

# Emergency Operations Plan

<b>Title:</b>	<b>Introduction</b>	<b>Plan Component #:</b>	<b>I-1</b>
<b>Author:</b>	<b>James Tabor</b>	<b>Effective:</b>	<b>11/15/2017</b>
<b>Supersedes:</b>		<b>Revised:</b>	
<b>Authorized By:</b>	<b>James Tabor, Safety Officer</b>	<b>Date:</b>	<b>12/1/2018</b>

## A. Purpose

The purpose of this plan is to improve the capacity of Park Lawn Association's ability to prepare for, respond to, mitigate and recover from the negative outcomes of threats and emergencies. The Emergency Operations Plan (EOP) utilizes an all hazards approach to planning to outline standard operating guidelines that will be used for specific events or threats. Functional Annexes provide the standard guidelines regarding particular aspects of planning and Continuity of Operations (COOP). Incident Specific Annexes are used to provide guidance for the specific hazards the organization may face. Other documents include:

- Resource Lists
- Evacuation Plans
- Organizational Charts
- Mutual Aid Agreements
- Fire Safety

The Park Lawn Association EOP defines policies, procedures, strategies and activities to prevent, prepare for, respond to and recover from any adverse events that may cause or have the potential to cause a negative impact on operations or services. This plan is built and based on well-known emergency management approach to assist in:

- Preventing or minimization of the loss of life and injuries
- Ensure personnel safety
- Minimize disruption in daily operations and critical systems
- Flexible, scalable plan activation and notification
- Integrated command and control
- Integrated internal and external communications systems
- Utilization of the Incident Command System(ICS)
- Integrating mitigation, preparedness, response and recovery efforts in collaboration with its community partners

## B. Scope

The EOP is designed to guide planning and response to a variety of hazards that could threaten the safety and well being of residents, staff, patients, volunteers, and visitors, as well as the environment of the facility, it's sites or adversely impact the ability of the organization to provide care for the residents/patients. The plan is also designed to meet local, state, federal, CARF (Commission on Accreditation of Rehabilitation Facilities), Centers for Medicare and Medicaid (CMS) and some Occupational Safety and Health Administration (OSHA) Regulatory requirements.

## Emergency Operations Plan

The EOP utilizes recognized emergency management principles and is structured around the four phases of emergency management. **Mitigation** measures are designed to reduce/eliminate hazards or lessen the actual/potential effects or consequences of a hazard, **Preparedness** activities are designed to build organizational resilience, capacity and capabilities and prepare the organization, staff for response and recovery efforts. **Response** activities are those functions that address the immediate and short-term effects of the event. **Recovery** activities are designed to return the organization to its previous state before the event by restoring critical infrastructure and systems to the provision of care, treatment and services.

### Emergency Management Cycle



It is impossible to predict the exact nature or scope of an emergency or event, the EOP is intended as a guide and can be adapted to various situations. Although it is specific in assigning responsibilities and authorities under the Incident Command System (ICS), it is flexible in allowing designated individuals to mobilize and manage personnel, supplies, equipment, and space in a logical, organized and scalable manner. Park Lawn Association has adopted the National Incident Management System (NIMS) - compliant ICS to provide efficient and effective utilization of resources in response to any type of unusual event. ICS is based on the same ICS system used by local, state, and regional public safety and emergency Management agencies which allows Park Lawn Association interoperability, internal and external streamlined communication and a coordinated effort during the event. ICS also allows for a logical management structure with defined responsibilities, clear reporting structure and common nomenclature to unify Park Lawn Association staff with other state, local, regional, state, federal and tribal responders.

This plan applies to the Park Lawn Association.

Table I-1  
Primary and Affiliate Facilities

Primary Facility	
Park Lawn Center	Cook County
Park Lawn Home	Cook County
Park Lawn School & Activity Center	Cook County
Park Lawn Vocational Services	Cook County

## Emergency Operations Plan

Park Lawn Discovering Choice Program	Cook County
Park Lawn Chicago Ridge CILA (CR1)	Cook County
Park Lawn Chicago Ridge CILA (CR2)	Cook County
Park Lawn Mulberry CILA	Cook County
Park Lawn Oak Lawn CILA	Cook County
Park Lawn Orland Park CILA	Cook County
Park Lawn Thornwood CILA	Cook County
Park Lawn Timberwood CILA	Cook County
Park Lawn Worth CILA	Cook County