

City of Rolling Meadows Emergency Operations Plan

Version 1.5

Revised:October 2017

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LETTER OF PROMULGATION

December 2017

To: Officials and Employees of the City of Rolling Meadows

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, the City of Rolling Meadows must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City of Rolling Meadows Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with the National Incident Management System. It provides for the integration and coordination of planning efforts of multiple jurisdictions and agencies within the City.

This plan was developed for each City of Rolling Meadows department and local special districts with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Illinois Emergency Management Agency and the Federal Emergency Management Agency. The intent of the Emergency Operations Plan is to provide direction on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the Cook County Emergency Operations Plan and the Illinois Emergency Operations Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The City of Rolling Meadows City Council gives its full support to this Emergency Operations Plan and urges all public employees and individuals to prepare for times of emergency before they occur.



12/19/17

Mayor,

City of Rolling Meadows

APPROVAL AND IMPLEMENTATION

FOREWORD

The City of Rolling Meadows Emergency Operations Plan addresses the City's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting the City of Rolling Meadows. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters, which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the City of Rolling Meadows.
- Identifies the roles and responsibilities required to protect the health and safety of Rolling Meadows residents, public and private property and the environmental effects of natural, technological and human-caused emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City of Rolling Meadows Emergency Operations Center activities and the recovery process.

PLAN APPROVAL AND IMPLEMENTATION

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those City departments, supporting allied agencies and community organizations having assigned primary functions or responsibilities within the Emergency Operations Plan as necessary.

PLAN MODIFICATIONS

Upon the delegation of authority from the Director of Emergency Management, specific modifications can be made to this plan without the signature of the City Council. This Emergency Operations Basic Plan, its Functional Annexes and Attachments supersede all previous versions of the City of Rolling Meadows Emergency Operations Plan.

RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented By	Date	Approved By	Approval Date	Description of Change
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

RECORD OF CONCURRENCE

The following list of signatures documents City Department Heads concurrence and receipt of the 2017 City of Rolling Meadows Emergency Operations Plan. As needed, revisions will be submitted to the City of Rolling Meadows Fire Department.

Fire Department



Police Department



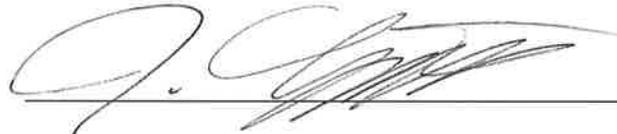
Finance Department



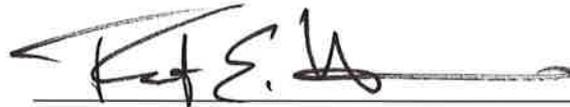
Public Works Department



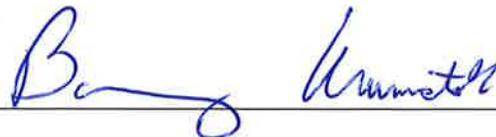
Information Technology Department



Community Development Department



City Manager



Mayor

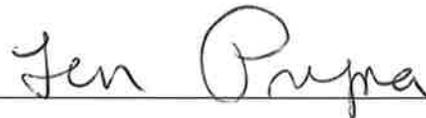


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SECTION 1.0: PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

1.1 PURPOSE

The purpose of the City of Rolling Meadows Emergency Operations Plan is to provide the basis for a coordinated response before, during and after a disaster incident affecting the City of Rolling Meadows.

This plan is the principal guide for the City's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination in emergency operations, particularly between the City, local government, private sector, operational, and state response levels and appropriate federal agencies-
- Serve as a City plan, a reference document, and when possible, may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state and federal contingency plans.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and/or disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and Emergency Operations Center activities.
- Establish the organizational framework of the National Incident Management System within the City of Rolling Meadows.

Allied agencies, special districts, private enterprise, and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

1.1.1 PLANNING ORGANIZATION AND FORMAT

The plan is divided into several elements that contain general and specific information relating to City emergency management operations. Those elements are as follows:

Basic Plan

The basic plan provides an overview of the City of Rolling Meadows's emergency management system. It briefly explains the hazards faced, capabilities, requirements, and the City's emergency management structure. It also identifies how the City integrates the National Incident Management System into their emergency management organization.

Emergency Support Function Annexes

The ESF Executive Summaries identify the ESF coordinator(s) and the primary support agencies for each function. The ESF Executive Summaries outline expected mission execution for each emergency phase and identify tasks and plans assigned to members of

the ESF. An ESF annex can be a culmination of Plans, Standard Operating Guides/ Procedures (SOPs/SOGs) and/or Field Operations Guide (FOGs).

Support Annexes

The support annexes focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles and responsibilities that agencies and departments carry out before, during, and after any emergency.

Hazard, Incident, or Threat Specific Annexes

Hazard, incident, or threat specific annexes identify specific risk areas, evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders.

A graphic representation of how the City's emergency plans relate to each other can be viewed in the figure below:

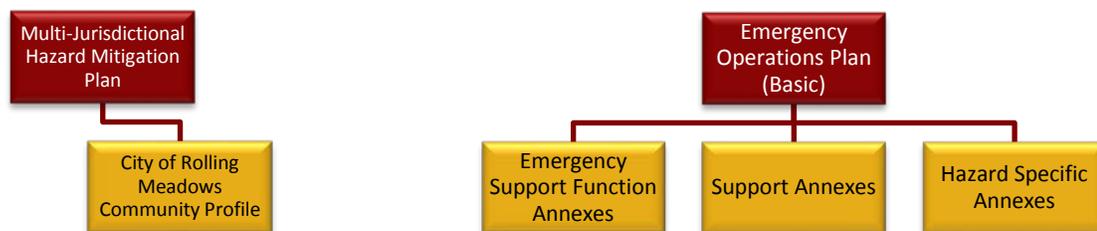


Figure 1 - Plans Relational Structure

1.2 SCOPE

The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural, technological or human caused which may affect the City of Rolling Meadows that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the City. The other governmental agencies within the City of Rolling Meadows maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

Incorporating the Federal Emergency Management Agency Comprehensive Preparedness Guide 101v. 2 and State of Illinois Emergency Operations Plan best practices, in addition to the County's Emergency Operations Plan, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of the National Incident Management System for the City. The City Emergency Operations Plan is intended to facilitate

multi-agency and multi-jurisdictional coordination, particularly between the City of Rolling Meadows and its jurisdictions, as well as special districts, utilities, major businesses, non-profit agencies, community groups, state agencies, and federal agencies. Emergency operations in the City of Rolling Meadows will be coordinated through the structure of the Emergency Operations Center. This plan will be used in coordination with the *State Emergency Operations Plan* and the *National Response Framework*.

This plan is part of a larger framework that supports emergency management within the State. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the City of Rolling Meadows together with the County of Cook, its political subdivisions, the Illinois Emergency Management Agency Region 4 and the Federal government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

1.3 SITUATION OVERVIEW

This chapter describes a number of potential hazards that could affect the City of Rolling Meadows, which would warrant the activation of the Emergency Management Organization. The map provided in *Figure 2 – Base Map of Rolling Meadows*, details the City of Rolling Meadows.

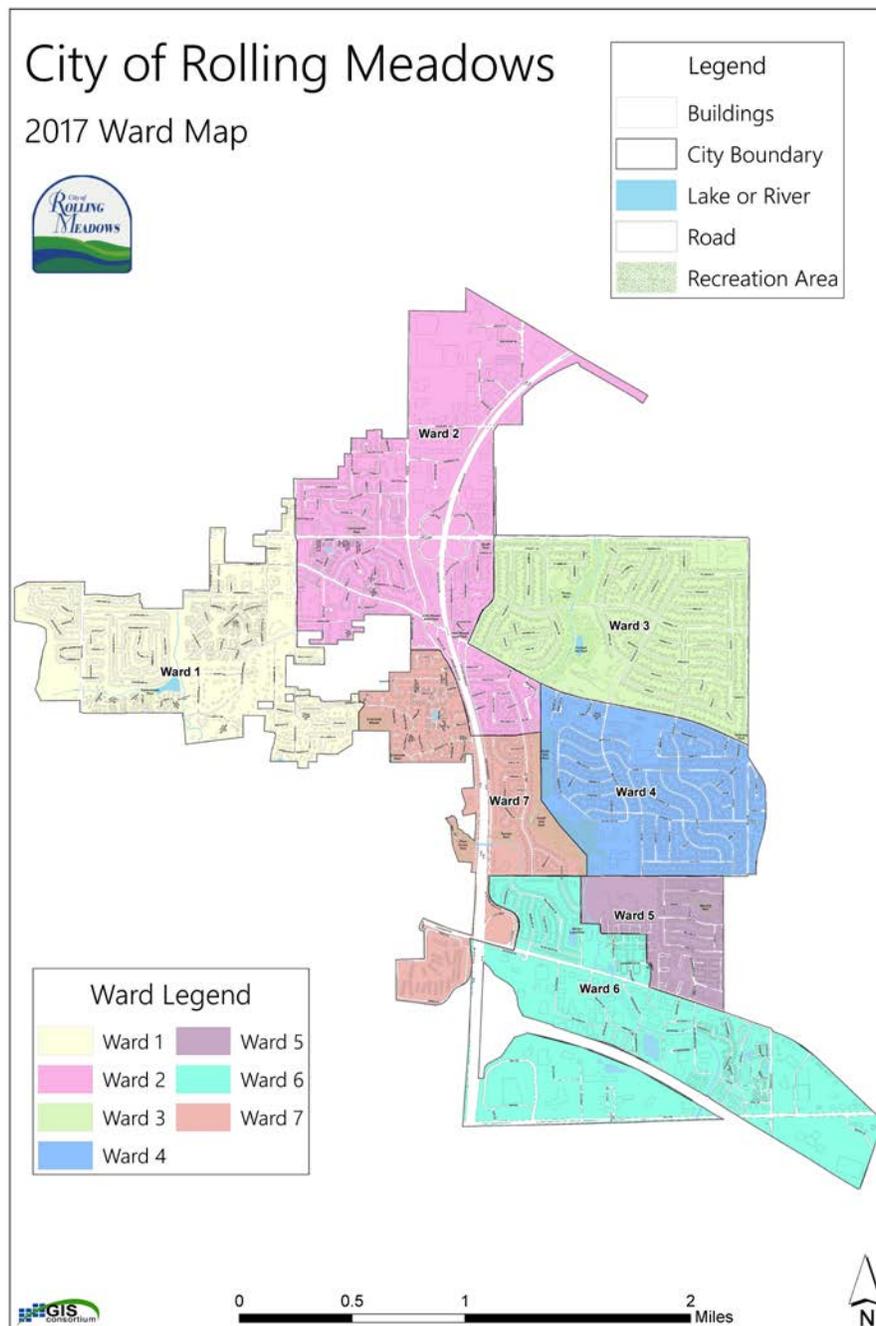


Figure 2 - Base Map of Rolling Meadows

1.3.1 HAZARD ANALYSIS SUMMARY

In 2014, the Cook County’s Department of Homeland Security and Emergency Management and a consortium of community stakeholders worked to complete the Cook County Multi-Jurisdictional Hazard Mitigation Plan, which included the City of Rolling Meadows. The purpose of this analysis was to identify and discuss the natural hazards confronting the communities and the mitigation

efforts that have taken place or are underway that might address those threats. For more in-depth details, please refer to the **[Cook County Multi-Jurisdictional Hazard Mitigation Plan](#)**.

The City is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats including emerging and increasing technological factors. It is important to consider past events for future planning, with the consideration that the location and scope of hazards change over the years.

Rolling Meadows is a northwestern suburbs of Chicago in Cook County, 28 miles from the Chicago Loop. Rolling Meadows consists of approximately 5.5 square miles of generally level topography with a few small lakes, ponds, retention areas, streams and creeks. Adjacent suburbs to Rolling Meadows are: Palatine to the north and west, Schaumburg to the south, and Mt. Prospect to the east. The City primarily is a residential community; however, within its boundary lays individual and contiguous industrial complexes, medical care facilities, retail shopping, and a number of commercial establishments. Within these facilities lies a risk of a significant hazardous materials incident which could impact the surrounding residential community.

The estimated population of the City of Rolling Meadows in 2010 is a little more than 24,000. The. Two state roads are included in its boundaries, and each of those roads gives easy access to the Interstate Road system in all four directions. The world’s second busiest airport, O’Hare International, is located within 20 miles or less than 30 minutes of driving time.

Based on a survey of department leadership and historical information the following hazards have been analyzed as having potential impacts to the city.

Hazards	Probability
Natural Hazards	
Severe Thunderstorm/ High Winds/ Lightning	High
Severe and/or Excessive Heat or Cold	High
Winter Storms/ Snow/ Ice	High
Floods	Medium
Tornadoes	Medium
Earthquake (Local)	Low
Earthquake (Regional)	High
Technological/Industrial Hazards	
Fire/Explosion	High
Utility Failure (electric, gas, phone, sewer, water)	High
Commercial Transportation Accidents (Air, Rail, Road)	High
Structural Collapse	Low
Civil/ Political Hazards	
Civil Disturbance Strikes	Medium

Hostage Situations	Low
Extortion	Low
Sabotage	Low
Riots	Low
Terrorism	Low

Figure 3 - Rolling Meadows Hazards

1.3.2 CAPABILITY ASSESSMENT

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction’s capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction’s preparedness and response efforts.

As an established organization, the Rolling Meadows Emergency Management Agency has the capabilities to perform the necessary emergency response duties outlined in this Emergency Operations Plan.

The City of Rolling Meadows has completed the following to increase the City’s capabilities:

- Development of City of Rolling Meadows Hazard Annex to the Cook County Local Hazard Mitigation Plan
- A Hazard-specific Terrorism/Weapons of Mass Destruction Annex

In light of the City’s susceptibility and vulnerability to disasters, continuing emphasis will be placed on emergency planning, training of full time personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with such emergencies. The City is involved in ongoing public education programs. The programs focus on the need of individuals to be knowledgeable about the nature of disasters and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters and emergencies.

1.3.3 MITIGATION OVERVIEW

The City of Rolling Meadows has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. The approved, Cook County Hazard Mitigation Area plan identifies mitigation efforts to reduce the occurrence and impact of identified hazards in the City of Rolling Meadows. As the cost of damage from natural disasters continues to increase nationwide, the City of Rolling Meadows recognizes the importance of identifying effective ways to reduce their vulnerability to disastrous events.

1.4 PLANNING ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation

for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the City of Rolling Meadows.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that in many cases a Unified Command, be implemented by responding agencies and expanded as the situation dictates.
- The City of Rolling Meadows is primarily responsible for emergency actions within the City boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.
- Large-scale emergencies and/or disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and/or disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and/or disasters may generate widespread media and public interest. The media is a partner in large-scale emergencies and/or disasters; this relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and/or emergencies, all strategic decisions must consider each of these consequences.
- Disasters and/or emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan and with the National Incident Management System.

It is the City’s intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

1.5 WHOLE COMMUNITY APPROACH

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with the guidance of representatives from City departments and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g. fire, law and Emergency Medical Services (EMS)) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength of the emergency management system and organizations within the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The civil preparedness of the region's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the City on improving the region's resiliency.

SECTION 2.0: CONCEPT OF OPERATIONS

2.1 GOALS, PRIORITIES AND STRATEGIES

During the response phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies, and describes what should occur during each step, when and at whose direction.

2.1.1 OPERATIONAL GOALS

During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- Mitigate hazards.
- Meet basic human needs.
- Address needs of the People with Access and Functional Needs.
- Restore essential services.
- Support community and economic recovery.

2.1.2 OPERATIONAL PRIORITIES

Operational priorities govern resource allocation and the response strategies for the City of Rolling Meadows and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

2.1.3 OPERATIONAL STRATEGIES

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, general needs assistance, and support for re-establishing employment after the emergency passes.

- **Address Needs of People with Access and Functional Needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

2.2 PLAN ACTIVATION

The City of Rolling Meadows Emergency Operations Plan may be activated by the Director of Emergency Management or designated alternates under any of the following circumstances:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- Upon proclamation by the Governor that a Disaster exists in an area of the state.
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

2.3 DECLARING AN EMERGENCY

The Robert T. Stafford Act provides for two types of declarations: (1) Major Emergency, and (2) Disaster.

Disaster declarations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency declarations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from other agencies such as Cook County, the American Red Cross or the State of Illinois.

2.3.1 LOCAL EMERGENCY PROCLAMATION

A Local Emergency may be recommended by the Director of Emergency Management (City Manager) or their designee (Fire Chief), as specified by City of Rolling Meadows Municipal Code (Sec. 26-2) and forwarded through Cook County to IEMA.

A Local Emergency proclaimed by these individuals must be ratified by the City Council within seven (7) days.

The governing body must review the need to continue the proclamation at least every seven (7) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. A Proclamation is normally made when there is an actual

incident, threat of disaster, or extreme peril to the safety of persons and property within the City of Rolling Meadows, caused by natural, technological or human-caused situations.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (20 ILCS 3305/15)

Request for the Governor to Proclaim a State of Disaster/Emergency: When emergency conditions exceed or have the potential to exceed, local resources and capabilities, local government may request the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten (10) days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of state regulations impacting response or recovery operations.

- **Initial Damage Estimate (IDE):** The request for a Governor's Proclamation should include a copy of the proclamation document and an IDE that estimates the severity and extent of the damage caused by the emergency. An IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.
- **Analysis of Request:** The Illinois Emergency Management Agency reviews the proclamation request, the IDE, and makes a recommendation to the Governor.

2.3.2 PROCLAMATION OF A STATE EMERGENCY

The Governor proclaims a State of Emergency based on the formal request from the City of Rolling Meadows and the recommendation of the Illinois Emergency Management Agency. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of Illinois within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within Illinois are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

Governor’s Proclamation without a Local Request: A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in Illinois are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.

2.4 PRESIDENTIAL DECLARATIONS

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

- **Preliminary Damage Assessment:** Upon submission of the request, the Federal Emergency Management Agency coordinates with the State to conduct a Preliminary Damage Assessment and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. The Federal Emergency Management Agency uses the results of the Preliminary Damage Assessment to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for supplemental federal assistance. The Preliminary Damage Assessment also identifies any unmet needs that may require immediate attention. The Preliminary Damage Assessment may not be required if immediate response assistance is necessary.
- **Federal Analysis of the State’s Request:** The Federal Emergency Management Agency Regional Administrator assesses the situation and the request, then makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the State, availability of state and local

government resources, the extent and type of insurance in effect, recent disaster history and the State's hazard mitigation history.

- **Federal Declarations without a Preliminary Damage Assessment:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the Preliminary Damage Assessment process described above.
- **Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in **Figure 4 – Response Phase Sequence of Events**.

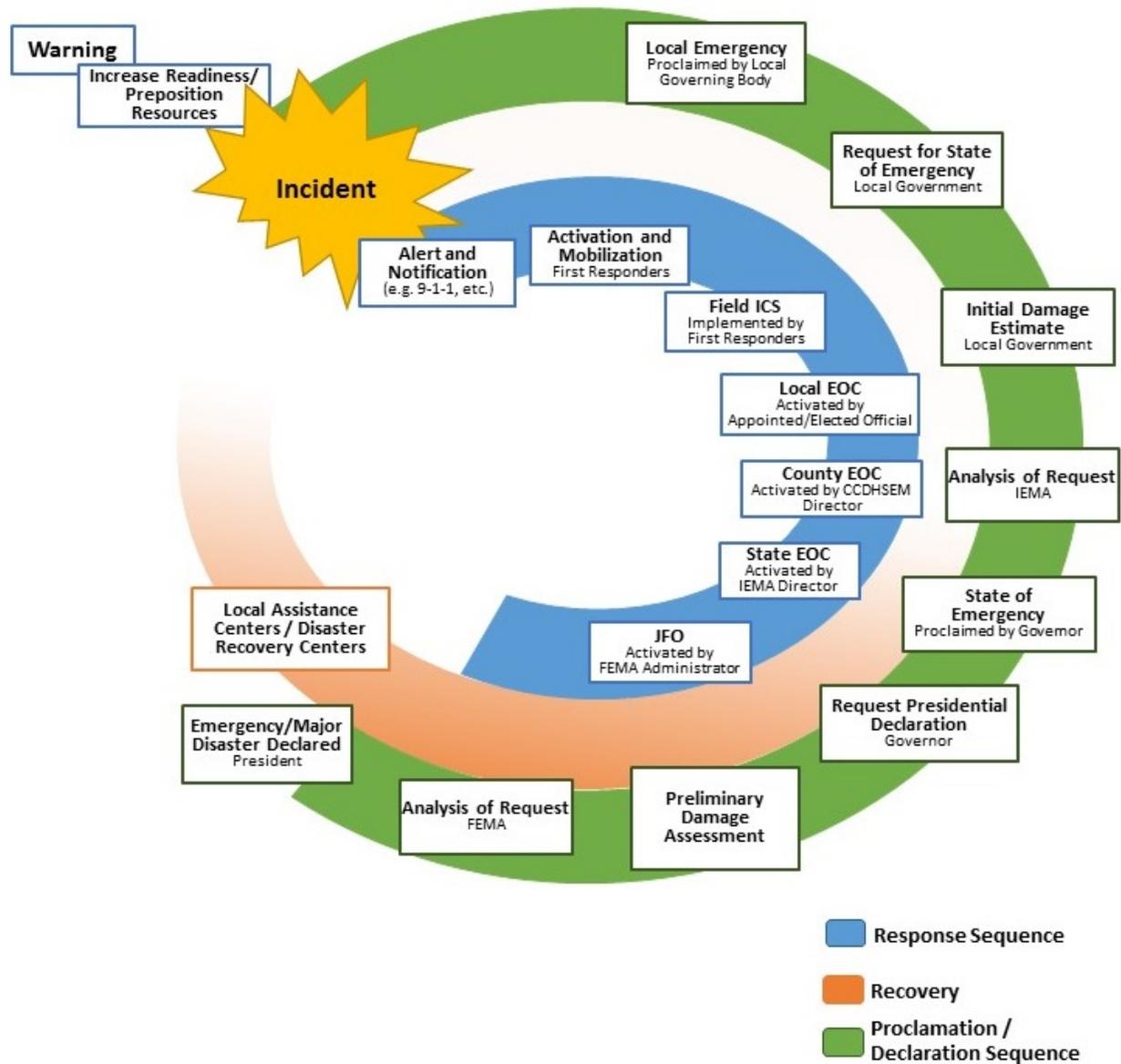


Figure 4 - Response Phase Sequence of Events

2.5 EMERGENCY MANAGEMENT RESPONSE LEVELS

The City of Rolling Meadows Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

For planning purposes, The Rolling Meadows Emergency Management Agency has established three "levels" of response to emergencies. The City of Rolling Meadows employs this system to guide local response to emergencies as noted in the table below:

Event/Situation	Activation Level	Minimum Staffing
Events with potential impacts on the health and safety of the public and/or environment	Three (Normal)	EOC Director Other Designees
Severe Weather Issuances		
Significant incidents involving 2 or more departments		
Major wind or rain storm		
Power Outages and power emergencies		
Two or more large incidents involving 2 or more departments	Two (Partial)	EOC Director Section Chiefs/Coordinators Branches and Units as appropriate to situation Liaison/Agency Representatives as appropriate Public Information Officer
Major wind or rain		
Major scheduled event		
Large scale power outages and power emergencies		
Hazardous Materials incident involving large scale or possible large scale evacuations		
Events with potential impacts on the health and safety of the public and/or environment	One (Full)	All EOC staff as appropriate
Major County/City or Regional emergency – multiple departments with heavy resource involvement		
Events with potential impacts on the health and safety of the public and/or environment		

Table 1 - EOC Activation Levels

2.5.1 NATIONAL EMERGENCY

In the event of a declared National Emergency, the City Emergency Operations Center could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the City of Rolling Meadows, Cook County and surrounding jurisdictions.

For additional information regarding the City of Rolling Meadows Emergency Management response and Emergency Operations Center Functions, refer to the ***City of Rolling Meadows EOC Support Annex***.

2.6 SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the

emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.6.1 BEFORE IMPACT

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Activating Emergency Operations Centers even if precautionary.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, resources are mobilized and evacuation begins.

2.6.2 IMMEDIATE IMPACT

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster. Below is a partial list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency; as additional resources are needed to support the response. This includes resources from within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and

procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate the Incident Command System organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems and Multiagency Coordination System Groups. This includes developing and maintaining connectivity capability between the Incident Command Post, local 9-1-1 Centers, local Emergency Operations Centers, Regional Emergency Operations Center, the State Operations Center and federal Emergency Operations Center and National Response Framework organizational elements.

Local Emergency Operations Center Activation (EOC): Local jurisdictions activate their local Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local Emergency Operations Center notifies the County Emergency Operations Center lead that the local Emergency Operations Center has been activated.

Communications between field and the Emergency Operations Center: When a jurisdiction Emergency Operations Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center to the Emergency Operations Center, or between the Incident Commander and the Emergency Operations Center.

County Emergency Operations Center Activation: If one or more Local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the County Emergency Operations Center activates. The County Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The County Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the County, forwards the resource request to the State Operations Center

State Level Field Teams: The State may deploy Field Teams to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with the responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional Emergency Operations Center activates in order to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact.
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions.

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

Department Operations Center Activation: Each state agency may activate a Department Operations Center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

2.6.3 SUSTAINED OPERATIONS

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

2.6.4 TRANSITION TO RECOVERY

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future

emergencies. During the recovery phase, damage is assessed, Local Assistance Centers and/or Disaster Recovery Centers are opened and hazard mitigation surveys are performed.

Local Assistance Centers: Local governments open Local Assistance Centers to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. Local, state and federal agencies, as well as non-profit and voluntary organizations normally staff and support the Local Assistance Center. The Local Assistance Center provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a federal Disaster Recovery Centers may be collocated with the state/local “Local Assistance Centers.”

Joint Field Office: The State coordinates with the Federal Emergency Management Agency as necessary to activate a Joint Field Office to coordinate federal support for the emergency. The State will appoint a State Coordinating Officer to serve as the state point of contact. A Federal Coordinating Officer is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions. For more information on the Recovery effort before, during and after a disaster, refer to the *City of Rolling Meadows Recovery Annex*.

2.7 CONTINUITY OF OPERATIONS AND GOVERNMENT

A critical component of the City emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and/or the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. The civil government can best complete these services. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the State Constitution provide authority for the continuity and preservation of state and local government.

For additional information regarding the City of Rolling Meadows Continuity of Operations and Continuity of Government, refer to the *City of Rolling Meadows COOP/COG Plan*.

SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

For the City of Rolling Meadows, this basic plan establishes the operational organization that is relied on to respond to an emergency situation. This plan includes a list of the kinds of tasks to be performed, by position and organization.

The City of Rolling Meadows uses the National Incident Management System and has elected to use the Federal Emergency Support Function format to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners. Specific functional and/or hazard specific responsibilities are detailed in those support, emergency function or hazard specific annexes.

3.1 SUPPORTING PLAN DEVELOPMENT

Each element of the Emergency Management Organization is responsible for assuring the preparation and maintenance of appropriate response plans and current Standard Operating Procedures, resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

Elements to be addressed in Standard Operating Procedures are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center or Department Operations Center to manage organizational resources and response personnel and, to maintain contact with the Emergency Operations Center during emergencies.
- Designation of a representative to report to the Emergency Operations Center during an emergency to advise decision makers and coordinate the agency's response efforts with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the Emergency Operations Center during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

3.2 CITY DEPARTMENT/ALLIED AGENCY EMERGENCY OPERATIONS CENTER ASSIGNMENTS

In the event of an Emergency Operations Center activation, each City department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the Emergency Operations Center or provide indirect support. See the Responsibility Matrix on the following page for Primary and Support roles for each City department or organization.

	Support Agencies/Jurisdictions								
	City Manager's Office	Community Development	Finance	Fire Department	Information Technology	Public Works	Police Department	Northwest Central Dispatch System	American Red Cross
ESF1 -Transportation						P		S	
ESF2 -Communications				S	P	S	S	P	
ESF3 - Public Works & Engineering		S				P			
ESF4 - Firefighting				P				S	
ESF5 - Information & Planning	P	S	S	P	S	S	S		
ESF6 - Mass Care		P		S		S	S		S
ESF7 - Logistics	S		P	S		S	S		
ESF8 - Public Health & Medical		P		P			S		
ESF9 – Search & Rescue				P		S	S	S	
ESF10 - Oil & Hazmat				P		S	S	S	
ESF 11 - Ag & Natural Resources		S				P			
ESF12 - Energy	P			S		S			
ESF13 - Public Safety & Security				S		S	P	S	
ESF14 – Long Term Recovery	P	S	S	S	S	S	S		
ESF15 - Warning and External Affairs	P	S	S	S	S	S	S	S	

Table 2 - Emergency Support Function Responsibility Matrix

3.2.1 DIRECTOR OF EMERGENCY MANAGEMENT

As defined by the City of Rolling Meadows Municipal Code (Sec. 26-1), the City Manager is the Director of Emergency Management and also serves as the Emergency Operations Center Director. If the Director is unavailable, the Managers designee (Fire Chief) will assume the role.

Within the City of Rolling Meadows government organization, the City Manager is responsible to the City Council for the City's Emergency Management program and has the authority to implement the program goals. The City Manager has delegated this responsibility to the Fire Chief. The City has taken the necessary steps and has directed the Fire Chief to perform the overall emergency management program coordination and day-to-day emergency management functions and activities. The City has also established an Emergency Management Committee to cooperatively deal with emergency management issues related to planning, training, and exercises.

3.3 ORGANIZATION OF EMERGENCY MANAGEMENT

As described previously in Section 3.0, the City of Rolling Meadows prescribes to the following functions:

3.3.1 FEDERAL EMERGENCY SUPPORT FUNCTIONS

The National Incident Management System identifies through its National Response Framework fifteen (15) Emergency Support Functions. The ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to State and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

3.3.2 ILLINOIS EMERGENCY SUPPORT FUNCTIONS

The State Emergency Plan establishes the Illinois Emergency Support Functions as a key component of Illinois' system for all-hazards emergency management. The Illinois Emergency Management Agency initiated the development of the Illinois Emergency Support Functions in cooperation with Illinois' emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management. The development of the Illinois Emergency Support Functions involves the organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the Illinois Emergency Support Functions as a permanent component of Illinois' emergency management system.

A comparison of Federal Emergency Support Functions and Illinois Emergency Functions is found in **Table 3 - Federal Emergency Support Function/State Emergency Functions Comparison**.

Federal Emergency Support Function	Illinois Emergency Function
ESF #1 Transportation	IL-ESF #1 Transportation
ESF #2 Communications	IL-ESF #2 Communications
ESF #3 Public Works & Engineering	IL-ESF #3 Public Works & Engineering
ESF #4 Firefighting	IL-ESF #4 Fire Fighting
ESF #5 Information & Planning	IL-ESF #5 Emergency Management
ESF #6 Mass Care, Emergency Assistance, Temporary Housing & Human Assistance	IL-ESF #6 Mass Care
ESF #7 Logistics	IL-ESF #7 Resource Support
ESF #8 Public Health & Medical Services	IL-ESF #8 Health & Medical Services
ESF #9 Search & Rescue	IL-ESF #9 Search & Rescue
ESF #10 Oil & Hazardous Materials	IL-ESF #10 Oil & Hazardous Materials
ESF #11 Agriculture & Natural Resources	IL-ESF #11 Provision of Food Supplies/Animal Welfare/Agriculture and Natural Resources
ESF #12 Energy	IL-ESF #12 Energy
ESF #13 Public Safety & Security	IL-ESF #13 Public Safety: Evacuation/Law Enforcement
ESF #14 –Superseded by the National Disaster Recovery Framework	IL-ESF #14 Long Term Community Recovery
ESF #15 External Affairs	IL-ESF #15 Warning and External Affairs

Table 3 - Federal ESF/State ESF Comparison

3.4 ROLE OF PRIVATE SECTOR

3.4.1 ROLLING MEADOWS RESIDENTS

The residents of Rolling Meadows are the primary beneficiaries of the City’s emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

Many residents join disaster volunteer programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an

emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

3.4.2 POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong;
- Live in institutionalized settings;
- Are elderly;
- Are unaccompanied children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking;
- Have sight or hearing losses (impairments);
- Are transportation dis-advantaged; or,
- Other situations that would require assistance.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act** - When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

3.4.3 AT-RISK INDIVIDUALS

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless.
- Without transportation.
- Out of hearing range of community alert sirens / systems.
- Without radio or television to know they need to take action.
- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.
- Limited in their understanding of English.
- Geographically or culturally isolated.

3.4.4 BUSINESSES

Much of Rolling Meadows's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *Illinois Emergency Management Agency Hazardous Materials Program* requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Local Emergency Planning Committee. The Administering Agency can then develop Hazardous Materials Area Plans to respond to a release of hazardous material within the region.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shutdown procedures.
- A company command post.

- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

3.4.5 VOLUNTEER ORGANIZATIONS

Rolling Meadows recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organizations in Rolling Meadows are the following:

- American Red Cross.
- Rolling Meadows Community Response Team.

3.4.6 PUBLIC-PRIVATE PARTNERSHIPS

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

SECTION 4.0: DIRECTION, CONTROL AND COORDINATION

4.1 DIRECTION AND CONTROL

The City of Rolling Meadows is responsible for coordinating the resources, strategies and policy for any event in the City that exceeds the capacity of field responders. Tactical control remains the responsibility of field Incident Commanders at all time. The City Manager, working through the mechanisms of the Emergency Operations Center, provides direction and control over the coordination of multi department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Director that is staffed by the City Manager or designee.

4.2 COORDINATION

The City of Rolling Meadows Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City. If requests exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the City, requests will be made to the Cook County Emergency Operations Center. The Cook County Emergency Operations Center will coordinate resources obtained from within the County area. If resources are not available in the county, they will request from the IEMA region 4 located in Des Plaines, IL. The Regional Emergency Operations Center will coordinate resources obtained from the counties throughout the region. If resources are not available in the region, they will request from the State Operations Center located in Springfield, IL. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies.

4.3 EMERGENCY MANAGEMENT SYSTEM

The Emergency Management System is the fundamental structure for the response phase of emergency management. The Emergency Management System is for managing multiagency and multijurisdictional responses to emergencies. The system unifies all elements of the emergency management community into a single integrated system and standardizes key elements. The Emergency Management System incorporates the use of the Incident Command System, multiagency or inter-agency coordination.

4.3.1 EMERGENCY MANAGEMENT SYSTEM ORGANIZATION LEVELS

There are five Emergency Management System organizational levels, as illustrated in [Figure 5 - Emergency Management System Organization Levels](#).

State – The State Level of the Emergency Management System prioritizes tasks and coordinates state resources in response to the requests from the Regional Level and coordinates mutual aid among the regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center.

At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.



Figure 5 - Emergency Management System Organization Levels

Region – The Regional Level manages and coordinates information and resources among Counties within the region and also between the County and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. Illinois is divided into eight regions. The Regional Level operates out of the Regional Emergency Operations Center. [See Figure 7 – Illinois Emergency Management Agency Regions](#)

County – The County is the intermediate level of the emergency management organization, which encompasses a county’s boundaries, and all political subdivisions located within that county, including special districts. The County facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the county boundaries. The County serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the County may have statutory authorities for response similar to that at the local level.

Local Government (Rolling Meadows) – The Local Government Level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments use the Emergency Management System when their Emergency Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for state or federal reimbursement of disaster-related costs.

Field – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

4.3.2 EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Emergency Management System requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in [Figure 6 - Emergency Management System Functions](#).

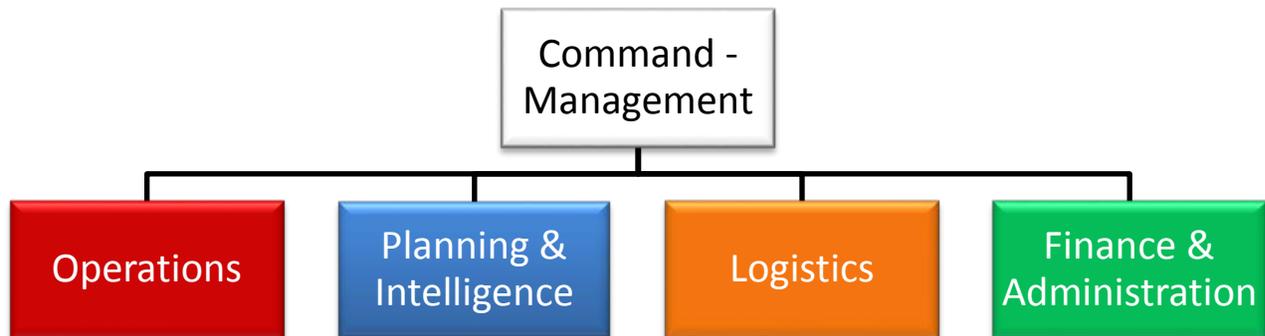


Figure 6 - Emergency Management System Functions

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center level. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the Emergency Operations Center, when activated.
- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group

Operations: Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operations Section is responsible for the coordinated tactical response

directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional coordinators who share information and decisions about discipline-specific operations.

Logistics: Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

Planning & Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

Finance & Administration: Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center functions are further illustrated in [Table 4 - Comparison of Field and Emergency Operations Center Functions](#).

Primary Functions	Field Level	EOCs
Command/ Management	Command is responsible for directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Operations Center Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/ Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

Table 4 - Comparison of Field and EOC Functions

4.4 NATIONAL INCIDENT MANAGEMENT SYSTEM

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents: identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- PPD-8, National Preparedness: describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management System system's approach:

- Command and Management.
- Preparedness.
- Resource Management.
- Communications and Information Management.
- Supporting Technologies.
- Ongoing Management and Maintenance.

4.5 MUTUAL AID

There are many approved Mutual Aid Systems in Illinois which Rolling Meadows is a member. Those systems are:

- MABAS - Fire
- ISAR – Search and Rescue
- ILEAS -Law Enforcement
- NIPAS – Law Enforcement
- IEMMAS - Emergency Management
- IPWMAN – Public Works
- NW Municipal Conference – Public Works
- IL-TERT - Dispatch
- IMERT – Public Health & Medical

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information.
- Transportation Services.
- Facilities.
- Volunteer and Private agencies.



Figure 7 - Illinois Emergency Management Agency Regions

Illinois is divided into eight regions, which are subdivisions of the state emergency management agency established to facilitate the coordination of mutual aid and other emergency operations within an area of the State. A map of the Regions is shown in **Figure 7 – Illinois Emergency Management Agency Regions**. The City of Rolling Meadows is located in Region IV.

4.5.1 MUTUAL AID COORDINATION

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

Field Level Requests: Requests for Master Mutual Aid resources originate from the Field Level and are managed by the Incident Commander. If the Incident Commander is unable to obtain the

resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

Local Government Request: Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the County Emergency Operations Center or through traditional mutual aid channels.

County Requests: The County is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The County Mutual Aid Coordinator assesses the availability of resources within the County and fulfills the resource request based upon that assessment. In the event resources are unavailable at the County level, the request is forwarded to the responsible Regional Coordinator to be filled.

Region Level Requests: The state is geographically divided into regions. Each region is comprised of multiple counties and has a Regional Coordinator. The Regional Coordinator is granted the authority to coordinate the response resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region Level, the request is forwarded to the State Logistics Coordinator to be filled.

State Level Requests: On behalf of the Governor, the Director of the Illinois Emergency Management Agency has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected Regional Emergency Operations Center or tasking an appropriate state agency to fill the need.

Figure 8 - Flow of Requests and Resources depicts the resource management process. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

Illinois Mutual Aid and Resource Request Flow

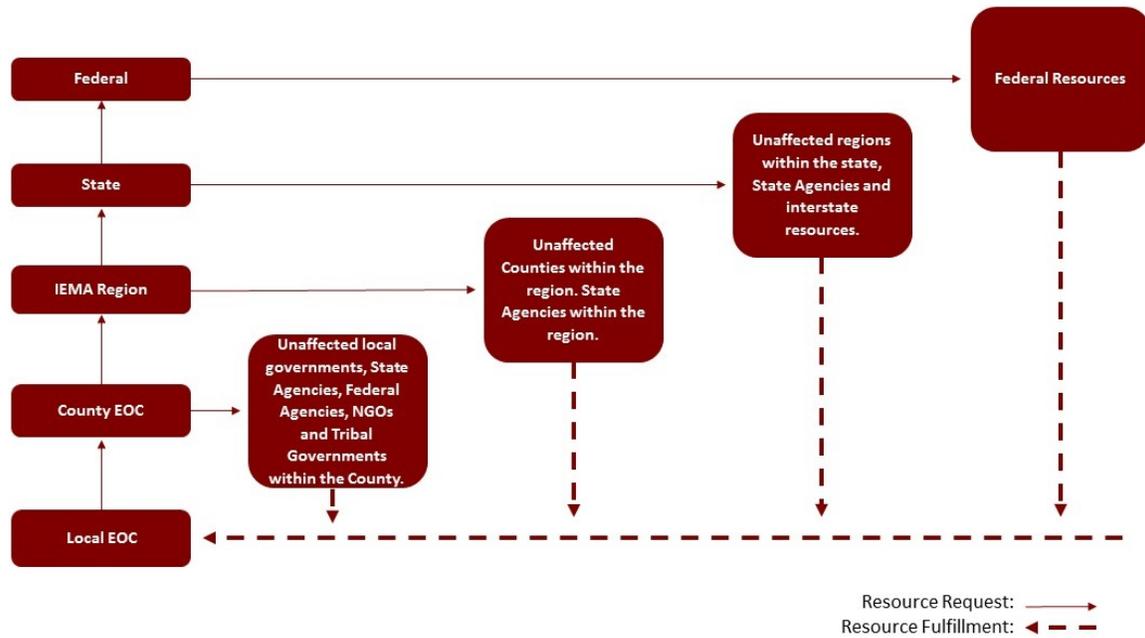


Figure 8 - Flow of Requests and Resources

For additional information regarding the City of Rolling Meadows Emergency Operations Center Functions, refer to the *City of Rolling Meadows EOC Support Annex*.

SECTION 5.0: INFORMATION COLLECTION AND DISSEMINATION (ESF 5)

5.1 ACTION PLANNING

The use of Action Plans in the Rolling Meadows Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs (one from each Section), along with other Emergency Operations Center staff, as needed, such as agency representatives.

5.1.1 PLANNING REQUIREMENTS

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan shall be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- The incident overlaps more than one operational period.
- All Emergency Operations Center functions are fully staffed.

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period, and revised or updated as warranted.

5.2 EMERGENCY OPERATIONS CENTER REPORTING

Information may be sent to City departments, Emergency Operations Center personnel, Cook County and other key agencies using the City's Emergency Operations Center reporting system, radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Rolling Meadows Emergency Operations Center should transmit reports identified in the *Rolling Meadows EOC Support Annex* to City departments, the County Emergency Operations Center, and Department Operations Centers, if activated.

5.3 EMERGENCY OPERATIONS CENTER REPORTING SYSTEMS

Rolling Meadows EMA uses a number of different systems that are currently in use for reporting specific types of response information. These include:

- WebEOC

The City of Rolling Meadows will use EOC forms to report information in addition to utilizing the systems/applications named above.

5.4 EMERGENCY PUBLIC INFORMATION

Emergency Public Information is a priority of utmost importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

For additional information regarding the City of Rolling Meadows Public Information, refer to the *ESF #15 - Public Affairs Annex*.

SECTION 6.0: COMMUNICATIONS

Communication is a critical part of emergency management. This section outlines the City's communications plan and supports its mission to provide clear, effective internal and external communication between the City EOC, all incident response personnel, and the public.

Communication will be coordinated between the City EOC all responding supporting agencies through various forms of communications devices, channels and methods. If the City EOC is activated, all incident related information, updates, resource requests, etc. should be shared through methods chosen to communicate.

6.1 INTERNAL COMMUNICATIONS

All communications should be a two-way flow from City EOC Section Leadership to support staff and field responders, and vice versa. When communicating, all incident response personnel should use plain language to avoid any confusion (no acronyms or abbreviations). All incident related information should be communicated and displayed in the City EOC for staff to see. This multi-faceted approach for communication provides quick, reliable, and consistent information to all incident response personnel while ensuring that the appropriate information reaches all intended recipients.

Information will be communicated from the field to the City EOC. The Policy Group in the EOC will make priority decisions and provide guidance and direction to the EOC General Staff, who will coordinate the management of the incident per the direction of the Policy Group. The EOC serves as the hub of information for the incident, and will communicate necessary information and response actions to the field.

6.2 NOTIFICATION AND WARNING

In addition to an effective communications capability, government must have an effective means to provide warning alerts to the population impacted or at risk as the result of an emergency. There are two alert and warning systems designed to provide City residents with emergency warning information. These systems are the Emergency Alert System (EAS) and the Everbridge Alert System. Police and Fire may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems. These systems allow for the rapid alert of a large segment of the population which would otherwise go unwarned. The use of these systems is possible through registered administrators of the system as well as through the Northwest Central Dispatch Agency.

6.3 NON-EMERGENCY EXTERNAL COMMUNICATIONS

During an incident, the City EOC expects that a high volume of calls for the public seeking incident related information will be placed to 9-1-1 and the City EOC. The City will place information on its website, utilize social media and work with news media to provide an outlet of information to the public in an effort to relieve call influx to 9-1-1 systems. EOC personnel can provide incident related information to the inquiring public that is provided by the City of Rolling Meadows Public

Information Officer. It is essential that auxiliary City call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

SECTION 7.0: ADMINISTRATION, FINANCE AND LOGISTICS (ESF 7)

7.1 DOCUMENTATION

The Emergency Operations Center Finance & Administration Section will be responsible for maintaining records on damage assessment expenditure, recovery cost expenditures, insurance related documents, personnel overtime, and other costs associated with the emergency. Guidance is provided in their position guides at the Emergency Operations Center.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operations Center functions, (such as Emergency Operations Center Action Plans, Situation Status logs, position log) that together make up the history and chronology of the emergency events. Guidance is provided in their Planning Section's position guides at the Emergency Operations Center.

7.2 FINANCE

In the case of a major disaster, the Emergency Operations Center will support county, state and federal entities with cost recovery efforts, if requested and as able. Rolling Meadows citizens may benefit from the Small Business Administration as well as the Federal Emergency Management Agency Individual Assistance Program, and the City may benefit from the Federal Emergency Management Agency Public Assistance Program. The City may assist the citizenry with public service announcement regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

7.3 EXPENDITURE TRACKING

The City may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

7.3.1 ELIGIBLE EXPENSES

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

7.3.2 RECORDKEEPING REQUIREMENTS

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back

to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and operator.
- Vehicle operating expenses should include fuel, tires, and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), Emergency Operations Center Director, and Emergency Operations Center staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The City may activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance & Administration Section will compile reports, including total expenditures by category. The Finance & Administration Section Chief will submit a summary report on total costs to the Emergency Operations Center Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the disaster.

7.4 RESOURCE MANAGEMENT

7.4.1 RESOURCE PRIORITIES

When activated, the City of Rolling Meadows Emergency Operations Center establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

7.4.2 RESOURCE REQUESTS

Resource Requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to the County Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the City will be coordinated with the Cook County Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the County. Emergency Management Coordinators at each level will keep the Logistics Chief informed of the status of resource requests and allocations.

Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel or technical assistance not available to the City should be coordinated with the Cook County Emergency Operations Center to the Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, Logistics, in coordination with various Operations Branches, is responsible for tracking the resources.

7.5 CITY OF ROLLING MEADOWS EMERGENCY OPERATIONS POLICY STATEMENT

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households are unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City of Rolling Meadows Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

SECTION 8.0: PREPAREDNESS, TRAINING, EXERCISES AND AFTER ACTION REPORTING

8.1 PREPAREDNESS PLANNING

The City government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, City departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan is an integral supporting component of the Emergency Operations Plan.

Emergency readiness cannot be conducted within a vacuum. The City is responsible for working with all City departments, special districts and allied agencies that are considered a component of the Rolling Meadows Emergency Management Organization. Such coordination extends to the following activities:

- Interagency plan development.
- Interagency training coordination.
- Interagency exercise development and presentation.
- Interagency response management.
- Interagency emergency public information activities.

Additionally, the Rolling Meadows Fire Department acts as the City's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, and development of preparedness and mitigation strategies; grant administration and support to response agencies.

8.1.1 COMMUNITY PREPAREDNESS AND AWARENESS

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect the City of Rolling Meadows's emergency operations and recovery efforts. For this reason, the City of Rolling Meadows will make emergency preparedness information from City, County, State and Federal sources available to the member jurisdictions and our citizens upon request.

8.1.2 PREPAREDNESS ACTIONS

In identifying general preparedness actions, City government works with community based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

8.2 READINESS TRAINING

The City of Rolling Meadows Fire Department will notify holders of this plan of training opportunities associated with emergency management and operations. Individual departments and agencies within the City of Rolling Meadows are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The City of Rolling Meadows Fire Department will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the National Incident Management System training requirements.

8.3 EXERCISE AND EVALUATION

Elements of this plan will be exercised regularly. The City of Rolling Meadows Fire Department will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of corrective action plans to initiate appropriate corrections.

The planning development and execution of all emergency exercises will involve close coordination between all City departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the City of Rolling Meadows.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* guidance and may be designed as one or more of the following exercise types:

- Drills.
- Seminars (Workshops).
- Table Top Exercises.
- Functional Exercises.

- Full Scale Exercises.

8.4 AFTER ACTION REPORTING

The National Incident Management System protocols require any city, city and county, or county declaring a local emergency for which the Governor Declares a State of Emergency, to complete and transmit an After-Action Report to the Illinois Emergency Management Agency within ninety (90) days of the close of the incident period. The After Action Report will provide, at a minimum, the following:

- Response actions taken.
- Application of the Standardized Emergency Management System.
- Suggested modifications to the Standardized Emergency Management System.
- Necessary modifications to plans and procedures.
- Training needs.
- Recovery activities to date.

The After Action Report will serve as a source for documenting the City of Rolling Meadows emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An After Action Report will be a composite document, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. The After Action Report will include an overview of the incident, including attachments, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery activities to date” portion of the After Action Report.

The City of Rolling Meadows Fire Department is responsible for the completion and distribution of the After Action Report to county leadership and department directors as well as ensuring that it is sent to the Illinois Emergency Management Agency within the required ninety (90) day timeframe.

For Rolling Meadows, the After Action Report’s primary audience will be the City member jurisdictions, and employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available.

The After Action Report will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the After Action Report will be collected from debrief reports, other documents developed during the disaster response, and discussions with emergency responders.

SECTION 9.0: PLAN DEVELOPMENT AND MAINTENANCE

This section of the City of Rolling Meadows EOP discusses the overall approach plan development and maintenance responsibilities.

9.1 PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITY

This plan is developed under the authority conveyed to the City of Rolling Meadows Fire Department in accordance with the City's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The City used the planning process prescribed by the Federal Emergency Management Agency and the State of Illinois. This Basic Plan, Annexes, Appendices and Attachments are reviewed and updated on a regular basis. The review and updates are coordinated with City Departments and Cook County.

9.2 REVIEW AND UPDATING

This plan and its supporting documents will be reviewed annually, with a full document update conducted minimally every two (2) years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the City of Rolling Meadows Fire Department, reviewed and distributed for comment on a regular basis.

Elements of this plan may also be modified by the City of Rolling Meadows Fire Department any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable. These documents are included in the regular cycle of training, evaluating, reviewing, and updating as discussed in Section 9.2.

APPENDIX RM-1: AUTHORITIES AND REFERENCES

FEDERAL

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counter-terrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction
- Public Law 280
- Comprehensive Preparedness Guide 101 – Developing and Maintaining Emergency Operations Plans, November 2010
- Comprehensive Preparedness Guide 201 – Threat and Hazard Identification and Risk Assessment Guide, August 2013
- National Preparedness Goal, September 2015
- National Preparedness System, November 2011
- National Incident Management System, October 2017
- NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs, 2016
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011
- The Americans with Disabilities Act of 1990

STATE

- Illinois Emergency Management Agency Act (20 ILCS 3305)
- ESDA Rules (29 Illinois Administrative Code 301)
- Emergency Interim Executive Succession Act (5 ILCS 275)
- Illinois Emergency Operations Plan

- Illinois Disaster Recovery Plan

COUNTY

- Cook County Department of Homeland Security and Emergency Management - Emergency Operations Plan
- Cook County Department of Homeland Security and Emergency Management – Multi-Hazard Mitigation Plan

LOCAL

- City of Rolling Meadows Municipal Code (Sec. 26-1 through 26-8)

APPENDIX RM-2: ACRONYMS & GLOSSARY

Acronym	Definition
AAR	After Action Report
ADA	Americans with Disabilities Act
CAP	Corrective Action Planning
CBO	Community-Based Organization
CCDHSEM	Cook County Department of Homeland Security and Emergency Management
CCDPH	Cook County Department of Public Health
CD	Community Development
COG	Continuity of Government
COOP	Continuity of Operations
CORM	City of Rolling Meadows
DHS	Department of Homeland Security
DOE	Department of Energy
DPW	Department of Public Works
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESD	Emergency Services Director
ESDA	Emergency Services and Disaster Agency
ESF	Emergency Support Function
FAS	Federal Aid System
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System
GPS	Global Positioning System
HazMat	Hazardous Materials
HSPD	Homeland Security Presidential Directive
HTW	Hazardous or Toxic Waste
HVAC	Heating, Ventilation and Air Conditioning
IAP	Incident Action Plan
ICS	Incident Command System
IDE	Initial Damage Estimate
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IEMA	Illinois Emergency Management Agency
IEMMAS	Illinois Emergency Management Mutual Aid System
IESMA	Illinois Emergency Services Management Association
ILEAS	Illinois Law Enforcement Assistance System (Law Enforcement mutual aid system)
IL-TERT	Illinois Telecommunicator Emergency Response Task force (Dispatch mutual aid)
IMERT	Illinois Medical Emergency Response Team (IDPH medical field response teams)
IPWMAN	Illinois Public Works Mutual Aid Network
ISAR	Illinois Search and Rescue (Land search & rescue mutual aid system)
IST	Incident Support Team

IT	Information Technology
JAWA	Northwest Suburban Joint Action Water Agency
JFO	Joint Field Office
LEPC	Local Emergency Planning Committee (Hazardous Materials)
MABAS	Mutual Aid Box Alarm System (Fire / Rescue mutual aid system)
MCM	Medical Countermeasures
MWRD	Metropolitan Water Reclamation District of Greater Chicago
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIPAS	Northern Illinois Police Alarm System (Regional police special operations group)
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWCDS	Northwest Central Dispatch System
NWMC	Northwest Municipal Conference (Public Works mutual aid)
NWS	National Weather Service
OPS	Operations (Incident Command section)
PA	Public Address
PIO	Public Information Officer
POD	Point of Dispensing
PPD	Presidential Policy Directive
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
RPM	Rural-Palatine-Meadows (Rolling Meadow, Palatine, Palatine Rural fire automatic aid group)
SAR	Search and Rescue
SCIP	Statewide Communications Interoperability Plan
SIEC	Statewide Interoperability Executive Committee
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SWANCC	Solid Waste Agency of Northern Cook County
TICP	Tactical Interoperability Communications Plan
TRT	Technical Rescue Team
TTY	Teletypewriter
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USEPA	United States Environment Protection Agency
VHF	Very High Frequency
WMD	Weapon of Mass Destruction

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ESF #1: TRANSPORTATION ANNEX

OVERVIEW

The City of Rolling Meadows Transportation (ESF #1) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency transportation related services including a broad array of local, state, tribal and federal governmental entities; non-governmental and community-based organizations (NGO/CBOs); and the private transportation sector. In addition, ESF #1 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management in the City of Rolling Meadows. The ESF#1 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

During non-emergency transportation operations, the responsibilities and authorities of ESF #1 resides within a mix of local, state, and federal agencies. Transportation operations during an emergency response involve the coordination between the local governments that need assistance, the state and federal resources that can be activated. Local transportation policies and plans are used to manage transportation systems and prioritize the movement of relief personnel and supplies during emergencies within a multimodal transportation system.

ESF #1 activities support the coordination of transportation across various modes, including surface, railroad, aviation and bicycle. The ESF #1 lead agency provides expertise primarily for surface transportation, and has identified stakeholders from primary and supporting agencies to take the coordination lead for other modes of transportation.

PURPOSE

The purpose of ESF #1 is to organize stakeholders with transportation responsibilities. The collaboration and coordination among transportation agencies, providers and stakeholders that have the legal authorities, resources and capabilities to support local jurisdictions during emergencies that affect transportation services and support emergency transportation operations necessary to maintain the safety and security of the City's transportation system and infrastructure provide insight to how our emergency management system would interact with the normal and emergency streams of resources. Through our efforts we aim to save lives, protect health and safety, and preserve the environment into a coordinated response.

SCOPE

The plans and systems that make-up the ESF #1 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #1 includes the appropriate actions to prepare for and respond to a threat to the City's transportation system and infrastructure caused by an emergency or disaster and are detailed below.

- Provides an overview of the Transportation system.
- Identifies the legal basis for the ESF #1 Annex and the emergency management activities of ESF #1 stakeholders
- Identifies the ESF # 1 mission, scope, goals, and stakeholder community
- Identifies the organizational structure and governance system for ESF #1 development, implementation and maintenance
- Provides an overview of activities that support the four phases of emergency management

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate within the ESF #1 structure in order to uphold the mission of protecting life, property and the environment. ESF #1 stakeholders are involved in a wide spectrum of activities involving the synchronization and harmonization of activities among the transportation stakeholders.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The major transportation providers within the City are owned and operated by private entities.
- Transportation resources are a major factor in a speedy recovery.
- Transportation is a critical component of the Cities economy and is essential for residents to maintain their lively hoods.
- Transportation is a necessary component of many other emergency support functions including evacuations.

GOALS

This section identifies the goals for the ESF#1 to support the further development and ongoing maintenance of ESF#1.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency to the Transportation system.
- Integrate and standardize ESF #1 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the transportation system response capabilities.
- Identify, coordinate, and engage the emergency ESF #1 stakeholders.
- Train and exercise the activities of ESF #1.
- Provide input and planning assistance for any Hazard specific annexes developed which contain transportation elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #1. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #1, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #1 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the City of Rolling Meadows the following department has been identified as the primary coordinator:

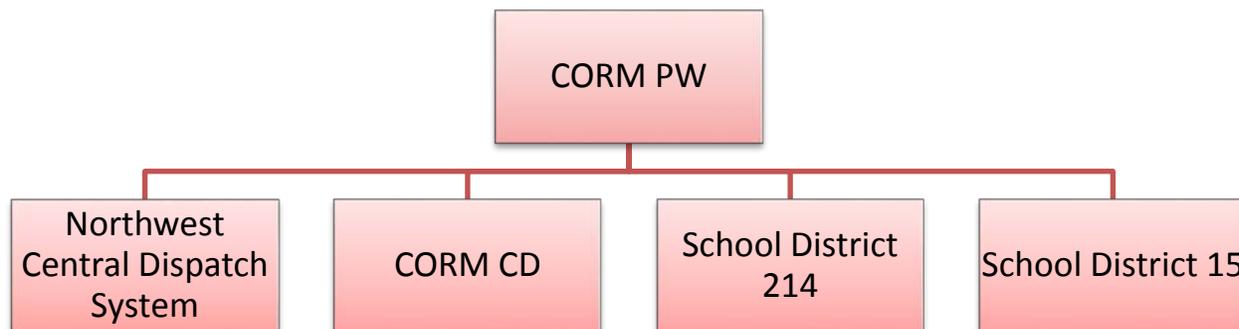
- **City of Rolling Meadows Public Works Department Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #1 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#1 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Community Development**
- **Northwest Central Dispatch System**
- **School Districts 214, 15**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	<ul style="list-style-type: none"> • Coordinate the development of transportation policies. • Coordinate the development of transportation agreements.
Community Development	All	<ul style="list-style-type: none"> • Coordinates with stakeholders to identify critical transportation corridors
Northwest Central Dispatch System	All	<ul style="list-style-type: none"> • Coordinate requests for assistance and/or resources from transportation agencies.
School Districts 214 & 15	All	<ul style="list-style-type: none"> • Coordinate for the usage of buses.



PRIVATE PARTNERS

The ESF #1 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #1 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Pace Bus
- Metra

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #1:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Department
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #1:

- Illinois Emergency Management Agency
- Illinois Department of Transportation

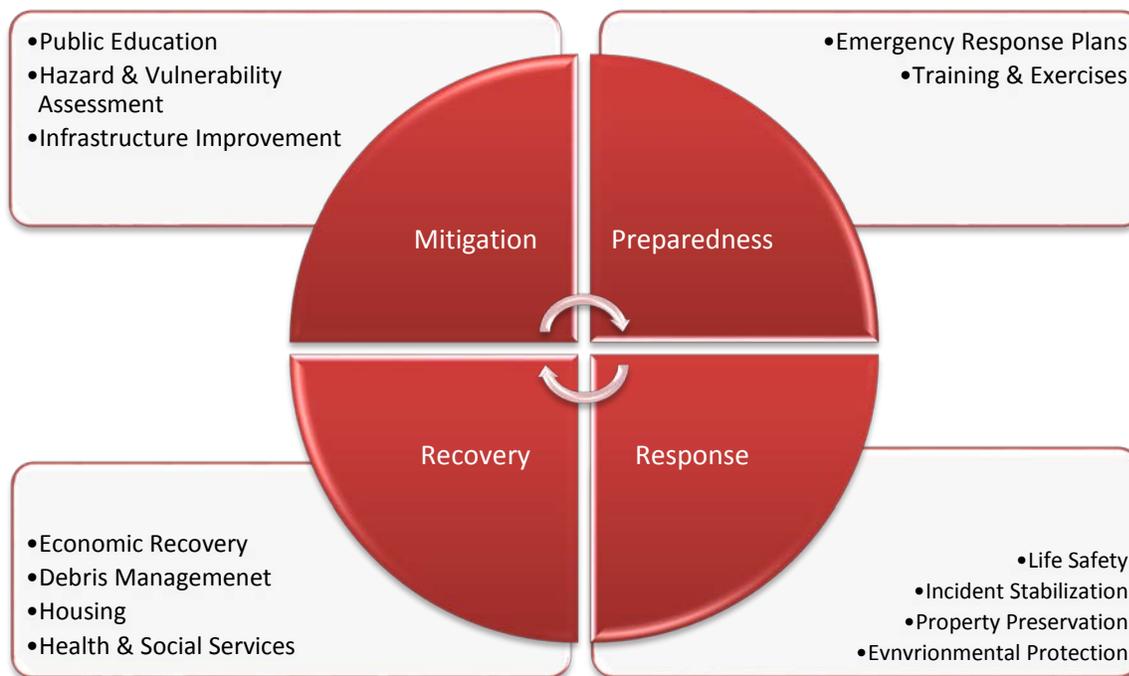
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #1 and the Transportation public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #1 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency

CONCEPT OF OPERATIONS

The ESF #1 is responsible for three areas of transportation including railways, roadways, buses, and coordinating with any transportation liaisons. This section describes the ESF #1 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #1 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.

- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #1 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #1 include:



- Develop and maintain the ESF #1, Communications, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #1 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #1 exercise process.
- Conduct regular ESF #1 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #1 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.

- Assists with the documentation of how ESF #1 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #1 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#1 Primary Coordinator include:

- The ESF #1 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #1 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #1 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.

- Acts as a conduit of information from the ESF #1 stakeholders to the EOC regarding stakeholder’s intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a system wide impact to rail ways.
- In the event of a system wide impact to bus routes.
- In the event of a plane crash within city limits.
- In the event of a train derailment within city limits.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #1 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #1 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #2: COMMUNICATIONS ANNEX

OVERVIEW

Essential to all emergency organizations is an effective communications capability to support emergency operations. The magnitude of a particular emergency will determine the degree to which communications systems are used. Communications systems are relied upon to be used for direction/coordination of emergency operations, alerting and warning government and the public, and provide advice and instructions to the public. The Emergency Support Function #2, Communications stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management. This annex supplements the daily communications plan of the City of Rolling Meadows.

PURPOSE

Emergency Support Function #2, Communications, supports the restoration of communications infrastructure; coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications from failure during incidents. This annex serves to support all departments and agencies with the communications from both a hardware and software perspective as well a public and private perspective.

SCOPE

Emergency Support Function #2 acts to meet the telecommunications and essential elements of information needs of local, support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs. The following are responsibilities of ESF #2:

- Provides emergency communications, which consists of the technical means and modes required to provide and maintain interoperable communications in an incident area.
- Supports the establishment of the basic public safety communications infrastructure and assists in the support and recovery of the commercial telecommunications infrastructure.
- Coordinates the provisioning of priority and other telecommunications services at incident support facilities, provides capabilities and services to aid response, short-term recovery operations, and ensures a smooth transition to long-term recovery efforts.
- Facilitates the delivery of mission critical information to maintain situational awareness for emergency management decision makers and support elements.
- Develops and maintains a communications common operating picture.
- Coordinates and deconflicts incident communications issues.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation

for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- Regular communications issues will be handled through logistics in the event of an EOC activation.
- This function is activated when there is an area wide communications interruption.
- Communications is the transfer of information across a wide spectrum of technologies including radio, telephone, satellite and internet.
- Communications covers both the public emergency need for communications as well as the reestablishment of private communications systems within the community.
- The City of Rolling Meadows has developed a robust I.T Department which handles the communications infrastructure for all City facilities.
- Emergency radio communications infrastructure is maintained by Northwest Central Dispatch System (NWCDS).
- Routine communications for local emergencies are coordinated through NWCDS for both dispatching services as well as through NWCDS hardware.
- In the event that NWCDS could no longer function their operations would continue to be handled through automatic agreements with other dispatch centers.
- The City Continuity of Operations Plan identifies the redundant systems that would be implemented in the event of a communications outage.

GOALS

This section identifies the goals for the ESF#2 to support the further development and ongoing maintenance of ESF#2.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #2 emergency management activities within the City as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF#2 capabilities.
- Identify, coordinate, and engage the ESF#2 stakeholders.
- Train and exercise the core capabilities associated with ESF#2.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Communication information.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #2. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #2, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #2 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the City of Rolling Meadows the following department has been identified as the primary coordinator:

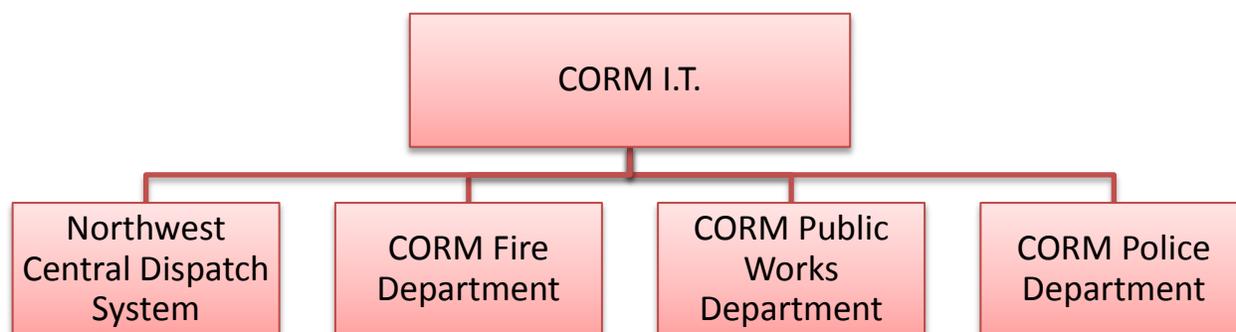
- **City of Rolling Meadows Information Technology Department Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #2 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#2 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Public Works Department**
- **City of Rolling Meadows Police Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Information Technology	All	<ul style="list-style-type: none"> • Maintain the City network and telecommunications systems. • Maintain redundant network and telecommunications systems. • Provides security to communications functions.
Fire Department	All	<ul style="list-style-type: none"> • Coordinate the development of communications policies. • Maintain communications equipment.
Public Works Department	All	<ul style="list-style-type: none"> • Coordinate the development of communications policies. • Maintain communications equipment.
Police Department	All	<ul style="list-style-type: none"> • Coordinate the development of communications policies. • Maintain communications equipment.
Northwest Central Dispatch System	All	<ul style="list-style-type: none"> • Serve as the primary public-safety answering point. • Serve as the primary police and fire dispatching. • Provide fire alarm monitoring. • Provide pump station alarm monitoring • Physical equipment and software maintenance for communications equipment. • Coordinate the development of communications policies and procedures.



PRIVATE PARTNERS

The ESF #2 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #2 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Call One
- AT&T
- Comcast
- Verizon Wireless
- Wide Open West

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #2:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Department
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #2:

- Illinois Emergency Management Agency

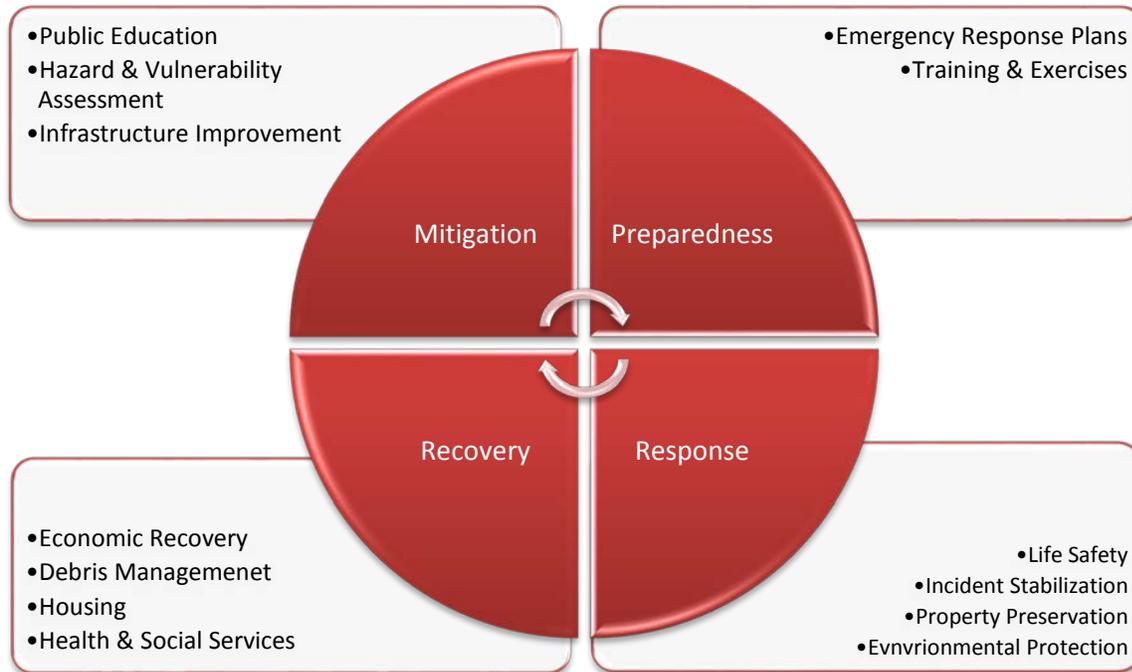
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #2 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #2 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency

CONCEPT OF OPERATIONS

The ESF #2 is responsible for three areas of communication including municipal communications systems, emergency communications systems, and private communications systems. This section describes the ESF #2 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #2 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #2 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #2 include:



- Develop and maintain the ESF #2, Communications, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #2 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #2 exercise process.
- Conduct regular ESF #2 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #2 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #2 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #2 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
Computer Usage Policy	How electronic devices are operated by municipal staff.	Preparedness	City of Rolling Meadows I.T. Department	06/2017
Chicago / Cook County TICP	County tactical interoperability plan	Response	Chicago / Cook County Urban Area Security Initiative	09/2010
Illinois TICP	State tactical interoperability plan	Response	Illinois Statewide Interoperability Executive Committee (SIEC)	01/19/2017
Illinois SCIP	State communication interoperability plan	Response & Preparedness	Illinois Statewide Interoperability Executive Committee (SIEC)	09/15/2016
Illinois Interoperability Field Operations Guide	State field guide for operation on statewide interoperable systems	Response	Illinois Emergency Management Agency	05/2016
National Emergency Communications Plan	Plan for the enhancement of interoperable communications	Response & Preparedness	Department of Homeland Security	2014

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#2 Primary Coordinator include:

- The ESF #2 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.

- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #2 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #2 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #2 stakeholders to the EOC regarding stakeholder’s intelligence and resource capabilities.

COMMUNICATIONS OPERATIONS

City wide communications leverage a variety of technologies in the event of an emergency or disaster. The following is a list of City communications tools the entities that provide support for those tools and the departments that primarily use the tools.

Communication System	Provider	Service Provided	Departments
Telecommunications	Call one AT&T	Telecommunications	All
Internet	Comcast WOW	Broadband internet	All
E-Mail	On premise exchange server	E-mail communications	All
Cellular Telephone	Verizon	Cellular communications	All
Radios – VHF	Motorola	Radio Communications	Fire and Public Works Departments
Radios – 800Hz “Starcom”	Motorola	Radio Communications	Fire, Public Works and Police Department

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of an area wide outage affecting telecommunications.
- In the event of an area wide outage affecting cellular communications.
- In the event of an area wide outage affecting internet connectivity.
- In the event of an area wide outage affecting emergency radio communications.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #2 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #2 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #3: PUBLIC WORKS AND ENGINEERING ANNEX

OVERVIEW

The Department of Public Works is responsible for the maintenance and repairs of all City of Rolling Meadows vehicles, streets, parkways, sidewalks, parking lots, storm sewers and urban forest. In addition, the Department of Public Works is responsible for the cleaning and physical maintenance of all City buildings, residential refuse collection and the administration of contracted recycling services. Rolling Meadows Public Works operates and maintains the City's Public Water Supply (PWS), Sanitary and Storm Water Collections systems and facilities, in all respects.

Public Works is responsible for over 61 miles of roadway. In addition to City roadways, there is 1 mile of county roads and 7 miles of state roads within the City boundary that are also maintained by the City.

Public Works will respond as directed by City officials and EOC management in a variety of activities to provide for continuity of operations and to facilitate all response and recovery operations as needed.

In a disaster, the Department of Public Works would engage to bring a quick initial response to help isolate and stabilize an emergency. Public Works is expected to bring a 24/7 continuous response and when necessary, work in cooperation with any outside agency, both public and private, as a severe disaster may require additional assistance via mutual aid associations. Public Works will utilize all resources, both human and material to bring support throughout the incident.

This Annex assumes that resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.

PURPOSE

Emergency Support Function #3, Public Works and Engineering, supports the restoration and maintenance of public works infrastructure, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #3 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #3 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate with the ESF #3 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The City of Rolling Meadows maintains a robust Department of Public Works, which will continue to be responsible for maintaining public infrastructure such as sewer and water mains, surface streets, utilities, fleet vehicles and public buildings, in addition to providing restoration and repair of such infrastructure in emergencies.
- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to public infrastructure; situations that result in rights-of-way being blocked or hindering evacuations or emergency response access / egress; there is widespread, persistent disruption of utilities (electrical service, natural gas service, potable water or sewer service, and/or communications); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF#3 to support the further development and ongoing maintenance of ESF#3.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #3 emergency management activities within the City as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF#3 capabilities.
- Identify, coordinate, and engage the ESF#3 stakeholders.
- Train and exercise the core capabilities associated with ESF#3.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Public Works and Engineering information.

Emergency Support Function #3 acts to meet the Public Works and Engineering needs in support of local government; support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #3:

- Assistance with evacuation and emergency service provision by clearing streets and other public areas of debris
- Removal of hazardous trees or debris

- Coordination of the Debris Management function (see Appendix 1)
- Assistance with Damage Assessment (see Appendix 2)
- Provision of emergency generators, fuel, lighting, and sanitation to support emergency responders at emergency scenes and the EOC
- Coordination with utility companies to restore service
- Maintaining Public Works communications systems
- Maintenance of supply, rental, and contractor records

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #3. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #3, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #3 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with public works and engineering for the City of Rolling Meadows the following department has been identified as the primary coordinator:

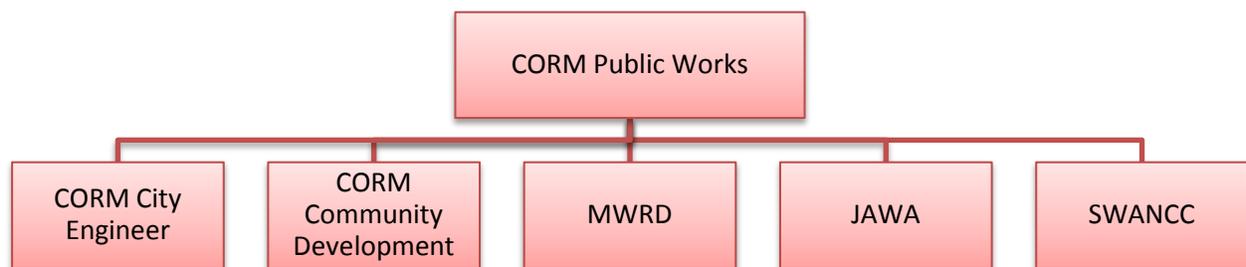
- **City of Rolling Meadows Public Works Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #3 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#3 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Public Works Department**
- **City of Rolling Meadows City Engineer**
- **City of Rolling Meadows Community Development**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Suburban Municipal Joint Action Water Agency**
- **Solid Waste Agency of Northern Cook County**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	<ul style="list-style-type: none"> • Provide emergency repair of damaged infrastructure and critical facilities • Conduct post-incident assessment of public facilities and infrastructure • Coordinate the provision of debris removal and critical infrastructure damage assessment • Coordinate inspection of wells, water storage and distribution infrastructure and facilities • Assist in the response to public works operations as necessary and as capable
City Engineer	All	<ul style="list-style-type: none"> • Provide technical assistance including engineering expertise, construction management, and contracting and real estate services
Community Development	All	<ul style="list-style-type: none"> • Conduct post-incident inspections and assessment of private properties
Metropolitan Water Reclamation District	All	<ul style="list-style-type: none"> • Coordinate the inspection of wastewater (sanitary and storm sewers) management and treatment facilities
Joint Action Water Agency	All	<ul style="list-style-type: none"> • Coordinate the inspection of water supply infrastructure and facilities
Solid Waste Agency of Norther Cook County	All	<ul style="list-style-type: none"> • Provide technical assistance and support in debris removal operations



PRIVATE PARTNERS

The ESF #3 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #3 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd
- NICOR

REGIONAL AGENCIES

ESF #3 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the City of Rolling Meadows. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds that are under the control or jurisdiction of those agencies. The ESF #3 coordinator will likely need to coordinate with one or more of the following regional agencies:

- Rolling Meadows Park District
- Salt Creek Rural Park District
- Palatine Township Highway Department
- Elk Grove Township Highway Department

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #3:

- Cook County Transportation and Highway Department
- Cook County Forest Preserve District
- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #3:

- Illinois Department of Transportation – Division of Highways
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

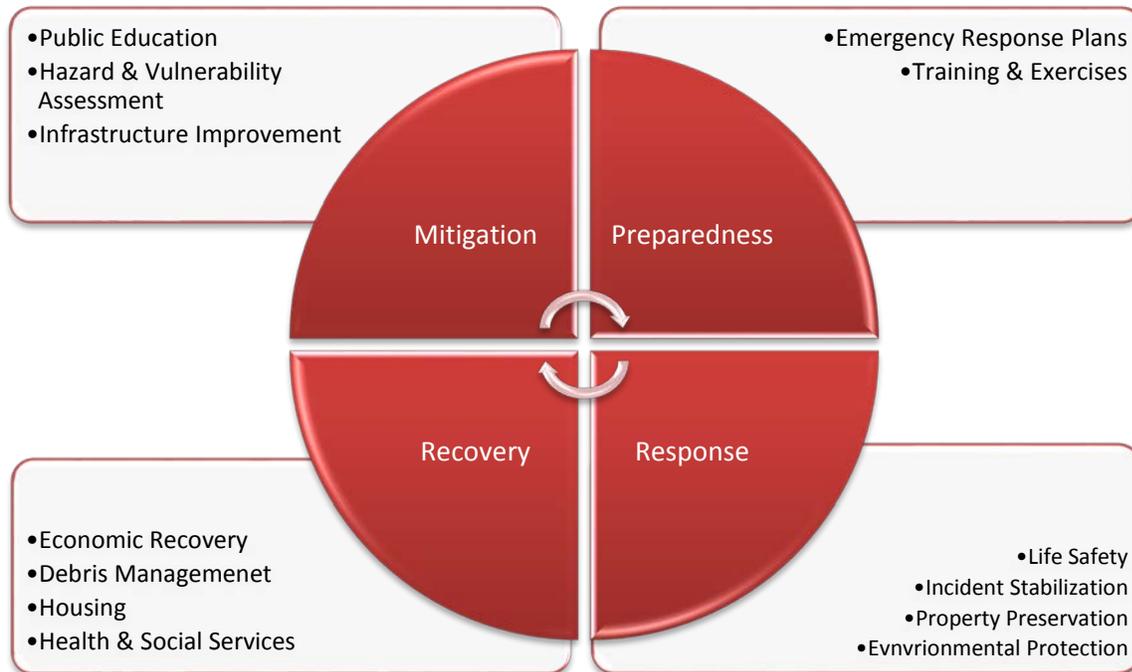
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #3 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #3 on a regular basis:

- U.S. Army Corps of Engineers
- U.S. Department of Transportation
- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Environmental Protection Agency

CONCEPT OF OPERATIONS

The ESF #3 is responsible for Public Works and Engineering functions within the City, including maintenance and repair of City streets, parkways, sidewalks, parking lots, vehicles and urban forest, as well as providing for water distribution and sanitary and storm water collection. This section describes the ESF #3 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #3 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #3 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #3 include:



- Develop and maintain the ESF #3, Public Works and Engineering, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #3 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #3 exercise process.
- Conduct regular ESF #3 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #3 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #3 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #3 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>Cook County Multi-Jurisdictional Hazard Mitigation Plan</i>	Comprehensive Hazard Mitigation Plan	Mitigation	Cook County DHSEM	November, 2014

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#3 Primary Coordinator include:

- The ESF #3 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #3 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #3 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #3 stakeholders to the EOC regarding stakeholder’s intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a severe weather incident resulting in damage to such an extent that activation of IPWMAN is required.
- In the event of severe or widespread flooding involving:
 - Multiple locations within the City, and/or
 - An area larger than 3 square blocks, and/or
 - Impact to critical City infrastructure, and/or
 - Evacuation of more than 25 people.
- In the event of a catastrophic loss of water supply or sewer treatment capacity.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #3 include:

- Damage assessment
- Debris management
- Restoration of utilities and repair and/or rebuilding of City infrastructure
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #3 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #3 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

APPENDIX 1: DEBRIS MANAGEMENT

MISSION

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

SITUATION

Disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building/construction materials, vehicles, personal property, etc. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

During disaster situations, the City of Rolling Meadows may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short- as well as long-term. Private contractors could play a significant role in the debris removal, collection, reduction, and disposal process.

The debris management program implemented by the City of Rolling Meadows will be based on the waste management approach of reduction, reuse, and reclamation, resources recovery, incineration, and land filling, respectively.

ORGANIZATION AND CONCEPT OF OPERATIONS

The City of Rolling Meadows Department of Public Works is responsible for the debris removal function. The Department of Public Works (DPW) will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. DPW will be responsible for removing debris from the public right-of-way. DPW will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow the clearing crews to begin work immediately after the disaster.

The City of Rolling Meadows Public Works Department will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster.

STAFF DEVELOPMENT AND RESPONSIBILITIES

The City of Rolling Meadows is responsible for the developing a debris management plan and shall select a Debris Manager to supervise a Debris Management Staff. The staff shall be comprised of personnel to perform:

1. Administration
Function: Housekeeping, supplies, equipment, funding, accounting.
2. Contracting and Procurement
Function: Bidding requirements, forms, advertisements for bids, instructions to bidders, contract development.
3. Legal
Function: Contract review, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance.
4. Operations
Function: Responsible for safety of Debris Management Teams and their tactical response, supervision of government and contract resources and overall project management.
5. Engineering
Function: Detailed damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.
6. Public Information Specialist
Function: Coordinate press releases, contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.

The staff shall coordinate with all local, State and Federal agencies responsible for disaster response and recovery operations. The staff will be assigned the tasks of:

1. Coordinate safety information pertaining to Debris Management to be included in the Incident Action Plan (IAP) Safety Message
2. Assembling to develop a Debris Management Plan.
3. Developing an analysis and debris management capability
4. Discourage development in hazardous zones.
5. Develop public information and education programs.
6. Train personnel in debris management techniques.
7. Maintain pre-disaster maps, blueprints, photos and other documents.
8. Make a list of critical facilities (streets, roads, and bridges).
9. Identify non-government groups that could assist.

CONTRACT AND COOPERATIVE AGREEMENTS

The City of Rolling Meadows will be responsible for managing the debris contract from project inception to completion. Managing the debris contract includes such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. The City of Rolling Meadows is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual.

The City of Rolling Meadows has established a list of vendors to provide assistance with debris removal in the event of a disaster resulting in copious amounts of debris. See current vendor list maintained by the City Public Works Department.

SITE SELECTION

Interagency site selection teams comprised of a multi-disciplinary staff who is familiar with the area will identify and evaluate debris storage and reduction sites.

Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Director of Public Works, and will be coordinated with other recovery efforts through the emergency operations center.

Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

The City maintains a list of holding sites for the use of debris management. See current list maintained by the City Public Works.

DEBRIS REMOVAL PRIORITIES

In order to protect public health and safety following a major or catastrophic event, the debris removal process must be initiated promptly and conducted in an orderly, effective manner. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area.

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments. Critical facilities in the City of Rolling Meadows have been identified and are stored on file with the EOC.

The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

DEBRIS CLASSIFICATION

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized.

Definition of classifications of debris is as follows:

Burnable Materials: Burnable materials will be of two types with separate burn locations:

Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage or construction and demolition material debris.

Burnable Construction Debris: Burnable construction and demolition debris consists of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.

Non-burnable Debris: Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.

Stumps: Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

Ineligible Debris: Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Deceased animal carcasses: Household pets and small dead animals up to 50 pounds in weight should be double-bagged and set out at the public right-of-way with household trash for collection. Large animals or multiple small animals exceeding 50 pounds should be set aside for collection and proper disposal as directed by Emergency Management.

Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and appurtenances, transformers and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

ESTIMATING DEBRIS QUANTITIES

Debris from disasters typically is measured in cubic yards. The amount of debris is estimated by determining the area that the disaster covered, the number of houses, mobile homes and other structures involved, and applying any multipliers that apply. Some useful formulas and quick references are as follows:

- 27 cubic feet = 1 cubic yard (cy)
- Single-wide mobile home / office trailer = 290 cy
- Double-wide manufactured home = 415 cy
- Personal property (as debris) from average flooded residence without basement = 25-30 cy
- Personal property (as debris) from average flooded residence with a basement = 45-50cy
- Fifteen (15) eight-inch diameter trees = 40 cy
- Single-family residence, 1800-2000 square foot = 300 cy
- 1 story building:
 $(L' \times W' \times H') / 27 = \text{_____ cy} \times 0.33 = \text{_____ cy of debris}$
- Debris pile:
 $(L' \times W' \times H') / 27 = \text{_____ cy of debris}$
- Cubic yards to Tons for Construction and Demolition debris:
 $\text{Cubic yards} / 2 = \text{_____ tons}$
- Tons to Cubic yards for Construction and Demolition debris:
 $\text{Tons} \times 2 = \text{_____ cy of debris}$
- Cubic yards to Tons for Woody debris:

Cubic yards / 4 = _____ tons

- Tons to Cubic yards for Woody debris:

Tons x 4 = _____ cy of debris

In addition, for residential areas, a vegetation multiplier is applied to account for vegetation (trees, shrubbery, etc.) in the area. The multiplier is based on the amount of vegetation, and is as follows:

- No vegetative cover: 1
- Light vegetative cover: 1.1
- Moderate vegetative cover: 1.3
- Heavy vegetative cover: 1.5

This multiplier is typically used for an entire area by first determining the full amount of debris, then applying the multiplier according to the average vegetative cover for the area. For example:

- 40 homes in a subdivision are destroyed by a tornado. There is light vegetation throughout the subdivision.
 - $40 \times 300 \text{ cy} = 12,000 \text{ cy} \times 1.1 = 13,2000 \text{ cy}$

A precipitation factor can also be applied, as heavier precipitation in a disaster will result in additional property damage and therefore debris.

- For medium to heavy precipitation, multiply by 1.5

Finally, a density multiplier is used in commercial areas, as increased density in such areas typically results in greater amounts of debris. This multiplier is determined as follows:

- Light density (scattered, small commercial) = 1.0
- Medium density (strip malls, office centers) = 1.2
- High density (downtown commercial centers) = 1.3

Once the amount of debris has been estimated, will require temporary storage sites the size of which can be determined by taking the following factors into consideration:

1. The debris pile shall be stacked to a height of no more than 10 feet.
2. 60% usage of the land area will be devoted to roads, safety buffers, burn pits, household hazardous waste, etc.
3. 10 foot stack height = 3.33 yards
4. 1 acre = 4,840 square yards (sy)
5. Total volume per acre = $4,840 \text{ sy/ac} \times 3.33\text{y} = 16,117 \text{ cy/ac}$.

Using the above assumptions, the estimate of total debris will be within 30% plus or minus of the actual amount of debris accumulated.

The City of Rolling Meadows estimates that under this scenario:

Q (the total quantity of debris in cubic yards) = _____

Q (cy of debris) / 16,117 (cy/ac) = _____ acres of debris.

_____ acres of debris x 1.66 (60% more area needed for roads, ,etc.,) = _____ acres.

DEBRIS DISPOSAL AND REDUCTION

Once the debris is removed from the damage sites, it will be taken to the temporary land sites. The three methods of disposal are burning, recycling, and grinding/chipping.

Grinding and chipping will be utilized as a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio. For grinding and chipping to be feasible, 25% of volume remaining must have some benefit or use.

The three primary burning methods are open burning, air curtain pit burning, and incineration. Controlled open burning is a cost-effective method for reducing clean woody debris in rural areas. Burning reduces the volume by 95%, leaving only ash residue to be disposed of. Air curtain pit burning substantially reduces environmental concerns. The blower unit must have adequate air velocity to provide a “curtain effect” to hold smoke in and to feed air to the fire below. Portable incinerators use the same methods as air curtain pit systems. The only difference is that portable incinerators utilize a pre-manufactured pit in lieu of an onsite constructed earth/limestone pit.

Metals, wood, and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. Specialized contractors are available to bid on disposal of debris by recycling if it is well sorted.

SITE CLOSE-OUT PROCEDURES

Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use.

Before activities begin ground and aerial photos will be taken, important features such as structures, fences, culverts, and landscaping will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds.

After activities begin, constant monitoring of air quality and soil and water samples will take place. Photo, maps, and sketches of the site will be updated and fuel spills will be noted.

At close-out, final testing of soil, water, and air quality and compared to original conditions. All ash will be removed and any remediation actions will be taken.

DEBRIS MANAGEMENT ACTIONS

Response

- Activate debris management plan, coordinate with needs assessment team.
- Begin documenting costs.

- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Identify and establish debris temporary storage and disposal sites (local, regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep public informed through the PIO.

Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
- Perform necessary audits of operation and submit claim for Federal assistance.

WEAPONS OF MASS DESTRUCTION / TERRORISM

The handling and disposal of debris generated from a Weapon of Mass Destruction (WMD) or terrorism event will exceed the capabilities of the County and will require immediate Federal assistance. A WMD or terrorism event will, by its very nature, require all available assets and involve many more Federal and adjacent mutual aid jurisdictions and State departments and agencies. The nature of the waste stream as well as whether or not the debris is contaminated will dictate the necessary cleanup and disposal actions. Debris handling considerations that are unique to this type of event include:

- Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled management site by State and/or Federal law enforcement officials for further analysis.
- The debris may be contaminated by chemical, biological or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In such an occurrence, the operations may be under the supervision and direction of a federal agency and one or more specialty Contractors retained by that agency. The presence of contamination will influence the need for pre-treatment (decontamination), packaging and transportation.
- The type of contaminant will dictate the required capabilities of personnel working with the debris. Certain contaminants may preclude deployment of resources that are not properly trained or equipped.

The Debris Manager will continue to be the single point of contact for all debris removal and disposal issues within the City. Coordination will be exercised through the USACE, ESF#3 Branch located at the designated FEMA Disaster Field Office.

In this type of event the City will become a supporting element to the U.S. Army Corps of Engineers, U.S. Environmental Protection Agency (USEPA), and/or the Department of Energy (DOE) and will operate as defined in the USACE WMD Emergency Response Plan.

JOB AID 1: DEBRIS MANAGEMENT PUBLIC INFORMATION (FLOOD)

When the water recedes to a safe level, as determined by the City of Rolling Meadows, from streets, homes and businesses, residents are instructed to separate their flood debris into the following categories/piles:

- Clean vegetation/tree debris
- Construction material , such as dry wall and furniture
- Aluminum
- Ferrous Metal (steel, iron, other magnetic metals)
- White Goods, such as washers, dryers, hot water heaters
- Household Hazardous Materials
 - Household Cleaning Products
 - Lead-Acid Batteries and battery acid
 - Nickel-Cadmium, other rechargeable batteries marked DO NOT INCINERATE
 - Home Workshop/Painting Supplies, including solvents
 - Aerosol spray cans
 - Indoor Pesticides
 - Lawn and Garden Chemicals
 - Automotive Chemicals, including motor oil, antifreeze, brake fluid, transmission fluid, etc.
 - Fluorescent light bulbs and ballasts
 - Lead and mercury containing instruments and electronics, thermometers, thermostats, switches, barometers, etc.
 - Propane tanks and other compressed gas cylinders
 - Other household Flammable and / or Toxic Materials
- Automotive Batteries
- Tires

These materials will need to be brought to and placed at the public right-of-way.

Debris brought to the public right-of-way will be picked up on **(Date)** and **(Time)**.

Materials will NOT be removed from private property, they must be brought and placed at the public right-of-way for proper disposal.

Please be sure to properly document your damage before you start clean-up; take photographs, measure water marks, written documentation, etc...

If you have questions please contact City of Rolling Meadows @ **(555) 555-5555**.

JOB AID 2: DEBRIS ESTIMATE WORKSHEET

Area of Operation: _____

Number of Residences (<2000 ft²): _____ Number of Mobile Homes: _____

Vegetation in Area: None Light Moderate Heavy

Precipitation in Area: None / Light Moderate / Heavy

Other Residential Buildings				
Name / Address	Length	Width	Height	Cubic Ft.

Commercial Buildings		Density: <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> High		
Name / Address	Length	Width	Height	Cubic Ft.

Debris Piles				
Location	Length	Width	Height	Cubic Ft.

APPENDIX 2: DAMAGE ASSESSMENT

MISSION

To gather information on the extent of damage to infrastructure, public and private property in order to facilitate and coordinate appropriate responses to the needs of residents, visitors and governmental agencies, to expedite recovery efforts in the impacted area, and to ensure proper documentation to support a disaster declaration.

SITUATION

Disasters can cause damage to public and private property that may require emergency measures during the response phase to mitigate damage and protect lives, as well as require financial assistance to restore property and rebuild structures or infrastructure. During the recovery phase of a disaster, the City will conduct a systematic analysis of damages to public and private property in order to estimate the extent of damages based upon actual observations and inspection. The City will conduct damage assessment on an urgent basis to provide an initial estimate of damage.

When a disaster occurs, it could result in a Presidential Declaration. A damage assessment of public and private property will be required to determine the extent of the damages, which is then forwarded to Cook County and on to the State of Illinois EMA. Information provided will be a basis for the determination of actions necessary, the establishment of priorities among essential actions, and allocations of county and local government resources in the disaster area during the early stages of the recovery mode.

ORGANIZATION AND CONCEPT OF OPERATIONS

The City of Rolling Meadows Department of Public Works is responsible for the damage assessment function. Damage reports from field teams will be reported to the EOC to the ESF #3 coordinator or his/her designee.

Windshield survey

Local personnel will conduct an initial survey of the impacted area using available resources, including Public Works, ESDA, Fire and/or Police Departments as soon as possible following the event. This survey is used to quickly evaluate the ability of the City to mobilize and sustain response operations following a disaster by assessing damage and impact to infrastructure and private sector entities including:

- Roads and bridges
- Local communications
- Health care facilities
- Water, natural gas and electric power distribution systems
- Other important infrastructure facilities and capabilities
- Private homes and businesses in the affected area.

This information is in turn used to help Incident Command and EOC staff in prioritizing efforts and making efficient decisions regarding management of existing assets and the need to request additional resources.

Initial Damage Assessment

When rescue and damage-limiting operations have been accomplished, a formal Initial Damage Assessment is undertaken to obtain specific information necessary to evaluate the severity and magnitude of the disaster. This information is compiled and sent to Cook County as directed by the Cook County EOC. Cook County will then forward the information to Illinois EMA and subsequently to the federal government if established criteria are met.

There are two general categories of damage that must be assessed. The first is public facilities, the second is for privately-owned property. These are assessed under different categories (Public Assistance and Individual Assistance), using different forms and processes.

For Public Assistance, the Illinois EMA Public Assistance Program Initial Damage Checklist should be used as a guide to determine costs incurred during the disaster response, with the Initial Damage Assessment Cost Tabulation form used to compile those costs. Categories identified by IEMA include:

- **Category A – Debris Removal:** Only debris on public property is eligible. Costs can include overtime labor costs for debris removal operations (no regular time labor costs), equipment costs for debris removal operations, and contract costs for debris removal.
- **Category B – Emergency Protective Measures:** This category includes overtime labor costs for sandbagging, emergency pumping, security, search and rescue, mass care, etc. (no regular time labor costs), equipment costs for emergency protective measures such as hauling and/or placing sandbags, emergency pumping, police / fire vehicles, etc., material costs for sandbags, sand, plastic, gravel, food for workers, misc. supplies, etc., and contract costs for emergency protective measures.
- **Category C – Road and Bridge Systems:** Costs can include regular and overtime labor costs, (force account), equipment costs, material costs and contract costs for the permanent restoration of roads, bridges, culverts, etc. (Note that only road systems NOT under the Federal Aid System (FAS) are eligible for permanent repairs. Permanent repairs on FAS road systems are under the authority of the Federal Highway Administration.)
- **Category D – Water Control Facilities (facilities build specifically for flood control):** Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of channel or reservoir capacity. (Note that the US Army Corps of Engineers and the National Resources Conservation Service have statutory authority for the repair of flood control works including levees, floodwalls, flood control channels and dams and of shore protective devices. Permanent repairs to these facilities are not eligible under Public Assistance.)
- **Category E – Buildings and Equipment:** Eligible costs under this category include regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of buildings and equipment.
- **Category F – Utility Systems:** Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of water treatment plants and

delivery systems, power generation and distribution systems and sewage collection and treatment systems.

- Category G – Parks, Recreational and Other: Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of parks, recreational areas and other types of facilities.

For any of these categories, equipment costs can include force account or rented equipment, regular and overtime costs using IDOT or FEMA rates. Any contract costs claimed must have a written contract. For categories E, F and G, any proceeds from insurance must be deducted from total the total damage costs.

Individual Assistance assessments vary based on the nature of the disaster. There are separate procedure and forms from IEMA used for flood events and for events other than floods. Some information collected is the same for all events. This includes address of the affected structure, type of the structure (single family home, multi-family structure, mobile home or business), and whether the occupant owns or rents the structure.

For flooding events, the information to be gathered includes:

- Depth of water in basement or crawlspace
- Depth of water in the first floor
- Whether the basement is used as an essential living area
- Whether the occupant has homeowners, renters and/or flood insurance
- Whether there is obvious, visible structural damage
- Other comments as appropriate

For events other than floods, necessary information includes:

- Whether the structure is habitable without repairs or with few repairs
- If the structure is uninhabitable or requires extensive repairs
- Whether the structure is a total loss or not feasible to repair
- Whether the occupant has homeowners or renters insurance
- Other comments as appropriate

The information gathered from the assessment is compiled on the appropriate form to be forwarded to Cook County and IEMA.

STAFF DEVELOPMENT AND RESPONSIBILITIES

The City of Rolling Meadows is responsible for the developing a damage assessment plan and shall select a Damage Assessment Coordinator to supervise one or more Damage Assessment teams.

Damage Assessment Coordinator

Initially, the role of Damage Assessment Coordinator will fall to the ESF #3 lead until he or she delegates that role to another individual. Roles of the Damage Assessment Coordinator include:

1. Coordinating the activities of all Damage Assessment Teams
 - a. Assignment of teams to geographic locations for specific purposes (assessment of damage to public facilities / infrastructure or private property)
 - b. Determine reporting requirements and procedures
 - c. Coordinating with Logistics to ensure that any mutual aid Damage Assessment Teams have appropriate working and rest / sleeping facilities available as required.
2. Compiling Damage Reports
3. Ensure that proper documentation, forms and reports are completed by Finance Department and submitted to Cook County as required

Damage Assessment Teams

The needs of the incident will determine the makeup and quantity of Damage Assessment Teams. A smaller scale incident may only require one or more teams from Public Works to assess damage to City facilities and infrastructure and/or one or more teams from Community Development to conduct assessments and inspections of private property. A larger incident may require a request through IESMA Emergency Management Assistance Teams for mutual aid Damage Assessment Teams. Duties of Damage Assessment Teams include:

1. Visibly inspect damaged and/or destroyed structures or other facilities in their assigned geographic area
2. Gather information needed to complete IEMA Initial Damage Assessment forms for Public Assistance or Individual Assistance per mission tasking
3. Deliver information to Damage Assessment Coordinator as directed

DAMAGE ASSESSMENT ACTIONS

The ESF #3 Coordinator will assign a Damage Assessment Coordinator and Teams as noted above. The Coordinator must determine the stricken area and request the required level of resources to complete the assessment efficiently. The Coordinator will ensure the areas to be inspected are defined and marked on an appropriate map, and that Teams are assigned to specific geographic areas. Each Team will be given a map marked with the area they are responsible for. Teams will deploy throughout the community as assigned by the Coordinator and systematically gather information by visual inspection, interview of occupants / residents, or other means as required. The Teams will record this information and forward to the Damage Assessment Coordinator as directed. The Coordinator will ensure that the information is compiled on the appropriate IEMA forms (typically by the Finance Department), and forwarded on to the Cook County EOC. Current forms and instructions for completing them are available on the IEMA web site at:

<https://www.illinois.gov/iema/LocalEMA/Pages/DamageAssessmentForms.aspx>.

Throughout the process, the Damage Assessment Coordinator must be prepared to brief other members of the EOC staff on the Damage Assessment process and progress tow

ESF #4: FIREFIGHTING ANNEX

OVERVIEW

The City of Rolling Meadows Firefighting (ESF #4) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Firefighting services at the local and regional level. The ESF#4 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #4 activities support the coordination of firefighting regardless of cause or origin. The ESF #4 lead agency provides expertise primarily for local structure fire suppression and wildland fires.

PURPOSE

The purpose of ESF #4 is to organize the plans, policies and agreements currently in place and provide an overview for the firefighting capabilities of the municipality.

SCOPE

The plans and systems that make-up the ESF #4 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #4 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate with the ESF #4 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- The City has plans and policies in place to manage the suppression of fires and said plans are maintained regularly by the fire department.
- The City is susceptible to various types of fires including structures, field, brush, and vehicular.
- There is the potential for a major fire that would extend the City's fire fighting resources requiring a multi-community response.
- Firefighting assistance is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Rolling Meadows is a member.
- Northwest Central Dispatch Center is the primary dispatching point for fire resources for the city and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF#4 to support the further development and ongoing maintenance of ESF#4.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #4 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the emergency ESF #4 stakeholders.
- Train and exercise the activities of ESF #4.
- Provide input and planning assistance for any Hazard specific annexes which contain firefighting elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #4. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #4, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #4 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with fire fighting for the City of Rolling Meadows the following department has been identified as the primary coordinator:

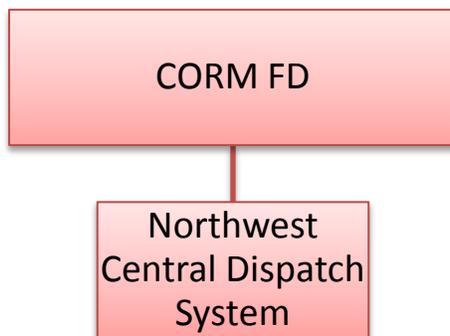
- **City of Rolling Meadows Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #4 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#4 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Fire Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Fire Department	All	<ul style="list-style-type: none"> • Coordinate the with on-scene incident command. • Communicate EOC priorities to the field. • Process requests for personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests.
Northwest Central Dispatch System	All	<ul style="list-style-type: none"> • Coordinate requests for assistance and/or resources from neighboring fire agencies as well as requests from regional aid groups. • Provide dispatching and communications for field command.



PRIVATE PARTNERS

The ESF #4 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #4 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Restoration or Board up companies

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #4:

- Cook County Department of Homeland Security and Emergency Management
- MABAS

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #4:

- Illinois Emergency Management Agency
- State Fire Marshal
- MABAS

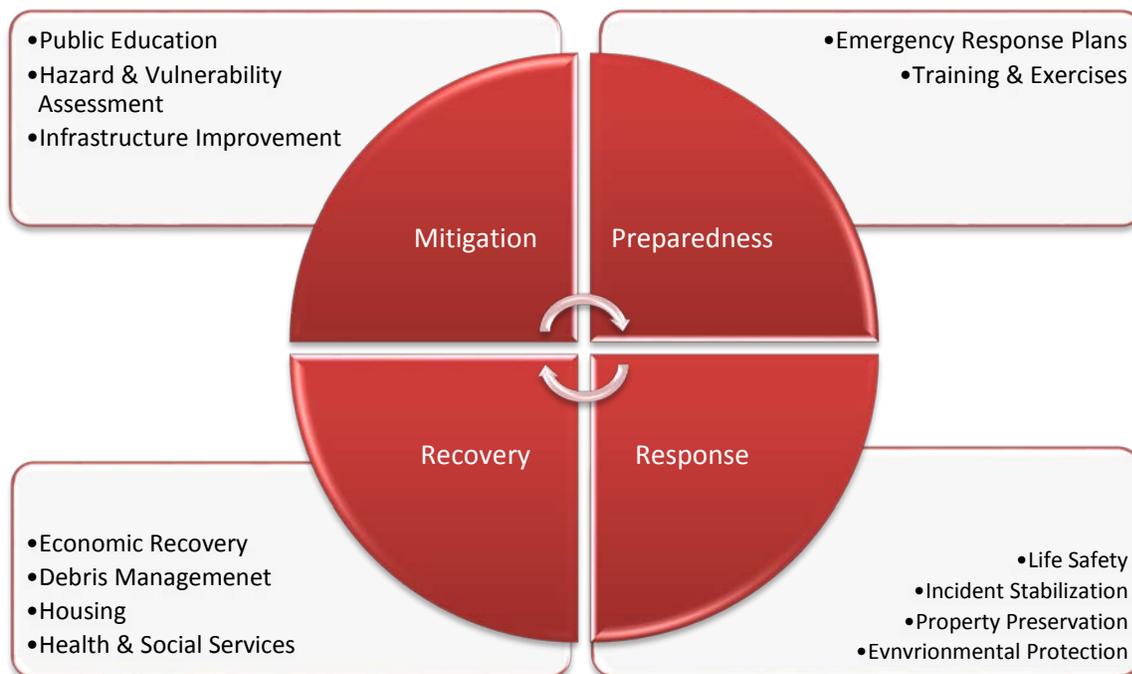
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #4 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Agriculture/Forest Service
- U.S. Fire Administration

CONCEPT OF OPERATIONS

The ESF #4 is responsible for firefighting activities that take place within the City boundaries. This section describes the ESF #4 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The City of Rolling Meadows participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #4 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #4 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #4 include:



- Develop and maintain the ESF #4, Firefighting, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #4 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #4 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #4 resources necessary to support operations and begin to identify and document resource types.
- Create an of inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #4 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #4 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#1 Primary Coordinator include:

- The ESF #4 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #4 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #4 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #4 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a fire within the city that reaches a level requiring resource from beyond the MABAS division 1

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #4 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #4 APPENDIX: JOB AIDS

UPON ACTIVATION:

- Receive initial briefing from Emergency Services Director and/or Operations Section Chief
- Contact Incident Commander for updated briefing on situation in the field. Determine current and projected resource requirements.
- Set up physical location for ESF #4 functions within the EOC.

DURING OPERATIONS:

- Meet with EOC Operations Section Chief for briefing. Determine how ESF 4 will function in meeting the needs of the incident.
- Meet with other ESF Coordinators and support agency representatives, introduce yourself, and explain your function.
- If interdivisional / state (MABAS-IL) firefighting assets (such as interdivisional task forces or strike teams) are activated, meet with team leadership / Incident Management Team assigned to ESF #4 functions. Ensure chain of command, performance expectations and resource ordering procedures are understood.
- Review ESF #4 operational objectives for each operational period to assure they meet overall strategic objectives.
- Maintain contact with Emergency Services Director and EOC Operations Section Chief to assure long-range plans are incorporated into Incident Action Plans.
- Ensure an accountability system for personnel and resources is operational.
- Review demobilization plans and ensure they are consistent with management expectations.
- Maintain regular contact with and provide situation briefings to (field) ICS Operations and Plans Sections to assist with developing IAPs.
- Implement Demobilization Plan and issue Demobilization orders to teams as appropriate.
- Ensure after-action evaluation plans are in place and meet requirements.
- Participate in required debriefings.
- Maintain Unit Log (ICS Form 214).

DEMOBILIZATION PHASE:

- Ensure all necessary forms and records are complete and turned over to Documentation Unit prior to demobilization.
- Review and assure completion of all Worker's Compensation case files.
- Participate in the incident After-Action process.

EOC Staff		
E.S.D.:		OPS:
Situation:		
ESFs Active / Coordinator:		
Disaster Impact / Needs Assessment (Prioritize firefighting objectives):		
Resource Inventory Available?		Where?
Local / Mutual Aid Assets: (check box if on scene)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County / State Assets: (check box if on scene)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Assets: (check box if on scene)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Assets Required:		
Demob plan underway?	By whom?	Complete <input type="checkbox"/>

Reported By:

Agency:

Position:

Phone:

Event Name:

Event Date:

Situation:

Area Affected:

--	--

Resource	#	Resource	#	Resource	#
Engine		Truck		Squad	
Amb / Medic		Chief		Tender	
Brush		HazMat			

	#		#
Number of Fires		Number of Outbuildings Destroyed	
Number of Homes Destroyed		Number of Outbuildings Threatened	
Number of Homes Threatened		Number of Commercial Structures Destroyed	
Citizens Injured		Number of Commercial Structures Threatened	
Citizens Deceased			

Comments: [Click here to enter text.](#)

Mutual Aid Received in the Last 24 Hours? Yes No

List Agencies Responding:

[Click here to enter text.](#)

Mutual Aid Needed in the Next 24 Hours? Yes No

List Types of Mutual Aid Needed:

Click here to enter text.

Critical Issues? Yes No

Explain:

Click here to enter text.

Date of Report: Click here to enter text. Prognosis - Worsening No Change
 Improving

Critical Contacts

Name/Agency		Address/Phone
1.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
2.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
3.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
4.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
5.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:

Add Fire Incident Action Plan if Available

ESF #6: MASS CARE ANNEX

OVERVIEW

The City of Rolling Meadows Mass Care Annex (*ESF #6*) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management services related to Mass Care, Emergency Assistance, Housing, and Human Services in the City. Function #6 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #6 activities support the coordination of mass care. The ESF #6 lead agency provides expertise primarily for locally supported mass care operations.

PURPOSE

The function #6 annex provides guidance to coordinate the delivery of the City's mass care, emergency assistance, housing, and human services when local response and recovery needs exceed their capabilities.

SCOPE

When requested by the Director of Emergency Management, function #6 services and programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. Function #6 is organized into four primary functions:

Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Assistance: Assistance required by individuals, families, animals and their communities to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include: support to evacuation (including registration and tracking of evacuees); reunification of families; provision of aid and services to people with access and functional needs; evacuation. Sheltering, and other emergency services for household pets and service animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the National Disaster Housing Strategy.

Human Services: The provision of very basic supplemental services to support the personal and/or immediate recovery needs of disaster victims. Attention is focused on persons who because of age, disability, or language may need additional assistance to benefit from the mass care services described above. Effective service delivery requires coordination with non-governmental organizations and social service agencies.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- Maintaining a quality of life for our disaster victims is one of the goals of the City emergency management.
- Providing mass care services is an effort that will require coordination across government, private and non-profit sectors in order to ensure that residence have the services they require.
- The City will make every effort to ensure that agreements and plans are in place with agencies which can assist in providing mass care services.

GOALS

This section identifies the goals for the ESF#6 to support the further development and ongoing maintenance of ESF#6.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #6 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the emergency ESF #6 stakeholders.
- Train and exercise the activities of ESF #6.
- Provide input and planning assistance for any Hazard specific annexes which contain mass care elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #6. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #6, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #6 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the City of Rolling Meadows the following department has been identified as the primary coordinator:

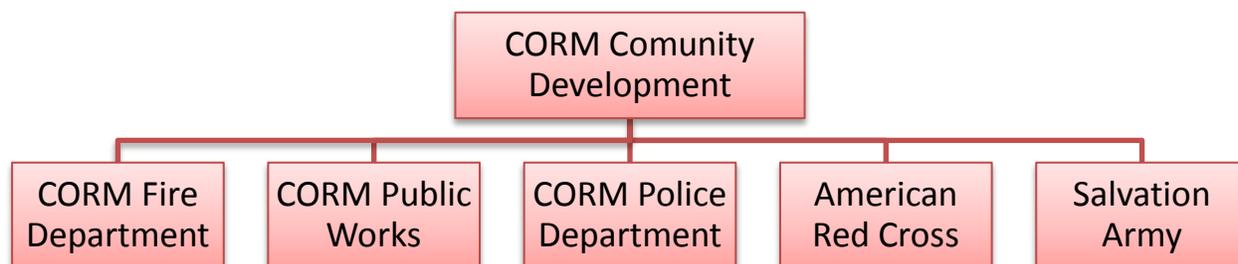
- **City of Rolling Meadows Community Development Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #6 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#6 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Public Works**
- **City of Rolling Meadows Police Department**
- **American Red Cross**
- **Salvation Army**

Department/Agency	Division/Group	Responsibility
Fire Department	All	<ul style="list-style-type: none"> • Provide pre-event preparedness by coordinating with local shelter sites to sign agreements for facilities to be used as shelters. • Maintain a local volunteer corps to assist in shelter operations.
Public Works	All	<ul style="list-style-type: none"> • Provide assistance in form of facility maintenance for all established City shelters. • Assist in the dissemination of mass care information.
Police Department	All	<ul style="list-style-type: none"> • Provide assistance in the form of security and safety for mass care recipients at shelters and points of distribution.
American Red Cross	Disaster Services	<ul style="list-style-type: none"> • Provide assistance in the form of shelter management and operations training for local shelter locations. • Assist in the procurement of shelter equipment through local contacts and vendors. • Assist locals through the dissemination of information.
Salvation Army	Disaster Services	<ul style="list-style-type: none"> • Provide assistance in the form of food and supplies for local shelters and points of dispensing. • Provide assistance in the form of coordinating the delivery of food and supplies to disaster sites.



COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #6:

- Cook County Department of Homeland Security and Emergency Management
- American Red Cross
- Salvation Army

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #6:

- Illinois Emergency Management Agency
- Illinois Voluntary Agencies Active in Disaster

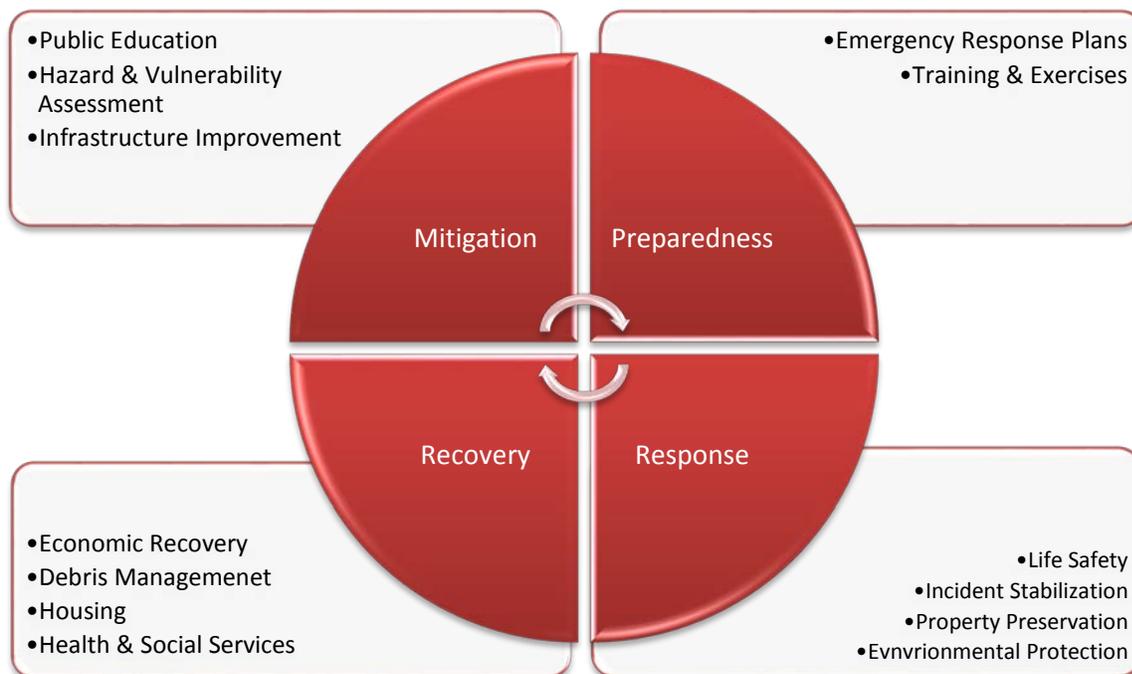
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #6 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Health and Human Services
- Department of Housing and Urban Development
- Department of Justice Department of Labor
- National Voluntary Organizations Active in Disaster

CONCEPT OF OPERATIONS

The ESF #6 is responsible for firefighting activities that take place within the City boundaries. This section describes the ESF #6 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The City of Rolling Meadows participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #6 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #6 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #6 include:



- Develop and maintain the ESF #6, Mass Care Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #6 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #6 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #6 resources necessary to support operations and begin to identify and document resource types.
- Create an of inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #6 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #6 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#6 Primary Coordinator include:

- The ESF #6 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #6 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #6 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #6 stakeholders to the EOC regarding stakeholder’s intelligence and resource capabilities.

The model for shelter operations is integrated and inclusive. To the maximum extent possible individuals with functional needs will be sheltered with the general population and shelter staff will make efforts to provide reasonable accommodations as defined under the Americans with Disabilities Act (ADA).

The City recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed. Individuals and assistance providers will remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

The City recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed. Children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event that 25 or more residents in the City require shelter due to a disaster or emergency.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF#6 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Transition from mass care ESF #6 emergency services identified above to longer term recovery services and programs.
- Include both government assistance, community assistance and faith-based organization assistance in the development of long term assistance as mass care operations transition out.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #6 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #8: PUBLIC HEALTH AND MEDICAL ANNEX

OVERVIEW

The City of Rolling Meadows Public Health and Medical Annex (*ESF #8*) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management related services regarding public health and medical system includes a broad array of local, county, state, and federal governmental entities; non-governmental and community-based organizations (NGO/CBOs); and the private healthcare sector. In addition, ESF #8 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management. The function #8 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #8 activities support the coordination of Public Health and Medical emergencies. The ESF #8 lead agency provides expertise primarily for locally supported Public Health and Medical operations.

PURPOSE

The purpose of Function #8 is to organize stakeholders with responsibilities to strengthen collaboration and coordination among public health, environmental health and medical stakeholders that have the legal authorities, resources and capabilities to support operations during emergencies that affect public health and/or medical services, and by so doing, save lives, protect health and safety, and preserve the environment into a coordinated response.

SCOPE

The plans and systems that make-up the Function #8 Annex may be activated in whole or in part as described in this annex. A City-wide response to protect Public Health and Medical may also be carried out under other key response authorities identified in plans identified in this annex.

The scope of Function #8 includes the appropriate actions to prepare for and respond to a threat to Public Health and safety caused by an emergency or disaster and are detailed below. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions.

- Provides an overview of the public health and medical system.
- Identifies the legal basis for the ESF 8 Annex and the emergency management activities of ESF 8 stakeholders.
- Identifies the ESF 8 mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for ESF 8 development, implementation and maintenance.
- Provides an overview of activities that support the four phases of emergency management

ESF 8 stakeholders are involved in a wide spectrum of activities involving public health, communicable diseases, emergency medical services, emergency response, mental health and health care delivery as identified in the table below.

<p>Communicable Disease</p> <ul style="list-style-type: none"> •Epidemiology and Surveillance
<p>Drinking Water</p> <ul style="list-style-type: none"> •Work with Environmental Health on drinking water issues
<p>Emergency Medical Services</p> <ul style="list-style-type: none"> •Patient Movement, Evacuation, Distribution and Tracking •EMS mutual aid •911 and Dispatch Centers
<p>Food Safety and Security,</p> <ul style="list-style-type: none"> •Foodborne Epidemiology •Product Trace-Backs
<p>Hazardous Materials</p> <ul style="list-style-type: none"> •Airborne, Biological, Chemical, Radiological, Nuclear
<p>Laboratories</p> <ul style="list-style-type: none"> •Laboratory Network •Testing and Reporting
<p>Healthcare Facility Safety</p> <ul style="list-style-type: none"> •Facility safety plans in coordination with State and Federal Guidance
<p>Patient Care</p> <ul style="list-style-type: none"> •At Risk Populations/Persons with Access and Functional Needs •Mental/Behavioral Health •Emergency Licensure and Resolution of Licensing Issues •Medical Support to General Population Shelters in Coordination with the Mass Care and Shelter Emergency Function (ESF 6) •Medical Surge, including Facility Expansion
<p>Mass Fatality Management</p> <ul style="list-style-type: none"> •Cook County Mortuary Plan

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The City has entered into agreements with Cook County for the provision of medical counter measures in the event of a wide spread outbreak of diseases.
- Cook County provides mortuary services on behalf of the City.
- Local funeral directors associate provides vehicles and manpower to transport bodies in the event of mass fatalities.
- EMS is provided by the municipality to the public but licensing for EMS is managed by the Illinois Department of Public Health.
- Northwest Community Hospital is the resource hospital for the EMS region that Rolling Meadows EMS operates under.

GOALS

This section identifies the goals for the ESF#8 to support the further development and ongoing maintenance of ESF#8.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #8 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Identify, coordinate, and engage the emergency ESF #8 stakeholders.
- Train and exercise the activities of ESF #8.
- Provide input and planning assistance for any Hazard specific annexes which contain public health and medical elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #8. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #8, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #8 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the City of Rolling Meadows the following department has been identified as the primary coordinator:

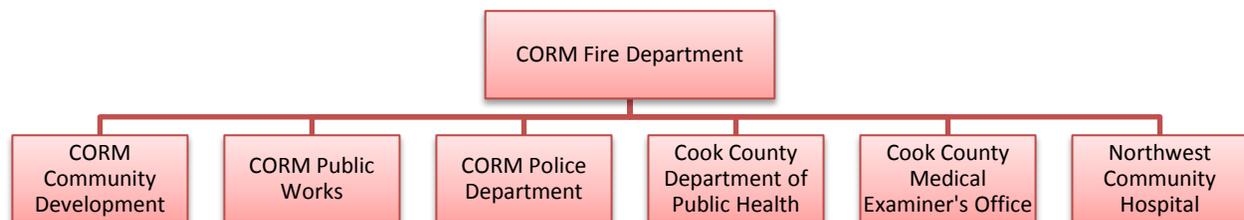
- **City of Rolling Meadows Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #8 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#8 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Community Development Department**
- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Public Works**
- **City of Rolling Meadows Police Department**
- **Cook County Department of Public Health**
- **Cook County Medical Examiner's Office**
- **Northwest Community Hospital**

Department/Agency	Division/Group	Responsibility
Community Development	Health, Permits and Inspections	<ul style="list-style-type: none"> Serves as the primary health department for the city. Provides health inspections of food serves establishments, swimming pools, daycare facilities, temporary events and mobile vendors.
Fire Department	All	<ul style="list-style-type: none"> The Fire Department is responsible for providing EMS services to the residents. The department is able to access additional EMS resources through MABAS. The department is the primary responsible agency for coordinating the POD plans in the event of a mass vaccination event.
Public Works	All	<ul style="list-style-type: none"> Public works provides assistance in the form of facility support and logistic support for mass public health emergencies.
Police Department	All	<ul style="list-style-type: none"> The Police Department provides assistance in the form of security and protection for all public health emergencies.
Cook County Department of Public Health	Emergency Preparedness	<ul style="list-style-type: none"> CCDPH assists the local coordinators in the development of their POD and mass dispensing plans. CCDPH provides logistic support to the locals for the receipt and distribution of medical counter measures.
Cook County Medical Examiner's Office	All	<ul style="list-style-type: none"> Provides mortuary services in the event of death. Provides certificate of death, autopsy, and cremation permits.
Northwest Community Hospital	EMS	<ul style="list-style-type: none"> The hospital is the home of the EMS for the region. NCH acts as the resources hospital to the region, providing EMS policy and management. NCH acts as the conduit to the region 9 medical coordination coalition.



PRIVATE PARTNERS

The ESF #8 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #8

operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Northwest Community Hospital
- Local Rehabilitation Facilities
- Local Long Term Care Facilities
- Local Funeral Directors

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #8:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Department of Public Health
- Cook County Medical Examiner's Office
- Region 9 Hospital Coordination Coalition
- MABAS Division 1

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #8:

- Illinois Emergency Management Agency
- Illinois Department of Public Health
- MABAS Illinois

FEDERAL AGENCIES

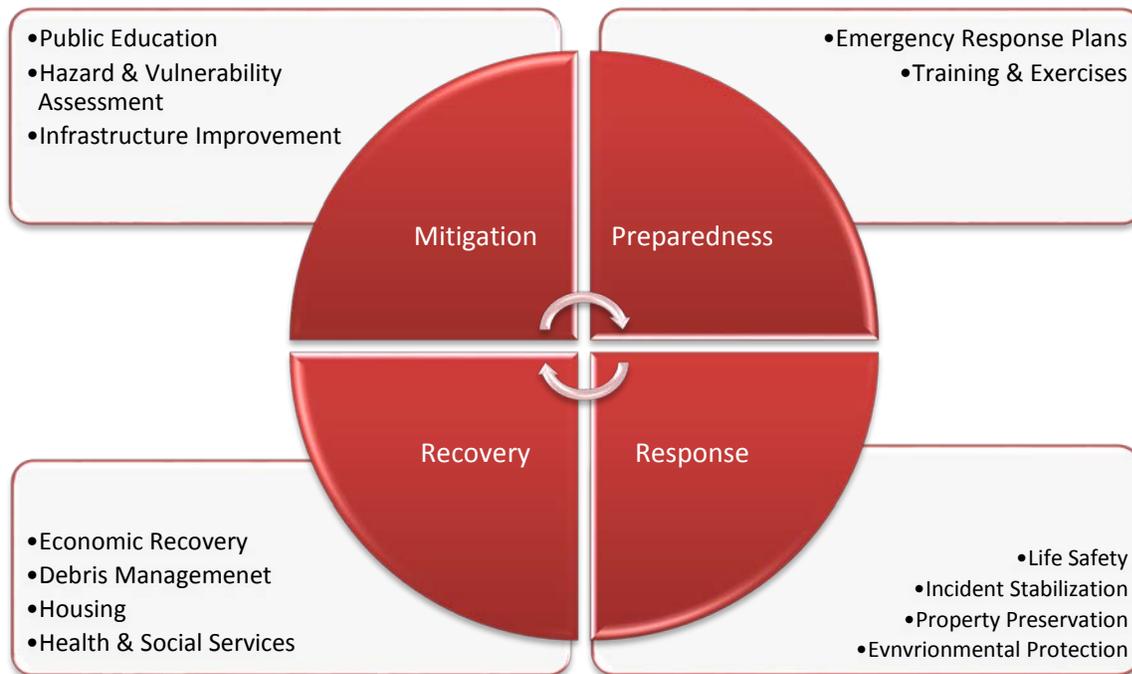
The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #8 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Health and Human Services

- Department of Commerce
- Department of Agriculture

CONCEPT OF OPERATIONS

The ESF #8 is responsible for firefighting activities that take place within the City boundaries. This section describes the ESF #8 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The City of Rolling Meadows participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #8 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #8 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #8 include:



- Develop and maintain the ESF #8, Public Health and Medical Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #8 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #8 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #8 resources necessary to support operations and begin to identify and document resource types.
- Create an of inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #8 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #8 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>Point of Dispensing Plan</i>	POD plan for MCM	Response	City of Rolling Meadows Fire Department	TBD
<i>First Responder Plan</i>	MCM plan for First Responders	Response	Cook County Department of Public Health	TBD

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#8 Primary Coordinator include:

- The ESF #8 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #8 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #8 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #8 stakeholders to the EOC regarding stakeholder’s intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event that the County activates the POD plan for the distribution of medical countermeasures.
- In the event of a request for a third level ambulance box.
- In the event of a potential mass exposure to a chemical, biological or radioactive substance within the City boundaries.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF#8 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #8 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #9: SEARCH AND RESCUE ANNEX

OVERVIEW

The City of Rolling Meadows Search and Rescue (ESF #9) Annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Search and Rescue services at the local and regional level. The ESF#9 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #9 activities support the coordination of all types of search and rescue operations, regardless of the cause of the incident, including:

- Land search and rescue (including search and rescue/recovery operations for lost or missing people);
- Urban search and rescue / Technical rescue (locating, accessing and removing people from collapsed or partially collapsed structures, as well as extrication from vehicles or machinery, trench, confined space or high angle incidents, or other operations requiring personnel with specialized training and/or equipment to complete the mission);
- Water search and rescue (including flood/swiftwater, surface, subsurface and ice rescue in open water environments)

The Rolling Meadows ESF #9 lead agency for land search and rescue will be the Rolling Meadows Police Department, and the ESF #9 lead agency for urban search and rescue and water search and rescue will be the Rolling Meadows Fire Department. The appropriate ESF #9 lead agency provides expertise for coordinating all functions pertaining to locating, accessing and extricating or removing people (live or deceased) that are missing and/or trapped regardless of cause.

PURPOSE

Emergency Support Function #9, Search and Rescue, provides for the coordination and effective use of all available resources in conducting search and rescue (SAR) operations and to organize the plans, policies and agreements currently in place.

SCOPE

The plans and systems that make-up the ESF #9 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #9 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life.

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate with the ESF #9 coordinator in order to uphold the mission of protecting life.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, “Assumptions” provide context, requirements, and situational realities.

- The City has plans and policies in place to manage the various types of search and rescue operations, and the police and fire departments maintain said plans regularly.
- The City is susceptible to various types of search and rescue incidents, which may result from lost or missing people (including at-risk populations); building collapses resulting from fires, natural disasters or other causes; flooding; transportation or industrial accidents; and other natural or human-caused events,
- There is the potential for a major incident that would exhaust the City’s search and rescue resources requiring a multi-community response.
- Urban search and rescue, technical rescue and water rescue assistance is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Rolling Meadows is a member.
- In large-scale incidents, Urban Search and Rescue Task Forces and supporting elements including Incident Support Teams, are available through the State of Illinois and/or the Federal Emergency Management Agency.
- Land search and rescue assistance is provided through the Illinois Search and Rescue Council.
- Northwest Central Dispatch Center is the primary dispatching point for police and fire resources for the city, and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #9 to support the further development and ongoing maintenance of ESF #9.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #9 emergency management activities within the City as an organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #9 capabilities.
- Identify, coordinate, and engage the ESF #9 stakeholders.
- Train and exercise the core capabilities associated with ESF #9.
- Provide input and planning assistance for any Hazard specific annexes developed which contain search and rescue elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #9. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #9, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #9 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with search and rescue operations for the City of Rolling Meadows the following department head has been identified as the primary coordinator:

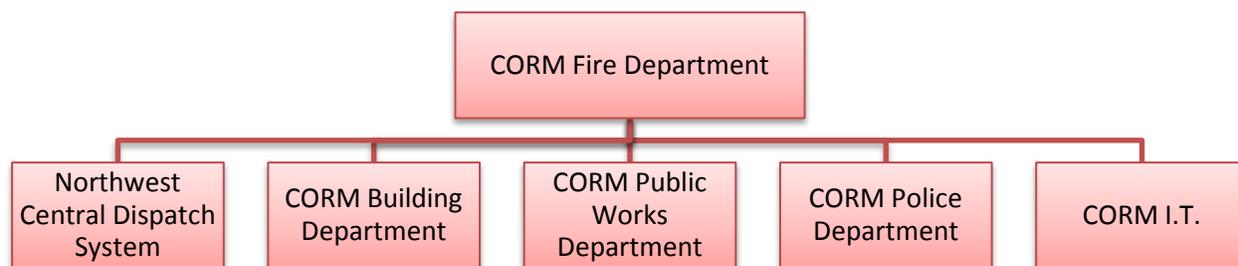
- **City of Rolling Meadows Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #9 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #9 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Police Department**
- **City of Rolling Meadows Public Works Department**
- **City of Rolling Meadows Building Department**
- **City of Rolling Meadows Information Technology Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Fire Department	All	<ul style="list-style-type: none"> Coordinate the with on-scene incident command (USAR and water rescue). Communicate EOC priorities to the field. Process requests for USAR / technical and water rescue personnel and equipment. Coordinate with appropriate mutual aid partners to fill resource requests
Police Department	All	<ul style="list-style-type: none"> Coordinate the with on-scene incident command (Land SAR). Process requests for Land SAR personnel and equipment. Process requests for air search and canine assets Coordinate with appropriate mutual aid partners to fill resource requests
I.T. Department	All	<ul style="list-style-type: none"> Provide for IT support, including mapping / GIS, communications and remote network capability
Public Works Department	All	<ul style="list-style-type: none"> Coordinate with utility providers to maintain safety of victims, responders and the public Process requests for debris removal and access to incident scene(s) Coordinate with County and State agencies as needed to ensure road access for responders
Building Department	All	<ul style="list-style-type: none"> Provide technical specialists, including engineering assistance, at incidents involving collapsed or damaged structures
Northwest Central Dispatch System	All	<ul style="list-style-type: none"> Serve as the primary public-safety answering point. Serve as the primary police and fire dispatching. Process resource requests, including mutual aid, from on-scene incident command



PRIVATE PARTNERS

The ESF #9 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #9 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd (Electric Utility)
- NICOR (Natural Gas Utility)

REGIONAL / COUNTY AGENCIES

The role of the Regional or County Agencies will be dependent upon the specific nature of the emergency, including the scope of the response and recovery activities, and whether the incident affects county streets or highways, or county-owned buildings or grounds. Supporting Regional / County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are Regional or County Agencies that play key roles in ESF #9:

- MABAS
- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #9:

- Illinois Emergency Management Agency
- MABAS-Illinois (USAR, Technical and Water Rescue)
- Illinois Urban Search & Rescue Task Force 1 (Urban Search & Rescue)
- Illinois Department of Natural Resources (Water search)
- Illinois Department of Military Affairs
- Illinois State Police

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #9 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #9 on a regular basis:

- Federal Emergency Management Agency
- US Coast Guard
- US Air Force Rescue Coordination Center

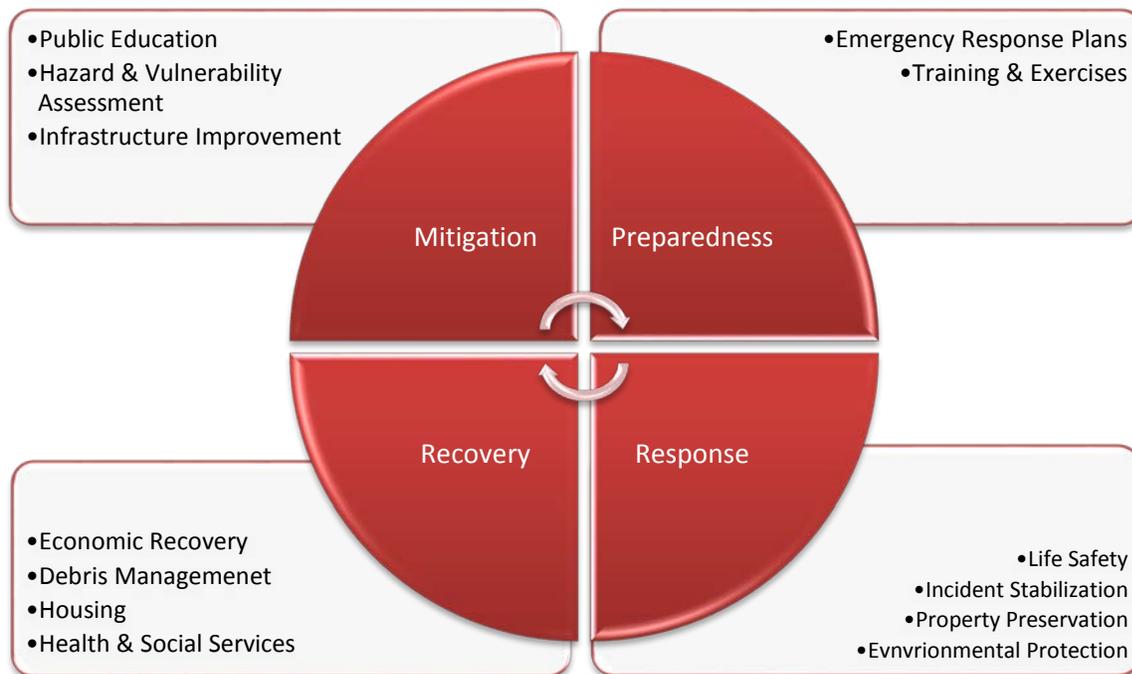
- U.S. Department of Homeland Security

CONCEPT OF OPERATIONS

The ESF #9 is responsible for all search and rescue operations that take place within city boundaries. These can include, but are not necessarily limited to:

- Land search and rescue (including search and rescue/recovery operations for lost or missing people);
- Urban search and rescue / Technical rescue (locating, accessing and removing people from collapsed or partially collapsed structures, as well as extrication from vehicles or machinery, trench, confined space or high angle incidents, or other operations requiring personnel with specialized training and/or equipment to complete the mission);
- Water search and rescue (including flood/swiftwater, surface, subsurface and ice rescue in open water environments)

This section describes the ESF #9 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #9 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.

- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #9 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #9 include:



- Develop and maintain the ESF #9, Search and Rescue Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #9 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #9 exercise process.
- Conduct regular ESF #9 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #9 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #9 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #9 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
RPM JO 3.5.2.1	Initial Collapsed / Compromised Structure Response	Response	R.P.M. Joint Operations	12/31/2015
RPM JO 3.5.2.2	Initial Confined Space Incident Response	Response	R.P.M. Joint Operations	12/31/2015
RPM JO 3.5.2.3	Initial Rope / Vertical Incident Response	Response	R.P.M. Joint Operations	12/31/2015
RPM JO 3.5.2.4	Initial Trench Incident Response	Response	R.P.M. Joint Operations	12/31/2015
RPM JO 3.6.2.1	Initial Water / Ice Rescue Response	Response	R.P.M. Joint Operations	12/31/2015
MABAS Division 1 TRT Standard Operating Guidelines	MABAS Division 1 Technical Rescue Operating Guideline and Policy	Response	MABAS Division 1	?
MABAS Division 1 OG/PS #420	MABAS Division 1 Water Rescue Team Operating Guideline/ Policy Statement	Response	MABAS Division 1	7/15/2015

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#9 Primary Coordinator include:

- The ESF #9 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.

- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- In the event that Federal (FEMA) Urban Search and Rescue assets are deployed in the incident, serves as the point of contact between the FEMA Incident Support Team and the EOC.
- Documents how ESF #9 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #9 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #9 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes significant, widespread damage to an area or areas of the City necessitating large-area search operations that utilize technical search or canine assets
- In the event of large-scale flooding affecting numerous structures and / or vehicles in which multiple watercraft, aircraft or specialized search teams are deployed in a search and rescue mission
- In the event of any search and rescue mission that requires the response of county-level (or greater) resources
- In the event of any search and rescue operation that extends beyond an initial 12-hour operational period

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #9 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #9 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #9 APPENDIX: JOB AIDS

UPON ACTIVATION:

- Receive initial briefing from Emergency Services Director and/or Operations Section Chief
- Contact Incident Commander for updated briefing on situation in the field. Determine current and projected resource requirements.
- Set up physical location for ESF #9 functions within the EOC.

DURING OPERATIONS:

- Meet with EOC Operations Section Chief for briefing. Determine how ESF 9 will function in meeting the needs of the incident.
- Meet with other ESF Coordinators and support agency representatives, introduce yourself, and explain your function.
- If state SAR assets (land, water and/or US&R) are activated, meet with team leadership / support team assigned to ESF #9 functions. Ensure chain of command, performance expectations and resource ordering procedures are understood.
- If federal US&R assets are activated, meet with Incident Support Team (IST) ESF #9 Leader and IST Commander.
- Review ESF #9 operational objectives for each operational period to assure they meet overall strategic objectives.
- Maintain contact with Emergency Services Director and EOC Operations Section Chief to assure long-range plans are incorporated into Incident Action Plans.
- Ensure an accountability system for personnel and resources is operational.
- Review demobilization plans and ensure they are consistent with management expectations.
- Maintain regular contact with and provide situation briefings to (field) ICS Operations and Plans Sections to assist with developing IAPs.
- Implement Demobilization Plan and issue Demobilization orders to teams as appropriate.
- Ensure after-action evaluation plans are in place and meet requirements.
- Participate in required debriefings.
- Maintain Unit Log (ICS Form 214).

DEMOBILIZATION PHASE:

- Ensure all necessary forms and records are complete and turned over to Documentation Unit prior to demobilization.
- Review and assure completion of all Worker's Compensation case files.

- Participate in the incident After-Action process.

EOC Staff		
E.S.D.:	OPS:	
Situation:		
ESFs Active / Coordinator:		
Disaster Impact / Needs Assessment (Prioritize SAR objectives):		
Resource Inventory Available?	Where?	
Local / Mutual Aid Assets:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County / State Assets:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Assets:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Assets Required:		

Demob plan underway?	By whom?	Complete <input type="checkbox"/>
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Reported By:

Agency:

Position:

Phone:

Event Name:

Event Date:

Situation:

Area Affected:

Type of Search: Urban Land Water

Victims	
Number of People Missing:	
Number Found Alive:	Number Found Deceased:
Responders	
Search and Rescue Assets Deployed:	
Areas where search completed:	
Areas where search is ongoing:	
Comments:	

Mutual Aid Received in the Last 24 Hours? Yes No

List Agencies Responding:

Mutual Aid Needed in the Next 24 Hours? Yes No

List Types of Mutual Aid Needed:

Critical Issues? Yes No

Explain:

Date of Report:

Prognosis - Worsening No Change
 Improving

Critical Contacts

Name/Agency		Address/Phone
1.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
2.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
3.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
4.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
5.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:

Add Description or Photos of Person(s) and Search Areas if Available

ESF #10: OIL AND HAZARDOUS MATERIAL ANNEX

OVERVIEW

The City of Rolling Meadows Oil and Hazardous Materials (ESF #10) Annex represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide response to hazardous materials incidents at the local and regional level. The ESF #10 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate efforts during all four phases of emergency management.

ESF #10 activities support the coordination of responses to all types of hazardous materials operations, regardless of the cause of the incident, including both accidental and intentional releases of hazardous materials. The Rolling Meadows ESF #10 lead agency will be the Rolling Meadows Fire Department. The ESF #10 lead agency provides expertise for coordinating all functions pertaining to responses to actual or potential releases of oil or hazardous materials, including chemical, radiological, and biological substances, regardless of cause.

PURPOSE

Emergency Support Function #10, Oil and Hazardous Materials, provides for the coordination and effective use of all available resources in responding to actual or potential uncontrolled releases of hazardous materials, and to organize the plans, policies and agreements for mitigation, response and recovery currently in place.

SCOPE

The plans and systems that make-up the ESF #10 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #10 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life and/or damage to the environment.

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate with the ESF #10 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- The City has plans and policies in place to manage response to uncontrolled releases of hazardous materials, and city departments maintain said plans regularly.
- The City is susceptible to various types of oil and hazardous materials incidents, which may result from uncontrolled releases from fixed industrial facilities; transportation accidents including motor vehicle, train or airplane crashes; pipeline failures; the effects of fires, tornadoes, floods, or other natural disasters; nuclear fallout; acts of terrorism involving chemical, biological or radiological substances; and other accidental or intentional causes.

- There is the potential for a major incident that would exhaust the City's hazardous materials response resources requiring a multi-community response.
- Assistance in responding to hazardous materials incidents is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Rolling Meadows is a member.
- In large-scale incidents, additional resources for emergency response and recovery are available through the State of Illinois and/or various agencies of the Federal government.
- Northwest Central Dispatch Center is the primary dispatching point for police and fire resources for the city, and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF #10 to support the further development and ongoing maintenance of ESF #10.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #10 emergency management activities within the City as an organization as a whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF #10 capabilities.
- Identify, coordinate, and engage the ESF #10 stakeholders.
- Train and exercise the core capabilities associated with ESF #10.
- Provide input and planning assistance for any Hazard specific annexes developed which contain hazardous materials elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #10. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #10, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #10 has been activated. Upon arrival to the EOC, the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with search and rescue operations for the City of Rolling Meadows the following department head has been identified as the primary coordinator:

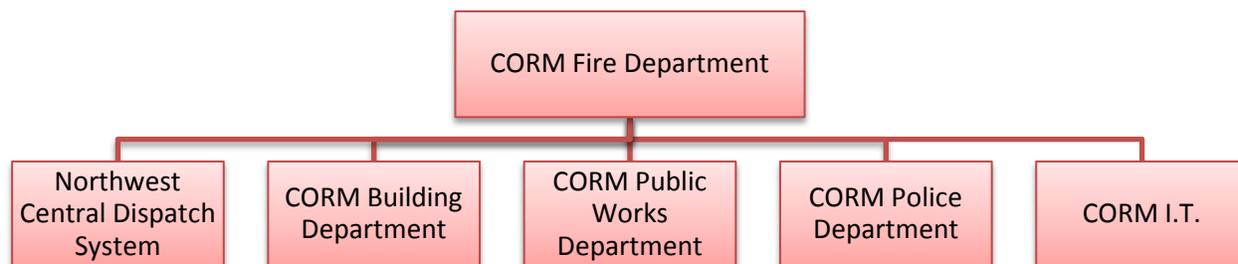
- **City of Rolling Meadows Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #10 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #10 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Police Department**
- **City of Rolling Meadows Public Works Department**
- **City of Rolling Meadows Building Department**
- **City of Rolling Meadows Information Technology Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Fire Department	All	<ul style="list-style-type: none"> Coordinate the with on-scene incident command. Communicate EOC priorities to the field. Process requests for hazardous materials response personnel and equipment. Coordinate with appropriate mutual aid partners to fill resource requests
Police Department	All	<ul style="list-style-type: none"> Provide for scene security, crowd control and traffic control as necessary. Initiate appropriate investigation of releases that are, or may be, intentional or otherwise involve criminal activity.
I.T. Department	All	<ul style="list-style-type: none"> Provide for IT support, including mapping / GIS, communications and remote network capability
Public Works Department	All	<ul style="list-style-type: none"> Provide personnel and heavy equipment for hazardous materials containment or confinement as needed when possible. Provide construction assistance as needed. Coordinate with County and State agencies as needed to ensure road access for responders
Building Department	All	<ul style="list-style-type: none"> Provide technical specialists, including engineering assistance, at hazardous materials incidents. Assist with private property permit and building code regulations related to hazardous materials incidents at residential and/or commercial buildings, grading and excavation sites, and land located in a flood plain.
Northwest Central Dispatch System	All	<ul style="list-style-type: none"> Serve as the primary public-safety answering point. Serve as the primary police and fire dispatching. Process resource requests, including mutual aid, from on-scene incident command.



PRIVATE PARTNERS

The ESF #10 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #10 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd (Electric Utility)
- NICOR (Natural Gas Utility)
- Chemical companies / Industrial facilities within the City of Rolling Meadows
- Union Pacific Railroad
- Environmental Clean-Up contractors

REGIONAL / COUNTY AGENCIES

The role of the Regional or County Agencies will be dependent upon the specific nature of the emergency, including the scope of the response and recovery activities, and whether the incident affects county streets or highways, or county-owned buildings or grounds. Supporting Regional / County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are Regional or County Agencies that play key roles in ESF #10:

- MABAS
- Cook County Department of Homeland Security and Emergency Management
- Metropolitan Water Reclamation District of Greater Chicago
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office
- Cook County Transportation and Highway Department

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #10:

- Illinois Emergency Management Agency
- MABAS-Illinois
- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Department of Natural Resources
- Illinois Commerce Commission
- Office of the Illinois State Fire Marshal
- Illinois State Police

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #10 and the Hazardous Materials public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #10 on a regular basis:

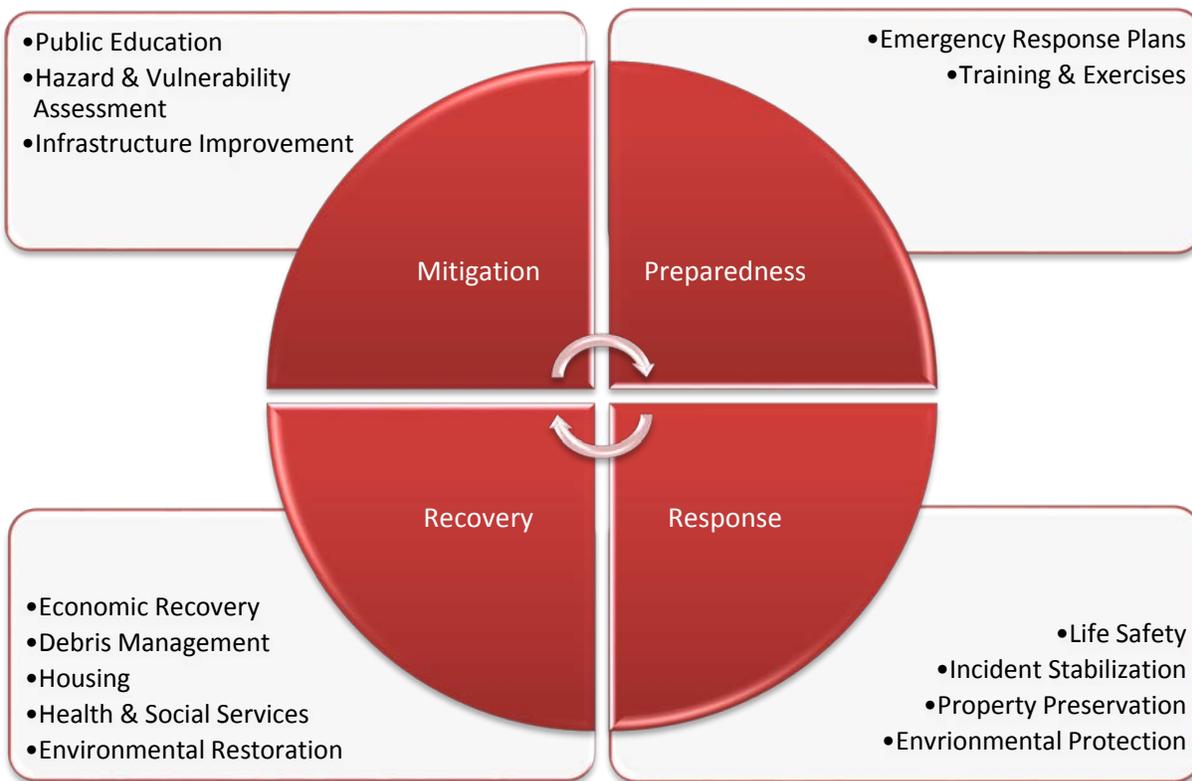
- Federal Emergency Management Agency
- US Environmental Protection Agency
- US Coast Guard
- US Department of Transportation
- U.S. Department of Homeland Security

CONCEPT OF OPERATIONS

The ESF #10 is responsible for all Hazardous Materials responses that take place within city boundaries. These can include, but are not necessarily limited to, spills, leaks and other uncontrolled releases resulting from:

- Transportation accidents, including motor vehicle, train and plane crashes;
- Damaged fixed industrial or fuel storage facilities;
- Pipeline failures;
- Fires, explosions, flooding, tornadoes, storms, or other natural or man-made disasters;
- Nuclear fallout;
- Acts of terrorism involving chemical, biological or radiological substances; or
- Any other accidental or intentional cause.

This section describes the ESF #10 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #10 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #10 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #10 include:



- Develop and maintain the ESF #10, Oil and Hazardous Materials Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #10 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #10 exercise process.
- Conduct regular ESF #10 meetings and assist with training events.

- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #10 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #10 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #10 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>RPM JO 3.4.3.1</i>	Initial HazMat Response	Response	R.P.M. Joint Operations	12/31/2015
<i>MABAS Division 1 HazMat Standard Operating Guidelines</i>	MABAS Division 1 Hazardous Materials Operating Guideline and Policy	Response	MABAS Division 1	?
<i>Comprehensive Emergency Response Plan</i>	Suburban Cook County Local Emergency Planning Committee	Preparedness, Response	Suburban Cook County LEPC	2014

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#10 Primary Coordinator include:

- The ESF #10 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.

- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #10 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #10 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #10 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes a significant release of a hazardous material in an area or areas of the City necessitating the evacuation of a large area (25 or more residential units), and / or which requires the deployment of multiple technical entry teams
- In the event of any hazardous materials incident that requires a MABAS Hazardous Materials Box (or greater) alarm response, and / or the response of county-level (or greater) resources
- In the event of any hazardous materials incident that extends beyond an initial 12-hour operational period

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #10 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #10 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #10 APPENDIX: JOB AIDS

UPON ACTIVATION:

- Receive initial briefing from Emergency Services Director and/or Operations Section Chief
- Contact Incident Commander for updated briefing on situation in the field. Determine current and projected resource requirements.
- Set up physical location for ESF #10 functions within the EOC.

DURING OPERATIONS:

- Meet with EOC Operations Section Chief for briefing. Determine how ESF #10 will function in meeting the needs of the incident.
- Meet with other ESF Coordinators and support agency representatives, introduce yourself, and explain your function.
- If Interdivisional / state (MABAS-IL) HazMat assets are activated, meet with team leadership / support team assigned to ESF #10 functions. Ensure chain of command, performance expectations and resource ordering procedures are understood.
- If federal assets are activated, meet with Team Leader and/or ESF #10 coordinator.
- Review ESF #10 operational objectives for each operational period to assure they meet overall strategic objectives.
- Maintain contact with Emergency Services Director and EOC Operations Section Chief to assure long-range plans are incorporated into Incident Action Plans.
- Ensure an accountability system for personnel and resources is operational.
- Review demobilization plans and ensure they are consistent with management expectations.
- Maintain regular contact with and provide situation briefings to (field) ICS Operations and Plans Sections to assist with developing IAPs.
- Implement Demobilization Plan and issue Demobilization orders to teams as appropriate.
- Ensure after-action evaluation plans are in place and meet requirements.
- Participate in required debriefings.
- Maintain Unit Log (ICS Form 214).

DEMOBILIZATION PHASE:

- Ensure all necessary forms and records are complete and turned over to Documentation Unit prior to demobilization.
- Review and assure completion of all Worker's Compensation case files.
- Participate in the incident After-Action process.

EOC Staff		
E.S.D.:	OPS:	
Situation:		
ESFs Active / Coordinator:		
Disaster Impact / Needs Assessment (Prioritize HazMat objectives):		
Resource Inventory Available?	Where?	
Local / Mutual Aid Assets:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County / State Assets:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Assets:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Assets Required:		
Demob plan underway?	By whom?	Complete <input type="checkbox"/>

Reported By:

Agency:

Position:

Phone:

Event Name:

Event Date:

Situation:

Area Affected:

Has HazMat Response Team been dispatched? Yes No

Has Environmental HazMat been dispatched? Yes No

Type(s) of Incident: Fixed Facility Transportation Other: _____

Have receiving hospitals been notified? Yes No

Spill Location / Type	
Facility Name / Transportation Route:	
Chemical / Substance Name:	
Release Type(s):	<input type="checkbox"/> Liquid <input type="checkbox"/> Aerosol <input type="checkbox"/> Gas <input type="checkbox"/> Dust <input type="checkbox"/> Solid <input type="checkbox"/> Unknown
Address or GPS Coordinate:	
Protective Measures	
Population Recommendation:	<input type="checkbox"/> Shelter in Place <input type="checkbox"/> Evacuation
Minimum Safe Evacuation Distance:	<input type="checkbox"/> Miles <input type="checkbox"/> Feet
Shelter in Place Instructions for Residents:	<input type="checkbox"/> Close Windows <input type="checkbox"/> Block Gaps Under Doors <input type="checkbox"/> Turn Off HVAC Systems <input type="checkbox"/> Close Chimney Flues
Comments:	

Mutual Aid Received in the Last 24 Hours? Yes No

List Agencies Responding:

Mutual Aid Needed in the Next 24 Hours? Yes No

List Types of Mutual Aid Needed:

Critical Issues? Yes No

Explain:

Date of Report:

Prognosis - Worsening No Change
 Improving

Critical Contacts

Name/Agency		Address/Phone
1.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
2.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
3.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
4.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:
5.	Name:	Street:
	Agency:	City/Zip:
	Comments:	Phone:

Attach Spill Report if Available

ESF #11: AGRICULTURE AND NATURAL RESOURCES ANNEX

OVERVIEW

The City of Rolling Meadows is primarily a suburban community of residences, businesses and industry, and as such does not support a significant agricultural component within it. However, the City does maintain an urban forest, as well as having waterways in the form of several creeks and ponds. In addition, Arlington International Racecourse, which houses a large number of racehorses, borders the City and consequently City roads are frequently used by livestock transportation vehicles. Food safety inspections are routinely carried out by inspectors from the Community Development Department, and the Department of Public Works, along the Joint Action Water Agency, is responsible for maintaining the supply of potable water.

In a disaster, the Department of Public Works would engage to bring a quick initial response to help isolate and stabilize an emergency. Public Works is expected to bring a 24/7 continuous response and when necessary, work in cooperation with any outside agency, both public and private, as a severe disaster may require additional assistance via mutual aid associations. Public Works will utilize all resources, both human and material to bring support throughout the incident.

This Annex assumes that resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.

PURPOSE

Emergency Support Function #11, Agriculture and Natural Resources, supports the maintenance of safe food and water supplies, coordinates response activities related to waterways, forestry, animals or historical or cultural sites. ESF #11 also identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #11 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #11 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate with the ESF #11 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- The City of Rolling Meadows maintains a robust Department of Public Works, which will continue to be responsible for maintaining a safe public drinking water supply and managing streams and ponds, as well as maintaining the City’s urban forest.
- The Community Development Department, through its health inspectors, will work to ensure safety of food supplies and facilities in the City.
- The Rolling Meadows Police Department is responsible for animal warden duties, and is initially the primary agency for any incident involving animals.
- This function is activated in an emergency or disaster situation when there is:
 - Significant actual or potential contamination of waterways, potable water supplies and/or food sources
 - Disease(s) of plants or animals that constitute an immediate and ongoing threat
 - Any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF#11 to support the further development and ongoing maintenance of ESF#11.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #11 emergency management activities within the City as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF#11 capabilities.
- Identify, coordinate, and engage the ESF#11 stakeholders.
- Train and exercise the core capabilities associated with ESF#11.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Agriculture and Natural Resources information.

Emergency Support Function #11 acts to meet the Agriculture and Natural Resources needs in support of local government; support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #11:

- Provide for necessary testing and/or inspection of City food and water sources
- Coordinating response to veterinary emergencies, especially if incident affects a large number of animals
- Ensuring an appropriate response to ensure environmental safety of waterways and the urban forest

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #11. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #11, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #11 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with Agriculture and Natural Resources for the City of Rolling Meadows the following department has been identified as the primary coordinator:

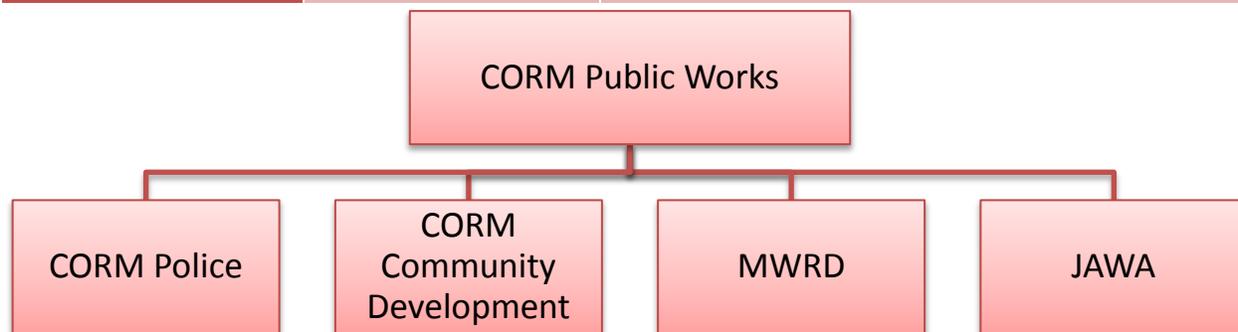
- **City of Rolling Meadows Public Works Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a roll in the support of the development of the ESF #11 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#11 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Community Development**
- **City of Rolling Meadows Police Department**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Suburban Municipal Joint Action Water Agency**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	<ul style="list-style-type: none"> • Coordinate inspection of wells, water storage and distribution infrastructure and facilities • Maintain the urban forest to provide for public safety and plant health; provide appropriate response to widespread plant / tree diseases • Ensure appropriate response to minimize the environmental effects of an incident on waterways
Community Development	All	<ul style="list-style-type: none"> • Conduct inspections and testing to provide for safe food and water supplies • Ensure appropriate consideration is given to historical and cultural sites
Police Department	All	<ul style="list-style-type: none"> • Coordinate response to large-scale incidents involving animals, including veterinary medical incidents
Metropolitan Water Reclamation District	All	<ul style="list-style-type: none"> • Coordinate response to environmental emergencies involving waterways
Joint Action Water Agency	All	<ul style="list-style-type: none"> • Coordinate the inspection of water supply infrastructure and facilities



REGIONAL AGENCIES

ESF #11 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the City of Rolling Meadows. The role of these regional agencies will depend on the specific nature of the emergency. The ESF #11 coordinator will possibly need to coordinate with one or more of the following regional agencies:

- Rolling Meadows Park District
- Salt Creek Rural Park District

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by

stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #11:

- Cook County Department of Public Health
- Cook County Forest Preserve District
- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #11:

- Illinois Department of Public Health
- Illinois Department of Agriculture
- Illinois Department of Public Works
- Illinois Environmental Protection Agency
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

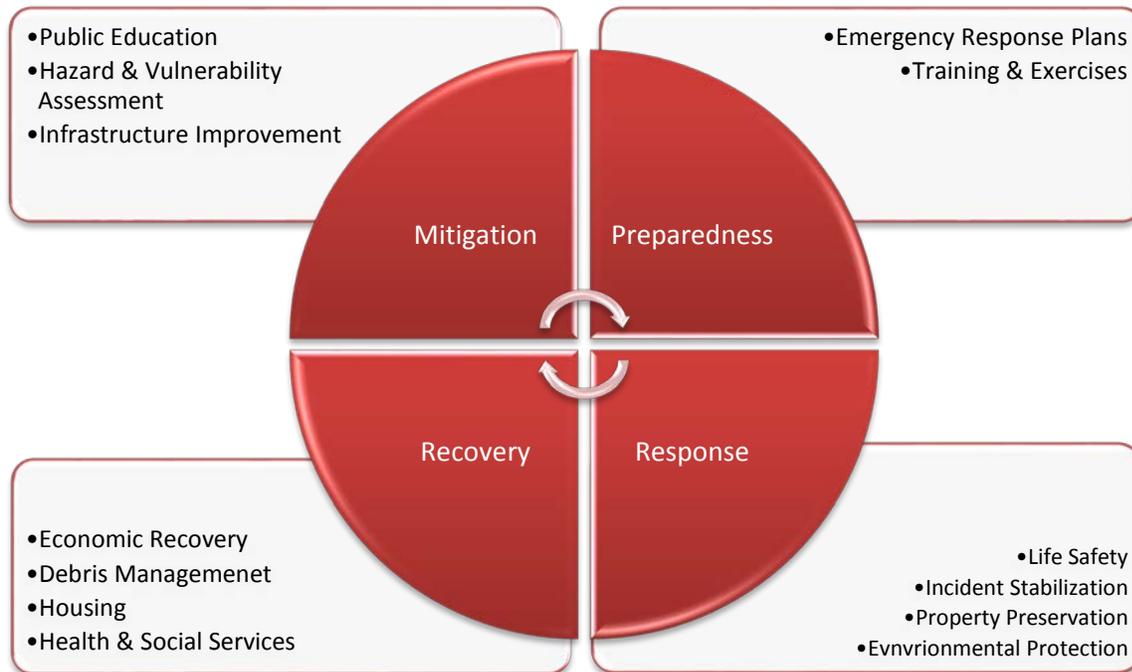
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #11 and public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #11 on a regular basis:

- U.S. Army Corps of Engineers
- U.S. Department of Agriculture
- Federal Emergency Management Agency
- Environmental Protection Agency

CONCEPT OF OPERATIONS

The ESF #11 is responsible for Agriculture and Natural Resources functions within the City, including maintenance and repair of City streets, parkways, sidewalks, parking lots, vehicles and urban forest, as well as providing for water distribution and sanitary and storm water collection. This section describes the ESF #11 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #11 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #11 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #11 include:



- Develop and maintain the ESF #11, Agriculture and Natural Resources, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #11 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #11 exercise process.
- Conduct regular ESF #11 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #11 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #11 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #11 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#11 Primary Coordinator include:

- The ESF #11 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #11 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #11 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #11 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of an incident involving contamination of the City's water supply or significant disruption or contamination of its food supply.
- In the event of an actual or threatened incident involving large-scale animal welfare concerns.
- In the event of widespread tree or plant disease or damage
- In the event of actual or threatened environmental damage or contamination of surface waterways

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #11 may include:

- Debris management
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #11 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #11 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #12: ENERGY ANNEX

OVERVIEW

Energy requirements for the City of Rolling Meadows are met by two major public utility companies, ComEd for electrical power and NICOR for natural gas. Both of these utilities maintain transmission, feeder and distribution networks within the City, serving government facilities as well as businesses, residents and industry.

In a disaster, the City Manager's office would engage with those utility companies to bring a quick initial response to help isolate and stabilize an emergency. The Fire and Public Works departments are expected to bring a 24/7 continuous response and work in cooperation with utility companies, as a severe disaster may require additional assistance via mutual aid associations.

This Annex assumes that resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.

PURPOSE

Emergency Support Function #12, Energy, supports the restoration and maintenance of public energy infrastructure, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #12 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #12 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate with the ESF #12 coordinator in order to uphold the mission of protecting life, property and the environment.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- Critical facilities, both public and private, within the City of Rolling Meadows typically maintain emergency generating capabilities to allow for continuous operation until restoration of electric utility infrastructure is accomplished in an emergency.
- Public utility companies (ComEd and NICOR) maintain robust construction capabilities for emergency restoration in the event of system damage and outages. The companies also maintain mutual aid agreements with other utilities and relationships with private contractors to supplement their capabilities during widespread events.
- The City's Department of Public Works will continue to be responsible for maintaining

emergency generating capability for critical public infrastructure such as sewer and water facilities, public buildings including police and fire stations and the Emergency Operations Center, and other facilities as the City deems appropriate.

- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to energy utility infrastructure; situations that result in widespread, persistent disruption of energy utilities (electrical service or natural gas service); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

This section identifies the goals for the ESF#12 to support the further development and ongoing maintenance of ESF#12.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize Function #12 emergency management activities within the City as an organization as whole.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the ESF#12 capabilities.
- Identify, coordinate, and engage the ESF#12 stakeholders.
- Train and exercise the core capabilities associated with ESF#12.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Energy information.

Emergency Support Function #12 acts to meet the energy needs in support of local government; support and nongovernmental organizations; industry essential service providers; other private sector partners; and individuals, families, and households, including individuals with disabilities and others with access and functional needs.

The following are responsibilities of ESF #12:

- Coordination with utility companies to restore service
- Provision and maintenance of emergency generators to support emergency responders at emergency scenes and the EOC
- Maintenance of supply, rental, and contractor records

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #12. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #12, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #12 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with Energy for the City of Rolling Meadows the following department has been identified as the primary coordinator:

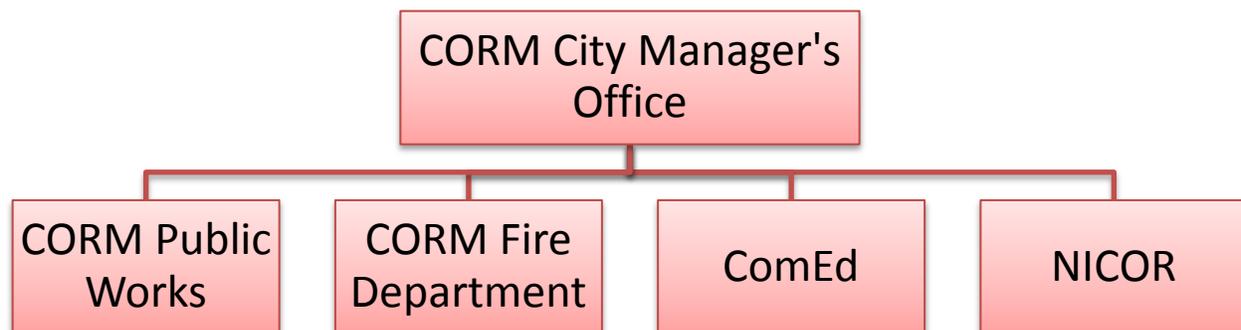
- **City of Rolling Meadows City Manager's Office**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #12 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#12 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Public Works Department**
- **City of Rolling Meadows Fire Department**
- **ComEd (Electric Utility)**
- **NICOR (Natural Gas Utility)**

Department/Agency	Division/Group	Responsibility
Public Works Department	All	<ul style="list-style-type: none"> • Ensure emergency electrical generating capability for critical infrastructure • Coordinate the provision of debris removal as required for utility companies to access damaged equipment • Respond to Joint Utility Locating Information for Excavators (JULIE) (8-1-1) locating requests
Fire Department	All	<ul style="list-style-type: none"> • Provide emergency response to monitor, isolate and/or secure electrical or natural gas incidents
ComEd	All	<ul style="list-style-type: none"> • Assess damage to electrical distribution infrastructure • Perform Emergency Restoration of Power activities • Coordinate with the City to ensure power restoration to critical infrastructure • Restore system to full capabilities
NICOR	All	<ul style="list-style-type: none"> • Assess damage to natural gas distribution infrastructure • Perform emergency repairs and restoration activities • Restore system to full capabilities



PRIVATE PARTNERS

The ESF #12 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #12 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ComEd
- NICOR

REGIONAL AGENCIES

ESF #12 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the City of Rolling Meadows. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds

that are under the control or jurisdiction of those agencies. The ESF #12 coordinator may need to coordinate with one or more of the following regional agencies:

- Palatine Township Highway Department
- Elk Grove Township Highway Department

COUNTY AGENCIES

The role of the County Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects county streets, highways, or county-owned buildings or grounds. Supporting County Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are County Agencies that play key roles in ESF #12:

- Cook County Transportation and Highway Department
- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by stakeholder agencies or the Primary Coordinator(s) during an incident. The following are State Agencies that play key roles in ESF #12:

- Illinois Commerce Commission
- Illinois Department of Transportation – Division of Highways
- Illinois Emergency Management Agency

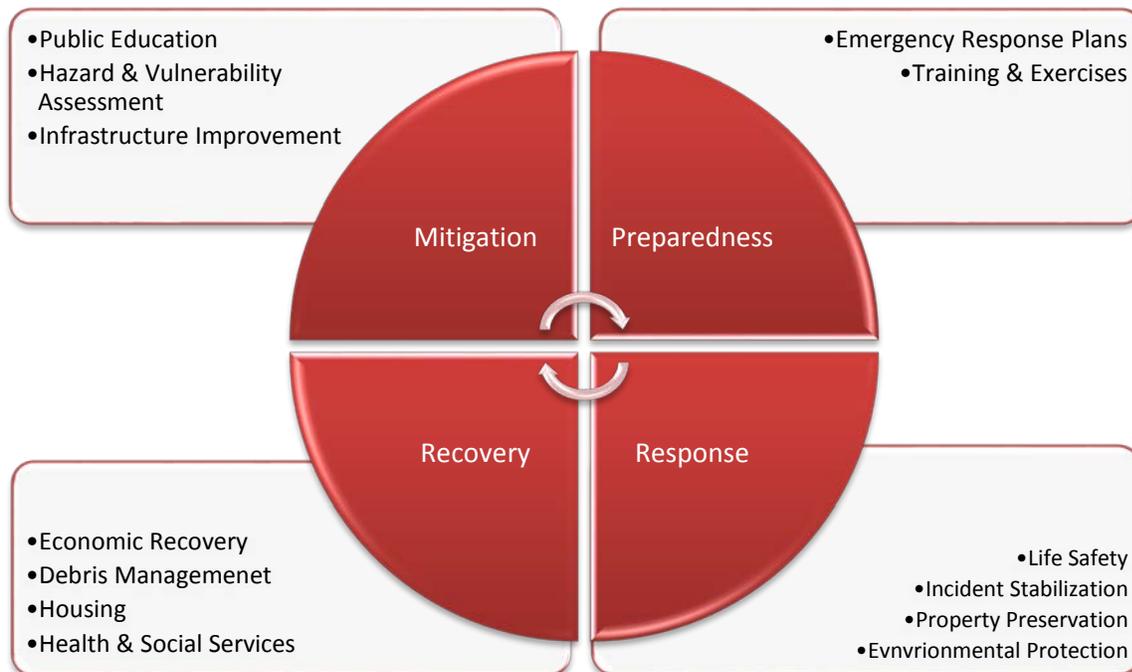
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. The interplay of ESF #12 and the Communications public and private sector stakeholders is a vital part of including whole community concepts into an all phases of emergency management. Some of the following stakeholders work closely with ESF #12 on a regular basis:

- U.S. Department of Energy
- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Environmental Protection Agency
- U.S. Department of Defense

CONCEPT OF OPERATIONS

The ESF #12 is responsible for Energy functions within the City, including maintenance and repair of electrical and natural gas transmission and distribution systems. This section describes the ESF #12 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #12 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #12 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #12 include:



- Develop and maintain the ESF #12, Energy, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #12 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #12 exercise process.
- Conduct regular ESF #12 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #12 resources necessary to support operations and begin to identify and document resource types.
- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #12 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #12 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#12 Primary Coordinator include:

- The ESF #12 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #12 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #12 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #12 stakeholders to the EOC regarding stakeholder’s intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a severe weather incident resulting in electrical utility system damage to such an extent that activation of the ComEd Joint Operations Center (JOC) is required.
- In the event of a catastrophic loss of natural gas or electrical supply.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #12 include:

- Damage assessment
- Restoration of utilities and repair and/or rebuilding of energy transmission or distribution infrastructure
- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Working with other ESF #12 stakeholders to prevent duplication of efforts.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #12 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #13: PUBLIC SAFETY AND SECURITY ANNEX

OVERVIEW

The City of Rolling Meadows Public Safety & Security (ESF #13) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency Public Safety & Security services at the local and regional level. The ESF#13 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #13 activities support the coordination of Public Safety & Security. The ESF #13 lead agency provides expertise primarily for local law enforcement.

PURPOSE

The ESF #13 annex provides guidance for a coordinated response and planning effort is to describe the coordination elements that are necessary to maintain order, ensure public safety, and coordinate the law enforcement mutual aid to meet the needs generated by disasters affecting the City.

SCOPE

The plans and systems that make-up the ESF #13 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #13 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, damage to property or the environment.

During an emergency response, city departments and agencies retain their respective administrative authorities, but coordinate with the ESF #13 coordinator in order to uphold the mission of protecting life, property and the environment. Law enforcement coordination takes place through the local Police Chief and coordinates throughout the region with other local police chiefs.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- The City has plans and policies in place to manage daily police operations and has policies for operating in disaster situations.
- The City is susceptible to various types crimes as commonly seen in municipalities of similar size.
- There constantly remains the potential for a major law enforcement incident that would exceed local response resources.
- Acts of terrorism or mass violence are primarily law enforcement incidents and will be led by the ESF #13 coordinator.

- The Police Department has the primary responsibility for evacuating citizens during an emergency or disaster.
- Public Safety & Security assistance is provided through the Illinois Law Enforcement Alarm System(ILEAS), a community-to-community system of providing resources, of which Rolling Meadows is a member.
- Northwest Central Dispatch Center is the primary dispatching point for Law Enforcement resources for the city and plays a role in ordering resources during an incident.

GOALS

This section identifies the goals for the ESF#13 to support the further development and ongoing maintenance of ESF#13.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #13 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the transportation system response capabilities.
- Identify, coordinate, and engage the emergency ESF #13 stakeholders.
- Train and exercise the activities of ESF #13.
- Provide input and planning assistance for any Hazard specific annexes which contain Public Safety & Security elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #13. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #13, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #13 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the City of Rolling Meadows the following department has been identified as the primary coordinator:

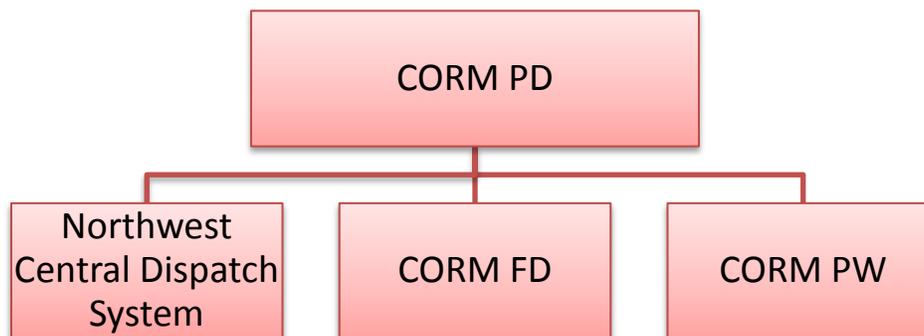
- **City of Rolling Meadows Police Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #13 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#13 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Public Works Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Police Department	All	<ul style="list-style-type: none"> • Establish on-scene incident command of law enforcement incidents. • Provide general law enforcement resources to disrupt criminal activities. • Protect emergency responders. • Protect critical infrastructure during disaster response or as requested. • Provide evacuation routes for the City in the event of a large scale disaster.
Fire Department	All	<ul style="list-style-type: none"> • Through unified command assist in on-scene medical care for law enforcement. • Provide rescue task force response capabilities.
Public Works Department	All	<ul style="list-style-type: none"> • Provide assistance for on-scene incident command. • Assist in shutting down roads and providing barriers. • Provide street signage.
Northwest Central Dispatch System	All	<ul style="list-style-type: none"> • Coordinate requests for assistance and/or resources from neighboring police agencies as well as requests from regional aid groups. • Provide dispatching and communications for field command.



PRIVATE PARTNERS

The ESF #13 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #13 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

-

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #13:

- Cook County Department of Homeland Security and Emergency Management
- Cook County Sheriff's Office
- Northern Illinois Police Alarm System

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #13:

- Illinois Emergency Management Agency
- Illinois State Police
- Illinois Department of Corrections
- Illinois Commerce Commission

- Illinois Department of Military Affairs
- Illinois Department of Natural Resources
- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Law Enforcement Alarm System

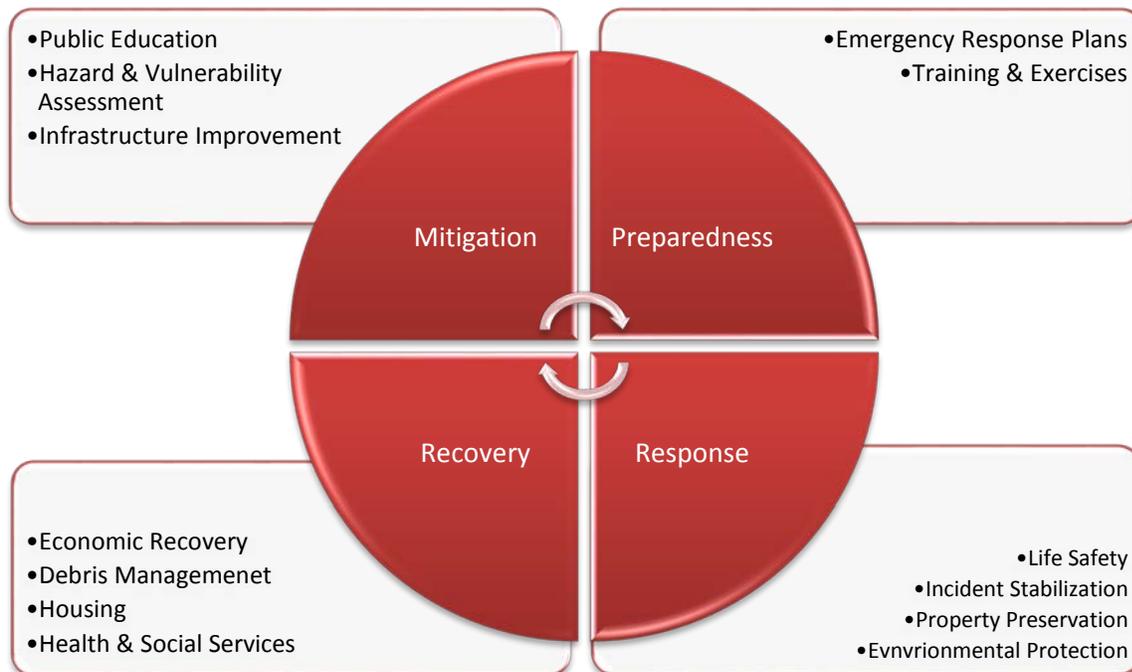
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #13 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Justice
- Department of Defense
- Department of the Interior
- Department of the Treasury
- National Guard Bureau

CONCEPT OF OPERATIONS

The ESF #13 is responsible for Public Safety & Security activities that take place within the City boundaries. This section describes the ESF #13 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The City of Rolling Meadows participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #13 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #13 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #13 include:



- Develop and maintain the ESF #13, Public Safety & Security, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #13 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #13 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #13 resources necessary to support operations and begin to identify and document resource types.
- Create an of inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #13 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #13 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#1 Primary Coordinator include:

- The ESF #13 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #13 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #13 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #13 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.

- In the event of a law enforcement incident requiring the activation of the Illinois Law Enforcement Alarm System (ILEAS) within the City boundaries.
- In the event of an act of terrorism or mass violence resulting in the loss of life within the City boundaries.
- In the event that it is determined that the City needs to be evacuated due to a disaster or emergency.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #13 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

ESF #13 APPENDIX: EVACUATION

OVERVIEW

The City of Rolling Meadows Public Safety & Security, ESF #13, coordinator is ultimately responsible for the evacuation of the City in the event of an emergency or disaster that would require such action. The ESF 13 agencies coordinate with each other to constantly develop plans for the effective evacuation of persons within the City.

PURPOSE

The purpose of this appendix is to define which agencies have direct responsibility for evacuation. Additionally, this appendix provides more details and assumptions regarding the scope of evacuation operations.

SCOPE

The city is responsible for the evacuation of its businesses and residents in the event that life, property or general safety is at risk. The City is responsible for coordinating the movement of people from our municipality to a destination where they will be out of harms ways. The City will coordinate with its neighboring communities prior to and during a mass evacuation to coordinate the provision of mass care as needed (ESF #6). The transportation coordinator (ESF #1) in the EOC will work closely with the ESF #13 coordinator to ensure that transportation modules are available for all citizens as defined by this EOP. Each ESF coordinator associated with evacuation maintains plans and agreements to assist in the facilitation of the evacuation process.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations, "Assumptions" provide context, requirements, and situational realities.

- Whenever a threat to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the law may close the area where the threat exists.
- Law enforcement agencies are typically responsible for enforcing an evacuation order.
- Citizens have the legal right to refuse to evacuate, however if this act endangers children, they are subject to arrest. If a citizen refuses an evacuation advisory he/she does so at his/her own peril, and assumes the inherent risks.
- During an evacuation, law enforcement or other emergency personnel may determine the route(s) of travel depending on the hazard location, behavior wind, terrain, etc.
- Depending on circumstances, there may be time to collect valuables. If the evacuation advisory is urgent, there could be only time for evacuees to get into their vehicle and follow the route that the deputy provides. This underscores the importance of preparation on the part of residents.

- In the event that the ESF #15 coordinator activates a computerized mass phone calling disaster alert system, the call will provide some directional information and most probably the location of a temporary evacuation center. If telephone poles and wires close to the disaster are damaged, the system may not activate in a particular area.
- After an area has received an evacuation advisory, the Police Department will, if possible, conduct patrols to prevent theft and looting.
- The terms “voluntary” and “mandatory” are used to describe evacuation orders. Local jurisdictions may, however, use other terms including but not limited to “precautionary” and “immediate threat.” The term used are related to the significance of the danger to provide for the safety of the residents not the legal ability to remove someone from their home or place of business.

STAKEHOLDERS

As described previously in the ESF#13 Annex the primary coordinator for the Public Safety and Security function is the Chief of Police or their designee. In addition to the ESF#13 coordinator the process for evacuation is also supported by the following support function coordinators:

- ESF#1 Transportation
- ESF#4 Firefighting
- ESF#6 Mass Care

PLAN MAINTENANCE

Please see ESF#13 for maintenance guidance for this applicable maintenance for this appendix.

ESF #15: WARNING AND EXTERNAL AFFAIRS ANNEX

OVERVIEW

The City of Rolling Meadows Warning and External Affairs Annex (*ESF #15*) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide timely, accurate, and coordinated information. In addition, ESF #15 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management. The ESF #15 stakeholders embrace the “whole community” by coordinating and sharing information with the media, faith-based and nongovernmental organizations (NGOs), the private sector, the local populace, and individuals with limited English proficiency. This audience includes individuals with disabilities and others with access and functional needs. The ESF#15 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

During a response, the Public Information Officers (PIO) stands up the Public Information function in the City EOC. Other stakeholders may also stand up their agency’s Public Information function. If more than one PIO function is activated, the ESF #15 stakeholders collectively decide whether or not to activate/form a Joint Information Center (JIC) to coordinate and communicate information on an emergency in which multiple PIOs have requested assistance for preparing and disseminating information.

PURPOSE

The purpose of Function #15 is to organize stakeholders with responsibilities to strengthen collaboration and coordination among public health, environmental health and medical stakeholders that have the legal authorities, resources and capabilities to support operations during emergencies that affect public health and/or medical services, and by so doing, save lives, protect health and safety, and preserve the environment into a coordinated response.

The purpose of the ESF #15 is to describe the coordination elements that are necessary to provide accurate, coordinated, timely, and accessible information to the public. The ESF #15 Primary Department coordinates the emergency public information activities that support the local county, state and federal public information activities. Each ESF #15 stakeholder coordinates and communicates within their agency, but also with all agencies within their respective areas of operation. The ESF #15 stakeholders also provide recommendations and subject matter expertise to the associated departments to address public information preparedness, response, and recovery planning and operational activities.

SCOPE

The plans and systems that make-up the ESF #15 Annex may be activated in whole or in part as described in response to a request for support. A response may also be carried out under other key response authorities identified in plans identified in this annex.

The scope of ESF #15 includes the appropriate actions to provide accurate, coordinated, timely, and accessible information to the public. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions.

- Provides an overview of the Public Information system.
- Identifies the legal basis for the ESF #15 Annex and the emergency management activities of ESF #15 stakeholders.
- Identifies the ESF # 15 mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for ESF #15 development, implementation and maintenance.
- Provides an overview of activities that support the four phases of emergency management.

During an emergency response, departments and agencies retain their respective administrative authorities, but coordinate within the ESF #15 structure in order to uphold the mission of protecting life, property and the environment. ESF #15 stakeholders are involved in a wide spectrum of activities which are defined based on the incident and its complexity.

ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations “Assumptions” provide context, requirements, and situational realities.

- The PIOs that makeup this ESF are responsible for generating media releases and providing guidance to residences and the elected officials as part of their preparedness efforts.
- The PIOs are responsible for having access to the various City and departmental social media accounts.
- The PIOs have the authority to send messages via social media, traditional media and City specific media such as sign-boards and the City web page.
- All messages generated by the ESF#15 coordinators will be approved by the City Manager or their designee before they are released.
- Northwest Central Dispatch System maintains the ability to send reverse 911 messages on behalf of the City.
- Northwest Central Dispatch System maintains the City’s warning sirens and has the ability to set them off at the request of the City.

GOALS

This section identifies the goals for the ESF#15 to support the further development and ongoing maintenance of ESF#15.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #15 emergency management activities.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the External Affairs response capabilities.
- Identify, coordinate, and engage ESF #15 stakeholders.
- Train and exercise the activities of ESF #15.

- Provide input and planning assistance for any Hazard specific annexes developed which contain External Affairs elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #15. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #15, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #15 has been activated. Upon arrival to the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with communications for the City of Rolling Meadows the following department has been identified as the primary coordinator:

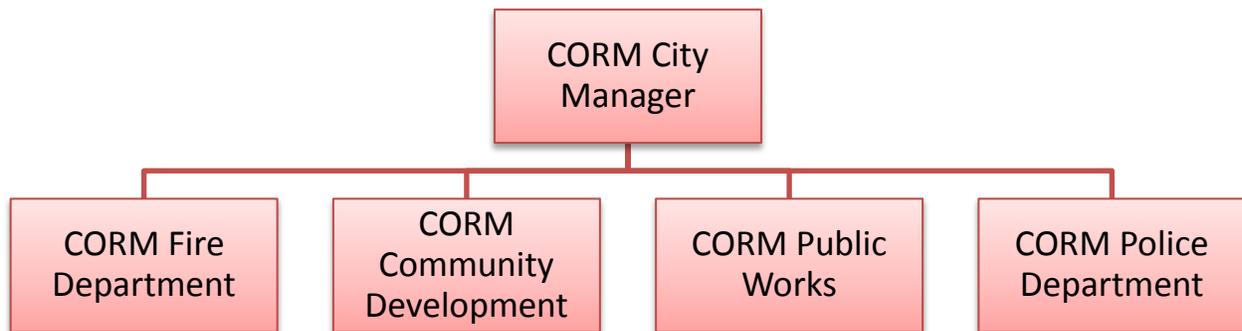
- **Rolling Meadows City Manager**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #15 annex. These supporting stakeholders have responsibilities in certain aspects of ESF#15 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Community Development Department**
- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Public Works**
- **City of Rolling Meadows Police Department**
- **Northwest Central Dispatch System**

Department/Agency	Division/Group	Responsibility
Community Development	All	<ul style="list-style-type: none"> • The Fire Department maintains a public information officer.
Fire Department	All	<ul style="list-style-type: none"> • The Fire Department maintains a public information officer. • The Fire Department has the ability to provide warnings via the PA system in their vehicles to send mass messages
Public Works	All	<ul style="list-style-type: none"> • The Public Works Department maintains a public information officer.
Police Department	All	<ul style="list-style-type: none"> • The Police Department maintains a public information officer. • The Police Department has the ability to provide warnings via the PA system in their vehicles to send mass messages.
Northwest Central Dispatch System	All	<ul style="list-style-type: none"> • Provides the City the ability to send reverse 911 messages through the shared mass notification platform. • Provides the City the ability to set of their warning sirens.



PRIVATE PARTNERS

The ESF #15 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in the ESF #15 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ABC 7 News
- CBS 2 News
- NBC 5 News
- The Daily Herald

COUNTY/REGIONAL AGENCIES

The role of the County/Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County/Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County/Regional Agencies that play key roles in ESF #15:

- Cook County Department of Homeland Security and Emergency Management

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the local Fire Chief or the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #15:

- Illinois Emergency Management Agency

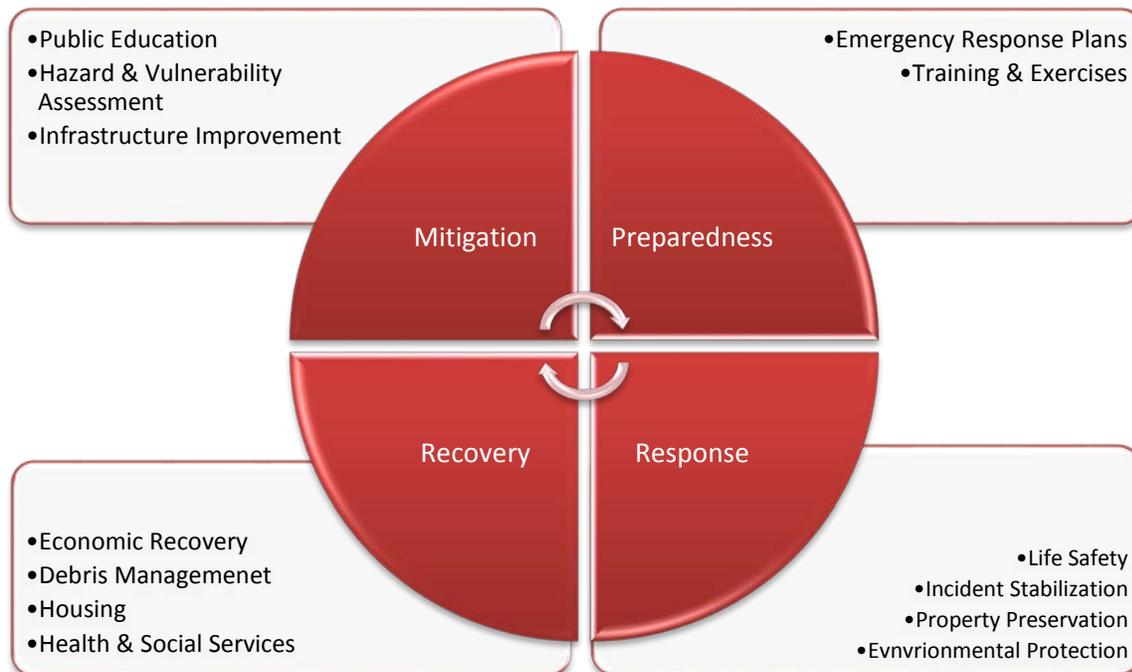
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency. Some of the following stakeholders work closely with ESF #15 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency

CONCEPT OF OPERATIONS

The ESF #15 is responsible for firefighting activities that take place within the City boundaries. This section describes the ESF #15 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The City of Rolling Meadows participates in Mitigation planning through the Cook County Department of Homeland Security and Emergency Management. Mitigation activities for ESF #15 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #15 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #15 include:



- Develop and maintain the ESF #15, Warning and External Affairs Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #15 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #15 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #15 resources necessary to support operations and begin to identify and document resource types.
- Create an of inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #15 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #15 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF#15 Primary Coordinator include:

- The ESF #15 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #15 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #15 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #15 stakeholders to the EOC regarding stakeholder's intelligence and resource capabilities.

WARNING MODES

City wide warnings leverage a variety of technologies in the event of an emergency or disaster. The following is a list of City warning tools the entities that provide support for those tools and the departments that primarily use the tools.

Communication System	Provider	Service Provided	Departments
Everbridge	Everbridge	Reverse 911	All
City Web Page	Civic Plus	Community Messaging	City Manager’s Office
Vehicle PA Speakers	Vehicle Specific	Public Announcements	Fire, Police and Public Works
Severe Weather Sirens		Outdoor Alerts	Fire Police and Public Works

PLAN ACTIVATION

This annex of the City of Rolling Meadows Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the City of Rolling Meadows Municipal Code or as needed on the authority of the Director of Emergency Management (City Manager) or designee (Fire Chief) based on incident complexity.
- In the event that the EOC activates at a level two or higher.

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF#15 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Providing a common medium for communicating messages to the public.

PLAN MAINTENANCE RESPONSIBILITIES

This ESF annex will be maintained by the ESF #15 primary coordinator as identified previously in this annex. Annex maintenance and revision will take place as needed and shall go no longer than two years without a revision. Revisions to this annex are reviewed by all identified primary coordinating and support agencies and departments before submission for review.

HAZARD SPECIFIC ANNEX: HAZARDOUS WEATHER

OVERVIEW

The City of Rolling Meadows is susceptible to impacts from severe weather that have the potential to cause injuries to citizens and government employees, disrupt essential services delivered by the City, and cause damage to infrastructure, public and private property. The City of Rolling Meadows and its citizens can take steps ahead of time that will mitigate the effects of severe weather, and by using a robust warning system, the populace and City employees can be informed of impending or occurring severe weather. When severe weather occurs, the City of Rolling Meadows will respond as appropriate based on the scope of the incident. This response may range from simply monitoring conditions to a full activation of the Emergency Operations Center in order to coordinate the operations of all City and partner departments and agencies to maximize the efficiency of response and recovery activities.

PURPOSE

The purpose of this annex is to outline the organization, responsibilities, operational concepts and procedures for response to actual and/or forecasted severe weather emergencies, in order to get time-critical, lifesaving severe weather warnings to the people of the City of Rolling Meadows in the most expeditious manner. These warnings are meant for citizens and government employees, including employees that are working in emergency services and are out on the roads and streets of our community. This annex will also outline activities that City staff and departments will undertake to prepare for severe weather and mitigate the effects thereof, and will outline initial activities the City will perform to begin the transition from response to recovery activities after an event has occurred.

SCOPE

This plan covers all areas of the City of Rolling Meadows and addresses all types of hazardous weather that may impact it, including but not necessarily limited to: flooding, flash flooding, severe thunderstorms, tornadoes, hail and high wind events.

ASSUMPTIONS

This annex makes the following assumptions about hazardous weather events:

- Some people who are directly threatened by severe weather may ignore, not hear or not understand warnings issued by government authorities (ESF 15).
- Response and recovery efforts may be hampered by critical infrastructure being damaged or destroyed by the severe weather event (ESF 3).
- The need for increased security for damaged areas within the City may exist (ESF 13).
- Evacuations may occur due to impending threats or damage to structures. Mass care and human service facilities may be required (ESF 6).
- Responders may have critical needs of their own due to a severe weather event.

GOALS

This section identifies the goals for the City of Rolling Meadows in preparing for and responding to hazardous weather situations in accordance with guidelines established by the National Weather Service in its StormReady program. This section also supports further goals and ongoing maintenance of hazardous weather preparedness.

- Detail Communications / Dispatch Center procedures related to natural hazards.
- Specify EOC activation criteria specific to severe weather threats.
- Establish weather spotter activation criteria and reporting procedures.
- Establish criteria and procedures for the activation of the public warning system in the City.
- Outline Preparedness and Mitigation activities specific to hazardous weather.

ORGANIZATION

Hazardous weather alerting comes under the jurisdiction of the City of Rolling Meadows Emergency Management Agency. The Agency will provide direction, coordination, and guidance to the entities that are involved with directly getting the alerts out to the people of the City, while working closely with the National Weather Service (NWS) Chicago office in Romeoville.

Information initially flows from the NWS to the county agencies, news media, organizations, and the general public. A variety of methods can be used to provide these warnings to the public, including NOAA Weather Radios, outdoor warning sirens, the Emergency Alert System on broadcast media, and reverse 9-1-1 systems. As possible threats are identified, information on those threats begin to flow in both directions helping to further define the threat and allowing better and more detailed warning information to be issued.

CONCEPT OF OPERATIONS

Hazardous weather operations begin with daily monitoring of the NWS forecasts and weather radar by the local Emergency Management Agency, Northwest Central Dispatch, and others. When hazardous weather is identified as potentially threatening the City of Rolling Meadows, additional specialized groups and activities are brought into play. When a hazard is identified as threatening the City of Rolling Meadows, alerts are put out to the public and active tracking of the threat by field resources occurs with real-time flow of information between the EOC, Northwest Central Dispatch center, trained spotters, local emergency and government services, local news media, and the NWS Chicago office.

City departments and support agencies responsible for responding to severe weather emergencies will do so generally using procedures parallel to their normal day-to-day operations. If the severe weather event causes injuries and/or damage beyond our normal response capabilities, departments will request assistance as needed through regional mutual aid partners (e.g. MABAS, ILEAS, IPWMAN, etc.), County, State or Federal agencies. The City may also supplement the local response with Emergency Management volunteers serving in a variety of capacities, and may also activate the Emergency Operations Center at any of several levels as appropriate to the incident. Field personnel and those assigned to the EOC should all ensure that activities are documented or logged, for example, by using an ICS 214 (Activity Log).

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

In the event of severe weather damage, the Emergency Operations Center (EOC) will be activated at higher levels when necessary to support emergency service response operations. Levels of EOC activation due to weather events are as follows:

- **Level 4** – When the City of Rolling Meadows is under a severe weather Watch or Warning of any type, or has incurred minor severe weather damage. Components activated:
 - EOC may be minimally activated (monitor only) during business hours; after hours Emergency Management staff monitor weather conditions from home.
- **Level 3** – When the City of Rolling Meadows has incurred moderate severe weather event damage. Components activated:
 - Emergency Management Coordinator
 - EOC is staffed as needed if required for interdepartmental coordination
- **Level 2** – When the City of Rolling Meadows has incurred major severe weather event damage. Components activated:
 - Emergency Management Coordinator
 - EOC Room staffed as needed
 - RACES amateur radio station
- **Level 1** – When the City of Rolling Meadows has incurred catastrophic severe weather damage. Components activated:
 - Emergency Management Coordinator
 - EOC Room fully staffed, including appropriate ESFs
 - RACES amateur radio station
 - Policy Group

SPOTTER ACTIVATION

The National Weather Service provides Weather Spotter training, which teaches people what to look for, what to report, and how to report hazardous weather to the national weather service. The City of Rolling Meadows Emergency Management Agency coordinates spotter activity within the City.

EMERGENCY AND GOVERNMENT SERVICES

Some local public works, law enforcement and fire / EMS personnel have been trained as Spotters by the NWS. Many of these professionals are in the field and able to act as severe weather spotters, calling their reports in to the NWS Chicago office by phone or other appropriate means.

When the NWS puts the City of Rolling Meadows under a severe weather Watch or Warning, Northwest Central Dispatch will transmit that information to all emergency services via their radio talk groups and fire station alerting system, will keep all units advised of the status / location of any severe weather.

EMERGENCY MANAGEMENT VOLUNTEERS

The City of Rolling Meadows Emergency Management Agency includes a cadre of trained volunteers, many of whom have also been trained as Spotters. These volunteers are activated by Everbridge phone / text paging when the EMA Director determines that their service as spotters is required. These members will report any significant findings to the EOC, Northwest Central Dispatch or the NWS Chicago office using their established reporting procedures.

GENERAL PUBLIC

Citizens are urged to take the NWS Spotter training and make reports directly to the NWS Chicago office in Romeoville. Information on Spotter training is available on the NWS website. The Emergency Management Agency does not activate the general public.

REPORTING CRITERIA

Spotters will report any of the following events to the NWS Chicago office in Romeoville:

- Hail: any size; report the largest observed hailstone
- Measured wind gusts over 40 mph
- Wind Damage:
 - Estimate speed
 - Size of damaged healthy tree branches
 - Size of damaged / uprooted trees
 - Number of damaged trees
 - Structures damaged
 - Impacts (power outages, blocked roads, etc.)
- Wall Cloud; watch for rotation and persistence (about 5 minutes)
- Funnel Cloud (not touching ground); must observe rotation
- Tornado (touching the ground); must see debris being lifted into the air or damage on the ground

- Flooding, rapidly rising water covering roads / streets and/or flooding buildings
- Injuries or deaths

Along with the above information, you must include the **time of observation** and the **location of the weather event**. A weather spotter guide, which includes contact information for the NWS Chicago Office is located in Appendix 1.

METHODS OF WARNING

The NWS takes the lead in alerting the public to severe weather, but the City of Rolling Meadows Emergency Management Agency, Northwest Central Dispatch, local news media, and emergency services all play a part in getting the warning out.

WEATHER ALERT RADIOS

All hazards / weather alert radios are set off by the NWS and certain government agencies for severe weather information, watches, and warnings, as well as Amber Alerts and other important emergency information. This is the single most important warning method for severe weather and all homes, businesses and organizations are urged to have at least one in a constantly monitored area.

OUTDOOR SIRENS

The City of Rolling Meadows has five (5) tornado warning sirens throughout the City. These sirens are meant to alert citizens who are outside in the area of the siren. They are not meant to warn citizens inside structures, although structures within a close distance (which varies by location) to the siren may hear the siren going off. These sirens are set off via radio by Northwest Central Dispatch. The distance these outdoor warning sirens can be heard varies based on location, type of siren, and conditions. Normally it is expected that the sirens can be heard for up to approximately one mile from the siren, although due to conditions, that distance can be less or even much greater. Procedures for activating the sirens are documented in the appendix of this section.

The outdoor tornado warning sirens are tested on the first Tuesday of the month, depending on the weather. If the weather is stormy, the test is postponed in order to not cause confusion or interfere with ongoing severe weather monitoring.

BROADCAST MEDIA

Broadcast media receive their weather warnings from the NWS and will promptly interrupt their normal broadcast to issue the weather warning to their audience. They also normally provide additional information over and above just the warning statement from the NWS, including real-time tracking of the storm based on their own or other radar sites.

SOCIAL MEDIA

The City of Rolling Meadows Emergency Management Agency maintains both Facebook and Twitter accounts. Real-time weather warnings are better served by Twitter than by Facebook so only general weather statements about possible pending severe weather will be posted to Facebook. Twitter will be used when staff has the time to post real-time information, but this should not be looked to for primary warnings of severe weather.

The NWS and broadcast media also use social media and following them may provide useful warning information.

It is recommended by the City of Rolling Meadows Emergency Management Agency that users of smart cell phones sign up for any of the available text alerting services that are available for free. The Federal Emergency Management Agency (FEMA), along with local broadcast media typically have such a service available to sign up for on their websites.

NOTIFICATION OF LOCAL OFFICIALS

When Northwest Central Dispatch receives a warning of impending or occurring severe weather, key personnel for the City should be notified. On-duty fire and police personnel will be notified over the air and/or via station alerting per NWCDS protocol, and an e-page will be sent to personnel. City officials who are on the EOC Everbridge notification group will also be notified of the situation.

WARNING SPECIAL FACILITIES AND POPULATIONS

Special populations and facilities will be warned of severe weather by the following methods:

1. Visually impaired: Everbridge reverse 9-1-1 (TTY), EAS messages on radio and NOAA Weather Radio.
2. Hearing-impaired: Everbridge reverse 9-1-1 (TTY), Captioned EAS messages on television and NOAA Weather Radio.
3. Special Facilities: Everbridge reverse 9-1-1 (TTY), EAS messages on radio/television and NOAA Weather Radio, route alerting and door-to-door notification if necessary.

PUBLIC ADDRESS NOTIFICATIONS

In the event of a failure of all other systems, or if additional, specific guidance for residents is required, the City will provide warning to the public through the use of Police and or Fire Department vehicles driving routes through the City and providing verbal instructions using the public address (PA) loudspeaker systems on those units.

PREPAREDNESS AND MITIGATION

A critical step in the planning process for hazardous weather emergencies is for the City of Rolling Meadows to prepare for events that have been identified as likely to occur here, and to undertake mitigation activities that will diminish the impact of those events on the community. Many of those weather events occur in a predictable annual cycle, and preparation and mitigation efforts (including public education) should follow a similar pattern to keep timely, pertinent information available to residents. The City, through the Emergency Management Coordinator, should consider the following specific actions:

- Seasonally targeted educational programs and public information outreach and campaigns to increase awareness of specific hazards and actions citizens can take to prepare for those hazards
- Periodically brief the media, through releases, and the public, through social media, on local warning systems and procedures
- Develop educational materials for specific health concerns related to severe weather events for distribution as required (for example, biological or mold concerns following flooding, carbon monoxide awareness subsequent to events that cause power outages, etc.)

Other regular and seasonal maintenance activities can also have the effect of mitigating threats from severe weather, including tree trimming, pre-treatment of road surfaces in advance of snow or ice, clearing culverts and storm drains, leaf removal from streets prior to heavy rain, advocating for locating utilities underground instead of overhead, etc. Departments should review vendor contracts, resource lists and mutual aid agreements on a regular basis to ensure that necessary resources of all kinds are available when needed.

Public Works and Community Development departments should also use historical data from severe weather events in determining capital improvement projects (such as increasing storm sewer capabilities in areas with recurrent street flooding) and updating of zoning maps or water retention and/or detention capabilities in flood-prone neighborhoods or business districts.

RECOVERY

Initial recovery operations will begin as a transition from response activities. The primary focus in the early hours following a severe weather event will be to protect public safety by restoring critical infrastructure, including utilities, roads, bridges, water distribution and sewer systems, flood control and drainage systems, etc. to functional status as soon as possible. This may be concurrent with response activities. Coordination with outside agencies including ComEd, NICOR, telecommunications companies, county and state highway departments, the Water Reclamation District, and others will often be required. Initial and ongoing debris removal will also be a part of this initial effort. Prioritization of activity will be dependent on damage assessments. As the recovery operation proceeds, the Finance Department and City Administration (including legal counsel) will be increasingly involved to verify that proper procurement rules are followed and to ensure accurate documentation. Long-term recovery operations, when needed, should incorporate mitigation strategies into the recovery plan.

PLAN MAINTENANCE RESPONSIBILITIES

The City of Rolling Meadows Emergency Management Agency will maintain the Hazardous Weather Annex document, review it at least annually, and update it as needed. Copies of the updated Annex will be included in the City of Rolling Meadows Emergency Operations Plan and issued to all authorized agencies.

APPENDIX 2: OUTDOOR WARNING SYSTEM ACTIVATION AND TESTING

NWCDS Northwest Central Dispatch System

SYSTEM DIRECTIVE



SUBJECT: OUTDOOR WARNING SYSTEM ACTIVATION/TESTING		
NUMBER: II-M-100-6	ISSUE DATE: 07/20/2017	EFFECTIVE DATE: 08/03/2017
RESCINDS & REPLACES:	AMENDS: II-M-100-5	PAGE NO. 1 of 5

POLICY

In order to comply with Federal and State guidelines, and to ensure the operation of the outdoor warning system, Northwest Central Dispatch will test the systems for Arlington Heights, Buffalo Grove, Elk Grove Village, Hoffman Estates, Inverness, Mount Prospect, Palatine, Prospect Heights, Rolling Meadows, Schaumburg and Streamwood on the first Tuesday of every month at 1000 hours. Barrington Countryside sirens are activated by the Lake Zurich dispatch center. Furthermore, this policy will outline procedures as to when the Outdoor Warning System should be activated in an emergency situation.

PROCEDURE A - OUTDOOR WARNING SYSTEM ACTIVATION CRITERIA

1. The following criteria should be used to determine the activation of the outdoor warning system:
 - a. A confirmed sighting of a tornado tracking toward the community that is reported by a trained weather spotter within the community or surrounding communities.
 - b. The receipt of a tornado warning that has been issued by the National Weather Service which includes the community or communities affected.
 - c. Reports of significant ongoing storm damage due to winds of 70MPH or greater along with golf ball size hail.

PROCEDURE B - SYSTEM ACTIVATION PROCEDURES (ZETRON)

1. Arlington Heights, Palatine and Prospect Heights (1 Siren) are activated from one of the three Zetron encoders located at Positions 2, 8 and 14, using the pre-programmed buttons for tornado and cancel.

2. All other agencies, including the second Prospect Heights siren, are activated by the Fulton control panels located at DISP2 or DISP14.
3. For ZETRON only - Multi-Select the ESDA and Fire N-2 radio frequencies. Keep in mind that when the tones are being broadcast on the ESDA and Fire N-2 frequency, your microphone is live on the channel. Any voice traffic or loud room sounds could disrupt the integrity of the tones and fail to set off the sirens. To prevent this from happening, keep the headset jack plugged in but disconnect the top portion of the headset.
4. Press the red **TORNADO** button; then press the **SEND** button.
5. Watch for a series of numbers to appear and then flash.
6. Again press the red **TORNADO** button; then press the **SEND BUTTON**.
7. Watch for a series of numbers to appear and then flash.
8. Let siren run for 5 minutes.
9. Press the reset button.
10. Activate the sirens every 10 minutes until the threat is over.

PROCEDURE C - SYSTEM CANCELATION PROCEDURES (ZETRON)

1. Sirens should cancel after a few minutes. If they do not, follow the steps below.
2. Press the **CANCEL** button; then press the **SEND** button.
3. Watch for a series of numbers to appear and then flash
4. Again press the **CANCEL** button; then press the **SEND** button.
5. Watch for a series of numbers to appear and then flash.
6. Press the **RESET** button.

PROCEDURE D - SYSTEM ACTIVATION PROCEDURES (FULTON)

1. On the Fulton Panel at DISP2 or DISP14, turn the key to **ON**. The red **SEND ENABLE** indicator will light.
2. Press and hold down the button labeled **TORNADO** while **SIMULTANEOUSLY** pressing the **SEND** button then release both buttons. If successful, you should

- see *“Tornado command successfully sent”* on the display screen. If this message is not displayed, re-send the command.
3. After the successful transmission of the command, start the timer for **five minute while the sirens are running**.
 4. At the five MINUTE MARK, press and hold down the cancel button labeled **CNCL** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see a *“Cancel command successfully sent”* on the display screen. If this message is not displayed, re-send the command.
 5. Activate sirens every 10 minutes until the threat is over.

PROCEDURE E - SENDING INDIVIDUAL SIREN COMMANDS (FULTON)

1. Activate the Fulton Panel.
2. Press and release the **TORNADO** button.
3. Enter the encoder reference number (ex: Elk Grove - 02, Buffalo Grove - 05, etc).
4. Press the send button.
5. After the successful transmission of the command, start the timer for **five minutes while the sirens are running**.
6. At the five MINUTE MARK, press and hold down the cancel button labeled **CNCL** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see a *“Cancel command successfully sent”* on the display screen. If this message is not displayed, re-send the command.
7. Activate the sirens every 10 minutes until the threat is over.

PROCEDURE F - ALL CLEAR

In keeping with accepted national best practices, “All Clear” or “Weather Warning Termination” soundings of community sirens will NOT be done. Residents should refer to their local media reports for information on the status of severe weather warnings.

PROCEDURE G - TESTING PROCEDURES

1. On the first Tuesday of every month at 1000 hours, personnel will initiate a test of the outdoor warning system according to the steps outlined below.

2. Arlington Heights, Palatine and Prospect Heights (1 Siren) are activated from one of the three Zetron encoders located at Positions 2, 8 and 14, using the pre-programmed buttons for tornado and cancel.
3. All other agencies, including the second Prospect Heights siren, are activated by the Fulton control panels located at DISP2 or DISP14.

PROCEDURE H - OUTDOOR WARNING SYSTEM TEST FOR ARLINGTON HEIGHTS, PALATINE AND PROSPECT HEIGHTS (ZETRON)

1. Multi-Select the ESDA and Fire N-2 radio frequencies. Keep in mind that when the tones are being broadcast on the ESDA and Fire N-2 frequency, your microphone is live on the channel. Any voice traffic or loud room sounds could disrupt the integrity of the tones and fail to set off the sirens. To prevent this from happening, keep the headset jack plugged in but disconnect the top portion of the headset.
2. Ensure the toggle switch on the Zetron encoder is in the Local position.
3. Press the red **TORNADO** button; then press the **SEND** button.
4. Start the timer for one minute and watch for the numeric codes 2034 and 2005 to appear in the LED display on the Zetron encoder. Once the codes disappear and the LED begins flashing, **repeat step 3**.
5. At the ONE MINUTE MARK, press the **CANCEL** button; then press the **SEND** button.
6. Start the timer again for one minute and watch for the numeric code 2006 to appear in the LED display on the Zetron encoder. Once the code disappears and the LED begins flashing, press the **CANCEL** button again; then press the **SEND** button.
7. At the ONE MINUTE MARK, press the **RESET** button.

Note: the RESET button should be used when a button is hit in error prior to hitting SEND. RESET will not cancel a signal that has already been sent. Pressing the CANCEL button and SEND button is the only way to deactivate the tornado siren.

The ATTACK sirens are no longer tested.

PROCEDURE I - SENDING A CANCEL SIGNAL ON THE ZETRON

Occasionally, a Village may call to advise they are doing maintenance on a siren and request a cancel signal. To send only a cancel signal, switch the Zetron to local, Multi-Select the ESDA and Fire N-2 radio frequencies, press the CANCEL button and then press the SEND button.

PROCEDURE J - OUTDOOR WARNING SYSTEM TEST FOR FULTON TOWNS

1. On the Fulton Panel at DISP2 or DISP14, turn the key to **ON**. The red SEND ENABLE indicator will light.
2. Press and hold down the button labeled **TORNADO** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see *"Tornado command successfully sent"* on the display screen. If this message is not displayed, re-send the command.
3. After the successful transmission of the command, start the timer for **one minute while the sirens are running**.
4. At the ONE MINUTE MARK, press and hold down the cancel button labeled **CNCL** while simultaneously pressing the **SEND** button then release both buttons. If successful, you should see a *"Cancel command successfully sent"* on the display screen. If this message is not displayed, re-send the command.
5. The **ATTACK** sirens are no longer tested.

Updated by:

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7/12/2017

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