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OF YOUR WORKSTATION***



EMERGENCY PREPAREDNESS PLAN

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EMERGENCY PHONE NUMBERS AND HOSPITALS

Police Department Emergency – if 9-1-1 is not available

Bartlett	630-289-9111
Elgin	847-289-2731
Hanover Park	630-289-9111
Hoffman Estates	847-882-3131
Schaumburg	847-882-3534
Streamwood	630-289-3151

County Health Emergency

Cook County	708-492-2150
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Important Contact Information

Administrator

Office	630-837-0301 x 2127
Cell	815-751-4000

Assistant Administrator

Office	630-837-0301 x 2124
Cell	501-499-1203

Facilities & Maintenance Director

Office	630-837-0301 x 5678
Cell	630-240-7182

Community Relations Director

Office	847-888-8329 x 3130
Cell	630-408-4938

Local Hospitals

St. Alexius Hospital (Hoffman Estates, IL)	847-843-2000
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Sherman Hospital (Elgin, IL)	847-742- 9800
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St. Joseph Hospital (Elgin, IL)	847-695-3200
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Central DuPage Hospital (Winfield, IL)	630-933-1600
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<u>Poison Control</u>	800-222-1222
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<u>Animal Control</u>	708-974-6140
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BOMB THREAT/SUSPICIOUS PACKAGES

Person receiving the report of Bomb Threat:

- Listen carefully **DO NOT INTERRUPT**
- Try to take down the entire message
- Obtain as much information about the caller and/or the situation as possible
- Use the *57 identification retrieval system to determine where the call was made from

Ask These Questions

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What will cause it to explode?
- What kind of bomb is it?
- Did you place the bomb?
- Why did you put it in the building?
- What is your address?
- What is your name?

Exact Wording of the Threat:

Details

Time _____

Caller's Sex _____

Age _____

Culture _____

Length of Call _____

Phone Number Called _____

Notification

- Notify Department Director of the threat
- Department Director notifies the Administrator/designee
- Contact 9-1-1 and file a police report

Planned Response by Department Directors

- Consider a security evacuation while developing a response plan
- The building response must consider the totality of the circumstances
- Search building accordingly
- If evacuation is necessary, check all evacuation routes before moving residents and staff
- Never evacuate into parking lots – move into open spaces

Bomb Threat

If the threat is credible and/or danger is imminent, follow security evacuation procedures.

If the credibility of the threat is questionable, immediately contact the police for guidance.

Building Searches

Any suspicious package believed to be dangerous should be described to responding police/fire authorities. Any employee can make note of a suspicious package, but should not move the package or otherwise place themselves in danger.

Additional Instructions:

The individual that receives the threat should record all pertinent information, call 9-1-1, and provide that information to the dispatcher/local emergency responders. Stay calm.

During an evacuation or relocation, Department Directors should remind all staff to visually scan their office/workspace for objects that are unusual/suspicious or out of place. Staff should report any objects to department directors and/or the police.

FIRE OR EXPLOSION

Fire

- Sound fire alarm
- Use stairways, NOT elevators
- Call 9-1-1
- Evacuate the building – Re-entry is not recommended
- Meet fire department and report the situation
- Inform Administrator/designee who is responsible for alerting the remaining Township employees and satellite offices
- Close all doors and windows
- Ensure all staff are accounted for
- Identify single source of communication
- Fire Department will determine integrity of the building before re-entry

Explosion

Follow fire plan/evacuation

Additional Instructions:

Once the immediate danger has passed, department directors should assess the situation to determine if any additional dangerous conditions exist.

They should look for:

- Fire
 - Hazardous Material Releases
 - Natural Gas Leaks
 - Structural Damage/Failures
 - Utility Losses or Failures
 - Unusual Smells
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- Provide the emergency responders with the location and a description of the explosion.
 - Keep all areas affected by the explosion clear of residents and staff.
 - Report any suspicious activity prior to the explosion to local emergency responders.
 - Do not touch any materials/debris or suspicious substances involved in the explosion.

All Staff

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire or other type of disaster that would call for the evacuation of the building.

- The purpose of an evacuation drill is to be able to evacuate the building in case of a fire or other emergencies.
- Drills should be silent. If staff and residents are talking, directions and other information cannot be heard.
- Everyone should clear the building immediately - WALK - do not run.
- Appoint one staff member to close the door and see that everyone is out of your area.
- Please get as far away from the building as possible. No matter what exit you take, all staff should report to the designated area.
- Ensure all staff from your department are accounted for.
- Exit according to the exit instructions posted in your building – if an area is inaccessible, the next nearest exit should be used.
- If re-entry to the building is not possible, then the Administrator will notify the Department Director.

- Re-entry will be announced by the Administrator or Department Director/designee

Department Directors

- Interview witness
- Cooperate with police investigation
- Complete reports
- Debrief staff
- Communication plan – Community Relations Director
- Incident Report

Note the following

- Where is the nearest fire extinguisher?
- How does the fire extinguisher operate?
- What are your instructions for a fire drill?
- Does a potential fire hazard exist?
- Are all fire exits open? Are there any jammed doors or blocked passageways?

Designated areas:

Town Hall	Electronic sign on Route 59
Senior Center	Electronic sign on Route 59
Highway/Maintenance Garages	Electronic sign on Route 59
Elgin CRO	Basketball court
Astor Avenue	Parking lot on Briarwood Ave
Resource Center	Across the street
Station #1	Municipal parking lot
Izaak Walton Center & Reserve	Garage building

THREAT TO BUILDING – INSIDE / OUTSIDE

Any staff member who comes across an unknown person in the building should approach the individual and ask “How may I help you?” You should only approach provided the person does not appear threatening in any manner. If the unknown person has a legitimate reason for being in the building, offer to escort them to the proper location.

If at any time the unknown person becomes confrontational, or does not cooperate they should be considered an intruder. At that time, the staff member should walk away and notify the department director. Attempt to maintain visual contact at all times if safe to do so. Consider calling a security evacuation.

If the staff member suspects that the person may be armed or may pose a threat to residents and staff, he/she should seek safety and use the phone system to call for a security evacuation and use panic alarms or call 9-1-1.

Recognizing that there are circumstances where events unfold so rapidly that it would not be practical or prudent for employees to wait for an order to evacuate the building, and the employees feel that their safety is in jeopardy, employees are authorized to immediately evacuate the building. After evacuating the building, the employees should make notification to their department director as soon as possible.

Security Evacuation – Unknown Threat (INSIDE)

Security evacuations are designed to evacuate the building and, for those unable to evacuate, freeze everyone in place until safe movement in the building can be permitted. Security evacuation drills are planned, trained, and practiced for the worst-case scenario; a person inside the building that poses a threat, either real or perceived, to others.

Security evacuation is used for many hazards. Examples could include bomb threats or other police related situations. The need for a security evacuation can be determined by any staff member. Announcements will be made by the available staff member at the time the situation is discovered.

Announcements:

Security evacuation announcements for the worse case scenarios are brief, repeated announcements, with little or no information other than “security evacuation.”

Read twice: ***“This is a security evacuation, exit the building. This is a security evacuation, exit the building.”***

Department Director

- Upon notification make security evacuation announcement- repeat over phone system twice
- Move to safe position
- Contact police department
- Inform the Administrator/designee
- Inform all employees on other campuses of Security Evacuation
- After police secure building- make announcements to all staff
- Police are still in charge of safety
- Ensure all staff is accounted for as soon as possible after the incident is over
- Cooperate with police investigation

Staff Instructions:

When you hear “SECURITY EVACUATION” over the intercom...

1. Stop what you are doing and move quickly to the closest exit. Encourage residents to exit with you.
2. If you are unable to exit the building, move to an area that can be secured.
(If outside, move away from the building until safe.)
3. Step into public areas (if close by) & look for residents. Move residents into your office.
4. Lock the door and turn off lights (unless special circumstances). Keep in mind that most interior walls consist of only drywall. Taking cover behind solid objects within the closed room can afford more protection.
5. Move other staff and residents into a hidden area away from the door – interior view.
6. Scan the room for a secondary escape route (if necessary) or a secondary plan if no other escape route exists (“Plan B”).
7. Calm residents and remain quiet. Any movement may alert someone to your presence.
8. Wait patiently until the Police come to you. Do not display any indication of your presence until the police department or administration advise it is safe and appropriate to do so. Recognize that police will treat everyone as a threat until they know otherwise and for certain.

All - Once a Security Evacuation has begun...

9-1-1 - If you see/hear an emergency incident nearby; CALL 9-1-1 from a building phone or cell phone. Identify yourself, your building, and your location. Provide brief details and maintain order with the residents.

“Plan B” - Determine the next step(s) necessary in case the area you are in becomes compromised.

Fire Alarm – if the fire alarm activates after the security evacuation, evaluate your situation and plan an escape route if necessary.

Cell Phones – Instruct residents and staff that any noise may compromise everyone’s safety. If they need to communicate, use text messages. Turn off all sound functions on the phone.

Post Incident:

- Request a meeting after security evacuation with staff
- Debrief staff and answer questions
- Meet with Community Relations Director to prepare a message to the public on the outcome if necessary
- Counseling services (if necessary)

Secure Building - Known Threat (OUTSIDE)

Department Director

- Department Director/designee announces a need to secure the building (repeated over phone system twice)
- Contact police department
- Inform the Administrator/designee
- Inform all employees on other campuses of the secure building
- Determine if movement is allowed or recommended
- Director assigns an employee to:
 - Ensure all doors are locked
 - Verify everyone is inside
 - Walk throughout the building and answer questions

Staff

- Front office staff does not allow anyone to enter until authorized by the Administrator
- Front office staff should answer phone but remain brief
- Only close blinds if instructed or self determine that it is necessary
- Maintain normal building movement inside (unless otherwise advised)

All - Once a Secure Building has begun...

If a resident chooses to leave, we have no authority to keep them in the building. Remind them that once they leave they will not be allowed in the building until the secure building is over.

Post Incident:

- Request a meeting after the secure building with staff
- Debrief staff and answer questions
- Meet with Community Relations Director to prepare a message to the public on the outcome if necessary.
- Counseling services (if necessary)

WEATHER - SEVERE

Thunderstorms

During Thunderstorms:

- Close all windows and doors.
- Draw the shades or blinds to reduce the risk from flying glass if window or door glass breaks due to high winds.
- Monitor the internet, radio, or television for the latest weather information.
- Avoid using the telephone or other electrical appliances until the storm passes.
- If outdoors, seek shelter immediately. If you can hear thunder, you are probably close enough to the storm to be struck by lightning.

After Thunderstorms:

- Scan the building interior or exterior, check for injuries and damage. Render first aid if necessary. Call 9-1-1 if necessary. Report damage accordingly.
- Monitor the internet, radio, or television for information or instructions.

Tornadoes

Tornado Watch -- Tornadoes are possible. Move all residents and staff indoors. Monitor the internet, radio, or television for more information. Be prepared to take shelter.

If you see any rotating funnel-shaped clouds:

- Announce a tornado warning, move all persons to safe positions
- Report it to the police
- Take cover

Tornado Warning -- A tornado has been sighted or indicated by weather radar. Take shelter. Assign someone to watch the sky. Move all residents and staff indoors. Monitor the internet, radio, or television for more information.

Follow the procedures above.

It is critical that someone monitors weather conditions, regardless of the time of day. Use a weather alert radio, local TV and radio, or the internet to monitor watches and warnings for your area. Do not rely completely on outdoor warning sirens as they were not designed for the sound to penetrate inside large buildings.

During a Tornado:

Pre-plan the best location to seek shelter when threatened by a tornado. A basement will usually afford the best protection. If an underground shelter is not available, identify an interior room or hallway on the lowest level. Closets, interior hallways, and bathrooms without windows are the best areas.

Take the following actions when a Tornado Warning has been issued by the National Weather Service, when sirens have been activated, or when a tornado has been sighted near your area.

- Go to the designated storm shelter, basement, or to an inside hallway on the lowest level.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, gymnasiums and large hallways. Stay away from windows and open spaces as much as possible.

- Get under a piece of sturdy furniture, such as a workbench, heavy table or desk, and hold onto it. If sturdy furniture is not available, make yourself the smallest target possible. Squat low to the ground. Put your head down and cover your head and neck with your hands.

Outdoors:

- Get inside a substantial building, on the lowest floor – away from windows and doors.
- If an indoor shelter is not available, or there is no time to get indoors, lie in a ditch or culvert.
- Use your arms to protect your head and neck. Stay aware of the potential for flash flooding.

After a Tornado:

- Scan the building interior or exterior, check for injuries and damage. Render first aid if necessary. Call 9-1-1 if necessary. Report damage accordingly.
- Do not attempt to move severely injured victims unless absolutely necessary. Wait for emergency medical assistance to arrive.
- Monitor the internet, radio, or television for information or instructions.
- Be extremely careful in areas of downed power lines or natural gas leaks. Wear adequate footwear to avoid cuts from broken glass or nails protruding from boards.
- Keep lines of communication open.
- Exit damaged buildings. Re-enter only if absolutely necessary using great caution.

Flooding

Flood Warning -- Flooding is occurring or will occur soon. If advised to evacuate, do so immediately. If evacuating, notify the Administrator.

Flash Flood Warning -- A flash flood is occurring or is imminent. Move to higher ground immediately. Flash floods develop MUCH quicker than river floods.

Flood Statement -- Minor flooding of creeks and streams, streets, low-lying areas or basement flooding is occurring or is imminent.

During a Flood:

- Move valuable possessions to the upper floor or move to another location if flooding is imminent and time permits.
- If instructed to do so by local authorities, turn off utilities at their source.
- Listen to a battery-operated radio for evacuation instructions.
- If advised to evacuate, do so quickly. Evacuation is much simpler and safer before flood waters become too deep for ordinary vehicles to drive through.
- Follow recommended evacuation routes. Short cuts may be blocked.
- People lose their lives by attempting to drive over a flooded roadway. The speed and depth of the water is not always obvious. There may be a hidden portion of the roadway washed out under the water. Two feet of water will carry away most automobiles.

After a Flood:

- Flood dangers do not end when the water begins to recede. Don't return home until authorities indicate it is safe to do so.
- Stay out of buildings that remain in the flood waters.
- Avoid coming in contact with flood waters. The water may be contaminated with oil, gasoline or raw sewage. Do not wade through a flooded stream to protect or retrieve belongings.
- Consider health and safety. Wash your hands frequently with soap and clean water if you come in contact with flood waters. Listen for news reports to learn whether the community's water supply is safe to drink.
- Throw away food -- including canned goods -- that has come in contact with flood waters.

Sources of Weather and Weather Safety Information

For additional information on severe weather or other hazards, contact the following:

National Weather Service Forecast Office websites:

www.weather.gov/chicago

Illinois Emergency Management Agency website at:

<http://www.state.il.us/iema>

NOAA Weather Radio- All Hazards

Listen to NOAA Weather Radio – All Hazards for the latest weather forecasts. The National Weather Service broadcasts weather information, including watches, warnings, and advisories 24 hours a day. Weather radio transmitters have a range of about 40 miles. Weather radio transmitters that cover Illinois are shown below. To find the weather radio transmitter that serves your location, go to the following web site:

NOAA Weather Radio Programming:

<http://www.nws.noaa.gov/nwr/CntyCov/nwrIL.htm>

Chicago KWO-39 162.550 MHZ

Crystal Lake KXI-41 162.500 MHZ

DeKalb WNG-536 162.550 MHZ

Lockport KZZ-81 162.425 MHZ

Rockford KZZ-57 162.475 MHZ

Weather alert e-mails are forwarded to all staff by the Administrator/designee.