

## **SUMMARY AND BASIC PLAN**

### **PURPOSE**

The purpose of this plan is to address the Village of Schaumburg Engineering & Public Works Department planned response to extraordinary emergency situations associated with severe weather conditions such as heavy rain storms, flooding and high winds, and the transportation problems caused by these severe weather situations. The village has an "Emergency Disaster Plan". This plan is an extension of the Department's overall emergency plan.

Emergencies place extraordinary strains on all levels of government. Special skills, equipment, and facilities are needed. These requirements create a need to direct and control resources under the most adverse circumstances. The number and nature of problems differ greatly from those in normal operations. To gather information during an emergency, make decisions, and provide necessary customer service, requires the close coordination between EPW personnel and an established plan.

### **GOAL AND OBJECTIVE**

#### ***GOAL***

The primary goals of the Public Works Department during an emergency situation are to maintain public safety and minimize the loss of private and public property.

Prior to and after the development of severe weather conditions, the goals of the Department under this plan are:

1. Provide all needed customer service and assistance.
2. Prevent hazardous conditions that could cause personal injury.
3. Prevent damage to private and public property.
4. Maintain and clear transportation routes.

Prior to the development of severe weather conditions, these goals are reached through an early storm warning system and a systematic flood prevention program. This program consists of the preliminary inspection and cleaning of the sewer system in areas that have experienced flooding in the past and along major transportation routes throughout the Village.

Once severe weather conditions develop, these goals are reached through the cleaning and repair of the sewer system, providing required customer service and storm water pumping assistance,

erecting temporary traffic control and warning devices, and removing debris and/or fallen trees from public roadways and Village maintained property.

### **OBJECTIVE:**

The village storm sewer system consists of over 200 miles of mainline storm sewer, 3,500 manholes, 650 catch basins, 4,400 inlets, and 30 miles of creeks. There are approximately 24,000 trees located in the 420 miles of village parkways.

The objective of this plan is to direct and coordinate the efforts of the EPW Department in severe weather conditions to maintain this infrastructure to control the flow of storm water and eliminate conditions that may threaten private property or cause personal injury.

### **EMERGENCY STORM WARNING PROCEDURE**

In order to meet the EPW Department goal to control flooding, maintain public safety, and minimize the loss of private property during a severe weather condition, the following procedure is established. It is the intent of EPW to always provide its customers (the residents of the Village of Schaumburg) with the best possible service. Therefore, this plan will serve as a tool to be used and further developed as required.

A key element in implementing an efficient severe weather plan is receiving timely weather information. Accurate weather forecasting is imperative in deciding which of the various operational procedures will be followed. The EPW Department has contracted with Murray and Trettel, a private weather forecasting service. The attached "Storm Warning" form details the type of information that is provided by Murray and Trettel (M&T). These forecasts, together with the national weather service reports, provide for accurate weather information.

Past experience has shown that Schaumburg residents have not experienced flooding or sewer back-up problems until more than one (1") inch of rain is received in four hours or less; or more than (2") inches of rain within a 24 hour period.

Therefore, no action will be taken toward implementing this plan unless a storm warning is received from M&T that indicates that there is a sixty (60%) percent or greater chance of Schaumburg receiving a significant storm with more than one (1") inch of rain in a four hour period or more than (2") inches of rain within a 24 hour period.

Using the M&T storm warning color code found on their "Storm Warning" form, this plan will go into effect when we receive a warning of:

1. Operational Color Code: "Red-6 or greater" with:

2. Total Amount of Rain: "One inch or more in 4 hours; or 2" within 24 hours"

When this plan goes into effect, the Department will, at a minimum, initiate a two (2)-truck patrol. The level of operation is further detailed in the "EMERGENCY OPERATIONS PROCEDURE" section of this plan. It is the intent of this plan to start the operation in advance of the estimated start time of the storm.

In the event of an impending storm, M&T will notify the Storm Sewer Foreman during the regular workday or the Duty Foreman during non-working hours. The Duty Foreman will determine the most effective operation.

The foreman will report and notify the required personnel through the use of a current telephone call list. The EPW Department is prepared to shift from normal work procedures any time it becomes necessary to initiate emergency operations.

### **EMERGENCY OPERATION AREAS**

The Village has been divided into three sections that each contains critical and secondary hot spots. East of Roselle Road, West of Braintree Drive, and between Roselle Road and Braintree Drive are the three geographic sections the town is separated into for storm response. The first priority is critical hot spots. A location is deemed critical when there is a potential for a serious impact on the well-being of citizens or the operations of the village. A location is deemed secondary in nature when historical information dictates there is a potential for flooding that is either correctable through maintenance, or of slight consequence. The attached map shows these areas.

Each "hot spot" area is identified on the map. A corresponding informational instruction list titled "Severe Weather 'Hot Spot' Map Locations" details each area. This list provides instructions as to what specific items should be checked, what adjacent areas may be affected, and where barricades or other equipment may be needed.

The critical hot spots must be checked first and must be the most closely monitored. These critical hot spots are marked with a triangle on the map. Secondary hot spots are identified by a circle. While using the collector application, hot spots change color from red (unchecked), orange (inspected once), yellow (twice), green (three times), and blue (four or more times). If there is an area that requires attention that has not been identified as critical or secondary, staff can record it on the application and it will be displayed as a square with the same color coding (reactionary).

The primary streets that carry the most traffic through the village shall also be monitored. The following collector streets have been designated as Primary Routes: Knollwood Drive, Walnut Lane, Bode Road, Braintree Drive, Plum Grove Road, Meacham Road, Woodfield Drive, Mall Drive, Springinguth Road, Salem Drive, Cedarcrest Drive, Weathersfield Way, Summit Drive,

Wise Road, Wright Boulevard, Mitchell Boulevard, Martingale Road, National/State Parkway, Tower Road, McConnor Road and Rodenburg Road.

The third area is the remaining streets and all other areas of the Village. These areas will be checked and monitored on an as-needed basis only.

### **EMERGENCY OPERATIONS PROCEDURE:**

During normal working hours, Murray and Trettel (M&T) will notify the Department by phone of a storm warning and will also email the village. If the warning indicates significant trouble, the Storm Sewer Foreman and/or the Duty Foreman, will begin the operation with a minimum of a two -truck patrol as described below.

After normal working hours, M&T will notify the Superintendent of Utilities at home or by pager of a storm warning. The Superintendent will assess the warning and if it indicates significant trouble, this plan will then go into operation as follows:

#### ***LEVEL 1:***

When the Public Works Department is notified of an impending storm by M & T with a severity code of "Red-6" or greater as detailed above, this operation will go to Level 1. The Duty Foreman will report to work. The Duty Foreman will call out a two (2) truck (2 personnel) patrol to monitor hot spots, provide initial flood prevention activities, answer calls, and assist residents. These crews would be equipped with a stake bed truck with barricades, warning signs, etc. During this preliminary time, the EOC phones will be closed and all customer service calls will be directed to Police Communications or 311. The Duty Foreman will update social media as required by current policy.

This Level 1 operation will stay in effect until the start of the actual storm. During this Level 1 operation, the Duty Foreman will:

1. Maintain communication with the Police Department as to the weather situation.
2. Maintain communication with the two-truck patrol.
3. Ready additional vehicles and equipment (pumps, generators, etc.)
4. Monitor the storm from snow command.
5. Monitor the storm through M & T.

#### ***LEVEL 2:***

If needed, the operation will go to Level 2.

The Duty Foreman will call out four (4) additional personnel and go to a three (3)-truck operation, two (2) personnel per truck. The four (4) additional personnel will be used to monitor

"hot spots," clear storm inlets and pipes, respond to customer calls, and fill sand bags, etc., as the need is determined by the Duty Foreman. Each truck will be assigned a designated boundary - East of Roselle Road, West of Braintree Drive, and between Roselle Road and Braintree Drive.

This Level 2 operation and the three (3)-truck patrol will remain in effect until customer service calls are received that affect public safety, personal property or traffic safety during a storm that is increasing in severity.

During the Level 2 operation, the Duty Foreman will:

1. Maintain communication with the Police Department as to the weather situation.
2. Maintain communication with the three-truck patrol.
3. Answer customer service requests.
4. Monitor the storm from snow command.
5. Monitor the storm through M & T.
6. Assign work as required.
7. Respond to emergency situations as necessary.

### ***LEVEL 3:***

As soon as hazardous conditions develop that affect public safety, or customer service calls are received-that affect personal property or traffic safety, the operation will go to Level 3. The Duty Foreman will then increase the field operation to eight (8) vehicles and an additional foreman. Increased levels of customer service such as pumping-flooded basements and the delivery of sand bags will be provided as required.

The foremen will be responsible for assigning the crews to specific flooding areas or to specific activities such as delivering sand bags. The Foremen will notify Police Communications and the Superintendent of Utilities of this increased operation.

This Level 3 operation will stay in effect until customer service requests are being received faster than crew's responses. All Foremen activities outlined in a Level 2 operation will continue.

### ***LEVEL 4:***

A storm of continued severe intensity with continued customer service requests will result in the next level of response. Two (2) additional foremen will be called in, the operation will be increased to a minimum of twelve (12) trucks, and clerical personnel will be called in to open and operate both the EPW and EOC phones.

The additional trucks will be assigned to the worst storm affected areas with a minimum of eight trucks with pumps, two trucks with barricades for street flooding, and two trucks for delivery of sand bags. If high winds are present, the crews will be equipped with chain saws for tree/branch removal. The Duty Foreman will notify Police Communications and the Superintendent of Utilities of this operation. Customer service calls will be responded to in the order they are received.

The Level 4 Operation is the highest level of this plan. The Superintendent of Utilities will report to the EOC during this operation. This operation will be comparable to an S&I full callout, in that all available personnel and equipment will be used as required to provide the fullest level of customer service and public safety.

### **FLOODED BASEMENTS**

It has been the Departmental procedure to assist homeowners by pumping flooded basements during severe storms. Maintaining customer service is a primary goal of this plan. If there is more than six (6) inches of flooding (back up) in a house, we will assist the homeowner in pumping the water. Calls will be kept in order based on time of call and number of homes affected, in order to call out the next available crew. If there is less than six (6) inches of flooding, we will inform the homeowner that our pumps will not work, but we will have a crew stop as soon as they are available to provide any service we can and to obtain information as to the cause of the problem. If we are backed up with flooding calls, the homeowner will be informed that it may be several hours before we can get there.

### **SEVERE WEATHER OPERATION REPORT**

A copy of the Severe Weather Operations (SWO) report is included in the appendix of this plan. This SWO report is a summary report for the Director of EPW. The report must be filled out by the Duty Foreman and turned in to the director at the conclusion of the storm event.

The anticipated rain and wind amounts will be from the M&T storm warning. All other information must be provided from the severe weather events work operations. The report must be signed by the Duty Foreman and a copy given to the Utility Superintendent. Summarize the storm in the remarks section.

### **DEPARTURE FROM PROCEDURE**

The Village recognizes that conditions might be so unusual or unexpected that a departure from these procedures should be authorized. Therefore, when conditions warrant, the EPW Director in consultation with the Village Manager, Police Chief or Fire Chief, may order a departure from these procedures when, in their opinion, conditions require such action.

### **NO DUTY OR RIGHT CREATED**

The purpose of this policy is to establish goals for the Village of Schaumburg Engineering & Public Works Department regarding emergency weather conditions. It is not to be construed to create any duty to any individual, person, or entity. This policy does not provide any special protection of service to any particular individual or group of individuals. No additional rights shall be granted any individual or entity simply by adoption and enforcement of this policy. This policy may be affected in total or in part, as a result of acts of God, strikes, equipment breakdown, weather conditions, inadequacy of equipment, state or federal regulations, shortage of personnel, and any other unforeseen, uncontrolled or unanticipated acts.

### **PROCEDURE PRIORITY**

This procedure, dated March 23, 2018; supersedes all others and, to the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this procedure, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with this procedure.