Downers Grove Urban Forestry Disaster Plan

After a major disaster such as a wind or ice storm, a municipality is changed. Municipal officials and employees take actions to ensure survival and safety of its residents. In addition to damaged buildings and downed power lines, trees that are broken, torn or hazardous must be removed. Across the country every year, natural disasters such as floods, tornadoes, ice storms and hurricanes occur. From observations of some communities involved in disasters, it became apparent their ability to deal with their disaster was hampered by the lack of prior planning.

As of February 23, 2005, DuPage County Office of Emergency Management developed the DuPage County Public Works Mutual Aid System. A manual was assembled with pertinent documents, procedures and phone numbers of its members. Downers Grove and neighboring communities are all members. The mission of the members is to assist one another upon request, by pooling resources, assembling task forces, and committing those resources in response to a declared emergency or disaster. Information in the manual is to be updated every February.

On February 28, 2003 President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The Federal Emergency Management Agency Department of Homeland Security training program begins with the first course titled FEMA IS-700: NIMS, An Introduction. By the end of 2006, all full-time Public Works employees completed this first NIMS course. By 2009, management staff completed the next 2 courses titled ICS 100 and ICS 200. By mid 2010, management staff completed the next course titled ICS 300.

As part of the DuPage County Public Works Mutual Aid System and FEMA NIMS, Downers Grove has an internal Emergency Operations Plan, which is annually updated by the Office of the Emergency Management Coordinator. The major situations that this plan emphasizes are those that require local government coordination and direction from all community departments, and may require assistance and support from the County, state and federal governments. This plan is written to include activities that will occur within the Village of Downers Grove and includes Village Council, police, fire, and public works. Preparedness activities, taken prior to the onset of an emergency or disaster, are not addressed in the Emergency Operations Plan.

In that each department is responsible for being as prepared as possible for a potential disaster, the Village Forester assembled an urban forestry disaster plan within the scope of

Public Works. The objective of preparing an urban forestry disaster plan is to identify resources and possible courses of action should a disaster occur. Various books and literature items are helpful including the USDA Forest Service's Storms Over The Urban Forest publication, the USDA Forest Service's Storm Damage Resource Center which includes forms and assessment information at **http://www.umass.edu/urbantree/icestorm/index.html**, and The National Arbor Day Foundation's Storm Recovery Trees Kit.

The urban forestry disaster plan is another chapter in the Urban Forestry and Municipal Landscape Maintenance Program manual and will be kept current in the same fashion as the rest of the manual. The urban forestry disaster plan has 3 sections:

1. Preparation activities and disaster planning. Examples include forestry mitigation activities, maintaining an early warning system for severe weather, identification of roles of various individuals, and identification of companies or communities to contact for additional assistance.
2. Response and immediate activities during and after the disaster. Examples of activities include tree damage assessment, actual clean up and clearance, determination of debris disposal options, and use of efficient record-keeping methods.
3. Recovery and restoration activities. Examples of activities include maintaining the forestry program, tree awareness events and celebrations, and obtaining grants for forestry activities.

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SECTION 1 – Preparation Activities and Disaster Planning

Management must anticipate everything from direct encounters with a disaster and damage to mediating strong public reactions when designing a disaster plan. The planning process is essential for mitigation success, both before and after natural disasters. A close working relationship with other public agencies and the private sector is also crucial. This allows individuals involved in a disaster to anticipate and recognize differences in management styles and to be flexible when coordinating people and resources.

Forestry Mitigation Activities

Mitigation activities work to eliminate or reduce the occurrence of future disasters. In urban forestry, mitigation activities are efforts to prevent or minimize damage or loss of trees affected by natural disasters. Examples of mitigation activities related to urban forestry include: removal of hazardous trees; pruning trees properly to maintain health and structural integrity; planting trees appropriate to the site; and minimizing damage to tree roots during construction activities. Within the Urban Forestry and Municipal Landscape Maintenance Program manual, each chapter describes forestry methods and procedures, many of which are considered mitigation activities to reduce storm damage.

Forestry Mitigation Activities
- See Chapters 1 through 7
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  - Tree Pruning
  - Tree and Stump Removal
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Municipal Organization, Contacts and Physical Items

Identification of an early warning system and listing of telephone numbers is critical. Other essential items include inventories of equipment and printouts of maps and other paper supplies. This section addresses specific items that can be prepared well in advance.

Municipal Organization, Contacts and Physical Items

- Incident Command System
- Weather Warning
- Contacting Forestry Staff
- Call Out Procedure
- Personnel Hierarchy during Storm and Cleanup
- Forestry Division and Public Works Communications
- Public Works Equipment
- Maps of Village
    - Snow routes
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- Park District
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- DuPage County Public Works
- Utility Contacts
- Other Municipal Forester Contacts
- Park District
- Tree Contractors
- Rental Services
- Large Equipment Services
- Safety Training
    - Training options
- Backup Power
- Large Parking Lot Inventory

Incident Command System (ICS)

The National Incident Management System (NIMS) provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. The Incident Command System (ICS):

- Is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations
- Represents "best practices" and has become the standard for emergency management
- May be used for planned events, natural disasters, and acts of terrorism
- Is a key feature of NIMS
- Is structured to facilitate activities into five major functional areas: command, operations, planning, logistics and finance and administration

ICS organizational structure is based on

- Size, type, and complexity of the incident
- Specifics of the hazard environment created by the incident
- Incident planning process and incident objectives

As incidents expand, the ICS organization can also expand as necessary for the type, size, scope and complexity of the incident. The ICS modular organizational organization is based on the following considerations:

- The organization matches function or task to be performed
- Staffing is made only for those functional elements required to perform the task
- Span of control guidelines are maintained
- The function of any non-activated organizational element is performed at the next highest level
- Organizational elements are deactivated if they are no longer required

The following pages are excerpts from the ICS-300 manual which highlights the ICS organizational functions and positions.

For incidents involving trees, the Village Forester has been the Incident Commander. Depending on the size and scope, other Public Works employees have filled in other positions. For small incidents, the Village Forester generally assumes multiple roles. In general, the Public Works Facility has served as the Incident Command Post, Staging Area, Base and Camp.

Activity: Defining ICS

ICS Review Materials: ICS History and Features

Incident Command System (ICS)

ICS was developed in the 1970s following a series of catastrophic fires in California's urban interface. Property damage ran into the millions, and many people died or were injured. The personnel assigned to determine the causes of these outcomes studied the case histories and discovered that response problems could rarely be attributed to lack of resources or failure of tactics. Surprisingly, studies found that response problems were far more likely to result from inadequate management than from any other single reason.

The Incident Command System:

- Is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS).

As stated in NIMS, "The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration."

Activity: Defining ICS (Continued)

ICS Review Materials: ICS History and Features

ICS Features

The 14 essential ICS features are listed below:

- **Common Terminology:** Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.
- **Modular Organization:** The Incident Command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- **Management by Objectives:** Includes establishing overarching objectives; developing strategies based on incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
- **Incident Action Planning:** Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- **Manageable Span of Control:** Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.
- **Incident Locations and Facilities:** Various types of operational support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical designated facilities include Incident Command Posts, Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.
- **Comprehensive Resource Management:** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.
- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.
- **Establishment and Transfer of Command:** The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

(Continued on the next page.)

Activity: Defining ICS (Continued)

ICS Review Materials: ICS History and Features

ICS Features (Continued)

- **Chain of Command and Unity of Command:** Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

- **Unified Command:** In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

- **Accountability:** Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:

  - **Check-In:** All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
  - **Incident Action Plan:** Response operations must be directed and coordinated as outlined in the IAP.
  - **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.
  - **Personal Responsibility:** All responders are expected to use good judgment and be accountable for their actions.
  - **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
  - **Resource Tracking:** Supervisors must record and report resource status changes as they occur.

- **Dispatch/Deployment:** Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

- **Information and Intelligence Management:** The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

Job Aid: NIMS Components and ICS

NIMS Components and ICS

Following is a synopsis of each major component of NIMS.

- **Preparedness.** Effective incident management and incident response activities begin with a host of preparedness activities conducted on an ongoing basis, in advance of any potential incident. Preparedness involves an integrated combination of assessment, planning, procedures and protocols, training and exercises, personnel qualification and certification, equipment certification, and evaluation and revision.

- **Communications and Information Management.** Emergency management and incident response activities rely on communications and information systems that provide a common operating picture to all command and coordination sites. NIMS describes the requirements necessary for a standardized framework for communications and emphasizes the need for a common operating picture. NIMS is based on the concepts of interoperability, reliability, scalability, portability, and the resiliency and redundancy of communication and information systems.

- **Resource Management.** Resources (such as personnel, equipment, and/or supplies) are needed to support critical incident objectives. The flow of resources must be fluid and adaptable to the requirements of the incident. NIMS defines standardized mechanisms and establishes the resource management process to: identify requirements, order and acquire, mobilize, track and report, recover and demobilize, reimburse, and inventory resources.

- **Command and Management.** The Command and Management component within NIMS is designed to enable effective and efficient incident management and coordination by providing flexible, standardized incident management structures. The structure is based on three key organizational constructs: the Incident Command System, Multiagency Coordination Systems, and Public Information.

- **Ongoing Management and Maintenance**. DHS/FEMA manages the development and maintenance of NIMS. This includes developing NIMS programs and processes as well as keeping the NIMS document current.

Additional information: www.fema.gov/emergency/nims

Activity: Incident Commander Qualities

Overall Organizational Functions

ICS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were all used in ICS development. These analyses identified the primary needs of incidents.

As incidents became more complex, difficult, and expensive, the need for an organizational manager became more evident. Thus in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident.

In addition to the Command function, other desired functions and activities were to:

- Delegate authority and provide a separate organizational level within the ICS structure with sole responsibility for the tactical direction and control of resources.
- Provide logistical support to the incident organization.
- Provide planning services for both current and future activities.
- Provide cost assessment, time recording, and procurement control necessary to support the incident and the managing of claims.
- Promptly and effectively interact with the media, and provide informational services for the incident, involved agencies, and the public.
- Provide a safe operating environment within all parts of the incident organization.
- Ensure that assisting and cooperating agencies' needs are met, and to see that they are used in an effective manner.

Incident Commander

The Incident Commander is technically not a part of either the General or Command Staff. The Incident Commander is responsible for:

- Having clear authority and knowing agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Setting priorities, and determining incident objectives and strategies to be followed.
- Establishing the ICS organization needed to manage the incident.
- Approving the Incident Action Plan.
- Coordinating Command and General Staff activities.
- Approving resource requests and use of volunteers and auxiliary personnel.
- Ordering demobilization as needed.
- Ensuring after-action reports are completed.
- Authorizing information release to the media.

Job Aid: Modular Organization

ICS Review Materials: Incident Complexity

Incident Complexity

"Incident complexity" is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to, area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy.

Incident complexity is considered when making incident management level, staffing, and safety decisions.

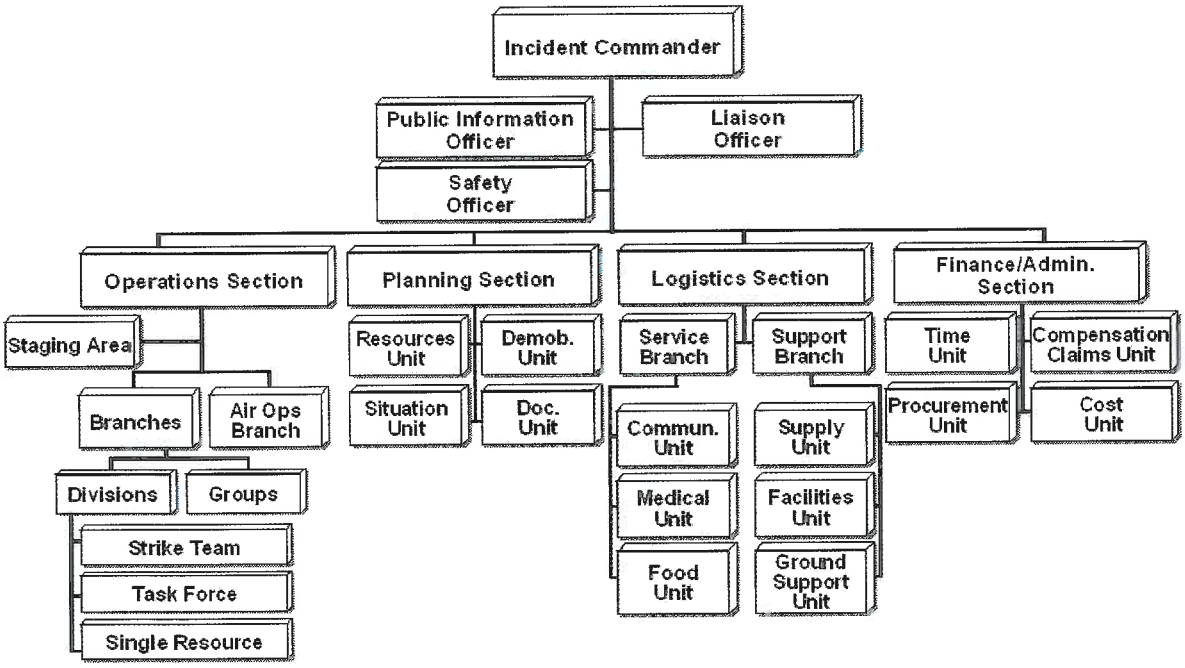
Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

- Community and responder safety
- Impacts to life, property, and the economy
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources
- Potential to extend into multiple operational periods

Job Aid: ICS Organizational Components

ICS Review Materials: Organizational Elements

Organizational Structure



- **Command Staff:** The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required.
- **Section:** The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.
- **Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
- **Division:** The organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- **Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

- **Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
- **Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Incident Management Team

An Incident Management Team (IMT) is comprised of the Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Command Staff

The Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information.

Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO), in addition to various others, as required and assigned by the Incident Commander.

The table on the following page summarizes the responsibilities of the Command Staff.

General Staff

The General Staff represents and is responsible for the functional aspects of the Incident Command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections.

General guidelines related to General Staff positions include the following:

- Only one person will be designated to lead each General Staff position.
- General Staff positions may be filled by qualified persons from any agency or jurisdiction.
- Members of the General Staff report directly to the Incident Commander. If a General Staff position is not activated, the Incident Commander will have responsibility for that functional activity.
- Deputy positions may be established for each of the General Staff positions. Deputies are individuals fully qualified to fill the primary position. Deputies can be designated from other jurisdictions or agencies, as appropriate. This is a good way to bring about greater interagency coordination.
- General Staff members may exchange information with any person within the organization. Direction takes place through the chain of command. This is an important concept in ICS.
- General Staff positions should not be combined. For example, to establish a "Planning and Logistics Section," it is better to initially create the two separate functions, and if necessary for a short time place one person in charge of both. That way, the transfer of responsibility can be made easier.

Following the first table is a table that summarizes the responsibilities of the General Staff.

Command Staff	Responsibilities
Public Information Officer	• Determine, according to direction from the IC, any limits on information release. • Develop accurate, accessible, and timely information for use in press/media briefings. • Obtain IC's approval of news releases. • Conduct periodic media briefings. • Arrange for tours and other interviews or briefings that may be required. • Monitor and forward media information that may be useful to incident planning. • Maintain current information, summaries, and/or displays on the incident. • Make information about the incident available to incident personnel. • Participate in planning meetings.
Safety Officer	• Identify and mitigate hazardous situations. • Ensure safety messages and briefings are made. • Exercise emergency authority to stop and prevent unsafe acts. • Review the Incident Action Plan for safety implications. • Assign assistants qualified to evaluate special hazards. • Initiate preliminary investigation of accidents within the incident area. • Review and approve the Medical Plan. • Participate in planning meetings.
Liaison Officer	• Act as a point of contact for agency representatives. • Maintain a list of assisting and cooperating agencies and agency representatives. • Assist in setting up and coordinating interagency contacts. • Monitor incident operations to identify current or potential interorganizational problems. • Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources. • Provide agency-specific demobilization information and requirements.
Assistants	In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.
Additional Command Staff	Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander. For example, a Legal Counsel may be assigned directly to the Command Staff to advise the Incident Commander on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the Incident Commander in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event.

General Staff	Responsibilities
Operations Section Chief	The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. Major responsibilities of the Operations Section Chief are to: • Assure safety of tactical operations. • Manage tactical operations. • Develop the operations portion of the IAP. • Supervise execution of operations portions of the IAP. • Request additional resources to support tactical operations. • Approve release of resources from active operational assignments. • Make or approve expedient changes to the IAP. • Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.
Planning Section Chief	The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays. Major responsibilities of the Planning Section Chief are to: • Collect and manage all incident-relevant operational data. • Supervise preparation of the IAP. • Provide input to the IC and Operations in preparing the IAP. • Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP. • Conduct and facilitate planning meetings. • Reassign personnel within the ICS organization. • Compile and display incident status information. • Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units). • Determine need for specialized resources. • Assemble and disassemble Task Forces and Strike Teams not assigned to Operations. • Establish specialized data collection systems as necessary (e.g., weather). • Assemble information on alternative strategies. • Provide periodic predictions on incident potential. • Report significant changes in incident status. • Oversee preparation of the Demobilization Plan.

General Staff	Responsibilities
Logistics Section Chief	The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing: • Facilities. • Transportation. • Communications. • Supplies. • Equipment maintenance and fueling. • Food services (for responders). • Medical services (for responders). • All off-incident resources. Major responsibilities of the Logistics Section Chief are to: • Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources. • Manage all incident logistics. • Provide logistical input to the IAP. • Brief Logistics Staff as needed. • Identify anticipated and known incident service and support requirements. • Request additional resources as needed. • Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required. • Oversee demobilization of the Logistics Section and associated resources.
Finance/ Administration Section Chief	The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Major responsibilities of the Finance/Administration Section Chief are to: • Manage all financial aspects of an incident. • Provide financial and cost analysis information as requested. • Ensure compensation and claims functions are being addressed relative to the incident. • Gather pertinent information from briefings with responsible agencies. • Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs. • Determine the need to set up and operate an incident commissary. • Meet with assisting and cooperating agency representatives as needed. • Maintain daily contact with agency(s) headquarters on finance matters. • Ensure that personnel time records are completed accurately and transmitted to home agencies. • Ensure that all obligation documents initiated at the incident are properly prepared and completed. • Brief agency administrative personnel on all incident-related financial issues needing attention or followup. • Provide input to the IAP.

Source: NIMS

Weather Warning

Downers Grove Public Works contracts a certified meteorological weather consulting service year round to monitor and notify potential severe weather by telephone/fax/email. Staff also views various weather applications on the internet. Three to five hours lead-time are usually provided before the onset of weather conditions that may cause tree damage, flooding or snow. For tree damage, the most critical time of the year is when leaves are the trees from May to October. Also heavy rains and wet snows may cause severe tree and branch damage.

Based on weather condition information, the decision is made by Forestry Supervisory staff to alert proper crews. In addition to the initial call from the weather service, a weather station monitor is constantly displaying current weather conditions at the Public Works facility. The weather service also supplies supplemental updates on weather conditions. Based on all weather information, appropriate equipment used to clean up tree damage is readied for action.

Contacting Forestry Staff

A system for notifying Forestry and Grounds Division staff has been established. During normal work hours, the weather service contacts the Public Works office and sends weather reports via fax machine. For after work hours, the weather service has been given home phone, cell phone and email numbers of all divisional supervisory staff. Calls are made until appropriate staff has been informed of the weather situations. At all times, a printed weather report is faxed to the office.

The Village's emergency operations personnel are provided with emergency phone list. If at any time police, fire or public service response personnel should discover a tree situation that needs care, contact is made with the Village Forester then the Assistant Forester.

Call-out Procedure

An updated emergency phone list is kept current for all Public Works employees. For tree related incidents, the Village Forester is contacted first. For minor incidents that can be properly attended to within a 24-hour period, small crews staffed by Forestry Grounds Division employees are called in. For major storm damage that will require more than 24 hours to abate, subject to the approval of the Director and Assistant Director of Public Works, various members of the Local 150 Public Works employees are called in. To ensure employees do not work excessive hours, maintenance workers have been divided into two shifts labeled orange and blue. Orange and blue shifts are assigned day and night shifts which alternate with every week. Both phone numbers and weekly blue or orange shift assignments are posted. To date, this system has worked effectively for snow removal and water main breaks.

Personnel Hierarchy for Storm Clean Up

The ICS organizational structure is used to plan and establish strategies from the beginning on an incident involving trees and storm damage. The Village Forester is the Incident Commander, and along with the Assistant Forester, is in charge of storm clean up efforts. These individuals will discharge duties and assignments to the Forestry Grounds Division. Should the Forestry Grounds Division need the assistance of other Public Works Divisions (upon approval of the Public Works Director and Assistant Director) other appropriate Division supervisors will be involved in the storm clean up. Incident Management Roles include the following:

Public Works Director and Assistant Director
- Approve the involvement of other divisions in storm clean up
- Secure Village Manager and Council approval of funds for contractors and supplies as requested by Village Forester
- Update Village Manager and Council on storm clean up progress
- Coordinate needs with EOC, Schools, Park District, Police and Fire Departments, and other Municipalities if needed
- Coordinate press releases with Public Information Officer

Village Forester
- Provides overall direction for storm clean up efforts
- Serves as municipal storm coordinator and contact for contractors regarding trees
- Reports to the Public Works Director and Assistant Director on decisions relating to storm clean up efforts and advises on the need for assistance from other public works divisions, contractors, and other municipalities
- Is responsible for decisions relative to abandoning other divisional responsibilities in favor of storm damage clean up efforts
- Works with Directors and Public Information Officer for alerting media as to the progress and problems associated with the storm
- Inspects Village public trees and any private which need immediate attention

Assistant Village Forester
- Coordinates the involvement of Forestry and other crews
- Inspects Village public trees and any private which need immediate attention
- Responsible for monitoring contractor progress

Maintenance Worker II
- Performs field activities related to storm clean up
- Is responsible for decisions related to equipment usage and disposal wood waste
- Reports to Village Forester and Assistant Forester on progress of clean up

Maintenance Worker I
- Performs actual clean up work
- Repairs minor equipment used in clean up efforts
- Responsible for care of equipment and tools

Forestry Division and Public Works Communications

Constant communication during emergency situations is vital. Forestry and all other Public Works vehicles are equipped with two-way radios. The Public Works building also has a 2-way radio which serves as the base radio for all public works employees. All Public Works employees have portable phones with direct-connect abilities and cell phones. The Village maintains the two-way radio network and dispatches between Public Works, Police and Fire Departments.

Public Works Equipment

A listing of all Public Works vehicles and equipment available for tree clean up work has been developed and is kept current. The list includes supervisor vehicles, 1-ton trucks, 5-ton trucks, 10-ton trucks, chipper, aerial truck, loaders and backhoes. A list of all chainsaws, power pruners and other tree related equipment is kept current. All equipment is kept in working order which includes a full fuel tank and sharp blades when not in use. Extra items and spare parts are stocked as space permits.

Maps

Printed copies of updated and current Village maps are kept in Public Works file cabinets. Maps indicate which areas are incorporated versus unincorporated. For the snow removal program, copies of all the snow routes are prepared annually. Each large vehicle used in snow removal has one a laminated copy of their snow route, and the extra copies are stored in a cabinet. Electronic copies are also available.

Record Keeping Forms and Supplies

All Divisions which are involved with storm clean up will need to keep accurate and detailed records on equipment and staff hours. Timesheets have a line for noting hours related to wind storms and other emergency responses. Equipment hours and fuel usage are logged by the fuel system and can be printed as needed. Printed copies of all forms developed to record and track storm damage are prepared and stored in the supply cabinet ready for use. In case of power outages and computers are unavailable, a supply of notepads and pens is kept as space allows in the supply cabinet.

Procedures for processing invoices and receipts allows tracking of all associated incident costs including additional supplies such as chainsaw parts, tools and food items. All costs can be collected, scanned and entered into the finance program. During previous incidents, the Finance Department established a separate account code dedicated solely to the incident.

Park District

Contact names and phone numbers is kept for the Downers Grove Park District. Forestry Divisions from both Public Works and Park District are on first name basis, and keep in contact regarding forestry activities. Other municipal employees know several Park District employees also on a first name basis, which has allowed equipment sharing.
Park District general number 630-960-7500

Townships

The Village of Downers Grove overlaps 4 townships. The townships service areas currently unincorporated.
Downers Grove Township 630-968-5020
Lisle Township 630-964-0805
Milton Township 630-668-1616
York Township 630-627-2200

DuPage County Public Works

DuPage County Public Works maintains county roads throughout the Village. Several Village Public Works employees are on a first name basis with county employees which has allowed for an exchange of ideas. DuPage County Public Works 630-682-7130

Public Works Mutual Aid in DuPage County

DuPage County Public Works Mutual Aid System embodies critical tasks and associated responsibilities that will assist a stricken jurisdiction's response efforts to a declared emergency or disaster. A County employee working out of the County's Emergency Operating Center (EOC) shall coordinate the assembly and dispatch of Task Force(s) and other resources from Responding Communities following the NIMS ICS approach to incident management .

Since 2005, Downers Grove has assisted several other communities with several incidents including flooding and storm debris clean up. In June and July 2011, several communities assisted Downers Grove with brush clean-up efforts.

Downers Grove Public Works Director and Assistant Director coordinate communicate with DuPage County's EOC.

Utility Contacts

A list of utility contacts is kept current.

Other Municipal Forester Contacts

A list of municipal forester contacts from surrounding communities is kept current. Legal Department is formalizing mutual aid agreements with the immediate communities of Darien, Lisle, Lombard, Oak Brook, Warrenville, Westmont and Woodridge.

Municipal foresters of the Chicagoland area meet almost every month and discuss forestry topics. This has allowed the exchange of ideas and methods, specifications, and ordinances. This interaction has lead to cooperation in other areas, as well as provides an insight to the overall trends in community actions.

Tree Contractors

A list of tree contractors who have performed tree work or services for the Village is kept current. Contractors who can handle large amounts of tree debris are noted on the list.

Contractors with current tree pruning and tree removal contracts (described in Chapters 5 and 6) are coordinated with for pruning needs, hazardous tree removals and debris clean up activities. Additional contractors are employed depending on the following criteria:

- Successful completion of previous forestry contracts for pruning and removals
- Availability of staff and equipment
- Timeliness of response and ability to work through the duration of an incident
- ISA certified arborists on staff
- Adequate insurance
- Price for services

If a storm is so severe that all area resources are being used, staff will check the International Society of Arboriculture membership list for out-of-state contractors.

Rental Services

A list of area places where equipment such as chippers and stump grinders can be rented is kept current.

Large Equipment Services

A list of companies who can supply large equipment such as tractor-trailer dump trucks and loaders is kept current.

Safety Training

Annually Public Works will review safety procedures. This includes proper personal protective equipment, safe chain saw use, and correct chipper use. Videos have been purchased that cover chipper safety, proper chain saw use, and loader operations. Whenever possible, seminars will be attended. All Forestry Grounds Division employees have been given current copies of the ANSI Z133.1-2017 standard that details safety requirements within the forestry industry. A list of available videos and publications is reviewed and items are purchased as is practical.

Personal protective equipment such as hard hats, gloves, and ear protection are supplied to each employee. Extras are kept as space allows in the Tool Room. Chainsaws owned and operated by the Village have reduced kickback potential by having a chain brake and low kickback chain. Legs chaps are required for chainsaw use on the ground.

Backup Power

The Public Works facility has a backup generator powered by natural gas. In the event of a power failure, the generator starts within minutes. This generator supplies power to the shops, power garage doors, fuel system, and administrative technician workstations.

Large Parking Lot Inventory

The following is a current list of the large parking lots throughout the Village that may be used as staging areas.

Village owned

- Belmont parking lot at Belmont and tracks
- Civic Center at 801 Burlington
- Fairview parking lot at Fairview and tracks

Park District

- McCullom Park at 67th and Main
- Golf course on Haddow
- Hummer Park on Fairview and Sheldon

Schools

- North High School at Grant and Main
- South High School on Norfolk

Private

- Business park on Woodcreek and Lacey
- Shopping center on Butterfield and Finley
- Shopping center on Ogden and Cumnor
- Shopping center on Ogden and Saratoga
- Shopping center on Main and 63rd
- Shopping center on Belmont and 63rd
- Shopping center on Fairview and 63rd
- Shopping center on 75th and Lemont

SECTION 2 – Response and Immediate Activities During and After the Disaster

Once a storm has hit the Village, staff immediately begins to assemble equipment and tools needed. The following lists of activities are performed after the storm.

Immediately After Storm
- Employee Welfare
- Receiving and Dispatching Calls
- Priority Ranking of Storm Calls
- Initial Damage Assessment
- Reporting and Listing Tree Damage
- Trees Growing on Private Property
- Brush Removal from Private Property
  - Resolution 2004-59 – Tree debris cleanup in response to severe weather

Actual Tree Related Work and Woody Debris Clean Up
- Tree Clean Up Priority
- Obtaining Rental Equipment and Services
- Designating a Dump Site
- Sorting Debris
- Hanging Branch Crews and Tree Removal Crews
- Clean Up Crews
- Reporting Property Damage
- Maintaining a Log of Emergency Services
- Press Releases and Information

Report Summaries of Storm
- Tree Inventory Losses
- Public Works Summary Report
- FEMA Disaster Assistance Program

Utilization of Woody Debris Generated by Disaster
- Woodchips
- Logs

Employee Welfare

Immediately following a disaster, employees will be allowed to contact their own family members to assure their safety and well-being. Emergency contact lists are kept current by the Village. Many of the more than 60 full-time and part-time employees in Public Works live within 10 miles of the offices. To help coordinate travel activities and personal needs, a list of employee's home cities is kept current.

Receiving and Dispatching Calls

All calls regarding storm-damaged trees should be directed to the Public Works general phone line. Administrative technicians will staff the phones and take all incoming reports of damage. Where massive damage has occurred, it is particularly important to separate high-priority calls which must be promptly handles from those calls which can be delayed anywhere from several days to a week. The following information should be gathered from all callers.

1. The name and phone number of the person reporting the damage.
2. The exact location (address) of the damage.
3. The ownership of the tree. Is it between the sidewalk and the curb, or on private property?
4. The tree(s) status. Is the entire tree broken, uprooted, or has just a branch broken from the tree?
5. The status of broken parts of the tree. If a branch is broken from the tree, is it still hanging in the tree, or is it at rest on the ground?
6. The diameter of the damaged tree or branch.
7. Any relevant road status. Is the tree completely or only partially blocking passage of the road?
8. The status of relevant property. Has the damage resulted in the tree falling on a house or an automobile? If the tree has fallen on a house, is it blocking the only exit from the house?
9. An assessment of whether further damage is likely if the situation is not attended to immediately.
10. Proximity to utilities

These questions are on pre-printed forms available to the administrative technicians.

The manner in which calls are dispatched to the field will be determined by the magnitude of the storm. In most instances, calls can be dispatched by radio to the Village Forester. However, under extreme conditions or where damage is concentrated in one area, the only calls that should be relayed to the field are those involving trees blocking arterial streets, trees down and at rest on homes or automobiles, and tree problems of an emergency of life-threatening nature. All other calls will be forwarded by mail courier service or picked up at intervals of not exceeding 90 minutes.

Priority Ranking of Storm Calls

Under major storm conditions, it is impossible to respond to and service calls on an individual basis. Therefore, only the most critical should be serviced in this manner. Priority service would be given to individual calls in the following order:

1. Trees down, injured people caught in car or home.
2. Tree down, blocking arterial streets.
3. Trees blocking exit from individual residences.
4. Trees split or rocking, which have high probability of falling, causing personal injury or property damage.
5. Trees or branches fallen and fully blocking non-arterial streets.
6. Trees fallen and at rest on homes.
7. Tree fallen and at rest on automobiles.

These calls will be dispatched to the Village Forester on an individual call basis. Lists are also kept current and shared in Google docs.

Initial Damage Assessment

After storm events where tree damage has occurred, windshield surveys are conducted. Follow-up investigations are also made on all calls of reported damage. A quick determination is made as to what parts of the Village are affected. The Village Forester remains in constant communication with the Director and Assistant Director of Public Works.

Reporting and Listing Tree Damage

Depending on the amount of damage and the percent of the Village involved, Forestry staff and other Public Works employees investigate, report and record situations needing attention. In that all Public Works employees are most familiar with the 10 snow routes that divide up the Village, initial windshield survey investigations will be by snow routes. Snow routes 4, 5, 7 and 10 have the greatest number of trees greater than 19 inches in diameter. In general, private property trees resemble those of the public parkway so private trees in these snow routes also tend to be larger. Routes 1, 2, and 8 have mostly trees under 19 inches in diameter. In general, trees over 19 inches in diameter require pruning and removal work to be performed by contractors.

As tree damage is spotted, staff records the address and prioritizes the severity of the situation depending on branch or tree size and the affected area. Branches smaller than 3 inches will be ignored initially. Hazard notations will be given to branches or tree segments greater than 3-inch diameter which affects the road and a potentially large segment of the public area. This would include those down or ready to fall, trees or branches leaning on powerlines, trees with broken or cracked stems, trees with broken roots. Branches or tree segments that are across the sidewalk, those laying in the parkway, and those propped or caught but not immediately hazardous will be noted. Also noted is whether or not Public Works employees can handle the damage or if a contractor is needed. Storm damage sheets are made available and a stack is pre-printed as a precaution in case computer and electric power is down.

Employees surveying for tree damage report back to the Village Forester and Public Works base via radio, cell phone and written notations. If power is available and computer services are functioning, administrative technicians type in all tree damage reports. Reports are segregated by snow route and area of the Village affected, and then sorted by hazard notations. Lists are ongoing and constantly updated.

Within 48 hours of a storm, the Village Forester reviews all the tree damage per resolution 2004-59 *Tree debris cleanup in response to severe weather* policy. This policy has a map dividing the Village into 7 sections. The Village Forester determines if more than 15% of the parkway trees in any section has experienced storm damage to limbs greater than three inches in diameter. Results are then reported to both the Director and Assistant Director of Public Works who in turn inform the Village Manager.

Trees Growing on Private Property

During major storm conditions, Public Works activity is extremely limited with respect to trees on private property. Activity will be limited to two options:

1. Fallen trees and debris will be cleared from the street right-of-way.
2. Fallen trees that block exits from homes and business locations should be cleared to allow access to the buildings.

In both instances, only the minimum work necessary to achieve the clearance goals should be done.

Policy for Brush Removal from Private Property

Following a storm, overall tree damage is assessed per resolution 2004-59 *Tree debris cleanup in response to severe weather* to see if a Village wide brush pick-up for both public and private tree debris is warranted. This policy has a map dividing the Village into 7 sections. The Village Forester determines if more than 15% of the parkway trees in any section has experienced storm damage to limbs greater than three inches in diameter. Results are then reported to both the Director and Assistant Director of Public Works and the Village Manager. Should it be determined that such damage has occurred in two of the seven sectors, the Village Manager is authorized to arrange for either contractual or Village-provided curbside cleanup of all weather-damaged tree material for the entire Village. A copy of the policy follows.

Village of Downers Grove
Official Village Policy Approved by Village Council

Description:	**Tree Debris Clean-up in Response to Severe Weather**
Res. or Ord. #:	**Res. 2004-59**
Effective Date:	**September 21, 2004**
Category:	

____ New Council Policy

__X__ Amends Previous Policy Dated: **November 17, 1997**

Description of Previous Policy (if different from above):

A RESOLUTION AMENDING
A VILLAGE COUNCIL POLICY CONCERNING
TREE DEBRIS CLEANUP IN RESPONSE TO SEVERE WEATHER

WHEREAS, the Council of the Village of Downers Grove has determined that it is necessary to establish certain policies concerning the value, preservation and function of the urban forest in Downers Grove; and

WHEREAS, severe weather can cause tree damage Village wide that may warrant the cleanup of private property tree debris in addition to the material from the public trees; and

WHEREAS, the Village might look to arrange and subsidize such a Village-wide cleanup effort; and

WHEREAS, the Village Council has, on November 17, 1997, previously adopted Resolution No. 97-52 entitled "A Resolution Establishing a Village Council Policy Concerning Tree Debris Cleanup in Response to Sever Weather"; and

WHEREAS, the Village Council has determined that it is necessary and desirable to amend the policy as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Downers Grove, in DuPage County, Illinois, as follows:

1. That the procedure set forth herein shall, in all events, be followed in determining and acting on the determination of a Village-wide clean up following a catastrophic storm event.

2. *Storm Sector Boundaries:* For purposes of this policy, storm sector boundaries are established as follows:

Sector 1: North Village limit to Ogden Ave., East Village Limit to the West Village Limit
Sector 2: Ogden Ave. to the BN Tracks, Main St. to West Village Limit
Sector 3: Ogden Ave. to the BN Tracks, East Village Limit to Main St.
Sector 4: BN Tracks to 55th St., East Village Limit to the West Village Limit
Sector 5: 55th St. to 63rd St., East Village Limit to the West Village Limit
Sector 6: 63rd St. to the south Village limit, Main St. to West Village Limit
Sector 7: 63rd St. to the south Village limit, East Village Limit to Main St.

3. *Damage Determination/Authorization to Provide Cleanup Service:* Within 48 hours of a wind, rain, or ice storm in which tree damage is experienced, the Village Manager, Director of Public Works and the Village Forester, or their designees, will assess damage using the following procedure:

a. Surveys are to be conducted of the seven storm sectors as noted on the attached and revised exhibit to determine if 15 % of the parkway trees within that section have experienced storm damage to limbs equal or greater than three (3) inches in diameter. Should it be determined that such damage has occurred in two of the seven storm sectors, the Village Manager is authorized to arrange for either contractual or Village-provided curbside cleanup of all weather-damaged tree material for the entire Village. Cleanup will begin subject to contractor availability.

b. In circumstances of threats to public safety, communications, or transportation, or in circumstances of Village-wide damage other than that indicated by the aforementioned guidelines, the Village Manager has the option to secure Village or contractual services for the removal of weather-damaged tree debris.

4. *Public Notification:* Within two days after damage determination is made and cleanup services decided upon, the Public Information Office will, at the direction of the Village Manager, coordinate information for dissemination to the public as follows:

a. Telephone Points of Contact
Village Manager's Office
Village Operations Center

Community Response Center
Public Works Department
Code Services Department

b. Press release issued to the local papers and inclusion in the "Village Corner"
c. DGTV Channel 6
d. Posting at Village Hall, Library, and train stations
e. Announcement at Village Council meeting
f. Community Events Boards
g. Official Website (www.downers.us)
h. Village "E-Newsletter"

Information included on all public notification will include, at a minimum:

a. Type of cleanup service offered (drop-off / curbside)
b. Date offered
c. Location offered
d. Instructions for interim storage of material and details on citation procedures in cases of violations
e. Preparation instructions for material cleanup
f. Phone number to inquire about assistance offered to those physically unable to access cleanup service

In cases where it is determined that a cleanup service will not be offered, information to that effect will be made available by the Public Information Office by the sources listed above. Information on alternate disposal methods (i.e. privately arranged special pick-up, regularly scheduled refuse pick-up) will be included.

5. *Citation Procedures for Improperly Placed Material:* Village ordinance prohibits storage of material on parkways except to facilitate its removal by scavengers. The only circumstance under which residents will be allowed to leave all tree debris on the parkway (including that from private property) is that of a Village-wide curbside cleanup service (which would commence within two weeks of the storm). Under these circumstances, parkway tree material may also be left on the parkway in anticipation of collection by Village crews.

Enforcement of the ordinance prohibiting storage of material on parkways will not begin until after any storm- related cleanup service is completed (i.e. curbside pickup or drop-off chipping program). Enforcement will be executed under the provisions of the Administrative Citation Ordinance of the Village Code with the Forestry Division taking primary responsibility. The following Administrative Citation procedures will be adhered to by Forestry Division staff:

a. Upon first observance of a violation, a door hanger instructing residents of their

violation and possible remedies shall be left with notification of a second inspection date seven days later.

b. Should the violation still exist on the date of second inspection, a second letter is to be sent.

c. Forestry staff may then exercise the option to issue either an administrative citation or a court citation for a continuing violation.

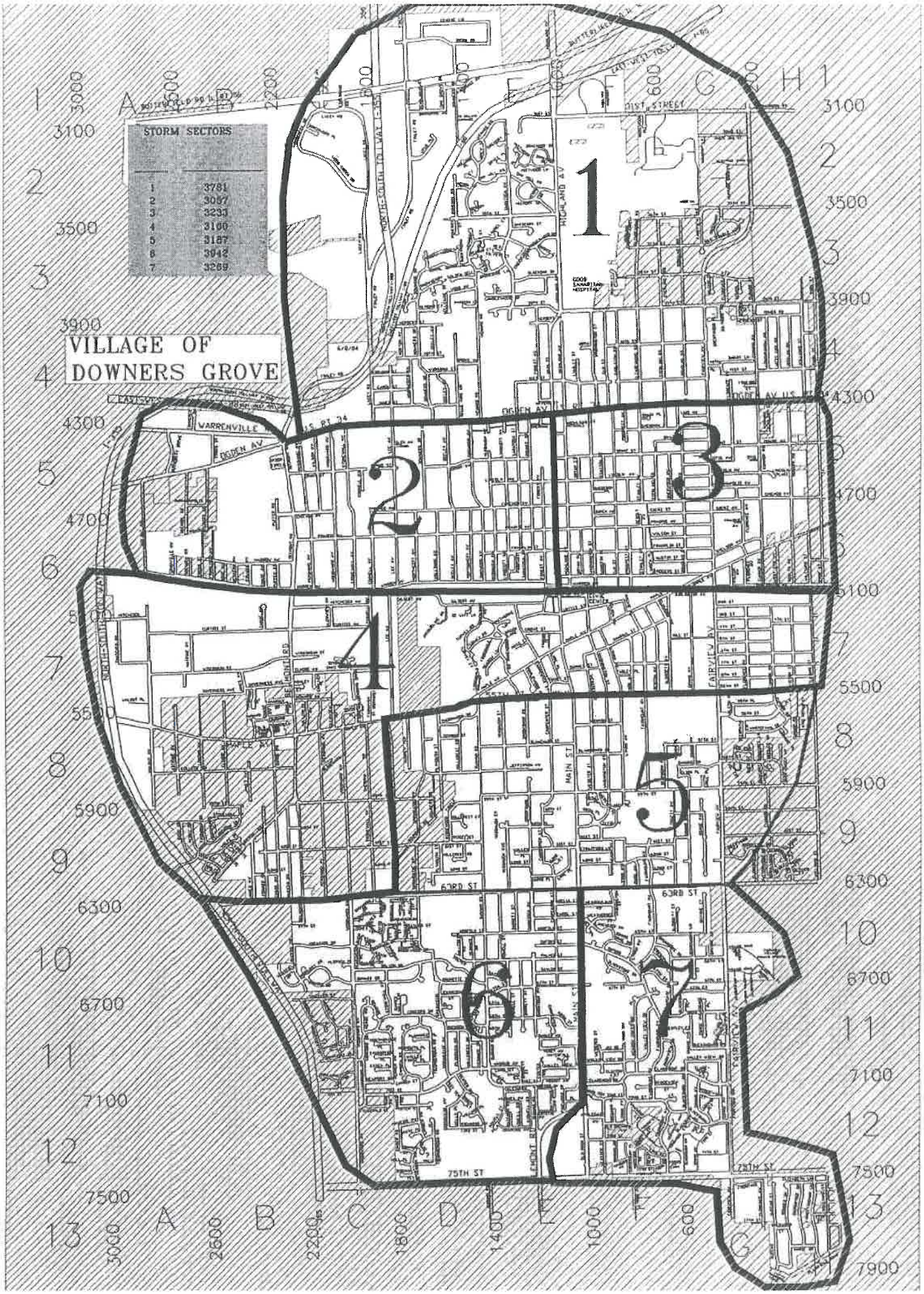
6. That all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

7. That this resolution shall be in full force and effect from and after its passage in the manner provided by law.

Brian J. Krajewski, Mayor

Passed: September 21, 2004
Attest: April K. Holden, Village Clerk

l\mw\policy\Council-pol\Tree Debris-final


STORM SECTORS
1 3781
2 3057
3 3233
4 3160
5 3187
6 3942
7 3269
VILLAGE OF
DOWNERS GROVE
1
2
3
4
5
6
7
OGDEN AV
63RD ST
75TH ST
MAIN ST
HIGHLAND AV
WARRENVILLE
FAIRVIEW AV

Tree Clean Up Priority

Segregated reports of tree damage are reviewed by the Village Forester and then dispersed for action. Lists of large broken branches or hanging limbs that are very high in a tree as well as hazardous tree removal situations are given to the contractor. Lists of low hanging branches and down tree debris are given to Public Works crews. All crews will be given maps and assigned snow routes using the following priority guideline.

Class I
All life-threatening situations are given priority. Supervisors shall make on-site visits to determine the severity of the damage. Crews will immediately remedy the situation to a point where it is no longer life threatening before proceeding to the next location. Final clean up will occur after a life threatening situations are resolved and all streets have been cleared.

Class II
All major property damage instances will be remedied to a point where the crisis is abated. Supervisors shall personally inspect and determine the priority of the Division responses. Final clean up will occur after all streets and specialized sites are cleaned up.

Class III
All roadways shall be cleared of fallen trees and debris. State and county highway departments will be called to clear state and county routes. The priority of roadways is the same as in the snow policy and as shown on the snow plan map.

Priority 1 – Primary roadways and roadways adjacent to schools
Priority 2 – All other secondary roadways
Priority 3 – Dead-ends and cul-de-sacs
Priority 4 – Paved or gravel alleys used for residential access

Obtaining Rental Equipment and Services

For major storms, maximizing the mechanical effort increases clean up efficiency. This includes obtaining services for and/or renting:

- Grappler attachments and log loader trucks which many tree service contractors have
- Tractor-trailer dump trucks from large equipment companies
- Chippers from rental companies
- Brush pickup options offered by the Village contracted garbage hauler
- Brush pickup and hauling options offered by tree service and landscape companies

Designating a Dump Site

A site where tree debris is to go must be determined. Options include several of the large parking lots. Or tree debris can be hauled directly to the contractors on the list that can handle tree debris.

Sorting Debris

If practical, woody tree debris is to be sorted. Full size logs will be stored separately from brush and other items. Woodchips will be stored at the Village site on Curtiss Street at Katrine Avenue as space allows.

Hanging Branch Crews and Tree Removal Crews

Hanging branch and tree removal crews will be a combination of Contractors and Public Works staff depending on the severity. Contractors will be given lists of large trees that are still mostly upright and require immediate removal. Hanging branches that are very large and/or very high in the trees will also be given to contractors. Lists of fallen trees and low hanging branches will be given to Public Works crews. These crew assignments will be as follows:

A. Fallen tree crew should consist of 3 employees with a loader, 1-ton truck, chain saw with a larger size bar, mix, oil, chain saw tools and wrenches.
B. Hanging branch crew should consist of 3 employees with a chipper truck, the aerial truck, chain saw, power pruner, pole saws and extensions, mix, oil, chain saw tools and wrenches, rake, broom, pitchfork, and shovel.

Clean Up Crews

Each grappler or log loader should be accompanied by three 10-ton trucks or 2 tractor trailer dump trucks, depending on the travel distance to the debris staging site or dump site.

The clean up of limbs or other debris that would not be handled by the grapplers or log loaders should be accomplished manually. This work will involve traversing every street within a snow route. Manual hauling of brush may be accomplished by the use of chippers and chipping trucks, or the use of open hauling trucks. Crew configurations and assignments should be as follows:

A. Chipping crews should consist of 3 employees with a chipper truck, chipper, chain saw, pole saws and extensions, mix, oil, chain saw tools and wrenches, rake, broom, pitchfork, and shovel. Chipper trucks can be constructed from 5-ton trucks by removing the tailgate and tarping the top. A 1-ton truck should accompany each chipper truck.
B. Open hauling should be accomplished by the use of 5-ton and 10-ton trucks. A 1-ton truck should accompany each truck. The crew should consist of 3 employees with a chain saw, pole saws and extensions, mix, oil, chain saw tools and wrenches, rake, broom, pitchfork, and shovel. Debris should be manually loaded and hauled to the dump or staging site.
C. To minimize travel time, temporary staging sites shall be set up at various locations throughout the Village.

Clean up progress will be monitored by snow route sections and will be mapped daily. The Village Forester will monitor this daily.

Reporting Property Damage

Under major storm conditions, the Village Forester coordinates the reporting of property damage. Several Public Works employees have access to digital cameras. Photographic documentation of property damage and the tree conditions that lead to them is extremely important. The Village Forester will request other supervisors and engineering staff to assist with property damage photographs and report filing.

Maintaining a Log of Emergency Service Activities

The crew performing the emergency tree service work should keep a log on the appropriate forms of those activities performed in conjunction with the storm clean up. Such logs must be uniformly maintained and filed at the conclusion of the storm clean up effort. Information gathered shall include the location services, the size and species of tree serviced, the time that the crew completed the clean up activities, the nature of the corrective action taken at the site, the fiscal amount and extent of property damage, and instructions as to what follow-up work is necessary.

Press Releases and Information

As clean up activities begin, the Village Forester will work with the Public Works Directors and Public Information Officer to immediately release a press release detailing the magnitude of the storm and the expected clean up time (where practical). Additionally, the press release will state if tree debris from private property will be picked up and if so, how material should be placed at the curb.

Large signboards used for events and festivals can have large printed signs mounted on them, and these can be placed at prominent street intersections.

Information sheets will be made available about how to assess a tree following storm damage, how to avoid scam artists posing as arborists, and how to properly prune a storm damaged tree. Copies of articles and artwork from the National Arbor Day Foundation will be used.

Staff is currently developing public service announcements on proper chain saw use and how to care for a storm damaged tree. These will be broadcast on the Village cable television station. An informative announcement about gypsy moth has already been made and airs in the summer months.

The Morton Arboretum in Lisle has several outreach personnel as part of the Community Trees Program that connect with local municipal governments, environmental groups and other associations interested in trees. The Morton Arboretum publishes numerous informative literature items and pamphlets. Forestry staff will work with the Morton Arboretum for any items that might be pertinent and available for distribution.

Reports

As disaster activities come to a conclusion, staff will prepare various reports.

Tree Inventory Losses

As clean up activities progress, the Village Forester will compile a list of trees lost. A list of trees needing further care, including the type of care, will be made. A list of locations where replacement plantings are needed will be compiled. All tree losses and replacement planting locations will be entered on the computerized tree inventory as soon as practical.

Public Works Summary Report

A summary report will be made regarding the personnel hours, equipment used, contractual costs, and losses to the infrastructure. Timesheets and field sheets such as the storm damage log sheet for forestry related activities will be assembled and tallied. Printouts of fuel usage will be obtained from the fuel system. Copies of invoices for contractual services, materials and repairs will also be compiled and tallied. Many of these reports will be needed for the FEMA related applications.

FEMA Disaster Assistance Program

The DuPage County Office of Emergency Management will coordinate a briefing for state and local governments within DuPage County that incurred extraordinary expense due to the severe emergency or disaster event. The briefing will provide an overview of the Public Assistance program and disaster assistance application process when dealing with Federal Emergency Management Agency (FEMA) and the Illinois Emergency Management Agency (IEMA). The necessary forms will be provided and assistance in completing those forms will be available. For the Village, the Emergency Management Coordinator will attend these briefings as well as the General Supplies Services Manager who has filled out these forms in the past for Public Works.

Eligible costs include overtime hours with benefits, temporary and extra hires with benefits, all force account equipment hours, material used, costs for equipment hours using the FEMA schedule, rented equipment, reasonable contract costs, fuel and oil costs, reasonable towing, traffic barricading and road closures due to unsafe conditions, emergency shelter costs, and emergency medical response.

The Illinois Emergency Management Agency (IEMA) has a website at http://www.state.il.us/iema/index.htm. Various forms and applications are available including the Public Assistance Program Applicant Handbook at http://www.state.il.us/iema/pa/HANDBK03.PDF.

Utilization of Woody Debris Generated by the Disaster

Woodchips

Woodchips will be stored at the Village site on Curtiss Street at Katrine as space allows. Residents can pick up woodchips free of charge, seven days a week during the daylight hours. If too many woodchips have been generated, the Village may offer a free drop off service. This occurred following storms in 1992 where on a first come first serve basis, Village trucks dropped off woodchip loads at residences.

Logs

If the separation of logs from other debris was feasible, logs will be offered to a variety of individuals. Many options exist including firewood sections, or cutting tree cross-sections for schools so that students can study tree growth rings. A book titled Utilizing Municipal Trees: Ideas from across the country by Stephen M. Bratkovich and published by the USDA Forest Service has many insightful chapters.

SECTION 3 – Recovery and Restoration Activities

Once storm damage debris has been removed, the regreening process is long term for it may take many years for trees to grow and re-establish an urban forest. Involvement and commitment of both elected officials and municipal staff is critical to the success of this regreening effort.

Recognizing the Benefits of Trees

Every day residents receive many benefits from trees. These benefits may be direct and indirect. In the summertime, many residents will park their cars under shady trees, walk on the shady side of the street, or have picnic under a large shady tree. In the autumn, residents will take special drives to view the beautiful colors of tree leaves as they turn red, orange, yellow, and brown. In the spring, residents view the flowering trees and anxiously await the breaking of buds and the coming of leaves. The presence of trees around homes can help increase property value, can reduce summer cooling bills, and decrease winter heating bills. Many of the benefits of trees are summarized on the articles by the National Arbor Day Foundation.

Continuation of the Urban Forestry and Municipal Landscape Maintenance Program

Forestry staff will continue with the Urban Forestry and Municipal Landscape Maintenance Program as previously described under forestry mitigation activities. Emphasis will be placed on proper pruning, removal of hazardous trees, and planting a variety of tree species. An important aspect that will be continued is the Tree City USA certification.

Maintain Elected Official Support

Forestry staff will continue to emphasize the importance of trees to elected officials and will ensure passage of the forestry resolution.

Educate the Public on the Importance of Replanting Trees

Local newspapers and cable TV will carry articles on the benefits of trees in the community. An Arbor Day event will be scheduled for a central location within the disaster affected area. A street could be picked as a demonstration street showing proper species and planting techniques all along the street. A parade on this demonstration street is an option and could include high school marching bands, banners, children, elected officials, and volunteers. Forestry Staff will work with the The Morton Arboretum for additional ideas and promotions.

TREE CITY USA

The National Arbor Day Foundation recognizes towns and cities across America that meets the standards of the TREE CITY USA program and promotes urban forestry. The program began as a 1976 Bicentennial project, and has since been gaining popularity especially as a means of boosting a community's public image. Co-sponsors for TREE CITY USA include the National Association of State Foresters, the USDA Forest Service, and the Department of Natural Resources. Below are the TREE CITY USA standards. Communities need to re-apply every year for TREE CITY USA recognition and applications can be found at the National Arbor Day Foundation website: http://www.arborday.org/programs/treeCityUSA.cfm

The Village of Downers Grove has been a TREE CITY USA since 1984 for a total of 36 years. In Illinois, only 16 communities have been TREE CITY USA recipients for 36 or more years. A list of all TREE CITY USA communities in Illinois and other states can be found at http://www.arborday.org/programs/treeCityUSA/directory.cfm. Communities that have continued to improve and encourage higher levels of tree care may be awarded the Growth Award. Since the Growth Award recognition program began in 1990, Downers Grove has received the Growth Award 14 times (1992, 1996, 1998, 2000, 2001, 2004, 2005, 2006, 2007, 2008, 2012, 2015, 2016, and 2019).

TREE CITY USA Standards

STANDARD 1: A Tree Board or Department
A tree board is a group of concerned citizens, usually volunteer, charged by ordinance to develop and administer a comprehensive community tree management program for the care of trees on public property. Tree boards usually function with the aid of professional foresters. In communities with a population of more than 10,000, city forestry departments with salaried employees are often feasible. These departments may or may not be supported by advisory boards or administrative commissions.

STANDARD 2: A Community Tree Ordinance
The community tree ordinance needs to designate the tree board or department and give them the responsibility for writing and implementing the annual community forestry work plan. The ordinance should determine public tree care policies for planting, maintenance, and removals. Ideally, the city tree ordinance will make provisions for establishing and updating a list of recommended street tree species to be planted with spacing and location requirements. A sample tree ordinance may be obtained by writing The National Arbor Day Foundation.

STANDARD 3: A Community Forestry Program with an Annual Budget of at least $2 per capita
Many communities begin their program by taking an inventory of the trees growing on public property. The species, location, and condition of each tree are noted (i.e. healthy, needs pruning, should be removed, etc.) and the inventory data is summarized in a written report for presentation and approval by the city council. The report should be an objective analysis of the present state of the urban forest with recommendations for future management. The essential, ongoing activity for the care of trees along streets, in parks, and in other public places is the community forestry program. The annual work plan should address planting, watering and fertilizing, dead and hazardous tree removal, safety and fine pruning, and insect and disease control. To be named as a TREE CITY USA, a town or city must annually spend at least $2 per capita for its annual community forestry program. Consider all funds spent for tree care — budget for street tree department or board, park department's tree expenditures, dead tree removal, etc.

STANDARD 4: An Arbor Day Observance and Proclamation
An Arbor Day observance can be simple and brief or an all-day or all-week observance. A proclamation issued by the mayor must accompany the observance and declare the observance of Arbor Day in your community. You can obtain a free "Celebrate Arbor Day!" packet by writing The National Arbor Day Foundation. Along with ideas for celebrating the holiday, the packet contains a sample proclamation.

Village of Downers Grove
Official Village Policy Approved by Village Council

Description: **Forestry**

Res. or Ord. #: **Res. 2004-60**

Effective Date: **September 21, 2004**

Category:

____ New Council Policy

__X__ Amends Previous Policy Dated: **August 9, 1991, July 8, 1996**

Description of Previous Policy (if different from above):

Forestry Policies

A RESOLUTION ESTABLISHING CERTAIN AMENDED FORESTRY POLICIES OF THE COUNCIL OF THE VILLAGE OF DOWNERS GROVE, ILLINOIS

WHEREAS, the Council of the Village of Downers Grove has determined that it is necessary to establish certain policies concerning the value, preservation, and function of the parkway trees of the urban forest in Downers Grove; and

WHEREAS, the development of a comprehensive urban forestry program for the Village is important in acknowledging the ongoing value of trees as a capital asset, and protecting and maximizing the benefit of the assets to the Village; and

WHEREAS, the systematic care and maintenance of the parkway trees of the urban forest is recognized as a primary element in a comprehensive urban forestry program; and

WHEREAS, long range planning efforts designed to increase the capital and aesthetic values of the urban forest is encouraged; and

WHEREAS, the Village Council has, on July 29, 1991, previously adopted Resolution 91-31 entitled "A Resolution Establishing Certain Forestry Policies of the Council of the Village of Downers Grove, Illinois" and on July 8, 1996, previously adopted Resolution 96-41 entitled "A Resolution Establishing Certain Amended Forestry Policies of the Council of the Village of Downers Grove, Illinois; and

WHEREAS, the Village Council has determined that it is necessary and desirable to amend the

policy as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Downers Grove, in DuPage County, Illinois, as follows:

1. Develop and maintain a street corridor where tree foliage lines and overhangs streets through proper maintenance and care practices of the parkway trees.
2. Sustain and perpetuate the parkway tree population by planting quality trees that are tolerant of urban conditions, that develop strong forms and branching patterns, and that have long life spans.
3. Prune parkway trees on a regular interval to improve tree health and appearance, provide adequate street and sidewalk clearance, increase tree longevity, reduce storm damage potential, reduce disease infestations, and reduce potential injury to human life.
4. Remove trees and stumps when trees are dead or declining, have lost structural stability, or are affected with infectious disease in order to maintain public safety and keep adjacent parkway trees healthy.
5. Promote health care management practices to monitor tree health, disease levels, insect and other pest populations, environmental stresses, and implement any control measures or apply treatments when appropriate to maintain healthy parkway trees.
6. Maintain and update a parkway tree inventory in order to further improve parkway tree maintenance.
7. Continue to obtain Tree City USA certification and celebrate Arbor Day.

BE IT FURTHER RESOLVED that the Village of Downers Grove will provide technical assistance of an advisory nature to Village residents desiring guidance in areas including, but not limited to the previous mentioned areas.

The validity of any action otherwise taken by the Council in accordance with applicable law shall not be invalidated, impaired, or otherwise affected by noncompliance with any part of procedures or policy set forth herein.

All resolutions or part of resolutions in conflict with this resolution are hereby rescinded.

Brian J. Krajewski, Mayor

Passed: September 21, 2004
Attest: April Holden, Village Clerk

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Maintain Contacts and Memberships

Municipal Foresters of Chicagoland

Municipal foresters of the Chicagoland area meet almost every month and discuss forestry topics. This has allowed the exchange of ideas and methods, specifications, and ordinances. This interaction has lead to cooperation in other areas, as well as provides an insight to the overall trends in community actions.

Suburban Tree Consortium

As described in Chapter 4, the West Central Municipal Conference administers a consortium program for communities and municipalities for the purchase of tree supply and planting services called the Suburban Tree Consortium (STC). The program is designed to solve price, planting stock quality, and species variety problems both from the municipality's point of view and from the nursery's. The program was made possible by the passage of the 1984 Tree Consortium Growing Act by the Illinois State Legislature. This act allows municipalities, either individually or jointly, to contract for the long term purchase of nursery stock. Downers Grove has been a member since 1987. The Village Forester has been an active member of the executive committee for several years, including serving as President from 1998 to the present. The program contracts allows municipalities to order various species and varieties up to 5 years in advance with a guarantee that the trees will be ready, available at the contracted price, and meet specifications when the time is ready. At the same time, the supplying nursery has a guarantee that the municipalities will purchase those trees at some specified point in the future. Municipalities may also increase their order as needed at the contracted price provided the supplying nurseries have available inventory.

Illinois Arborist Association, International Society of Arboriculture, and Society of Municipal Arborists

Forestry staff will remain members of all the pertinent forestry related associations. The Illinois Arborist Association, International Society of Arboriculture, and Society of Municipal Arborists all produce publications and journals with recent findings and informative reports.

Funding Options

In Downers Grove, the Forestry and Grounds Division is currently funded by the general fund. Other funding for trees comes from capital projects such as new sidewalks and street improvements where tree plantings are included in the project costs. Options in the future include a forestry tax such as $1.00 for each property, or cost sharing for tree planting.

Urban and Community Forestry Grants

Downers Grove has received 2 Urban and Community Forestry grants from the Illinois Department of Natural Resources. Authorized through the Urban Forestry Assistance Act, the grants provide 50/50 cost-share reimbursement for projects that enhance the quality of trees in their community. After a disaster, Forestry staff will submit applications for this type of grant.

Other grant opportunities include reforestation grants related to EAB by the Metropolitan Mayors Caucus. Downers Grove obtained a $20,000 grant in 2011 and will continue to apply whenever applicable.

Work with Downers Grove Groups

Forestry staff has worked with several Downers Grove groups including the Downtown Management Corporation, the Chamber of Commerce, Pierce Downer Heritage Alliance, the Women's Garden Club, and the Historical Society. Groups involving children include the environmental groups at the elementary schools and several Boy Scout troops. Efforts could be collaborated to plant trees either seedlings or small potted plants throughout the Village.