

	POLICY PROCEDURE GUIDELINES	POLICY NUMBER: 02.10.00.	PAGE NUMBER: 1 of 3
		SUBJECT: Emergency Management & Safety Committee Policy	Adopted: 1/22/2015 Latest Revision: 04/15/2016 Next Review:

02.10.00. POLICY STATEMENT

It is the policy of the Forest Preserve District of Cook County (the “District”) to establish an Emergency Management & Safety Committee (EMSC). The EMSC is a Districtwide committee consisting of representatives from every department. The committee's mission is to collaborate on emergency management and safety strategies and initiatives designed to enhance preparedness and improve the District’s ability to respond to all threats and safety and security related matters.

02.10.01. PURPOSE

The purpose of this policy is to: **(1)** further the mission, charge, and objectives of the EMSC Committee; and, **(2)** provide guidance to District employees authorized to work on related activities.

02.10.02. REFERENCES

Forest Preserve District of Cook County
Employee Handbook

02.10.03. DEFINITIONS

N/A

02.10.04. SCOPE

The scope of this Committee shall be limited to such matters pertaining to emergency preparedness, response, and safety related planning and operations.

02.10.05. RESPONSIBILITY

Office of the General Superintendent: The Office of the General Superintendent shall be responsible for: **(1)** declaring District emergencies and/or closures; **(2)** communicating and updating the and District employees via the District website, social media accounts, and/or other media outlets, District related closures; **(3)** working with the President’s Office, and other partner organizations, to ensure that the District maintain a safe and secure operation; and **(4)** developing policies and procedures to ensure departmental compliance with this policy.

Law Enforcement Department: The Law Enforcement Department shall be responsible for: **(1)** responding to all emergency events occurring on District properties, to assist with the delivery of emergency services, conduct investigations, and make timely notifications to senior police management and other appropriate District managers; and **(2)** serving as the official

District liaison with the Cook County Department of Homeland Security & Emergency Management (“DHSEM”) on emergency, inclement weather, and District closure related projects, initiatives, and other related activities.

District Employees: District employees are required to comply with this policy, and other related District policies and procedures.

02.10.06. PROCEDURES

A. Mission: The EMSC was established to bring together the diverse talents and resources of District managers from various departments to develop strategies and initiatives to help prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk to the District - whether man-made or naturally occurring.

B. Membership: The EMSC is comprised of one or more representatives from every District department.

C. Goals: The broad goals of the EMSC are listed below:

- (1) Provide oversight, communication, planning, and coordination before/during/after an emergency events.
- (2) Promote a broad-based understanding and reliance among District managers and employees regarding the principles of Incident Command System and the /National Incident Management System.
- (3) Employ an “all-hazards, risk-based approach” to develop strategies and action plans to prepare District and its employees to prevent, protect against, mitigate, respond to, and recover from either man-made or natural threats and hazards.
- (4) Enhance disaster preparedness capabilities through preparedness, training, and simulated drills and exercises.
- (5) Provide leadership and direction in support of the implementation of the Emergency Safety Response Policy and the Inclement Weather & District Closures Policy.

Meetings: The EMSC meets at least quarterly, as scheduling permits. Before or during times of inclement weather and/or emergency situations the committee may meet more frequently as needed. Meetings are open to all District departmental heads and/or their representatives.

The goal of each meeting is to review progress toward the Committee’s goals and outline tasks leading to the accomplishment of these goals. Goals are set based on the above listed charges and on the time commitment available from each member.

02.10.07. TRAINING REQUIREMENTS

- (1) All EMSC members should complete the (1) “National Incident Management System” and (2) “Introduction to Incident Command System” on-line training courses issued by U.S. Department of Homeland Security within three months of the implementation of this policy.

02.10.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE

- (1) This policy should be distributed to all relevant/impacted District employees.
- (2) This policy should be added to the District shared drive, intranet, and website.
- (3) Department Heads should work to ensure that relevant staff is knowledgeable about this policy.

If you have questions, comments, or suggestions concerning District policies, please contact:

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