

RESPONSE TO EMERGENCY AND DISASTER SITUATIONS

1.0 Purpose

- 1.1 To establish guidelines for assistance when confronting emergency situations and disasters that are beyond the normal capabilities of City operations, equipment and personnel.

2.0 Scope

- 2.1 There are disasters and emergencies that cannot be adequately controlled by using standard operating procedures. There is a potential for natural disasters including: tornadoes, high winds, snow and ice storms, floods and uncontrollable fires. Other “man-made” disasters could also affect our community such as: railroad, airplane, truck and automobile accidents, hazardous materials, civil disturbances, cessation of vital public services like water or electrical supply.
- 2.2 When the community is threatened by, or actually experiences, a major disaster or emergency, the City government has the primary responsibility for the prevention, control of, and recovery from the situation. The City government also has the responsibility and moral obligation to continuously preserve and protect the lives, rights, property, and well being of all persons within the corporate City limits. During emergency situations, these responsibilities and obligations are much more significant than during normal every day operations. Therefore, the City must expand its power and authority during emergency situations to the fullest extent necessary when dealing with the increased responsibility resulting from the disaster.
- 2.3 The existing and established City government will function as the basic emergency and civil defense organization. They will do this by operating under emergency and disaster guidelines set forth in the emergency operations plan (EOP).
- 2.4 Each disaster or emergency has its own unique set of circumstances and must be dealt with on an individual basis. It is the obligation and responsibility of municipal officials and their staff to respond promptly and effectively to an emergency situation. This guideline will facilitate the efficient and effective control of all City resources during emergency and disaster situations.

3.0 Policy

Disaster Coordination, Direction and Control Responsibilities

- 3.1 The City Manager shall be responsible for the overall coordination, direction and control of all disaster operations that the City may encounter. The City Manager is responsible to the City Council for the conduct of all the affairs of the City and will act as the Disaster Director.
- 3.2 **Succession of Command:** In case the City Manager is incapacitated or unable to carry out the responsibilities of the Disaster Director, the following persons shall undertake this full authority and responsibility, in order:
 - A. Fire Chief
 - B. Police Chief
 - C. Director of Public Works

- If a case arises where any of these individuals cannot be reached, the Mayor or duly appointed acting mayor shall appoint a Disaster Director. The Disaster Director shall have the City Manager's full authority and responsibilities until relieved of duty by either the City Manager or Mayor.
- 3.3 **Chain of Command:** When an emergency situation has been declared, the normal everyday established chain-of-command of the City's organization shall continue in operation for all City departments.
 - 3.4 **Declaration of Emergency:** The Mayor of Lake Forest shall have the sole authority to declare a local State of Emergency in existence.
 - 3.5 **Public Warning:** The Disaster Director shall be responsible for determining under what conditions the total community, or localized sections of the City, shall be warned of an anticipated or impending disaster or emergency. No warnings are to be given, except in cases of clear and present danger, without the specific authorization of the Disaster Director. A member of the Fire Department shall act as the ESDA Coordinator and shall, as approved by the City Manager, be responsible for the development and implementation of an efficient and effective procedure for warning the community for impending danger.
 - 3.6 **Emergency Operating Center (EOC):** At the time of an actual or potential emergency, a command post shall be established from which all emergency and disaster operations shall be directed. The EOC will be located in the basement of Fire Station II. If this room is deemed untenable, then the EOC will be moved to the main classroom at Municipal Services.
 - 3.7 **Security:** In disaster or emergency situations only authorized personnel will be permitted in the affected area. The Disaster Director shall determine what groups and individuals are permitted in the area. Upon declaration of an emergency, the Chief of Police shall immediately implement procedures for securing the hazardous area from unauthorized persons and vehicles. Specific action in such matters would be dependent upon the location and severity of the emergency. The Chief of Police shall develop procedures and operational plans to ensure security of the emergency scene.
 - 3.8 **Personnel Staffing Requirements:** Upon declaration of an actual or potential emergency disaster condition, the Director of Human Resources shall immediately determine the status of personnel strength available. The Director shall also determine what duties have been assigned and what personnel may have been incapacitated as a result of the disaster circumstances. Priority treatment shall be given to City employees to enable them to report for duty to aid the general public.
 - 3.9 **Outside Assistance:** The ESDA Coordinator shall be responsible for annually updating an emergency call list which contains the names, addresses, and telephone numbers of people, businesses, and organizations who may provide assistance in a disaster situation. This call list shall also include supplies, equipment, and manpower available during a disaster situation. Each department head shall have input as to what additional resources are needed and placed on the emergency call list accordingly.
 - 3.10 **Commitment of City Funds and Fiscal Accountability:** The Disaster Director shall have the full authority to commit The City of Lake Forest for all reasonable costs of manpower, supplies, and equipment necessary to cope with an emergency situation. The Finance Director shall account for all expenses incurred as a result of the disaster.

- 3.11 **Cessation of Essential Services:** The Disaster Director shall work with all utility companies in developing a plan that will ensure the continuance or restoration of services during an emergency. Each department head or their designee shall develop plans and methods for continuing departmental operations during the time following an emergency or disaster situation.
- 3.12 **Emergency Treatment and Transportation of Injured Persons:** The Fire Chief shall establish and coordinate emergency disaster procedures with area hospitals ensuring prompt and effective first aid and transport of victims to appropriate hospitals. The Fire Chief shall develop priorities for assignment of City vehicles as supplements to the Fire Department ambulance system. These vehicles are to carry basic first aid equipment at all times.
- 3.13 **Public Information:** The Disaster Director shall direct the Public Information Officer (PIO) to prepare all official emergency information that is to be released to the public and the news media. Unless specifically authorized, all employees are to refrain from releasing public statements regarding the emergency or disaster.
- 3.14 **Directive Addenda:** All plans and procedures are to be developed by the Disaster Committee (comprised of department heads and assistants) and reviewed by the City Manager for approval. This will be as addenda to the Disaster Plan. The addenda may be revised periodically without being subject to revisions of this directive. The addenda will include, but not be limited to, the following:
- A. The Lake Forest Disaster Plan
 - B. Emergency Call and Resource List

4.0 **Distribution**

All department heads, staff assistants, all supervisory personnel, members of the City Council, Superintendent of School District 67 & 115, Lake Forest College, Northwestern Lake Forest Hospital, and Lake Forest Academy. HR website, www.citylf.org.



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City Manager