EMA Coordinator (CMT). Crisis management, under the conditions likely to exist during a major emergency or disaster situation, requires rapid transmission and evaluation of information prompt decision-making, and expeditious response to present or likely dangers. The purpose of this annex is to identify the role of emergency management in the day-to-day operations and the emergency operations of this Village.

### **SITUATION – 301.240b2**

Major emergencies/disasters, whether natural or man-made, will place extraordinary strains on all levels of our Village government. When the demand for services escalates, and the ability to deliver these services diminishes, special skills, equipment, and facilities are needed. These situations create a need for our government officials to direct and control the Village-wide operations under the most adverse circumstances. The Emergency Management Team and Crisis Management Team must cooperate and work closely together to make decisions and direct the necessary actions of all Village departments.

### **ASSUMPTIONS – 301.240b3**

The Village of Bartlett Emergency Management Program is designed to be functional in the preparedness, response, recovery and mitigation to all types of major emergency and disaster situations. Members of the Emergency Management Agency and the Crisis Management Team will be trained to perform their duties and responsibilities. Supporting resources must be ready for immediate use should a major emergency or disaster occurs in our Village.

### **CONCEPT OF OPERATIONS 301.240b4**

The Village President/Mayor is the Chief Elective Officer, and has overall responsibility for the protection of life and property and the provision of effective response and recovery operations.

The Bartlett Emergency Management Agency (EMA) Coordinator has been identified as the Village official responsible for the development of disaster plans, and coordination of operations within the EOC. Department Chiefs/Directors or their designee(s) are responsible for the operations of their own departments and will function from the EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources.

The Emergency Management Agency operates under one of the following circumstances:

- a) In response to preparedness, mitigation, response and recovery of our Village.
- b) In day-to-day preparation for a potential emergency.
- c) During emergency or disaster drills.
- d) At any other time designated by the Village President.

The goal of our emergency management program is to save life, prevent injuries and to protect property and the environment if an emergency occurs, and the identifying and removal of potential hazards, or mitigate against other hazards in our community, by establishing safety

measures.

Major emergencies can cover several jurisdictions and may require large-scale government and voluntary agency response. The Village of Bartlett's EOP is made to prevent or mitigate the effects of emergencies and to save lives and property. When an emergency threatens hundreds/thousands of people need to be warned and protected. Emergency services must be ready to care for the injured and to give shelter to those who cannot remain in their homes. The Village's Communications system is in place, and EOC must direct the response activities to assess the damage caused by the emergency, to return people safely to their homes after the danger has passed, and to help people and businesses return to normal as soon as possible.

Efforts by the Village will be made to increase safety in the face of future emergencies. This Village-wide protection process, which encompasses all four phases of activities "mitigation, preparedness, response, and recovery," will ensure the safety of our Village.

Achieving a comprehensive network of emergency management involves systematic planning on the part of the Village, other Local governments, and County, State, and Federal governments, to identify the potential hazards that could threaten the community, and apply the four phases of emergency management to develop sound emergency plans for each potential hazard. The Village will be prepared to use local resources for dealing with each emergency. When local resources are taxed, the coordination with other Local, County and State governments, so as to share resources needed to protect citizens, property, and government in the event of any large-scale emergency can be shared to reduce the impact on the local community. Further operational procedures are confidential and kept in the Village's SOPs/SOGs.

## **ORGANIZATION AND RESPONSIBILITIES**

The Village President has overall responsibility for command of emergency operations. The EMA Coordinator and Department Chiefs/Directors are responsible for developing plans, coordinating operations, and assuring the EOP has the necessary support of the Crisis Management Team and support personnel.

## **DIRECTION AND CONTROL**

The Emergency Management Agency and the Emergency Operations Center is the primary direction and control facility for collecting, recording, analyzing, authenticating, and retaining major emergency and disaster related information. This will include such information as damage assessments, evacuee lists, and casualty lists for EOC and field personnel. The EMA will support the field command post personnel from departments operating at the scene of a major emergency/disaster and will report to and coordinate their actions through the command post. All information collected at the EOC will be disseminated to EOC personnel, command post personnel, Local, State, and Federal government agencies, and other agencies identified as having a vested interest in the incident.

## **LINES OF SUCCESSION**

The line of succession for command of the Emergency Management Agency is as follows:

1. Chief of Police
2. Deputy Chief of Operations
3. Deputy Chief of Support Services
4. Patrol Commander (s) assigned to supervise EMA
5. Sergeant of Patrol

In the absence of the Mayor or Village Administrator, any of the above persons has the authority to activate the Village's Emergency Operation Plan.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240B5**

It is the responsibility of the EMA Coordinator for the maintenance, review and updating of this annex.

## **APPENDICES**

Appendix A6 Pre-emergency Operation Checklist

Appendix A7 Response Operation Checklist

Appendix A8 Recovery Operation Checklist

**EMERGENCY MANAGEMENT  
PRE-EMERGENCY OPERATION CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are, but not limited to: Notifying the Crisis Management Team, notifying additional personnel, deploying the Incident Command Vehicle, beginning evacuation procedures, begin documenting incident and establishing a time line, calling mutual aid resources as needed, etc.

Complete: Yes/No	Call the Crisis Management Team personnel to report to the EOC.
Complete: Yes/No	Determine the Village's vulnerability to the emergency/disaster and activate the EOP.
Complete: Yes/No	Identify facilities, agencies, personnel, and resources to support EOC activities; develop procedures to control access to facilities and determine availability of equipment of EOC under emergency conditions.
Complete: Yes/No	Survey communications and auxiliary power needs; identify and provide facilities and equipment to meet these needs.
Complete: Yes/No	Analyze EOC location in relation to potential hazards and disaster conditions. Select and equip alternate EOC.
Complete: Yes/No	Determine food and water requirements for the EOC.
Complete: Yes/No	Stock administrative supplies and equipment as necessary.
Complete: Yes/No	Develop an EOC message form and a system to record major decisions that enter and leave the EOC.
Complete: Yes/No	Activate the plans and standard operating procedures (SOP's) for EOC operations.
Complete: Yes/No	Prepare displays; identify and assemble equipment and furnishings to outfit the EOC (Maps, charts, etc.).
Complete: Yes/No	Develop and maintain schedule for staffing the EOC.
Complete: Yes/No	Activate the system to manage information handled within and disseminated from the EOC.

**Appendix A7**  
**EMERGENCY MANAGEMENT**  
**RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are, but not limited to: establishing schedules for staffing the EOC through response and recovery operations, verification that sufficient quantities of office supplies, food and water are on hand, strategy-planning steps to cope with incident, establishing initial response priorities, evacuating citizens, and continuing the use of mutual aid resources, etc.

Complete: Yes/No	Coordinate all operations through the EOC.
Complete: Yes/No	Establish contact with County, State and Federal governments.
Complete: Yes/No	Establish contact with other jurisdictions involved and/or affected by disaster conditions.
Complete: Yes/No	Hold initial briefing for staff and announce briefing schedules for staff.
Complete: Yes/No	Provide support of EOC and personnel within, and families of essential workers.
Complete: Yes/No	Review plans, personnel assignments, and fill staff vacancies.
Complete: Yes/No	Alert public and assisting organizations.
Complete: Yes/No	Obtain back up power and communications as needed.
Complete: Yes/No	Activate shelter program from the EOC, including feeding facilities.
Complete: Yes/No	Activate evacuation program from the EOC.
Complete: Yes/No	Request mutual aid assistance, as necessary, through normal mutual aid channels. Requests for assistance from the County of Jurisdiction.

**EMERGENCY MANAGEMENT  
RECOVERY OPERATION CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are but not limited to: continued intelligence gathering and assessment, establishment of continuing response and recovery priorities, means of identifying continued resource needs and supplying of resources (personnel, materials, equipment and supplies), compilation of documents and records pertaining to the incidents, etc.

Complete: Yes/No	Clean and return equipment to pre-emergency conditions and replenish EMA supplies
Complete: Yes/No	Clean and return the EMA to its pre-emergency condition.
Complete: Yes/No	Perform maintenance on damaged EOC equipment.
Complete: Yes/No	Prepare final damage assessment and expenditure data for submission to appropriate authorities for possible reimbursement.
Complete: Yes/No	As soon as possible following the close of emergency operation, Crisis Management Team personnel should meet to critique the operations and, if necessary, modify operational procedures.

## **ANNEX A3 – LAW ENFORCEMENT**

### **STATEMENT OF PURPOSE 301.240b1**

The purpose of this annex is to describe the role of the Bartlett Police Department in responding to major emergency or disaster situations.

### **SITUATIONS 301.240b2**

Village of Bartlett is a medium-sized suburban community located in Southwest Cook County, North DuPage County, and Northeast Kane County and has approximately 15.5 square miles of area and a population of 43,500. The Village is composed primarily of residential areas with some light-industrial, retail, and commercial areas located throughout. Contained within the Village are several major highways (Rt. 59, Rt. 20, Rt. 25, Stearns Rd, and Army Trail Rd.) and several major railroad lines.

### **ASSUMPTIONS 301.240b3**

Bartlett Police Department will be responsible for providing the initial law enforcement response to any major emergency or disaster occurring within the corporate limits of the Village. In the event that an emergency requires additional manpower and equipment, these resources will be available through NIPAS (Northern Illinois Police Alarm System) and through other mutual aid agreements such as ILEAS (Illinois Law Enforcement Emergency Services). Additional support for special situations may also be obtained through County, State or Federal agencies.

### **CONCEPT OF OPERATIONS 301.240b4**

Additional tasks and assignments given to the police department are not limited to: traffic/ access control, emergency notification of the public regarding protective actions, provision of security in disaster relief facilities and shelters, notification of the severe weather sirens, and the deployment of the Incident Command Vehicle, etc.

The Police Department has in its policies an Unusual Occurrence Order #505 describing how the Police Department will perform during an emergency or disaster. The Police Department will utilize an “all call out” procedure and all vacations and time off will be canceled to handle the emergency. The Police Department will be managed using the highest ranking officer available, and this officer will be relieved or re-assigned by another officer of a higher ranking if needed. The Police Department will incorporate and utilize all NIMS principles to manage the emergency or disaster. The police department will send personnel to the EOC and the ICV as needed to manage the emergency or disaster.

By statute, Local government is ultimately responsible for the protection of life and property. The Village President, as Principal Executive Officer, is thereby responsible for ensuring that any disaster response is carried out effectively.

The Police Department's responsibilities to the citizens in times of major emergencies or disasters are essentially the same as in its daily operations. In performing their primary functions, the Police Department personnel may be required to perform additional "non-routine" tasks and may be required to coordinate their operations with those of other agencies.

Initial requests from the public for emergency response will be received at the Village's 9-1-1 Communications Center located in Wheaton, IL. The facility is called: "DuPage Public Safety Communications," or DU-COMM. Dispatch responsibilities for NIPAS call-out alarms will be the responsibility of the Bartlett Police Department. DU-COMM possesses a mobile command vehicle which can serve as a backup communication center as needed. Also, DuPage and Kane County EMA have Incident Command Posts (Motor homes,) which can function as communication centers if DU-COMM is not functioning.

Further operational procedures are confidential and kept in the Police Department SOPs/SOGs.

## **ORGANIZATION AND RESPONSIBILITIES**

Staff will be recalled via an "all department call out." Shifts are already established in patrol via a 12 hour shift schedule and all sworn personnel will be assigned as needed. Civilian staff works both 8 and 10 hour shifts and they will be assigned as needed to cover the 24 hour coverage needed during an emergency/disaster. Mutual aid requests for additional personnel and equipment will be made via the agreements already in place such as: NIPAS and ILEAS.

These resources will be staged at various locations in town such as: St. Peter Damien Church, 131 S. Crest Avenue, Hanover Township Offices, 8N180 Route 59, Apple Orchard Country Club, 696 W. Stearns Road, Bartlett High School, 701 Schick Road, and Nature Ridge Elementary School, 1899 Westridge Boulevard. These resources will be deployed by an assigned Officer in charge of these resources. This officer will keep a log of who has arrived, who is ready to be deployed and who has returned from deployment. NIMS protocols require a resource control sheet be used to track resources. This list will be available and updated so command personnel from either the EOC or the ICP can evaluate the needs of these resources for further use. Personnel arriving from other departments will utilize direction of communications by DU-COMM or directly from Incident Commander. Law enforcement resources will be deployed to secure critical facilities within the community as needed and as the situation dictates.

A security perimeter will be maintained around the incident site (s). Bartlett Police Department will utilize the Illinois State Police Disaster Tag System (**See Appendix A13 Illinois State Police – Disaster Pass System**) as well as the DuPage County pass tag system provided by DuPage OEM.

Situations requiring mass arrest, such as looting or riots will be handled as needed. Bartlett Police Department's interface between the local police departments, the County of Jurisdiction's Sheriff's Office's, and the court system is always maintained through open lines of communication. These agencies would be notified as needed if assistance is required.

The responsibility for providing law enforcement services within the Village of Bartlett rests with the Bartlett Police Department. The Chief of Police is responsible for the administration of

the Police Department and reports directly to the Village Administrator. Maintenance, review, and updating the general orders are the responsibilities of the Police Chief.

The Deputy Chief of Operations is generally responsible for managing departmental operations during major emergency or disaster situations. Police response during an emergency or disaster situation will be guided by the procedures and recommendations set forth in the Bartlett Police Department's Comprehensive Emergency Preparedness Plan and the Police Department's General Orders. This plan and the General Orders contain provisions for:

- Communications
- Field command posts
- Casualty information
- Community relations/public information
- Other law enforcement agency support
- Military support
- Public facility security
- Traffic control
- Equipment requirement
- De-escalation procedures
- Rumor control
- Availability for command
- Post occurrence duties
- Analyzing, disseminate information for requesting assistance
- Maintenance of reports

In the event that an emergency exceeds the capabilities and resources of the Bartlett Police Department, the Police Chief may recall off-duty personnel or may obtain additional manpower and resources through the NIPAS alarm system and other mutual aid agreements such as ILEAS.

## **DIRECTION AND CONTROL**

The Village of Bartlett Emergency Operations Center (EOC) shall be the control point for all major decisions concerning law enforcement operations. Representatives of the Village government shall staff at the EOC all times during a major emergency or disaster.

The Chief of Police shall report to the EOC and retain responsibility for law enforcement efforts and will act as liaison to other departments and agencies involved in the operations. The Deputy Chief of Operations shall report to the field command post and coordinate law enforcement operations.

## **CONTINUITY OF GOVERNMENT**

The succession of command for the Bartlett Police Department during emergency operations shall be:

1. Chief of Police
2. Deputy Chief of Support Services

3. Deputy Chief of Operations
4. Commander
5. Sergeants
6. Officer in Charge (OIC)

The individuals listed above will be responsible for either functioning from or coordinating with the Emergency Operating Center (EOC) during an emergency.

**MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240B5**

It is the responsibility of the Police Chief/through the EMA Coordinator, for the maintenance, review and updating of this annex.

**APPENDICES**

- Appendix A9 Pre-emergency Operation Checklist
- Appendix A10 Response Operation Checklist
- Appendix A11 Recovery Operation Checklist
- Appendix A12 Securing Disaster Perimeter Checklist
- Appendix A13 Illinois State Police – Disaster Pass System

Actions that the community will take within the first 2 hours of the disaster impact are, but not limited to: Responding to the incident and establishing or reporting to a command post; assessing the situation; establishing an initial security perimeter; recalling off duty personnel; initiating a call for mutual aid; and recommending the activation of the municipal EOC, etc.

**APPENDIX A 9  
LAW ENFORCEMENT  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Complete: Yes/No	Review Police Department agreements with NIPAS and other law enforcement agencies.
Complete: Yes/No	Review and update the “Bartlett Police Department’s Disaster Manual”.
Complete: Yes/No	Provide specialty training to Department personnel that include hazardous materials and radiological response, accident procedures, and bomb and explosives procedures.
Complete: Yes/No	Participate in annual disaster exercises to ensure readiness to respond.
Complete: Yes/No	If warning time permits, prior to an emergency, alert and call in all Department personnel or place personnel on standby status.

**APPENDIX A10  
LAW ENFORCEMENT  
RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact may include such actions as: establishing a more formal security perimeter; conducting door-to-door searches of damaged structures; and gathering intelligence on the extent of damage or cause of the incident, etc.

Complete: Yes/No	Patrol Commander shall assume command of law enforcement operations at the incident site and set up field command post.
Complete: Yes/No	Evaluate disaster area and initial assignment of on-duty police personnel.
Complete: Yes/No	If necessary, begin mutual aid requests.
Complete: Yes/No	Ensure notification of police command personnel by communications dispatchers.
Complete: Yes/No	Ensure notification of key Village officials by communications dispatchers.
Complete: Yes/No	Secure the disaster site.
Complete: Yes/No	Assign officers to field command post duties: personnel officer, log officer, and permit officer.
Complete: Yes/No	Assign officer for security at EOC in top level of the police department at 228 S. Main St. Bartlett, IL.
Complete: Yes/No	Initiate and plan evacuation procedures if necessary.
Complete: Yes/No	Ensure traffic and crowd control procedures have been implemented.
Complete: Yes/No	Continue to respond to law enforcement requests from the community with back up personnel.
Complete: Yes/No	Upon notification of stand-down, begin releasing additional manpower, as their need no longer exists.

**APPENDIX A11  
LAW ENFORCEMENT  
RECOVERY OPERATIONS CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion may include: providing briefings to the CMT; maintaining the security perimeter; conducting investigations of the cause of the incident providing Critical Incident Stress Management (CISM) to department and mutual aid resources, etc.

Complete: Yes/No	Continue to respond to requests for police assistance as needed in the Village.
Complete: Yes/No	Provide traffic and crowd control during recovery and clean-up operations.
Complete: Yes/No	Provide site security for any remaining hazardous locations such as down wires.
Complete: Yes/No	Repair or replace worn or damaged supplies and equipment.
Complete: Yes/No	Prepare detailed reports on the incident for inclusion into the official record.
Complete: Yes/No	Provide critical incident debriefing for all response personnel.
Complete: Yes/No	Critique Police Department operations as soon as possible after stand-down.

**APPENDIX A12  
SECURING DISASTER PERIMETER CHECKLIST**

Complete: Yes/No	Confer with Fire District officials to determine the boundaries of the disaster area. When possible, conform to natural barriers (e.g. streets, fence lines, etc).
Complete: Yes/No	Establish perimeter security as soon as manpower permits: define responsibilities and duties of perimeter detail.
Complete: Yes/No	Keep perimeter security informed of any developments that could change their duties or assignment areas.
Complete: Yes/No	Ensure that perimeter security is informed about authorized personnel, officers, and other personnel having permits.
Complete: Yes/No	Ensure that perimeter security remains at assigned post until relieved by the disaster commander.

**APPENDIX A13  
ILLINOIS STATE POLICE - DISASTER PASS SYSTEM**

In case of a local emergency or disaster requiring an evacuation or establishment of a security perimeter, a method of control is necessary. Law enforcement authorities will function to secure the area and keep out all except residents and those with official tasks.

An evacuation of an affected area will be conducted using the following five- (5) phase scheme:

- Level 1**        Prevent access to those without official business (curious, sightseers, etc.)
- Level 2**        Evacuate residents
- Level 3**        Evacuate support personnel and the media
- Level 4**        Evacuate all but necessary emergency workers
- Level 5**        Total evacuation

Once limited reentry is authorized, the security perimeter will still need to be maintained until unrestricted reentry is authorized. Reentry will be allowed in the following phases:

- Level 4**        Emergency workers only
- Level 3**        Damage assessment personnel and escorted media
- Level 2**        Utility workers and escorted media
- Level 1**        Residents, property owners, and unrestricted media
- Level 0**        Unrestricted re-entry

A system to identify persons with official business in an evacuated area has been developed by the Illinois State Police. This system utilizes a series of color-coded tags that can be issued to those authorized entrance to a restricted area. A stockpile of these emergency passes is pre-positioned at all State Police District Headquarters and the State Police Central Headquarters in Springfield. Delivery of these tags can be affected within 1 hour to the scene of a major emergency or disaster incident.

Six color-coded tags are used:

<b>COLOR</b>	<b>PURPOSE</b>
<b>WHITE</b>	<b>White- Resident Pass</b>
<b>RED</b>	<b>Medical Pass-</b> Used for non-uniformed medical personnel (e.g., doctors, nurses, etc).
<b>GREEN</b>	<b>Government Officials-</b> Non-uniformed
<b>YELLOW</b>	<b>Miscellaneous Workers authorized by local officials</b>
<b>BLUE</b>	<b>Utility Workers</b>

The purpose of the Emergency Pass System is to:

1. Expedite the entry of residents with homes in the area
2. Expedite the entry of rescue, medical and utility personnel
3. Expedite the removal of sick and injured
4. Expedite the removal of debris from the area
5. Maintain a system of accountability regarding those working or functioning within a restricted area

Passes are in duplicate, with the original slip being retained at the entry/security perimeter. The weather resistant tag (duplicate) with attaching string is to be attached to the clothing so that it is readily visible. Passes will be attached to the wearer's outer garment by means of a string on the tag, and be located in a place that is readily seen by personnel for instant identification of the type of worker.

Passes are not to be issued to governmental personnel in uniform (i.e. law enforcement, fire/rescue/EMS, emergency services/emergency management, public works, or military). When a disaster occurs, the first step is to secure the area and keep out all-curious, as well as volunteers, until a central entry point(s) can be established. The State Police (District 2 & 15) or IEMA should be notified requesting that the Disaster Pass Kit be deployed immediately to the scene.

The issuance of passes will require time and several clerk/writers will be necessary, after the approval for entrance has been approved by the Incident Commander. The State Police, Cook, DuPage and Kane County Sheriff's Office and Local Law Enforcement will assist in setting up the pass control file and issuance of passes.

All persons issued passes must return the passes to the central entry point every time they leave the restricted area so that control of personnel entering and leaving can be maintained. All surplus tags will be returned to the Illinois State Police or CCEMRS, Kane County and DuPage OEM following the incident, for future use.

**SAMPLE DISASTER PASS TAGS**

**Resident Pass  
(White)**

**Medical Pass  
(Red)**

STATE POLICE **ILLINOIS** CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION TO ENTER RESTRICTED AREA**

**RESIDENT**

**EFFECTIVE**

DATE UNTIL DATE  
 HOUR HOUR

**BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED

TALLMAN ROBBINS & CO. DES PLAINES

STATE POLICE **ILLINOIS** CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

**BEARER HAS PERMISSION TO ENTER RESTRICTED AREA**

**MEDICAL**

**EFFECTIVE**

DATE UNTIL DATE  
 HOUR HOUR

**BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA**

ISSUING AUTHORITY DATE ISSUED

TALLMAN ROBBINS & CO. DES PLAINES

SAMPLE DISASTER PASS TAGS

**Government Official Pass  
(Green)**

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

BEARER HAS PERMISSION TO ENTER RESTRICTED AREA

**GOVERNMENT OFFICIAL**  
(NOT UNIFORMED)

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA

ISSUING AUTHORITY DATE ISSUED

TALLMAN ROBINS & CO. (DES PLAINES)

**Miscellaneous Pass  
(Yellow)**

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

BEARER HAS PERMISSION TO ENTER RESTRICTED AREA

**MISCELLANEOUS**  
(FOR RESCUE & OTHER WORKERS)

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA

ISSUING AUTHORITY DATE ISSUED

PHOTOGRAPHED BY THE STATE POLICE

# SAMPLE DISASTER PASS TAGS

## Utility Worker Pass (Blue)

STATE POLICE ILLINOIS CIVIL DEFENSE AGENCY

When leaving area, return this tag to Control Point

NAME

ADDRESS

TYPE VEHICLE VEHICLE LICENSE

BEARER HAS PERMISSION TO ENTER RESTRICTED AREA

**UTILITY WORKER**  
WATER GAS ELEC TELE

**EFFECTIVE**

DATE UNTIL DATE  
HOUR HOUR

BEARER MUST WEAR TAG AT ALL TIMES WHEN IN RESTRICTED AREA

ISSUING AUTHORITY DATE ISSUED

TALLMAN-ROBBING & CO. DES PLAINES

## **ANNEX A4 FIRE, RESCUE AND EMS**

### **STATEMENT OF PURPOSE 301.240b1**

The purpose of this annex section is to identify the agencies that would provide a system for coordinating fire, rescue and EMS services in the Village of Bartlett. This annex includes provisions for fire protection, suppression, emergency medical services, and rescue of trapped and drowning people.

### **SITUATION 301.240b2**

The Village of Bartlett has the potential of experiencing the effects of floods, tornadoes, fuel storage accidents, nuclear fallout, hazardous materials, pipeline, train, plane, and water accidents mishaps, and winter storms

### **ASSUMPTION 301.240b3**

Many fire departments are available to respond to fire and rescue incidents. Mutual Aid Agreements between departments are already in place and functioning.

It is assumed that the majority of the people will realize the danger of and the necessity of evacuation. However, those uninformed citizens must be provided all possible awareness of the need of evacuation in the time frame, which is realistic to prevent injury or death to any citizen.

### **CONCEPT OF OPERATIONS 301.240b4**

By law, Local government is ultimately responsible for the protection of life and property. The Chief Executive Officer is responsible for ensuring that the disaster response and recovery operations are carried out effectively.

Providing an efficient and effective functioning fire/rescue and emergency medical system is a crucial response and recovery function.

The Bartlett Fire District (BFD) has been identified as the agency for providing fire/rescue and emergency medical services.

The responsibilities of the Bartlett Fire District in times of a major emergency or disaster are essentially the same as in daily operations. In some situations fire department personnel may be asked to perform additional tasks other than fire suppression and rescue of trapped and injured victims. Fire Department personnel will be required to coordinate their operations with other departments.

Initial request from the public for emergency response will be received by DuComm Dispatch Center located in Wheaton, IL. In the event DU-COMM's 911 Center is out-of-service due to a catastrophic event effecting its location the pre-planned back up is the BFD non-emergency number of 630-837-3701. Further operational procedures are confidential and kept in the Bartlett Fire District SOPs/SOGs.

## **ORGANIZATION AND RESPONSIBILITIES**

The Bartlett Fire District (BFD) is organized to respond to the additional tasks, while still maintaining adequate staffing to respond to normal requests for assistance. The Fire District is maintained by 3 shifts, each shift working a 24 hours day. The Fire District has 3 full time stations manned with personnel 24 hours a day. In the event more personnel are needed, a department call out would be initialized as well as requesting mutual aid assistance. The Fire District will be managed via the Village EOC and the ICP in the field. BFPD is manned by 1 Fire Chief, 1 Assistant Chief, 3 Battalion Chiefs, 9 Lieutenants, 29 firefighters/paramedics, 4 part time firefighters/paramedics, and 5 part time firefighters/emergency medical technicians.

Resources, derived from the mutual aid request, will be staged throughout the Village at pre-planned locations derived from the Mutual Aid Box Alarm System (MABAS). DU-COMM would be the primary communications agency dispatching and coordinating these resources.

### **FIRE/RESCUE SERVICE**

The responsibility for providing all fire, rescue and emergency medical services within the Village of Bartlett is that of the Bartlett Fire District.

The Fire Chief is in command of the fire department and is responsible to the Fire District Board of Trustees due to the fire department being a separate taxing body.

In the event that an emergency overwhelms all available resources, the Fire Chief or his/her designee shall recall off duty personnel and or request mutual aid assistance through MABAS Division 4. All fire/rescue and EMS resources responding as a result of a mutual aid request will report and operate under the direction of the Bartlett Fire District Chief or his/her designated representative.

Maintenance, review, updating reports, procedures and orders are the responsibilities of the Bartlett Fire District.

### **URBAN SEARCH AND RESCUE**

The Urban Search and Rescue (USAR) function of the plan is intended to address large-scale incidents involving multiple cases of human entrapment with prolonged, complex rescue or recovery activities. Initial response to rescue incidents is accomplished by the fire department responsible for the stricken jurisdiction. Upon arrival at the scene, the Incident Management System will be established. All activities related to the large-scale rescue operations will operate under the Incident Management System. The Incident Commander will verify that the following activities are undertaken:

1. Utilities are secured utilizing the “lock out - tag out” safety system
2. Structural integrity has been assured or evaluated and a safety officer is on site to verify that conditions have not changed, and
3. A structural engineer or architect has been requested to assist in the analysis of the structure.

To assist the Incident Commander with the management of the site, the following sector officers

should be assigned to assist with the organization and operation:

**Search Team Manager** responsible for developing search plans and overseeing the technical and canine search team specialists. The technical search specialist's search collapsed structures, debris piles, mud/landslides and voids for trapped victims.

**Rescue Team Manager** responsible for overseeing rescue operations, development of rescue plans, supervision of rescue squad officers who in turn oversee the activities of rescue specialists. These rescue specialists perform the actual rescue operations utilizing special tools and techniques for confined spaces, rope rescue, shoring and stabilization, breaching, victim extrication and packaging.

**Medical Team Manager**, the individual with the highest level of medical certification, who oversees all medical functions and supervises the medical specialists who provide the care to all task force personnel and victims.

**Technical Team Manager** responsible for overseeing the technical functions of the incident and supervising the structural specialists, hazardous materials specialists, heavy equipment rigging, technical information, communications and logistics. Marking of the building(s) being searched will be accomplished using the universal building marking system.

The Incident Commander, from the Bartlett Fire District, will assess the situation and decide if local search and rescue resources are adequate. If Federal USAR teams are required, a request will be made for FEMA USAR support. This request will be made through the Illinois Emergency Management Agency.

Once activated, FEMA will mobilize needed USAR resources and arrange transportation to the stricken Jurisdiction. The USAR Incident Support Team (1<sup>ST</sup>), an advanced management team, will arrive on the site within eight (8) hours to begin size-up and tasking assignments. Responding USAR teams, and local fire, rescue, and EMS resources assigned to the incident, will function under the direction of the USAR 1<sup>st</sup>.

## **EMERGENCY MEDICAL SERVICES**

The Metropolitan Fire Chiefs Association of Illinois, Cook County Public Health, IPH, and the hospitals that serve the county developed the following text as a coordinated effort.

The emergency medical services (EMS) division of the fire service, as a first responder, is responsible for the following:

- Assigning an individual whom will serve as a Medical Officer, responsible for all EMS operations at the emergency/disaster site
- Assessing the site and determining the level of EMS response
- Establishing a field treatment system, capable of triaging victims, providing initial medical care, packaging for transport, and dispatching victims to area hospitals
- Initiating a request for air evacuation of victims, if necessary
- Establishing and maintaining communications with a designated communications hospital. This communications link will be used to provide status reports and information regarding the numbers of victims that can be handled by or going to, area hospitals

- Determining the need for medical response teams from area hospitals and requesting the dispatch of those teams through the communications hospital
- Tracking the quantities of medical supplies on site and requesting additional supplies from area hospitals as necessary

When notified, the communications hospital will activate surrounding hospitals, based on the scope of the disaster. The communications hospital will also notify the County of Jurisdiction's Emergency Management Agency, advising the nature of the emergency/disaster, the estimated number of injuries, and the area hospitals that have been activated.

Area hospitals will be responsible for:

- Assessing their current capability to accept patients
- Initiating their internal disaster plans and staffing a hospital command center
- Communicating their status and bed availability to the communications hospital
- Initiating a patient release program to increase the number of available beds to support disaster response and recovery operations
- Providing supplies to replenish stocks used at the disaster site

If a designated communications hospital is directly impacted by the disaster, or becomes overwhelmed by the influx of patients, it may transfer communications control to another hospital. If the disaster is of such a large magnitude that it overwhelms the capabilities of area hospitals, the Illinois Department of Public Health EMS Division will begin to coordinate with regional hospitals and potentially request federal assistance. Additional medical support may be available through the National Guard, following their activation by the Governor.

A significant natural disaster or man-made event that overwhelms local and state resources would necessitate both federal public health and medical care assistance. The sudden onset of a large number of victims would stress a state medical system necessitating time-critical assistance from the federal government. Such a natural disaster would also pose certain public health threats, including problems related to food, vectors, water and wastewater, solid waste, and mental health effects.

Hospitals, nursing homes, pharmacies and other medical/health care facilities may be severely damaged or destroyed. Those facilities, which survive with little or no structural damage, may be rendered unusable, or only partly usable, because of a lack of utilities (power, water, and sewer), because staff is unavailable to report for duty due to personal injury and/or damage, or disruption of communications and transportation systems. Medical and health care facilities, which remain in operation, and have the necessary utilities and staff, may be overwhelmed by the "walking wounded" and seriously injured who are transported there in the immediate aftermath of the occurrence. Upon the occurrence of such a major natural disaster or man-made event, the state will contact FEMA and request Federal ESF-8 assistance. Federal ESF-8 assistance will be implemented following a determination that federal assistance is warranted. Following approval, FEMA headquarters will alert the U.S. Public Health Service, who will activate the national ESF-8 Crisis Action Team.

### **Primary Health Care Facilities:**

Alexian Brother's Medical Center

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Village of Bartlett

Comprehensive Emergency Preparedness Plan

Revised February 2020

800 W. Biesterfield Rd. Elk Grove, IL 847-437-5500

Central DuPage Hospital  
0N025 Winfield Rd. Winfield, IL 630-682-1600

St. Alexius Medical Center  
1555 N. Barrington Rd. Hoffman Estates, IL 847-843-2000

St. Joseph Hospital  
77 N. Airlite Elgin, IL 847-695-3200

Advocate Sherman Hospital  
1425 N. Randall Rd. Elgin, IL 847-742-9800

## **DIRECTION AND CONTROL**

The Bartlett Fire District is a separate taxing body from the Village of Bartlett and maintains its own method of control. Within the district, there is a 5 person Board of Trustees who has complete authority over the Fire District and is responsible to the taxpayers within the district.

All major decisions concerning fire/rescue and EMS operations remain the responsibility of the Chief of the Bartlett Fire District. In a large scale fire or rescue, a command post and staging area may be established at a safe distance from the scene.

The local EOC (Emergency Operations Center) or MOC (Mobile Operations Center or Incident Command Vehicle) may have to be activated in case of a severe impact on the community, at which time a fire representative would have to report to the EOC. The EOC would be informed and all major decisions would remain with the Chief in accordance with NIMS principles.

## **CONTINUITY OF GOVERNMENT**

The line of succession for the fire, rescue and EMS operations:

1. Fire Chief
2. 1<sup>st</sup> Assistant Fire Chief

3. 2<sup>nd</sup> Assistant Fire Chief
4. Battalion Chief

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240B5**

It is the responsibility of the Village of Bartlett EMA Coordinator along with the Fire Chief or his designee for the maintenance, review and updating of this annex.

## **APPENDICES**

- Appendix A14 Fire Pre-emergency Operation Checklist
- Appendix A15 Fire Response Operation Checklist
- Appendix A16 Fire Recovery Operation Checklist
- Appendix A17 EMS Pre-emergency Operation Checklist
- Appendix A18 EMS Response Operation Checklist
- Appendix A19 EMS Recovery Operation Checklist

**FIRE/RESCUE  
PRE-EMERGENCY OPERATIONS CHECKLIST  
PRIORITY ACTION CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are, but not limited to: responding to the incident and establishing the Incident Management System or reporting to a functioning command post; conducting an initial size-up of the incident; initiating initial firefighting, rescue, and EMS operations; notification of area hospitals; recommending activation of the local EOC, etc.

Complete: Yes/No	Review all hazards to determine possible fire hazards.
Complete: Yes/No	Maintain an up-to-date equipment inventory.
Complete: Yes/No	Periodic inspections and review and update code enforcement.
Complete: Yes/No	Participate in annual Mutual Aid exercises.
Complete: Yes/No	Train Command Post personnel in fire safety and suppression.
Complete: Yes/No	If time permits, alert and call in all department personnel or place on stand-by status
Complete: Yes/No	Have emergency shelter space available for fire personnel.
Complete: Yes/No	Provide adequate fire protection for shelter area.
Complete: Yes/No	Develop SOP'S that address assigned tasks dealing with jurisdictional hazards.

**APPENDIX A15  
FIRE/RESCUE  
RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are, but not limited to: Continuing to assess the incident and requesting additional resources; initiating door to door searches to locate trapped and injured victims; establishing contact with the Fire Chief's representative in the EOC; briefing officials in the EOC; and conducting secondary searches for trapped/injured victims, etc.

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for EMS personnel, first responders, and local hospital staffs.
Complete: Yes/No	Storage of medical supplies and equipment.
Complete: Yes/No	Maintenance of medications and other supplies.
Complete: Yes/No	Emergency plans for hospital and pre-hospital EMS treatment and transfer of patients.
Complete: Yes/No	Emergency plans for mutual aid response of EMS agencies outside the Village of Bartlett.
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.
Complete: Yes/No	Develop SOP'S that address assigned tasks dealing with jurisdictional hazards.
Complete: Yes/No	Provide crisis counseling for emergency workers.

**APPENDIX A16  
FIRE/RESCUE  
RECOVERY OPERATIONS CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are, but not limited to: Continuing firefighting, rescue, and EMS operations; supporting the Medical Examiner Office or coroner based on the County of Jurisdiction, in the removal of the deceased; conducting investigations into the cause and origin of the incident; managing debris burn piles, etc.

Complete: Yes/No	Continue to respond to the needs for assistance from the community.
Complete: Yes/No	Continue mental health assistance for first response personnel.
Complete: Yes/No	If appropriate, notify proper investigating team.
Complete: Yes/No	If needed, do decontamination procedures, including equipment and gear.
Complete: Yes/No	Identify fire hazards caused by the situation; such as electrical wires, gas lines, correct or disarm is possible.
Complete: Yes/No	Isolate damaged buildings until assessment is made, to see if demolition is necessary.
Complete: Yes/No	Assess equipment and make repairs and replace as necessary.
Complete: Yes/No	Prepare necessary reports for record and later critique.

**APPENDIX A17**  
**EMS**  
**EMS PRE-EMERGENCY OPERATIONS CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are, but limited to: Responding to the incident and establishing the Incident Management System or reporting to a functioning command post; conducting an initial size-up of the incident; initiating initial firefighting, rescue, and EMS operations; notification of area hospitals; and recommending activation of the local EOC, etc.

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for EMS personnel, first responders, Village employees and local hospital staffs.
Complete: Yes/No	Storage of EMS medical supplies and equipment.
Complete: Yes/No	Maintenance of EMS medications and other supplies.
Complete: Yes/No	Emergency plans for hospital and pre-hospital EMS treatment and transfer of patients.
Complete: Yes/No	Emergency plans for mutual aid response of EMS agencies outside the Village of Bartlett.
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.
Complete: Yes/No	Develop SOP'S that address assigned tasks dealing with jurisdictional hazards.
Complete: Yes/No	Provide crisis counseling for emergency workers.

**APPENDIX A18  
EMS  
RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are, but not limited to: Continuing to assess the incident and requesting additional resources; initiating door to door searches to locate trapped and injured victims; establishing contact with the Fire Chief's representative in the EOC; briefing officials in the EOC; and conducting secondary searches for trapped/injured victims, etc.

Complete: Yes/No	Public information programs dealing with individual and community first aid.
Complete: Yes/No	Initiation of triage, treatment, and transportation activities; command post field setup.
Complete: Yes/No	Staging areas for mutual forces as necessary.
Complete: Yes/No	In-hospital triage and treatment activities.
Complete: Yes/No	Notification of appropriate state and federal agencies.
Complete: Yes/No	Crowd and traffic control at perimeter of disaster.
Complete: Yes/No	Communications with other local agencies.
Complete: Yes/No	Provision of sources to support EMS operations.
Complete: Yes/No	Activities dealing with handling the deceased and transporting uninjured or slightly injured people.
Complete: Yes/No	Activation of temporary morgues.
Complete: Yes/No	Processing of data (i.e., tracking of patients, incident report sheets).
Complete: Yes/No	Activation of ministerial support.
Complete: Yes/No	Coordination of medical staff at casualty collection points.

**APPENDIX A19  
EMS  
RECOVERY OPERATIONS CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are, but limited to: Continuing firefighting, rescue, and EMS operations; supporting the Medical Examiner/Coroner's Office in the removal of the deceased; conducting investigations into the cause and origin of the incident; and managing debris burn piles, etc.

Complete: Yes/No	Continue response and treatment activities as necessary.
Complete: Yes/No	Compilation of reports for state and federal agencies; compilation or reports for critique and review.
Complete: Yes/No	Re-supply of health and medical services response agencies.

## **ANNEX A5 – PUBLIC WORKS**

### **STATEMENT OF PURPOSE 301.240b1**

In times of major emergencies or disasters, there is a great need for the services provided by the Bartlett Public Works Department. Tasks such as opening closed roads, emergency road repair, debris removal, repair of water and sewer pipes, establishing detours, and barricades that government officials often overlook.

The purpose of this annex is to ensure a coordinated disaster response through the identification of those agencies responsible for providing support services to the Bartlett Public Works Department during a major emergency/disaster and to assign specific functions to those agencies.

### **SITUATION 301.240b2**

Bartlett Public Works Department is responsible for the maintaining of 110 miles of roads, 550 miles of storm sewer and sanitary sewer network, 345 miles of public water supply, and maintenance of the street lights and traffic signals during an emergency. The County of Jurisdiction's Highway Department and IDOT may be called on to assist with roadways under their jurisdiction.

During any major emergency/disaster situation, it is conceivable that the existing transportation system will be curtailed into and out of the affected area. The Public Works Department has the responsibility to open and clear transportation routes to the affected area and to also supply needed services to provide transportation of manpower, equipment, and materials to assist in recovery operations.

Water for drinking, firefighting and other emergency services comes from Lake Michigan and is supplied by the DuPage Water Commission. Waste water is collected in the waste water collection system. Waste water collected in Cook County flows to the interceptors of the Metropolitan Water Reclamation District of Greater Chicago who provides treatment of the waste water. Waste water collected in Kane County flows to Fox River Water Reclamation District interceptors and is treated by the same. Waste water collected in DuPage County flows to the Village of Bartlett Waste Water Treatment Plant at 1150 Bittersweet Drive. The following non-Village owned utilities are also located in the Village, Electrical service by ComEd; telephone service by Comcast with long distance service to the Municipal telephone system by AT&T; natural gas service by Nicor; cable television service by COMCAST; residential refuse collection by Groot, commercial refuse collection by others.

### **ASSUMPTIONS 301.240b3**

Within the Village of Bartlett is the townships of Wayne and Hanover who have jurisdiction over township roads and have personnel and equipment designed to maintain their property.

During times of a major emergency/disaster situation, a strain on the Bartlett Public Works Department resources (manpower and equipment) could require the activation of mutual aid agreements or the use of private contractors to sustain emergency and essential routine

operations.

## **CONCEPT OF OPERATIONS – 301.240b4**

The Chief Executive Officer, the Bartlett Village President/Mayor, is responsible for overall command of disaster response and recovery operations within Bartlett.

Bartlett Public Works Department is responsible for the day-to-day maintenance of the Village road system and the removal of debris on and along that road system. During disaster situations the Public Works Department may also provide manpower, equipment, barricades and other traffic control devices.

The Public Works Director is generally responsible for managing departmental operations during major emergency or disaster situations. Public Works response during an emergency or disaster situation will be guided by the procedures and recommendations set forth in the Bartlett Public Works Department's Operational Guidelines and the Village of Bartlett Emergency Comprehensive Preparedness Plan. This plan and guidelines contains provisions for:

- Communications
- Field command posts
- Community relations/public information
- Other Public Works agency support
- Traffic control
- Equipment requirements
- De-escalation procedures
- Rumor control
- Availability for command
- Post occurrence duties
- Analyzing, disseminate information for requesting assistance
- Maintenance of reports

Initial request from the public for emergency response will be received by DU-COMM communications located in Wheaton, IL. In the event the 911 Center is out-of-service due to a catastrophic event effecting its location the pre-planned back up is the Bartlett Public Works Department at 630-837-0811. If that number is not working, the non-emergency number for the police department will be used 630-837-0846. The police department has access via radio and telephone to contact members of the public works department for assistance.

Further operational procedures are confidential and kept in the Public Works SOPs/SOGs.

## **ORGANIZATION AND RESPONSIBILITIES**

Additional tasks given to the Bartlett Public Works Department are, but not limited to: Clearing debris from roadways to allow access to emergency vehicles; maintaining water pressure to support firefighting efforts; providing snow plow escort to emergency vehicles during heavy snows, assisting with search and rescue, traffic direction, etc. The responsibility for the operation of the Bartlett Public Works Department is with the Bartlett Public Works Director. Bartlett Public Works Department provides road maintenance services through the use of its internal resources.

### **BARTLETT PUBLIC WORKS DEPARTMENT**

- Coordinate emergency public works activities
- Develop mutual aid agreements
- Develop resource list including private resources
- Update Public Works Annex as needed
- Repair roads and bridges
- Maintain storm sewers
- Conduct debris removal operations
- Perform detailed damage assessment
- Assist in decontamination operations
- Provide equipment, as needed
- Store emergency vehicles
- Maintains and repair Village owned street lighting and traffic systems
- Manufactures and installs signs for Village use
- Maintains all parkway trees
- Remove debris and fallen or damage trees from rights-of-way **301.240c2e**
- Provide snow and ice control operations

### **BARTLETT WATER AND SEWER DEPARTMENTS**

- Maintain water pressure
- Provide potable water
- Maintain sewer system
- Provide temporary sanitary facilities
- Coordinate with the Health Department on water testing
- Decontaminate water system
- Assess damages to municipal facilities

### **DIRECTION AND CONTROL**

Public Works employees normally work an 8 hour shift schedule with weekends off. In the event of an emergency or disaster, vacations and days off may be canceled and an “all call out” may be performed. The Public Works Department would be managed both in the EOC and in the Incident Command Post where operations would be continued throughout the emergency or disaster.

The Public Works Director may request additional resources through the DuPage County Public Works Mutual Aid System (PWMA), the Illinois Public Works Mutual Aid Network (IPWMAN) or private contractors. If additional resources are requested, those resources would be managed by a Public Works employee in compliance with the NIMS management system and the resources would be deployed as necessary. Communications to Public Works will be maintained via radio and telephone by both the EOC and the ICP.

The Director of Public Works or his/her designee will function from the EOC and direct all Public Works Department operations from that facility. The County of Jurisdiction's Highway Department and IDOT crews working in the field will coordinate their operations through the County of Jurisdiction's Highway Department representative at the EOC.

## **CONTINUITY OF GOVERNMENT**

The line of succession for the public works operations:

1. Director of Public Works
2. Assistant Director of Public Works
3. Village Engineer
4. Street Supervisor
5. Water Supervisor
6. Sewer Supervisor
7. Senior Maintenance workers

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the Director of Public Works for the maintenances, review and updating of this annex.

## **APPENDICES**

Appendix A20 Public Works Pre-emergency Operation Checklist

Appendix A21 Public Works Response Operation Checklist

Appendix A22 Public Works Recovery Operation Checklist

**PUBLIC WORKS  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are, but not limited to: Responding to the command post for a briefing; activating department personnel; maintaining water pressure to support firefighting; removing debris from roadway; and activating mutual aid, etc.

Complete: Yes/No	Identify private sources of vehicles and heavy equipment that could be used in an emergency for debris removal and transportation of personnel equipment, and supplies. If possible, have the contractor sign an agreement indicating that during times of emergency, only normal rental rates will be charged.
Complete: Yes/No	Periodically check all vehicles and specialty equipment to ensure their operational readiness.
Complete: Yes/No	Provide training to department personnel in other functions to which they might be assigned during times of emergency (traffic and/or crowd control, first aid, etc.).
Complete: Yes/No	Coordinate preplanning with other agendas to ensure effective operational plans to deal with specific hazards (i.e. hazardous materials containment and run-off procedures, etc.).
Complete: Yes/No	Check out all emergency operating equipment.
Complete: Yes/No	If warning time permits prior to an emergency: alert and call in all department personnel.
Complete: Yes/No	Preplan storage and marshalling areas for personnel, equipment and supplies.
Complete: Yes/No	Maintain up-to-date records of all Village owned buildings, facilities and infrastructure.
Complete: Yes/No	Review plan with all Public Works employees.

**PUBLIC WORKS  
RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are, but not limited to: Conducting a briefing for the CMT; continuing to remove debris; ensuring the availability of potable water and sewage systems, etc.

Complete: Yes/No	Following the determination that a major emergency or disaster has occurred, the EMA Coordinator will ensure the notification of the Public Works Director, or his alternate.
Complete: Yes/No	The Public Works Director will ensure the notification of the remainder of his department.
Complete: Yes/No	The Public Works Director will report to the EOC for a briefing on the extent of the situation.
Complete: Yes/No	Public Works Department personnel will respond, as requested, to open any blocked routes needed for ingress or egress from impacted area.
Complete: Yes/No	Following the completion of their primary mission, Public Works Department personnel will be available to assist other departments by providing support manpower. This assistance might include: traffic control, crowd control, barricade placement, participation in damage assessment survey teams, etc.
Complete: Yes/No	If resources are exhausted, activate private contractor equipment listed in master resource listing.
Complete: Yes/No	If necessary, the Public Works Department should request aid assistance from the County and State Highway Departments.

**PUBLIC WORKS  
RECOVERY OPERATIONS CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are, but not limited to: Continuing to brief the CMT; debris removal activities; conducting damage assessment activities; and assist other departments with manpower needs, etc.

Complete: Yes/No	As soon as possible, following the conclusion of emergency operations, begin repairs to essential governmental facilities. Keep itemized records of all repair costs for inclusion into disaster record for possible reimbursement.
Complete: Yes/No	Support any decontamination operations under the direction of the EMA Coordinator.
Complete: Yes/No	Compile complete reports for inclusion into the official record and later critique.

## COMMUNICATIONS ANNEX B - 301.240a2

### IEMA Requirements

**Communication Annex – How information will be exchanged among responders in an emergency situation.**

#### STATEMENT OF PURPOSE 301.240b1

Operations during major emergencies and disasters place an increased demand on community dispatching facilities. These facilities must be prepared to switch from normal operations to emergency mode at the first notification of an existing or impending emergency situation. Communications operators must be prepared to receive, analyze, and disseminate timely information to operating departments, in addition to providing communications services to local emergency response units.

The purpose of this Annex is to identify the role of communications in the Village of Bartlett and to specify actions that should be taken during emergency periods.

#### SITUATION AND ASSUMPTION 301.240b2, 301.240b3

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack and/or emergency/disaster, it is necessary that an effective emergency communication system provided authorities and local first responder the information so protective actions can be taken.

It is assumed that ordinary communications capabilities will be disrupted to an unknown degree in such situations and that alternate means must be available to be implemented. These communications resources must provide redundancy to the existing system and must be periodically tested to ensure a constant state of readiness.

#### CONCEPT OF OPERATIONS AND OPERATIONAL RESPONSIBILITIES 301.240b4

The Village of Bartlett and the Bartlett Fire District uses DU-COMM. DU-COMM is a private communication service contracted by the Village and the Bartlett Fire District for communication services. The Bartlett Public Works Department dispatches in-house on a separate frequency.

Although the Village does not have or use a central channel to communicate among all of the employees and departments, the use of DuComm, cellular phone and the Bartlett Police Department local radio can be used to communicate among the employees.

Under Illinois law, Local government is ultimately responsible for the protection of life and property. In addition the Village President is responsible for ensuring that disaster response and recovery operations are effective. Providing for the effective operation of a communications and warning system is one of those critical functions.

Within the Village, DU-COMM 911 Center is responsible for the operation of Police, and Fire/EMA communications systems, as well as the outdoor warning system. The DuComm 911 center is located at 420 N. County Farm Road, Wheaton, Illinois. **301.240d3**

In the event that additional assistance is needed in the Police Communications Center, Police dispatch personnel are supplemented during an emergency through callbacks. During times of emergency, off-duty personnel, holdovers, police officers, record clerks, or even dispatchers from neighboring communities might supplement Police dispatch personnel. Fire Center Dispatchers are supplemented by off-duty personnel, firefighters assigned from the Fire Center host community, and by part-time DU-COMM dispatch personnel.

The primary public safety answering point is DU-COMM. The secondary point in the Village is the Police Records Section located on the first floor of the police department. It is staffed on a 24-hour basis, giving personnel access to all telephones, radios, computers, and related public safety communications equipment. The Police Department has direct communications with Fire District via, radio, and direct telephone. **301.240d4**

Dispatchers provide communication to elected community officials as directed by supervisory personnel. Village department heads and officials are contacted as needed via cellular phone, telephone, radio from the Police Communications Center. **301.240d1, 301.240d2**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's communications systems via Police Dispatch during an emergency.

- 1) Chief of Police.
- 2) Deputy Chiefs of Police
- 3) DU-COMM Director

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Fire District's communications and warning systems during an emergency.

- 1) Fire Chief
- 2) Assistant Fire Chiefs
- 3) DU-COMM Director

The general public cannot access the dispatch center. It is a secure facility operated outside of the Village of Bartlett corporate limits. Calls for service answered by DU-COMM are routed through their computer aided dispatch system to the proper dispatcher assigned to the community in question for dispatch.

Several layers of communications exist to back up primary communications within the Village.

All 9-1-1 calls can be rerouted to the Bartlett Police Department Records Section. If that option is not available, then personnel can take 9-1-1 calls from the Village Hall, until lines can be rerouted to other answering sites.

Radios have been issued to all Police Officers and Community Service Officers. If radios fail, the Police Department and Village staff have cellular phones in which the Police Department has a cell phone booster system to facilitate the use of these phones while in the basement. If these options fail, radio communications can be performed from a police or fire vehicle as well as the ICV. The EOC is also equipped with radio communication covering police, fire and public works, ISPERN, IREACH, and MERCI.

Police communications with surrounding communities is accomplished via STARCOM. These systems allow simultaneous communications among the area police departments.

Fire Department communications with surrounding communities are accomplished via two way radio systems. Fire District communications utilize STARCOM digital interoperable radio network which allows communication with surrounding DuPage and Cook County communities and with MABAS Division 2 departments. On larger scale incidents, radio communications utilize the Illinois Fire Emergency Radio Network (IFERN/154.265).

Should the primary communications center become unusable for the Public Works Department communications via the two-way radio system located at 1111 Bittersweet Rd., the Public Works employees have cellular phones that could function in the event that primary communications are unavailable. These units are handheld and could be distributed to personnel as required. In the event of an emergency or disaster, DU-COMM would dispatch appropriate personnel to the scene using the primary radio frequency for the police and fire. At DU-COMM, the Bartlett Fire District and Hanover Park Fire Department are dispatched over the Fire West frequency. On the police side, Bartlett shares a radio frequency with Carol Stream Police Department. The Public Works department also shares the same frequency with the Hanover Township Highway Department.

Emergency communications among the Village of Bartlett, surrounding communities, Cook County, DuPage County and Kane County, the Illinois State Police, and other non-NORCOM police units is accomplished via the Illinois State Police Emergency Radio Network (ISPERN) or STARCOM radio frequencies. This system allows simultaneous communications between the County and affected communities during periods of emergency and disaster.

Further operational procedures are confidential and kept in the 911 Dispatch Center SOPs/SOGs.

## **DIRECTION AND CONTROL**

The Bartlett Emergency Operations Center located in the Bartlett Police Department will be the primary direction and control facility for all emergency operations within the Village of Bartlett. Key Village officials will staff the EOC at all times during a major emergency or disaster. All emergency responses to the disaster scene will be coordinated from the dispatch centers by staff from each respective department manning the EOC. Dispatchers should not directly dispatch

units to the scene of the emergency or disaster without authorization from the Crisis Management Team in the EOC. Subsequent emergency responses will be dispatched directly by the dispatch centers, with each dispatch center notifying the Crisis Management Team of the subsequent incident. Dispatch centers shall relay all necessary information for tracking of resources to the EOC. Communication will be accomplished by messenger, telephone, or on one of the numerous radio frequencies available and assigned by the staff of the EOC. **301.240d5**

Following the determination that a major emergency exists, the Bartlett Fire District or the Police Department will establish a Forward Command Post using the Incident Command Vehicle. Representatives with field responsibilities from each of the responding departments will respond to and command their personnel from this location. The Forward Command Post will be the source of official information and a communications link between the EOC and the scene.

## **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with authority to activate the Village's communication's systems.

- 1) Communications Supervisor/Director
- 2) Police or Fire Department Command Officer
- 3) On-duty DU-COMM Dispatchers

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the Director of Communication and the Bartlett EMA Coordinator for the maintenances, review and updating of this annex.

## **APPENDICES**

- Appendix B1 Pre-emergency Operation Checklist
- Appendix B2 Response Operation Checklist
- Appendix B3 Recovery Operation Checklist
- Appendix A4 Incident Radio Communication \_ Tactical Operations
- Appendix A5 Incident Radio Community-Wide Operations

**APPENDIX B 1  
COMMUNICATION  
PRE-EMERGENCY OPERATION CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are, but not limited to: Alerting personnel; providing warning to the public and special facilities (i.e.: schools, nursing homes, parks, etc.); surveying the impact of the disaster on the communications infrastructure; and notifying the County of Jurisdiction of communication issues or problems, etc.

Complete: Yes/No	Annually survey the communication system to ensure it is still adequate to handle the changing needs of the community.
Complete: Yes/No	Determine outside resources (CB, Hams, etc.) that might be needed to support emergency communications operations.
Complete: Yes/No	Conduct periodic training sessions to familiarize dispatchers with new procedures.
Complete: Yes/No	Develop plans to warn special concerns not equipped with tone activated warning receivers.

**COMMUNICATION  
RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are, but not limited to: Establishing schedules to ensure sustained emergency operations; coordination with the County in the development of a disaster communications plan to identify which frequency will be used for what purpose; activating urgency support communications systems such as the County of Jurisdiction's communications van, DU-COMM's portable communication van, amateur radio operators, etc.; continued assessment of the community's communications system; initiation of emergency repairs to critical communications equipment; etc.

Complete: Yes/No	Following the receipt of emergency/disaster information predicting the impact of any disaster agent, activate the community's community system, as appropriate, in accordance with operational procedures.
Complete: Yes/No	Implement plans to ensure adequate staffing throughout the emergency.
Complete: Yes/No	Activate supplemental communications systems, (CB, Ham, etc.) as directed by the Director of Communications.
Complete: Yes/No	Begin a Disaster Operation Log describing each request for assistance, response given, and manpower used, significant.
Complete: Yes/No	Following activation of the EOC, forward extraordinary request for assistance to appropriate members of the Crisis Management Team for determination of service to be rendered.
Complete: Yes/No	Throughout the emergency, provide communications assistance as requested.

**COMMUNICATION  
RECOVERY OPERATION CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are, but not limited to: Continued assessment of the community's communications system and contact of vendors to make emergency repairs; installation of temporary telephone and radio systems for use until the conclusion of the disaster; requesting temporary specialty communications systems for use in continued response/recovery operations including temporary cell phone sites, portable radio and repeaters, etc.; and consolidation of records and reports for inclusion into an after-action report, etc.

Complete: Yes/No	Continue to maintain emergency communications systems as long as necessary.
Complete: Yes/No	Return to normal staffing and operations as soon as emergency response is no longer necessary.
Complete: Yes/No	Complete reports and other necessary records for inclusion in permanent records describing the emergency.
Complete: Yes/No	Repair any equipment damaged as a result of the situation.
Complete: Yes/No	Restock support supplies (i.e.: message forms, paper, and log, etc).

**ANNEX C**  
**WARNING/EMERGENCY INFORMATION 301.240A3**

**IEMA Requirements**

**Warning/Emergency Information Annex – How the public will be warned and instructed regarding actual or threatened hazards through the public media or other means.**

**STATEMENT OF PURPOSE 301.240b1**

The purpose of this document is to provide guidance to the Village of Bartlett for the activation of our community outdoor warning system. This is a guidance to serve as a foundation on which a common approach can be used to provide warning on impending damage to our Village residents.

The purpose of this Annex is to identify the role of the Warning/Emergency Information System and its operators in the Village of Bartlett EMA program and to specify actions that should be taken during emergency periods.

**SITUATION AND ASSUMPTION 301.240b2, 301.240b3**

It is assumed that the enemy has the capability to strike any target in the United States at any time. To minimize the effects of an attack or to warn of impending natural or man-made disaster, it is necessary that an effective warning system be provided whereby authorities and local populace are forewarned of such an enemy attack or other disaster and can take protective actions.

The issuance of warning, and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on authority provide by Federal and State law and supporting guidance documents.

Pursuant to the provisions of federal law, the term emergency management is defined as:

... Those activities and measures designed or undertaken (1) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States or by a natural disaster, (2) to deal with the immediate emergency conditions which would be created by any such attack or natural disaster, and (3) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by such an attack or natural disaster. Such term shall include, but shall not be limited to, (A) measures to be taken in preparation for an anticipated attack or natural disaster [including ... The provision of suitable warning systems].

This statement charges federal, state, and local agencies with developing and maintaining the capability of warning the civilian population of impending disasters.

The Illinois Emergency Management Act (Public Act 87-168 as amended) further clarifies and assigns these responsibilities to units of local government. The Act defines emergency management as:

... The coordination of such functions by the State and its political subdivisions, other than functions for which military forces are primarily responsible, as may be necessary and proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation... warning services, communications... Together with all other activities necessary or incidental to protecting life or property.

Providing effective warning is accomplished by a variety of warning systems, which emanate from the federal government level and ultimately rest with units of local government

### **CONCEPT OF OPERATIONS AND OPERATIONAL RESPONSIBILITIES 301.240b4**

DU-COMM is the lead agency responsible for the activation of the Village of Bartlett outdoor warning system. There are currently 8 warning sirens within the Village. These sirens are maintained by Fulton Contactors in Roselle, IL. Bartlett Police Department will receive warning bulletins and intelligence and will be responsible for the dissemination of warnings to local government officials, the general public, and special facilities. Warning intelligence will be received via the LEADS computer, fax machine, NOAA weather radio, ISPERN, DCERN and EMNET.

Under Illinois law, local government is ultimately responsible for the protection of life and property. In addition, the Village President is responsible for ensuring that disaster response and recovery operations are effective. Providing for the effective operation of a warning system is one of those critical functions. Within the Village of Bartlett, the 911 Communication Center (DU-COMM) is located in Wheaton and the Bartlett Police Department is responsibility for the operation of the Warning/Emergency Information System. **310.240e3**

The public can be warned several ways such as:

- Police officers using a public address system, or the Bartlett Public Access Channel via Comcast Cable
- CODE RED system
- Village Facebook page
- Police Department Twitter account
- Outdoor sirens

The locations for the Outdoor sirens are: **301.240e2**

- Nature Ridge Elementary School-1899 Westridge Blvd.
- Hanover Township-250 S. Rt. 59
- Ruzicka Park-Newport Blvd. and Coral Ave.
- Oneida Ave. at Elroy
- Fire Station #2-501 W. Struckman Blvd.
- Rt. 59 at Apple Valley

- Army Trail Rd. and Petersdorf Rd.
- Lambert and Spaulding Rd.

The type of emergency defines the type of warning initiated by dispatch personnel. Weather related emergencies result in activation of the Village's outdoor weather warning siren system. If conditions are such that additional public warning is necessary, the weather warning system's public address system or squad car public address systems may be utilized. Warnings to school officials are handled through the NOAA weather radio receivers in each school. **301.240e1 and 301.240e4**

911 calls are routed through DU-COMM then dispatched to the appropriate agency via a computer aided dispatch program. If DU-COMM is not operational, Bartlett Police Department can answer emergency calls for service.

Several layers of communications exist to back up primary communications within the Village. All 911 calls can be rerouted to the Bartlett Police Department Records Section. If that option is not available, then personnel can take 911 calls from the Bartlett Village Hall, or Public Works Administration building. Further operational procedures are confidential and kept in the 911 Dispatch Center SOPs/SOGs.

## **DIRECTION AND CONTROL**

Responsibility for operation of the warning entry point and Communications Center is vested in the Director of Communication who may delegate supervision and coordination of Communications Center and warning point activities to a Deputy Director.

The EMA Coordinator or his/her designee may share responsibility for the communications function in the EOC and forward command post with 911 Center. All departments in the EOC are responsible for maintaining communication with their own operations.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the EMA Coordinator and Director of Communication for the maintenances, review and updating of this annex.

## **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's warning systems via Police Dispatch during an emergency:

1. Chief of Police
2. Deputy Chief of Support Services
3. Deputy Chief of Operations
4. Commander assigned to EMA
5. Sergeants
6. EMA Coordinator

## **APPENDICES**

Appendix C1 Pre-emergency Operation Checklist

Appendix C2 Response Operation Checklist

Appendix C3 Recovery Operation Checklist

Appendix C4 Local Storm Report

Appendix C5 Community's Warning Systems and Severe Weather Guidelines

Appendix C6 Homeland Security Advisory System

Appendix C7 American Red Cross General Public Homeland Security Advisory System  
Recommendations

**APPENDIX C 1  
WARNING/EMERGENCY INFORMATION  
PRE-EMERGENCY OPERATION CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are but not limited to: Alerting personnel; providing warning to the public and special facilities, i.e.: schools, nursing homes, parks, etc.; surveying the impact of the disaster on the communications infrastructure; and notifying the County of Jurisdiction, etc.

Complete: Yes/No	Appoint a Public Information Officer.
Complete: Yes/No	Develop a Hazard Awareness Program.
Complete: Yes/No	Develop a Weather Hazard Awareness Program.
Complete: Yes/No	Develop ongoing relationships with all local media.
Complete: Yes/No	Designate a media room, in the Village Hall.
Complete: Yes/No	Work on the Emergency Alert System (EAS) and exercise it regularly.
Complete: Yes/No	Conduct public education programs.
Complete: Yes/No	Prepare emergency information packets for release during emergencies (for non-English speaking and the visually impaired as well). Distribute such pertinent materials to the local media.
Complete: Yes/No	Test Emergency Alert System.
Complete: Yes/No	Identify an alternate media room and contact point for public information in case it is needed.
Complete: Yes/No	Train public information staff and rumor control team.
Complete: Yes/No	Prepare and maintain a list of all media resources available to public information. This will include foreign language print and broadcast media resources for the non-English speaking and the visually impaired.

**APPENDIX C 2  
WARNING/EMERGENCY INFORMATION  
RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are but not limited to: Establishing schedules to ensure sustained emergency operations; coordination with the County in the development of a disaster communications plan and to identify which frequency(s) will be used for what purpose; activating emergency support communications systems such as the County of jurisdiction’s communications van, amateur radio operators, etc.; continued assessment of the community’s communications system; and initiation of emergency repairs to critical communications equipment, etc.

Complete: Yes/No	Activate Emergency Alert System.
Complete: Yes/No	Distribute press releases and emergency information packets.
Complete: Yes/No	Coordinate rumor control.
Complete: Yes/No	Schedule news conferences.
Complete: Yes/No	Activate public information officer and staff personnel.
Complete: Yes/No	Distribute emergency public information for non-English speaking, and visual and hearing-impaired media resources.
Complete: Yes/No	Distribute instructional materials regarding evacuation routes, staging areas, shelter, transportation, reception and care facilities, rest areas, food and sanitary services.
Complete: Yes/No	Disseminate information with respect to the location of families, relatives, and damaged areas.
Complete: Yes/No	Incoming information, with respect to damage/restricted areas, will be submitted by various emergency response agencies within the County of Jurisdiction.
Complete: Yes/No	Continue to train Public Information Officials.
Complete: Yes/No	When Federal Emergency Response teams respond to a local disaster, state and local information activities must coordinate publicly released information.

**APPENDIX C 3**  
**WARNING/EMERGENCY INFORMATION**  
**RECOVERY OPERATION CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are but not limited to: Continued assessment of the community’s communications system and contact of vendors to make emergency repairs; installation of temporary telephone and radio systems for use until the conclusion of the disaster; requesting temporary specialty communications systems for use in continued response / recovery operations including temporary cell phone sites, portable radio repeaters, etc.; and consolidation of records and reports for inclusion into an after-action report, etc.

Complete: Yes/No	Throughout the emergency, the EMA/PIO should continue to coordinate press releases to ensure continuity of information.
Complete: Yes/No	Develop press releases designed to inform residents how to obtain recovery assistance.
Complete: Yes/No	Continue to provide information to the media dealing with the County of Jurisdiction’s response and recovery operations.
Complete: Yes/No	Prepare an information release to be hand delivered to residents unable to receive media reports, due to power failure or other.
Complete: Yes/No	Constantly update the Cook County telephone operators so that citizens calling 312-603-9851 will receive accurate information as well as coordinate with DuPage and Kane County’s EMA to provide the same information.



## **RECEIVING A REPORT OF SEVERE WEATHER**

### **The Trained Weather Spotter vs. the Concerned Citizen**

Today, community residents are becoming more involved in public safety related activities. Severe weather is no exception. In any storm event, 9-1-1 dispatchers receive numerous calls reporting a variety of weather phenomenon. Unfortunately, many reports, while well intentioned, are not valid. The 9-1-1 dispatcher must be able to sort out those reports made by trained weather spotters and those reported by untrained but community minded citizens.

A trained weather spotter is an individual who receives specific training from the National Weather Service in the identification of cloud formations and detection of severe weather events. The weather spotter serves as the eyes and ears for the National Weather Service, and is often called on to validate the information seen on the weather radar or to provide detailed information on what a storm is doing at a precise moment. A weather spotter can be almost anyone from a paid Village employee including police officers, fire-fighters or public works employees, EMA volunteer, amateur radio operator, or an employee of a business or industry in the community. Each year, our Village and National Weather Service spend considerable amounts of time training individuals to be weather spotters.

The 9-1-1 dispatcher should inquire if the individual making the report is a trained weather spotter. If the answer is no, the 9-1-1 dispatcher should take steps to verify the report. Steps that can be taken to verify the report are addressed later in this section.

### **The Severe Weather Report Obtaining the Needed Severe Weather Information**

Just as in the case of an armed robbery in progress, or a person trapped in a burning building, it is critical that the 9-1-1 dispatcher obtain the necessary information from the person making the severe weather report. Once obtained it is just as important that the 9-1-1 dispatcher do the right thing with the information.

The National Weather Service has developed a Severe Weather Report Form that should be used and sent to them by the Internet. This form is described in detail in Annex and a copy of the form can be found in Appendix C4. This form should be photocopied and kept at the communications console for reference during a storm event.

The following is the minimal information that should be obtained from a person making a report:

- What is being reported?
  - a. Funnel cloud aloft, tornado on the ground, rotating wall cloud, heavy rain, etc.
  - b. Is there damage associated with the report?

- Where was the event observed? (This needs to be as specific as possible - with cross streets identified. Make sure that you know where the area is and you can relay that information through the communications system to the weather service.)
- What was the direction the storm was moving? (Be as specific as possible.)
- Who reported the event and when? (Get the individuals, phone number, radio call sign, or other method of getting back in touch with the individual. Also make sure that you record the time that the event was reported. Use real time i.e.: 1530 hours, do not use 10 minutes ago.)

### **How to Verify a Severe Weather Report**

Timely information is critical to the issuance of a warning and ultimately saving lives. Determining that a report is accurate is equally as important as timeliness. As a rule of thumb, if a report is received from a trained spotter, the report is termed ‘confirmed’. In other words, trained spotters have received specialized training in the identification and detection of cloud formations and should be familiar with what is and what is not severe.

On the other hand, a report from a concerned citizen should be considered to be “unconfirmed”. When receiving an unconfirmed report, methods must be used to verify the report. In the past the common practice was to dispatch a police car to the site and verify the report. It should be stressed, however, that if the police officer has not been trained as a spotter, then that report is also unconfirmed. Our Village has number of trained first responder weather spotters that can be called upon to verify the report. Serious consideration should be given before activating outdoor warning systems based on one or more unconfirmed reports.

Another method to assist in the verification process is to closely monitor neighboring emergency radio channels (i.e. emergency management, fire, and police and public works). It is possible that a neighboring community will have either a confirmed or unconfirmed sighting of a severe storm or a funnel which is moving in the direction of our community. This pre-warning can give us time to direct spotters to the area where they can confirm the sighting.

### **What to Do with the Severe Weather Report**

It is essential that we do something with the report. At this point, speed is critical as lives could be lost if a tornado report is held up. The first and most important step that must be taken is to ensure that our community residents are warned of the impending danger. Our community’s procedure indicates who needs to be notified/warned in the event of an impending storm. The Village’s 9-1-1 dispatchers should be thoroughly familiar with these procedures before a storm on issuing a warning to the community residents, if the situation warrants. The Village’s 911 Center SOP’s clearly outline what the 9-1-1 dispatchers should do to warn community residents, alert key municipal and county officials. The next step is to get the weather report to the National Weather Service. This is usually done in one of two ways, which are outlined below:

## **Village's 911 Center**

A report should be forwarded from DU-COMM, via the Law Enforcement Agency Data System (LEADS), to the Illinois State Police district headquarters that has jurisdiction over the community. This report will be simultaneously forwarded to the National Weather Service and the regional communications center.

The National Weather Service has developed a Severe Weather Report Form that should be used and sent to them by the Internet at <http://www.crh.noaa.gov/lot/form.html>. This form is described in detail in Annex and a copy of the form can be found in Appendix C4. This form should be photocopied and kept at the communications console for reference during a storm event. **National Weather Service Severe Weather Hotline Number: 1-815-834-0600.**

## **Bartlett Emergency Management Agency / EMA Program**

A report should be forwarded from the 911 Center to the Village EMA Coordinator and/or EOC. This report will be forwarded from the Village to the County of Jurisdiction's EOC where it will be relayed to IEMA.

## **As a last resort**

If it is impossible to get a report in to the system in any other way, the report may be phoned in using one of the emergency numbers listed in the 911 Center SOP's. It should be stressed that this should be a last resort only, as there are limited numbers of phone lines and telephone operators available to take calls.

## **Warning the Public: Activating the Community's Warning Systems**

When a confirmed report has been received, the most important thing the 9-1-1 dispatchers can do is to provide warning to the residents of our community. That warning can be given via the activation of Village's outdoor warning sirens, emergency alert system (EAS), or tone activated warning receivers.

The Village of Bartlett has a clearly defined standard operating procedure that outline who has the authority to activate the warning system and under what circumstances. During a severe weather incident, our warning systems should be activated in the event of the following:

- 1) A confirmed sighting of a tornado, or funnel cloud aloft, reported by a trained weather spotter within five (5) geographical miles of the community. This five-mile perimeter should be extended geographically around the perimeter of the community from the farthest Western and Southern edge, at a minimum.
- 2) A confirmed sighting, by a trained spotter, of severe winds causing structural damage within five (5) mile of our community.
- 3) The receipt of a tornado warning, issued by the National Weather Service, indicating that our community is in the direct path of an oncoming storm.

Severe storms typically have a forward speed of between 30 and 60 miles per hour. If a storm is moving at 30 miles per hour, sounding the sirens at 5 miles will allow people about 10 minutes to seek shelter or take other protective actions.

### **Following Up On a Severe Weather Report**

A common mistake made by many municipalities is to take a report of a significant event, such as a rotating wall cloud, funnel cloud aloft, or tornado on the ground and then never make a follow up report. When a report is received that a severe weather event is occurring, frequent status checks of the process of that event are critical. Rotating wall clouds produces funnels and ultimately tornadoes. When a rotating wall cloud is reported it must be closely followed and status reported on a regular basis (i.e. every 5 minutes).

Just as our 9-1-1 dispatchers keep track of the activities of a fire company at a working fire, or a police officer at the scene of a rapidly developing armed crisis, the communicator must keep track of the weather spotter in the field.

In addition to following up on the spotter's report, it is also essential that a spotter's well-being be checked on a periodic basis. Many spotter positions are located on dark deserted roads where the spotter will have a clear vantage point of a developing storm. It is important to check up on the spotter from time to time to make sure of his/her safety.

### **Switching to the Emergency Mode When the Community is impacted by Severe Weather**

Tracking the development and movement of a severe storm can be a tedious job in the early hours and escalate to a fevered pitch just before the storm strikes. If our community is impacted by a severe storm the job of the 9-1-1 dispatchers can be overwhelmed in a matter of a few seconds. It is at this time all of the communicator's prior training must come to the forefront. Our 9-1-1 dispatchers must be able to clearly think about what has just happened and react appropriately to start the disaster response process for the community. A common mistake made by many communities following the impact of a disaster, is failure to make an emergency notification that the community has been hit.

### **IF IMPACTED BY A SEVERE STORM OR TORNADO IT IS ESSENTIAL THAT A REPORT GET TO THE NATIONAL WEATHER SERVICE IMMEDIATELY!**

Our communicator should use the same route used to report a storm, i.e.: through the Village EMA agency if applicable to the County of Jurisdiction EMA, or via the law enforcement point-to-point radio system to the Illinois State Police district headquarters. This report will be immediately forwarded to the National Weather Service and communities downwind from our community. This information is critical so that neighboring communities be warned and additional lives can be saved. Once this information is received at the County of Jurisdiction's EOC, it is also relayed to the Illinois Emergency Operating Center in Springfield.

As previously stated, our community has an emergency operation plan that outlines the procedures that should be undertaken following the impact of a disaster. The 9-1-1 dispatchers should be familiar with the procedures outlined in that plan and should begin implementing those procedures following the impact of the disaster.

## **OUTDOOR SIREN ACTIVATION GUIDELINES**

### **STATEMENT OF PURPOSE**

The purpose of this document is to provide guidance to our Village's 911 Center for the activation of our Village outdoor warning systems. This guidance is not a policy statement, but is presented to serve as a foundation on which a common approach can be used to provide warning on impending danger to our residents.

### **LEGAL BASIS FOR WARNING**

The issuance of warning and the approved signals that are used to convey that warning, as well as the procedures used to test those systems, are based on authority provide by Federal and State law and supporting guidance documents.

Pursuant to the provisions of federal law, the term emergency management is defined as:

... Those activities and measures designed or undertaken (1) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States or by a natural disaster, (2) to deal with the immediate emergency conditions which would be created by any such attack or natural disaster, and (3) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by such an attack or natural disaster. Such term shall include, but shall not be limited to, (A) measures to be taken in preparation for an anticipated attack or natural disaster [including ... the provision of suitable warning systems].

This statement charges federal, state, and local agencies with developing and maintaining the capability of warning the civilian population of impending disasters.

The Illinois Emergency Management Act (Public Act 87-168 as amended) further clarifies and assigns these responsibilities to units of local government. The Act defines emergency management as:

“... The coordination of such functions by the State and its political subdivisions, other than functions for which military forces are primarily responsible, as may be necessary and proper to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological causes. These functions include, without limitation, warning services, communications, together with all other activities necessary or incidental to protecting life or property.

Providing effective warning is accomplished by a variety of warning systems, which emanate from the federal government level and ultimately rest with units of local government.

## **OUR WARNING SYSTEMS**

This system includes our local government-controlled warning and/or communications systems that are used to fan out warning and emergency information to our government officials, the general public, and special facilities including schools, hospitals, nursing homes, and other facilities that require special warnings. These systems include outdoor warning sirens, tone alert radio systems, and indoor warning systems, supported by the Emergency Alerting System (EAS).

The Village outdoor warning system includes sirens and public address systems that are used to alert residents who are outdoors when a warning is given.

The Federal Emergency Management Agency (FEMA) has established standardized signals, for outdoor warning devices. These standardized signals are used to alert the public and indicate survival actions to be taken in an emergency. These signals are ATTACK WARNING and the ATTENTION or ALERT WARNING signal.

### **ATTACK WARNING SIGNAL**

An attack warning is a three (3) to five (5) minute wavering siren tone. The ATTACK WARNING signal means that an actual attack or detected missile launch against the United States has been detected and that protective action should be taken immediately. Per federal guidance, “this signal will be used for no other purpose and will have no other meaning”.

### **ATTENTION OR ALERT WARNING SIGNAL**

An ATTENTION or ALERT WARNING signal is a three (3) to five (5) minute steady signal from sirens. Local government officials to alert the public of peacetime emergencies, including the occurrence of severe weather, may use this signal. In addition to any other meaning or requirement for action, as determined by local government officials, the ATTENTION or ALERT signal shall indicate to all persons “turn on your radio or television and listen for essential emergency information”.

Indoor warning systems are necessary for a well-balanced warning system. Outdoor warning systems are not effective for warning in air-conditioned and tightly insulated buildings, and it is not economical to use such devices in areas of low-density population. Indoor warning systems include: commercial broadcast radio and television stations, the Emergency Alert System (EAS), tone activated radio receivers, and public address systems.

The EAS, as a component of the indoor warning system, provides a means for local government to provide timely warning and emergency instructions to residents through the use of commercial radio, cable television override, special EAS equipped tone activated radio receivers, and electronic message boards. The EAS should be activated whenever a warning is disseminated to provide specific warning information.

## **EMERGENCY ACTIVATION OF OUTDOORS WARNING SYSTEMS FOR SEVERE WEATHER**

As indicated previously, our Village government officials for peacetime emergencies including severe weather may utilize the ATTENTION/ALERT WARNING signal. During a severe weather incident, local siren warning systems should be activated in the event of the following:

1. A confirmed sighting of a tornado, or funnel cloud aloft reported by a trained weather spotter within five (5) miles of our community. This five-mile perimeter should be extended geographically around the perimeter of our community.
2. A confirmed sighting, by a trained weather spotter, of severe winds causing structural damage within five (5) miles of our community.
3. The receipt of a tornado warning, issued by the National Weather Service, indicating that our community is in the direct path of an oncoming tornado.

A CONFIRMED sighting is defined as a sighting that is observed either by a trained municipal employee or Sky Warn weather spotter.

An UNCONFIRMED sighting is a report that is received from one or more members of the general public. A radio equipped municipal vehicle should be dispatched to investigate an unconfirmed report, to determine if the report is valid or not. In the absence of a municipal vehicle, a radio-equipped spotter can also provide such verification. Confirmation of the sighting will result in a CONFIRMED report issued by our governmental official or spotter.

### **ACTIVATION PROCEDURE**

Following the occurrence of a weather event, meeting the above criteria, our 911 Center should activate the outdoor warning siren system.

Once activated, our warning system should not be re-sounded for the same storm or sighting. The warning system should be re-sounded for a new confirmed sighting, from a second storm cell, which meets the activation criteria described above.

### **SYSTEM TESTS**

It is especially important that our warning systems be tested on a periodic basis to be certain that they are operating properly and to help the public learn to recognize the warning signals.

### **FREQUENCY OF TESTS**

FEMA recommends regularly scheduled tests of warning systems accompanied by advance publicity to inform the public of the tests. FEMA also recommends testing once a month, at a minimum.

The Illinois Emergency Management Act (20 ILCS 3305 /12) specifically indicates:

“... The testing of disaster warning devices, including outdoor warning sirens, shall be held only on the first Tuesday on each month at 10 o’clock in the morning and during disaster training exercises that are specifically and expressly approved in advance by the Illinois Emergency Management Agency’.

## **SIREN TEST PROCEDURE**

Federal guidance indicates that monthly warning systems tests should occur in the following manner.

‘The ATTENTION or ALERT WARNING signal should be sounded for one (1) minute. This should be followed by one (1) minute of silence, followed by the ATTACK WARNING signal sounding for one (1) minute.’”

This testing procedure will establish a test pattern different from that used in an actual emergency, when the ATTENTION / ALERT WARNING or ATTACK WARNING signal will be sounded for three (3) to five (5) minutes.

## **ALL CLEAR PROCEDURES**

In keeping with the policy of the National Weather Service, local government should not issue the issuance of an “all clear” statement.

Severe weather watches, whether severe thunderstorm or tornado, are traditionally issued for a period of four (4) to six (6) hours. The Weather Service may terminate a “watch” early if weather conditions change and the threat of severe weather no longer exist.

Severe weather warnings whether severe thunderstorm or tornado, are traditionally issued for periods of thirty (30) minutes to one (1) hour. Warnings are usually allowed to expire: on their own, without early termination by the Weather Service.

Residents requesting “all clear” information should be advised to monitor commercial radio and television stations for further weather information, but local government should not issue an “all clear” statement.

No activation of outdoor warning signals should be used to signify the termination of a weather watch or any kind of an “all clear” advisory.

The Village of Bartlett’s eight (8) weather sirens are maintained and tested by Fulton Industries in Roselle, IL. 630-980-1205. The Village of Bartlett receives monthly reports on the status of the sirens and whether or not the tests were successful. The Village of Bartlett tests the sirens each month on the first Tuesday at 10:00 A.M.

## APPENDIX C 6

### **HOMELAND SECURITY ADVISORY SYSTEM HOMELAND SECURITY INCREASED READINESS ACTIONS**

This section outlines actions, which local governments can take during crisis periods to inform the public on recommendations on the Homeland Security Advisory System. This may include information on steps which County and Local governments are taking to increase homeland security readiness; and actions individuals and families can take to improve their chances for survival.

Homeland Security System emergency public information actions during a period of crisis would probably take place under the following conditions:

1. Intelligence or an articulated threat indicates a potential for a terrorist incident.
2. Attacks on the United States.
3. Public opinion would be influenced by the general news and by official statements. As the crisis intensified; public interest in homeland security information in general, and specifically on personal protective measures, would rise. With increasing frequency, Federal State County and Local governments, as well as news media, would be asked questions about what was being done to deal with the situation, and what individuals should do. The questions would have to be answered as fully and quickly as possible through news media, by direct answer to telephone calls, and through distribution of personal protection publications.

## **UNITED STATES HOMELAND SECURITY ADVISORY SYSTEM**

### **STATEMENT OF PURPOSE**

The Nation requires a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and Local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated “Threat Conditions” that would increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of “Protective Measures” to further reduce vulnerability or increase response capability during a period of heightened alert.

This system is intended to create a common vocabulary, context, and structure for an ongoing national discussion about the nature of the threats that confront the homeland and the appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.

### **Homeland Security Advisory System**

The Homeland Security Advisory System shall be binding on the executive branch and suggested, although voluntary, to other levels of government and the private sector. There are

five (5) **Threat Conditions**, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

Low = Green;  
Guarded = Blue;  
Elevated = Yellow;  
High = Orange;  
Severe = Red.

The higher the Threat Condition the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security. Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned. Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted.

For facilities, personnel, and operations inside the territorial United States, all Federal departments, agencies, and offices other than military facilities shall conform their existing threat advisory systems to this system and henceforth administer their systems consistent with the determination of the Attorney General with regard to the Threat Condition in effect.

The assignment of a Threat Condition shall prompt the implementation of an appropriate set of Protective Measures. Protective Measures are the specific steps an organization shall take to reduce its vulnerability or increase its ability to respond during a period of heightened alert. The authority to craft and implement Protective Measures rests with the Federal departments and agencies. It is recognized that departments and agencies may have several preplanned sets of responses to a particular Threat Condition to facilitate a rapid, appropriate, and tailored response. Department and agency heads are responsible for developing their own Protective Measures and other antiterrorism or self-protection and continuity plans, and resourcing, rehearsing, documenting, and maintaining these plans. Likewise, they retain the authority to respond, as necessary, to risks, threats, incidents, or events at facilities within the specific jurisdiction of their department or agency, and, as authorized by law, to direct agencies and industries to implement their own Protective Measures. They shall continue to be responsible for taking all appropriate proactive steps to reduce the vulnerability of their personnel and facilities to terrorist attack.

Federal department and agency heads shall submit an annual written report to the President, through the Assistant to the President for Homeland Security, describing the steps they have taken to develop and implement appropriate Protective Measures for each Threat Condition. Governors, mayors, and the leaders of other organizations are encouraged to conduct a similar review of their organizations' Protective Measures.

The decision whether to publicly announce Threat Conditions shall be made on a case-by-case basis by the Attorney General in consultation with the Assistant to the President for Homeland Security. Every effort shall be made to share as much information regarding the threat as possible, consistent with the safety of the Nation. The Attorney General shall ensure, consistent with the safety of the Nation, that State and Local government officials and law enforcement

authorities are provided the most relevant and timely information. The Attorney General shall be responsible for identifying any other information developed in the threat assessment process that would be useful to State and local officials and others and conveying it to them as permitted consistent with the constraints of classification. The Attorney General shall establish a process and a system for conveying relevant information to Federal, State, and Local government officials, law enforcement authorities, and the private sector expeditiously.

The Director of Central Intelligence and the Attorney General shall ensure that a continuous and timely flow of integrated threat assessments and reports is provided to the President, the Vice President, Assistant to the President and Chief of Staff, the Assistant to the President for Homeland Security, and the Assistant to the President for National Security Affairs. Whenever possible and practicable, these integrated threat assessments and reports shall be reviewed and commented upon by the wider interagency community.

A decision on which Threat Condition to assign shall integrate a variety of considerations. This integration will rely on qualitative assessment, not quantitative calculation. Higher Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and gravity. Despite best efforts, there can be no guarantee that, at any given Threat Condition, a terrorist attack will not occur. An initial and important factor is the quality of the threat information itself. The evaluation of this threat information shall include, but not be limited to, the following factors:

1. To what degree is the threat information credible?
2. To what degree is the threat information corroborated?
3. To what degree is the threat specific and/or imminent?
4. How grave are the potential consequences of the threat?

### **Threat Conditions and Associated Protective Measures**

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

**1. Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- a. Refining and exercising as appropriate preplanned Protective Measures;
- b. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- c. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**2. Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

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- a. Checking communications with designated emergency response or command locations;
- b. Reviewing and updating emergency response procedures; and
- c. Providing the public with any information that would strengthen its ability to act appropriately.

**3. Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- a. Increasing surveillance of critical locations;
- b. Coordinating emergency plans as appropriate with nearby jurisdictions;
- c. Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- d. Implementing, as appropriate, contingency and emergency response plans.
- e. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
  - f. Coordinating necessary security efforts with Federal, State, and Local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
  - g. Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
  - h. Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
  - i. Restricting threatened facility access to essential personnel only.
- j. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
  - k. Increasing or redirecting personnel to address critical emergency needs;
  - l. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
  - m. Monitoring, redirecting, or constraining transportation systems; and
  - n. Closing public and government facilities.

## **Comment and Review Periods**

The Attorney General, in consultation and coordination with the Assistant to the President for Homeland Security, shall, for forty-five (45) days from the date of this directive, seek the views of government officials at all levels and of public interest groups and the private sector on the proposed Homeland Security Advisory System. One hundred thirty-five days (135) from the date of this directive the Attorney General, after consultation and coordination with the Assistant to the President for Homeland Security, and having considered the views received during the comment period, shall recommend to the President in writing proposed refinements to the Homeland Security Advisory System.

# **ILLINOIS HOMELAND SECURITY ADVISORY SYSTEM COUNTY AND MUNICIPAL GOVERNMENT GUIDELINES FOR IMPLEMENTATION OF THE STATE OF ILLINOIS HOMELAND SECURITY ADVISORY SYSTEM**

Developed by the Illinois Terrorism Task Force

**EFFECTIVE DATE: 07/30/02 REVISED DATE: 01/20/2020**

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## **INSTRUCTION TO USERS**

This guidebook is designed to assist units of county and local government initiate standardized actions as the result of increased terrorist threat levels within the United States and the State of Illinois. This guide provides a number of recommendations that may be issued by the State of Illinois following a recommendation issued by the National Homeland Security Office in Washington DC.

These recommendations have been developed in a generic format to allow the county, municipal government, fire district, or other entity to develop specific implementation procedures appropriate for the size and complexity of the jurisdiction. Each recommended action has been numbered to allow the State to recommend implementation of specific actions, i.e.: “implement G-1 through G-4”. County and Local units of government are encouraged to develop additional action steps as appropriate for their jurisdictions. It is suggested however, that locally developed actions be numbered in a range beginning with the number “100” to avoid confusion with those recommendations issued by the State of Illinois. Throughout this document various

terms are used. “C” refers to county government. For definition, these terms are defined below:

“**Critical Infrastructure Facility**” refers to facilities within the jurisdiction that may be terrorist targets, examples include:

- Electrical Energy (Generation / switching / load dispatch)
- Emergency Services (Emergency operations centers, fire, law enforcement, emergency medical services)
- Gas and Oil production
- Telecommunications (9-1-1 centers, critical tower sites, telephone & communications infrastructure)
- Transportation (Terminals, bridges, etc.)
- Water (Distribution systems and treatment plants)
- Financial Institutions (Processing facilities)
- Government Buildings
- Media (Radio and television transmission sites, EAS activation)
- Office Buildings (Multi-national corporations)
- Religious Institutions
- Retail/Public Areas/Hotels (Conference Centers)
- Schools (Elementary through colleges)

“L” refers to local units of government, which are defined as municipal governments, fire protection districts, townships, and other special districts as appropriate.

***PLEASE NOTE ... This document is provided as a guidance document to assist local planners develop detailed procedures. While this guidance is not confidential in nature, the document developed at the local level should be considered as a restricted document, not for release to the public. The locally developed document should contain as much detail as necessary to ensure adequate levels of security for the user's jurisdiction.***

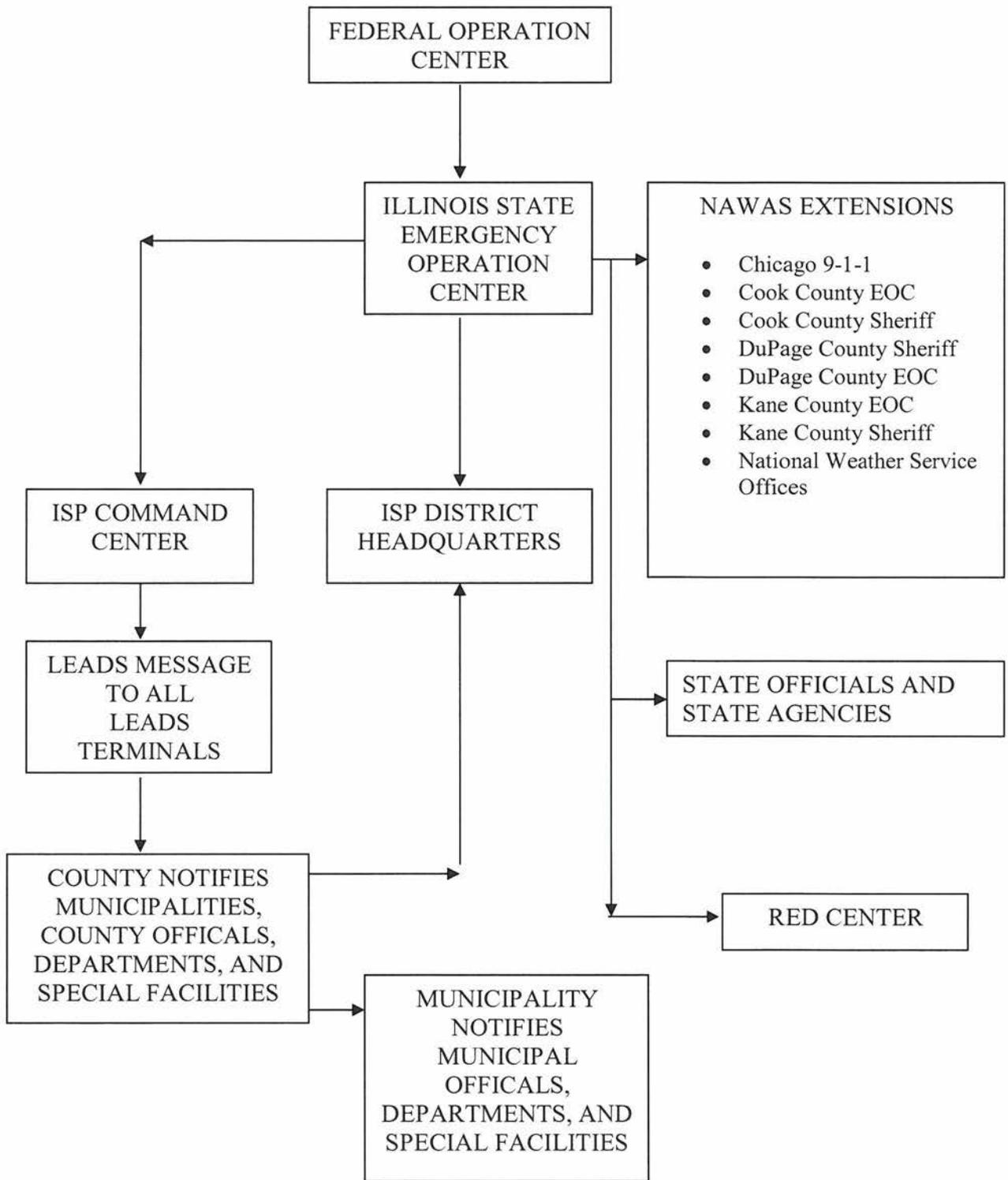
## **DISSEMINATION OF THREAT CONDITION ADVISORIES WITHIN THE STATE OF ILLINOIS**

Following notification of a change in the Threat Condition from the Homeland Security Coordination Center, FEMA’s Federal Operations Center will broadcast threat condition notifications over the National Warning System (NWS) to all fifty states, including local warning points, and will conduct a roll call after the broadcast to ensure receipt. Each state will verify receipt by their local warning points.

The State of Illinois will disseminate threat condition advisory messages and other related strategic information in the following manner:

1. IEMA will alert, via NAWAS, the following:
  - a) ISP Command Center
  - b) ISP District Headquarters
  - c) NAWAS Extensions (City of Chicago, key counties, National Weather Service Forecast Offices)
2. IEMA will alert appropriate state officials, state government agencies, and Red Center, who will in turn be responsible for notifying their district and/or satellite offices.
3. The ISP Command Center will disseminate the threat advisory via a statewide LEADS message to all LEADS terminals.
4. Each county will acknowledge receipt of the LEADS message to their appropriate ISP District Headquarters, who will forward a consolidated confirmation report to the ISP Command Center in Springfield. The ISP Command Center will forward the consolidated confirmation report to the State Emergency Operation Center.
5. Each county will disseminate the threat condition advisory to appropriate county officials, departments and agencies, and designated municipal warning entry points (One per municipality).
6. Each municipality will be responsible for disseminating the threat advisory to its municipal officials, departments and to identify special facilities (schools, hospitals, industries, etc.)
7. Following the receipt of the statewide consolidated confirmation report at the State.
8. Emergency Operating Center, or 30 minutes after initial dissemination by IEMA, whichever occurs first, IEMA will authorize the release of pre-developed media information appropriate for the identified threat level.

**FIGURE 1 – THREAT CONDITION DISTRIBUTION SYSTEM**



<p><b>THREAT CONDITION</b></p> <p><b>GREEN</b></p> <p><b>Low Risk of Terrorist Attack within the State of Illinois</b></p>
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**INITIATING EVENT:**

Normal operating conditions:

**FEDERAL GOVERNMENT ACTIONS:**

- Refining and exercising preplanned protective measures.
- Ensuring personnel receive training on Homeland Security Advisory System, departmental, or agency-specific protective measures.
- Regularly assessing facilities with vulnerabilities and taking measures to reduce them.

**STATE GOVERNMENT ACTIONS:**

- Regular operations with 24-hour IEMA communications center, agency duty officers, and IEMA duty officer.

**COUNTY / LOCAL ACTIONS:**

Action Number	Applicable To:	Recommended Action:	
G-1	C	Disseminate the GREEN advisory to county departments/agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning/Alerting Notification List.	
G-1	L	Disseminate the GREEN advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning/Alerting Notification List.	
G-2	C	L	Report suspicious circumstances and/or individuals to law enforcement agencies.
G-3	C	L	Routine operations without security stipulations are allowable.
G-4	C	L	Continue to include responder safety and common-sense practices in daily routines.

- **Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.**

<p><b>THREAT CONDITION</b>  <b>BLUE GUARDED</b>  <b>General Risk of Terrorist Attack within the State of Illinois</b></p>
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**INITIATING EVENT:**

Received threats that do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (agencies are operating under normal day-to-day conditions).

**FEDERAL GOVERNMENT ACTIONS:**

Checking communications with designated emergency response or command locations

- Reviewing and updating emergency response procedures.
- Providing the public with necessary information.

**STATE GOVERNMENT ACTIONS:**

- All agencies with 24-hour duty officers on call
- State Emergency Operations Center (SEOC) Manager, IEMA Chief of Operations, and IEMA.
- Director serving as 24-hour terrorism duty officer on weekly rotating basis in addition to normal IEMA duty officer.

**COUNTY / LOCAL ACTIONS:**

Action Number	Applicable To:		Recommended Action:
B-1	C		Disseminate the BLUE advisory to county departments/agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning/Alerting Notification List.
B-1		L	Disseminate the BLUE advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning/Alerting Notification List.
B-2	C	L	Continue, or introduce all measures listed in Threat Condition GREEN Advisory.
B-3	C	L	Conduct a briefing for EOC staff and emergency response personnel and government officials as needed or required.

B-4	C	L	Review all applicable emergency plans. (Emergency Operations Plan, SOP / SOGs, personnel staffing schedules, internal security plans, etc.
B-5	C	L	Implement security plans appropriate to the facility.
B-6	C	L	Dispatch centers should prohibit any form of casual access by unauthorized personnel.
B-7	C	L	Ensure that all government vehicles, and private vehicles parked at government sites, are secured.
B-8	C	L	Review and update public and private critical infrastructure target listings.
B-9	C	L	Check all equipment for operational readiness, fill fuel tanks, and check specialized response equipment. (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.)
B-10	C	L	Brief emergency response personnel on increased security/safety concerns appropriate to the threat level. (security measures, suspicious situations, etc.)
B-11	C	L	Monitor and test communications and warning systems at periodic intervals.
B-12	C	L	Brief Public Information Officer (PIO) on appropriate response measures, protective actions, and self-help options appropriate to the threat level.
B-13	C	L	Assess mail handling procedures against intelligence in relation to the current threat level.
B-14	C	L	Be alert to suspicious activity and report it to the proper authorities.

- **Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.**

<p><b>THREAT CONDITION</b>  <b>YELLOW - ELEVATED</b>  <b>Significant Risk of Terrorist Attack within the State of Illinois</b></p>
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**INITIATING EVENT:**

Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible.

**FEDERAL GOVERNMENT ACTIONS:**

- Increasing surveillance of critical areas.
- Coordinating emergency plans with related agencies.
- Assessing further refinement of protective measures within the context of the current threat information.
- Implementing, as appropriate, contingency plans and emergency response plans.

**STATE GOVERNMENT ACTIONS:**

- Weekly briefings of all agency liaisons in the State Emergency Operations Center (SEOC).
- All agency liaisons on 30-minute call back to the SEOC.

**COUNTY / LOCAL ACTIONS:**

Action Number	Applicable To:	Recommended Action:
Y-1	C	Disseminate the YELLOW advisory to county departments/ agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning/Alerting Notification List.
Y-1	L	Disseminate the YELLOW advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning/Alerting Notification List.
Y-2	C L	Continue, or introduce all measures listed in Threat Condition BLUE Advisory.

Y-3	C	L	Provide weekly briefings to EOC staff, government officials, and first responders regarding the current threat advisory level and local implications.
Y-4	C	L	Implement critical infrastructure facility security plans (See Security Recommendations).
Y-5	C	L	Brief and stress information and operational security issues to first responders and government officials.
Y-6	C	L	Share pertinent information directly related to the threat level with first responders and government officials.
Y-7	C	L	Consider alternative work schedules of operational and staff personnel if the situation escalates. Include plans to maximize staffing and response capabilities with defined work/rest cycles.
Y-8	C	L	Consider plans and contingencies to assist public safety employees' family members regarding safeguard issues if the situation escalates and personnel are recalled leaving their family alone for extended periods of time.
Y-9	C	L	Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment (Hazmat, TRS, SWAT, bomb squad, command post, etc.).
Y-10	C	L	Advise personnel who handle mail, courier, and package delivery to remain vigilant and report any concerns or suspect items.
Y-11	C	L	Check recall roster and recall processes for accuracy. Review vacation/day off roster and consider staffing options if the situation escalates.
Y-12	C	L	Identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control.
Y-13	C	L	Meet with appropriate representatives of critical infrastructure facilities to review contingency and evacuation plans and brief employees.
Y-14	C	L	Increase the frequency of backups for critical information systems and ensure availability of technical support (i.e.: systems programmers, technical personnel, redundancy of equipment, off-site storage of critical data, stockpile of critical spare parts, off-site data recovery site).

Y-15	C	L	Review all plans, orders, SOPs/SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level.
Y-16	C	L	Check inventories of critical supplies and re-order if necessary.
Y-17	C	L	Be alert to suspicious activity and report it to the proper authorities.

### SECURITY RECOMMENDATIONS / CONSIDERATIONS

Number	Recommended Action
Y-4a	Remind all personnel to be suspicious and inquisitive and maintain heightened awareness of people, vehicles, and activities.
Y-4b	Increase spot checks of specific high-risk targets/facilities.
Y-4c	Do not leave emergency response vehicles unattended. If it is necessary to leave the vehicle, lock it and check the vehicle and its chassis underside before opening the door and starting the engine.
Y-4d	Move vehicles and objects (trash containers, crates, etc.) away from buildings, particularly buildings of a sensitive nature.
Y-4e	Lock and regularly inspect all buildings, rooms, and storage areas not in regular use.
Y-4f	At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.
Y-4g	Check all deliveries to facilities. Advise families of responders to check home deliveries.

- **Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.**

<p><b>THREAT CONDITION</b>  <b>ORANGE</b>  <b>High Risk of Terrorist Attack within the State of Illinois</b></p>
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**INITIATING EVENT:**

A threat assessment indicates that the potential threat is credible, and confirms the involvement of WMD in the developing terrorist incident.

**FEDERAL GOVERNMENT ACTIONS:**

- Crisis management response will focus on law enforcement actions taken in the interest of public safety and welfare, and is predominantly concerned with preventing and resolving the threat.
- Consequence management response will focus on contingency planning and pre-positioning of tailored resources, as required.

**STATE GOVERNMENT ACTIONS**

- Regular business hours staffing of State Emergency Operations Center by all agencies 24-hour on-call duty officers from state staff.
- Prepare to, and if necessary, activate a Joint Information System or Joint Information Center (JIC) near the threatened area. Coordinate the release of information with appropriate Local, County, State, and Federal agencies.

**COUNTY / LOCAL ACTIONS:**

Action Number	Applicable To:		Recommended Action:
0-1	C		Disseminate the ORANGE advisory to county departments/ agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning/Alerting Notification List.
0-1		L	Disseminate the ORANGE advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning/Alerting Notification List.
0-2	C	L	Continue, or introduce all measures listed in Threat Condition YELLOW Advisory.
0-3	C	L	Activate the jurisdiction’s Emergency Operations Center (EOC) for an initial situation briefing of EOC staff and government officials. Following the initial briefing maintain limited staffing, as warranted and appropriate.

0-4	C	L	Provide a daily briefing to EOC staff and government officials.
0-5	C	L	Place all emergency management and specialized response teams on full alert status.
0-6	C	L	If not already accomplished, implement critical infrastructure facility security plans (See Security Recommendations).
0-7	C	L	Contact all personnel to ascertain their recall availability. Plan modifications where appropriate to staffing schedules to provide the maximum recall surge of personnel if needed.
0-8	C	L	Advise staff of contingency plans for shift modifications, assignments, work/rest cycles and family member care/assistance and security plans if the situation escalates.
0-9	C	L	Activate the jurisdiction's Emergency Public Information System. Coordinate information releases with municipal, county, and state governments, if possible.
0-10	C	L	Test communications and warning systems to ensure operability.
0-11	C	L	Ensure personal protective equipment (PPE) and specialized response equipment is checked, issued, and readily available for deployment.
0-12	C	L	Suspend public tours of critical infrastructure facilities.
0-13	C	L	Limit access to computer facilities. No outside visitors.
0-14	C	L	Increase staffing to monitor computer and network intrusion detection systems and security monitoring systems.
0-15	C	L	Ensure the availability of sufficient technical resources to respond to and mitigate a cyber-attack.
0-16	C	L	If not already accomplished, identify any planned community events where a large attendance is anticipated. Consult with event organizers regarding contingency plans, security awareness, and site accessibility and control. Consider recommendations to cancel the event if warranted by the current situation.
0-17	C	L	Contact critical infrastructure facilities including: businesses, high profile individuals, schools, hospitals, etc. to discuss the heightened threat and security and contingency operations.

0-18	C	L	Check all equipment for operational readiness, fill fuel tanks, check specialized response equipment (Hazmat, TRS, SWAT, bomb squad, command post, generators, etc.).
0-19	C	L	Consider off-site mail / package processing and sorting facility to reduce the threat to government employees.
0-20	C	L	Review all plans, orders, SOPs/SOGs, personnel details, and logistical requirements related to the introduction of a higher threat level.
0-21	C	L	Check inventories of critical supplies and re-order if necessary.
0-22	C	L	Be alert to suspicious activity and report it to the proper authorities.

### SECURITY RECOMMENDATIONS / CONSIDERATIONS

Number	Recommended Action
0-6a	At the beginning and end of each work shift, as well as at other regular and frequent intervals inspect the interior and exterior of buildings in regular use for suspicious packages.
0-6b	Limit access points to critical infrastructure facilities to the absolute minimum, and strictly enforce entry control procedures.
0-6c	Enforce parking of vehicles away from sensitive buildings.
0-6d	Increase security patrols around critical infrastructure facilities. Contact allied government agencies within the jurisdiction and advise them of the need for increased security and awareness.
0-6e	Identify and protect all designated vulnerable points. Give special attention to vulnerable points outside of the critical facility.
0-6f	Erect barriers and obstacles to control the flow of traffic, as appropriate.
0-6g	Coordinate closing public roads and facilities that might make critical facilities more vulnerable to attack.
0-6h	Lock all exterior doors except the main facility entrance(s). Check all visitors' purpose, intent and identification. Ensure that contractors have valid work orders outlining tasks to be performed within the secured facility. Require a visitor's signing log with information from their identification. Escort visitors when they are in the facility, until they leave. Check where the visitors were or worked to assure nothing is amiss or left behind.

0-6i	Keep critical response vehicles in a secure area or in an indoor facility. Keep garage doors closed except for bona fide needs.
0-6j	Increase defensive perimeters around key structures and events.

- **Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.**

<p><b>THREAT CONDITION</b></p> <p><b>RED</b></p> <p><b>Severe Risk of Terrorist Attack within the State of Illinois</b></p>
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**INITIATING EVENT:**

A WMD terrorism incident has occurred which requires an immediate process to identify, acquire, and plan the use of federal resources to augment state and local authorities in response to limited or major consequences of a terrorist use or employment of WMD.

**FEDERAL GOVERNMENT ACTIONS:**

Response is primarily directed toward public safety and welfare and the preservation of human life, including:

- Assigning emergency response personnel and pre-positioning of specially trained teams.
- Monitoring, redirecting or constraining transportation systems.
- Closing public and governmental facilities.
- Increasing or redirecting personnel to address critical emergency needs.

**STATE GOVERNMENT ACTIONS:**

- Around the clock staffing of the State Emergency Operations Center (SEOC) involving all state agencies that are standing members of the SEOC plus FEMA, FBI, and other state / federal agencies, as deemed appropriate.
- Following assessment of the situation if the event threatens or actually impacts the State of Illinois; issuing a declaration of a “State of Disaster” by the Governor.
- Activation of a Joint Information Center (JIC) to include representatives from affected areas and agencies.

**COUNTY/LOCAL ACTIONS:**

It is anticipated that actions listed under this threat level will be initiated and sustained for a relatively short period of time, based on guidance from federal and state governments, due to significant personnel and economic considerations.

Action Number	Applicable To:	Recommended Action:
R-1	C	Disseminate the RED advisory to county departments/agencies, municipal and fire district dispatch centers, and county government officials identified on the county Warning/Alerting Notification List.
R-1	L	Disseminate the RED advisory to municipal departments, municipal government officials, and special facilities identified on the municipal Warning/Alerting Notification List.

R-2	C	L	Continue, or introduce all measures listed in Threat Condition ORANGE Advisory.
R-3	C	L	In the absence of a state “Declaration of Disaster”, consider a local declaration to authorize activation of the local emergency management system.
R-4	C	L	Staff Emergency Operations Center (EOC) or Command Post on a 24-hour basis. Provide security for this facility.
R-5	C	L	Maintain and monitor communications and warning systems and provide periodic operational status reports to next higher level of government.
R-6	C	L	Implement appropriate staff recall/staffing plans. Keep all personnel responsible for implementing anti-terrorist plans at their places of duty.
R-7	C	L	If not already accomplished, implement critical infrastructure security plans (See Security Recommendations).
R-8	C	L	Consider releasing non-critical function personnel.
R-9	C	L	Ensure 24-hour access to the jurisdiction’s Principal Executive Officer (County Board Chair, Mayor, Village President) or their designated alternate.
R-10	C	L	In not already accomplished, implement the Emergency Public Information System.

R-11	C	L	Brief all EOC, government and first response personnel on critical facility evacuation routes and contingency communications plans. Provide direction regarding what equipment, supplies should be taken in the event of an evacuation.
R-12	C	L	Ensure welfare checks of government personnel and facilities throughout the day and night.
R-13	C	L	Activate, or place on high alert specialized response teams/ personnel (Hazmat, TRS, EMS, SWAT, Crisis Counseling, etc.).
R-14	C	L	Be prepared to control access routes serving critical infrastructure facilities and evacuation routes.
R-15	C	L	Increase security at water treatment facilities and increase the frequency of testing for impurities and contaminants.
R-16	C	L	Maintain communications with, and provide security for hospitals and critical medical facilities, if appropriate.
R-17	C	L	Stress the possibility of a secondary attack against first responders.

**SECURITY RECOMMENDATIONS / CONSIDERATIONS**

<b>Number</b>	<b>Recommended Action</b>
R-7a	Make a positive identification of all vehicles located or operating within operational or mission support areas.
R-7b	If not already accomplished, implement parking restrictions and park vehicles away from critical facilities.
R-7c	Control access and implement positive identification of all personnel – no exceptions.
R-7d	Search all suitcases, briefcases, packages, etc. brought into a critical facility.
R-7e	Secure all doors to communications, command centers, and data processing centers. Maintain a security presence on a single point of access to each structure and check identification of potential visitors to determine valid purpose of entry. Maintain a sign-in log. Check all bags, briefcases and packages at the security point. All authorized visitors must be escorted while in the facility.
R-7f	Increase defensive perimeters, including manpower, around critical facilities. Make frequent checks of the exterior of critical facilities and begin spot checks of lower risk targets.

R-7g	Consider placing an individual (career or volunteer) on watch at all critical facilities 24-hours a day until the threat level has diminished.
R-7h	Deliveries to critical facilities should not be accepted unless approved by supervisory staff. All deliveries should not be opened inside of the critical facility, and minimal personnel should be in the immediate area when the package is opened.

- **Further operational procedures are confidential and kept in the Police Departments SOPs/SOGs.**

**APPENDIX C7  
GENERAL PUBLIC HOMELAND SECURITY ADVISORY SYSTEM RECOMMENDATIONS  
AMERICAN RED CROSS**

**Homeland Security Advisory System Recommendations for Family**

Risk of Attack	Recommended Actions
<b>RED SEVERE</b>	<p><b><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVELS</i></b></p> <ul style="list-style-type: none"> <li>▪ Listen to radio/TV for current information/instructions</li> <li>▪ Be alert to suspicious activity and report it to proper authorities immediately</li> <li>▪ Contact business/school to determine status of work/school day</li> <li>▪ Adhere to any travel restrictions announced by local governmental authorities</li> <li>▪ Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities</li> <li>▪ Discuss children’s fears concerning possible/actual terrorist attacks</li> </ul>
<b>ORANGE HIGH</b>	<p><b><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVELS</i></b></p> <ul style="list-style-type: none"> <li>▪ Be alert to suspicious activity and report it to proper authorities</li> <li>▪ Review disaster plan with all family members</li> <li>▪ Ensure communication plan is understood/practiced by all family members</li> <li>▪ Exercise caution when traveling</li> <li>▪ Have shelter in place materials on hand, and review procedure in Terrorism:</li> <li>▪ Preparing for the Unexpected brochure</li> <li>▪ Discuss children’s fears concerning possible terrorist attacks</li> <li>▪ If a need is announced, donate blood at designated blood collection center</li> </ul>
<b>YELLOW ELEVATED</b>	<p><b><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVELS</i></b></p> <ul style="list-style-type: none"> <li>▪ Be alert to suspicious activity and report it to proper authorities</li> <li>▪ Ensure disaster supplies kit is stocked and ready</li> <li>▪ Check telephone numbers and e-mail addresses in your family emergency communication plan and update as necessary</li> <li>▪ If not known to you, contact school to determine their emergency notification and evacuation plans for children</li> <li>▪ Develop alternate routes to/from school/work and practice them</li> </ul>
<b>BLUE GUARDED</b>	<p><b><i>COMPLETE RECOMMENDED ACTIONS AT LOWER LEVEL</i></b></p> <ul style="list-style-type: none"> <li>▪ Be alert to suspicious activity and report it to proper authorities</li> <li>▪ Review stored disaster supplies and replace items that are outdated</li> <li>▪ Develop an emergency communication plan that all family members understand</li> </ul>

<b>GREEN LOW</b>	<ul style="list-style-type: none"> <li>▪ Establish an alternate meeting place away from home with family/friends</li> <li>▪ Obtain copy of Terrorism: Preparing for the Unexpected brochure from your local Red Cross chapter</li> <li>▪ Develop a personal disaster plan and disaster supplies kit using Red Cross brochures Your Family Disaster Plan and Your Family Disaster Supplies Kit</li> </ul>
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Local American Red Cross chapter has materials available to assist communities in developing preparedness capabilities.

## ANNEX D EMERGENCY PUBLIC INFORMATION 301.240a4

### IEMA Requirements

**Public Information - The means, organization and process by which a political subdivision will provide timely, accurate, and useful information and instructions to area residents throughout an emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety.**

### STATEMENT OF PURPOSE 301.240b1

The purpose of this annex is to provide a comprehensive Emergency Public Information capability within the Village of Bartlett. The goal of this system is to ensure that timely and accurate information can be disseminated to government agencies, the media, and members of the general public following the impact of an emergency or disaster.

Prior to an incident, The Emergency Public Information System is responsible for generating media education media releases, providing guidance to community residents about the hazards that might occur.

### SITUATION AND ASSUMPTION 310.240b2 and 301.240b3

Accurate and expedited dissemination of information is critical when an emergency/disaster or WMD incident has occurred. Preservation of life and property may hinge on instructions and directions given by authorized officials. In the event of an emergency/disaster or terrorist attack, the public and the media must be provided with accurate and timely information on emergency operations. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an information officer, as directed by the Incident Commander. To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from Federal, State, County, and local authorities for the purpose of managing the dissemination of information to the public, media, and businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and ongoing communication of accurate and up-to-date information will help calm fears and limit collateral effects of the attack.

## CONCEPT OF OPERATIONS 301.240b4

Under Illinois law, local government is ultimately responsible for the protection of life and property. The Village President/Mayor is responsible for ensuring Emergency Public Information System is generating media releases and information that will be distributed directly to the public. This information will include self-help and general instructional materials including:

- Health risks associated with the event
- Instructions for evacuees and affected residents
- Identification of special facilities such as evacuation staging areas, shelters and reception centers, feeding stations, first aid stations, etc.
- Available assistance from the government and private relief agencies
- Ongoing status reports on the progress of response and recovery efforts

There may be more than one news center established following a disaster. There will be only one main coordination and release site at any given time during the disaster response and recovery period to ensure accurate and timely dissemination of all information to the public and the media. To the maximum extent possible, municipal, county, state, federal, and private information will be coordinated prior to its release. 301.240f2

The release of statistical data related to the incident will be verified prior to release. The Village of Bartlett Public Information Officer will verify that data with neighboring municipalities and the County of Jurisdiction. Only the Cook County Medical Examiner Office, through the Cook County Medical Examiner Office PIO Desk will release the numbers of fatalities and the identification of the deceased. DuPage and Kane County Coroner will also only release those numbers through their PIO. The Village President/Mayor should approve all official information being released to the media prior to release. Official information will be released at the Media Briefing Center (MBC).

The Forward Media Center (FMC) will respond to media requests for statements to the extent the Public Information Officer (PIO) at the Media Briefing Center has previously approved. The Emergency Public Information System will activate one or more of the following facilities to accomplish its mission. These facilities include:

**Emergency Operating Center** - PIO Desk-This position is located in the municipal EOC and will provide the PIO with access to the municipal Crisis Management Team and updated intelligence regarding the emergency/disaster. While activated, all official media releases issued by the municipality will be cleared through this position. The individual at this location will have primary responsibility for interfacing with the public information officers of the adjacent stricken jurisdictions, County EMA's and Illinois Emergency Management Agency (IEMA). 301.240f4

**Citizen Information Center** - This facility will be established in cooperation with the stricken jurisdiction(s) and the County of Jurisdiction's EMA. The facility is basically a telephone bank where residents and concerned citizens can call to obtain factual information as well as be directed to areas where they can receive assistance. Personnel from the stricken jurisdictions should staff this facility jointly.

**Forward Media Center** - This facility will be located near the Forward Command Post, near the incident or disaster site. The location of this facility will be coordinated with the stricken jurisdiction and should be staffed by public information personnel from the County, the stricken jurisdiction, and the Incident Commander's public information spokesperson, and the affected facility. Information released from this facility will be coordinated with the municipal, County of Jurisdiction and IEMA. **301.240f2**

**Joint Information Center (JIC)** - In the event of a multi-jurisdictional disaster, or if state or federal agencies become involved in the incident, a JIC will be established. The JIC is a physical location where Public Information Officers (PIO) from the involved response and recovery agencies come together to ensure coordination of information to be released to the media and the public. This center becomes the central point for media access to the latest developments and emergency information. All information released is coordinated among the departments and agencies involved to assure its consistency and accuracy. The stricken jurisdiction, county, state and federal agencies will agree upon the location of this facility.

## **DIRECTION AND CONTROL**

The Bartlett EOC will be the central location for the direction and control of the Emergency Public Information System. The Village President/Mayor, or his/her designee, will coordinate media releases with all other Village department heads, as well as the Village Public Information Officer as necessary, to ensure timely and accurate information to the public. **301.240f1**

Following approval by the Village President/Mayor, all official media releases will be provided to the media through the Media Briefing Center. This facility may be used by the Village President or Administrator for the purpose of making specific statements relating to the emergency or may be used by all department heads, with the Village President's approval, in a panel form to discuss emergency operations. A copy of all media releases will be forwarded to the Media Liaison Officer in the field and other Village department heads if applicable. **301.240f3**

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the EMA Coordinator and the Village's PIO for the maintenances, review and updating of this annex.

## **CONTINUITY OF GOVERNMENT**

The line of succession defining the official spokesperson for the Village of Bartlett will be:

1. Village President
2. Village Administrator
3. Police and/or Fire Chiefs
4. PIO

In the event that the Media Briefing Center is damaged, media information will be provided from another Village-owned building, as determined by the Village President or her/his designee.

## **APPENDICES**

Appendix D1 Pre-emergency Operation Checklist  
Appendix D2 Public Works Response Operation Checklist  
Appendix D3 Public Works Recovery Operation Checklist  
Appendix D4 Media Outlets

**APPENDIX D 1  
PUBLIC INFORMATION  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are but not limited to: Responding to the EOC, opening a media briefing center, dispatching a representative to the FMC, alerting media outlets regarding the schedule of releases, and establishing contact with the municipality's PIO, etc.

Complete: Yes/No	Develop and regularly update Media Outlet Resource listing found in EOC.
Complete: Yes/No	Develop public awareness materials for periodic release to the media and Village employees for the purpose of educating residents about potential community hazards and proper responses.
Complete: Yes/No	Develop working relationships with local representatives and brief them on their role in emergency operations.
Complete: Yes/No	Develop and train Rumor Control Section that would be used during an emergency.
Complete: Yes/No	Conduct public education program. Such programs may include development of a cable television program on disaster preparedness and/or presentations before community groups.
Complete: Yes/No	Prepare draft medic releases for use during an emergency.

**APPENDIX D 2  
PUBLIC INFORMATION  
RESPONSE OPERATION CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are but not limited to: Conducting media update briefings, arranging staff rotation, procedures for verifying incoming information, briefing municipal elected officials on the status of ongoing actions, and verification of accuracy of media reporting, etc.

Complete: Yes/No	Following the onset of a major emergency, PIO should report to the EOC to confer with Village department heads on the situation.
Complete: Yes/No	The PIO should compile all available information and prepare a media release, providing at minimum the current situation; areas affected; and specific instructions to residents.
Complete: Yes/No	The PIO should ensure that the members of the media ready the MBC for use.
Complete: Yes/No	If appropriate, the PIO will request that a Media Liaison Officer be assigned by Command at the Command Post to serve as a media contact in the field.
Complete: Yes/No	If necessary and following activation of the Command Post, a communications link will be established between the Media Liaison Officer and the EOC.
Complete: Yes/No	Following the declaration of a “State of Emergency” the PIO will open the Media Briefing Center and meet any members of the news media.
Complete: Yes/No	The PIO will notify all emergency response personnel, through their department heads, that the MBC is open and any arriving media should be routed to the MBC for official information. <b>Note:</b> Emergency response personnel should be advised to refrain from making any kind of “official statement” from the field, but rather refer the news media representative to the MBC.
Complete: Yes/No	The PIO will activate a Rumor Control Section to ensure factual information is available to community residents. Rumor Control team members will monitor radio and television as well as Rumor Control telephones to attempt to discover and suppress any non-factual information.

Complete: Yes/No	The Rumor Control team will forward major rumors to the PIO so he/she can include the correct information in upcoming media releases.
Complete: Yes/No	The PIO will provide copies of all media releases to members of the Crisis Management Team, EOC staff, Command Post, and if applicable and possible, the County of Jurisdiction's EMA.
Complete: Yes/No	The PIO will schedule regular media briefings so the media will know in advance when information will be available. All briefings will be audio taped, at a minimum, to provide an accurate record of statements made to the media.
Complete: Yes/No	The PIO, with approval of the Incident Commander, may schedule field tours for media personnel to provide first-hand views of field operations.
Complete: Yes/No	If appropriate, the PIO should coordinate media releases with adjacent communities and the County of Jurisdiction's EMA to ensure factual information between all affected jurisdictions.

**APPENDIX D 3  
PUBLIC INFORMATION  
RECOVERY OPERATIONS CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are but not limited to: Continuing to brief the CMT and media, responding to citizen inquiries, distributing pertinent education and self-help materials, etc.

Complete: Yes/No	Coordinate releases with affected adjacent jurisdictions and the County of Jurisdiction’s EMA to ensure continuity of the factual information.
Complete: Yes/No	Develop media releases designed to inform area residents of how to obtain recovery assistance.
Complete: Yes/No	Provide factual information to the media dealing with the Village’s response and recovery operations.
Complete: Yes/No	Prepare factual informational releases to be hand delivered to residents unable to receive media reports, due to power failure, temporary relocation to shelters, etc.
Complete: Yes/No	Following the conclusion of emergency activities, the PIO will compile reports for inclusion into the Village records.

**APPENDIX D 4 – MEDIA OUTLETS**

**Bartlett Cable Access via Comcast  
Bartlett Examiner  
Bartlett Press  
Daily Herald  
Chicago Sun Times  
Chicago Tribune**

**WBBM, WLS, WMAQ, WNBC, WCBS, WGN, FOX, CBS, NBC, ABC, MSNBC**

**ANNEX E**  
**DISASTER INTELLIGENCE/DAMAGE ASSESSMENT 301.240a5**

**IEMA Requirements**

**Disaster Intelligence/Damage Assessment—the means the political subdivision will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster.**

**STATEMENT OF PURPOSE 301.240b1**

The purpose of this annex is to facilitate the expedient and reporting of damage incurred from a disaster within the Village of Bartlett. The goal of this system is to ensure that timely and accurate information that can be disseminated to government agencies, the media, and members of the general public following the impact of an emergency or disaster.

**SITUATION AND ASSUMPTION 310.240b2 and 310.240b3**

In the evolution of emergency management, the newest area of innovation is, understandably, information management. An emergency manager, and indeed the entire emergency management staff, must have constant, reliable information upon which to base crisis decision-making. Too much extraneous information leads to information overload and muddled, untimely, or even a complete lack of decision making. Too little information leads to ill-informed decision making. Clear, concise, timely, and readily understandable information must be available to the emergency management staff in order to allow them to needs, request outside support, keep policy makers informed, support policy decision making and to allow for the comprehensive management and coordination of a complex multi-jurisdictional, multi-organizational response to the disaster.

Emergency managers must develop, pre-disaster, a listing of the critical informational elements required to support crisis decision-making. This information includes, but is not limited to, disaster area boundaries, numbers killed, injured and displaced, access points, key emergency response facilities (location and status), emergency response resources in and around the disaster area (location and status), damage areas (by extent of damage), ingress/egress routes, staging area locations, special concerns facilities (location and status), etc. Once the critical informational needs, often called the Essential Elements of Information (EEI), are identified, a plan for gathering, collating, verging, analyzing, displaying, and distributing this information, in a timely manner, must also be developed and thoroughly tested.

The criticality of good information management cannot be overstated. Unfortunately, at the time of greatest need, most often the only thing that seems totally unobtainable is good information regarding the extent and impact of the disaster. Certainly, we have data on the event, anecdotal accounts of impacts in selected areas, reports from emergency response units, and visual representations of portions of the disaster area from monitoring the news media, but none of these data sources, in and of themselves, are comprehensive, nor are the confidence levels equal between sources. In addition, this data must be compiled, and missing data sought to give a complete picture of the disaster's impact. A well thought out information gathering plan will go a

long way toward identifying the data needs, sources, and methods of collection. Additionally, once the data is collected, it must be analyzed to identify trends, needs, and forecast the critical junctures within the disaster operations. The completed information product must be supported by timely, readily understandable, intuitive informational displays and presentation materials in order to truly serve as crisis decision support products.

Because of the complexity, and sheer volume of potential disaster information, the information gathering effort must be supported by an integrated, computerized information display and retrieval system. Informational input to the system from a disaster operation comes in a wide variety of formats, including written data, verbal reports, still imagery, video imagery, and special (geographic) information. The growth in capabilities of Geographic Information Systems (GIS) has opened up a new range of possibilities for information compilation, analysis, and display. With pre-prepared, standardized format, state-wide digital tiger-based mapping and digital orthography, disaster area map displays can be rapidly produced to show the pre-identified Essential Elements of Information (EEI) for the disaster operation. In addition, if the GIS are fully integrated into the disaster recovery efforts, it can even serve to support the documentation of damage assessment of individual properties by displaying the location of the property with digital mapping, and incorporate digital photography and text or database site information. When used in conjunction with the special analysis capabilities of a GIS, necessary information on the disaster area, such as population, demographics, legislative districts, and other pertinent information can rapidly be accessed and displayed for decision makers. The challenge to emergency management is to integrate new information technologies with the traditional information gathering and analyst's skills in order to produce timelier, intuitive and comprehensive disaster decision support materials.

#### **CONCEPT OF OPERATIONS 301.240b4**

Following the activation of this plan, the process of developing a preliminary damage assessment will begin. This assessment is designed to provide the following information:

- A geographic overview of the area damaged or impacted by the event,
- Identification of the makeup of the area, i.e.: residential, commercial, industrial, etc.,
- A foundation for the deployment of emergency response resources.

When compiled, but not later than eight (8) hours, the Village of Bartlett Building Department/County of Jurisdiction's Building Department will forward the results of the preliminary survey (**See Appendix E 6 for the CCEMRS Incident Flash Report.**) to the Cook County Department of Emergency Management and Regional Security (**Fax number 24/7 is 312-603-9851**). This preliminary damage assessment will be forwarded to the IEMA. If the damage occurs in DuPage or Kane County, damage assessment forms will be completed and sent to the respective County. In DuPage, damage assessment forms can be completed via the EMNET terminal at either the Police Department or Fire Station #1. Kane County will have forms faxed to their EMA office. If the damaged area should be surveyed locally, a formal damage survey will then be conducted by the Building Department.

**See Appendix E 5 for the Village of Bartlett Disaster Situation Report.**

The Village of Bartlett has trained building inspectors, who have also been trained in damage assessment.

Village's Individual Assessment (IA) teams will focus their efforts on residential and business damage. Each individual assessment team will be composed of (if available) two (2) building inspectors, one (1) township assessor, and one (1) radio operator, recruited from the following agencies: **301.240g1**

- Village Development Department-Building Division
- Village building inspectors
- Township Assessors

During the damage assessment process, the Village's Individual Assessment (IA) teams will conduct safety inspections to determine habitability of damaged structures. Residential properties will be inspected using the Village of Bartlett Building Code. Business properties will be inspected using the BOCA code.

The American Red Cross may provide additional support for individual assessment. Public Assessment (PA) teams will be broken into two (2) categories, facilities and infrastructure.

Facility teams will focus their efforts on public buildings and public utility structures. Infrastructure teams will focus on roadways, bridges, and drainage systems. Each public assessment team will be composed of (if available) two (2) public works personnel and one (1) radio operator, recruited from the following agencies:

- County of Jurisdiction Highway Department
- County of Jurisdiction Department of Environmental Control
- Village Public Works personnel
- Township Highway Commissioner

The Village of Bartlett will be requested to identify a staging area within, or adjacent to, the stricken area where damage assessment task forces can stage and be briefed prior to deployment. The Village of Bartlett damage assessment personnel will work with personnel from the Supervisor of Assessments office to assign adequate numbers of teams to effectively cover the damaged area(s).

Damage assessment data will then be disseminated in the following manner:

- To the County of Jurisdiction Public Information Officer for incorporation into damage summaries for release to the media and sharing with local PIO's,
- To the County of Jurisdiction Bureau of Administration and Health Department to identify areas where human and health needs are currently unmet. This information may also be shared with the Red Cross.
- To the County of Jurisdiction Emergency Management Agency and Illinois Emergency Management Agency. This data may be used to assist in the justification of a request for state or federal disaster declarations.
- To each stricken jurisdiction to assist in follow-up activities.
- To each Township Assessor's Office affected by the incident. This data will be used in cross-referencing property reassessment requests.

If the damage to our community is widespread, the Village of Bartlett will request the activation of the County of Jurisdiction's damage assessment task force (if available.) A request for the County task force will activate damage assessment personnel from unaffected municipalities and Townships within the County.

The Cook County Department of Emergency Management and Regional Security (CCEMRS) Incident Flash Report is used only by local government agencies. Its purpose is to help the CCEMRS to assess damage to local communities in time of emergencies or disasters. This information is reviewed at the County EOC to help them obtain the proper resources from the county, state and federal governments.

The CCEMRS Flash Report contained in Appendix E 6 will used and fax it to the CCEMRS office any time our Village feel it is necessary.

The CCEMRS will review the data received from the CCEMRS Incident Flash Report and the request from the Village of Bartlett and mobilize appropriate numbers of individual and public damage assessment teams. DuPage County damage assessment forms are available via the EMNET terminal. Kane County Forms are available from the County.

If the Governor declares the County of Jurisdiction a disaster area, State and Federal Preliminary Damage Assessment (PDA) teams will tour the stricken jurisdiction(s) to determine if the area suffered sufficient damage to warrant a Federal declaration.

If PDA teams are deployed, the CCEMRS will develop a schedule for appropriate numbers of Public Assessment or Individual Assessment teams with the stricken jurisdiction(s). DuPage and Kane Counties will perform the same functions as above and will be notified to determine if they can assist the Village with assessments.

The Director of Public Works will assist in the EOC on damage assessment. **301.240g2**

#### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the EMA Coordinator and Director of the Building Department for the maintenances, review and updating of this annex.

#### **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Damage Assessment Plan during an emergency.

1. Building Department Director
2. Public Works Director
3. EMA Coordinator

## **APPENDICES**

Appendix E1 Pre-emergency Operation Checklist  
Appendix E2 Public Works Response Operation Checklist  
Appendix E3 Public Works Recovery Operation Checklist  
Appendix E4 Individual Damage Assessment Worksheet  
Appendix E5 Disaster Situation Report  
Appendix E6 CCHSEMA Incident Flash Report

**APPENDIX E 1  
DAMAGE ASSESSMENT  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are but limited to: Alerting the county of jurisdiction of incident; activating individuals(s) responsible for preliminary damage assessment; and gathering initial data from first response agencies, etc.

Complete: Yes/No	Develop and enforce adequate building codes in accordance with BOCA and NFPA standards and county codes.
Complete: Yes/No	Develop zoning and land use regulations to prevent construction in hazardous areas.
Complete: Yes/No	Conduct periodic inspections to ensure compliance with county ordinances and codes.
Complete: Yes/No	Obtain aerial photographs, maps, photographs and other documentation to show the condition of the county during non-emergency periods. These would be used following disaster impact to show the extent of damage.
Complete: Yes/No	Train additional personnel to assist in damage assessment surveys.
Complete: Yes/No	List critical facilities (government buildings, water and sewer treatment facilities, schools, etc.) that may require priority repairs.
Complete: Yes/No	Pre-stock damage reporting forms and building marking sign for emergency use.
Complete: Yes/No	Identify alternate sites from which the Damage Assessment Team could conduct their operations.

**APPENDIX E 2  
DAMAGE ASSESSMENT  
RESPONSE CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are but not limited to: Completing CCEMRS Incident Flash Report; reporting results of Incident Flash Report to CCEMRS; completing DuPage and Kane County D.A. forms, marshalling resources for damage assessment teams; identifying staging area for County of Jurisdiction, state and federal task force, etc.

Complete: Yes/No	Following the initial response to a major emergency or disaster, the E.M.A. Coordinator will ensure that the Damage Assessment Team has been activated.
Complete: Yes/No	The E.M.A. Coordinator or designee will ensure the notification of the remainder of the Damage Assessment Team.
Complete: Yes/No	The Damage Assessment Team will report to the EOC for a briefing on the extent of the situation. (Information will be posted in EOC).
Complete: Yes/No	The Damage Assessment Team will ensure that an initial damage survey is completed, as soon as practically possible. This survey will include: <ul style="list-style-type: none"> <li>a. Number of buildings damaged.</li> <li>b. Number of buildings destroyed.</li> <li>c. Damage to city infrastructure.</li> <li>d. Initial estimate of dead or injured (Note: Coordinate this with the Fire Chief or Medical Examiner.)</li> </ul>
Complete: Yes/No	The E.M.A. Coordinator, in cooperation with the Damage Assessment team, will prepare an initial damage report that will be transmitted to the State E.M.A. Office.
Complete: Yes/No	Following completion of the initial survey, the E.M.A. Coordinator will direct the primary damage assessment using the information required by the State E.M.A. damage survey form.
Complete: Yes/No	Field damage survey teams, during their primary survey efforts, will determine the level of habitability of damage structures. The EOC staff will then develop the needed shelter space.

**APPENDIX E 3  
DAMAGE ASSESSMENT  
RECOVERY CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are but not limited to: Continuing briefing of CMT on status of damage assessment; coordinating the deployment of the damage assessment task force; and providing personnel to serve as guides for the task force.

Complete: Yes/No	Work with proper authorities to ensure the restoration or demolition of unsafe structures.
Complete: Yes/No	Work with proper authorities to ensure the restoration or demolition of unsafe structures.
Complete: Yes/No	Monitor restoration operations.
Complete: Yes/No	Compile final damage estimate report for inclusion in the official disaster record.
Complete: Yes/No	Recommend, if necessary, new ordinance and land use regulations to lessen the impact of future disaster situations.

<b>Village of Bartlett Emergency Management Agency</b> <b>INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET</b> Form # 01-002-Page 1of 2			
<b>Report Number</b> _____ <b>Reporting Period:</b> _____ to _____			
<b>Date Issued:</b> _____		<b>Time Issued:</b> _____	
<b>Prepared By:</b> _____		<b>Call Back By:</b> _____	
<b>Date Incident Occurred;</b> _____			
LOCATION			EVENT
<b>Street:</b> _____ <b>City:</b> _____ <b>Township:</b> _____ <b>County:</b> _____ <b>Geographical Area:</b> _____ _____ _____			<input type="checkbox"/> Flood <input type="checkbox"/> Tornado <input type="checkbox"/> Winter Storm <input type="checkbox"/> Thunder Storm <input type="checkbox"/> HazMat <input type="checkbox"/> WMD <input type="checkbox"/> Fire <input type="checkbox"/> Civil Disorder <input type="checkbox"/> Other _____
PROPERTY			
<b>Government</b> _____ <b>Public</b> _____ <b>Private</b> _____ (check one)			
UTILITY SYSTEMS			
WATER	ELECTRICAL	SANITARY	TELEPHONE
<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Comments:</b> _____ _____ _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Comments:</b> _____ _____ _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Comments:</b> _____ _____ _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Comments:</b> _____ _____ _____ _____ _____

**Village of Bartlett Emergency Management Agency**

**INDIVIDUAL DAMAGE ASSESSMENT WORKSHEET**

Form # 01-002-Page 2 of 2

**DAMAGE OF PROPERTY**

**Detailed Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION TAKEN**

**Detailed Description of Efforts:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANTICIPATED NEEDS**

**Detailed Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS**

**Detailed Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL ACTION**

**Livable Now** \_\_\_ **Livable/Needs Repairs** \_\_\_ **Not Livable/Condemn** \_\_\_ (check one)

**APPENDIX E 5 – DISASTER SITUATION REPORT**

<p><b>Village of Bartlett</b>  <b>Emergency Management Agency</b></p> <p><b><u>DISASTER SITUATION</u></b>  <b><u>REPORT</u></b></p>	<p>Report Number _____                  Reporting Period: _____ to _____                  Date Issued: _____                  Time Issued: _____                  Prepared By: _____                  Call Back By: _____                  Date Incident Occurred: _____</p>
Form # 03-002-Page 1of 4	

LOCATION	EVENT	CASUALTIES	INCIDENT COMMANDER
Street: _____  City: _____  Township: _____  County: _____  Geographical Area: _____ _____ _____	<input type="checkbox"/> Flood <input type="checkbox"/> Tornado <input type="checkbox"/> Winter Storm <input type="checkbox"/> Thunder Storm <input type="checkbox"/> HazMat <input type="checkbox"/> WMD <input type="checkbox"/> Fire <input type="checkbox"/> Civil Disorder <input type="checkbox"/> Other _____	# Deaths: _____  # Injuries: _____  # Treated and Released _____  # Admitted: _____	Bartlett: _____  Title: _____  Call Back #: _____  Fax #: _____ _____  Command Post Location: _____ _____  IC Call Back #: _____  Radio Frequency: _____

<b>DETAILED DESCRIPTION OF DAMAGE</b>			
<b><u>RESIDENTIAL</u></b>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____ _____ _____			
<b><u>COMMERCIAL</u></b>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____ _____ _____			
<b><u>PUBLIC/GOVERNMENT</u></b>	# Destroyed _____	# Major Damage _____	# Minor Damage _____
Comments: _____ _____ _____			

**Village of Bartlett Emergency Management Agency DISASTER SITUATION REPORT**

**Form # 03-002-Page 2of 4**

**MASS CARE**

**Shelter Location:** \_\_\_\_\_ **# in Shelter;** \_\_\_\_\_ **POC/Phone #:** \_\_\_\_\_  
**Shelter Location:** \_\_\_\_\_ **# in Shelter;** \_\_\_\_\_ **POC/Phone #:** \_\_\_\_\_  
**Shelter Location:** \_\_\_\_\_ **# in Shelter;** \_\_\_\_\_ **POC/Phone #:** \_\_\_\_\_  
**Feeding Sites:** \_\_\_\_\_ **# Meals Served:** \_\_\_\_\_ **Provided By:** \_\_\_\_\_  
**Feeding Sites:** \_\_\_\_\_ **# Meals Served:** \_\_\_\_\_ **Provided By:** \_\_\_\_\_  
**Other:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**UTILITY SYSTEMS**

WATER	ELECTRICAL	SANITARY
<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Date/Time Back in Service:</b> _____ <b>Numbers Affected:</b> _____ <b>Owned BY:</b> _____ <b>POC:</b> _____ <b>Call Back #:</b> _____ <b>Comments:</b> _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Date/Time Back in Service:</b> _____ <b>Numbers Affected:</b> _____ <b>Owned BY:</b> _____ <b>POC:</b> _____ <b>Call Back #:</b> _____ <b>Comments:</b> _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Date/Time Back in Service:</b> _____ <b>Numbers Affected:</b> _____ <b>Owned BY:</b> _____ <b>POC:</b> _____ <b>Call Back #:</b> _____ <b>Comments:</b> _____ _____ _____

TELEPHONE	CELLULAR
<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Date/Time Back in Service:</b> _____ <b>Numbers Affected:</b> _____ <b>Owned BY:</b> _____ <b>POC:</b> _____ <b>Call Back #:</b> _____ <b>Comments:</b> _____ _____ _____	<input type="checkbox"/> Functional <input type="checkbox"/> Inoperable <b>Date/Time Back in Service:</b> _____ <b>Numbers Affected:</b> _____ <b>Owned BY:</b> _____ <b>POC:</b> _____ <b>Call Back #:</b> _____ <b>Comments:</b> _____ _____ _____

Village of Bartlett Emergency Management Agency **DISASTER SITUATION REPORT**

Form # 03-002-Page 3of 4

**INFRASTRUCTURE**

<b>POLICE</b>	<b>FIRE</b>	<b>EMS</b>	<b>HOSPITALS</b>	<b>AIRPORTS-R/R</b>
<input type="checkbox"/> <b>Functional</b> <b>Comments:</b> _____ _____ _____				

**ROADWAYS/BRIDGES**

**ALL OPEN**

**ROAD CLOSED AT:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATE/TIME OPEN:** \_\_\_\_\_

**BRIDGES CLOSED AT:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATE/TIME OPEN:** \_\_\_\_\_

**ACTION TAKEN**

**Detailed Description of Efforts:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Village of Bartlett Emergency Management Agency DISASTER SITUATION REPORT**

**Form # 03-002-Page 4 of 4  
ACTION TAKEN (continued)**

**Detailed Description of County, State and Federal Efforts:** \_\_\_\_\_

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**ANTICIPATED NEEDS**

**Detailed Description:** \_\_\_\_\_

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**COMMENTS**

**Detailed Description:** \_\_\_\_\_

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**APPENDIX E 6 – CCEMRS INCIDENT FLASH REPORT**



**COOK COUNTY DEPARTMENT OF EMERGENCY  
MANAGEMENT AND REGIONAL SECURITY FLASH REPORT**



Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_

<b>NAME OF LOCAL JURISDICTION:</b>		
<b>FORM COMPLETED BY:</b>	<b>TITLE:</b>	
<b>CALL BACK PHONE NUMBER:</b>	<b>DATE:</b>	<b>TIME:</b>
1. Type of condition, emergency, or disaster:		
2. Date and time of occurrence:		
3. Describe the affected area of the jurisdiction:		
4. Describe road conditions including roadways and highways that are impassable:		
5. Estimated number of casualties:		
A. Deaths _____	B. Injuries _____	C. Homeless/Stranded _____
6. Estimated number of homes damaged:		
7. Estimated number of homes destroyed:		
8. Estimated number of businesses / industries damaged:		
9. Estimated number of businesses / industries destroyed:		
10. Briefly describe the damage to public buildings (i.e., extent of damage, service disruptions, estimated cost - if known):		
11. Briefly describe the damage to utility system (i.e., extent of damage, service disruptions, estimated cost - if known):		
12. Describe local actions taken or to be taken:		
13. Describe outside assistance needed or requested:		
14. Has a disaster declaration been made?	YES	NO
15. Comments:		

**INSTRUCTIONS**

1. This information should be faxed to the Cook County Emergency Management and Regional Security as soon as possible.

**COOK COUNTY EMA FAX NUMBER: 312-603-9851**

2. Update the information (whether situation either deteriorates or improves) as necessary.

3. This form is meant for local government/municipal use. *This Report not intended to be used by private citizens.*

*CCEMRS Incident Flash Report Form Updated 01/20/2020*

**ANNEX F**  
**EVACUATION 301.240a6**

**IEMA Requirements:**                      **Evacuation - The movement of people to a safe area from an area believed to be at risk, when emergency situations necessitate such action.**

**STATEMENT OF PURPOSE 301.240b1**

Incidents may occur that requires the evacuation, dispersal, or relocation of residents from threatened or hazardous areas within the Village of Bartlett, other municipalities and unincorporated Cook County.

Evacuation is defined as “the temporary or long-term relocation of a community and its residents and workers from a potentially dangerous area to one that offers safety and protection.” There are two types of evacuations that may be utilized:

**GENERAL EVACUATION** involves the relocation of large portions of the public from a dangerous or potentially dangerous area, to an area, which provides safety from the impending situation.

**LIMITED EVACUATION** involves the relocation of one or a few persons from a dangerous or potentially dangerous area, to an area, which provides safety from the impending situation.

The purpose of this annex is to identify the agencies that would be involved in coordinating and carrying out an evacuation.

**SITUATIONS 301.240b2**

The Village of Bartlett is subject to disaster, whether natural or man-made. During certain incidents, some of the Village residents may be asked to relocate. Relocation routes have been identified, and methodology developed to implement an evacuation plan at a moment’s notice. A map displaying these pre-determined evacuation routes are located in the EOC Command Center.

**ASSUMPTIONS 301.240b3**

If a general or limited evacuation is recommended, the government of the Village of Bartlett can assume mutual aid assistance from neighboring and encompassing governmental agencies. Some residents may refuse to leave their homes and/or property, even if the major emergency or disaster is clearly visible.

Following an evacuation, the threat of looting becomes a viable concern. Security measures will be addressed and implemented. Once relocated, residents should remain in shelters as long as danger is apparent. However, some residents may attempt to return before it is safe for them to do so.

## CONCEPT OF OPERATIONS 301.240b4

Bartlett Police Department is the lead agency responsible that is responsible for recommending protective actions.

The protection of the population of the community residents during periods of emergency or following a disaster may be accomplished in one of the following ways:

**Shelter in Place** - Occupants of structures will be advised to remain indoors and to close windows and doors and shut down outside ventilation equipment. This method will be utilized if a hazard is present and area residents will be placed at more risk by their movement's outdoors.

**Limited Evacuation** - Occupants of a small area, probably less than a square block, need to be relocated due to the hazard present.

**General Evacuation** - A large area or the entire community needs to be evacuated. The type of protective action and the area to be included in the recommendation will be based on the nature and extent of the hazard and the potential to harm area residents.

The Incident Commander based on his/her authority, without coordination with the Village Mayor/President, can initiate issuance of a "Shelter-in-Place" or "Limited Evacuation" recommendation. This recommendation would be used for small incidents such as a structure fire, small hazardous materials leak, or a crime scene.

Issuance of a "General Evacuation" recommendation requires a formal Declaration of Emergency by the Village President. The Village President will confer with the department or agency – for example, in which a recommendation could include the incident commander and if appropriate, the crisis management team prior to issuing a recommendation.

The Village President is responsible for making a protective action recommendation within the corporate boundaries of the Village of Bartlett. If the recommendation will affect an adjoining municipality or the unincorporated area of the County (s), the recommendation should be coordinated with the adjacent municipality and/or the County (s).

The County of Jurisdiction and IEMA will be notified, as soon as practically possible, that a "shelter-in-place" or "evacuation" recommendation has been made.

If recommended, "general evacuations" will be conducted based on the following stages:

- |                |   |
|----------------|---|
| <b>Level 1</b> | Prevent access to those without official business (curious, sightseers, etc.) |
| <b>Level 2</b> | Evacuate residents  |
| <b>Level 3</b> | Evacuate support personnel and the media                                      |
| <b>Level 4</b> | Evacuate all but necessary workers  |
| <b>Level 5</b> | Total evacuation  |

Notification of community residents of the recommended protective action will be the responsibility of the Village of Bartlett EMA. Notification will be accomplished through the following methods: Bartlett access channel via COMCAST cable, local radio, television stations, Code Red notification, door to door notification, police and fire personnel through a public address system, and social media sites.

Village of Bartlett will ensure the warnings are given in multiple languages (via radio, television and cable access) so all residents can be properly notified.

Bartlett Police Chief will be responsible for the safe and orderly evacuation of the public.

### **301.240h1**

While it is anticipated that most residents will use privately owned vehicles, should an evacuation be recommended, it is recognized that others will need transportation. The Village of Bartlett is responsible for coordinating transportation for the special needs population within the community. The following facilities have been identified as having populations with special transportation needs. **301.240h2**

Clare Oaks Senior Center, Maryville Academy, Victory Senior Center and Hanover Township Senior Center all have their own methods of transportation via buses. District U-46 also has numerous buses for transport as well as all of the local day care facilities have vehicles for transport.

The community Mass Care Coordinator (Golf Course Directors) will be notified when a “general evacuation” has been recommended, and it appears that shelter and feeding resources will be needed. If it appears that a shelter will be needed outside the community, the Mass Care Coordinator will coordinate the opening of that facility with the County of Jurisdiction’s EMA and IEMA.

Following the completion of an evacuation, traffic control posts will be converted to access control posts. Bartlett Police Department is tasked with providing security for the evacuated area, traffic and crowd control. Only emergency response personnel will be permitted into the evacuated area.

Bartlett Police Department with assistance from the Bartlett Public Works Department is tasked with maintaining primary and alternate evacuation routes in an open and passable condition. The evacuation routes for the Village of Bartlett are identified in Appendix F4 to this Annex.

A recommendation to re-enter an affected area will be forwarded to the Village President by the Incident Commander. This recommendation will be made in cooperation with supporting agency officials involved in the incident. If a re-entry recommendation is made from a higher level of government (County, State, or Federal) verification of that recommendation will be made, prior to an announcement being made.

The announcement to re-enter an evacuated area will be announced by the Village President. If the evacuated area includes portions of a neighboring municipality or the unincorporated County

of Jurisdiction, the re-entry recommendation will be coordinated with the appropriate Village President and/or the County of Jurisdiction Board President. Following a general evacuation, reentry to an affected area will be allowed based on the following stages:

<b>Level 4</b>	Emergency workers only
<b>Level 3</b>	Damage assessment personnel and escorted media
<b>Level 2</b>	Utility workers and escorted media
<b>Level 1</b>	Residents, property owners, and unrestricted media
<b>Level 0</b>	Unrestricted re-entry

Further operational procedures are confidential and kept in the Village Departments SOPs/SOGs.

## **DIRECTION AND CONTROL**

By Illinois law, the Mayor/Village President of Bartlett is ultimately responsible for the protection of life and property. He/she is also responsible for ensuring that evacuation operations are effective. Ensuring the safety of the community population during an evacuation is one of those critical functions.

Within the Village of Bartlett, the Village President/Mayor is the official responsible for recommending the implementation of a “General Evacuation” for the Village. If a disaster is wide-spread and extends into the unincorporated portions of the Village, the Director of CCEMRS through the Cook County President is responsible for the recommending the implementation of a General Evacuation for those unincorporated areas. DuPage and Kane County will operate in the same manner.

The Village of Bartlett Emergency Operation Center will be the direction and control point for all major decisions concerning evacuation. The Village President/Mayor will direct the major evacuation effort from this facility. Communications to the public will be accomplished through the use of mobile units and local media.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the Chief of Police, EMA Coordinator and Director of Public Works for the maintenance, review and updating of this annex.

## **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village’s Evacuation Plan.

1. Chief of Police
2. Deputy Chief of Support Services
3. Public Works Director
4. Fire Chiefs
5. Assistant Fire Chiefs
6. EMA Coordinator

## **APPENDICES**

Appendix F1 Pre-emergency Operation Checklist  
Appendix F2 Public Works Response Operation Checklist  
Appendix F3 Public Works Recovery Operation Checklist  
Appendix F4 Evacuation Routes

**APPENDIX F 1  
EVACUATION  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Actions that the community will take within the first 2 hours of the disaster impact are but limited to: Assessing the hazard, determining the area of impact, determining the appropriate protective action, implementing the protective action, and alerting/warning the public, etc.

Complete: Yes/No	Identify potential hazard area, which may require evacuation (Hazard Analysis).
Complete: Yes/No	Develop a public information program to increase citizen awareness, to include: <ul style="list-style-type: none"> <li>a. Reasons for possible evacuations.</li> <li>b. Appropriate food, clothing, and other essential items to pack when evacuating.</li> <li>c. Evacuation routes.</li> <li>d. Evacuation staging areas.</li> <li>e. Shelter locations.</li> <li>f. Telephone number(s) for emergency assistance.</li> </ul>
Complete: Yes/No	Identify special concern groups, i.e., senior citizens, handicapped, etc.
Complete: Yes/No	Plan evacuation routes.
Complete: Yes/No	Review plans with the Public Works Department, the County of Jurisdiction Highway Department, Hanover and Wayne Township Highway Departments and the Illinois Department of Transportation to ensure evacuation routes will remain open during a time of emergency or disaster.
Complete: Yes/No	Develop road service agreements with local towing companies and garages.
Complete: Yes/No	Conduct small-scale exercise to test the system.

**APPENDIX F2  
EVACUATION  
RESPONSE OPERATIONS CHECKLIST**

Actions that the community will take through the end of the first 8 hours following the disaster impact are but not limited to: Continuing the implementation of the protective action, continuing to assess the situation and the area of potential impact on the community, coordination with adjacent municipalities and/or the County of Jurisdiction, etc.

Complete: Yes/No	If an evacuation is necessary, the Mayor will notify the local EMA Coordinator and request activation of shelter locations through the Golf Course Manager.
Complete: Yes/No	If an evacuation is necessary, the Mayor will notify the local EMA Coordinator and request activation of shelter locations.
Complete: Yes/No	Notify appropriate agencies at the county, state and federal levels.
Complete: Yes/No	When directed by the Mayor, Police Chief, Fire Chief and Director of Public Works will dispatch available equipment and manpower to notify the public by mobile public address systems and door to door contact, if necessary.
Complete: Yes/No	The EMA Coordinator and the Director of Public Works will coordinate transportation resources.
Complete: Yes/No	Provide traffic and perimeter control, as needed.
Complete: Yes/No	Call road service support groups, if appropriate.
Complete: Yes/No	Arrange to evacuate special concern groups.
Complete: Yes/No	Keep the public informed about emergency conditions, evacuation routes, shelter locations, and other vital information.
Complete: Yes/No	Provide security for evacuated areas and institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas.
Complete: Yes/No	Arrange for continuing operation or rapid re-start of essential services to the evacuated area.

**APPENDIX F3  
EVACUATION  
RECOVERY OPERATIONS CHECKLIST**

Actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are but not limited to: Continuing to assess the situation and its impact on the community, providing information to area residents, and recommending re-entry, etc.

Complete: Yes/No	Assess scene to ensure safety prior to allowing the public to re-enter the area.
Complete: Yes/No	Arrange for the early return of essential personnel.
Complete: Yes/No	Initiate general return to area as soon as possible.
Complete: Yes/No	Provide re-entry information to the EOC and local media to inform local residents of re-entry instructions and remaining hazards, and update information as necessary.
Complete: Yes/No	Provide access and traffic control for returning residents.
Complete: Yes/No	Develop public information program to disseminate recovery and disaster assistance information.
Complete: Yes/No	Complete reports for inclusion in the official record and later critique.

**APPENDIX F4  
EVACUATION ROUTES**

Primary and secondary evacuations routes have been identified in the Evacuation SOP's and are labeled on a Village map, which is stored and readily available for reference in the EOC.

**EVACUATION ROUTES**

North/South Routes... Rt.59, South Bartlett Rd., County Farm Rd.,  
Rt.25, North Bartlett Rd., Oak Ave.

East/West Routes... Devon Ave., Rt.20, West Bartlett Rd.,  
Army Trail Rd. Stearns Rd., North Ave.

**TRAFFIC/ACCESS CONTROL POSTS**

<u>MAP #</u>	<u>LOCATION</u>	<u>RESPONSIBILITY</u>
1.	Rt.20 @ N. Bartlett	Streamwood P.D.
2.	Rt.20 @ Rt.59	Streamwood, State Police
3.	Rt.20 @ Naperville Rd.	Elgin P.D.
4.	Rt.20 @ Park Blvd.	Streamwood, Hanover Park
5.	Rt.20 @ Oak Ave.	Streamwood P.D.
6.	Rt.59 @ West Bartlett Rd.	Bartlett
7.	North Ave. @ Rt. 20	Hanover Park Streamwood
8.	North Ave. @ Prospect Ave.	Bartlett, Hanover Park,

1 - 8 are locations in Cook County, and these areas can be served by the Cook County Sheriff's Police.

9.	Rt.59 @ Stearns	Bartlett, DuPage S.O.
10.	Rt.59 @ Schick Rd.	Bartlett, DuPage S.O.
11.	Rt.59 @ Army Trail Rd.	Wayne, West Chicago
12.	Rt.59 @ Struckman Blvd.	Bartlett, DuPage S.O.
13.	Army Trail Rd. @ Gerber	Carol Stream, DuPage S.O.
14.	Army Trail @ Fairfax	Carol Stream, DuPage S.O.
15.	Army Trail @ Munger Rd.	Bartlett, Wayne, W. Chicago
16.	Stearns Rd. @ S. Bartlett	Bartlett, DuPage S.O.
17.	Stearns Rd. @ Newport	Hanover Park P.D.
18.	Stearns Rd. @ County Farm Rd.	Hanover Park P.D.
19.	Schick @ S. Bartlett	Hanover Park P.D.
20.	Schick @ Mayflower	Hanover Park P.D.
21.	Newport @ Devon Ave.	Hanover Park P.D.

9 - 21 are in DuPage Co. and can be served by the DuPage County Sheriff's Office if necessary.

- |     |                            |                         |
|-----|----------------------------|-------------------------|
| 22. | Rt. 25 @ West Bartlett Rd. | S. Elgin, Elgin, Wayne, |
| 23. | Rt. 25 @ Dunham Rd.        | S. Elgin, Elgin, Wayne  |
| 24. | Dunham Rd. @ Stearns Rd.   | S. Elgin, Elgin, Wayne  |

22, 23, and 24 are located in Kane County and can be served by Kane County Sheriff's Office, if necessary.

The Illinois State Police 2nd District Station is located in Elgin IL., and can also be contacted if necessary for any location within Bartlett.

The Village of Bartlett participates in several police assistance programs to include the Northern Illinois Police Alarm System (NIPAS.), Illinois Law Enforcement Alarm System (ILEAS). These systems provide assistance from surrounding agencies in the event of an emergency or disaster. These plans are activated by the shift supervisor through the police department's dispatch center.

## ANNEX G-1 MASS CARE 301.240a7

### IEMA Requirements

**Mass Care—Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to, providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.**

### ANNEX G 1 - HUMAN SHELTERING

#### STATEMENT OF PURPOSE 301.240b1

This provides instructions and procedures for obtaining temporary or long-term lodging of persons that require relocation in the event of a disaster or emergency within the Village limits.

#### SITUATION 301.240b2

The residences of our Village are vulnerable to the effects of various emergencies or disasters, such as chemical spills, tornados, floods, winter storms, or other natural disasters, etc. Shelters must be identified to provide protection to the resident and transient population of the County of Jurisdiction.

The Village of Bartlett will coordinate the opening and operation of shelters with Local Officials, American Red Cross, Salvation Army, Hanover and Wayne Townships and other agencies.

All Mass Care functions are under the direct auspices of the Mass Care Coordinator, and he/she will coordinate efforts with outside agencies, as well as the Public Information Officer, for the implementation of this annex.

#### ASSUMPTIONS 301.240b3

Personnel from the Village of Bartlett will handle the initial response to any disaster or unusual occurrences within the geographical limits of Village of Bartlett. It is quite possible that in the event of a disaster or unusual occurrence, citizens will be displaced from their homes. Officials will assist in finding temporary housing and supplies for displaced citizens.

The **Golf Course Director** for the Village of Bartlett has been assigned the task of the Mass Care Coordinator.

Mass Care encompasses:

**Shelter** - The provision of emergency shelter for displaced victims includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters; and use of similar facilities outside the disaster-affected area, should evacuation become necessary.

**Feeding** - The provision for feeding disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution.

**Emergency First Aid** - Emergency first aid services will be provided to disaster victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of disaster victims.

**Disaster Welfare Information** - Disaster welfare information regarding individuals residing within the affected area will be collected and provided to immediate family members outside the affected area by the DWI system. Disaster welfare information will also be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster.

**Bulk Distribution of Emergency Relief Items** - Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of disaster victims for essential items.

The responsibility for the provision of mass care is jointly shared between the Jurisdiction and the Cook County Bureau of Administration, the DuPage County EMA and the Kane County EMA.

The Mass Care Coordinator for the Village of Bartlett will rapidly determine if the mass care needs of the community can be managed with the resources available to the community. If municipal resources are not sufficient to meet the emergency needs, the Mass Care Coordinator will forward those needs to the County of Jurisdiction's EOC.

Once the mass care system is activated at the county/state level, the Bureau of Administration representative, in the County of Jurisdiction's EOC, will coordinate with the Mass Care Coordinator in the stricken jurisdiction(s) to determine the level of activation required. CCEMRS, DuPage and Kane County EMA and IEMA will help activate the appropriate disaster relief center(s) (DRC) and help provide adequate resources to manage the facility(s). The Village of Bartlett Mass Care Coordinator will report to the Village EOC for coordination of the Village mass care operations. **301.240i2**

Disaster relief centers will be opened as close as possible to the affected area, but safely away from hazards that may exist from the disaster. In the event that the disaster affects multiple jurisdictions, a regional center will be activated. Affected residents will be directed to the center(s) by emergency response personnel or via information released to the media.

Disaster relief centers will be operated in accordance with established standard operating procedures (SOPs).

Amateur radio operators can be sent to each relief center and will be responsible for transmitting data, contained in the sheltered registration form, from the relief center to the Local and County of Jurisdiction's EOC. This data will be entered into the DMIS computer system and made available, to stricken municipalities, as part of the Disaster Welfare Inquiry system. The release of information to the media regarding operation of a DRC or the mass care system in total will be coordinated between the County of Jurisdiction's Bureau of Administration (if applicable), municipal Mass Care Coordinator, and the municipal and county of Jurisdiction Public Information Officers.

The County of Jurisdiction's Bureau of Administration (if applicable) personnel will coordinate with the CCSEMRS, DuPage EMA and Kane County EMA and IEMA as well as the Salvation Army and Red Cross to provide needed supplies and food to support the mass care operation.

As deemed necessary, Salvation Army and American Red Cross mobile canteens will be dispatched to areas affected by the disaster to provide mobile feeding to emergency workers, residents remaining in the area, and to disaster relief centers requiring food support.

Should disaster relief center(s) need to be operated for extended periods, the County of Jurisdiction may determine that management of the center(s) should be transferred to the American Red Cross and converted into a disaster shelter. If the transfer is necessary, the Bureau of Administration (if applicable) will still retain oversight responsibility. If it is determined that the situation overwhelms the capabilities of the County of Jurisdiction, the Illinois Emergency Management Agency will be notified and outside assistance will be requested. State assistance will be provided based on tasks assigned in the Illinois Emergency Operations Plan. This assistance may be in the form of personnel or supplies, or by providing state facilities for use during the event.

During the recovery phase, the County of Jurisdiction will coordinate the opening and staffing of a bulk warehouse to receive, sort, and distribute relief supplies. The municipal Mass Care Coordinator will indicate specific needs to the County Bureau of Administration (if applicable), and if available, these supplies/materials will be routed to the municipality from the bulk distribution center.

The Salvation Army/American Red Cross will be responsible for the receipt, sorting, and distribution of all donated foods received at the regional distribution center.

## **FACILITIES**

At present, there are arrangements for temporary shelters at the following locations within the Village:

Bartlett Park District Community Center 700 S. Bartlett Rd. Bartlett.

Bartlett High School 701 W. Schick Rd. Bartlett

Bartlett Hills Golf Course 800 W. Oneida Ave. Bartlett

It is the intent of the Village of Bartlett to establish a shelter for employees and their families. This would facilitate the use of family members as volunteers (shelter registration, clerical, staging of donations, etc.) because of their close proximity to the EOC. It will also allow employees to visit with their families during breaks or rest periods without the interference or questions from the public or news media.

## **TRANSPORTATION**

There is also an agreement for transportation with School District U-46, and the Bartlett Park District to provide buses and drivers.

## **SHELTER OPERATIONS**

### **American Red Cross**

There exists at present a Village agreement, established on the 26<sup>th</sup> day of June, 2003, with American Red Cross of Greater Chicago, which is located in Arlington Heights, Illinois, to jointly provide disaster relief services in the previously listed shelter facilities, with the services consisting of food, clothing and first aid to victims of a disaster or an emergency.

### **Mass Care Coordinator Functions**

- a) The Mass Care Coordinator has several tasks to perform in the temporary shelter facilities.
- b) Maintain clear, open lines of communication with the E.O.C.
- c) Oversee the registration of shelter inhabitants.
- d) Determine personal resources within the shelter population for welfare, morale, etc., and assign tasks accordingly. See EMERGENCY RELOCATION REGISTRATION FORM.
- e) Request security measures to ensure shelter safety.
- f) Maintain positive morale and offer emotional support.
- g) Make available administrative equipment and supplies such as pencils, paper, registration forms, and event log from the EOC, for pre-positioning at the shelter location.

NOTE: At present a shelter team does not exist, however, our Village personnel can be mobilized. Necessary training in shelter operations must be given to these personnel for the overall management of the shelters. Possible assistance in this situation may be available from persons housed in the shelter or from Village employee spouses.

## **RESPONSIBILITIES**

The Mass Care Coordinator will be responsible for determining the need to open shelters, obtaining resources to run shelters, assist with mass feeding, and providing health/medical care at shelters. The Mass Care Coordinator will also be responsible for coordinating press releases with the Public Information Officer. **301.240i3**

The following departments / agencies are responsible for the provision of functional support:

<b>Sheltering:</b>	Village of Bartlett Golf Course Manager <b>301.240i1a</b>
<b>Feeding:</b>	Village of Bartlett Golf Course Manager <b>301.240i1b</b>
<b>First Aid:</b>	Bartlett Fire Protection District <b>301.240i1c</b>
<b>Welfare Information:</b>	Village of Bartlett Clerk's Office

#### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX 301.240b5**

It is the responsibility of the EMA Coordinator and Golf Course Manager for the maintenances, review and updating of this annex.

#### **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Mass Care System.

1. Mass Care Coordinator
2. Deputy Mass Care
3. EMA Coordinator

#### **APPENDICES**

Appendix G1 Shelter Pre-emergency Operation Checklist  
Appendix G2 Shelter Response Operation Checklist  
Appendix G3 Shelter Recovery Operation Checklist  
Appendix G4 Emergency Relocation Registration Form

**APPENDIX G 1  
SHELTER  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Included in this section are actions that the community will take within the first 2 hours of the disaster impact. These may include such actions as: determining the number of individuals needing assistance, the accessibility to disaster relief center locations, and requesting the Mass Care Coordinator to contact the County of Jurisdiction’s EOC with list of needs, etc.

Complete: Yes/No	Identify local and/or all agencies available and willing to supply shelter assistance (including religious groups, Townships and senior centers).
Complete: Yes/No	Identify special concern residents that may require shelter assistance.
Complete: Yes/No	Coordinate with all assisting agencies to ensure cooperation and assist in identifying shelter coordinators and shelter managers.
Complete: Yes/No	Identify and keep a current the list of all-congregate care shelters, which could be used for feeding and lodging.
Complete: Yes/No	Identify facilities for lodging, feeding of institutionalized or special concern residents.
Complete: Yes/No	Identify resources, which would be important for use within shelters (i.e.: food, water, sanitary supplies, medicine, clothing, blankets, etc.).

**SHELTER  
RESPONSE OPERATIONS CHECKLIST**

Included in this section, are actions that the community will take through the end of the first 8 hours following the disaster impact. These may include such actions as: providing local input to County Department of Human Services regarding the location of Disaster Relief Centers, establishing shift staffing levels needed, identifying mass care needs, and coordinating with the County of Jurisdiction to meet identified needs, etc.

Complete: Yes/No	Upon determination that the need of shelter facilities has occurred, the Local E.M.A. Coordinator will notify and request some or all of the following agencies to report to the EOC:
Complete: Yes/No	Township Supervisors
Complete: Yes/No	American Red Cross
Complete: Yes/No	Cook, DuPage, Kane County Health Department
Complete: Yes/No	Salvation Army
Complete: Yes/No	Local churches and ministers
Complete: Yes/No	Regional and local Superintendents of Schools
Complete: Yes/No	Food Pantries
Complete: Yes/No	The Local EMA Coordinator will coordinate with the above agencies to support the shelter needs.
Complete: Yes/No	Shelter managers will report current status to the shelter coordinator at/in the EOC, as to the number of shelters, supplies, and sanitary conditions, etc.
Complete: Yes/No	Coordinate with the Public Health Department, and the Red Cross to provide basic health and medical care in shelters and congregate care facilities.

**APPENDIX G 3  
SHELTER  
RECOVERY OPERATIONS CHECKLIST**

In this section are the actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion. These may include: continuing to brief the CMT, responding to citizen inquiries, continuing to monitor mass care needs of community residents, establishing temporary feeding stations for residents working on cleanup / recover efforts, coordinating with the Public Information Officer regarding the release of information related to evacuees, establishing temporary first aid stations in the affected area to support recovery efforts, and coordinating the distribution of donated disaster relief supplies obtained from the bulk warehouse, etc.

Complete: Yes/No	Shelter operations will continue until a return order is issued.
Complete: Yes/No	Shelters will be cleaned and closed as evacuees depart.
Complete: Yes/No	Necessary logistical support will be provided for food, water, emergency power, lighting, and fuel for dispatch and control centers and response personnel during emergency operations.
Complete: Yes/No	Radiation exposure records will be maintained for all response personnel, and require dosimeter readings at appropriate frequencies during emergency operations.
Complete: Yes/No	Identify facilities that are appropriate for short-term use as lodging and feeding facilities for evacuees who don't require fallout shelter protection.
Complete: Yes/No	Identify facilities suitable as fallout shelters from the national facility survey.
Complete: Yes/No	Identify upgradeable facilities, which can be used as a resource to cover shelter deficits.
Complete: Yes/No	Allocate specifically designed segments of the population to specifically identified shelters.

**Appendix G 4 Emergency Relocation Registration Form**

VILLAGE OF BARTLETT EMERGENCY RELOCATION REGISTRATION FORM

**Family Last** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_

Family Members First Bartlett	Relation to #1	Age	Sex	Illness or Disability	Skill or Occupation	Work Assigned In Shelter
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Immediate Family Members Not In This Shelter	Presumed Whereabouts	Relation
1.		
2.		
3.		
4.		
5.		

Other Relatives Not In Effected Area	Address & Phone Number
1.	
2.	
3.	
4.	
5.	

**Pets Location to:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Items Brought Into Shelter (e.g. food, medicines, blankets, etc.):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ANNEX G 2 ANIMAL CARE

### STATEMENT OF PURPOSE 301.240b1

The purpose of this annex is to address the needs of animals (companion, livestock, wildlife, and exotic) that need food, rescue, medical attention or shelter, as a direct result of an emergency or disaster situation. This annex also addresses the re-unification of animals with their owners, euthanasia, and disposal of deceased animals.

### SITUATION 301.240b2

All animal care functions are under the direct auspices of the Animal Control Officer, (Bartlett Community Service Officers of which one is an Animal Abuse Investigator) and it is he/she that will coordinate efforts with outside agencies, as well as the Cook County, DuPage and Kane County Animal Control, for the implementation of this annex.

### ASSUMPTIONS 301.240b3

Personnel from the Village of Bartlett will handle the initial response to any disaster or unusual occurrences within the geographical limits of the Village of Bartlett. It is quite possible that in the event of a disaster or unusual occurrence, animals/pets will be displaced from their homes. Officials will assist in finding temporary housing and supplies for displaced animals.

### CONCEPT OF OPERATIONS 301.240b4

**Shelter** - The provision of emergency shelter for displaced animals includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities such as tents, the temporary construction of shelters, and use of similar outside the disaster affected area, should evacuation become necessary. Attempts will be made to house/shelter animals in as close proximity to their owners as possible.

**Feeding** - The provision for feeding disaster animals and emergency workers through a combination of fixed sites, mobile, feeding units, and bulk food distribution.

**Emergency first aid** - Emergent first aid services will be provided to animal disaster victims in the field and at mass care facilities and at designated sites within the disaster area. This emergency first aid service will be supplemental to emergency health and medical services established to meet the needs of animal disaster victims.

**Disaster Animal Information** - Disaster welfare information regarding animals residing within the affected area will be collected and provided to concerned persons outside the affected area. Disaster animal information will also be recorded and utilized to assist in reunification of animal owners with their animals within the affected area were separated at the time of the disaster.

**Bulk Distribution** of emergency relief items - Sites will be established within the affected area for distribution of emergency relief items.

**Animal Disposal** - Provide for the safe disposal of animal carcasses in accordance with State and Local laws.

**Rescue** - Capture, transport and confinement of animals to reduce the risk or injury to humans and animals alike.

**Animal Return** - Reunification with Owners - Animal releases shall be monitored and identification required picking up/ release any animal. Animal owners should attempt to provide some type of paper identification, which indicates that the animal is theirs. All releases shall require individual identification such as a driver's license, etc. to ensure accuracy of animal releases.

Following the impact of an event requiring the activation of the Animal Care Plan, a representative from the stricken jurisdiction(s) will rapidly assess the needs within their jurisdiction. The Animal Plan representative will forward those needs to the EOC. Upon activation of the Animal Plan, the animal control representative in the EOC will coordinate with the Animal Care Representative in the stricken jurisdiction(s) to determine the level of activation required. The Village of Bartlett Animal Control Division will activate/notify the appropriate Animal Shelters and provide adequate staff to manage the facility(s). **301.240i2**

Animal Shelter facilities will be opened as close as possible to the affected area, but safely away from hazards that may exist from the disaster. In the event that the disaster affects multiple jurisdictions, a regional center will be activated.

Animal Care facilities will be operated in accordance with established Standard Operating Procedures (SOPS).

Amateur radio operators may be sent to each regional Animal Care facility and will be responsible for transmitting data contained in the animal registration form from the regional center to the EOC.

This data will be compiled and made available as part of the Animal Disaster Inquiry system. If it is determined that the situation overwhelms the capabilities of the Village, Cook County Homeland Security Emergency Management Agency, DuPage County OEM, Kane County OEM and Illinois Emergency Management Agency will be notified and outside assistance will be requested. State assistance will be provided based on tasks assigned in the Illinois Emergency Management Plan. This assistance may be in the form of personnel or supplies, or by providing state facilities for use during the event.

Further operational procedures are confidential and kept in the Mass Care SOPs/SOGs.

## Bartlett Police Department Community Service Officers

### RESPONSIBILITIES:

Animal Control Division will be responsible for the care of animals left behind or rescued during an evacuation or injured as a result of a disaster.

The following departments / agencies are responsible for the provision of functional support:

**Sheltering:** Village of Bartlett/County of Jurisdiction **301.240i1a**  
**Feeding:** Village of Bartlett/County of Jurisdiction **301.240i1b**  
**First Aid:** Village of Bartlett/County of Jurisdiction **301.240i1c**  
**Welfare Information:** Village of Bartlett/ County of Jurisdiction

### Support Agencies:

**Animal Welfare Societies** will assist the Village of Bartlett Animal Control Division with animal sheltering facilities and animal care and handling in general. Trained staff will assist with technical animal support.

**Volunteers** will be responsible for staffing Animal Care facilities, rescuing animals as their expertise permits, feeding, medical care and administrative duties within shelter facilities. All volunteers whether trained or untrained will be at the direction of the Village of Bartlett Animal Control Division (See Annex J2 on Volunteers).

**Animal Clubs/Organizations** will be responsible for assisting with animal rescues, as expertise permits, and assisting shelter volunteers as required. Animal Clubs and organizations shall also be responsible for distribution of Disaster Animal Care brochures and associated materials, framed staff will assist with technical animal support.

**Cook County Forest Preserve District** will assist the Village of Bartlett Animal Control Division with technical assistance in the handling and care of County wildlife. The Forest Preserve District will also assist in capture of wildlife displaced from their natural habitat, distribution of food and water to wildlife, furnish trained staff to assist with large animals / wildlife and be available to answer any related wildlife inquiries.

**Veterinarians** can provide veterinarian medical care, treatment of sick and injured animals and can additionally provide technical animal support.

### MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility EMA Coordinator for the maintenances, review and updating of this annex. **301.240b5**

## **CONTINUITY OF GOVERNMENT 301.240e4**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Mass Care System.

1. Chief of Police
2. Deputy Chief of Support Services
3. Deputy Chief of Operations

## **APPENDICES**

Appendix G5 Animal Care Pre-emergency Operation Checklist

Appendix G6 Animal Care Response Operation Checklist

Appendix G7 Animal Care Recovery Operation Checklist

**APPENDIX G 5  
ANIMAL CARE  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Included in this section are actions that the community will take within the first 2 hours of the disaster impact. These may include such actions as: determining the number of individuals needing assistance, the accessibility to disaster relief center locations, and requesting the Animal Control Division to contact the County EOC with list of needs, etc.

Complete: Yes/No	Alert appropriate animal control personnel and report to the EOC to receive a briefing on the status of the incident.
Complete: Yes/No	Alert appropriate animal control personnel and report to the EOC to receive a briefing on the status of the incident.
Complete: Yes/No	Based on intelligence provided by the stricken municipality(s), determine any special requirements posed by the types of animals affected by the disaster.
Complete: Yes/No	Determine if a community animal shelter needs to be established based on the size of the incident.
Complete: Yes/No	Establish an animal disaster informational telephone number for inquiries.
Complete: Yes/No	Activate sufficient personnel to meet the identified needs.
Complete: Yes/No	(other – if any)

**APPENDIX G 6  
ANIMALS CARE  
RESPONSE OPERATIONS CHECKLIST**

Include in this section, are actions that the community will take through the end of the first 8 hours following the disaster impact. These may include such actions as: providing local input to County Department of Animal Control regarding the location of Animal Relief Centers, establishing shift staffing levels needed, and identifying animal needs coordinating with the County to meet identified needs, etc.

Complete: Yes/No	Contract appropriate support agencies/groups based on nature of disaster and needs.
Complete: Yes/No	Open and staff sheltering areas, if required.
Complete: Yes/No	Move stockpiled supplies to the center, if available, contact established resources for any needed supplies.
Complete: Yes/No	Dispatch rescue personnel to areas of possible animal entrapment.
Complete: Yes/No	Coordinate with the PIO to publicize the location of the animal shelters.
Complete: Yes/No	Continue to assess the situation and determine if additional resources are needed to meet the needs of the crisis.
Complete: Yes/No	Establish communication between shelter sites and the EOC for data dissemination.

**APPENDIX G 7  
ANIMALS CARE  
RECOVERY OPERATIONS CHECKLIST**

In this section, are the actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion. These may include: continuing to brief the CMT, responding to citizen inquiries, continuing to monitor animal care needs of community residents, establishing temporary feeding stations for animals/pets working on cleanup/recover efforts, coordinating with the Public Information Officer (PIO) regarding the release of information related to evacuees pets, establishing temporary veterinarian stations in the affected area to support recovery efforts, and coordinating the distribution of donated disaster relief supplies obtained from the bulk warehouse, etc.

Complete: Yes/No	Provide information and referral assistance to those attempting to locate their animals. Utilize animal location forms for entry into disaster animal inquiry system.
Complete: Yes/No	Establish a location to accommodate the receipt, sorting and distribution of donation foods and other supplies.
Complete: Yes/No	Develop a method to deal with the receipt and distribution of monetary donations related to the disaster.
Complete: Yes/No	Arrange for feeding of shelter workers and volunteers, if necessary.
Complete: Yes/No	Continue care and treatment of animals during the disaster.
Complete: Yes/No	Provide for disposal of waste and animal carcasses.

## ANNEX H HEALTH AND MEDICAL 301.240a8

### **IEMA Requirements:**

**Health and Medical—The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health, mental health services.**

### **STATEMENT OF PURPOSE 301.240b1**

A serious emergency or disaster greatly alters the environment of the Village of Bartlett. Depending on the impact of the disaster, extra measures to ensure public health may be required. These measures may include disease control, sanitation, rodent control and special needs for mental health.

The purpose of this annex is to define the roles of various agencies to ensure the coordinated provision of environmental, mental and physical health, particularly of local resources are overwhelmed.

### **SITUATIONS 301.240b2**

All emergencies and disaster place extraordinary strains on all levels of government. The demand for governmental services expands, while the ability to provide those services, in most cases diminishes.

The skill, equipment and facilities of the County of Jurisdiction’s Health Department can become a much-needed resource to provide for the health and welfare of our Village’s population.

### **ASSUMPTIONS 301.240b3**

In the event of a disaster or emergency in Cook County, the Cook County Bureau of Health Services and County of Jurisdiction’s Health Department will coordinate efforts with other public health support agencies to ensure utilization of services available.

Our local government has the primary responsibility to provide emergency medical and health services within their jurisdiction in response to a disaster.

In a mass casualty incident, the designated Public Information Coordinator and the on-site medical officers will coordinate with Cook, DuPage and Kane County Hospitals and other assisting agencies to ensure the coordination of public information releases and the implementation of a Joint Information Center operation.

### **CONCEPT OF OPERATIONS 301.240b4**

In Cook County, their Health Department and the Cook County Environmental Control Department are responsible for ensuring quality environmental health for Cook County residents. County will provide (for communities without a health department) and/or augment emergency

medical and health services that exceed the capabilities of the local government operations in the event of an emergency or disaster. DuPage and Kane County both have Health Departments and DuPage has an Emergency Management Agency within.

Following the impact of a major disaster or emergency, the priority of the health system is the prevention/control of disease and nuisance conditions, which would be the responsibility of the health department and the coordination of assistance for health and medical services, equipment and supplies. A system has been established and will be maintained by the Cook County Health Department to protect and preserve all health records deemed essential for continuing government functions and conducting emergency operations.

During emergency situations all public health resources and response personnel will be managed from the Cook County Health Department, located at 1010 Lake Street, Suite 300, Oak Park, IL 60301. Personnel at this facility will maintain contact with the health department representative at the EOC to advise the status of disaster operations or request advice on actions, which should be taken. DuPage County Health department is located at 421 County Farm Rd. Wheaton, IL. (630) 221-7124, Kane County Health Department is located at 1240 N. Highland Ave. Aurora, IL 60506 (630) 208-3801.

Throughout the emergency or disaster, the coordination of various the County of Jurisdictions agencies may be required to protect health records essential for public safety (Mutual Aid).

#### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES 301.240j1**

It is recognized that the responsibility for protection of lives and property of the residents of the County of Jurisdiction rests with the elected governments. In accordance with Illinois revised statutes, the County of Jurisdiction's Board President or his/her successor shall be the only authority to declare a local disaster emergency. Also, the County Board President shall have direct responsibility for Organization, Administration, Training and Operation of this plan. During disasters, the Bartlett EMA Coordinator shall support the response efforts undertaken within the County.

At the onset of a local emergency impacting health and medical services, CCDPH, DCHD, and the KCHD will make the appropriate notifications to other primary and support department or agencies, per their prescribed standard operating procedures. Notifications will be based on the severity of the situation. If implementation of the County of Jurisdiction EOP at the direction of the President of the Board of Commissioners is ordered, appropriate County of Jurisdiction department or agencies will be notified.

While the County of Jurisdiction's EMA Coordinator is responsible for the management and coordination of county resources in times of disaster, it is also recognized that the response to disaster relies on many other governmental levels as well, including municipal, township, supporting counties, regional, state and federal.

The Cook County Health Department and the Cook County Department of Environmental Control will be responsible for ensuring the environmental and public health for Cook County. Emergency Health and Medical Functions and/or services that will be coordinated through

CCDPH include, but not limited to (within this annex):

- Assessment of health and medical service's needs.
- Inspection and investigation of factors that could lead to food borne and/or water borne illnesses.
- Assistance with evacuation of hospital and/or long care facility patients.
- Coordination of assistance for health and medical services, equipment and supply.
- Assess and assist in decontamination of the chemically or radiological contaminated.
- Assist with the operations of shelters for special needs citizens who require more medical care than can be provided in a standard congregate care facility.
- Coordination of Critical Incident Stress Debriefing activities to protect the emotional health of emergency workers. **301.240j1a**

## **PRIMARY AGENCIES**

### **COOK COUNTY HEALTH DEPARTMENT**

- Maintain current list of Health Department personnel and resources.
- Coordinate with the Animal Control Office to ensure that loose animals or dogs are contained and controlled.
  - Provide technical assistance and coordination with:
    - a. Planning and implementing the evacuation of health care facilities
    - b. Emergency Medical Services
    - c. Providing safe and healthy living conditions at evacuation sites
    - d. Assisting with the inspections and investigations of structural and vertebrate pest and vector control
    - e. Providing technical assistance in assuring the safety of food and dairy products, non-community **301.240j1b**
    - f. Public water supply and private water wells
    - g. Providing additional consultation and technical assistance as required within CCDPH authorities

### **COOK COUNTY ENVIRONMENTAL CONTROL**

- Biochemical Monitoring.
- Inspect Food and Water Supply.

### **ANIMAL CONTROL**

- Support the EOC.

## **DIRECTION AND CONTROL**

The Cook County Emergency Operations Center will be the central point for direction and control. The Emergency Operations Center will be staffed at all times by a representative from the Cook County Health Department. Representatives from DuPage and Kane County would

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Village of Bartlett

Comprehensive Emergency Preparedness Plan

Revised February 2020

deploy in the same manner and will coordinate all public health related activities with the command post and their EOC. **301.240j2**

### **SUPPORT AGENCIES AMERICAN RED CROSS**

- Provides emergency first aid services for minor illnesses and injuries to disaster victims in Mass Care shelters, selected disaster cleanup areas, and other sites until EMS arrive.
- Supportive counseling for all disaster victims, family members of victims and disaster workers will be provided.
- Acquaints families with available health resources and services and make appropriate referrals as needed and requested.
- Provide blood and blood products through Red Cross regional Blood Centers as needed and requested.
- Coordination of appropriate casualty and/or patient information into the Disaster Welfare Inquiry System associated with the Mass Care function.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the CCSEMA, DCOEM, KCOEM to get the information from their respective Health Departments for the maintenances, review and updating of this annex.

**301.240b5**

### **CONTINUITY OF GOVERNMENT**

The following is the line of succession of individuals with responsibility for coordination, control, and continuity of the Village's Mass Care System. **301.240e4**

1. Golf Course Director/if shelter is needed
2. Deputy Fire Chief of Emergency Medical Services
3. Chief Paramedic
4. Paramedic Officer

### **APPENDICES**

Appendix H1 Health and Medical Pre-emergency Operation Checklist

Appendix H2 Health and Medical Operation Checklist

Appendix H3 Health and Medical Operation Checklist

**APPENDIX H 1  
HEALTH AND MEDICAL  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Included in this section, are actions that the community will take within the first 2 hours of the disaster impact. These may include such actions as: Notification to County Health Department and CCEMRS/KCOEM/DPCOEM EOC of multiple casualties or fatalities, and the determination of the community's needs, etc.

Complete: Yes/No	Community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
Complete: Yes/No	Specialized training in disaster operations for health personnel, first responders, and local hospital staffs.
Complete: Yes/No	First aid training for members of the public.
Complete: Yes/No	Storage of medical supplies and equipment.
Complete: Yes/No	Maintenance of medications and other supplies.
Complete: Yes/No	Emergency plans for temporary morgues for the deceased.
Complete: Yes/No	Contact of local ministerial association for support.

**APPENDIX H 2  
HEALTH AND MEDICAL  
RESPONSE OPERATIONS CHECKLIST**

Include in this section, are actions that the community will take through the end of the first 8 hours following the disaster impact. These may include such actions as: continuing assessment of local health needs; requesting support from the Health Department for survey of mass feeding or shelter facilities; briefing CMT members on health and mortuary issues; identifying physical, environmental, and mental health issues, etc.

Complete: Yes/No	Public information programs dealing with individual and community first aid.
Complete: Yes/No	Notification of appropriate state and federal agencies.
Complete: Yes/No	Provision of resources to support EMS operations.
Complete: Yes/No	Establish area for handling the deceased and transporting un-injured or slightly injured people.
Complete: Yes/No	Activation of temporary morgues.
Complete: Yes/No	Processing of data (i.e., incident report sheets).
Complete: Yes/No	Activation of ministerial support.
Complete: Yes/No	Report Health Department activities pertaining to emergency operations to the EOC.
Complete: Yes/No	Provide health and medical care to the sheltered in both shelter and congregate care facilities and elsewhere if required.
Complete: Yes/No	Coordinate with the designated Cook County Public Information Officer to provide information to the public regarding chemical and radiological contamination and any treatment(s) necessary.
Complete: Yes/No	Provide information to emergency response personnel of other departments and/or organizations regarding chemical and radiological contamination and any treatment(s) necessary.
Complete: Yes/No	Distribute antidotes, drugs, vaccines, etc. to shelters if necessary.
Complete: Yes/No	Ensure potable water supply during an emergency.
Complete: Yes/No	Provide sanitation services during an emergency.

**APPENDIX H 3  
HEALTH AND MEDICAL  
RECOVERY OPERATIONS CHECKLIST**

The actions that will be taken from the 8<sup>th</sup> hour of the disaster until its conclusion are listed below. These may include: continuing assessment of health needs; assisting the Medical Examiner Office in body removal activities; and establishing Critical Incident Stress Management (CISM) project, etc.

Complete: Yes/No	Continued response and treatment activities, as necessary.
Complete: Yes/No	Compilation of reports for state and federal agencies; compilation of reports for critique and review.
Complete: Yes/No	Re-supply of health and medical services response agencies.

## ANNEX I MORTUARY SERVICES 301.240a9

### **IEMA Requirements:**

**Mortuary Services—Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased’s personal effects; and locating and notifying the next of kin.**

### **STATEMENT OF PURPOSE 301.240b1**

The purpose of this annex is to identify the role of the Medical Examiner/Coroner during natural or manmade emergencies or disasters. The Medical Examiner/Coroner Annex establishes policies and procedures for the collection, identification, and disposition of dead persons during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected. Next of kin must be located and notified.

### **SITUATIONS 301.240b2**

All of the counties of jurisdictions are susceptible to a major emergency or disaster that could lead to a large number of fatalities. Transportation disasters, environmental or natural hazards, medical and health hazards or national attack can produce fatalities in the County of Jurisdiction that would strain or overwhelm normal capabilities of the Medical Examiner/Coroner’s Officer. Under such adverse conditions, demands for services could increase readily while the ability to provide services, special skills and equipment diminishes.

### **ASSUMPTIONS 301.240b3**

The first response to a mass casualty/fatality incident that occurs within the Village of Bartlett would be Police and Fire Services. As the need for Medical Examiner/Coroner Services becomes evident, the Cook County Medical Examiner/Coroner in DuPage and in Kane County, the Coroner’s Office would be notified. The Medical Examiner/Coroner would receive initial assistance from the Medical Examiners Deputies/Coroner Investigators, if available, and funeral directors and morticians. Additional personnel for Medical Examiner/Coroner Services may be obtained from adjoining counties, State and Federal Government Agencies.

### **CONCEPT OF OPERATIONS 301.240b4**

Initial request for Medical Examiner/Coroner Services will be received through DU-COMM or from law enforcement or fire service officials. Additional resources will be provided as requested by the Medical Examiner/Coroner in charge at the scene. Following the elimination of pending dangers by Police, Fire and Emergency Medical Services and after any injured have been rescued and removed, the Medical Examiner/Coroner on the scene, in conjunction with Fire, Police, E.M.A., and other authorized security and investigators, shall take charge of the death scene, and complete those actions deemed necessary.

Following the activation of this plan where public health issues are a concern, or where fatalities have occurred, the Village of Bartlett will notify the County Of Jurisdiction's OEM and request additional assistance from the Medical Examiner/Coroner's Office. Representatives of the Medical Examiner/Coroner's Office, operating within the County of Jurisdiction's EOC, will be responsible for assigning missions in support of the municipal request.

Following the notification of the next of kin, the names of the deceased will be provided to the County Public Information Officer for release to the media. The release to the media of the number of fatalities and the names of the deceased will come only from the Medical Examiner/Coroner's Office.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

In each County within the Village of Bartlett, the Medical Examiner/Coroner is responsible for the personnel, resources and capabilities of the following divisions within the Medical Examiner/Coroner's Office:

- Administration
- Investigation
- Toxicology Department.

## **DIRECTION AND CONTROL 301.240k1 and 301.240k2**

The County Emergency Operations Center is the primary direction and control facility during major emergency or disaster situation in the County of Jurisdiction. A designated field commander from the Medical Examiner Staff shall report to and coordinate through the command post. In smaller emergency situations, all operations may be conducted from on-site, or near-site command post.

When a disaster is declared, all Medical Examiner/Coroner operations will come under the direction of the Chief Medical Examiner/Coroner. The basic responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the disaster plan:

1. To ensure the mobilization, organization and operations of the Medical Examiners/Coroner's personnel, equipment and expertise at the time of a disaster.
2. To provide for the recovery, removal, collection, identification and processing of the dead and their personal effects.
3. To Coordinate Medical Examiner/Coroner activities with other agencies involved in a disaster situation.
4. Provide necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for mortuary response personnel during emergency operations.

5. Representation to the County EOC will be via telephone or radio from the Medical Examiner/Coroner's EOC.

Functions assigned to the Medical Examiner in Cook County are delineated in the County's Emergency Operation Plan. In DuPage and Kane County, the County Coroner's Office will respond similarly.

## **TRANSPORTATION**

The police department should handle the transportation of the victims. If additional transport vehicles are needed, contact the County of Jurisdiction's EOC.

## **SUCCESSION OF COMMAND**

The line of succession for the Cook County Medical Examiner will be:

1. Chief Medical Examiner
2. Chief Administrator
3. Assistant Chief Medical Examiner
4. Chief Investigator

The line of succession of the Kane County and DuPage Coroner's Office is similar in nature to Cook County.

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Commander (supervisor) assigned to EMA and the EMA coordinator to get the information from the Chief Medical Examiner/Coroner for the maintenances, review and updating of this annex. **301.240b5**

## **APPENDICES**

Appendix I Mortuary Services Pre-emergency Operation Checklist  
Appendix I Mortuary Services Response Operation Checklist  
Appendix I Mortuary Services Recovery Operation Checklist

**APPENDIX I 1**  
**MORTUARY SERVICES**  
**PRE-EMERGENCY OPERATIONS CHECKLIST**

Included in this section, are the actions the Village of Bartlett will take within the first 2 hours of the disaster impact. These may include such actions as: Notification to County Medical Examiner/Coroner's Office and the County of Jurisdiction's EOC of multiple casualties or fatalities; and the determination of the community's needs, etc.

Complete: Yes/No	Review hazard/identification to determine possible Emergency Mortuary Services problems.
Complete: Yes/No	Familiarize Village staff with disaster and mass fatality operations and provide them with training as necessary.
Complete: Yes/No	Develop a public information program in coordination with the County Public Information Officer for use in the event of an emergency. This program should provide information on identification and disposition of the dead, and methods for obtaining information related to Medical Examiner Services.
Complete: Yes/No	Contact the local ministerial association to assist in the disaster situation with religious counseling of families of disaster victims and workers.
Complete: Yes/No	Identify alternate morgue sites, which could be used during an emergency situation.
Complete: Yes/No	Identify refrigeration resources, which could be used during an emergency situation.
Complete: Yes/No	Identify and develop resources which could be used during an emergency situation.

**APPENDIX I 2  
MORTUARY  
RESPONSE OPERATIONS CHECKLIST**

Included in this section, are actions that the Village of Bartlett will take through the end of the first 8 hours following the disaster impact. These may include such actions as: Continuing assessment of local mortuary needs; and requesting support from the Medical Examiner Office/Coroner's Office for survey of mass mortuary issues.

Complete: Yes/No	Following the determination that an emergency or disaster situation exists requiring the activation of this annex, the Village's EOC will contact the Medical Examiner/Coroner at the proper EOC.
Complete: Yes/No	The Medical Examiner/Coroner Field Command Officer shall be requested to report to the Field Command Post.
Complete: Yes/No	The Medical Examiner/Coroner, or designee, at the Field Command Post shall take charge of the death scene after all rescue operations and all pending hazards have been eliminated.
Complete: Yes/No	The Medical Examiner/Coroner or designee will activate the Medical Examiner/Coroner Staff and have them report for duty.
Complete: Yes/No	The Medical Examiner/Coroner, or designee, should: <ul style="list-style-type: none"> <li>a. Protect the scene, (i.e. evidence, bodies, property).</li> <li>b. Remove unauthorized personnel.</li> <li>c. Secure and rope off the area.</li> <li>d. Carefully make a map of the physical evidence and location of the bodies or parts thereof.</li> <li>e. Prepare a photographic record of the scene.</li> <li>f. Collect statements from eyewitnesses.</li> </ul>
Complete: Yes/No	Supervise the proper removal of the dead, to morgue facilities by: <ul style="list-style-type: none"> <li>a. Identify the dead.</li> <li>b. Determine cause of death.</li> <li>c. Aid in the disposition of bodies.</li> <li>d. Assist in storage and disposition of personal property of the dead.</li> <li>e. Aid in maintenance of complete records.</li> <li>f. Coordinate release of information to the family, press and public, through the EOC Press Center and Medical Examiner/Coroner's Office.</li> </ul>
Complete: Yes/No	Establish adequate morgue facilities.
Complete: Yes/No	Report all information to the proper EOC.

**APPENDIX I 3  
MORTUARY SERVICES  
MEDICAL EXAMINER RECOVERY OPERATIONS CHECKLIST**

In this section, are the actions that the Village of Bartlett will take from the 8<sup>th</sup> hour of the disaster until conclusion. These may include: continuing assessment of mortuary needs; assisting the Medical Examiner/Coroner's Office in body removal activities; and establishing Critical Incident Stress Management (CISM) project, etc.

Complete: Yes/No	Continue to provide services as requested by the community.
Complete: Yes/No	If necessary, provide mental health assistance to the Medical Examiner/Coroner's Staff with health department assistance.

## ANNEX J RESOURCE MANAGEMENT 301.240a10

### IEMA Requirements:

**Resource Management—The progress of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster.**

### STATEMENT OF PURPOSE 301.240b1

This annex describes the procurement of outside resources that might be needed in the event of a disaster within the Village boundaries. Disaster experiences in other cities have shown the importance of a pre-planned resource system.

### SITUATIONS AND ASSUMPTION 301.240B2 and 301.240B3

The Village normally keeps in stock a sufficient quantity of equipment, material, and supplies to support the everyday activities of a thriving Village. The resources can handle most day-to-day emergencies on hand at any given time. However, if the emergency turns into a full-blown disaster, more equipment, supplies, material, and volunteers will probably be needed to respond to that disaster. Furthermore, a good system must be in place to warehouse and distribute donated goods and services that are customarily sent into a disaster area by concerned outside benefactors.

### CONCEPT OF OPERATIONS 301.240b4

Access to resources, including personnel and equipment, following the onset of a disaster is critical to effective response and recovery efforts. In like fashion, management of resources should be centralized with one department or agency to prevent duplication of requests for the same resource.

## RESOURCES

### Other Local Governmental Manpower and Equipment

Requests for resource support will be generated by the Incident Commander at the scene of the incident, or from members of the Crisis Management Team within the EOC. Following the activation of the emergency plan, the Village of Bartlett will be responsible for coordinating requests for resources for the Village, within the EOC. **301.240I1 and 301.240I2**

The EMA Coordinator and the various department heads concerned shall immediately begin to produce additionally needed items through mutual aid agreements, memoranda, and letters of understanding, disaster resource guidebooks or loan contracts. These agreements memoranda, letters of understanding, resource guide books or loan contracts are on file in the Village Administration, Finance Offices and/or the EOC/ICP. Additional help may be sought from the County of Jurisdiction's EMA, IEMA, and the Federal Government, if necessary.

An inventory of resources, provided by the community can be found in the EOC. Local EMA and Public Works Resources can be found in the Cook and DuPage Resource Guide. Additional listing of resources, available from the public and private sector can be provided throughout Cook County EMA, DuPage and Kane County EMA and IEMA.

In the event of a major emergency or disaster affecting multiple jurisdictions or unincorporated portions of the County; resource requests should be coordinated through the County of Jurisdiction as they can consolidate similar requests from multiple jurisdictions. Additionally, the County of Jurisdiction may be requested to coordinate the acquisition and scheduling of emergency response resources, i.e.: light trucks, fuel re-supply vehicles, debris removal equipment, etc., during the early hours of a disaster to take that burden from municipal officials, thereby allowing them to coordinate emergency response activities.

Requests for resources provided from the state or federal government, including hardware, vehicles, and personnel will be routed through the County EOC. The County will forward the requests to the Illinois Emergency Management Agency.

### **American Red Cross and The Salvation Army**

The American Red Cross and The Salvation Army will be asked to help with the procurement and distribution of emergency food and water supplies. Food and water can be acquired from any of the chain food stores in the Village.

### **Private Manpower and Equipment**

If a shortage of everyday items and personnel the Village used begins to seem likely, there will be a need to purchase materials, supplies, equipment and manpower. An inventory of vendor resources, provided to the Village, can be found in the Village's Vendor Resource Book.

When it is necessary to contract for services or purchase needed resources, the following procedure will be initiated by the Finance Department.

### **FINANCE**

Following the onset of a major emergency or disaster, the tracking of financial and personnel costs are essential. The local declaration of emergency or disaster allows the Village of Bartlett to make expenditures necessary to respond to and recover from the effects of the disaster, bypassing the normal competitive bidding process.

The Village of Bartlett's Finance Director is responsible for ensuring that adequate funding is available for the Village's response and recovery efforts. The Finance Director should immediately establish a budget line item for disaster-related expenditures and personnel costs. Funding for emergency/disaster related expenses is based on the following policies:

During an emergency, the Village of Bartlett will waive the usual bid process and purchase equipment and supplies as needed to bring the emergency or disaster to a close as soon as possible.

Tracking of expenditures should begin as soon as possible. These expenses must be backed based on the following categories:

**Emergency Work:**

**Category A - Debris Removal**

This includes the removal of debris and wreckage from public and private property, demolition of unsafe structures, clean out of foreign material in reservoirs, catch basins, and drainage channels.

**Category B - Emergency Protective Measures**

This includes search and rescue, security force deployment, flood fighting activities including sand bagging, pumping, etc., and sheltering costs.

**Permanent Work:**

**Category C - Road Systems**

This includes restoration of damaged road and bridge systems, culverts and traffic control systems.

**Category D - Water Control Facilities**

This includes restoration of damaged dikes, dams, levees, drainage channels, and similar facilities.

**Category E - Buildings and Equipment**

This includes restoration of damaged buildings, building contents and equipment.

**Category F - Utility Systems**

This includes water, sanitary and storm sewer, and electric utilities.

**Category G - Other (Recreational Facilities)**

This includes restoration of parks, recreation facilities and other types of damaged facilities that do not fit into other categories.

Tracking of expenditures, based on the preceding categories is required by FEMA in the event that the incident is large enough to warrant a federal disaster declaration.

## **Financial Management Forms**

Blank financial management forms packets are provided by the Illinois Emergency Management Agency and Federal Emergency Management Agency for tracking personnel and equipment costs, contract labor, and equipment rental costs related to a federally declared disaster. On the back of the sample form are detailed instructions indicating what information should be placed in each column/row. While the use of these forms is not mandatory for a non-federal declared disaster, the use of these sheets for all local emergencies will ensure that correct information is immediately available without extra work should the event be escalated to a federal disaster.

The Village's Finance Department has separate forms to be used for each job site and each category of work. Categories of these forms are:

- a. Force Account Labor Record
- b. Force Account Equipment Record
- c. Force Account Materials Record
- d. Contractual Services Record
- e. Rental Equipment Record

## **DONATIONS**

In times of emergency/disaster, the need for the general public to help his/her fellow man is great. This can be in the form of donated equipment, food, clothes, other items and money. The timely provision of donated resources can mean the difference between an effective and ineffective response and recovery operations. Recent disaster experiences have highlighted the importance of a smooth running donation resource system.

### **Monetary Donations**

The Finance Department has the responsibilities of receiving, banking and accounting for all monetary donations sent to the Village in an emergency/disaster. The Mayor and Village Council will set the proper ordinance for the use of this disaster relief money. The Police Department or department designated by the Village President/Mayor will be responsible for the security of these funds.

See the Finance Department SMOs for Monetary Donations. These SMOs are not kept in the EOC.

### **Other Donations**

The Public Works Department has the responsibilities of receiving, storing, distributing and accounting for all material and supplies donations sent to the Village in an emergency/disaster. The Deputy Police Chief/Commander assigned to EMA and the EMA Coordinator will set the proper procedures for the use of these disaster relief supplies/materials. The police department will be responsible for the security of these donations. The Donations SMO's are kept in the EOC.

## **VOLUNTEER**

### **Village Volunteer**

Local residents have always helped out our Village on a day-to-day basis by volunteering their services. The Village of Bartlett does not have a formal volunteer program. Wayne and Hanover Townships have extensive volunteer programs, including Hanover Township Emergency Management Agency, and could be called upon should the need arise. Also, DuPage and Kane County OEM also have volunteers that could be called upon as well. Graduates of Citizen Police Academies can be utilized.

The supervision and training of these volunteers are the responsibilities of that unit of jurisdiction.

### **Spontaneous Volunteer**

#### **ILLINOIS OFFICE OF HOMELAND SECURITY COMMUNITY GUIDELINES FOR DEVELOPING A SPONTANEOUS VOLUNTEER PLAN**

The attached document, “Community Guidelines for Developing a Spontaneous Volunteer Plan” has been developed to assist communities along with the Emergency Services and Disaster Agency (ESDA) Coordinator in developing and executing a community spontaneous volunteer plan as part of the county emergency operations plan. This document outlines steps for volunteer agencies traditionally involved with disaster response, other community agencies and/or organizations, and the ESDA Coordinator to form a core group and develop a spontaneous volunteer plan to address those individuals who appear on the scene to volunteer in the event of a disaster.

As a result of the events of September 11, 2001, with over 40,000 unsolicited volunteers arriving at Ground Zero and no plan to deal with them, a Volunteers and Donations Committee was established in Illinois as part of the Illinois Terrorism Task Force (ITTF). While the Task Force has been established since May 2000, the Committee was established after September 11, 2001 in hopes of bettering our response during a large-scale disaster here in Illinois. The Volunteers and Donations Committee was charged with dealing with issues on how and where to direct volunteers and donations and how to get unsolicited volunteers registered with an organization or agency in light of a disaster. More than 20 individuals who serve on this Committee represent the interests of many state and federal agencies, volunteer organizations in the communities such as the Voluntary Organizations Active in Disaster (VOAD), associations for volunteer administrators, senior programs, and voluntary programs.

## **Community Guidelines for Developing a Spontaneous Volunteer Plan**

For the purpose of these guidelines, a spontaneous volunteer is an individual who arrives at a disaster scene without a specific request from, or an affiliation with, a traditional disaster agency. These guidelines illustrate how volunteer agencies traditionally involved in disaster response; other agencies and/or organizations and community members can participate in the execution of the emergency operations plan (See Appendix A, Community Participation Diagram).

1. The local Emergency Services and Disaster Agency (ESDA) Coordinator, together with traditional disaster agencies host a “summit” inviting community agencies and/or organizations to discuss partnerships and roles in the event of a large-scale disaster.
2. Establish a core group of agencies and/or organizations which meets to help develop the community’s spontaneous volunteer disaster plan. This group should include both service providers traditionally involved in a disaster as well as social service and nonprofit agencies and/or organizations. Several Illinois communities already have this structure, in some cases it is a VOAD (Voluntary Organizations Active in Disaster). This group should work closely with the ESDA Coordinator and within the parameters of the county emergency operations plan and the state emergency operations plan.
3. Agencies and/or organizations in each community should ensure the following steps are completed to prepare their disaster plan. Emergency plans in each county’s jurisdiction should include the following:

### **Step 1: Educate and Engage Community Agencies in Disaster Service Delivery.**

- a) The core group will clarify the services of each agency and/or organization in the event of a disaster as well as define the new roles for agencies and/or organizations not already involved in disaster response.
- b) These agencies and/or organizations should develop specific agreements with traditional disaster agencies or with the core group as a whole (See Appendix B, Statement of Understanding).
- c) Each agency and/or organization will develop job descriptions for the key leadership positions in times of disaster.
- d) Develop written procedures and plans for security, volunteer liability, unwanted, or unruly volunteers and volunteer credentialing (See Appendix C, Related statutes regarding protections for volunteers).

### **Step 2: Solidify a Spontaneous Volunteer Plan.**

- a) The core group will work with its ESDA Coordinator to amend the Emergency Operations Plan (EOP) to include the Spontaneous Volunteer Plan.
- b) The ESDA Coordinator will designate a Spontaneous Volunteer Manager. This individual will be responsible for coordinating the spontaneous volunteers in the event of a disaster (See Appendix D, Spontaneous Volunteer Manager Job Description).
- c) Identify a Volunteer Screening Coordinator. This individual will oversee the screening of spontaneous volunteers at the screening facility. Resources for that person might include: universal volunteer applications, job descriptions, code of conduct and local and

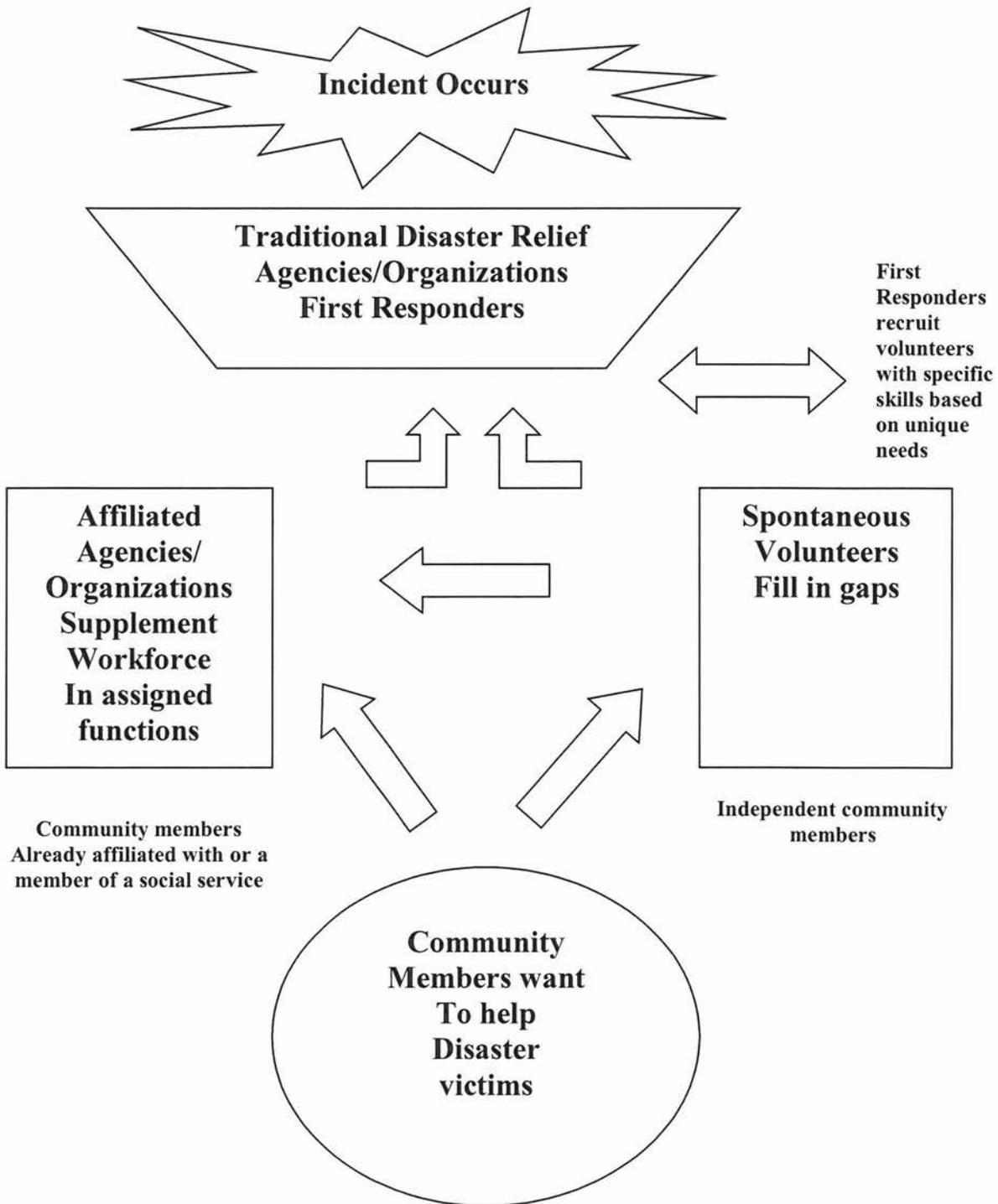
statewide training courses (See Appendix D, Volunteer Screening Coordinator Job Description; Appendix E, Universal Volunteer Application; and Appendix F, Training Resources).

- d) Identify a Core Group Contact Person. In the event of a disaster the ESDA Coordinator will contact this individual who in turn will contact the other members of the core group. This will ensure that the Spontaneous Volunteer Plan is properly implemented. It is recommended that the Spontaneous Volunteer Manager also serve as the Core Group Contact Person.
- e) Determine where inquiries from spontaneous volunteers will be directed in the event of a disaster - for example city hall, a local business, American Red Cross Office, etc. Distinguish between offers of volunteer services and donations.
- f) Determine a screening facility for spontaneous volunteers - for example, a local school, YMCA, United Way, etc.
- g) Identify a respite center where volunteers and emergency service workers can receive supplies, food and anticipated mental health counseling.
- h) Clarify mechanisms by which agencies and/or organizations will request volunteers in time of a disaster.
- i) Determine a follow-up plan that involves volunteer appreciation, incident wrap up and evaluation.

### **Step 3: Expand Education to the Community.**

- a) Create a campaign to encourage citizens to affiliate with traditional disaster agencies in the community.
- b) Coordinate with the overall state public information and education program for disaster preparedness and relief.
- c) Utilize outside resources to assist in the development and execution of the local education plan.
- d) Share “best practices” of spontaneous volunteer coordination with neighboring communities.
- e) This core group of agencies and/or organizations, along with the ESDA Coordinator, will continue to meet periodically to review, enhance and update the community spontaneous volunteer plan.

**Appendix A  
Community Participation Diagram**



**APPENDIX B**  
**SAMPLE STATEMENT OF UNDERSTANDING**

**OVERVIEW OF AMERICAN RED CROSS OF GREATER CHICAGO &  
YOUNG MEN'S CHRISTIAN ASSOCIATION OF METROPOLITAN CHICAGO**

**YOUNG MEN'S CHRISTIAN ASSOCIATION of METROPOLITAN CHICAGO:**

1. Provide training, in advance, to 1-5 YMCAMC staff per site.
2. Provide an annual update of materials, training or drill to YMCAMC staff.
3. Initiate the call for volunteers in a Level III or above disaster relief situation to an identified YMCAMC lead.
4. Provide instructions and/or training to all volunteers at the time of call-up in the function to which they have been assigned.
5. Provide daily updates of information and materials to YMCAMC site staff throughout the duration of their involvement.
6. Publicly acknowledge and recognize the partnership and contribution of YMCAMC in the event of plan activation and in anticipation of such an event.
7. Review partnership agreement on an annual basis.
8. Identify primary and secondary contact persons/liaisons for the YMCAMC.

**THE AMERICAN RED CROSS OF GREATER CHICAGO:**

1. Agree to the project process as described by Statement of Understanding.
2. Respond to the call for help from the ARCGC at the time of a Level III and above disasters within twenty-four (24) hours providing at least one trained staff per site.
3. Recruit at least 2 employees to be site liaisons to work with ARCGC in advance, including training for disaster relief procedures.
4. Provide facilities for spontaneous volunteer registration and screening.
5. Provide necessary equipment at each site to facilitate. Equipment includes 2-4 registration tables, 2-4 volunteer screening areas and at least 20 chairs.
6. In the event of plan activation, provide daily reporting and constant communication with ARCGC headquarters site.
7. Participate in an annual update of materials, training and/or drill.

**APPENDIX C**  
**RELATED STATUTES REGARDING PROTECTIONS FOR VOLUNTEERS**

50 ILCS 1222 Local Government Disaster Service Volunteer Act: Authorizes units of local government and their agencies to grant 20 days per year paid leave to an employee to participate in disaster relief services for the Red Cross, upon the request of that agency.

745 ILCS 10 Local Governmental and Governmental Employees Tort Immunity Act sec. 1 –202: Defines employee to include volunteers sec. 2-302 authorizes units of local government to indemnify employees, presumably including volunteers.

820 ILCS 315/2 Workers' Compensation Act: Defines civil defense worker to include volunteers during emergencies.

5 ILCS 350 State Employee Indemnification Act: Definition of employee includes those who perform volunteer services where the volunteer relationship is reduced to writing.

20 ILCS 3302/1 OIEMA Act: Provides that volunteers engaged in a disaster, exercise, or training related to the emergency operations plan of a political subdivision or response that is beyond local response capabilities shall be a State employee for purpose of Workers Compensation, if certain criteria are met.

42 U.S.C. 14501 et seq. Volunteer Protection Act: Preempts State laws to limit the liability of persons serving as volunteers for governmental and non-profit organizations.

## APPENDIX D

### JOB DESCRIPTIONS

#### **Spontaneous Volunteer Manager**

- Establish spontaneous volunteer center at designated facility.
- Coordinate with participating agencies to determine the training and experience levels of needed volunteers and document opportunities.
- Process and oversee the fulfillment of volunteer requests.
- Establish and clearly communicate job assignment rule and volunteer code of conduct.
- Consult with and act as a technical resource to volunteer supervisors regarding potential personnel problems.
- Investigate grievances and manage other personal action involving volunteer assigned through the spontaneous volunteer center.
- Oversee Volunteer Screening Coordinator.

#### **Volunteer Screening Coordinator**

- Ensure individuals processed through the spontaneous volunteer center undergo a consistent, non-discriminatory screening procedure including an application, interview and proper identification.
- Initiate and maintain master filing system.
- Engage and supervise additional volunteer screeners as needed.
- Work with spontaneous volunteer manger to fulfill volunteer requests.
- Arrange for the proper follow-up and thanking of volunteers assigned through the spontaneous volunteer center.
- Ensure proper disposition of volunteer records & files after operation.

UNIVERSAL VOLUNTEER APPLICATION

*Personal Information*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Employment Information (Title, Place of Employment): \_\_\_\_\_

Employment Contact Information (Bartlett, Phone Numbers): \_\_\_\_\_

Describe any restrictions on your activities (physical, medical, mental): \_\_\_\_\_

Date of tetanus shot: \_\_\_\_\_

Are you currently charged with or have you ever been convicted of a felony?      ڻ Yes ڻ No  
If yes, please explain:

*General Availability:*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Do you have personal transportation? \_\_\_\_\_

Geographic Preference: \_\_\_\_\_

Are you willing/able to do manual labor?      ڻ Yes      ڻ No

**APPENDIX E - 2 of 2**

**SKILLS & QUALIFICATIONS:**

Fluency in Language(s) Other than English: \_\_\_\_\_

Licenses/Professional Certification: \_\_\_\_\_

Professional Background: \_\_\_\_\_

Education Background: \_\_\_\_\_

Computer Skills: \_\_\_\_\_

Prior or Current Volunteer Experience: \_\_\_\_\_

Prior Disaster Relief Experience: \_\_\_\_\_

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**Other Skills:**

ﻝ Administrative/Secretarial

ﻝ Human Resources (interviewing, recruiting, etc.)

ﻝ Accounting/Finance/Bookkeeping

ﻝ Mental Health Counselor/Social Worker

ﻝ Civil Servant (Police, Firefighter, etc.)

ﻝ Management

ﻝ Child Care

ﻝ Technical (IT professional, etc.)

ﻝ Customer Service

ﻝ Trade: \_\_\_\_\_

ﻝ Food Service (help prepare & serve meals)

ﻝ Transportation  
(Professional Trunk/Bus Driver)

ﻝ Health Services (Doctor, Nurse, EMT)

ﻝ other; \_\_\_\_\_

**Volunteer Agreement**

1. The information provided is complete and true. The information given on this application is incomplete or untrue; I understand my assignment may be terminated.
2. I have disclosed any felony convictions. I agree to a background check, verification of the statements contained herein and additional screening procedures.
3. I understand that my own insurance will be used as coverage for illnesses and injuries and that I am ultimately responsible for any costs incurred.
4. I agree to respect the rights, property and confidentiality of emergency worker and individuals affected by disaster.
5. I agree to adhere to the rules/instructions of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: \_\_\_\_\_

## **APPENDIX F SUGGESTED TRAINING RESOURCES**

### Developing Volunteer Resources Illinois Emergency Management Agency (IEMA)

This two-day course is designed to improve the participant's abilities to deal with a wide range of issues in managing volunteers. This course addresses:

- Identification of tasks that require volunteers' services
- Skill definition and specification of qualifications
- Publicity and recruitment
- Skill development and maintenance
- Motivation strategy that promotes continued involvement
- Quality performance use of volunteers during a disaster
- Reviewing volunteer programs for effectiveness

For more information contact IEMA, 110 East Adams Street, Springfield, IL 62701 -1109, (217) 782-7860, [www.state.il.us/iema](http://www.state.il.us/iema)

### **Human Resources In Disaster**

#### American Red Cross

The purpose of this training is to provide basic information about activities and processes of local disaster volunteer, staffing, and training functions in support of American Red Cross disaster relief operations. Participants will learn how to deliver and support sufficient and effective human resources on a disaster relief operation.

For more information contact American Red Cross of Greater Chicago, 111 East Wacker Drive, Suite 200, Chicago, IL 60601, (312)-729-6100, <http://www.chicagoredcross.org/>

Further operational procedures are confidential and kept in the EMA SOPs/SOGs.

## **SUCCESSION OF COMMAND**

The line of succession for the Resource Management will be:

1. EMA Coordinator
2. Resource Administrator
3. Volunteer Manager
4. Village Clerk

## **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the Commander assigned to EMA, the EMA Coordinator, Finance Director, Public Works Director, Resource Administrator Volunteer Manager, Village Clerk for the maintenances, review and updating of this annex. **301.240b5**

## **APPENDICES**

- Appendix J1 Resource Management Pre-emergency Operation Checklist
- Appendix J2 Resource Management Response Operation Checklist
- Appendix J3 Resource Management Recovery Operation Checklist
- Appendix J4 Finance Pre-emergency Operation Checklist
- Appendix J5 Finance Management Response Operation Checklist
- Appendix J6 Finance Management Recovery Operation Checklist
- Appendix J7 Volunteers Pre-emergency Operation Checklist
- Appendix J8 Volunteers Response Operation Checklist
- Appendix J9 Volunteers Operation Checklist
- Appendix J10 – Resource Request Form

**APPENDIX J 1**  
**RESOURCE MANAGEMENT**  
**PRE-EMERGENCY OPERATIONS CHECKLIST**

Included in this section are actions that the Village of Bartlett will take within the first 2 hours of the disaster impact. These may include such actions as: receiving requests for resources from the Command Post, initiating requests for locally provided resources, and alerting the County of Jurisdiction specialty resource needs, etc.

Complete: Yes/No	Identify the agencies, organizations, commercial/industrial establishment, and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Maintain a current inventory list of all emergency response resources.
Complete: Yes/No	Develop procedures/SOPs for contacting resources.
Complete: Yes/No	Develop procedures for tracking resources deployed for emergency operations.
Complete: Yes/No	Provide training for departments personnel to prepare them for emergency response.

**APPENDIX J 2  
RESOURCE MANAGEMENT  
RESPONSE OPERATIONS CHECKLIST**

Included in this section, are actions that the Village of Bartlett will take through the end of the first 8 hours following the disaster impact. These may include such actions as: locating sources of additional resources, establishing shift staffing schedule, briefing CMT members of status of resources, making emergency purchases, requesting the County of Jurisdiction assist in acquiring specialty resources, requesting the County of Jurisdiction coordinate the acquisition and scheduling of emergency response resources, etc.

Complete: Yes/No	After the EOC is activated, the staff shall collect, monitor, and provide periodic reports to the EOC and IC relative to procurement of goods, services and other support services as requested by the IC or other Village's department.
Complete: Yes/No	Organize, manage, coordinate and channel the services and supplies to the IC or scene of the disaster.
Complete: Yes/No	Provide all the necessary logistical support for the staging and response of food, materials, manpower, and other items used during emergency operations.

**APPENDIX J 3  
RESOURCE MANAGEMENT  
RECOVERY OPERATIONS CHECKLIST**

Included in this section, are actions that the Village of Bartlett will take through the end of the first 8 hours following the disaster impact. These may include such actions as: locating sources of additional resources, establishing shift staffing schedule, briefing CMT members of status of resources, making emergency purchases, requesting the County of Jurisdiction assist in acquiring specialty resources, requesting the County of Jurisdiction coordinate the acquisition and scheduling of emergency response resources, etc.

Complete: Yes/No	Support cleanup and recovery operations.
Complete: Yes/No	Returned borrowed resources to owner(s) in pre-use conditions.
Complete: Yes/No	Restock materials and supplies to pre-disaster conditions.

**APPENDIX J 4  
FINANCIAL MANAGEMENT  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Included in this section, are actions that the Village of Bartlett will take within the first 2 hours of the disaster impact. These may include such actions as responding to the EOC for a briefing on the event; advising operating departments of appropriate purchasing/ funding policies; beginning tracking expenditures and personnel costs, etc.

Complete: Yes/No	Identify agencies, organizations, and local citizens capable of providing supporting services in times of emergency.
Complete: Yes/No	Develop produces for contacting finance staff.
Complete: Yes/No	Provide training for department personnel to prepare them for emergency response.
Complete: Yes/No	Participated in the annual exercise to ensure the department's emergency.

**APPENDIX J 5  
FINANCIAL MANAGEMENT  
RESPONSE OPERATIONS CHECKLIST**

Included in this section, are actions that the Village of Bartlett will take through the end of the first 8 hours following the disaster impact. These may include such actions as: ensuring that adequate funding is available to support response efforts; establishing budget accounts for labor, materials, and equipment costs; and establishing payroll codes to ensure tracking of personnel costs, etc.

Complete: Yes/No	Following the occurrence of a major emergency/disaster situation, the 911 Center will advise the Finance Director of the need to report to the EOC.
Complete: Yes/No	The Finance Director will report to the EOC.
Complete: Yes/No	The Director of Finance, or designated, will contact additional finance staff to report to work for assignments.
Complete: Yes/No	The Finance staff will collect, record and banking all monetary donations.
Complete: Yes/No	The Finance staff will help collect and record all other donations with other departments.
Complete: Yes/No	The Finance staff will collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services as requested by other EOC participants.

**APPENDIX J 6  
FINANCIAL MANAGEMENT  
RECOVERY OPERATIONS CHECKLIST**

In this section, are the actions that the Village of Bartlett will take from the 8<sup>th</sup> hour of the disaster, until its conclusion. These may include: providing briefings for the CMT on the financial status and related constraints; processing necessary budget transfers to support emergency operations; briefing the legislative body on needs to budget transfers and emergency appropriations; filing applications on behalf of the jurisdiction for federal disaster assistance, if appropriate, etc.

Complete: Yes/No	The Finance staff will continue to collect, monitor, and provide periodic reports relative to procurement of goods, services costs incurred, and other support services as requested by other EOC participants as long as necessary.
Complete: Yes/No	Assist in damage assessment activities, as requested.
Complete: Yes/No	Prepare reports on situation for inclusion into the official record and later critique.
Complete: Yes/No	Inventory supplies and contents needed to restock the Village supplies and materials.

**APPENDIX J 7  
VOLUNTEERS  
PRE-EMERGENCY OPERATIONS CHECKLIST**

Included in this section are actions that the Village of Bartlett will take within the first 2 hours of the disaster impact. These may include such actions as determining needs for volunteers and contacting pre-registered volunteers, etc.

Complete: Yes/No	Identify sources of volunteer agencies for emergency operations and develop a working relationship to ensure their assistance, if needed, during an emergency.
Complete: Yes/No	Develop and train Village's volunteer units.

**APPENDIX J 8  
VOLUNTEERS  
RESPONSE OPERATIONS CHECKLIST**

Included in this section, are actions that the Village of Bartlett will take through the end of the first 8 hours following the disaster impact. These may include such actions as: initiating the advertisement for walk-in volunteers; arranging volunteer shift rotation; registering walk-in volunteers and arranging any needed training; briefing the CMT on volunteer efforts: etc.

Complete: Yes/No	Following the opening of the EOC the Volunteer Coordinator will report to the EOC.
Complete: Yes/No	The Village EMA Coordinator and the County of Jurisdiction’s coordinator prepare EMA volunteer units to assist in the Village needs.
Complete: Yes/No	Follow the Village plan for spontaneous volunteers with the Illinois Homeland Security Guidelines.
Complete: Yes/No	Staging area, food and rest area for volunteers as needed.
Complete: Yes/No	Procedures/guidelines being followed for the use of the volunteers as needed are checked by the Volunteer Coordinator at staging area.

**APPENDIX J 8  
VOLUNTEERS  
RECOVERY OPERATIONS CHECKLIST**

In this section, are the actions that the Village of Bartlett will take from the 8<sup>th</sup> hour of the disaster until its conclusion. These actions may include: continuing briefing the CMT; responding to inquiries and offers of assistance; verifying that volunteer comfort and feeding stations are in place and adequately supplied and establishing Critical Incident Stress Management Programs for volunteers, etc.

Complete: Yes/No	When it is evident that the emergency can be handled through the use of local resources, volunteer and mutual aid resources should be released.
Complete: Yes/No	The EMA Coordinator will ensure that residents who have volunteered; as well as mutual aid communities, receive official recognition for the services.
Complete: Yes/No	The EMA Coordinator and Volunteer Coordinator will complete reports on the emergency for the inclusion in the official record and for later incident review.

**VILLAGE OF BARTLETT  
DISASTER RESOURCE REQUEST FORM**

<b>Date of request:</b>	<b>Time of request:</b>
<b>Requesting agency:</b>	<b>Contact person:</b>
<b>Call back phone:</b>	

<b>Resource requested:</b>
<b>Size:</b>
<b>Amount needed:</b>
<b>Location where is needed:</b>
<b>Duration of time resource is needed:</b>

GENERATOR INFORMATION:	PUMP INFORMATION
<b>Voltage:</b>	<b>Type of water (clean/trash):</b>
<b>Amperage:</b>	<b>Distance to be pump:</b>
<b>Phasing:</b>	<b>How will pump be powered?</b>
	<b>Is staff available to man pump?</b>

<b>COMMENTS:</b>
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<b>Request received by:</b>	<b>Time received:</b>
<b>Time request filled:</b>	<b>Time request filled:</b>

## **ANNEX K HAZARD SPECIFIC 301.250**

**IEMA Requirements:**            **Hazard Specific Annex – shall individually address:**

- 1) **The purpose of the annex.**
- 2) **A description of situations that trigger implementation of the hazard specific annex.**
- 3) **A description of assumptions that apply to the hazard specific annex.**
- 4) **The concept of operations for the hazard specific annex.**
- 5) **Assignment of responsibility for the annex maintenance, review and updating.**

### **ANNEX K HAZARDOUS MATERIAL 301.250**

**IEMA Requirements:**            **Hazard Specific Annex – shall individually address:**

- 1) **The purpose of the annex.**
- 2) **A description of situations that trigger implementation of the hazard specific annex.**
- 3) **A description of assumptions that apply to the hazard specific annex.**
- 4) **The concept of operations for the hazard specific annex.**
- 5) **Assignment of responsibility for the annex maintenance, review and updating.**

#### **STATEMENT OF PURPOSE 301.250a1**

In light of today's technology, the threat of an emergency involving the release of hazardous materials into the air, water, or land is increasing. In case of an incident where contamination has occurred, emergency procedures must be implemented as rapidly as possible to ensure the safety of the population.

The purpose of this Annex is to define the roles of various agencies responsible for responding to and coordinating response and recovery efforts in the event of a hazardous materials incident.

This Annex is consistent with the Annex developed by the Cook County Local Emergency Planning Committee as part of the Superfunds Amendments and Reauthorization Act (SARA) Title III Regulations. It is intended that this Annex developed for the Village of Bartlett will dovetail with the countywide plan, thereby ensuring effective coordinated efforts in the event of an incident involving the release of a hazardous material.

## **SITUATIONS 301.250a2**

Village of Bartlett has the potential of experiencing the effects of floods, tornadoes, fuel storage accidents, nuclear fallout, hazardous materials, and pipeline, train, plane, and transportation accidents. All emergencies and disasters place extraordinary strains on all levels of government. The demand for governmental services expands, while the ability to provide those services, in most cases diminishes.

## **ASSUMPTION 3012.250a3**

Many fire departments and hazard materials teams are available to respond to hazard materials incidents in our Village. Mutual Aid Agreements between departments is already in place and functioning throughout the State of Illinois. It is assumed that the majority of the people will realize the danger of and the necessity of evacuation. However, those residents must be provided all possible awareness of the need of a safe evacuation in the time frame, which is realistic to prevent injury or death to any citizen.

## **CONCEPT OF OPERATIONS, ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES 301.250a4**

Under Illinois law, local government is ultimately responsible for the protection of life and property. The Village President/Mayor is also responsible for ensuring that disaster response and recovery operations are effective. Providing for an effective response to a hazardous materials incident is one of those critical functions. Within the Village of Bartlett, the Bartlett Fire District has been identified as the “lead agency” for coordinating response to such emergencies.

Additionally, the Bartlett Fire District (BFD) has been identified as the “lead agency” for responding to and mitigating a hazardous materials incident. Therefore, the highest-ranking officer from the BFD will become the “Incident Commander” responsible for directing operations at the scene of the incident. Depending on the severity of the incident, a number of agencies may also respond to the incident and provide a variety of primary services (i.e., law enforcement, EMS, fire and rescue, public works, etc.) or support services (i.e., shelter and welfare, public health, and mortuary). The provision of these services shall be in accordance with the Village of Bartlett and Cook County Emergency Operation Plan. Additionally, various State and Federal agencies, as well as private agencies and/or organizations may become involved in response and recovery operations. The Fire Chief or designee, and the EMA Coordinator with the support of the Village EOC will coordinate these organizations.

Immediately after an incident occurs, the owner/operator will conduct an initial assessment of the situation. Following this assessment, the owner/operator will classify the incident in accordance with the “Accident Classification System” shown in Appendix 1. The owner/operator will be responsible for notifying the Fire District, the Local Emergency Coordinator, and the State Emergency Response Commission in accordance with SARA Title II - Section 304. As soon as practical following the incident, the facility owner/operator will file a written report with the Local Emergency Planning Committee and the State Emergency Response Commission. Upon arrival at the incident scene, the Incident Commander will be responsible for initiating a

second assessment to determine the resources necessary to manage the situation. Based on this second assessment, the Incident Commander may reclassify the incident to a higher or lower level. Additionally, the Incident Commander will activate a site-specific Incident Command System (ICS). All operating departments having a primary or secondary role in the emergency will be represented in the ICS. The representatives from these departments should be visually identifiable to ensure recognition by Incident Command Staff.

The Incident Commander will also appoint a “Safety Officer” who will be responsible for the overall maintenance of site safety. Specifically, the Safety Officer will be responsible for identifying and evaluating hazards and providing direction to the Incident Commander with respect to the safety of operations for the emergency.

Based on the incident assessment, protective actions maybe recommended. These protective actions are broken into two categories: “Shelter-in-Place” or “Evacuation.”

**Shelter-in-Place** means area residents are directed to go indoors and close off outside ventilation systems. Residents would remain indoors until it is determined that it is safe to go outdoors. Evacuation requires the physical movement of an affected population from an area of danger to one that provides safety. This option requires the commitment of considerable resources and time. Implementation of an evacuation protective action requires the Declaration of a Local Emergency by either the Village President or the County Board Chairman, or both, or their designated alternate(s). If time allows, the Village President or designee will issue the Declaration prior to the commencement of the evacuation; however, if time does not permit, the Incident Commander will initiate the evacuation to ensure the preservation of life and safety. The Village President or designee will immediately be notified of the situation and the Declaration issued. Procedures for conducting an evacuation can be found in Annex B 1 of this Plan. Public notification of these protective actions will be accomplished through the following methods:

1. Public Address Systems in Emergency Vehicles
2. Bullhorns
3. Door-to-door Notification
4. Mass Media (Radio and/or Television)
5. Cable Television Announcement
6. Code Red notification system
7. Public Address System via Outdoor Warning Siren Speakers
8. Social Media sites

Activation of a shelter system capable of temporarily housing the affected population will be accomplished in cooperation with the American Red Cross as specified in Annex G1 of this Plan. Following the initial response phase in which life safety is the primary concern, a secondary response phase will commence. During this phase, primary considerations will center on detecting the presence of a material that is harmful to the environment, analyzing its intensity and effect, recommending appropriate continued protective actions, and supervising the containment, cleanup, and disposal of the material.

To accomplish these tasks, the County of Jurisdiction's Department of Public Health assisted by the Illinois EPA, as well as appropriate Federal agencies, will be responsible for inspecting and monitoring water supplies and food providers. The Village of Bartlett, the County of Jurisdiction and the County of Jurisdiction's Public Works Departments assisted by the Metropolitan Water Reclamation District, Illinois EPA, and appropriate Federal agencies will be responsible for monitoring and controlling the materials entering the sewer systems and waste water treatment facilities, as well as waterways. Both Illinois EPA and U.S. EPA have the responsibility for assisting local health officials in monitoring, analyzing, and enforcing environmental regulations.

After the incident has been brought under control, the determination to recommend suspension of protective actions will be made by the Incident Commander in cooperation with appropriate governmental and private agencies. The final decision to suspend protective actions, however, will be made by the Village President/Mayor or designee if the affected area is in the Village of Bartlett or the County Board Chairman if the affected area is in the unincorporated County.

### **DIRECTION AND CONTROL**

The Incident Commander for hazardous materials incidents shall be the highest-ranking responder from the Bartlett Fire District (BFD). The Incident Commander will be located at a Forward Command Post established at a site near the incident scene.

Each department with response, support, or coordination responsibilities will have a representative at the Command Post. The Command Post may initially be the BFD Command Unit or may be upgraded to the County's Mobile Incident Command Center procured through the Cook County EMRS, the DuPage County or Kane County EMA as well.

The Village of Bartlett EOC may be activated to coordinate municipal emergency operations. Upon activation of the EOC, communications will be established between the EOC and County of Jurisdiction's EOC when necessary. In the event that protective actions are implemented, the County of Jurisdiction's EOC will respond appropriate to coordinate inter-community operations and emergency public information.

### **MAINTENANCE, REVIEW AND UPDATING THIS ANNEX**

It is the responsibility of the EMA Coordinator for the maintenances, review and updating of this annex. **301.250a5**

### **CONTINUITY OF GOVERNMENT**

The Incident Commander will establish a line of succession to ensure continued operations in accordance with standardized ICS procedures. Additionally, an operational staff of command personnel will assume operational positions as required to support the Incident Commander. Continuity of operations for the command of the Fire Department will be accomplished as indicated in Fire Department Line of Succession, Annex A 4 of this Plan.

## **APPENDICES**

Appendix K1 Accident Classification System

Appendix K2 Local Government Emergency Action Checklist

Appendix K3 Owner/Operator Emergency Action Checklist

**APPENDIX K 1  
HAZMAT/ACCIDENT CLASSIFICATION SYSTEM  
PRIORITY ACTION CHECKLIST**

CLASSIFICATION	INITIATING EVENT
<b>UNUSUAL EVENT</b>	<b>FIXED SITE</b>
	Hazardous materials incident has occurred which are noticeable and dramatic from the site perimeter, however, no outside assistance is required and no evacuation outside of the incident scene has occurred or is necessary.
	<b>TRANSPORTATION</b>
	<b><u>All</u> requirements must be met to classify:</b>  A hazardous materials leak, spill, release, or fire has occurred, and 1. Transportation vehicle has not overturned; 2. Product transfer is not necessary before transport vehicle can be moved; and 3. Traffic rerouting is not required.
<b>ALERT</b>	<b>FIXED SITE</b>
	<b><u>One</u> requirement must be met to classify:</b>  A hazardous materials incident has occurred, and 1. Outside assistance is required, or 2. The potential exists for evacuation or in-place sheltering outside of the incident scene.
	<b>TRANSPORTATION</b>
	<b><u>One</u> requirement must be met to classify:</b>  1. Transportation vehicle with hazardous materials cargo has overturned, or 2. Vehicle with hazardous materials cargo cannot be moved until it is off-loaded or product transferred, or 3. Traffic is or must be rerouted.

<b>CLASSIFICATION</b>	<b>INITIATING EVENT</b>
<b>SITE EMERGENCY</b>	<b>FIXED SITE</b>
	Hazardous materials incident has occurred and the entire facility has been evacuated, or in-place sheltering has occurred at the facility, or the potential exists.
	<b>TRANSPORTATION</b>
	Hazardous materials incident has occurred and site evacuation and/or in-place sheltering has occurred, or the potential exists.
<b>GENERAL EMERGENCY</b>	<b>FIXED SITE</b>
	Hazardous materials incident has occurred and the affected community needs to be or is evacuated, or community in-place sheltering needs to be or has been implemented, or the potential exists.
	<b>TRANSPORTATION</b>
	Hazardous materials incident has occurred and affected community evacuated, or community in-place sheltering has occurred, or potential exists.
<b>RECOVERY/RE-ENTRY</b>	
	The incident has occurred and immediate life safety and/or environmental protective measures have been taken. Long-term measures must now be taken the environment and/or the situation to normal. Evacuated resident may return to their homes and/or business.

**APPENDIX K 2**  
**LOCAL GOVERNMENT EMERGENCY ACTION CHECKLIST**

<b>UNUSUAL EVENT</b>	No emergency response notification of off-site authorities is required by the facility owner/operator.
<b>ALERT</b>	1. Obtain assessment of the situation from the owner/operator and local Fire Department Dispatch including actual or projected exposures.
	2. The Police and Fire Department, as well as other appropriate department and/or agencies, will respond to the scene and establish a Command Post. Upon activation, the Incident Commander should be located at this facility.
	3. The Incident Commander will establish a “hot, warm, and cold” zone and coordinate the establishment of access control with local law enforcement authorities.
	4. The Incident Commander will ensure that the Bartlett Emergency Management Coordinator has been contacted and made aware of the situation. The EMA Coordinator/or supervisor will have the responsibility of contacting the Cook County EOC if necessary.
	5. The EMA Coordinator will ensure that the Village President and Manager have been briefed on the situation and prepared to declare a State of Emergency if necessary.
	6. The Incident Commander will appoint a “Safety Officer” to oversee on-site operational safety considerations.
	7. The Command Post will obtain meteorological data and plot potentially affected areas.
	8. The Bartlett EMA Coordinator will ensure that the facility has notified the State Emergency Response Commission (SERC) and the National Response Center (NRC) if appropriate.
	9. The Incident Commander, in cooperation with the Community and Local Emergency Coordinators, will identify special facilities located in the projected risk area (i.e., schools, places of assembly, businesses, etc.) and alert them of the situation.

<b>ALERT Cont.</b>	10. The Bartlett EMA Coordinator will contact the County EOC to request that they alert the area Emergency Broadcast System (EBS) station to place them on stand-by in the event that emergency instructions need to be broadcast.
	11. The Incident Commander will request status updates from the facility owner/operator at least every thirty minutes. These reports will be forwarded to the local and/or County EOC as soon as they are received.
	12. Prepare to move to a higher level of classification.
<b>SITE EMERGENCY</b>	Perform all actions listed under "ALERT" if not done previously.
	1. The EMA Coordinator will notify the Village President/Mayor or designee to declare a Local State of Emergency."
	2. Review methods of warning the population in the immediate area and make assignments to those agencies that will carry out this responsibility.
	3. Provide periodic media updates to keep local residents aware of the status of the situation.
	4. Place emergency personnel and organizations that will be needed in an evacuation on stand-by.
	5. Continuously monitor and assess the incident jointly with the owner/operator and appropriate local, county, state, and federal officials, with special regard for protective actions that may be necessary.
	6. If evacuation is considered likely, determine and plot the for following: <ul style="list-style-type: none"> <li>◆ Number of people in the risk area</li> <li>◆ Evacuation routes</li> <li>◆ Reception centers and/or shelters</li> <li>◆ Access control points</li> </ul>
	7. Notify area residents via the media to prepare for possible.
	8. Keep accurate records of all actions taken and money expended.

<b>GENERAL EMERGENCY</b>	<b>Perform all actions listed under “SITE EMERGENCY” above if not already accomplished.</b>
	1. The Village President/Mayor or designee will declare State of Emergency.
	2. Activate the Village EOC and contact the County EOC if necessary.
	3. The Village’s EMA Coordinator will ensure that communications links are established between the sites Command Post, local, and County EOCs.
	4. The Village EOC will obtain meteorological data from the local weather service office and relay the information to the Forward Command Post.
	5. If necessary, the County will activate the Emergency Broadcast System (EBS) and read the appropriate message.
	6. The Village President/Mayor will institute procedures to warn residents within the emergency zone.
	7. If the incident extends beyond the community, the County of Jurisdiction will activate the County Media Control Center and coordinate the release of official information among the Incident Commander, the Village President or designee, and other elected officials.
	8. The Police Department will establish and man traffic/access control points to ensure a security perimeter around the affected facility.
	9. The Village EMA Coordinator, in cooperation with the Incident Commander, will issue the recommendation for implementation of appropriate protective actions.
	10. If evacuation is implemented, the <ul style="list-style-type: none"> <li>• Red Cross will open appropriate Reception Centers and/or Shelters;</li> <li>• Police Department will ensure traffic flow is monitored long the evacuation routes;</li> <li>• Community Emergency Coordinator will coordinate the requests for special transportation for residents unable to provide their own transportation;</li> <li>• Community Emergency Coordinator will coordinate the evacuation of special facilities (i.e.: schools; businesses; etc.);</li> </ul>

<p><b>GENERAL EMERGENCY Cont.</b></p>	<ul style="list-style-type: none"> <li>• Police Department will establish perimeter control around the evacuated area and provide security to prevent looting;</li> <li>• The Village’s EMA Coordinator will ensure that the Command Post, EOC(s), and Media Center receive regular information updates regarding: <ul style="list-style-type: none"> <li>➤ Evacuation routes,</li> <li>➤ Location of Reception Centers and/or Shelters,</li> <li>➤ Access control points and alternate traffic routes,</li> <li>➤ Rumor control telephone numbers,</li> <li>➤ Geographical boundaries of the affected area, and</li> <li>➤ Number of people evacuated, injured, and deceased.</li> </ul> </li> </ul>
	<p>11. The Village’s Police Department will ensure the closure of railroads passing through the affected area.</p>
	<p>12. The BFD/Medical Officer will notify area hospitals of the situation.</p>
	<p>13. The BFD/Medical Officer will ensure that any hospital and/or medical center that may receive injured victims of the incident have medical treatment information available for the chemical(s) involved.</p>
	<p>14. The Incident Commander will ensure that the local utility companies have been notified regarding the potential shut-off of utility services to affected structures.</p>
<p><b>RECOVERY &amp; RE-ENTRY</b></p>	
	<p>1. The Incident Commander will ensure the continuous evaluation of response and recovery efforts.</p>
	<p>2. If appropriate, the Village’s EMA Coordinator will coordinate the gathering of data necessary to prepare a damage assessment for submittal to the County of Jurisdiction’s EMA, State of Illinois and the Federal Government.</p>
	<p>3. The County of Jurisdiction’s Department of Public Health in cooperation with State and Federal agencies and local officials will inspect water and sanitation systems, as well as soil, animals, etc., to determine that the area is safe for re-entry.</p>
	<p>4. The health authorities in cooperation with local and County Public Information Officers will develop media releases to inform area residents of safety and recovery measures, as well as instructions on how to decontaminate their homes if appropriate.</p>

<b>RECOVERY &amp; RE-ENTRY Cont.</b>	<p>1. The Incident Commander in cooperation with Local, County, State, and Federal authorities will determine that protective actions are no longer necessary. Following this determination, the Village President/Mayor or designee and/or the County Board Chairman, or both, will be briefed. Once authorized, re-entry will be in accordance established guidelines.</p>
	<p>2. The Village President/Mayor or designee and/or the County Board Chairman, or both, will officially announce the termination of protective actions.</p>
	<p>3. The Bartlett EMA Coordinator in cooperation with the Township (s) and the American Red Cross will begin closing Reception Centers and/or Shelters.</p>
	<p>4. The Police Department, supported by mutual aid law enforcement agencies, will provide traffic control as necessary to assist residents in re-entry to an evacuated area.</p>
	<p>5. Local public works agencies will remove barricades from intersections as access is granted.</p>
	<p>6. The Bartlett EMA Coordinator will assist State and Federal assistance efforts if appropriate.</p>
	<p>7. The Incident Commander will direct the Safety Officer to oversee the process of cleaning up the hazardous materials and other contaminated items.</p>

**APPENDIX K 3  
OWNER/OPERATOR EMERGENCY ACTIONS CHECKLIST**

<b>UNUSUAL EVENT</b>	
	1. No emergency response notification of local, State, or Federal officials is necessary unless required by SARA Title III.
	2. Mobilize personnel resources as necessary
	3. Assess the situation and respond as appropriate.
	4. Protect personnel at the incident scene.
<b>ALERT</b>	
	1. Promptly notify the Bartlett Fire District.
	2. Notify the State Emergency Response Commission (SERC) and the National Response Center (NRC) if appropriate.
	3. Assess the situation and respond to contain the release or spill, if possible, and determine if actions can be taken without threat to life.
	4. Request outside assistance if necessary.
	5. Take appropriate actions to handle the product as necessary.
	6. Following the arrival of the Fire District, assign a representative to the Forward Command Post to serve as a point of contact between the Fire Department and the facility.
	7. Protect personnel outside of the immediate incident scene through in-place sheltering and/or evacuation.
	8. Provide periodic status updates to off-site authorities at a minimum of thirty (30) minute intervals.
	9. Provide an official spokesperson to work with Bartlett's Public Information Officer on information to be released to the media.
	10. If releases are occurring or are imminent, provide exposure estimates and projections.
	11. Augment personnel resources and alert mutual aid companies and resources if appropriate.

<b>SITE EMERGENCY</b>	<b>Perform all actions listed under "ALERT" if not done previously.</b>
	1. Take appropriate actions to handle the product as necessary.
	2. Protect personnel at the entire facility through in-place sheltering and/or evacuation.
	3. Participate in media briefings in conjunction with local, County, and State authorities.
	4. Dispatch or assist in activating monitoring teams responsible for predicting and/or determining the level of off-site contamination.
	5. Provide meteorological data and exposure estimates and projections to off-site authorities if possible.
	6. Augment resources by activating mutual aid agreements.
	7. Provide a representative as a technical point of contact for the Village's Emergency Operating Center if requested.
	8. Be prepared to move to a higher level of accident classification.
<b>GENERAL EMERGENCY</b>	<b>Perform all actions listed under "SITE EMERGENCY" if not done previously.</b>
	1. Recommend to the Incident Commander that protective action, either in-place sheltering or evacuation, be initiated.
	2. Participate in scheduled media briefings in conjunction with local, County, and State authorities.
	3. Make staff available to consult with Local, County, and State authorities on a periodic basis.

<b>RECOVERY &amp; RE-ENTRY</b>	
	1. Assist local, County, and State authorities in evaluating the continued threat, thereby assisting in the determination that protective actions can be suspended and re-entry can begin.
	2. Assist local, County, and State authorities in evaluating recovery actions and determining when re-entry can be safely conducted.
	3. Begin site cleanup when safe to do so.
	4. Dispose of contaminated material in the proper manner.
	5. If appropriate, develop a long-term monitoring capability to detect future contamination of the water or soil as a result of the incident.
	6. Participate in scheduled media briefings in conjunction with Local, County, and State authorities.
	7. Initiate a written follow-up notification of the release in accordance with Section 304 of SARA Title III.

## ANNEX L WEAPONS of MASS DESTRUCTION 301.250

**IEMA Requirements:**

**Hazard Specific Annex – shall individually address:**

- 1) The purpose of the annex.**
- 2) A description of situations that trigger implementation of the hazard specific annex.**
- 3) A description of assumptions that apply to the hazard specific annex.**
- 4) The concept of operations for the hazard specific annex.**
- 5) Assignment of responsibility for the annex maintenance, review and updating.**

### INTRODUCTION

Presidential Decision Directive (PDD-39), U.S. Policy on counter terrorism, establishes policy to reduce the Nation's vulnerability to terrorism, deter and respond to terrorism, strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of weapons of mass destruction (WMD). PDD-39 states that, "The United States shall have the ability to respond rapidly and decisively to terrorism directed against Americans wherever it occurs, arrest or defeat the perpetrators using all appropriate instruments against the sponsoring organizations and governments, and provide relief to victims, as permitted by law." Subsequent Presidential Decisions Directives (PDD-62 and 63) address counter terrorism and critical infrastructure protection respectively. Additionally, PDD-62 provides for the stockpiling of vaccines and antibiotics for public distribution in the event of attack.

Federal, State, and Local governments have been responding successfully to natural disasters for many years. However, over the last few years, the new, unfamiliar threat of terrorism has emerged, particularly terrorism utilizing weapons that have the capability of causing mass casualties. Whether international or domestic, terrorism threatens to destroy and disrupt on a scale never before seen in this country. No jurisdiction is immune. The threat of terrorism is on the rise. Most alarming is the potential for devastation from the use of weapons of mass destruction, chemical, biological, radiological/nuclear, and explosive.

The specific response to a terrorist incident depends largely on the type of incident. Similarly, the appropriate resource agencies, local, state, and federal, necessary for an effective response to an act of terrorism will vary depending on the type of incident. However, on a more general level, there does exist a certain commonality relative to most acts of terrorism. The majority of terrorist acts involve a threat or act of violence. This threat is commonly directed toward a person or persons in a community, or targets some part of the community's infrastructure. Finally, almost all acts of terrorism attempt to achieve some sort of political goal. In formulating this annex, these commonalities have been utilized in the development of a consequence management plan to respond to incidents of this nature. Already in place is the Village's comprehensive "Emergency Operations Disaster Plan" which is an all-hazards guideline for response utilized for man-made or natural disasters.

This "Terrorism/Weapons of Mass Destruction" annex, in coordination with the adopted Village of Bartlett Comprehensive Emergency Preparedness Plan, will establish the outline for response to and management of an act of terrorism (Consequence Management). As with any catastrophic event, all responding agencies will need to work within the guidelines established by their respective departmental annexes and coordinate all activities through the Emergency Operations Center.

### **STATEMENT OF PURPOSE 301.250b1**

The purpose of this annex is to define the roles and responsibilities of various agencies in an effort to ensure a coordinated and effective response to acts of terrorism; additionally, to provide links to resources which may be secured from the State of Illinois and the Federal Government during these types of events including terrorism involving WMD.

### **SITUATIONS 301.250b2**

No single agency at the local, state, federal or private sector level possesses the authority or expertise to act unilaterally on the many difficult issues that arise in response to a threat or act of terrorism, particularly if WMD are involved.

Responding to terrorism events involves instruments that provide crisis management as well as consequence management. Crisis management refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. The Federal Government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrators. State and Local governments provide assistance as required. Crisis management is predominantly a law enforcement response activity. Consequence management refers to measures to protect public health and safety, restore essential services, and provide emergency relief to businesses and individuals affected by the consequences of terrorism. State and Local governments exercise primary authority to respond to the consequences of terrorism; the Federal Government provides assistance as required. Consequence management is generally a multifunctional response of government services coordinated by emergency management.

### **ASSUMPTIONS 301.250b3**

An act of terrorism, particularly an act directed at our Village or any other large population center within the United States involving WMD, may produce major consequences that would overwhelm the capabilities of local and state governments almost immediately. In events such as these, the full resources of the Federal Government would be brought into the conclusion.

There has never been an "in town" terrorist incident in our Village. Currently, the probability of an incident remains low. However, the vulnerability to an incident and the consequences of terrorism is moderate to high.

## CONCEPT OF OPERATIONS 301.250b4

It is recognized that the responsibility for protection of lives and property of the residents of the Village of Bartlett rests with the local government officials and that the ultimate authority in disaster situations rests with the Village President/Mayor. During such disasters, he/she shall retain sole overall command of the response efforts undertaken by the Village. In accordance with Illinois Compiled Statutes, the Village President/Mayor or his/her successor shall be the only authority to declare a local disaster or emergency.

While the Village President/Mayor has the overall authority within the Village, it must be recognized that the response to a confirmed terrorist incident relies on many governmental agencies, including local, state, and federal. The key to a successful emergency response involves smooth coordination with multiple agencies and officials from various jurisdictions regarding all aspects of the response.

PDD-39 validates and reaffirms existing lead agencies responsible for all facets of the U.S. counter terrorism effort. The Department of Justice has been designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice has assigned lead responsibility for operational response to the Federal Bureau of Investigation (FBI). Within this role, the FBI operates as the on-scene manager of Crisis Management for the Federal Government. The FBI would coordinate closely with local law enforcement authorities to provide a successful law enforcement resolution to the incident. The Federal Emergency Management Agency (FEMA) has been designated as the lead agency for Consequence Management for acts of terrorism within U.S. territory. FEMA retains authority and responsibility to act as the lead agency for Consequence Management throughout the Federal response. It is FEMA policy to use Federal Response Plan structure to coordinate all Federal assistance to local and state governments for consequence management. To ensure that there is one overall Lead Federal Agency, PDD-39 directs FEMA to support the Department of Justice (as delegated to the FBI) until the Attorney General transfers the overall lead Federal Agency role to FEMA.

Few communities could expect to respond to the effects of a terrorist attack without the assistance of the state and/or federal government. If an incident occurs that produces major consequences and appears to be caused by an act of terrorism, the Village should request such assistance. The channel through which the Village requests such assistance is to declare a "State of Emergency by written executive order and contact the Illinois Emergency Management Agency's 24-hour number, 800-782-7860. **ONE CALL STARTS IT ALL.**

The local FBI field office must be notified of any suspected terrorist threat or incident. The Chicago Division, north resident agency office is located at 1600 Golf Road in Rolling Meadows; phone number **847-290-0525**. The 24-hour phone number is **312-431-1333**. If there is even slight suspicion that we are dealing with a possible terrorist event, call the FBI immediately. It is always better to have the FBI on scene as soon as possible in such incidents.

## **DIRECTION AND CONTROL**

Overall command of emergency operations within the Village of Bartlett will remain with the Village President/Mayor. Command of individual departments will remain with the operating department head under direction of the Village Manager. The Bartlett EMA Coordinator will provide overall coordination of Village operations within the EOC.

Terrorist events, especially those involving WMD, will require resources beyond those of the Village of Bartlett, and state and federal assistance will be required. The Village must integrate its efforts with these agencies, and a smooth transition from the Incident Command System to Unified Command will facilitate both crisis management and consequence management activities.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Local Emergency Responders: The Fire District, Hazardous Materials teams, EMS, and Law Enforcement personnel will be among the first to respond to a WMD incident. As the response efforts escalate, the local Emergency Management Agency, Health Department, and Village Administration will coordinate needed services.

An on-scene Incident Command post will be established and the Emergency Operations Center will be activated. The Bartlett Fire District will assume on-scene command during an initial fire, HazMat, rescue, or medical response to the incident. Since acts of terrorism are considered a crime scene, the Police Department will assume command after the fire, HazMat, rescue, and/or medical threat has been neutralized to conduct a preliminary investigation until the FBI is prepared to assume command.

The task of on-scene Incident Command during a terrorist incident is a cooperative effort between the local Fire Department, local Law Enforcement, and the FBI.

State Emergency Responders: If requested by local officials, Cook County Department of Emergency Management and Regional Security (CCEMRS), DuPage County and Kane County OEM, and the State of Illinois Emergency Management Agency (IEMA) has the capabilities and resources to support Illinois communities during a WMD incident.

The Department of Defense has established twenty-seven (27) National Guard WMD Civil Support Teams nationwide with one based in Peoria, Illinois. These teams work in support of civilian agencies and are under the control of the governor of the host state. The teams work collaboratively with local and state first responders. The teams consist of twenty-two (22) members and possess the technical expertise to identify and assess particular chemical or biological agents. Each team utilizes two major pieces of equipment, a mobile analytical lab and a mobile communications facility.

Federal Emergency Responders: Upon determination of a credible WMD threat (level 2), or if such an incident actually occurs (level 1), the Federal government will respond through the appropriate departments or agencies. There are more than forty (40) federal departments and agencies that play a part in counter terrorism efforts. The Department of Justice, Federal Emergency Management Agency, and the FBI remain the lead agencies and they will request appropriate response teams as necessary. A guide to Federal WMD Response Assets is maintained in the Bartlett Emergency Operations Center.

### **FEDERAL THREAT LEVELS**

Level #4 - Minimal Threat - Information received not assessed as credible.

Level #3 - Potential Threat - Threat indicates potential but source not assessed as credible.

Level # 2 - Credible Threat - Threat assessed as credible and involves planned use of WMD. Federal response necessary in an effort to lessen or avert the potential terrorist incident; "Crisis Management."

Level # 1 - WMD Incident - A WMD terrorism incident has occurred and requires immediate Federal response in support of state and local authorities. "Consequence Management"

### **THE STRATEGIC NATIONAL STOCKPILE PROGRAM**

Concern is increasing that terrorists may use biological and chemical agents to harm civilian populations in the United States. The Department of Health and Human Services (HHS) has been designated as the lead Federal agency responsible for health and medical response. One of the agencies within HHS, which plays a key role in the department's overall bio-terrorism preparedness plan, is the Centers for Disease Control (CDC). Other efforts have been the development of the Strategic National Stockpile, mandated by PDD-6, which has been placed under the control of the CDC.

The Strategic National Stockpile (SNS) has two basic components. The first component consists of ten (10) 12-hour Push Packages ready for immediate response. These Push Packages are positioned in secured warehouses in various locations around the country, and are ready for immediate deployment to reach any effected area in the United States within 12 hours of a federal decision to release the assets. A 12-hour Push Package is a pre-assembled set of supplies, pharmaceuticals, and medical equipment ready for quick delivery. Each package consists of 50 tons of materials intended to address a mass casualty incident.

The second component is comprised of Vendor Managed Inventory (VMI) material. VMI packages are comprised of pharmaceuticals and supplies that can be tailored to provide pharmaceuticals, vaccines, supplies, and/or products specific for the suspected or confirmed agent or agents involved.

Once delivered to a site outside the hot zone, the materials will be transferred to the Illinois Department of Public Health. It will then be the State's responsibility to get the materials to a breakdown facility where the bulk shipments will be sorted, bottled and labeled so local officials can distribute them.

## **ADMINISTRATION AND LOGISTICS**

There are many factors, which make response to a WMD incident unique. Unlike some natural disasters (e.g., floods, tornadoes, winter storms, etc.) the administration and logistics for response to a WMD incident require special considerations. Primarily, there may be little to no forewarning, immediately obvious indicators, or lead-time available to Local government officials or citizens to react proactively.

Terrorist attacks may be overt (e.g., bombings). Due to the fact that the release of a WMD may not be immediately apparent, emergency first responders are in imminent danger themselves of becoming casualties before the actual identification of a crime scene can be determined. The presence of a secondary device must be assumed once it has been determined or suspected that the incident is actually a terrorist act. This is the most dangerous type of event for both our first responders and the victims of the incident that they are trying to protect and care for. It is the terrorist's goal to inflict as large a mass casualty incident as possible. It must be understood that incidents of this type can quickly escalate from one scene to multiple locations and jurisdictions.

Chemical and biological weapons have been used primarily to terrorize an unprotected civilian population. Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. These agents can be dispersed as aerosols or airborne particles and are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Most chemical agents have an immediate effect.

Chemical terrorism acts are likely to be overt because the effects of chemical agents absorbed through inhalation or by absorption through the skin or mucous membranes are usually immediate and obvious. Terrorists choose chemical agents that are designed to kill, seriously injure, or incapacitate the public through physiological effects. Such attacks elicit immediate response from our police, fire, emergency medical personnel, and hazardous materials teams.

In contrast, attacks utilizing biological agents are more likely to be covert. They present different challenges and require an additional dimension of emergency planning and response that involves the public health infrastructure. Covert dissemination of a biological agent in a public place will not have an immediate impact because of the delay between exposure and the onset of illness. Consequently, physicians or other primary health care providers in emergency rooms probably will identify the first casualties of a covert biological weapons attack during the first or second week after exposure. Local emergency medical and health department personnel as well as hospital staff must remain vigilant and be capable of detecting unusual patterns of disease or clusters of rare, unusual, or unexplained illnesses or deaths. Early detection and response to biological or chemical terrorism is crucial. These local front-line health care providers are in the best position to detect and report suspicious illnesses, injuries, or deaths.

Bombings are still the most common method of attack for terrorists. Recently, there has been a great deal of concern regarding the potential use of bombs, which utilize high explosives with the addition of radioactive materials. These bombs are referred to as Radiological Dispersal Devices (RDD), commonly called "Dirty Bombs." While these devices lack the devastatingly explosive power of a nuclear bomb, they can spread dangerously high levels of radioactivity. It would therefore be prudent that once an explosion has been determined or suspected to be terrorists attack that a radiological assessment be conducted immediately. Local Hazardous Materials Team as well as their Combined Communities Chemical Emergency Response Team (CCCERT) counterparts is fully capable of performing such necessary assessments.

### **Local Government Preparedness and Target Assessment:**

Local government preparation for terrorist activity is essential. The events of September 11, 2001 brought home to many citizens the reality that massive terrorist attacks can occur on American soil. The basic purpose of government is to protect lives and property. Everything else is based on that fundamental principle. Regarding terrorism, government has a two-fold mission:

#### **Prevention -Reaction**

- Intelligence gathering and preparation for dynamic action.
- Responding to and investigating acts committed by terrorists.

State and Local governments are charged with primary enforcement and public safety responsibilities related to terrorist attacks. The development of a cooperative partnership among local, state, and federal law enforcement and other emergency response agencies will prove invaluable should such an incident occur.

Village of Bartlett, like all other communities, must assess potential terrorist targets. These targets could be either symbolic or substantive. An example of the types of facilities that could be targets are hospitals, military bases, government facilities, industrial complexes, sports stadiums, theaters or any other facility where large groups of people congregate. Though one is not present in Bartlett, these types of facilities are vulnerable to biological attacks due to their large common ventilation systems. Additionally, certain events such as July 4<sup>th</sup> parades, or other community events or a visit by a well-known dignitary might be a tempting target. Just as important in assessing vulnerability is the knowledge of which groups or individuals in our specific area pose threats.

Village of Bartlett has co-written a pandemic response plan with the Villages of Wayne and Hanover Park in conjunction with the DuPage County Health Department as the lead agency for preparedness in a pandemic crisis. All of Bartlett is covered by this plan which gets updated as needed. The Village has an "in-house" pandemic plan, which addresses topics as: Sick leave and employee call-backs and replacements. These plans are located within the EOC and ICP as well as in the Public Works and Village facilities.

## **Public Communications and Media Relations:**

If the Village of Bartlett should become involved, even collaterally, with a terrorist event, the public information aspects must not be overlooked. It is important that government constantly reassure the citizenry that their government is responding appropriately in an effort to inspire confidence in its ability to cope with the problem. It is often desirable for the chief elected official of government to appear before the media with the aura of governmental authority to keep the public informed in an effort to ease fears and reduce panic.

If it became necessary, for example, that the public be directed to prearranged locations for the counseling of the “well-being” or the dispensing of prophylaxis antibiotics or vaccines after an attack, the media would prove to be an invaluable asset. It must be understood that without direction from local government, the public would overrun the hospital or local health care facility demanding treatment. This action would quickly overwhelm the health care system and possibly cause social disruption.

Clashes have at times occurred with the media during these types of events. It is always a challenge to balance the public's right to know against the government's right to withhold information for public safety. The dilemma is that the media can unfairly criticize officials for not responding, in detail, to all of their questions, which has the adverse effect of eroding the public's confidence in the government.

The important thing for local government officials to recognize is that the media does not always see matters in the same way that we do. Often the media's desire for a dramatic and sensationalized story transcends everything else. It must be remembered that we have no obligation to provide sensitive information to the media, especially if it could jeopardize or complicate our response activities. It is NOT a First Amendment issue even though the media will claim that it is.

## **AUTHORITIES AND REFERENCES**

Federal Emergency Management Agency (FEMA) Federal Response Plan - SLG (101)

Presidential Decision Directives (PDD-39), (PDD-62), and (PDD-63)

Robert T. Stafford Disaster Relief Act P.L. 93-288. as amended

Illinois Emergency Management Agency (IEMA) Emergency Operations Plan

Biological Warfare, Preparing for the Unthinkable Emergency - D.A. Henderson MD, MPH and Tara O'Toole, MD, MPH - Johns Hopkins Center for Civilian Bio-defense Studies, Johns Hopkins University, Baltimore, MD.

Centers for Disease Control and Prevention Bio-defense Protocols

## MAINTENANCE, REVIEW AND UPDATING THIS ANNEX **301.240b5**

It is the responsibility of the Police Chief, EMA Coordinator, and the Fire Chief for the maintenances, review and updating of this annex.

### **APPENDICES**

- Appendix L 1 Terrorism/Weapons of Mass Destruction
- Appendix L 2 WMD Hazardous Agent Guide-Biological and Chemical
- Appendix L 3 Pre-Emergency Operation Checklist
- Appendix L 4 Response Operation Checklist
- Appendix L 5 Recovery Operation Checklist
- Appendix L 6 Key Definitions
- Appendix L7 Acronyms

**APPENDIX L 1**  
**TERRORISM/WEAPONS OF MASS DESTRUCTION**

The Village of Bartlett is not permitted to call federal, state, or military agencies directly for assistance. The channel through which the Village requests state or federal assistance, including military assistance, is to declare a state of emergency by written executive order then contact:

1. Cook County Department of Emergency Management and Regional Security; office phone number 312-603-8180; fax number 312-603-9851
2. Kane County OEM; office number 630-232-5985 FAX/630-232-7408
3. DuPage County OEM; office phone number 630-682-7925
4. Illinois Emergency Management Agency IEMA Region 4; office phone number 847-294-4717; fax number 847-294-4715
5. Illinois Emergency Management Agency IEMA - Emergency Operations Center -Springfield Illinois; 24-hour phone number 800-782-7860 or the office number 217-782-7860

The first contact after the incident should be the County of Jurisdiction's EMA and the Region 4 Coordinator for IEMA. If not immediately available, call the Illinois Emergency Management Agency (IEMA) in Springfield directly. The following information needs to be reported to the County EMA and IEMA when calling:

LOCATION	What is the location of the event?
EVENT	What has caused the event?
CASUALTIES	Are there any confirmed deaths/injuries? If so, how many?
ACCESS	Can the location be accessed by emergency responders?
DAMAGES	What damage can be observed? How widespread is the damage?
ACTIONS	What actions have been taken?

The above information will be forwarded to the State Emergency Operations Center for use in coordinating the State's response. Continue to monitor the event and make follow-up reports as the situation develops.

**A LOCAL DISASTER DECLARATION IS NOT REQUIRED TO SECURE EITHER A STATE OR FEDERAL DISASTER DECLARATION HOWEVER; A STATE DECLARATION MUST PRECEDE A REQUEST FOR A FEDERAL PRESIDENTIAL DECLARATION.**

**APPENDIX L 2**  
**TERRORISM/WEAPONS OF MASS DESTRUCTION**  
**WMD HAZARDOUS AGENT GUIDE - BIOLOGICAL & CHEMICAL**

Biological Agents Threat - There are dozens of biological agents that could be used as weapons, but the two that concern authorities most are anthrax and smallpox. Anthrax is a bacterium that would have to be disseminated by aerosol and is not contagious. It will infect only those who inhale the germ spores. Smallpox is a lethal virus. Unlike anthrax, smallpox is highly contagious and can be transmitted with horrifying ease from one person to another resulting in an epidemic.

Biological agents are placed in one of three (3) categories, which are Bacterial, Viral, or Biological Toxins.

- Bacterial - Anthrax, Plague, Q fever, Tularemia
- Viral - Smallpox, Ebola Virus, Viral Hemorrhagic Fever
- Toxins Botulinum Ricin

It must be remembered that a bio terrorist event would unfold like a disease epidemic. Most likely it would be a silent release. We wouldn't even know that we had been attacked until clusters of cases started to appear days or weeks later.

Chemical Weapons Threat - Unlike biological agents, chemical weapons have an immediate effect. Ranging in sophistication from rat poison to powerful nerve agents, chemical weapons are by far the most popular choice among terrorists. Chemical weapons cause symptoms such as convulsions, respiratory failure, and tissue destruction. They are designed to kill, seriously injure, or incapacitate the public through physiological effects.

Chemical agents are placed in one of five (5) categories, which are Blistering, Blood, Pulmonary, Incapacitating, or Nerve.

- Blistering - Mustard Gas, Phosgene Oxime, Phenodichoroarsine
- Blood - Hydrogen Chloride, Hydrogen Cyanide
- Pulmonary - Chlorine, Nitrogen Oxide, Phosgene, Sulfur Trioxide
- Incapacitating - Agent 15, Cannibolds, Fentanyl Nerve - Sarin, Saran, Tabun. V-Gas

Regardless of the choice of weapon, the goal is the same, disruption, devastation, illness and death.

**APPENDIX L 3**  
**TERRORISM/WEAPONS OF MASS DESTRUCTION**  
**PRE-EMERGENCY OPERATIONS CHECKLIST**

1. Identify local, county, and state agencies available to provide assistance.
2. Develop plans to safeguard designated buildings and facilities in the event of attack.
3. Prepare and maintain lists of appropriate resources.
4. Provide specialized training to ensure that all "Crisis Team Members" are familiar with the Terrorism/Weapons of Mass Destruction annex.
5. Maintain current assessment of hazard/vulnerability analysis.
6. Continue cooperative efforts with local Community Hospitals and the County of Jurisdiction's OEM in the maintenance of prophylaxis pharmaceuticals available for first responders.

**APPENDIX L 4**  
**TERRORISM/WEAPONS OF MASS DESTRUCTION**  
**RESPONSE OPERATIONS CHECKLIST**

- Ensure the establishment of a unified command post at or near the scene of the incident.
- Activation of the Emergency Operations Center and callout of appropriate “Crisis Management Team” members.
- Each involved department director is responsible for assuring that a command level representative is sent to the command post to coordinate field operations.
- If applicable, establish protective measures for facilities previously determined as vital.
- Following assessment that a terrorism event has taken place, the Village President/Mayor signs a formal declaration of a local emergency.
- The Village Administrator or his/her designee notifies the Federal Bureau of Investigation (phone 847-290-0525 or 24-hour phone 312-431-1333,) Illinois Emergency Management Agency (phone 800-782-7860,) the Cook County Department of Emergency Management and Regional Security (phone 312-6038180), the DuPage County OEM (phone 630-682-7925), or the Kane County OEM (phone 630-232-5985).
- The Village Manager or his/her designee will hold an initial briefing as soon as practical to assure thorough understanding of the situation by all members of the Crisis Management Team.
- The Village President/Mayor or his/her designee will issue a statement to the public as soon as possible to identify the scope of the situation, outline initial government actions, and recommend actions to be taken by citizens, if any.
- The Village President/Mayor and Public Information Officer will schedule an initial media briefing and post a schedule for further media statements.
- The Emergency Operations Center will be the principal point of contact for liaison between the Village of Bartlett and Local, County, State, and Federal resources.

**APPENDIX L 5**  
**TERRORISM AND WEAPONS OF MASS DESTRUCTION**  
**RECOVERY OPERATIONS CHECKLIST**

- Assess recovery needs.
- Coordinate recovery operations to ensure that residents' concerns are answered.
- Coordinate resource management or assist state or federal agencies if involved.
- Provide appropriate counseling to those in need.
- Prepare final damage assessment and expenditure data for submission to appropriate governmental authorities for possible reimbursement.
- As soon as possible following the close of emergency response operations, the Crisis Management team should meet with involved staff to critique the operation, and determine if any modifications proved necessary.
- Prepare final reports on the incident for inclusion in the official Village record.
- Resume normal governmental functions as soon as possible.

**APPENDIX L 6**  
**TERRORISM/WEAPONS OF MASS DESTRUCTION**

**KEY DEFINITIONS**

**Aerosol** - Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

**Biological Agents** - Living organisms or the materials derived from them that cause disease in or harm to humans, animals or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols or dry powders.

**Chemical Agent** - A chemical substance that is intended to kill, seriously injure or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

**Consequence Management** - Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: FRP Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the Lead Federal Agency (LFA) for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

**Crisis Management** - This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the LFA for crisis management for such an incident (Source: FBI). During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: FRP Terrorism Incident Annex, April 1999).

**Decontamination** - The process of making people, objects or areas safe by absorbing, destroying, neutralizing, making harmless or removing the HazMat.

**Federal Response Plan (FRP)** - The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USCJ, et seq.]). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

**Lead Agency** - The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

**Lead Federal Agency (LFA)** - The agency designated by the President to lead and coordinate the overall Federal response is referred to as the Lead Federal Agency (LFA) and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation. Develop an action plan monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

**Mitigation** - Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a WMD incident.

**Non-persistent Agent** - An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

**Persistent Agent** - An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

**Plume** - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors and aerosols into the atmosphere.

**Preparedness** - Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards, including WMD incidents.

**Radiation** - High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

**Recovery** - Recovery, in this document, includes all types of emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

**Response** - Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population

**Terrorism** - The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. Government or population.

**Toxicity** - A measure of the harmful effects produced by a given amount of a toxin on a living organism.

**Weapons-Grade Material** - Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent uranium-235 or Plutonium with greater than about 90 percent Plutonium-239.

**Weapons of Mass Destruction** - Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life (Source: 18 USC 2332a as referenced in 18 USC 921).

**APPENDIX 7  
TERRORISM/WEAPONS OF MASS DESTRUCTION**

**ACRONYMS**

AFB	Air Force Base
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
ARAC	Atmospheric Release Advisory Capability
ARG	Accident Response Group
ARS	Agriculture/Research Service
ATC	Air Traffic Control
ATSD (CS)	Assistant to the Secretary of Defense for Civil Support
BDC	Bomb Data Center
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear Material, or High-Yield Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHEMTREC	Chemical Transportation Emergency Center
CHP PM	Center for Health Promotion and Preventive Medicine
CIRG	Crisis Incident Response Group
CJCS	Chairman of the Joint Chiefs of Staff
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education and Extension Service
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Operational Response Team
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPP	Domestic Preparedness Program
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERT	Emergency Response Team (FBI)
ERT-AE	Emergency Response Team - Advance Element
ERTU	Evidence Response Team Unit
ESE	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FEST	Foreign Emergency Support Team
FNS	Food and Nutrition Service
FRERP	Federal Radiological Emergency Response Plan
ERMAL	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
HazMat	Hazardous Materials
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HTIS	Hazardous Technical Information Services (DOD)
IC	Incident Commander
ICS	Incident Command System
IND	Improvised Nuclear Device
JIC	Joint Information Center
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LLNL	Lawrence Livermore National Laboratory
MEDCOM	Medical Command
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NDPO	National Domestic Preparedness Office
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission

NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Coordinator for Meteorology
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSLDPS	Office for State and Local Domestic Preparedness Support
PDD	Presidential Decision Directive
PHS	Public Health Service
POC	Point of Contact
PT	Preparedness Training and Exercises Directorate (FEMA)
R&D	Research and Development
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersal Device
REAC/TS	Radiation Emergency Assistance Center/Training Site
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SEB	State Emergency Board
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (FBI HQ)
SLG	State and Local Guide
TLRC	Tribal Emergency Response Commission
TIA	Terrorist Incident Appendix
TRIS	Toxic Release Inventory System
UC	Unified Command
UCS	Unified Command System
USC	U.S. Code
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
VA	Department of Veterans Affairs
WMD	Weapons of Mass Destruction
WMD-CST	WMD Civil Support Team



# Memo

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**To:** Paula Schumacher, Village Administrator  
**From:** Dan Dinges, Director of Public Works  
**Subject:** **FY 2021-22 DuPage Salt Purchase**  
**Date:** October 6, 2021

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Staff received all the necessary information regarding the contract for road salt through the County of DuPage Joint Purchase Program.

Compass Minerals America, Inc. was awarded the contract for road salt. The cost per ton, delivered to Bartlett is \$81.13, which is the same price as the previous year. This bid from Compass Minerals America, Inc. represents the purchase of up to 1,300 tons for the 2021-22 season. We also will be procuring up to an additional 1,200 tons through the State Joint Purchase Program. Our total cost for salt this year was budgeted at \$165,000 for ~ 2,000 tons. The agreement is attached for review.

Staff recommends the Village of Bartlett continue to participate in the County of DuPage Joint Purchase Program for road salt through Compass Minerals America, Inc

## Motion

Motion to approve Resolution #2021- -R, A RESOLUTION AUTHORIZING THE PURCHASE OF UP TO 1,300 TONS OF SALT FROM COMPASS MINERALS AMERICA, INC.

**RESOLUTION 2021 - \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE PURCHASE OF UP TO 1,300 TONS OF ROAD SALT FROM COMPASS MINERALS AMERICA, INC.**

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**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The 2021-22 Bulk Road Salt Purchase is awarded to Compass Minerals America, Inc., being the lowest responsible and responsive bidder through the DuPage County Procurement Services Division, for up to 1,300 tons of salt at \$81.13/ton with a total sum of \$105,469.00.

**SECTION TWO:** The Bulk Road Salt Purchase Agreement dated October 19, 2021, between Compass Minerals America, Inc. and the Village of Bartlett (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION THREE:** That the Village President and the Village Clerk are hereby authorized and directed to sign and attest, respectively, the Agreement on behalf of the Village of Bartlett.

**SECTION FOUR: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FIVE: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION SIX: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: October 19, 2021

APPROVED: October 19, 2021

ATTEST:

\_\_\_\_\_  
Kevin Wallace, Village President

\_\_\_\_\_  
Lorna Gilles, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2021 - \_\_\_\_\_ enacted on October 19, 2021, and approved on October 19, 2021, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Gilles, Village Clerk

**CONTRACT AGREEMENT FOR THE PURCHASE OF UP TO 1,300 TONS OF SALT  
BETWEEN COMPASS MINERALS AMERICA, INC. AND THE VILLAGE OF  
BARTLETT FOR THE FY 2021-22**

THIS AGREEMENT is entered into this 19th day of October, 2021, between the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, a body corporate and politic (hereinafter referred to as the "Village"), and Compass Minerals America, Inc., licensed to do business in the State of Illinois, located at 9900 West 109<sup>th</sup> Street, Suite 100, Overland Park, Kansas, 66210 (hereinafter referred to as the "Contractor").

**RECITALS**

**WHEREAS**, the Village requires the goods and/or services specified in DuPage County Bid #20-035-DOT for its Public Works Department snow removal services; and

**WHEREAS**, the Contractor is the vendor selected pursuant to the bid process and is willing to perform under the terms of the Bid and this Contract.

**NOW THEREFORE**, in consideration of the premises and mutual covenants contained herein, the parties agree that:

**1.0 CONTRACT DOCUMENTS**

1.1 This Contract includes all the following component parts, all of which are fully incorporated herein and made part of the obligations undertaken by the parties:

- 1.1a Bid Invitation
- 1.1b Project Information
- 1.1c Instructions to Bidders
- 1.1d General Conditions
- 1.1e Special Conditions
- 1.1f Insurance/Bonding Requirements and Certificates
- 1.1g Bid Form
- 1.1h Specifications including addenda
- 1.1i Exhibits
- 1.1j County Purchase Order

1.2 All documents are or will be on file at the Public Works Department, 1150 Bittersweet Drive, Bartlett, Illinois 60103.

1.3 In the event of a conflict between any of the above documents, the documents control from top to bottom; i.e., "a" controls over "b".

**2.0 DURATION OF THIS CONTRACT**

2.1 Unless terminated as provided in the Bid Invitation, the term of this Contract shall be a one (1) year period beginning on May 1, 2021 and continuing through April 30, 2022.

2.2 The Contract term is subject to renewal per the Bid Invitation Specifications.

2.3 In no event, shall the term plus renewals exceed four (4) years.

### 3.0 TERMINATION

3.1 Except as otherwise set forth in this Agreement, either party shall have the right to terminate this Agreement for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of Vendor's insolvency, bankruptcy or receivership, in which case termination shall be effective immediately upon receipt of notice.

3.2 Upon such termination, the liabilities of the parties to this Agreement shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for deliverables tendered prior to termination. There shall be no termination expenses.

3.3 Upon termination of this Agreement, all data, work, products, reports and documents produced, because of this Agreement, shall become the property of the Village. Further, Contractor shall provide all deliverables within fourteen (14) days of termination in accordance with the other provisions of this Agreement.

### 4.0 BID PRICES AND PAYMENT

4.1 The Contractor shall provide the required goods and/or services described in the Bid Specifications for the prices quoted on the Bid Form.

4.2 The Contractor shall provide the Bulk Rock Salt at the cost of \$81.13/Ton.

4.3 The Village shall make payments pursuant to the Illinois Local Government Prompt Payment Act, except that no payment shall be approved where the Contractor has failed to comply with certified payroll requirements of the Illinois Prevailing Wage Act or Davis Bacon Act.

### 5.0 AMENDMENTS

5.1 This Contract may be amended by mutual agreement.

5.2 All amendments will conform to State of Illinois Statutes and Village procedures for Change Orders.

### 6.0 CONTRACT ENFORCEMENT – ATTORNEY'S FEES

6.1 If the Village is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this Contract, and by reason thereof, the Village is required to use the services of an attorney, including the States Attorney, then the Village shall be entitled to reasonable attorney's fees and all expenses and costs incurred by the Village pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

7.0 SEVERABILITY

7.1 If any section, paragraph, clause, phrase or portion of this Contract is for any reason determined by a court of competent jurisdiction to be invalid and unenforceable, such portion shall be deemed separate, distinct and an independent provision, and the court's determination shall not affect the validity or enforceability of the remaining portions of this Contract.

8.0 GOVERNING LAW

8.1 This Contract shall be governed by the laws of the State of Illinois both as to interpretation and enforcement, Venue for all disputes will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

9.0 ENTIRE AGREEMENT

9.1 This Contract, including the documents listed in 1.0, contains the entire agreement between the parties.

9.2 There are no covenants, promises, conditions, or understandings; either oral or written, other than those contained herein.

IN WITNESS, WHEREOF, the parties set their hands and seals as of the date first written above.

**VILLAGE OF BARTLETT**

**COMPASS MINERALS AMERICA, INC.**

\_\_\_\_\_  
Kevin Wallace  
Village President

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Lorna Gilles  
Village Clerk

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT

BULK ROCK SALT 20-035-DOT  
BID TABULATION

No.	Item	Unit	Qty	COMPASS MINERALS AMERICA INC.		DETROIT SALT COMPANY		MORTON SALT, INC.		CARGILL INC	
				Price	Extended Price	Price	Extended Price	Price	Extended Price	Price	Extended Price
1	Group 1 - DuPage County Standard Delivery	Ton	15,000	\$ 81.13	\$ 1,216,950.00	\$ 82.63	\$ 1,239,450.00	\$ 88.87	\$ 1,333,050.00	\$ 93.41	\$ 1,401,150.00
2	Purchase for 130% -150% of Projected Usage	Ton	1	\$ 91.13		\$ 98.35		No Bid		\$ 113.41	
<b>GRAND TOTAL GROUP 1</b>					\$ 1,216,950.00		\$ 1,239,450.00		\$ 1,333,050.00		\$ 1,401,150.00
3	Group 2A - Townships/Municipalities Early Delivery	Ton	4,000	\$ 85.11	\$ 340,440.00	\$ 82.63	\$ 330,520.00	\$ 84.23	\$ 336,920.00	\$ 93.41	\$ 373,640.00
4	Group 2B - Townships/Municipalities Standard Delivery	Ton	55,020	\$ 81.13	\$ 4,463,772.60	\$ 82.63	\$ 4,546,302.60	\$ 88.87	\$ 4,889,627.40	\$ 93.41	\$ 5,139,418.20
5	Purchase for 130% -150% of Projected Usage	Ton	1	\$ 91.13		\$ 98.35		No Bid		\$ 113.41	
<b>GRAND TOTAL GROUP 2</b>				\$	4,804,212.60	\$	4,876,822.60	\$	5,226,547.40	\$	5,513,058.20

NOTES  
1) For both Group 1 – DuPage County and Group 2 – Townships/Municipalities, the minimum contract commitment is eighty percent (80%) of the standard delivery quantity.

Invitations Sent	5
Potential Bidders Requesting Bid Documents	15
Total Bid Responses Received	4
Bid Opening Attended	DW, JM