

Emergency Management Plan

209.1 PURPOSE AND SCOPE

The Village has prepared an Emergency Management Plan Manual for use by all employees in the event of a major disaster or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

209.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Management Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on duty may activate the Emergency Management Plan in response to a major emergency.

209.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Alsip Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

209.3 LOCATION OF MANUALS

Manuals are available in Administration and the Patrol Sergeant's office. All supervisors should familiarize themselves with the Emergency Management Plan and what roles personnel will play when the plan is implemented. A copy of the Emergency Operations Manual is attached to this policy

209.4 BUILDING EVACUATION PLAN

In the event of a disaster or emergency which requires evacuation of the public safety services building, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees.

209.5 UPDATING OF MANUALS

The EMS Coordinator or designee shall review and update, if necessary, the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS).