



# **Emergency Operations Plan**

**October 1, 2020 – September 30, 2021**

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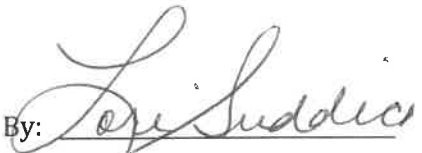
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# AUTHENTICATION

This Emergency Operations Plan shall be in full force effective on the date of its approval

Approved this 30<sup>th</sup> day of September, 2020

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

By: 

Lori Suddick, Ed.D.  
President  
College of Lake County

Attested:



Kenneth C. Gotsch  
Vice President of Business Services and Finance/CFO  
College of Lake County

## CONCURRENCE

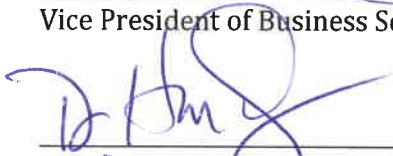
We the undersigned have read and given input into our respective section(s) of the College of Lake County Emergency Operations Plan (EOP). We accept the duties and responsibilities as assigned and written and acknowledge the relationship established. We further agree to provide resources, both human and material, to perform the assigned tasks, within our scope of ability to do so. We are aware that stated responses and actions may deviate from written at a time and place where it is more practical to do so. We understand that our signature here acknowledges the CONFIDENTIAL nature of this document and that this document, the information contained within it as well as any accompanying job aids will be held confidential by us under For Official Use Only (FOUO) accepted practices.

  
\_\_\_\_\_  
President

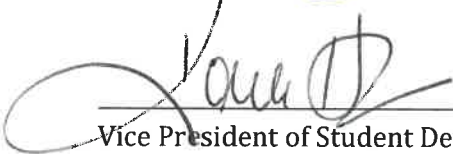
9.30.2020  
Date

  
\_\_\_\_\_  
Vice President of Business Services and Finance/CFO

9/30/2020  
Date

  
\_\_\_\_\_  
Vice President of Strategy, Planning and Support/Chief of Staff

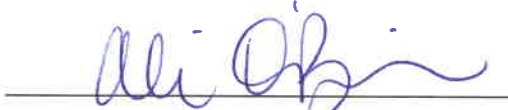
9/22/20  
Date

  
\_\_\_\_\_  
Vice President of Student Development

9/22/20  
Date

  
\_\_\_\_\_  
Vice President of Education/CAO

9/22/20  
Date

  
\_\_\_\_\_  
Vice President of Community and Workforce Partnerships

9.22.20  
Date

  
\_\_\_\_\_  
Executive Director of Human Resources

9/22/2020  
Date

  
\_\_\_\_\_  
Chief Information Officer

9.22.2020  
Date

CONCURRENCE, CONTINUED.



Annell W. O'Connell  
Director of Public Relations and Marketing

9-29-30  
Date

[Signature]  
Chief of Police

9/28/20  
Date

[Signature]  
Director of Facilities

9/22/20  
Date

[Signature]  
Dean of Southlake Campus and CLC Online

9/25/20  
Date

[Signature]  
Dean of Lakeshore Campus

9/25/20  
Date

[Signature]  
Dean of Student Life

9/28/20  
Date

[Signature]  
Director of Health Services

9-23-2020  
Date

[Signature]  
Environmental Health and Safety Manager

9-22-20  
Date

## DISTRIBUTION LIST

The College of Lake County Emergency Operations Plan (EOP) is a CONFIDENTIAL document. The plan is not to be distributed, copied, reproduced, e-mailed, printed or released in any manner outside of the College of Lake County without express, written approval of the President. The following complete copies of the EOP have been distributed to these authorized personnel/locations:

President	Hard Copy & e-copy
Vice President of Business Services and Finance/CFO	e-copy
Vice President of Strategy, Planning and Support/Chief of Staff	e-copy
Vice President of Student Development	e-copy
Vice President of Education/CAO	e-copy
Vice President of Community and Workforce Partnerships	e-copy
Executive Director of Human Resources	e-copy
Chief Information Officer	e-copy
Director of Public Relations and Marketing	e-copy
Chief of Police	Hard Copy & e-copy
Director of Facilities	e-copy
Dean of Southlake Campus and CLC Online	e-copy
Dean of Lakeshore Campus	e-copy
Dean of Student Life	e-copy
Director of Health Services	e-copy
Environmental Health and Safety Manager	Hard Copy & e-copy
Emergency Operations Center(s)	Hard Copy
Police Dispatch	Hard Copy & e-copy
College Trustees	e-copy
Lake County Emergency Management Agency Coordinator	e-copy
Illinois Emergency Management Agency	e-copy

Additionally, all College personnel have access to the Base Plan on the intranet.

## RECORD OF CHANGES

DATE	SECTION	ITEM	RECORDED BY
05-24-19	Base Plan	Functional needs framework statement added	Dave Wentzell
09-09-19	Cover Page	CLC logo added and date range added	Dave Wentzell
09-13-19	Base Plan	Director of Public Relations and Marketing added to Incident Management Team	Dave Wentzell
09-20-19	Entire Plan	Changes made to reflect reorganization of College Leadership Team, title changes, and reporting structures	Dave Wentzell
09-20-19	Entire Plan	Addition of Counseling and Psychological Services (CAPS)	Dave Wentzell
09-20-19	Annex F	Psychiatric Disabilities and Traumatic Brain Injury section updated to include mental illness	Dave Wentzell
09-20-19	Annex H	Responsibility chart updated to include Director of Health Services	Dave Wentzell
09-02-20	Functional Annexes	Annex K – Hazard Specific Plans added including the Pandemic Preparedness Plan and the Campus Violence Prevention Plan	Dave Wentzell
09-22-20	Entire Plan	Replace “Blackboard” with “Canvas”	Dave Wentzell
09-22-20	Entire Plan	Replace PR with PR & M	Dave Wentzell
09-22-20	Entire Plan	Remove the Dean of Counseling, Advising, and Transfer Center title	Dave Wentzell
09-22-20	Entire Plan	Various wording clarifications and grammatical fixes	Dave Wentzell
09-22-20	Annex A	Update Lines of Succession to mirror those identified in the Base Plan	Dave Wentzell
09-22-20	Annex C	Updated lines of succession	Dave Wentzell
09-22-20	Annex D	Updated line of succession	Dave Wentzell

## EXECUTIVE SUMMARY

The College of Lake County Emergency Operations Plan (EOP) was developed in cooperation by the College Administration, Police Department, and emergency management office. The EOP describes the emergency management system of the College of Lake County, which conforms to state law and accepted practices.

The EOP facilitates delivery of assistance to the College and greater community as they cope with the impact of significant emergencies or disasters. The EOP defines concepts of operations, organizational structures, and interfaces between and among those entities, as well as existing policy that will influence response. It is designed to guide the College's efforts in local response and immediate recovery.

The true value of the EOP is the planning process undertaken by the emergency management professionals in all departments working together to develop and integrate the detailed procedures; participating in training on plan implementation; and testing the plans in simulated disaster exercises and drills. The EOP in its written form serves to document the anticipated response and recovery efforts of the College of Lake County to protect public health and safety.

A continuous effort is required to update and enhance the EOP based on lessons learned from exercises and actual response and recovery operations. Periodic updates to the EOP will include changes due to new technology, new methods of response or additional capabilities. The EOP is a "living" document.

# BASE PLAN

## INTRODUCTION

This Emergency Operations Plan (EOP) outlines procedures that will be followed when a state of emergency is declared. An emergency is when a situation at the College could result in any or all of the following events:

- The safety of the College community is at stake.
- College property or infrastructure is threatened.
- There is a major breakdown of communication apparatus or IT infrastructure at the College.

## PURPOSE

This document outlines the emergency response and operations procedures for unforeseen interruptions of the College operations and services. It is intended to be an operational guide for College staff and faculty to use in case of emergencies that threaten the safety and well-being of the College. It does not include detailed tactical or incident –specific steps, business recovery or continuity plans for user offices and activities.

Components of the plan include identification of mission critical systems and services, infrastructure requirements and Emergency Operation Center (EOC) procedures. Other components include functional annexes outlining the areas of responsibility for the College community.

This plan should be tested and updated to reflect lessons learned and address changes in the internal or external environment that may affect the safety and security of the College. Testing should cover a range of potential threats and fire and severe weather drills should be conducted each semester, at all campus locations. Additionally, training on the provisions of the plan should be offered for both full and part-time staff.

### *DEFINITION OF EMERGENCY*

An emergency is defined as any incident or threat of incident at any College of Lake County location that poses a significant risk to the life or safety of individuals or the security of property, infrastructure or operating systems.

## SITUATION AND ASSUMPTIONS

The plan assumes that all designated critical services employees are available to be “on the job” during an emergency without interruption and that they are authorized by the administration to focus on the emergency at hand.

Lake County is located in the northeast corner of the state of Illinois. The College consists of three campuses: Grayslake Campus (Grayslake), Lakeshore Campus (Waukegan), and Southlake Campus (Vernon Hills).

The county is susceptible to seasonal weather, man-made and technological incidents. Additionally, the campus population and surrounding community have expectations that the College have a plan

to manage internal needs as well as support the overall community during incidents as described below.

#### ESTABLISHMENT OF EMERGENCY

When an incident warrants a declaration of emergency the following protocol will be established:

- Depending on the issue, the Chief of Police, Chief Information Officer, Vice President of Student Development, or designee notifies the President's Office of the incident that may warrant declaration of an emergency and requests convening of the Incident Management Team (IMT).
- The President evaluates the situation and declares an Emergency or Disaster.
- The EOC is established.
- The President, or Designee, notifies the Chairman of the Board of Trustees and other members of the Board of the emergency.

#### CONCEPT OF OPERATIONS

##### *INCIDENT MANAGEMENT TEAM (IMT)*

The IMT is responsible for working with the Incident Commander (IC) (field or on-scene incident supervisor) on the overall coordination of the emergency response. Team members (or designated back-up individuals) are required to report to the EOC (in person, virtually, or by phone) upon notification of an emergency. Team members are as follows:

- President
- College Leadership Team (Vice President of Education/CAO, Vice President of Business Services and Finance/CFO, Vice President of Student Development, Vice President of Community and Workforce Partnerships, Vice President of Strategy/Chief of Staff, Executive Director of Human Resources, Chief Information Officer)
- Chief of Police
- Director of Facilities
- Administrative head of the campus if event is outside the Grayslake Campus
- Director of Public Relations & Marketing
- Environmental Health and Safety Manager

Depending on the nature of the incident, others that may be included in the IMT:

- Dean of Student Life
- Director of Health Services

All critical services staff are those employees whose service may be required to manage the described incidences (identified below). These employees are on-call during the emergency should the EOC feel the need of the resources irrespective of the nature of emergency. Critical services staff are:

- Other Deans and Directors as deemed necessary

- Administrative and support staff as deemed necessary
- Technical and facilities support staff as deemed necessary

### *RESPONSIBILITY*

All College personnel are responsible for their own personal safety, for understanding their role in an emergency, and for following directions of responding personnel and supervisory staff.

Additional responsibilities of various categories of employees are as follows:

**Administrators:** Assist in any situation requiring evacuation of buildings. Communicate with and provide direction to their areas of responsibility. Inform the IMT through the CLC Police Department (CLCPD) of essential information as it relates to safety and status of persons, facilities and equipment based on specialized knowledge.

**Counseling and Psychological Services (CAPS):** May assist in providing counseling services and referrals for the effective resolution of a crisis incident, including the identification of appropriate community-based counseling for ongoing and post-incident support as needed.

**Faculty:** Assist in any situation requiring evacuation of buildings. Account for students under their charge. Inform the IMT through the CLCPD of essential information as it relates to safety and status of persons, facilities and equipment based on specialized knowledge.

**Office Support Staff:** Assist in any situation requiring evacuation of buildings. Inform the IMT through the CLCPD of essential information as it relates to safety and status of persons, facilities and equipment based on specialized knowledge.

**Facilities Staff:** Assist in any situation requiring evacuation of buildings. May be called upon to maintain an outer perimeter, controlling access to some areas. May be requested to manipulate power, water flow, alarms and elevators, etc. Use radios to report observations relevant to the situation. Inform the IMT through the CLCPD of essential information as it relates to safety and status of persons, facilities and equipment based on specialized knowledge.

**Health Services:** May be called upon to stage in an area to provide immediate medical attention to injured persons or to assist responding medical personnel. Will have primary responsibility for medical situations as indicated and appropriate. Inform the IMT through the CLCPD of essential information as it relates to safety and status of persons, facilities and equipment based on specialized knowledge.

**Information Technology Services:** Responsible for the management of all technological systems and programs during an emergency, including communications, web capabilities, critical information protection, and EOC support as needed.

**Police:** Responsible for the protection of life and to assess the nature and scope of the threat posed by the emergency. Their initial response represents the beginning of a continuing flow of staff, equipment and supplies necessary to protect persons and property from the harmful effects of the emergency. This flow, or mobilization, continues until the challenges presented by the emergency are met and remain until the emergency has ended.

**Safety Coordinators:** Assist in emergencies and evacuations as set forth in emergency procedures. Responsible for accounting for staff members in their work areas. Assist disabled individuals during emergencies.

**Public Relations & Marketing:** Manage the release of information and coordination with the IMT during the incident. Establish a media staging area outside of the affected area. Handle media relations, website updates, and social media.

**Vice President of Student Development and Dean of Student Life:** Inform the CLC Children’s Learning Center Director(s) of the emergency and coordinate psychological services such as short-term intervention leading to referral to community resources. Determine if community resources are needed to be on “stand-by” to provide counseling or related services. May be responsible for contacting parents or guardians. Identify high-risk students, staff and family members likely to be most affected by the event and provide extra support as needed. Provide leadership for organized reflection services/activities, when appropriate. Inform faculty regarding students’ class absences, missed tests, etc.

*LEVELS OF EMERGENCY*

<b>Activation Level</b>	<b>Description</b>	<b>Probable Staffing</b>
<p>3 (Monitor – no EOC activation)</p>	<p>Small incident or planned event</p> <p>One site</p> <p>Two or more departments impacted</p> <p>Potential threats include: Flood; Severe storm; Snow Storm while classes are in session; other escalating incident; annual commencement or sporting event</p>	<p>EOC Manager</p> <p>Public Information Officer</p> <p>Liaison Officer</p> <p>Incident Commander</p> <p>Operations Section Chief</p> <p>Others as determined necessary</p>
<p>2 (Partial EOC Activation)</p>	<p>Moderate incident</p> <p>Two or more sites</p> <p>Several agencies involved</p> <p>Major scheduled event (e.g., commencement or sporting event w/ VIP)</p> <p>Limited evacuations</p> <p>Resource support required</p>	<p>EOC Manager</p> <p>Limited Incident Management Team</p> <p>Public Information Officer</p> <p>Liaison Officer</p> <p>Incident Commander Section Chiefs (as required)</p>



Activation Level	Description	Probable Staffing
	Potential threats include life threatening incidents: threat of violence or bomb; Tor:Con Index 4-6 with classes in session; Winter storm with icing or blizzard conditions	Limited activation of other EOC staff
1 (Full EOC Activation)	Major incident  Multiple sites/buildings impacted  Regional disaster  All departments and multiple external agencies involved  Potential threats include life threatening incidents: threat of violence or bomb; Tor:Con Index 6 or higher with classes in session; Winter storm with icing or blizzard conditions; Extensive campus or local municipal evacuations; incident impact with population on campus (student or community)  Resource support required	EOC Manager  Policy Group  Incident Management Team positions  Public Information Officer  Command and General Staff positions including support from community response agencies  All EOC functions and positions (as required)  Voluntary and community-based organizations

**DIRECTION AND CONTROL**

*LINES OF SUCCESSION*

Overall responsibility for an incident normally is the responsibility of the College President. In his or her absence, the assigned Administrator-in-Charge will be responsible for managing an incident. If they are unavailable, the order for assuming responsibility is as follows:

1. President
2. Vice President of Business Services and Finance/CFO
3. Vice President of Strategy/COS
4. Executive Director of Human Resources
5. Chief Information Officer/CIO
6. Vice President of Student Development
7. Vice President of Community and Workforce Partnerships
8. Vice President of Education/CAO

### *EMERGENCY OPERATIONS CENTER*

An EOC will be established within minutes of an identified emergency, and the IMT will convene in the EOC, which is located at the Grayslake Campus. If the emergency is at the Lakeshore or Southlake Campus, a decision will be made about whether the EOC will initially be located at that campus location or preliminarily set up on the Grayslake Campus with telephone communication established with the Dean of the affected campus virtually or by phone. CLC has identified primary, secondary and tertiary locations for the EOC on the Grayslake Campus:

- Primary EOC – CLC Board of Trustees Room, 2<sup>nd</sup> floor, C Building, Grayslake Campus  
Access from lot #4, Route 45 campus entrance
- Secondary EOC – CLC Police Department Conference Room, E Building, Grayslake Campus  
Access from lot #6, Washington Street campus entrance
- Tertiary EOC – Facilities Conference Room, A Building, lower level, Grayslake Campus  
Access from lot #1, Route 45 campus entrance

The EOC will establish priorities and will be responsible for notifications and communications, coordination and restoration of services.

### *EMERGENCY NOTIFICATION PROCEDURES*

There are seven (7) methods of communication currently available to notify the campus community of an emergency situation and immediate response initiatives:

- Visual/Audible Fire Alarm
- Telephone
- Email (CLC)
- Internet (CLC website)
- Public Address System/Informacast
- In-person with bullhorn
- RAVE (mass notification system (text, email, cell phone, social media))

The College's email system is suitable for emergency communications to faculty and staff. However, the current student email system is best suited for use for follow-up messages rather than during the actual emergency. Technology systems for automated email, text messaging and telephone communication systems are best for rapid communication with students.

Emergency follow up communications will be provided by email, on the CLC website, social media platforms or through announced meetings at the campus involved in the incident.

As appropriate, announcements will be issued to the news media for mass communication.

The Chairman of the Board of Trustees and members of the Board will be informed of the incident and activation of the EOC. Follow up communications with the Chairman and other Board members will continue throughout the emergency by the Chief of Staff, or as delegated by the President.

## *EMERGENCY COMMUNICATIONS*

In an emergency, the primary communications goals are to minimize any adverse impacts of the emergency on the College, students and the community and to facilitate the response to and recovery from the emergency.

In its communications, the College will follow these guidelines:

- The first communications priority will be to ensure the safety and well-being of all members of the campus community.
- Communications will occur at each phase of the emergency to assist in its resolution and to reassure the internal and external community that appropriate steps are being taken.
- The Chairman of the Board of Trustees and members of the Board will receive regular updates on the status of the emergency and be consulted as necessary.
- College communications will be coordinated with public information officers (PIOs) of coordinating agencies such as police departments and county, state and federal emergency response agencies.
- In all its communications, the College will strive for a timely, consistent and candid flow of accurate information to both internal and external stakeholders.
- In consultation with the Chief of Staff, the College's Public Information Officer will prepare all communications to the media and assist the IMT in developing communications to the college community.

Staff preparing emergency communications messages will work from an adjacent space to the EOC or other location as designated. Communications to media will be through established Public Relations methods (email, text, social media, and telephone). Public Relations and Marketing staff will maintain media contact information both in their offices and at home for emergency use.

Internal communications (to students and employees) will use the communications media identified under "Emergency Notification Procedures."

## PLAN REVIEW AND UPDATE

This plan must be reviewed, and if necessary modified, at least annually. In addition, information in the appendices will be updated when changes occur. It is critical to the success of the plan that this information is current, accurate and complete. All staff and faculty will have access to current copies of the Base section of this plan. Students and the public will have Base Plan access through the CLC public website.

## ACRONYM LIST & GLOSSARY

This is a partial listing of acronyms from the State of Illinois, Illinois Emergency Management Agency Emergency Operations Plan dated 2014.

AC                    Area Command

ARC                   American Red Cross

ARES	Amateur Radio Emergency Service
CDC	Center for Disease Control and Prevention
CDP	Commodity Distribution Point
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CLC	College of Lake County
DA	Damage Assessment
DCFS	Department of Children and Family Services
DEA	Drug Enforcement Agency
DI	Disaster Intelligence
DMORT	Disaster Mortuary Operational Response Team
DRC	Disaster Recovery Center
DSHR	Disaster Services Human Resources (American Red Cross)
EAS	Emergency Alert System
EI	Essential Elements of Information
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPI	Emergency Public Information
ERT	Emergency Response Telecommunicator
ERV	Emergency Response Vehicle
ESDA	Emergency Services and Disaster Agency

ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FNS	Food and Nutrition Service
GIS	Geographic Information System
GPS	Geographic Positioning System
HAN	Health Alert Network
HAZMAT	Hazardous Material
HF	High Frequency
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IBHE	Illinois Board of Higher Education
IC	Incident Commander
ICS	Incident Command System
IDHHC	Illinois Deaf and Hard of Hearing Commission
IDHS	Illinois Department of Human Services
IDPH	Illinois Department of Public Health
IEMA	Illinois Emergency Management Agency
IEMMAS	Illinois Emergency Management Mutual Aid System
IEOP	Illinois Emergency Operations Plan
ILEAS	Illinois Law Enforcement Alarm System

IMERT	Illinois Medical Emergency Response Team
IMT	Incident Management Team
INVENT	Illinois Nurses Volunteer Emergency Needs Team
IPHMAS	Illinois Public Health Mutual Aid System
IPWMAN	Illinois Public Works Mutual Aid Network
IREACH	Illinois Radio Emergency Assistance Channel
ISBE	Illinois State Board of Education
ISP	Illinois State Police
IST	Incident Support Team
IT	Information Technology
ITECS	Illinois Transportable Emergency Communications Systems
JIC	Joint Information Center
JIS	Joint Information System
MABAS	Mutual Aid Box Alarm System
MARC	Multi-Agency Resource Center
MOU	Memorandum of Understanding
NDRF	National Disaster Recovery Framework
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OSC	On Scene Coordinator

OSFM	Office of the State Fire Marshal
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RRCC	Regional Response Coordination Center
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SBC	Southern Baptist Convention
SEOC	State Emergency Operations Center
SITREPS	Situation Reports
SNS	Strategic National Stockpile
SOP	Standard Operating Procedures
STIC	State Terrorism & Intelligence Center
TFR	Temporary Flight Restriction
TTY	Text Telephone
UAC	Unified Area Command
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disaster

VS                    Veterinarian Services

WMD                Weapon(s) of Mass Destruction

This is a listing of terms compiled from the State of Illinois, Illinois Terrorism Task Force, Glossary of Acronyms and Terms version release date of April 2004 and the National Incident Management Systems (NIMS) website.

**Ability:** Preparedness in both personal and professional life to respond quickly and for the necessary period of time.

**Action Plan:** A list of tasks for organizational elements to be accomplished within an operational period.

**Acute:** Severe but of short duration.

**Advanced Life Support (ALS) Services:** An advanced level of pre-hospital and inter-hospital emergency care and non-emergency medical care that includes basic life support (BLS) care, cardiac monitoring, cardiac defibrillation, electrocardiography, intravenous therapy, administration of medications, drugs and solutions, use of adjunctive medical devices, trauma care, and other authorized techniques and procedures.

**Affiliate Trauma Hospital:** A hospital which participates in an EMS system but is not a Level I or Level II Trauma Center.

**After Action Report:** Documentation of mission accomplishments, actions and other pertinent information and is usually assembled immediately following completion of the assignment and return home.

**Agency:** A division of government or private entity with a specific function offering a particular kind of assistance.

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local or tribal government agency or private entity that has been delegated authority to make decisions affecting agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Allocated Resources:** Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.

**Area Command (Unified Area Command):** An organization established:

1. To oversee the management of multiple incidents that are each being handled by an ICS organization or



2. To oversee the management of large or multiple incidents to which several
3. Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Area of Operations:** An assigned work location for a Team deployed to a disaster.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assigned Resources:** Resources checked in and available for assignment.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal command Staff positions. The title indicates a level of technical capability, qualifications and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An assisting agency is one that directly contributes suppression, rescue, support, or service resources to another agency.

**Asymptomatic:** Exposed persons who are not exhibiting signs/symptoms of exposure.

**Auto-Aid:** A form of mutual aid where the responding resources deploy upon notification rather than formal request.

**Available Resource:** Resources assigned to an incident and available for assignment.

**Base:** Location at which the primary logistics functions are coordinated and administered.

**Base of Operations:** The on-site facility at which primary support, communications and coordination occurs.

**Basic Life Support (BLS) Services:** A basic level of pre-hospital and inter-hospital emergency care and non-emergency medical care that includes airway management, cardiopulmonary resuscitation (CPR), control of shock, and bleeding and splinting of fractures.

**Box Alarm:** For the purpose of MABAS, a Box Alarm is any emergency requiring mutual aid. A Box Alarm is the first request for MABAS assistance. A 2nd, 3rd, 4th or 5th alarm is an additional call for equipment to the same fire or disaster area.

**Branch:** That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.

**Casualty Collection Point:** Predefined location at which patients are collected, triaged, and provided with initial medical care.

**Centers for Disease Control and Prevention:** Helps assess incident effects and develop strategies for public health aspects of an emergency. The CDC is an agency of the U. S. Department of Health and Human Services.

**Chain of Command:** A series of command, control, executive or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.

**Chief:** ICS title for individual responsible for command of the functional Sections: Operations, Planning, Logistics, and Finance.

**Choke Point:** Natural or man-made area that may present congestion hazard.

**Chronic:** Of long duration or having frequent recurrence.

**Critical Incident Response Group:** Composed of eight FBI teams that conduct tactical and crisis management operations.

**Clear Text:** The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.

**Cold Zone:** The fully safe operating area surrounding the warm zone at a hazardous materials site. The Command Post and general staging areas are located in the Cold Zone.

**Command:** The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

**Command Officer:** An Officer who is not a part of the staffing of a Single Resource.

**Command Post (CP):** A centralized base of operations established near the site of an incident. That location at which primary command functions are executed; usually collated with the incident base.

**Command Staff:** The Command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography and other information or intelligence.

**Communications Unit** Functional unit within the Service Branch of the Logistics Section responsible for the incident communications.

**Compensation Claims Unit:** Functional unit within the Finance/Administration Section. Responsible for financial concerns resulting from injuries or fatalities at an incident.

**Cooperating Agency:** An agency supplying assistance other than direct suppression, rescue, support, or service function to the incident control effort.

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing the appropriate command authority or viable alternatives for the selection of the most effective combination of available resources to meet specific objectives.

**Cost Unit:** Functional unit within the Financial/Administration Section. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**Crew Transport:** Any vehicle capable of transporting personnel in specified numbers.

**Critical Incident Stress Management (CISM):** A variety of emotional support services provided to emergency service responders by specially trained teams of peers and mental health professionals. These services promote normal recovery from normal reactions to abnormal events.

**Civil Support Team (formerly RAID):** The national CST's are part of a state-level emergency management response force. They are designed to support local first responders with medical, communication, and logistical issues.

**Disaster Assistance Response Team:** Medical support for mass-casualty incidents.

**Decontamination:** The process of removing hazardous substance from the body or equipment.

**Decon Zone:** Geographical area in a Hazmat incident where contaminants are removed from exposed personnel, usually by washing with a solution of bleach before moving patients to definitive medical treatment in the Medical Zone.

**Demobilization Unit:** Functional unit within the Planning Section. Responsible for ensuring orderly, safe, and efficient demobilization of resources committed to the incident.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

**Director:** ICS title for individuals responsible for command of a Branch.

**Disaster POD:** The Illinois Department of Public Health EMS regions used for the medical disaster plan, and based upon the current configuration of the EMS regions.

**Dispatch:** The implementation of command decision to move a resource or resources from one place to another.

**Dispatch Center:** A facility from which resources are directly assigned to an incident.

**Division:** That organizational level having responsibility for operations within a defined geographic area.

**Documentation Unit:** Functional unit within the Planning Section. Responsible for recording, collecting and protecting all documents relevant to the incident.

**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Medical Services (EMS) System:** An organization of hospitals, vehicle service providers and personnel approved by the Department in a specific geographic area, which coordinates and provides pre-hospital and inter-hospital emergency care and non-emergency medical transports at a BLS, ILS and/or ALS level pursuant to a System program plan submitted to and approved by the Department, and pursuant to the EMS Region Plan adopted for the EMS Region in which the system is located.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.

**Emergency Operations Plan:** A plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency.

**Emergency Response Provider:** Includes federal, state, local and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.

**Epizootic:** Diseases prevalent among animals.

**Evacuation:** Organized, phased and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Extremely Hazardous Substance:** One of more than 300 EPA-designated chemicals and substances that are highly toxic and subject to the planning requirements of the SARA.

**Facilities Unit:** Functional unit within the Support Branch of the Logistics Section. Provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, and a formal Command Post.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Finance/Administration Section:** Responsible for all costs and financial/administrative considerations of the incident. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit.

**Food Dispenser:** Any vehicle capable of dispensing food to incident personnel.

**Food Unit:** Functional unit within the Service Branch of the Logistics Section. Responsible for providing meals for personnel.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistic and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management resources.

**General Staff:** The group of incident management personnel comprised of the Incident Commander and Chiefs of the Operations, Planning, Logistics, and Finance/Administration Sections.

**Goals:** The overall plan that will be used to control the incident. Goals are broad in nature and are achieved by the completion of objectives.

**Gross Decontamination:** Initial decontamination to remove large amounts of decontaminates.

**Ground Support Unit:** Functional unit within the Support Branch of the Logistics Section. Responsible for fueling, maintaining and repairing vehicles, and transporting personnel and supplies.

**Group:** The organizational level having responsibility for a specified functional assignment at an incident. A group is managed by a Group Officer.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazardous Materials (Hazmat):** A group of substances that can cause harm to people or the environment upon release.

**Health Care Facility:** A hospital, nursing home, physician's office or other fixed location at which medical and health care services are performed.

**Hot Zone:** The total exclusion area around a hazardous material incident. Entry in is limited to personnel wearing special protective clothing. Clearance to enter the area must be approved by the Safety Officer or designee.

**Incident:** An occurrence, natural or human-caused, which requires an emergency response to protect life or property.

**Incident Action Plan (IAP):** The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan.

**Incident Command System (ICS):** The Incident Command System (ICS) is a management tool designed to control field emergency response operations by establishing functional areas under the direction of an Incident Commander (IC).

**Incident Commander (IC):** The Incident Commander is the person in overall control of the incident site. The IC leads the Incident Command System. He or she is the local individual responsible for the management of all incident operations.

**Incident Command Post (ICP):** The field location at which the primary tactical level on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing lights.

**Incident Management Team (IMT):** The authority having responsibility for the operation of the college operations who will interact with and provide authority to Incident Command and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources.

**Information Officer:** The person responsible for communicating with the media or other appropriate agencies requiring information direct from the incident scene. Commonly referred to as a Public Information Officer (PIO).

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Inner Perimeter:** Secured inner area of operations.

**Intelligence Officer:** Is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state or federal boundary lines) or functional (e.g., law enforcement, public health).

**Leader:** ICS title for individual responsible for command of a Crew, Task Force, Strike Team, or functional unit.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** The point of contact for assisting or coordination agencies. Member of the command staff.

**Local Emergency Planning Committee (LEPC):** A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.

**Local Planning District (LPD):** A geographic planning area established by the State Emergency Response Commission (SERC) to meet the requirements of the Superfund Amendments and Reauthorization Act (SARA) of 1986. These districts are usually established following existing governmental boundaries.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** Responsible for providing facilities, services, and materials for the incident. Includes the Communications, Medical, and Food Units (within the Service Branch) and Supply, Facilities, and Ground Support Units (within the Support Branch).

**MABAS:** Mutual Aid Box Alarm System is a mutual aid organization that has been in existence since the late 1960s. Originally rooted throughout northern Illinois, MABAS includes member fire departments organized within Divisions.

**Major Disaster:** Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available

resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following:

4. establishing overarching objectives;
5. developing and issuing assignments, plans, procedures and protocols;
6. establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and
7. documenting results to measure performance and facilitate corrective actions.

**Mass Decontamination:** Decontamination process used on large number of contaminated victims.

**Medical Unit:** Functional unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment for emergency personnel.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.

**Mobilization:** The process and procedures used by all organizations – federal, state, local and tribal – for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Systems:** Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the federal, state, local and tribal aspects of governance and policy.



**NDMS (National Disaster Medical System):** Assists in the delivery of health care for victims of incidents that exceed the medical care capability of an affected state, region or federal health care system.

**NIMS (National Incident Management System):** A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

**Non-Emergency Medical Care:** Medical services rendered to patients whose conditions do not meet IDPH's definition of emergency, during transportation of such patients to health care facilities for the purpose of obtaining medical or health care services which are not emergency in nature, using a vehicle, regulated by IDPH.

**Nongovernmental Organization (NGO):** An entity with an association that is based on interests of its members, individual, or institutions and that is not created by a government, but may work cooperatively with government.

**National Pharmaceutical Stockpile Program:** A program maintained by CDC to provide pre-packaged response supplies and antibiotics to be flown to the site of a WMD incident.

**Objectives:** The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.

**Officer:** ICS title for the individual responsible for Operations, Planning, Logistics, or Finance/Administration.

**Operational Period:** The period of time scheduled for execution of given set of operation actions such as specified in the Incident Action Plan.

**Operations Section:** Responsible for all tactical operation at the incident. Includes up to five Branches, 25 Divisions or Group, and 125 Single Resources, Task Forces, or Strike Teams.

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

**Outer Perimeter:** Outermost area from hazard that is secure.

**Overhead Personnel:** Personnel who are assigned to supervisory positions, including Incident Commander, Command Staff, General Staff, Directors, Supervisors, and Unit Leaders.

**Participating Hospital:** A hospital participating in an approved EMS System in accordance with the EMS System Program Plan, which is not a Resource Hospital or an Associate Hospital.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

**Planning Section:** Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the Situation Status, Resource Status, Documentation, and Demobilization Units as well as Technical Specialists.

**POD Hospital:** The disaster POD hospital is the lead hospital in a specific region responsible for coordinating disaster medical response upon activation of the Emergency Medical Disaster Plan by IOHNO. The POD will serve as the primary point of contact for communication and coordination of disaster response activities with its resource, associate and participating hospital(s) and EMS provider(s).

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies and functions necessary to provide resources effectively and efficiently.

**Procurement Unit:** A functional unit within the Finance/Administration Section. Responsible for financial matters involving vendors.

**Protect In Place:** Method of protecting the public by limiting their exposure to the hazard.

**Public Safety Answering Point (PSAP):** Denoted to a public safety telecommunications (dispatch) center. It can be in the form of a 9-1-1 or non 9-1-1 system.

**Public Information Officer:** The person responsible for communicating with the media or other appropriate agencies requiring information direct from the incident scene.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application.

**Rally Point:** A predetermined location to which all persons evacuate in an emergency.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of incident action plans (IAPs), supplies and equipment, feeding and bed down.

**Recovery:** The development, coordination and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes.

**Resource Hospital:** The hospital with the authority and the responsibility for an EMS System as outlined in the IDPH-approved EMS System Program Plan.

**Resources:** All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

**Safe Refuge Area (SRA):** An area within the contamination reduction zone for assembling individuals who are witnesses to the incident.

**Safety Data Sheet (SDS):** A compilation of health, reactivity, and flammability information on a chemical product. It is a legal document required by the OSHA Hazard Communication Standard.

**Safety Officer:** Person responsible for monitoring and assessing safety hazards or unsafe situations and developing measure for ensuring personnel safety.

**Section:** A Section is that organizational level having functional responsibility for primary segments of incident operations.

**Service Branch:** A branch within the Logistics Section. Responsible for service activities at the incident. Components include the Communications Unit, Medical Unit and Food Unit.

**Single Resource:** An individual Company or Crew.

**Situation Reports:** Summaries of the disaster situation, status of operations and identification of future priorities for response and recovery operations.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals.

**Staging Area:** Location where incident personnel and equipment are assigned on an immediately available status.

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Strategic Goals:** The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by completion of tactical objectives.

**Strike Team:** A strike team is composed of a set number of resources of the same kind and type. A strike team should not exceed four members.

**Supervisor:** The ICS title for the individual responsible for command of the Division or Group.

**Supply Unit:** Functional unit within the Support Branch of the Logistics Section. Responsible for ordering equipment/supply required for incident operations.

**Support Branch:** A branch within the Logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply, Facilities, and Ground Support Units.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology and communications, among various others.

**Tactical Objectives:** The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

**Task Force:** A group of any type and kind of resources with common communications and leaders temporarily assembled for a specific mission (not to exceed five resources).

**Technical Assistance:** Support provided to state, local and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Technical Specialists:** Personnel with special skill who are activated only when needed.

**Terrorism:** Activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Threat:** An indication of possible violence, harm or danger.

**Time, Distance and Shielding (TDS):** Three types of protective measures commonly associated with hazardous materials training.

**Time Unit:** Functional unit within the Finance/Administration Section. Responsible for recording the time personnel work at the incident.

**Tools:** Those instruments and capabilities that allow for professional performance of tasks, such as information systems, agreements, doctrine, capabilities and legislative authorities.

**Type:** The defined capability of a specified kind of company (e.g., pumping, hose, water, and staffing of and Engine Company).

**Unit:** Organizational element having functional responsibility for a specific incident's Operations, Planning, Logistics, or Finance/Administration activity.

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident to establish a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are Multi-jurisdictional. (See "Area Command")

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Universal Precautions:** Also known as Standard Precautions. Procedures of medical treatment that assume all patients are infected with communicable diseases. Published by the CDC and enforced by OSHA and IDOL.

**Veterinary Medical Assistance Teams:** Specialized response asset capable of assisting in medical response to a WMD event, particularly biological to assist in disease surveillance.

**Volunteer** Any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

**Warm Zone:** The Warm Zone is a buffer area between the hot and cold zones.

**Zoonotic:** Diseases of animals communicable to man.

## RESPONSIBILITY MATRIX

	Communication & Warning	Damage Assessment	Emergency Medical Services	Emergency Operation Center	Evacuation	Fire/ Search & Rescue	Hazardous Materials	Law Enforcement	Public Health	Public Information	Resource Management	Shelter	Welfare	Technology
LEGEND:														
P = Primary														
S = Support														
Public Relations & Marketing										P				
Vice President of Strategy/COS										S				
Environmental Health & Safety	S						P		S		S	P	S	
CLC EMA			S	P		S	S				P			
CLC Police	P			S	P	P		P		P	S		S	
Health Services			S						S				S	
Facilities		P		S								S	S	
Vice President of Business Services and Finance/CFO		S									S	S	P	
Lake County EMA		S			S	S			S		S			
Area Fire Services			P			P	P	S						
Area Police Services	S				S	S		S					S	
Lake County Public Health									P					
Vice President of Student Development			S						S	S				
Executive Director of Human Resources			S						S	S			S	
Chief Information Officer/CIO														P

## FUNCTIONAL ANNEXES

The College of Lake County utilizes the Functional Needs Framework as an organizational model for addressing the needs of special populations with functional limitations and needs during disasters. The College emergency plans and drills are intended to address the functional limitations of persons who identify themselves as having a disability and the larger portion of persons who do not identify themselves as having a disability, but have limitations in hearing, seeing, walking, learning, language, and understanding.

The functional needs framework provides a means of addressing the assignment and management of resources to and for functional needs populations. These resources are managed through our Human Resources department and the Office for Students with Disabilities. The following CLC populations are included:

1. Persons with physical disabilities.
2. Persons with serious mental illnesses.
3. Persons who are non-English speakers.
4. Children.
5. Elders.
6. Persons who do not have access to vehicles.
7. Persons with special dietary needs.
8. Pregnant women.



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