



AGENDA
CITY COUNCIL MEETING

City Hall – Council Chambers
3600 Kirchoff Road
Rolling Meadows, IL 60008

February 10, 2026
7:00 p.m.

CALL TO ORDER: Mayor Lara Sanoica

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL: KAREN MCHALE, NICK BUDMATS, KEVIN O'BRIEN, JENIFER VINEZEANO,
STEFANIE BOUCHER, MANDY REYEZ, MIKE KOEHLER

NEXT ORDINANCE NO. **26-04**
NEXT RESOLUTION NO. **26-R-19**

APPROVAL OF MINUTES:

- 1) January 20, 2026 Committee of The Whole Meeting
- 2) January 27, 2026 City Council Meeting

MAYOR'S REPORT:

WARD REPORTS:

MEETING OPEN TO THE PUBLIC FOR 20 MINUTES:

PENDING:

- A) Ordinance No. **26-04** – Amend the City Code Regarding the Dissolution of the Economic Development Committee of the City of Rolling Meadows (2nd Reading)

ORDINANCES:

- B) Ordinance No. **26-00** – Approve Special Use Permit for a Religious Institution (5550 Meadowbrook Industrial Court – 180 Chicago Church) (1st Reading)

NEW BUSINESS:

- C) MOTION TO APPROVE PAYMENT OF BILLS ON WARRANT February 10, 2026

CONSENT RESOLUTIONS:

- D) Resolution No. **26-R-19** – Update the Current City of Rolling Meadows Emergency Operations Plan (EOP)
- E) Resolution No. **26-R-20** – Approve and Publish the 2026 Zoning Map

- F) Resolution No. **26-R-21** – Approve and Authorize the Execution of a Second Amendment to the City of Rolling Meadows City Manager Employment Agreement with Rob Sabo
- G) Resolution No. **26-R-22** – Authorize a One-Year Extension of the Contract with Crystal Maintenance Plus, Corp. for Janitorial Services at Select City Buildings in the Amount of \$56,100.00
- H) Resolution No. **26-R-23** – Award a Contract for Professional Engineering Services for the 2026 Sanitary Sewer System Programs for RJN Group in a Not to Exceed Amount of \$110,500.00

OTHER BUSINESS & REPORTS:

Mayor's Appointments: None

Mayor's Proclamations: None

City Clerk's Report: None

City Staff Reports: 1) Community Items of Interest
 2) February 17, 2026 Committee of the Whole Draft Agenda
 3) February 24, 2026 City Council Draft Agenda

MATTERS NOT ON THE AGENDA:

CLOSED SESSION:

ADJOURNMENT:



**COMMITTEE OF THE WHOLE
MINUTES
January 20, 2026
DRAFT**

Mayor Sanoica called the Committee of the Whole meeting to order at 7:00 p.m.

ROLL CALL

Physically Present: McHale, Budmats, O'Brien, Vinezeano, Boucher, Reyez, Koehler

Absent: 0

With 7 present and 0 absent. Mayor Sanoica declared that a quorum was present.

Staff Members Present: City Manager Rob Sabo, Deputy City Clerk Judy Brose, Finance Director Molly Talkington, Police Chief Tony Peluso, Fire Chief Pete Sutter, Director Public Works Aaron Grosskopf, Chief Information Officer Waseem Khan, Deputy Director Community Development Jordan Ellena and City Attorney Melissa Wolf

1) Discussion of Economic Development Committee and Economic Development Programs

City Manager, Rob Sabo provided background information related the City's Economic Development Committee (EDC) and sought direction from City Council regarding the potential elimination of the EDC.

One of the City's core priorities is ensuring economic vitality for the community. To reinforce the City's tax base, staff focuses on ensuring businesses are attracted to, invest in, and remain in the City. This focus is essential to building a strong community, as it ensures residents have access to economic growth opportunities through the availability of jobs. Furthermore, the existence of employers offsets the tax burdens of residents by providing a diverse revenue base to pay for public services and infrastructure. The City approaches economic development through a multidisciplinary team approach bringing together staff members who have different roles and backgrounds to focus on pursuing business development leads, working with developers interested in renovating, building out, or redeveloping sites for new business ventures, working with various County, State and Federal economic development entities, and participating actively in the Chamber of Commerce and other local business networking meetings.

Economic development has evolved tremendously over the years. Prior to the advent of technology, in-person networking events were a paramount opportunity for businesses to showcase their offerings, build connections with other businesses, and identify opportunities for expansion and collaboration. While these traditional methods remain valuable, today's economic development landscape relies heavily on data-driven analysis, targeted outreach, real-time communication, and coordinated partnerships across multiple levels of government and the private sector. As a result, successful economic development efforts increasingly require consistent, responsive, and professionally staffed engagement. The City's staff Economic Development Team consists of the City Manager, Assistant City Manager/Community Development Director, Planner/Management Analyst, and the Assistant to the City Manager and supported by other City employees as necessary. Collectively, each of these

roles works together to ensure swift follow up on leads, effective recruitment of new businesses, coordination with the broker community, and an expeditious experience with zoning and permitting needs.

In addition, the City has become a more active participant and partner with the Rolling Meadows Chamber of Commerce. The City Manager is a Chamber Board member and attends meetings regularly and City staff attend Chamber events and activities. The role of the Chamber of Commerce is to support its business members and to provide advocacy on business related matters. The City has an excellent working relationship with the Chamber and utilizes them as a resource to obtain input on economic development initiatives and to amplify business related messaging and information.

In recognition of the evolution in how the City conducts business development, the City has gradually transitioned its economic development activities to a staff-led model that emphasizes proactive business outreach, close coordination with the Chamber of Commerce, and direct collaboration with regional, state, and federal economic development partners. City staff are engaged in ongoing business retention and attraction efforts, site selection and redevelopment discussions, incentive coordination, and participation in business networking and marketing initiatives. This approach allows for timely decision-making, continuity, and alignment with broader City goals and policies. With the onboarding of the new Assistant to the City Manager position, staff will focus on ensuring we have up to date information online and have a strong communications approach to reach our business community to ensure they remain informed of all City happenings and matters of importance to the business community.

The team continues to focus on objectives and goals outlined within the City's Business Development Strategic Plan and meets regularly to remain on the same page on the status of various leads, retention discussions, and statuses of projects. Under the staff-led economic development model, accountability and transparency are maintained through periodic reporting to the City Council on economic development matters, public consideration of incentive requests, and engagement in the business community through the Chamber of Commerce and other networking.

One of the tools the City has utilized for economic development historically has been the Economic Development Committee ("EDC"). The EDC's duties according to the City Code, which date back to 1967, are as follows ([Sec. 78-99 of the City Code](#)):

"The economic development committee shall, upon its own choosing or direction by the city council, perform the following duties:

1. Develop services and programs to attract new and to expand existing business activities.
2. Develop services and programs to assist in the retention of existing business facilities.
3. Develop special assistance programs for the business community to create a favorable climate for the successful operation of city business facilities.
4. Foster cooperation among the community resources and organizations in order to engender a coordinated and multifaceted approach to economic development.
5. Promote communication with the community at large concerning the city's economic development needs at the committee's goals and programs.
6. Submit an annual report to the city council detailing activities and accomplishments of the prior year and goals and objectives for the coming year."

In 2025, the EDC had met only twice. One meeting was a special meeting with the purpose of reviewing a Class 6b property tax incentive and the other meeting was a regular meeting at which there was discussion of a staff-initiated program to attract office tenants to the City's office properties and consideration of a City restaurant incentive request. In 2024, the EDC had met 4 times with 3 of the meetings including reports and updates on the City's new business list and the Business Development Manager's update along with a discussion of EDC goals.

One of the meetings included a City retail incentive request review. Given that the EDC is a public body under the Open Meetings Act, staffing EDC meetings includes preparing and posting agendas, agenda packet materials, and minutes along with attendance. Functionally, the majority of output from the EDC over the past couple years has been recommendations on Cook County tax incentive applications and local business incentive applications.

The EDC has also struggled to maintain commissioners, recruit new commissioners, and to meet quorum requirements. For example, there are two vacancies on the commission which have remained unfilled over the past year and there have been no requests for consideration for the vacant positions. The functions of managing and operating a committee take staff time to administer which could be time used for active business development activities. Business owners are incredibly busy in today's business atmosphere and it is difficult for them to actively participate in multiple different trade groups and local groups along with the Chamber. Understanding that business owner and representative time is limited, the City has begun working more closely with the Chamber as a resource for businesses within the community and utilizing their connections with the business community to remain actively engaged in discussions with businesses about various City matters. Beyond the Chamber, the City's Economic Development Team will conduct business retention meetings throughout the year with various businesses to remain engaged and to understand their needs and identify what the City can do to support their success.

With respect to Cook County tax incentive applications and local business incentive applications, the City Council is the body which is responsible for the approval of such applications. In most communities, such applications are presented directly to the City Council for consideration. In the absence of the EDC, such applications will be preliminarily reviewed by the City's staff Economic Development Team and ultimately presented to the City Council for further review and consideration.

Many municipalities in the area with a similarly diverse business community do not have standing economic development committees and instead utilize staff-led models supplemented by targeted stakeholder engagement. This approach allows for greater flexibility, faster response times, and more effective use of staff and business community resources while maintaining strong partnerships with chambers of commerce and regional economic development organizations. For example, communities with a similar business mix to Rolling Meadows that do not have a standing economic development committee include Barrington, Buffalo Grove, Deerfield, Des Plaines, Glenview, Itasca, Lake Zurich, Northbrook, Palatine, Roselle and Wheeling.

Mayor Sanoica took a straw vote for all those in favor of dissolving the City's Economic Development Committee. 7 in favor and 0 opposed.

PUBLIC COMMENT:

There were no signatories on the sign-in sheet for this topic.

CLOSED SESSION:

Personnel – 5 ILCS 120/2 (c) (1) of the Illinois Open Meetings Act - To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body.

Review Closed Session Minutes – 5 ILCS 120/2 (c) (21) of the Illinois Open Meetings Act - Semi-annual review of the minutes as mandated by Section 2.06.

Mayor Sanoica asked for a motion to go into closed session under section 2(c)(1) of the Open Meetings Act regarding Personnel and under section 2(c)(21) of the Open Meetings Act regarding Review of Closed Session Minutes. Alderperson Koehler made the motion and was seconded by Alderperson O'Brien.

ROLL CALL:

AYES: McHale, Budmats, O'Brien, Vinezeano, Boucher, Reyez, Koehler
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed. City Council entered into Closed Session.

The audience and press were advised that they do not anticipate taking any action upon returning to open session.

ADJOURNMENT

There being no further business, by unanimous consent the Committee of the Whole meeting was adjourned at 7:24 p.m.

Respectfully submitted: Judy Brose, Deputy City Clerk

January 20, 2026 Committee of the Whole Minutes Approved by Council on February 10, 2026.

Judy Brose, Deputy City Clerk



**CITY COUNCIL
MEETING MINUTES
January 27, 2026
DRAFT**

Mayor Sanoica called the Council meeting to order at 7:00 p.m.

The Pledge of Allegiance

ROLL CALL

Present: McHale, Budmats, O'Brien, Vinezeano, Boucher, Reyez, Koehler

Absent: 0

With 7 present and 0 absent. Mayor Sanoica declared that a quorum was present.

Members of the audience were reminded that the proceedings are recorded for current and future broadcast.

Staff Members Present: City Manager Rob Sabo, Deputy City Clerk Judy Brose, Assistant Finance Director Shelley Dulmage, Police Chief Tony Peluso, Fire Chief Pete Sutter, Director Public Works Aaron Grosskopf, Community Development Deputy Director Jordan Ellena, Chief Information Officer Waseem Khan, Human Services Director Dr. Natalia Nieves, and City Attorney Melissa Wolf

APPROVAL OF MINUTES

Mayor Sanoica asked for a motion to approve the Minutes of the January 13, 2026 City Council Meeting. Alderperson O'Brien made the motion and was seconded by Alderperson McHale. A voice vote approved the Minutes as presented.

Alderperson Budmats stated that in light of correspondence he received this week he took special notice of the minutes and have determined that the minutes adequately provide a complete and accurate summary of all matters that were proposed, deliberated or decided in accordance with 5 ILCS 120/2.06.

MAYOR'S REPORT None

WARD REPORTS None

MEETING OPEN TO THE PUBLIC FOR 20 MINUTES

Mayor Sanoica read the rules of procedures for addressing the City Council.

Joey M., owner of lot 20 in Highland Meadows subdivision - Ward 1 resident, asked for permission to record his speech and stated he is the private owner and co-sponsor of the master intergovernmental agreement for Salt Creek corridor restoration as direct successor entitled to the 1979 final judgement case number 77L22309 which is supreme. He stated he wanted to straighten out the facts to the solution because the master IGA resolves encroachments legally and a bilateral agreement with MWRD does not.

Yousuf A. spoke regarding the misconceptions of Islam.

PENDING

- A) Ordinance No. 26-03 – Amend Section 6-37(a)(5) of the City Code in order to Reduce by One (1) and Increase by One (1) the Maximum Number of Class B-1 Liquor Licenses Issued in the City of Rolling Meadows (Good News Gas & Food Inc. / RMBP Food Mart Inc. located at 2059 Hicks Road) (2nd Reading)**

Mayor Sanoica read the title into record and asked for a motion to adoption this Ordinance. Alderperson Boucher made the motion and was seconded by Alderperson O'Brien.

ROLL CALL:

AYES: Budmats, O'Brien, Vinezeano, Boucher, Reyez, Koehler, McHale
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed. This Ordinance was adopted.

ORDINANCES

- B) Ordinance No. 26-00 – Amend the City Code Regarding the Dissolution of the Economic Development Committee of the City of Rolling Meadows (1st Reading)**

Mayor Sanoica read the title into the record and asked for a motion to consider the Ordinance for 1st reading. Alderperson Boucher made the motion and was seconded by Alderperson O'Brien.

ROLL CALL:

AYES: O'Brien, Vinezeano, Boucher, Reyez, Koehler, McHale, Budmats
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed. This Ordinance moved forward for 2nd reading.

NEW BUSINESS

- C) MOTION TO APPROVE PAYMENT OF BILLS ON WARRANT FOR January 27, 2026**

Mayor Sanoica asked for a motion to approve the January 27, 2026 Warrant. Alderperson O'Brien made the motion and was seconded by Alderperson Boucher.

ROLL CALL:

AYES: Vinezeano, Boucher, Reyez, Koehler, McHale, Budmats, O'Brien
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed. The Warrant was approved.

CONSENT RESOLUTIONS

The Consent Resolutions consisted of twelve (12) items, items D thru O. Mayor Sanoica asked if any Alderperson wished to remove any item from the Consent Agenda for Resolutions.

Alderperson O'Brien pulled item E.

Mayor Sanoica declared it in order for one motion to consider the remaining eleven (11) Resolutions in one motion without debate. Alderperson Koehler made the motion and was seconded by Alderperson Vinezeano. Mayor Sanoica read the titles into the record.

D) Resolution No. 26-R-07 – Approve the Retainment of Closed Session Minutes and Recordings

Item E was pulled by Alderperson O'Brien (see below)

F) Resolution No. 26-R-09 – Waive Mechanical Permit Fees for the Rolling Meadows Park District (3939 Winnetka Avenue)

G) Resolution No. 26-R-10 – Approve an Umbrella License Agreement with Delta Communications LLC d/b/a Clearwave Fiber for Fiberoptic Cable Installation

H) Resolution No. 26-R-11 – Approve an Umbrella License Agreement with Ezee Fiber Texas, LLC for Fiberoptic Cable Installation

I) Resolution No. 26-R-12 – Approve and Authorize an Extension Agreement between the City of Rolling Meadows and Flood Brothers Disposal Company for Residential Curbside Recycling Collection Services

J) Resolution No. 26-R-13 – Authorize a Performance Bonus for City Manager Rob Sabo

K) Resolution No. 26-R-14 – Authorize the Fiscal Year 2026 Locating Services Contract with US Infrastructure Corporation (USIC) in a Not to Exceed Amount of \$66,201.00

L) Resolution No. 26-R-15 – Authorize a Supplemental Agreement with Tracy & Ed Construction, Inc. (TEC) for Additional Project Services for Lift Station 3 Directional Boring, in an Amount Not to Exceed \$40,389.00

M) Resolution No. 26-R-16 – Award a Construction Contract to Commonwealth Edison Company for Lift Station 3 Electric Power Upgrades in a not to exceed amount of \$30,017.68

N) Resolution No. 26-R-17 – Authorize the Purchase of a HP Latex 730 64" Wide Format Printer from IT Supplies for Traffic Sign Shop in the Amount of \$25,368.00

O) Resolution No. 26-R-18 – Approve a Professional Services Agreement with Christopher B. Burke Engineering, LTD (2026 Community Development Engineering Services)

ROLL CALL:

AYES: Boucher, Reyez, Koehler, McHale, Budmats, O'Brien, Vinezeano
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed. The Resolutions were adopted.

Item E was pulled by Alderperson O'Brien.

E) Resolution No. 26-R-08 – Approve Updates and Amendments to the City of Rolling Meadows Employee Manual

Mayor Sanoica read the title into record and asked for a motion to adopt this Resolution. Alderperson O'Brien made the motion and was seconded by Alderperson Boucher.

Alderperson O'Brien clarified that to qualify for Funeral Honors Detail, the employee must be trained to participate in the detail and must either be (i) an active or retired member of the armed forces of the United States, including a reserve component or the Illinois National Guard; or (ii) an "authorized provider," as that term is defined within the Military Leave Act, 820 ILCS 151/5

ROLL CALL:

AYES: Reyez, Koehler, McHale, Budmats, O'Brien, Vinezeano, Boucher
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed. This Resolution was adopted.

OTHER BUSINESS & REPORTS

Mayor's Appointments: None

Mayor's Proclamations: None

City Clerk's Report: None

City Staff Reports:

1) Community Items of Interest

City Manager Rob Sabo announced the following:

- 1) The City's 2026 Calendar of Community Events is now available on the City's website, Facebook page and at City Hall. Be sure to reserve these dates to enjoy the concerts, parades, fests and other special events in Rolling Meadows this year.
- 2) Join us for a LIHEAP on-site sign-up event at Rolling Meadows City Hall on Friday, February 6, from 12–4 PM. This event brings utility assistance directly to our community to help reduce transportation and access barriers for residents. Appointments are required, and assistance will be available in English, Spanish, and Polish. LIHEAP can help with gas or electric bills, reconnections, and more. To schedule an appointment, contact our City's Aging and Disability Specialist, Bethany Williams, at 847-789-1320.

2) February 10, 2026 City Council Draft Agenda

Mayor Sanoica announced that the draft agenda is in the packet and if Council has any questions regarding the agenda to contact City Manager Rob Sabo.

MATTERS NOT ON THE AGENDA

Aldersperson Boucher expressed appreciation to the Public Works Department for their efforts during the recent cold weather and for maintaining on-schedule refuse collection.

CLOSED SESSION

Personnel – 5 ILCS 120/2 (c) (1) of the Illinois Open Meetings Act - To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the public body.

Mayor Sanoica asked for a motion to go into closed session under section 2(c)(1) of the Open Meetings Act regarding Personnel. Aldersperson Budmats made the motion and was seconded by Aldersperson Boucher.

ROLL CALL:

AYES: Koehler, McHale, Budmats, O'Brien, Vinezeano, Boucher, Reyez
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed. City Council entered into Closed Session.

Mayor Sanoica advised the audience and press that they do not anticipate taking any action upon returning to open session.

ADJOURNMENT

There being no further business, by unanimous consent the City Council meeting was adjourned 7:19 p.m.

Respectfully submitted: Judy Brose, Deputy City Clerk

January 27, 2026 City Council Minutes Approved by Council on February 10, 2026.

Judy Brose, Deputy City Clerk

Council Action Summary – February 10, 2026

Agenda Location: Pending (2nd Reading)

- A)** Amend the City Code Regarding the Dissolution of the Economic Development Committee of the City of Rolling Meadows

Attachments:

- Proposed ordinance

Background:

In accordance with the direction of the City Council from the Committee of the Whole meeting on January 20, 2026, this ordinance, if adopted, amends the City Code to effectively dissolve the Economic Development Committee. The ordinance also makes specific global changes throughout the City Code, as well as other ordinances and resolutions of the City, to references to the Economic Development Committee, so that any such reference is replaced with the Community Development Director.

Previous Council Action:

- January 27, 2026 – City Council approved 1st reading.

Recommendation:

Approve this Ordinance as presented.

**AN ORDINANCE AMENDING THE CITY CODE REGARDING
THE DISSOLUTION OF THE ECONOMIC DEVELOPMENT
COMMITTEE OF THE CITY OF ROLLING MEADOWS**

WHEREAS, the City Council of the City of Rolling Meadows (“City”) finds it necessary and in the best interest of the City to amend the Code of Ordinances, City of Rolling Meadows, Illinois (“City Code”), in order to dissolve the Economic Development Committee of the City and replace all references to the Economic Development Committee with the Community Development Director.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Rolling Meadows, Cook County, State of Illinois, as follows:

Section 1: Article IV, entitled “Economic Development Committee”, of Chapter 78, entitled “Planning”, of the City Code, is hereby repealed.

Section 2: Paragraph (4) of Section 78-132, entitled “Qualifications”, of Article VI, entitled “Economic Incentive Program”, of Chapter 78, entitled Planning, is hereby amended by deleting all references to the Economic Development Committee and replacing any such reference with the Community Development Director.

Section 3: All other references to the Economic Development Committee as set forth in the City Code and any ordinance or resolution of the City shall be deleted and replaced with the Community Development Director.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 10th day of February, 2026, by the City Council of the City of Rolling Meadows on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 10th day of February, 2026.

Lara Sanoica, Mayor

ATTEST:

Judith Brose, Deputy City Clerk

Published this 11th day of February, 2026.

Judith Brose, Deputy City Clerk

Council Action Summary – February 10, 2026

Agenda Location: Ordinances (1st Reading)

- B)** Approve Special Use Permit for a Religious Institution
(5550 Meadowbrook Industrial Court – 180 Chicago Church)

Attachments:

- February 5, 2026 Traffic Memorandum.
- Draft Ordinance and Exhibits.
- [February 2026 PZC Staff Memorandum \(link only\)](#).

Background: You are being asked to approve a special use permit for 180 Chicago Church to operate their church at 5550 Meadowbrook Industrial Court.

As further described in the [February 2026 PZC Staff Memorandum \(link\)](#), 180 Chicago Church proposes to modify the existing building to serve as a 258-seat auditorium, meeting spaces, a children’s play area, and a nursery. No exterior modifications are proposed. The building’s owners, the non-profit American Association of Neurological Surgeons, would remain and lease back approximately one-third of the building to continue to operate their offices in Rolling Meadows. The attached draft Ordinance includes specific conditions of approval pertaining to bicycle parking, screening of mechanical equipment, and a grant of easement for the City’s future installation of a sidewalk or shared-use path along Meadowbrook Industrial Court.

At its meeting on February 3, 2025, the Planning and Zoning Commission conducted a public hearing to consider the requested relief. Approximately six neighboring residents attended in opposition to the proposed use, primarily noting that the traffic impact would exacerbate existing traffic issues on Meadowbrook Industrial Court, including stacking issues at the north and south intersections of Golf and Algonquin Roads and difficult left-turning conditions from Meadowbrook Industrial Court onto Algonquin Road. At the conclusion of the hearing, the PZC voted unanimously (6-0) to recommend approval of the special use application.

Following the PZC’s meeting on February 3, a pedestrian fatality occurred on Algonquin Road near the intersection with Meadowbrook Industrial Court. The City Engineer has prepared a memorandum, attached, that describes two separate matters: (1) the City’s plans for this intersection and (2) the pending special use permit application.

Previous Council Action: None.

Recommendation: Approve the Ordinance as presented.

February 5, 2026

TO: Mayor and City Council
FROM: Marie Higginson, P.E.
Assistant Director of Public Works/City Engineer

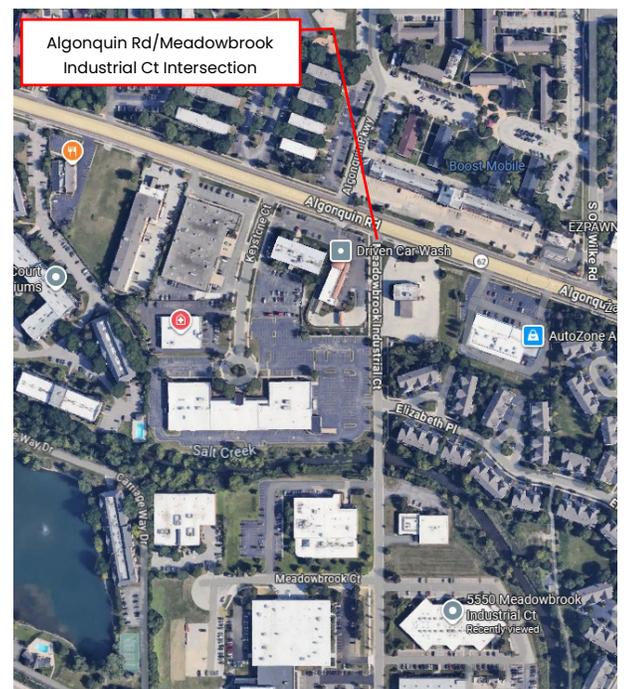
SUBJECT: Algonquin Road and Meadowbrook Industrial Court Intersection Review

This memorandum reviews (1) the current traffic operations of the intersection of Algonquin Road and Meadowbrook Industrial Court; and (2) the traffic impacts of the proposed reuse of 5550 Meadowbrook Industrial Court as a religious institution.

Existing Conditions

The intersection of Algonquin Road and Meadowbrook Industrial Court is a T intersection with an oblique approach. Algonquin Road is a state route and a principal arterial carrying an average daily traffic volume of 27,200 vehicles per day (2025). At the intersection, Algonquin provides two travel lanes in each direction with a center bi-directional turn lane, a posted speed limit of 35 miles per hour, and a sidewalk on the south side.

Meadowbrook Industrial Court is a city-maintained local road with one travel lane in each direction, a stop control on the Meadowbrook approach, a posted speed limit of 25 miles per hour, and a sidewalk on the west side. IDOT publishes an annual average daily trip (AADT) figure in this vicinity of 950 vehicles per day in 2022. A review of another IDOT traffic study database with additional detail shows an AADT of 1,150 vehicles per day in 2022 at this leg of this intersection.





Operationally, it has been observed that vehicles turning from Meadowbrook onto Algonquin experience delays during peak periods. The single-lane Meadowbrook approach frequently queues, and drivers sometimes avoid the delay by turning right and making U-turns at the signalized Weber Drive intersection located 650 feet to the east.

There are no marked pedestrian crossings at the Algonquin and Meadowbrook intersection. Signalized intersections are located 650 feet east at Weber Drive and 1,670 feet west at Carriageway Drive.

Driven Car Wash Impacts

Driven Car Wash occupies the southwest corner of the intersection and contributes to intermittent traffic delays. During peak periods, vehicles entering the car wash can create temporary backups onto Algonquin Road, reducing capacity and increasing delay for through traffic. Vehicles exiting the car wash have been observed using Meadowbrook Industrial Court and attempting left turns, which can add to local turning conflicts and extend queues on Meadowbrook. These effects are intermittent but noticeable during busy periods and are a factor to consider in intersection design and circulation improvements.

Planned Intersection Improvements

The City proposes to realign the Meadowbrook approach and widen the intersection to improve visibility and turning movements. The planned work includes adding a dedicated right-turn lane and providing a wider turn radius to better accommodate truck traffic. These changes are intended to improve sight distance for turning vehicles, reduce delay for right-turning movements, and enhance maneuverability for larger vehicles so they do not encroach into adjacent lanes. Collectively, the realignment and widening are expected to reduce the frequency and length of queues on Meadowbrook and mitigate some of the operational impacts associated with the car wash and peak turning demand. This project is still in the preliminary stages and has not been scheduled in the City's Capital Improvement Program (CIP).

5550 Meadowbrook Industrial Court Development

An application has been submitted to convert existing office space at 5550 Meadowbrook Industrial Court into a religious institution with a 258-seat auditorium. The applicant indicates the primary use of the facility will occur on weekends and during weekday evenings, with limited daytime weekday activity.

Because the proposed primary activities occur during off-peak hours for surrounding commercial and industrial businesses, the church's operations are not expected to create significant network-level traffic impacts. The primary access points are the unsignalized intersections at Algonquin Road to the north and Golf Road to the south. Given the unsignalized nature of these approaches, the congregation's peak departure periods—particularly the end of Sunday services—are likely to produce short-duration queues on Meadowbrook as vehicles wait to make left turns onto Algonquin Road. These queues will primarily affect the church's attendees and may temporarily inconvenience nearby residents on Elizabeth Place when church services end, but significant adverse impacts to the broader transportation network are not anticipated.

Pedestrian Fatality Incident and Considerations

Regretfully, there was a pedestrian fatality on Wednesday, February 4, 2026, near the Algonquin Road and Meadowbrook Industrial Court intersection.

At the time of the incident there was no marked crosswalk at the location. Observed pedestrian activity at this intersection has historically been low, and there are no immediate plans to install a marked crossing at this location. A signalized crossing is available 650 feet to the east at Weber Drive.

Additionally, the City is actively working with the Chicago Metropolitan Agency for Planning (CMAP) on a Bicycle and Pedestrian Plan, and the need for pedestrian facilities at this intersection will be revisited as part of that study. Any future decisions about pedestrian improvements will be guided by updated pedestrian demand data, safety analyses, and community input.

Intersection Signal Considerations

The spacing between existing signalized intersections on Algonquin Road constrains the feasibility of adding a new traffic signal at Meadowbrook. The nearest signals are 650 feet east and 1,670 feet west, while minimum recommended spacing for signalized intersections on this arterial is approximately 1,320 feet. Given these spacing constraints and preliminary traffic volume considerations, installation of a new traffic signal at Meadowbrook is not believed to be feasible at this time and is unlikely to be warranted. Research also indicates that placing more than three signals per mile on an arterial can increase crash risk, so adding a signal here could be counterproductive. A full traffic signal warrant analysis was not completed for this review, but the preliminary assessment suggests that a signal would not meet warrant thresholds.

Conclusion and Recommendations

Meadowbrook's single-lane approach and lack of signalization lead to peak-period left-turn delays and queues that can extend onto Meadowbrook affecting drivers. The planned realignment, intersection widening, and addition of a dedicated right-turn lane are appropriate near-term measures that should improve visibility, reduce turning delays, and enhance truck turning movements. These improvements are expected to mitigate many of the operational issues associated with the Driven Car Wash and reduce the frequency and length of queues on Meadowbrook.

The proposed religious institution at 5550 Meadowbrook Industrial Court is anticipated to generate concentrated, short-duration departure queues during weekend service departure times. Because these activities occur during off-peak hours for adjacent businesses, significant adverse impacts to the broader network are not anticipated. Localized queuing that primarily affects the church's attendees is likely. The proposed intersection improvements should help mitigate these issues.

The recent pedestrian fatality was a tragic event. While current pedestrian volumes at this intersection are low and no immediate crossing is planned, the City will reassess pedestrian facility needs as part of the CMAP Bicycle and Pedestrian Plan and in response to any new safety data or community concerns. Given the proximity of existing signals and spacing guidelines, adding a traffic signal at Meadowbrook is not feasible at this time.

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
FOR A “RELIGIOUS INSTITUTION”
(5550 Meadowbrook Industrial Court)**

WHEREAS, American Association of Neurological Surgeons, Inc (“**Owner**”) owns the property commonly known as 5550 Meadowbrook Industrial Court, within the City’s M-1 Business Park Zoning District, which property is legally described in **Exhibit A** to this Ordinance (“**Subject Property**”); and

WHEREAS, 180 Chicago Church (“**Operator**”) desires to purchase the Subject Property and operate a Church (“**Religious Institution**”) at the Subject Property; and

WHEREAS, in order to allow the Religious Institution to operate at the Subject Property, the Operator, with Owner’s consent, has requested that the City grant a special use to authorize a “Religious Institution” at the Subject Property (the “**Requested Relief**”); and

WHEREAS, the City’s Planning and Zoning Commission (“**PZC**”), after notice was provided as required by law, conducted a public hearing on February 3, 2026 to consider the Requested Relief; and

WHEREAS, after taking and considering all testimony presented at the public hearing, the PZC made the findings of fact enumerated in **Exhibit B** and recommended that the City Council approve the Requested Relief; and

WHEREAS, the Corporate Authorities of the City of Rolling Meadows have determined that it would be in the best interest of the City to approve the Requested Relief in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Rolling Meadows, Illinois:

Section 1: Recitals. The recitals set forth above are incorporated herein by reference as the findings of the Corporate Authorities.

Section 2: Grant of Special Use Permit. Pursuant to the standards and procedures set forth in Section 122-395 (“Special uses”) and the City’s home rule authority, and subject to and contingent upon the conditions, restrictions, and provisions set forth in Section 3 of this Ordinance, the City hereby approves a special use permit to authorize a “Religious Institution” at the Subject Property.

Section 3: Conditions. The Special Use granted in Section 2 of this Ordinance is hereby expressly subject to and contingent on each of the following conditions, restrictions, and provisions:

- A. **No Authorization of Work.** The approvals granted pursuant to this Ordinance do not authorize the development, construction, reconstruction, alteration, demolition, or moving of any buildings or structures on the Subject Property, but merely authorize the preparation, filing, and

processing of applications for any permits or approvals that may be required by the codes and ordinances of the City, including without limitation demolition and building permits.

- B. Compliance with Plans. Except for minor changes and site work approved by the Zoning Administrator, the Business and the Subject Property must be developed, used, and maintained in substantial compliance with the plans attached as **Exhibit C**.
- C. Compliance with Applicable Law. In addition to the other specific requirements of this Ordinance, the Business, the Subject Property, and all operations conducted thereon and therein must comply at all times with all applicable federal, state, and City statutes, ordinances, resolutions, rules, codes, and regulations, including, without limitation, this Ordinance.
- D. Bicycle Parking. The Operator shall provide and install a minimum of five (5) double-sided bicycle parking racks. All bicycle racks shall be of the inverted-U or post-and-loop design, shall be permanently affixed, and shall be located in an area approved by the Zoning Administrator prior to installation.
- E. Screening. The Operator shall install and thereafter maintain fully opaque screening with a minimum height of six (6) feet to effectively screen all ground-mounted mechanical equipment and all refuse and recycling receptacles from public view. Such screening may consist of fencing, gates, landscaping, or a combination thereof, and shall be located at the southeast portion of the structure, or such other location as may be approved by the Zoning Administrator.
- F. Grant of Easement. The Operator shall provide to the City a ten-foot (10') wide easement along the entire length of the Operator's property line adjacent to Meadowbrook Industrial Court for the City's future installation of a sidewalk or shared-use path. The easement's form, legal description, and precise location shall be subject to the City's review and approval. The Operator shall obtain the City's approval of the easement and provide a document suitable for recording in the office of the Cook County Clerk no later than the earlier of: (1) issuance of a Certificate of Occupancy or Certificate of Completion for improvements made to allow the Operator's use of the Subject Property; or (2) one hundred eighty (180) days following the effective date of this Ordinance, unless the Zoning Administrator grants an extension for good cause shown. The City shall record the approved easement at the Operator's expense.

Section 4:

- A. The City shall not be obligated to issue, and may withhold, building permits, certificates of occupancy, and other approvals that do not completely comply with and satisfy the conditions, restrictions, and provisions of this Ordinance.

- B. Upon failure or refusal of the Operator to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the Special Use granted in Section 2 of this Ordinance may, at the sole discretion of the Corporate Authorities, by ordinance duly adopted, be revoked and become null and void and of no force and effect.

Section 5: The privileges, obligations, and provisions of each and every section and provision of this Ordinance are for and inure to the benefit of and run with and bind the Subject Property, unless otherwise explicitly set forth in this Ordinance.

Section 6: Nothing in this Ordinance shall create, or shall be construed or interpreted to create, any third-party beneficiary rights.

Section 7: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED AND APPROVED by the City Council of Rolling Meadows, Cook County, Illinois this ____ day of February, 2026.

AYES:

NAYS:

ABSENT:

Lara Sanoica, Mayor

ATTEST:

Judith Brose, Deputy City Clerk

Published this _____ day of February, 2026.

Exhibit A

Legal Description

LOT 12 IN MEADOWBROOK, BEING A SUBDIVISION OF PART OF THE SOUTH ½ OF SECTION 8, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 24, 1981 AS DOCUMENT 25815283, AND CORRECTED BY CERTIFICATE OF CORRECTION RECORDED AS DOCUMENT 25939524, ALL IN COOK COUNTY, ILLINOIS.

Tax I.D.: 08-08-402-027

Address: 5550 Meadowbrook Industrial Court Rolling Meadows, IL 60008

DRAFT

Exhibit B

PZC Findings of Fact

Special Use Standards

Potential impact: *The special use shall not unduly impact adjacent or nearby properties or the general health, safety, and welfare of the general area and overall community. Impacts to be considered include ingress and egress to the site, potential traffic impacts from cars and trucks, and impacts to the appearance and character of the area.*

Petitioner's Findings: The Congregation will have a positive impact on the immediate and surrounding community, maintaining a premier existing property and landscaping, while providing social and spiritual wellness with minimal additional demand on local services, traffic and parking. The site has excellent car access directly from main arteries to the North via Algonquin Rd and the South via off Golf Rd, thereby not affecting any residential streets. The adjacent businesses are primarily in use during weekdays, while the congregation will primarily be in use on Sundays and weekday evenings, so the demand for parking and other services will not generally overlap. Traffic for Congregation events will be primarily cars, not trucks or pedestrians.

Consistency: *The proposed special use shall be in keeping with the recommendations and intent of the City's Comprehensive Plan, Official Map, and all other plans and policies adopted by the city.*

Petitioner's Findings: In keeping with the Comprehensive Plan, the Congregation will be in line with the mixed-use character of the surrounding Business Park, adding another amenity that is currently not present. The site is strategically located in the Algonquin Road corridor, near main arteries and highways for easy access. An existing high-quality building will be maintained and now fully occupied. The current owner and seller is not in need of the current amount of space so will be leasing back 11,000 sq. ft. of the premises for at least 7 years after applicant acquires the property thereby maintaining the current owner in the community. The well-landscaped site is adjacent to Salt Creek, ensuring maintenance of this vital waterway and flood plain. Currently, the nearest church is 2 miles away, so the new congregation will provide a spiritual hub and counselling services for nearby residents, making it a great place to live and providing a sense of community for all ages and demographics. It will also bring new customers on weekends and weekday evenings to nearby restaurants and other storefront businesses.

Trend of development: *Special uses should be a logical extension of the trend of development in the area around the subject site and not interfere with the use and development of adjacent or nearby properties.*

Petitioner's Findings: The Congregation will be in keeping with the mix of Professional Services and Light Manufacturing businesses serving the surrounding residential communities. As already noted, the primarily weekend and evening use of the Congregation will tend to not overlap or interfere with adjacent businesses, and will not interfere with use or development of nearby properties

Public facilities: *Adequate public facilities and services shall be available to serve the special use and the property on which it is located; including, without limitation, storm water, sanitary sewer, water service, public safety service, and waste disposal services.*

Petitioner's Findings: The Site is appropriately supplied with sanitary sewer, water service, and stormwater discharge. Garbage disposal is currently provided by Republic Services. The nearest police station in Rolling Meadows is 2.3 miles to the North, and the nearest emergency room is at Northwest Community Hospital 1.7 miles to the North East.

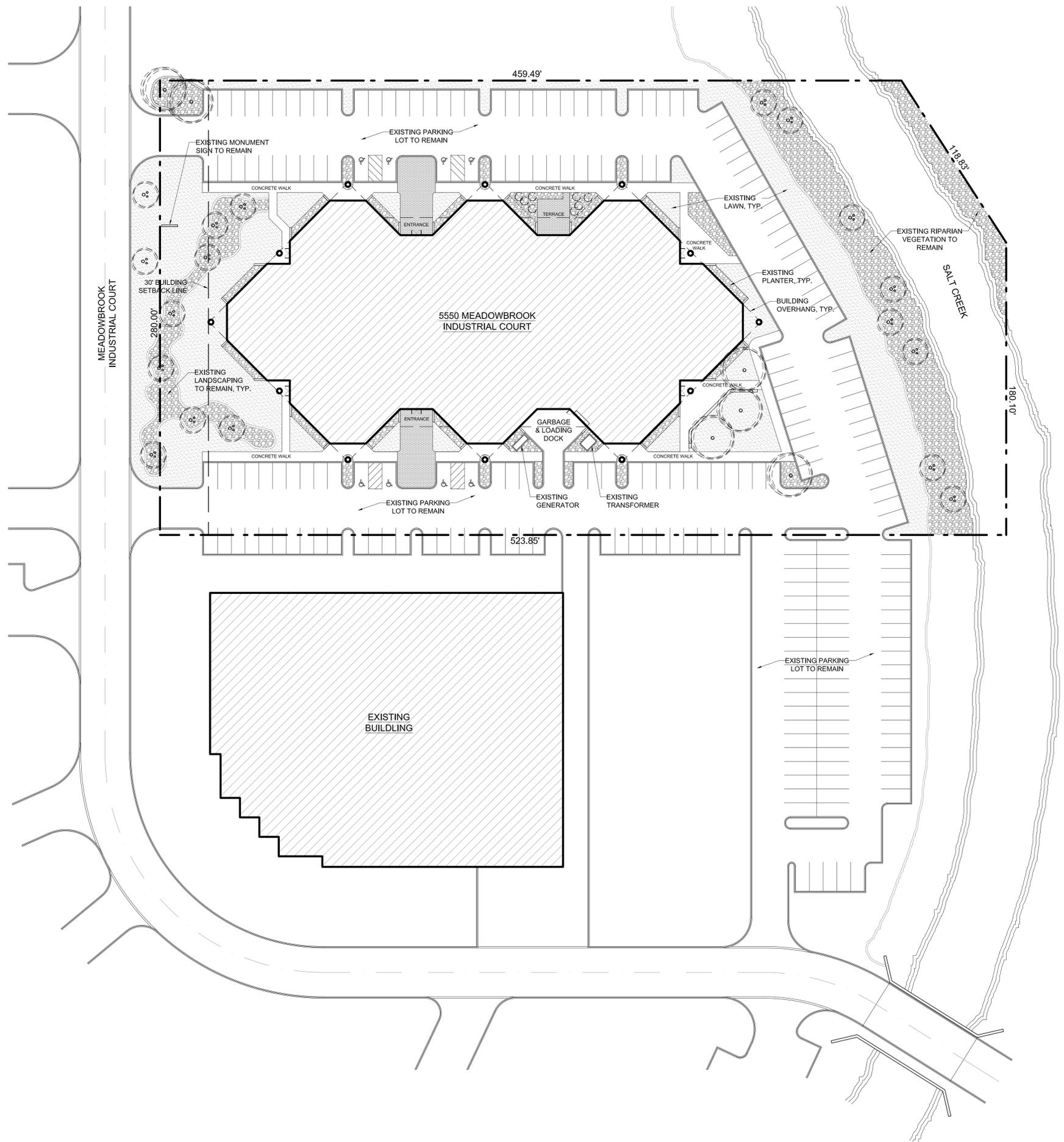
Site design: *The on-site development design shall be understandable to users, safe, and maintainable in terms of road and pedestrian patterns, preserve natural features and incorporate such features into a maintainable development, and provide adequate parking, loading, and site maintenance.*

Petitioner's Findings: No change is proposed to the existing on-site development, which provides safe and efficient access from the North via Meadowbrook Ct and the South via Louis Dr. The site is designed primarily for car access. The parking and building entries are clearly marked and visible, enhanced by landscaped beds and trees surrounding the building. Garbage and loading services are easily accessed from the loading dock on the South side of the building. Existing trees and landscaping along Salt Creek to the East provide a pleasing visual backdrop and buffer for the residential properties beyond.

Exhibit C

Plans

DRAFT



ARCHITECT:
JACOB DODDS
 61 E. 21st St.
 Chicago, Illinois 60616
 312-823-2786

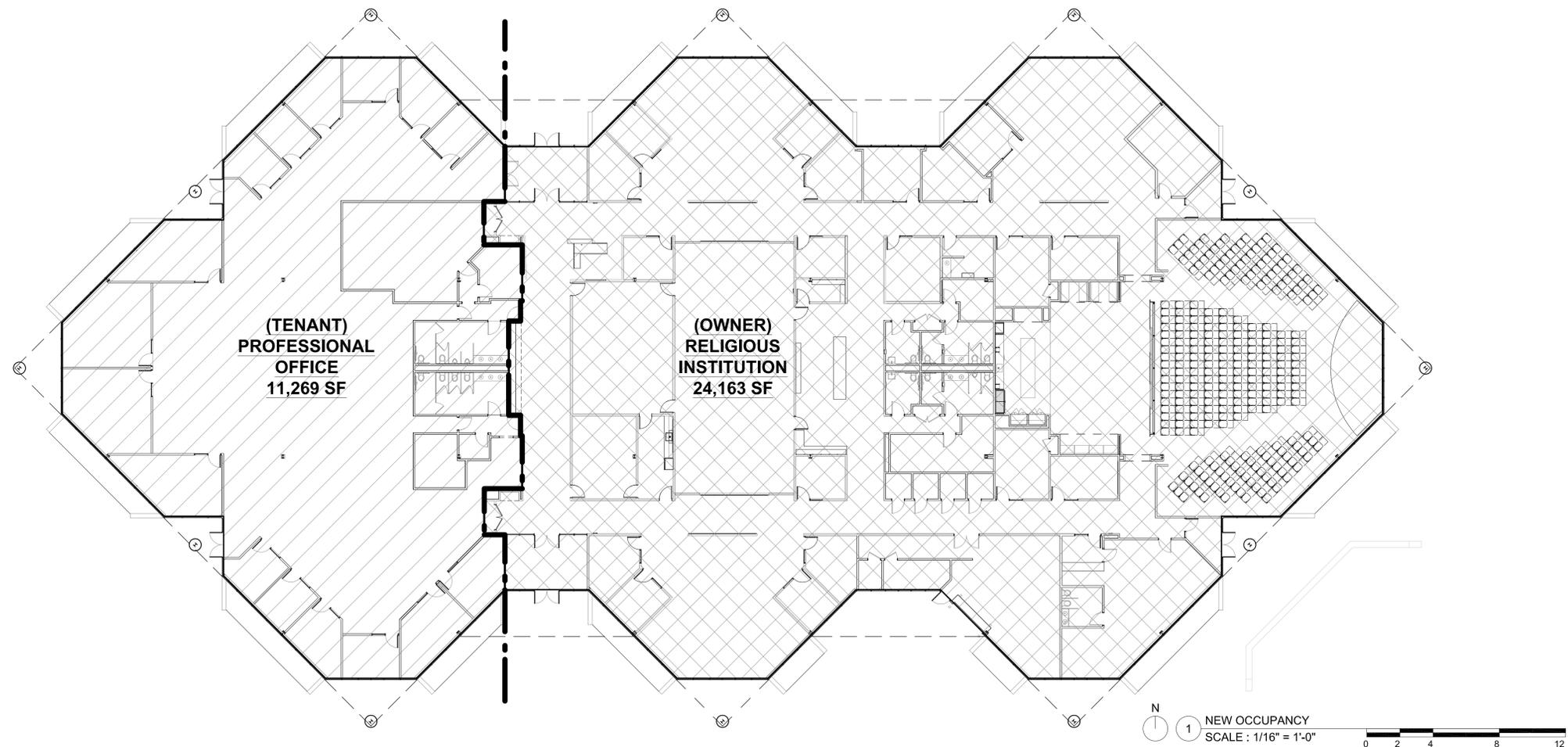
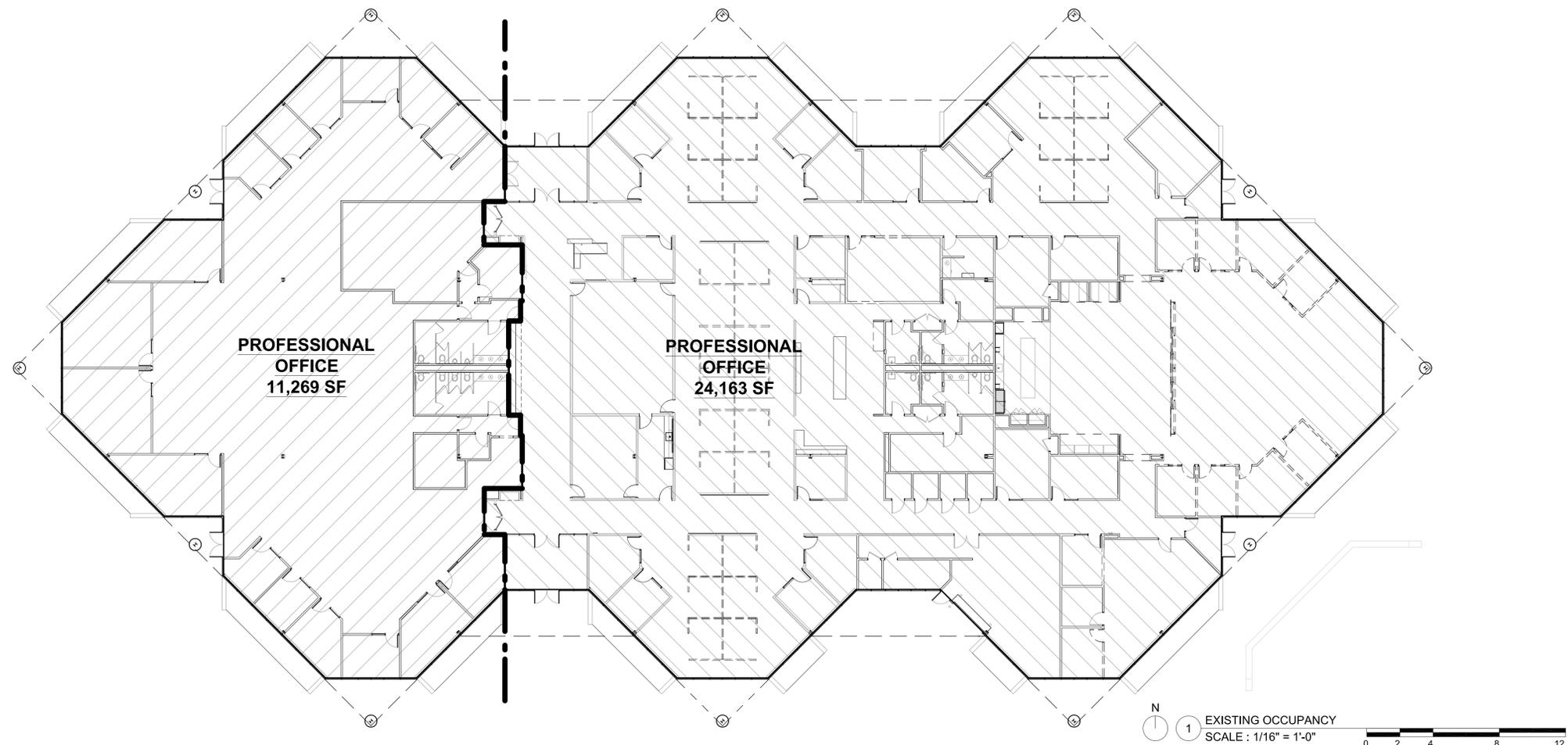
PROJECT:
 6 OAK BROOK CLUB DRIVE
 RESIDENTIAL ALTERATIONS

LOCATION:
 5550 MEADOWBROOK INDUSTRIAL CT.
 ROLLING MEADOWS, IL 60003

ISSUANCE #	DATE	DESCRIPTION
1	01-02-2026	SPECIAL USE PERMIT

DRAWING TITLE:
SITE PLAN

DRAWING NUMBER:
A-1.0



ARCHITECT:
JACOB DODDS
61 E. 21st St
Chicago, Illinois 60616
312-823-2786

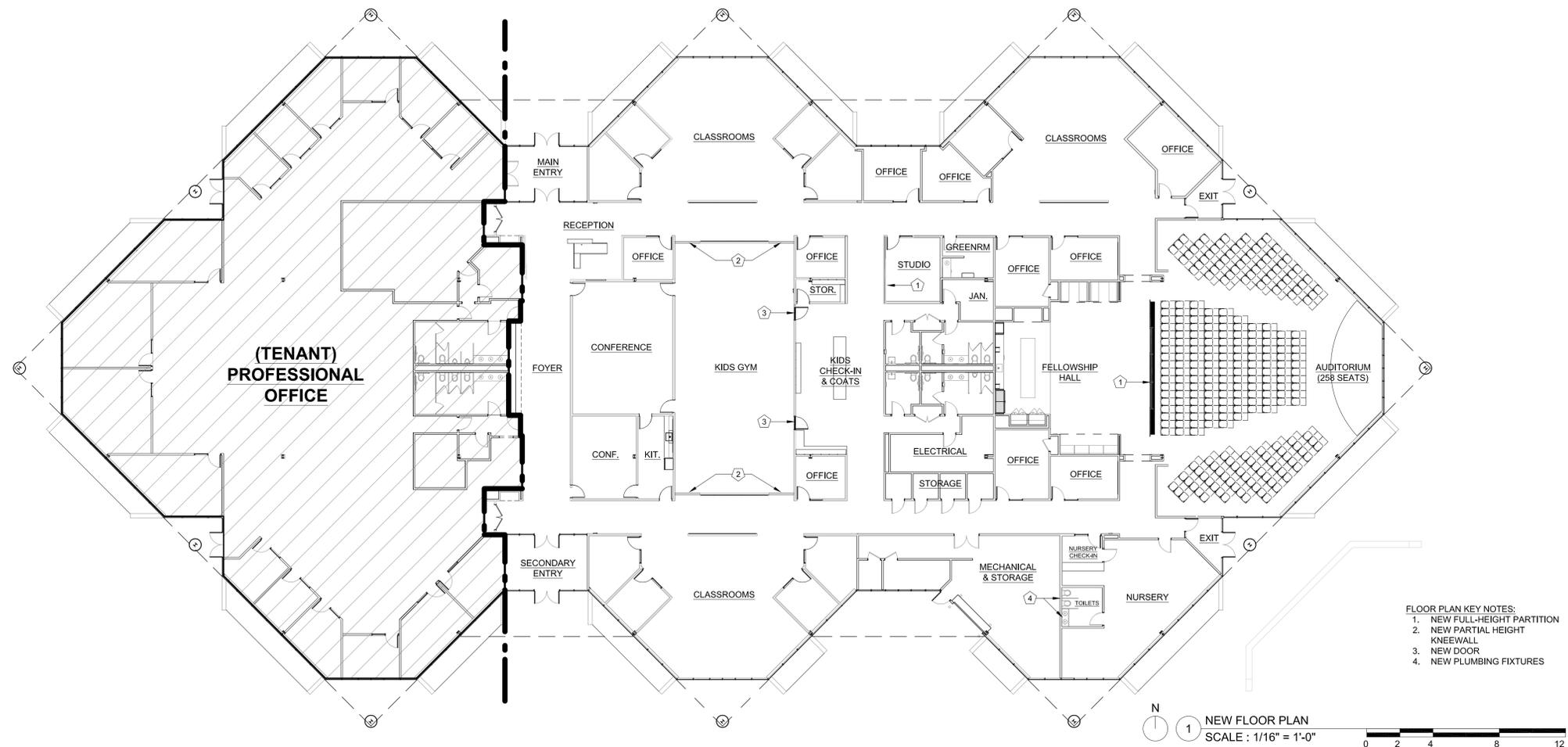
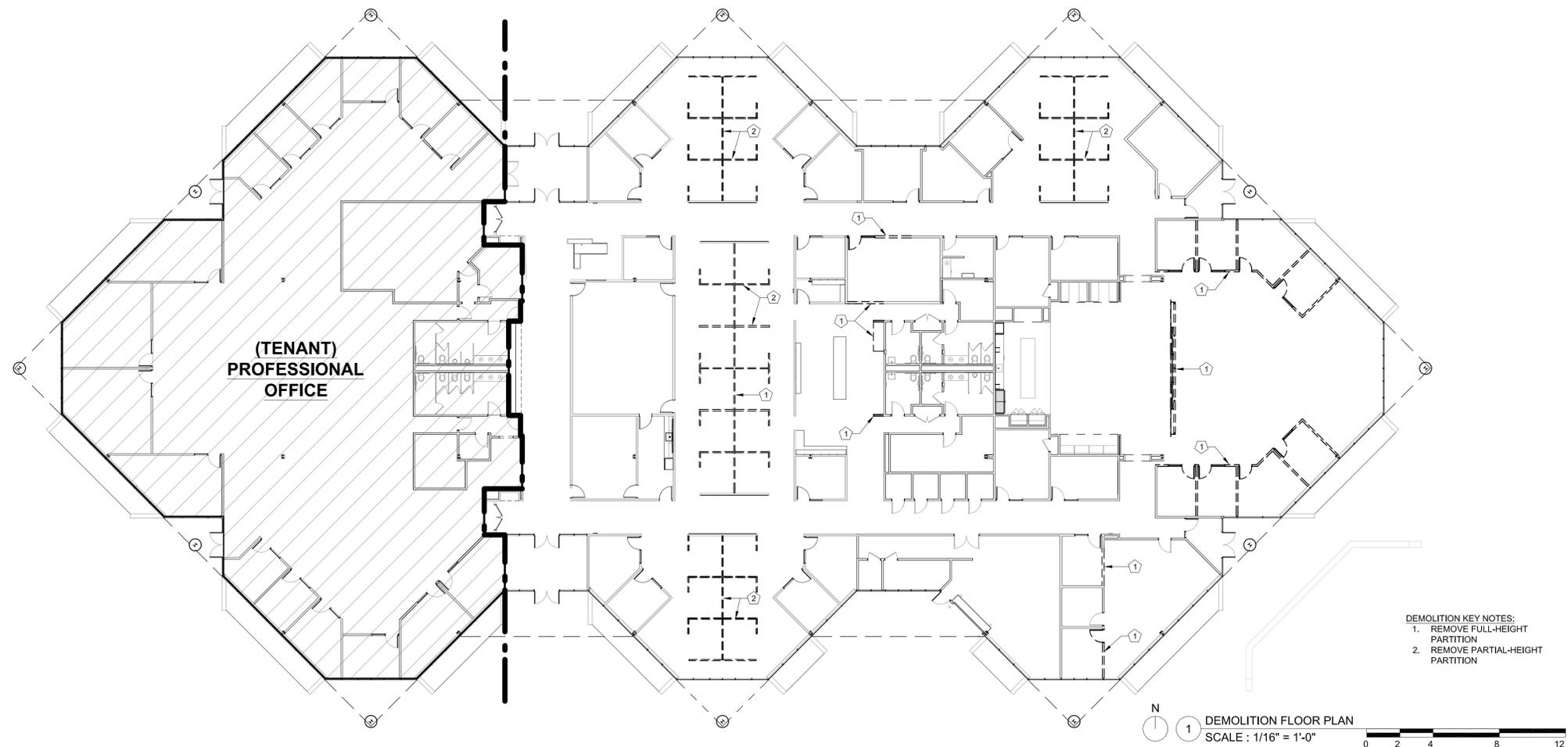
PROJECT:
6 OAK BROOK CLUB DRIVE
RESIDENTIAL ALTERATIONS

LOCATION:
5550 MEADOWBROOK INDUSTRIAL CT.
ROLLING MEADOWS, IL 60003

ISSUANCE #	DATE	DESCRIPTION
1	01-02-2026	SPECIAL USE PERMIT

DRAWING TITLE:
FLOOR PLANS

DRAWING NUMBER:
A-3.0



ARCHITECT:
JACOB DODDS
 61 E. 21st St.
 Chicago, Illinois 60616
 312-823-2786

PROJECT:
 6 OAK BROOK CLUB DRIVE
 RESIDENTIAL ALTERATIONS

LOCATION:
 5550 MEADOWBROOK INDUSTRIAL CT.
 ROLLING MEADOWS, IL 60003

ISSUANCE #	DATE	DESCRIPTION
1	01-02-2026	SPECIAL USE PERMIT

DRAWING TITLE:
FLOOR PLANS

DRAWING NUMBER:
A-3.0

Warrant Approval Summary Sheet

2/10/2026

January 21 to February 2, 2026

Description

Manual Disbursements:

HOUSE OF DOORS INC	27,074.00
COOK COUNTY TREASURER	6,750.00

Manual Check Subtotal: \$ 33,824.00

Warrant Disbursements:

Warrant Register - FY 2025 City Expenses	669,017.23
Warrant Register - FY 2026 Refunds	\$ 297.22
Warrant Register - FY 2026 City Expenses	\$ 1,131,006.42

Warrant Register Accounts Payable Subtotal: \$ 1,800,320.87

Payroll and Taxes:

Bi-Weekly P/R -1/23/2026	\$ 962,998.04
--------------------------	---------------

Payroll and Taxes Subtotal: \$ 962,998.04

Wire Transfers/ACH Payments:

NSMJAWA	\$ 343,379.00
SWANCC	\$ 38,025.56
SUNCOAST	\$ 16,172.04
MISSION SQUARE (PEHP) (ACH Debit)	\$ 96,941.00
IPBC (Health Insurance)(ACH Debit)	\$ 345,000.00
ACH Payments/Wires-credit purchases, fees, postage, etc.	\$ -

Wire Transfers/ACH Payments Subtotal: \$ 839,517.60

TOTAL AMOUNT FOR APPROVAL

\$ 3,636,660.51

The preceding list of bills was reviewed and recommended for payment.

Submitted by Finance Department

(Date)

Mayor

ATTEST:

(Date)

Deputy City Clerk

(Date)

Finance Director

ACCOUNT NUMBER DETAIL

FUND LISTING

01 General Fund

- 10 - General Government
- 20 - Finance
- 25 - IT
- 30 - Police
- 40 - Fire
- 70 - Public Works (*Community Development is a Division of Public Works*)
- 80 - Health, Welfare, Safety
- 90 - Administrative Overhead

03 Motor Fuel Tax**04 911 Emergency Telephone Fund****14 Municipal Garage Fund****16 Refuse Fund****20 Utilities Fund****23 Liability Insurance Fund****25 Vehicle & Equipment Replacement Fund****33 Buildings & Land Fund****37 TIF #2 Kirchoff/Owl Fund****38 TIF #4 Golf Road Fund****45 Health Insurance Fund****47 Debt Service Fund****61 Local Road Fund****83 Fire Stations Fund**

ACCOUNT NUMBER BREAKDOWN

First 2 digits in the account number = FUND

Next 2 digits in the account number = DEPARTMENT

Next 4 digits in the account number = ACTIVITY/SUB-DEPARTMENT

Next 5 digits in the account number = OBJECT (WHAT EXPENSE IS)

Example: **01 -70 - 7020 - 54640**



Thus, an account number in any fund with a "70" after the fund number is Public Works related.

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
81355	02/10/2026	PRTD	14 AETNA TRUCK PARTS INC	746476	11/21/2025		123125	432.45
			Invoice: 746476					
				432.45 14705015 57280				
					SHOP SUPPLIES			
					REPAIR & MAINTENANCE SUPPLIES			
					CHECK		81355 TOTAL:	432.45
81356	02/10/2026	PRTD	18 AIR ONE EQUIPMENT INC	231106	12/31/2025		123125	324.00
			Invoice: 231106					
				324.00 01404010 54640				
					SCBA COMPRESSOR REPAIRS			
					OUTSIDE REPAIR AND MAINTENANCE			
					CHECK		81356 TOTAL:	324.00
81357	02/10/2026	PRTD	28 AMAZON CAPITAL SERVICES INC	1NJ4-FVM4-G7HV	12/31/2025	20251773	123125	94.99
			Invoice: 1NJ4-FVM4-G7HV					
				94.99 33705050 57280				
					GIVEBEST ELECTRIC WALL HEATER			
					REPAIR & MAINTENANCE SUPPLIES			
					CHECK		81357 TOTAL:	94.99
81358	02/10/2026	PRTD	4422 ARCON ASSOCIATES INC	30358	12/31/2025	20250894	123125	17,212.50
			Invoice: 30358					
				17,212.50 33705050 60010				
					CITY HALL ROOF DESIGN 6/1-12/31/25			
					BUILDING IMPROVEMENTS			
					CHECK		81358 TOTAL:	17,212.50
81359	02/10/2026	PRTD	56 AUTO COLLISION REBUILDERS INC	10638	12/23/2025		123125	2,169.50
			Invoice: 10638					
				2,169.50 14705015 54640				
					HOOD REPL & PAINT REPAIRS DUE TO RUST-2017 CARAVAN			
					OUTSIDE REPAIR AND MAINTENANCE			
					CHECK		81359 TOTAL:	2,169.50
81360	02/10/2026	PRTD	4445 BAXTER & WOODMAN/BOLLER CONSTRUCT 9		12/31/2025	20250279	123125	108,556.00
			Invoice: 9					
				108,556.00 20705030 60020				
					24R105 WATER PUMP ST#2 & #5 IMPROV-12/-12/31/25			
					IMPROVEMENTS NOT TO BUILDINGS			
					CHECK		81360 TOTAL:	108,556.00
81361	02/10/2026	PRTD	65 BAXTER AND WOODMAN DBA CONCENTRIC 0281458		12/31/2025	20251583	123125	11,282.15
			Invoice: 0281458					
				11,282.15 20705030 54610				
					QUENTIN ROAD PUMP STATION PRELIMINARY DESIGN			
					PROFESSIONAL SERVICES			
					CHECK		81361 TOTAL:	11,282.15
81362	02/10/2026	PRTD	65 CONCENTRIC INTEGRATION LLC	0281424	12/31/2025	20250883	123125	29,800.00
			Invoice: 0281424					
				29,800.00 20705030 54610				
					25R65 2025 SCADA UPGRADES			
					PROFESSIONAL SERVICES			

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
					INVOICE DTL DESC			
					CHECK	81367	TOTAL:	1,570.00
81368	02/10/2026	PRTD	1330 ENGINEERING RESOURCE ASSOCIATES I 1A		12/06/2025		123125	9,377.07
			Invoice: 1A	9,377.07 61705010 54610	25R72 -MDWBRK BRIDGE PH II ENG-REF		PO20260188	
					PROFESSIONAL SERVICES			
			ENGINEERING RESOURCE ASSOCIATES I 2A		12/31/2025		123125	2,079.96
			Invoice: 2A	2,079.96 20705040 54610	MDWBRK STORM SEWER - REF PO		20260188	
					PROFESSIONAL SERVICES			
					CHECK	81368	TOTAL:	11,457.03
81369	02/10/2026	PRTD	163 FLEET SAFETY SUPPLY	86402	12/31/2025	20251674	123125	1,735.75
			Invoice: 86402	1,735.75 01404020 56220	LIGHTS/SIREN FOR FD UTILITY PICK UP			
					OPERATING SUPPLIES			
					CHECK	81369	TOTAL:	1,735.75
81370	02/10/2026	PRTD	559 HAMPTON LENZINI & RENWICK INC	000020260139	12/31/2025	20251720	123125	4,973.75
			Invoice: 000020260139	4,973.75 61705010 54610	25R80-KIRCHOFF/ORIOLE PH I ENG -SERV THRU		12/31/25	
					PROFESSIONAL SERVICES			
			HAMPTON LENZINI & RENWICK INC	000020253053	12/04/2025	20251771	123125	7,120.00
			Invoice: 000020253053	7,120.00 20705035 54610	SURVEY WORK FOR EASEMENTS AT LS # 3-THRU		11/30/25	
					PROFESSIONAL SERVICES			
			HAMPTON LENZINI & RENWICK INC	000020260227	12/31/2025	20250208	123125	10,670.16
			Invoice: 000020260227	10,670.16 01606000 54610	PERMIT REVIEW, BUILDING OFFICIAL THRU		12.31.25	
					PROFESSIONAL SERVICES			
					CHECK	81370	TOTAL:	22,763.91
81371	02/10/2026	PRTD	420 HANSON HARDWARE INC DBA MATTS ACE	94256	12/23/2025	20251774	123125	15.58
			Invoice: 94256	15.58 33705050 57280	SCREWS			
					REPAIR & MAINTENANCE SUPPLIES			
					CHECK	81371	TOTAL:	15.58
81372	02/10/2026	PRTD	4082 HARD ROCK CONCRETE CUTTERS INC	214115	11/24/2025	20251495	123125	19,958.50
			Invoice: 214115	19,958.50 61705010 60020	SIDEWALK SAWCUTTING			
					IMPROVEMENTS NOT TO BUILDINGS			
					CHECK	81372	TOTAL:	19,958.50

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
81373	02/10/2026	PRTD	225 ILLINOIS STATE POLICE-DIV OF ADMI	20251203811	12/31/2025		123125	15.00
			Invoice: 20251203811					
				15.00 01303020 54630			LIQUOR CONTROL COML 016980L DUES AND SUBSCRIPTIONS	
							CHECK 81373 TOTAL:	15.00
81374	02/10/2026	PRTD	242 INTERGOVERNMENTAL RISK MANAGEMENT	301637	12/31/2025	20250297	123125	13,371.87
			Invoice: 301637					
				13,371.87 23002040 54140			DEC 2025 LIABILITY INSURANCE LIABILITY INSURANCE	
							CHECK 81374 TOTAL:	13,371.87
81375	02/10/2026	PRTD	2336 IPROMOTEU	2447137BGT	08/01/2025		123125	328.14
			Invoice: 2447137BGT					
				328.14 01303000 54270			NNO AWARDS PRINTING AND DUPLICATING	
			IPROMOTEU	2457734BGT	08/27/2025		123125	116.01
			Invoice: 2457734BGT					
				116.01 01303000 54270			NNO AWARDS PRINTING AND DUPLICATING	
							CHECK 81375 TOTAL:	444.15
81376	02/10/2026	PRTD	255 JULIE INC	2026-1539	12/31/2025		123125	7,625.00
			Invoice: 2026-1539					
				7,625.00 20705030 54610			2026 ANNUAL ASSESSMENT PROFESSIONAL SERVICES	
							CHECK 81376 TOTAL:	7,625.00
81377	02/10/2026	PRTD	291 MCMAID	121225	12/12/2025		123125	47.00
			Invoice: 121225					
				47.00 01808000 54290			ADDITIONAL SERVICES UTILITIES	
							CHECK 81377 TOTAL:	47.00
81378	02/10/2026	PRTD	3898 ALEXANDER MILLER	123125	12/31/2025	20251772	123125	5,244.00
			Invoice: 123125					
				5,244.00 01303010 53110			TUITION REIM/MILLER PROFESSIONAL DEVELOPMENT	
							CHECK 81378 TOTAL:	5,244.00
81379	02/10/2026	PRTD	4696 NINJAONE LLC	INV8826135377	12/31/2025	20251737	123125	6,360.00
			Invoice: INV8826135377					
				6,360.00 01252500 54640			Ninja Help Desk Ninja Advanced Pro OUTSIDE REPAIR AND MAINTENANCE	

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
					INVOICE DTL DESC			
					CHECK	81379	TOTAL:	6,360.00
81380	02/10/2026	PRTD	4200 SELBERT PERKINS DESIGN INC	251216	09/09/2025	20251392	123125	550.00
			Invoice: 251216		25R57-	ROUTE 53 MONUMENT SIGN DESIGN-8/31/25		
				550.00 61705010 60020				
			SELBERT PERKINS DESIGN INC	251330	10/13/2025	20251392	123125	12,077.50
			Invoice: 251330		25R57-	ROUTE 53 MONUMENT SIGN DESIGN-9/30/25		
				12,077.50 61705010 60020				
					CHECK	81380	TOTAL:	12,627.50
81381	02/10/2026	PRTD	440 STORINO RAMELLO & DURKIN	DEC 2025	12/31/2025	20250018	123125	24,908.37
			Invoice: DEC 2025		DEC 2025-	LEGAL SERVICES		
				23,979.20 01909000 54612				
				929.17 01909000 54613				
					CHECK	81381	TOTAL:	24,908.37
81382	02/10/2026	PRTD	452 TAYLOR PLUMBING INC	41598	12/31/2025		123125	3,048.00
			Invoice: 41598		FD 16 PLUMBING - 12/15 & 12/31/25		SERVICE DATES	
				3,048.00 33705050 54640			OUTSIDE REPAIR AND MAINTENANCE	
					CHECK	81382	TOTAL:	3,048.00
81383	02/10/2026	PRTD	435 TREASURER STATE OF ILLINOIS	126651	06/01/2025	20251776	123125	111,044.00
			Invoice: 126651		ROUTE 53 BRIDGE AESTHETIC IMPROVEMENTS			
				111,044.00 61705010 60020			IMPROVEMENTS NOT TO BUILDINGS	
			TREASURER STATE OF ILLINOIS	126785	07/01/2025		123125	114,378.50
			Invoice: 126785		22.R.16 HICKS ROAD BIKE PATH REIMBURSEMENT			
				114,378.50 61705010 60020			IMPROVEMENTS NOT TO BUILDINGS	
					CHECK	81383	TOTAL:	225,422.50
81384	02/10/2026	PRTD	1417 UPS	0000604641036	12/31/2025		123125	8.69
			Invoice: 0000604641036		POSTAGE			
				8.69 01707000 54310			POSTAGE	
					CHECK	81384	TOTAL:	8.69
81385	02/10/2026	PRTD	4700 LAW OFFICES OF SCOTT D VERHEY	32114	11/11/2025		123125	1,825.25
			Invoice: 32114		WEBER DR - CENTRAL TO ALGONQUIN RD - SEPT. 2025			
				1,825.25 61705010 60020			IMPROVEMENTS NOT TO BUILDINGS	

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
INVOICE DTL DESC								
							CHECK 81385 TOTAL:	1,825.25
81386	02/10/2026	PRTD	529 VERIZON WIRELESS	6133922849	12/31/2025		123125	33,599.76
			Invoice: 6133922849 1 OF 2					
				19,599.86 01252500 54640			IPADS-TABLETS	
				13,999.90 25405025 60034			OUTSIDE REPAIR AND MAINTENANCE EQUIPMENT - FIRE	
							CHECK 81386 TOTAL:	33,599.76
81387	02/10/2026	PRTD	4331 WALKER WILCOX MATOUSEK LLP	243305	10/08/2025		123125	176.00
			Invoice: 243305				IDOT vs. FIFTH THIRD BANK -RECORDING & FILING FEES	
				176.00 61705010 54610			PROFESSIONAL SERVICES	
			Invoice: 243317					
			WALKER WILCOX MATOUSEK LLP	243317	10/08/2025		123125	426.00
				426.00 61705010 54610			IDOT vs. 7-ELEVEN, INC LEGAL SERVICES SEPT 2025	
							PROFESSIONAL SERVICES	
			Invoice: 245146					
			WALKER WILCOX MATOUSEK LLP	245146	11/10/2025		123125	100.00
				100.00 61705010 60020			IDOT v. 7-ELEVEN, INC. - OCTOBER 2025	
							IMPROVEMENTS NOT TO BUILDINGS	
			Invoice: 245135					
			WALKER WILCOX MATOUSEK LLP	245135	11/10/2025		123125	375.00
				375.00 61705010 60020			IDOT v. FIFTH THIRD BAND, NA - OCTOBER 2025	
							IMPROVEMENTS NOT TO BUILDINGS	
							CHECK 81387 TOTAL:	1,077.00
81388	02/10/2026	PRTD	3989 WBK ENGINEERING LLC	INV-0000040485	12/31/2025	20250896	123125	1,764.00
			Invoice: INV-0000040485					
				1,764.00 20705040 54610			25R63 PARK STREET PH 3 CONST ENG.- 12/1-12/31/25	
							PROFESSIONAL SERVICES	
			Invoice: INV-0000038297					
			WBK ENGINEERING LLC	INV-0000038297	12/31/2025	20250258	123125	445.50
				445.50 01606000 54610			SESC INSPECTION GOLF RD DEVELOPMENT	
							PROFESSIONAL SERVICES	
							CHECK 81388 TOTAL:	2,209.50
81389	02/10/2026	PRTD	501 RYAN ZIMMERMAN	535	12/12/2025	20250404	123125	675.00
			Invoice: 535					
				675.00 04005005 54610			2025 WEATHER SERVICE	
							PROFESSIONAL SERVICES	
							CHECK 81389 TOTAL:	675.00
81390	02/10/2026	PRTD	2153 ZIEBELL WATER SERVICE PRODUCTS IN	271260-000	11/19/2025	20251541	123125	409.15
			Invoice: 271260-000					
				409.15 20705030 56230			BBOX CLEANOUT TOOL	
							SMALL TOOLS AND EQUIPMENT	

A/P CASH DISBURSEMENTS JOURNAL

	CHECK	81390	TOTAL:	409.15
NUMBER OF CHECKS	36	*** CASH ACCOUNT TOTAL ***		669,017.23
	COUNT	AMOUNT		
TOTAL PRINTED CHECKS	36	669,017.23		
		*** GRAND TOTAL ***		669,017.23

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: Austerladed

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	2	16													
APP	14-20000			02/10/2026	123125		WR0210				ACCOUNTS PAYABLE			4,171.95	
APP	99-10001			02/10/2026	123125		WR0210				AP CASH DISBURSEMENTS JOURNAL				
APP	01-20000			02/10/2026	123125		WR0210				CASH - GROUP ACCOUNT (AP CASH)				669,017.23
APP	33-20000			02/10/2026	123125		WR0210				AP CASH DISBURSEMENTS JOURNAL				
APP	20-20000			02/10/2026	123125		WR0210				ACCOUNTS PAYABLE			70,018.98	
APP	61-20000			02/10/2026	123125		WR0210				AP CASH DISBURSEMENTS JOURNAL				
APP	23-20000			02/10/2026	123125		WR0210				ACCOUNTS PAYABLE			22,345.77	
APP	25-20000			02/10/2026	123125		WR0210				AP CASH DISBURSEMENTS JOURNAL				
APP	04-20000			02/10/2026	123125		WR0210				ACCOUNTS PAYABLE			267,864.76	
											AP CASH DISBURSEMENTS JOURNAL				
											ACCOUNTS PAYABLE			276,569.00	
											AP CASH DISBURSEMENTS JOURNAL				
											ACCOUNTS PAYABLE			13,371.87	
											AP CASH DISBURSEMENTS JOURNAL				
											ACCOUNTS PAYABLE			13,999.90	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			669,017.23	669,017.23
APP	99-14001			02/10/2026	123125		WR0210				DUE TO DUE FROM GARAGE FUND			4,171.95	
APP	14-10001			02/10/2026	123125		WR0210				CASH - GROUP ACCOUNT (AP CASH)				4,171.95
APP	99-01001			02/10/2026	123125		WR0210				DUE TO GENERAL FUND			70,018.98	
APP	01-10001			02/10/2026	123125		WR0210				CASH - GROUP ACCOUNT (AP CASH)				70,018.98
APP	99-33001			02/10/2026	123125		WR0210				DUE TO DUE FROM BUILDING&LAND			22,345.77	
APP	33-10001			02/10/2026	123125		WR0210				CASH - GROUP ACCOUNT (AP CASH)				22,345.77
APP	99-20001			02/10/2026	123125		WR0210				DUE TO DUE FROM UTILITIES FUND			267,864.76	
APP	20-10001			02/10/2026	123125		WR0210				CASH - GROUP ACCOUNT (AP CASH)				267,864.76
APP	99-61001			02/10/2026	123125		WR0210				DUE TO DUE FROM LOCAL RD FUND			276,569.00	
APP	61-10001			02/10/2026	123125		WR0210				CASH - GROUP ACCOUNT (AP CASH)				276,569.00
APP	99-23001			02/10/2026	123125		WR0210				DUE TO DUE FROM LIABILITY FUND			13,371.87	
APP	23-10001			02/10/2026	123125		WR0210				CASH - GROUP ACCOUNT (AP CASH)				13,371.87
APP	99-25001			02/10/2026	123125		WR0210				DUE TO DUE FROM VEHICLE & EQUI			13,999.90	

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	EFF DATE							LINE DESC				
APP 25-10001	02/10/2026	123125			WR0210			CASH - GROUP ACCOUNT (AP CASH)				13,999.90
APP 99-04001	02/10/2026	123125			WR0210			DUE TO DUE FROM 911 FUND			675.00	
APP 04-10001	02/10/2026	123125			WR0210			CASH - GROUP ACCOUNT (AP CASH)				675.00
	02/10/2026	123125			WR0210							
SYSTEM GENERATED ENTRIES TOTAL											669,017.23	669,017.23
JOURNAL 2026/02/16 TOTAL											1,338,034.46	1,338,034.46

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
01 GENERAL FUND 01-10001 01-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		70,018.98
				ACCOUNTS PAYABLE	70,018.98	
				FUND TOTAL	70,018.98	70,018.98
04 911 FUND 04-10001 04-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		675.00
				ACCOUNTS PAYABLE	675.00	
				FUND TOTAL	675.00	675.00
14 GARAGE FUND 14-10001 14-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		4,171.95
				ACCOUNTS PAYABLE	4,171.95	
				FUND TOTAL	4,171.95	4,171.95
20 UTILITIES FUND 20-10001 20-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		267,864.76
				ACCOUNTS PAYABLE	267,864.76	
				FUND TOTAL	267,864.76	267,864.76
23 LIABILITY INSURANCE FUND 23-10001 23-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		13,371.87
				ACCOUNTS PAYABLE	13,371.87	
				FUND TOTAL	13,371.87	13,371.87
25 VEHICLE & EQUIPMENT FUND 25-10001 25-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		13,999.90
				ACCOUNTS PAYABLE	13,999.90	
				FUND TOTAL	13,999.90	13,999.90
33 BUILDING & LAND FUND 33-10001 33-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		22,345.77
				ACCOUNTS PAYABLE	22,345.77	
				FUND TOTAL	22,345.77	22,345.77
61 LOCAL ROAD FUND 61-10001 61-20000	2026 2	16	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		276,569.00
				ACCOUNTS PAYABLE	276,569.00	
				FUND TOTAL	276,569.00	276,569.00
99 TREASURY FUND	2026 2	16	02/10/2026			

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
99-01001				DUE TO GENERAL FUND	70,018.98	
99-04001				DUE TO DUE FROM 911 FUND	675.00	
99-10001				CASH - GROUP ACCOUNT (AP CASH)		669,017.23
99-14001				DUE TO DUE FROM GARAGE FUND	4,171.95	
99-20001				DUE TO DUE FROM UTILITIES FUND	267,864.76	
99-23001				DUE TO DUE FROM LIABILITY FUND	13,371.87	
99-25001				DUE TO DUE FROM VEHICLE & EQUI	13,999.90	
99-33001				DUE TO DUE FROM BUILDING&LAND	22,345.77	
99-61001				DUE TO DUE FROM LOCAL RD FUND	276,569.00	
				FUND TOTAL	669,017.23	669,017.23

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
01	GENERAL FUND		70,018.98
04	911 FUND		675.00
14	GARAGE FUND		4,171.95
20	UTILITIES FUND		267,864.76
23	LIABILITY INSURANCE FUND		13,371.87
25	VEHICLE & EQUIPMENT FUND		13,999.90
33	BUILDING & LAND FUND		22,345.77
61	LOCAL ROAD FUND		276,569.00
99	TREASURY FUND		
		669,017.23	
	TOTAL	669,017.23	669,017.23

** END OF REPORT - Generated by Austerlade, Debra **

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
81391	02/10/2026	PRTD	4713 ANNA GRON	43149	01/27/2026		020926	83.22
			Invoice: 43149					
				83.22 20	13250			
							UB 9945450 4301 EUCLID ACCTS RCVBLE - BILLED WATER	
							CHECK 81391 TOTAL:	83.22
81392	02/10/2026	PRTD	4714 MALIK LIGHTING & SIGN	43150	01/27/2026		020926	64.00
			Invoice: 43150					
				64.00 20	13250			
							UB 5501463 3620 EDISON ACCTS RCVBLE - BILLED WATER	
							CHECK 81392 TOTAL:	64.00
81393	02/10/2026	PRTD	4712 K WAGNER	C3052-000104	01/14/2026		020926	150.00
			Invoice: C3052-000104					
				150.00 01	45430			
							CASE WAS DISMISSED COMPLIANCE FINES - C TICKETS	
							CHECK 81393 TOTAL:	150.00
				NUMBER OF CHECKS	3		*** CASH ACCOUNT TOTAL ***	297.22
				TOTAL PRINTED CHECKS		COUNT	AMOUNT	
						3	297.22	
							*** GRAND TOTAL ***	297.22

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: Austerladed

YEAR	PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2026	2	18	APP 20-20000	02/10/2026	020926	R0210A			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		147.22	
			APP 99-10001	02/10/2026	020926	R0210A			CASH - GROUP ACCOUNT (AP CASH) AP CASH DISBURSEMENTS JOURNAL			297.22
			APP 01-20000	02/10/2026	020926	R0210A			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		150.00	
GENERAL LEDGER TOTAL											297.22	297.22
			APP 99-20001	02/10/2026	020926	R0210A			DUE TO DUE FROM UTILITIES FUND		147.22	
			APP 20-10001	02/10/2026	020926	R0210A			CASH - GROUP ACCOUNT (AP CASH)			147.22
			APP 99-01001	02/10/2026	020926	R0210A			DUE TO GENERAL FUND		150.00	
			APP 01-10001	02/10/2026	020926	R0210A			CASH - GROUP ACCOUNT (AP CASH)			150.00
SYSTEM GENERATED ENTRIES TOTAL											297.22	297.22
JOURNAL 2026/02/18 TOTAL											594.44	594.44

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
01	GENERAL FUND 01-10001 01-20000	2026	2	18	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		150.00
						ACCOUNTS PAYABLE	150.00	
						FUND TOTAL	150.00	150.00
20	UTILITIES FUND 20-10001 20-20000	2026	2	18	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		147.22
						ACCOUNTS PAYABLE	147.22	
						FUND TOTAL	147.22	147.22
99	TREASURY FUND 99-01001 99-10001 99-20001	2026	2	18	02/10/2026	DUE TO GENERAL FUND	150.00	
						CASH - GROUP ACCOUNT (AP CASH)		297.22
						DUE TO DUE FROM UTILITIES FUND	147.22	
						FUND TOTAL	297.22	297.22

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
					INVOICE DTL DESC			
					CHECK	81398	TOTAL:	587.78
81399	02/10/2026	PRTD	47 ARLINGTON POWER EQUIPMENT	262611	01/16/2026	20260124	021026	78.00
				78.00 14705015 57280	RM166		BELT AND CARBURATOR REPAIR & MAINTENANCE SUPPLIES	
			ARLINGTON POWER EQUIPMENT	262609	01/16/2026	20260124	021026	21.19
				21.19 14705015 57280	RM166		BELT AND CARBURATOR REPAIR & MAINTENANCE SUPPLIES	
			ARLINGTON POWER EQUIPMENT	262610	01/16/2026	20260105	021026	23.96
				23.96 20705035 56230			BRACES FOR PUSH BROOMS SMALL TOOLS AND EQUIPMENT	
					CHECK	81399	TOTAL:	123.15
81400	02/10/2026	PRTD	1791 ATOMATIC MECHANICAL SERVICES INC	SRV25-08945	01/27/2026	20260182	021026	1,428.50
				1,428.50 33705050 54640	FD 15		BOILER LEAKING OUTSIDE REPAIR AND MAINTENANCE	
					CHECK	81400	TOTAL:	1,428.50
81401	02/10/2026	PRTD	61 AXON ENTERPRISE INC	INUS414986	01/15/2026	20260140	021026	32,182.44
				32,182.44 04005005 54610	AXON FLEET 3/ 25.R.103		PROFESSIONAL SERVICES	
					CHECK	81401	TOTAL:	32,182.44
81402	02/10/2026	PRTD	2187 DAVID BACINO	TUIT REIMB-FALL 2025	202501/01/2026		021026	1,898.00
				1,898.00 01404010 53110			GRAPHIC DES/RACE ETHNICITY/EXPLORING WORK PROFESSIONAL DEVELOPMENT	
					CHECK	81402	TOTAL:	1,898.00
81403	02/10/2026	PRTD	65 CONCENTRIC INTEGRATION LLC	0281766	01/28/2026	20260183	021026	92.50
				92.50 20705030 54640	SCADA IMPROVEMENTS, T&M		OUTSIDE REPAIR AND MAINTENANCE	
					CHECK	81403	TOTAL:	92.50
81404	02/10/2026	PRTD	2089 BERLAND'S HOUSE OF TOOLS	93914	01/08/2026	20260104	021026	4,199.99
				4,199.99 33705050 54640	WATERLINE REPAIR		OUTSIDE REPAIR AND MAINTENANCE	

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
					INVOICE DTL DESC			
					CHECK	81410	TOTAL:	2,588.00
81411	02/10/2026	PRTD	652 CORE & MAIN	Y359733	01/20/2026	20260107	021026	8,441.00
			Invoice: Y359733					
				8,441.00	20705030	57280	26R05 WATER METERS & SUPPLIES REPAIR & MAINTENANCE SUPPLIES	
					CHECK	81411	TOTAL:	8,441.00
81412	02/10/2026	PRTD	118 CRYSTAL VISIONS INC	41057	01/22/2026	20260036	021026	12,620.39
			Invoice: 41057					
				12,620.39	61705010	56260	25R101 LIQUID DEICING MATERIAL SNOW REMOVAL SUPPLIES	
					CHECK	81412	TOTAL:	12,620.39
81413	02/10/2026	PRTD	125 CUTLER WORKWEAR	PS-INV057401	01/20/2026	20260113	021026	88.18
			Invoice: PS-INV057401					
				88.18	20705035	56100	UNIFORM/FACE MASK,PULLOVER SWEATER/ SUPPLIES UNIFORMS & CLOTHING EMP # 739	
			CUTLER WORKWEAR	PS-INV057402	01/20/2026	20260114	021026	60.98
			Invoice: PS-INV057402					
				60.98	20705040	56100	UNIFORM / GLOVES, HAT / EMP # 802 SUPPLIES UNIFORMS & CLOTHING	
			CUTLER WORKWEAR	PS-INV057403	01/20/2026	20260112	021026	135.85
			Invoice: PS-INV057403					
				135.85	20705035	56100	UNIFORM / GLOVES, CAP, T-SHIRT, SHIRT JAC/EMP #734 SUPPLIES UNIFORMS & CLOTHING	
			CUTLER WORKWEAR	PS-INV057208	01/15/2026	20260165	021026	123.08
			Invoice: PS-INV057208					
				123.08	16705045	56100	UNIFORMS #607 SUPPLIES UNIFORMS & CLOTHING	
					CHECK	81413	TOTAL:	408.09
81414	02/10/2026	PRTD	3953 CASSANDRA DEFRANCO	011426	01/14/2026		021026	21.00
			Invoice: 011426					
				21.00	01303010	54250	BLOODSTAIN EVIDENCE COURSE/DEFRANCO TRAVEL AND LODGING	
					CHECK	81414	TOTAL:	21.00
81415	02/10/2026	PRTD	3971 DYNEGY ENERGY SERVICES	030320125723	01/10/2026		021026	6,859.13
			Invoice: 030320125723					
				6,859.13	61705010	54290	5141 DUPONT AVE LITE 12/04-01/06/26 UTILITIES	
					CHECK	81415	TOTAL:	6,859.13

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
81416	02/10/2026	PRTD	140 EAST APARTMENTS LLC	022826	01/21/2026	20260093	021026	100.00
					CLEANING FOR RMNRC (2260 ALGONQUIN PKWY) PROFESSIONAL SERVICES			
				100.00 01353500 54610				
			EAST APARTMENTS LLC	013126	01/31/2026	20260094	021026	100.00
					CLEANING FOR RMNRC (2260 ALGONQUIN PKWY) PROFESSIONAL SERVICES			
				100.00 01353500 54610				
					CHECK		81416 TOTAL:	200.00
81417	02/10/2026	PRTD	150 EAST APARTMENTS LLC - RENT	020126	01/21/2026	20260095	021026	800.00
					RENT FOR (RMRC) 2260 ALGONQUIN PKWY RENTAL AND LEASE PURCHASE			
				800.00 01353500 54620				
			EAST APARTMENTS LLC - RENT	010126	01/01/2026	20260096	021026	800.00
					RENT FOR (RMRC) 2260 ALGONQUIN PKWY RENTAL AND LEASE PURCHASE			
				800.00 01353500 54620				
					CHECK		81417 TOTAL:	1,600.00
81418	02/10/2026	PRTD	3007 ELECTRICAL CONTRACTORS INC	85014	01/15/2026	20260174	021026	1,534.00
					PW GATE YEARLY MAINTENANCE - 1/1-12/31/26 PROFESSIONAL SERVICES			
				1,534.00 33705050 54610				
					CHECK		81418 TOTAL:	1,534.00
81419	02/10/2026	PRTD	1426 DAVID ELLIS	012626	01/26/2026		021026	24.00
					USE OF FORCE WORKSHOP FOR SERGEANTS/ELLIS TRAVEL AND LODGING			
				24.00 01303010 54250				
					CHECK		81419 TOTAL:	24.00
81420	02/10/2026	PRTD	155 FEDERAL EXPRESS CORP	9-138-91337	01/14/2026		021026	29.50
					POSTAGE POSTAGE			
				29.50 01909000 54310				
					CHECK		81420 TOTAL:	29.50
81421	02/10/2026	PRTD	4433 FIELDS OUTDOOR ADVENTURES	25283	01/15/2026	20260141	021026	7,560.00
					FIELDS/9MM BULLETS OPERATING SUPPLIES			
				7,560.00 01303000 56220				
					CHECK		81421 TOTAL:	7,560.00

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
81422	02/10/2026	PRTD	160 FIRE SAFETY CONSULTANTS INC	25-11445AB	01/15/2026	20260178	021026	445.00
				445.00 01606000 54610			PLAN REVIEW 600 HICKS FIRE25-0027 PROFESSIONAL SERVICES	
					01/07/2026	20260178	021026	2,890.00
				2,890.00 01606000 54610			PLAN REVIEW 5520 MEADOWBROOK FIRE25-0034 PROFESSIONAL SERVICES	
					01/26/2026	20260178	021026	2,735.00
				2,735.00 01606000 54610			PLAN REVIEW 5110 TOLLVIEW FIRE25-0033 PROFESSIONAL SERVICES	
					CHECK		81422 TOTAL:	6,070.00
81423	02/10/2026	PRTD	163 FLEET SAFETY SUPPLY	86370	01/14/2026	20260132	021026	271.51
				271.51 14705015 57280			REPLACEMENT RED STROBE LIGHT RM737 REPAIR & MAINTENANCE SUPPLIES	
					CHECK		81423 TOTAL:	271.51
81424	02/10/2026	PRTD	4697 FLY ME FLAG LLC	13309	01/14/2026	20260102	021026	1,892.00
				1,892.00 33705050 56220			CITY FLAGS OPERATING SUPPLIES	
					CHECK		81424 TOTAL:	1,892.00
81425	02/10/2026	PRTD	955 FSS TECHNOLOGIES LLC	I-84125	01/17/2026	20260106	021026	960.00
				960.00 20705030 54300			2026 WATER PUMPING STATION ENTRY ALARMS TELECOMMUNICATIONS	
					CHECK		81425 TOTAL:	960.00
81426	02/10/2026	PRTD	2531 MICHAEL GARCIA	010526	01/05/2026		021026	21.00
				21.00 01303010 54250			CONFLICT RESOLUTION/DE-ESCALATION COURSE/GARCIA TRAVEL AND LODGING	
					01/06/2026		021026	21.00
				21.00 01303010 54250			ETHICS IN POLICING/GARCIA TRAVEL AND LODGING	
					01/19/2026		021026	250.00
				250.00 01303010 56100			EQUIP REIM/GARCIA UNIFORMS & CLOTHING	
					CHECK		81426 TOTAL:	292.00

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
INVOICE DTL DESC								
81432	02/10/2026	PRTD	242 INTERGOVERNMENTAL RISK MANAGEMENT 2026 CONTRIBUTION	2026 CONTRIBUTION	01/01/2026		021026	820,414.00
			Invoice: 2026 CONTRIBUTION	820,414.00 23002040 54140				
							CHECK 81432 TOTAL:	820,414.00
81433	02/10/2026	PRTD	2016 INTERSTATE BATTERIES OF NORTH CHI 23056151		01/20/2026	20260130	021026	148.29
			Invoice: 23056151	148.29 14705015 57280				
				.00 14705015 57280			CHECK 81433 TOTAL:	148.29
81434	02/10/2026	PRTD	246 J C LICHT LLC	64154542	01/20/2026	20260163	021026	50.01
			Invoice: 64154542	50.01 33705050 57280				
							CHECK 81434 TOTAL:	50.01
81435	02/10/2026	PRTD	248 J G UNIFORMS INC	157661	01/13/2026	20260142	021026	265.00
			Invoice: 157661	265.00 01303010 56100				
							CHECK 81435 TOTAL:	265.00
81436	02/10/2026	PRTD	524 KONICA MINOLTA BUSINESS SOLUTIONS 48482955		01/14/2026	20260005	021026	98.37
			Invoice: 48482955	98.37 25005025 60003				
							CHECK 81436 TOTAL:	98.37
81437	02/10/2026	PRTD	4562 LOCAL GOVERNMENT HISPANIC NETWORK 10878		01/07/2026	20251743	021026	695.00
			Invoice: 10878	695.00 01353500 53110				
							CHECK 81437 TOTAL:	695.00
81438	02/10/2026	PRTD	1976 STEPHEN MACK	010826	01/08/2026		021026	130.00
			Invoice: 010826	130.00 01303010 56100				
							CHECK 81438 TOTAL:	130.00

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
81439	02/10/2026	PRTD	2081 MACQUEEN EQUIPMENT LLC	P37275	01/17/2026	20260120	021026	493.59
			Invoice: P37275					
				493.59 14705015 57280				
							REPLACEMENT WIPER DRIVE ASSEMBLY RM400 REPAIR & MAINTENANCE SUPPLIES	
							CHECK 81439 TOTAL:	493.59
81440	02/10/2026	PRTD	772 JOHN MANFREDI	011926	01/19/2026		021026	112.00
			Invoice: 011926					
				112.00 01303010 54250				
							SUPERVISOR LEADERSHIP COURSE/MANFREDI TRAVEL AND LODGING	
							CHECK 81440 TOTAL:	112.00
81441	02/10/2026	PRTD	4557 MCCANN WINDOW AND DOOR	2244	01/04/2026		021026	17,250.00
			Invoice: 2244					
				17,250.00 33705050 60010				
							EXTERIOR SERVICE DOOR REPLACEMENT-REF PO #20250941 BUILDING IMPROVEMENTS	
							CHECK 81441 TOTAL:	17,250.00
81442	02/10/2026	PRTD	291 MCMAID	010926	01/09/2026	20260152	021026	143.00
			Invoice: 010926					
				143.00 01808000 54290				
							JANUARY 2026 UTILITIES	
							CHECK 81442 TOTAL:	143.00
81443	02/10/2026	PRTD	292 MCMASTER-CARR SUPPLY CO	58531518	01/21/2026	20260156	021026	62.39
			Invoice: 58531518					
				62.39 14705015 57280				
							SQUARE HEAD CUP BOLTS FOR UNDERFLOW MTG LEGS REPAIR & MAINTENANCE SUPPLIES	
							CHECK 81443 TOTAL:	62.39
81444	02/10/2026	PRTD	297 MENARDS	58448	01/29/2026	20260184	021026	196.22
			Invoice: 58448					
				196.22 61705010 56220				
							MAILBOX MATERIALS OPERATING SUPPLIES	
							CHECK 81444 TOTAL:	196.22
81445	02/10/2026	PRTD	304 MID AMERICAN WATER	289308W	01/07/2026	20260136	021026	1,474.30
			Invoice: 289308W					
				1,474.30 20705030 56220				
							BRASS AND ROLL OF COPPER OPERATING SUPPLIES	
			MID AMERICAN WATER	289309W	01/12/2026	20260134	021026	1,675.00
			Invoice: 289309W					
				1,675.00 20705030 57280				
							WATER MAIN REPAIR CLAMPS REPAIR & MAINTENANCE SUPPLIES	

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
								CHECK 81461 TOTAL: 3,525.30
81462	02/10/2026	PRTD	101 CITY OF ROLLING MEADOWS	486846	02/01/2026	20260012	021026	509.77
					FEB 2026-UTILITY BILL-3600		KIRCHOFF	
				499.57 01707000 54290			UTILITIES	
				10.20 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486803	02/01/2026	20260012	021026	147.98
					FEB 2026-UTILITY BILL-2455		PLUM GROVE RD	
				145.02 01707000 54290			UTILITIES	
				2.96 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486748	02/01/2026	20260012	021026	532.48
					FEB 2026-UTILITY BILL-3201		ALGONQUIN RD	
				521.83 01707000 54290			UTILITIES	
				10.65 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486669	02/01/2026	20260012	021026	133.01
					FEB 2026-UTILITY BILL-3600		KIRCHOFF RD	
				130.35 01707000 54290			UTILITIES	
				2.66 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	490041	02/01/2026	20260012	021026	100.15
					FEB 2026-UTILITY BILL-2809		OWL LN	
				98.15 01707000 54290			UTILITIES	
				2.00 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486650	02/01/2026	20260012	021026	78.21
					FEB 2026-UTILITY BILL-3286		KIRCHOFF RD	
				76.65 01707000 54290			UTILITIES	
				1.56 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486955	02/01/2026	20260012	021026	11.00
					FEB 2026-UTILITY BILL-4100		KIRCHOFF RD	
				10.78 01707000 54290			UTILITIES	
				.22 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486616	02/01/2026	20260012	021026	636.53
					FEB 2026-UTILITY BILL-3900		BERDNICK ST	
				623.80 01707000 54290			UTILITIES	
				12.73 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486549	02/01/2026	20260012	021026	1,203.95
					FEB 2026-UTILITY BILL-2340		HICKS RD	
				1,179.87 01707000 54290			UTILITIES	
				24.08 01808000 54290			UTILITIES	
			CITY OF ROLLING MEADOWS	486849	02/01/2026	20260012	021026	64.55
					FEB 2026-UTILITY BILL-3111		MEADOW DR	
				63.26 01707000 54290			UTILITIES	

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 99 10001 CASH - GROUP ACCOUNT (AP CASH)
 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
								INVOICE DTL DESC
								CHECK 81467 TOTAL: 574.18
81468	02/10/2026	PRTD	4396 JOE JOHNSON EQUIPMENT LLC	P08406	01/19/2026	20260131	021026	265.92
Invoice: P08406				265.92 14705015 57280	POWER MIRROR SWITCH RM457 T337 REPAIR & MAINTENANCE SUPPLIES			
Invoice: P08479				807.35 20705035 54640	01/23/2026	20260167	021026	807.35
					CAMERA TRUCK REPAIR PARTS OUTSIDE REPAIR AND MAINTENANCE			
								CHECK 81468 TOTAL: 1,073.27
81469	02/10/2026	PRTD	4442 CHRIS THIELSEN INC	1112026	01/11/2026	20260121	021026	300.00
Invoice: 1112026				300.00 14705015 54640	REPAIR ON 34,000LB TRUCK LIFT OUTSIDE REPAIR AND MAINTENANCE			
Invoice: 1132026				90.00 14705015 54640	01/13/2026	20260153	021026	90.00
					REPLACEMENT HINGES FOR LIFT OUTSIDE REPAIR AND MAINTENANCE			
								CHECK 81469 TOTAL: 390.00
81470	02/10/2026	PRTD	460 THOMPSON ELEVATOR INSPECTION SERV 26-0112		01/14/2026	20260144	021026	258.00
Invoice: 26-0112				258.00 01606000 54610	ELEVATOR INSPECTIONS 1.5.26 PROFESSIONAL SERVICES			
Invoice: 26-0174				387.00 01606000 54610	01/20/2026	20260144	021026	387.00
					ELEVATOR INSPECTIONS 1.3.26-1.6.26 PROFESSIONAL SERVICES			
Invoice: 26-0202				600.00 01606000 54610	01/22/2026	20260185	021026	600.00
					ELEVATOR PLAN REVIEWS 3800 GOLF RD PROFESSIONAL SERVICES			
								CHECK 81470 TOTAL: 1,245.00
81471	02/10/2026	PRTD	469 TRANS CHICAGO TRUCK GROUP	X101808183:01	01/15/2026		021026	2.52
Invoice: X101808183:01				2.52 14705015 57280	CONNECTORS FOR RM435 REPAIR & MAINTENANCE SUPPLIES			
Invoice: X101807717:01				14.52 14705015 57280	01/14/2026		021026	14.52
					STRIP SOCKET/REF. CRDT X101807717:01/X101807855:02 REPAIR & MAINTENANCE SUPPLIES			
Invoice: X101807857:01				-13.25 14705015 57280	01/14/2026		021026	-13.25
					PARTIAL STRIP SOCKET RETURN/REF INV X101807717:01 REPAIR & MAINTENANCE SUPPLIES			

A/P CASH DISBURSEMENTS JOURNAL

	CHECK	81473	TOTAL:	136.26
NUMBER OF CHECKS	80	*** CASH ACCOUNT TOTAL ***		1,131,006.42
		COUNT	AMOUNT	
TOTAL PRINTED CHECKS		80	1,131,006.42	
		*** GRAND TOTAL ***		1,131,006.42

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: Austerladed

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
				EFF	DATE					LINE	DESC				
2026	2	20													
APP	01-20000				02/10/2026	021026								43,796.76	
											ACCOUNTS PAYABLE				
											AP CASH DISBURSEMENTS JOURNAL				
APP	99-10001				02/10/2026	021026					CASH - GROUP ACCOUNT (AP CASH)				1,131,006.42
											AP CASH DISBURSEMENTS JOURNAL				
APP	33-20000				02/10/2026	021026					ACCOUNTS PAYABLE			34,948.27	
											AP CASH DISBURSEMENTS JOURNAL				
APP	14-20000				02/10/2026	021026					ACCOUNTS PAYABLE			11,060.17	
											AP CASH DISBURSEMENTS JOURNAL				
APP	20-20000				02/10/2026	021026					ACCOUNTS PAYABLE			15,467.41	
											AP CASH DISBURSEMENTS JOURNAL				
APP	04-20000				02/10/2026	021026					ACCOUNTS PAYABLE			32,344.75	
											AP CASH DISBURSEMENTS JOURNAL				
APP	45-20000				02/10/2026	021026					ACCOUNTS PAYABLE			20,200.19	
											AP CASH DISBURSEMENTS JOURNAL				
APP	25-20000				02/10/2026	021026					ACCOUNTS PAYABLE			131,404.92	
											AP CASH DISBURSEMENTS JOURNAL				
APP	61-20000				02/10/2026	021026					ACCOUNTS PAYABLE			21,222.73	
											AP CASH DISBURSEMENTS JOURNAL				
APP	16-20000				02/10/2026	021026					ACCOUNTS PAYABLE			123.08	
											AP CASH DISBURSEMENTS JOURNAL				
APP	23-20000				02/10/2026	021026					ACCOUNTS PAYABLE			820,414.00	
											AP CASH DISBURSEMENTS JOURNAL				
APP	17-20000				02/10/2026	021026					ACCOUNTS PAYABLE			24.14	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			1,131,006.42	1,131,006.42
APP	99-01001				02/10/2026	021026					DUE TO GENERAL FUND			43,796.76	
APP	01-10001				02/10/2026	021026					CASH - GROUP ACCOUNT (AP CASH)				43,796.76
APP	99-33001				02/10/2026	021026					DUE TO DUE FROM BUILDING&LAND			34,948.27	
APP	33-10001				02/10/2026	021026					CASH - GROUP ACCOUNT (AP CASH)				34,948.27
APP	99-14001				02/10/2026	021026					DUE TO DUE FROM GARAGE FUND			11,060.17	
APP	14-10001				02/10/2026	021026					CASH - GROUP ACCOUNT (AP CASH)				11,060.17
APP	99-20001				02/10/2026	021026					DUE TO DUE FROM UTILITIES FUND			15,467.41	
APP	20-10001				02/10/2026	021026					CASH - GROUP ACCOUNT (AP CASH)				15,467.41
APP	99-04001				02/10/2026	021026					DUE TO DUE FROM 911 FUND			32,344.75	
APP	04-10001										CASH - GROUP ACCOUNT (AP CASH)				32,344.75

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL						ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
	02/10/2026	021026	W0210A								
APP 99-45001	02/10/2026	021026	W0210A			DUE TO DUE FROM HEALTH FUND				20,200.19	
APP 45-10001	02/10/2026	021026	W0210A			CASH - GROUP ACCOUNT (AP CASH)					20,200.19
APP 99-25001	02/10/2026	021026	W0210A			DUE TO DUE FROM VEHICLE & EQUI				131,404.92	
APP 25-10001	02/10/2026	021026	W0210A			CASH - GROUP ACCOUNT (AP CASH)					131,404.92
APP 99-61001	02/10/2026	021026	W0210A			DUE TO DUE FROM LOCAL RD FUND				21,222.73	
APP 61-10001	02/10/2026	021026	W0210A			CASH - GROUP ACCOUNT (AP CASH)					21,222.73
APP 99-16001	02/10/2026	021026	W0210A			DUE TO DUE FROM REFUSE FUND				123.08	
APP 16-10001	02/10/2026	021026	W0210A			CASH - GROUP ACCOUNT (AP CASH)					123.08
APP 99-23001	02/10/2026	021026	W0210A			DUE TO DUE FROM LIABILITY FUND				820,414.00	
APP 23-10001	02/10/2026	021026	W0210A			CASH - GROUP ACCOUNT (AP CASH)					820,414.00
APP 99-17001	02/10/2026	021026	W0210A			DUE TO DUE FROM POLICE SEIZURE				24.14	
APP 17-10001	02/10/2026	021026	W0210A			CASH - GROUP ACCOUNT (AP CASH)					24.14
SYSTEM GENERATED ENTRIES TOTAL										1,131,006.42	1,131,006.42
JOURNAL 2026/02/20 TOTAL										2,262,012.84	2,262,012.84

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
01 GENERAL FUND 01-10001 01-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		43,796.76
				ACCOUNTS PAYABLE	43,796.76	
				FUND TOTAL	43,796.76	43,796.76
04 911 FUND 04-10001 04-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		32,344.75
				ACCOUNTS PAYABLE	32,344.75	
				FUND TOTAL	32,344.75	32,344.75
14 GARAGE FUND 14-10001 14-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		11,060.17
				ACCOUNTS PAYABLE	11,060.17	
				FUND TOTAL	11,060.17	11,060.17
16 REFUSE FUND 16-10001 16-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		123.08
				ACCOUNTS PAYABLE	123.08	
				FUND TOTAL	123.08	123.08
17 POLICE ASSET SEIZURE FUND 17-10001 17-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		24.14
				ACCOUNTS PAYABLE	24.14	
				FUND TOTAL	24.14	24.14
20 UTILITIES FUND 20-10001 20-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		15,467.41
				ACCOUNTS PAYABLE	15,467.41	
				FUND TOTAL	15,467.41	15,467.41
23 LIABILITY INSURANCE FUND 23-10001 23-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		820,414.00
				ACCOUNTS PAYABLE	820,414.00	
				FUND TOTAL	820,414.00	820,414.00
25 VEHICLE & EQUIPMENT FUND 25-10001 25-20000	2026 2	20	02/10/2026	CASH - GROUP ACCOUNT (AP CASH)		131,404.92
				ACCOUNTS PAYABLE	131,404.92	
				FUND TOTAL	131,404.92	131,404.92
33 BUILDING & LAND FUND	2026 2	20	02/10/2026			

City of Rolling Meadows



A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
33-10001				CASH - GROUP ACCOUNT (AP CASH)		34,948.27
33-20000				ACCOUNTS PAYABLE	34,948.27	
				FUND TOTAL	34,948.27	34,948.27
45 HEALTH INSURANCE FUND	2026 2	20	02/10/2026			
45-10001				CASH - GROUP ACCOUNT (AP CASH)		20,200.19
45-20000				ACCOUNTS PAYABLE	20,200.19	
				FUND TOTAL	20,200.19	20,200.19
61 LOCAL ROAD FUND	2026 2	20	02/10/2026			
61-10001				CASH - GROUP ACCOUNT (AP CASH)		21,222.73
61-20000				ACCOUNTS PAYABLE	21,222.73	
				FUND TOTAL	21,222.73	21,222.73
99 TREASURY FUND	2026 2	20	02/10/2026			
99-01001				DUE TO GENERAL FUND	43,796.76	
99-04001				DUE TO DUE FROM 911 FUND	32,344.75	
99-10001				CASH - GROUP ACCOUNT (AP CASH)		1,131,006.42
99-14001				DUE TO DUE FROM GARAGE FUND	11,060.17	
99-16001				DUE TO DUE FROM REFUSE FUND	123.08	
99-17001				DUE TO DUE FROM POLICE SEIZURE	24.14	
99-20001				DUE TO DUE FROM UTILITIES FUND	15,467.41	
99-23001				DUE TO DUE FROM LIABILITY FUND	820,414.00	
99-25001				DUE TO DUE FROM VEHICLE & EQUI	131,404.92	
99-33001				DUE TO DUE FROM BUILDING&LAND	34,948.27	
99-45001				DUE TO DUE FROM HEALTH FUND	20,200.19	
99-61001				DUE TO DUE FROM LOCAL RD FUND	21,222.73	
				FUND TOTAL	1,131,006.42	1,131,006.42

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
01	GENERAL FUND		43,796.76
04	911 FUND		32,344.75
14	GARAGE FUND		11,060.17
16	REFUSE FUND		123.08
17	POLICE ASSET SEIZURE FUND		24.14
20	UTILITIES FUND		15,467.41
23	LIABILITY INSURANCE FUND		820,414.00
25	VEHICLE & EQUIPMENT FUND		131,404.92
33	BUILDING & LAND FUND		34,948.27
45	HEALTH INSURANCE FUND		20,200.19
61	LOCAL ROAD FUND		21,222.73
99	TREASURY FUND		
		1,131,006.42	
TOTAL		1,131,006.42	1,131,006.42

** END OF REPORT - Generated by Austerlade, Debra **

Council Action Summary – February 10th, 2026

Agenda Location: Consent Resolutions

D) Update the Current City of Rolling Meadows Emergency Operations Plan (EOP)

Attachments:

- Resolution
- City of Rolling Meadows Emergency Operations Plan (updated)

Background: You are being asked to approve a Resolution to update the Emergency Operations Plan for the City of Rolling Meadows. This basic plan provides an overview of the City’s emergency management system. It explains concepts such as hazards, capabilities, requirements, and emergency management structure.

The Plan establishes the City’s Emergency Management Organization and assigns roles and responsibilities in accordance with the National Incident Management System (NIMS). It also ensures coordination and integration of planning efforts among the City, neighboring jurisdictions, and partner agencies.

The proposed 2026 updates include the integration of business and critical infrastructure–specific functions to support long–term community recovery, as well as revisions to terminology and language to ensure consistency with local, county, state, and federal regulations.

Previous Council Action:

December 19, 2017 – City Council approved Resolution No. 17–R–146

December 7, 2021 – City Council approved Resolution No. 21–R–118

Recommendation: Staff recommends approval of the Resolution

RESOLUTION NO. 26-R-19

A RESOLUTION TO UPDATE THE EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Rolling Meadows maintains an Emergency Operations Plan (EOP) to guide preparedness, response, recovery, and mitigation efforts in order to reduce the impacts of disasters on the community; and

WHEREAS, updates to the language of the EOP, including the addition of Emergency Support Function (ESF) 14, *Cross-Sector Business and Infrastructure*, will enhance the City's ability to support long-term community recovery following an emergency;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Rolling Meadows, Illinois, that the City Manager is hereby authorized to update the current Emergency Operations Plan (EOP), including the addition of Emergency Support Function (ESF) 14, *Cross-Sector Business and Infrastructure*.

AYES:

NAYS:

ABSENT:

Passed and approved this 10th day of February, 2026.

Lara Sanoica, Mayor

ATTEST:

Judith Brose, Deputy City Clerk



City of Rolling Meadows Emergency Operations Plan

Version 4.0

Revised: October 2025

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LETTER OF PROMULGATION

October 2025

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 Operations Plan and Pre-Disaster Recovery Plan establish an Emergency Management Organization and assigns functions and tasks consistent with the National Incident Management System. These documents provide for the integration and coordination of planning efforts of multiple jurisdictions and agencies within the City.

These plans were developed for each City of Rolling Meadows department and local special districts with emergency services responsibilities within the City. Their 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 the Pre-Disaster Recovery Plan addresses the direction of how to begin the various aspects of the recovery process.

Once adopted, these plans are 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 Mayor and 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.

_____ / / _____

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 emergencies 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 Mayor and 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

Version Number	Implemented By	Date	Description of Change
v. 2.0	Mick Fleming	04/01/2020	Reflected name change of Cook County Department of Homeland Security and Emergency Management to Department of Emergency Management and Regional Security throughout plan.
v. 2.0	Mick Fleming	04/01/2020	Pg. 5: Updated description of THIRA process.
v. 2.0	Mick Fleming	04/01/2020	Pg. 25: Added new ESF-14 description to chart.
v. 2.0	Mick Fleming	04/01/2020	Pg. 34: Added Section Annexes description, updated other descriptions.
v. 2.0	Mick Fleming	04/01/2020	Restructuring and reformatting, creation of Section Annexes and elimination of those sections in the Basic Plan.
v.2.0	Mick Fleming	04/01/2020	Added Alert & Warning and Volunteer and Donations Management Functional Annexes. Moved Outdoor Warning System Activation and Testing appendix from Hazardous Weather Annex to Alert & Warning Annex.
v. 2.0	Mick Fleming	04/01/2020	Pg. 68: Updated amount of roadway, sewer and water mains. Removed reference to responsibility for refuse and recycling collection.
v. 2.0	Mick Fleming	04/01/2020	Pg. 97: Added Cook County Forest Preserve Resource Management to list of County partners.
v. 2.0	Mick Fleming	04/01/2020	Pg. 106-7: Added American Red Cross and Salvation Army as Supporting Agencies for ESF #6.
v. 2.0	Mick Fleming	04/01/2020	Grammatical, minor formatting, and punctuation corrections throughout
v. 3.0	Doug Hoyt	10/27/2022	p. 4; replaced "Training and Exercise Plan" with "Integrated Preparedness Plan"
v. 3.0	D. Hoyt	10/27/2022	ESF 6 Annex: Added clarification on reunification, commodity distribution, MARCs, and Family Assistance Centers

Version Number	Implemented By	Date	Description of Change
v. 3.0	D. Hoyt	11/09/2022	Grammatical, minor formatting, and punctuation corrections throughout. Removed references to EM volunteers.
v. 3.0	D. Hoyt	11/09/2022	ESF 11 Annex: Eliminate reference to Arlington International Racecourse.
v. 3.0	D. Hoyt	11/10/2022	Volunteer and Donations Annex: Updated for consistency with ESF 6 Annex updates.
v. 3.0	D. Hoyt	11/30/2022	Sec. 1.3.1, Hazard Analysis: Updated to reflect regular updates and to eliminate redundancy by referencing THIRA.
v. 3.0	D. Hoyt	12/12/22	Added "Purpose" section to ESF #3 Appendices to better align with PDR.
v. 4.0	D. de Grazia D. Hoyt	10/2025	Added ESF 14, updated all annexes for consistency, and updated all ESF annexes to better align with current practices.

RECORD OF CONCURRENCE

The following list of signatures documents City Department Heads concurrence and receipt of the 2025 City of Rolling Meadows Emergency Operations Plan. As needed, revisions will be submitted to the City of Rolling Meadows Fire Department.

Mayor _____
DATE

City Manager _____
DATE

City Clerk _____
DATE

Chief, Fire Department _____
DATE

Chief, Police Department _____
DATE

Director, Public Works Department _____
DATE

Director, Community Development _____
DATE

Director, Finance Department _____
DATE

Director, Human Services Department _____

DATE

Chief (CIO), Information Technology _____

DATE

PLAN DISTRIBUTION

The plan will be distributed to the signatories on the Concurrence List once the concurrence process is completed.

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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 the designated municipal 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.

1.2 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 101 v.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 *County Emergency Operations Plan*, *State Emergency Operations Plan* and the *National Planning Frameworks*.

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 1 – Base Map of Rolling Meadows*, details the City of Rolling Meadows. Additional maps are stored in the EOC and are available by request.

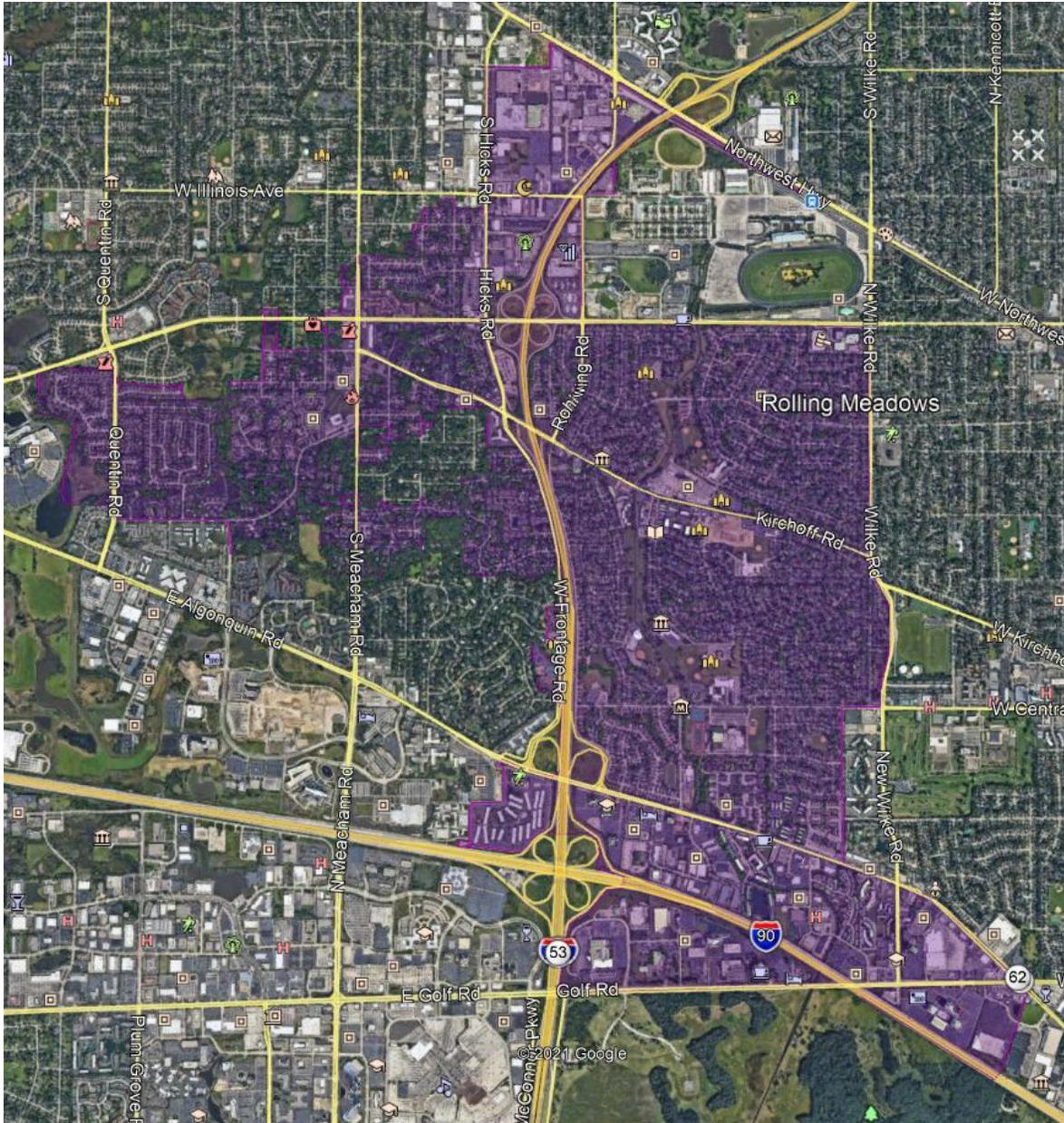


Figure 1 - Base Map of Rolling Meadows

1.3.1 HAZARD ANALYSIS SUMMARY

In 2018, the Cook County's Department of Emergency Management and Regional Security 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 suburb 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. 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.

The City of Rolling Meadows employs the Threat and Hazard Identification and Risk Assessment (THIRA) process as described in Comprehensive Preparedness Guide (CPG) 201, 3rd Edition, using the Illinois Capability and THIRA Tool (IL-CATT) to identify hazards that can significantly affect the jurisdiction. The completed THIRA is on file in the Emergency Management office.

In accordance with Federal guidelines, the City of Rolling Meadows will complete the THIRA process every three years, and annually perform a Stakeholder Preparedness Review (SPR) to assess its capabilities. This process will assist the City to:

- Determine what to prepare for
- Establish the level of capability required to be prepared
- Ascertain current capabilities (see Capability Assessment, section 1.3.2)
- Determine gaps between needed and current capabilities
- Make plans to address those identified capability gaps

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.
- Development of a multiyear Integrated Preparedness Plan.
- Development of a Regional Mass Notification Plan.
- Development of a Continuity of Operations Plan.
- Development of a Hazard-specific Severe Weather 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 improves City and the surrounding 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 a 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 thirty (30) 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 2 – Response Phase Sequence of Events**.

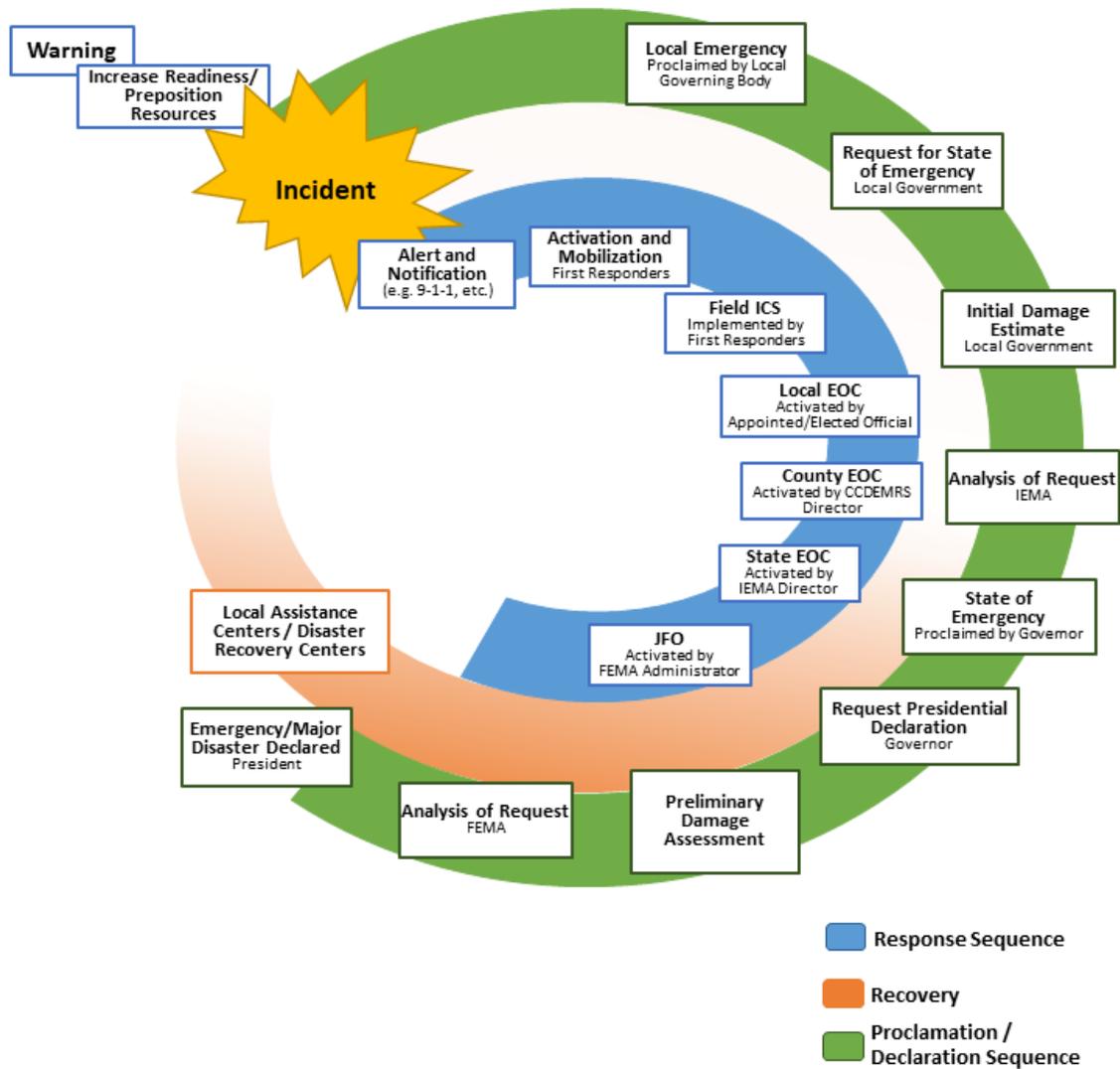


Figure 2 - Response Phase Sequence of Events

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 Operations)	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 events that affect the country, including the City of Rolling Meadows, Cook County and surrounding jurisdictions.

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 methods. 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 (EOC) Activation: 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, federal Disaster Recovery Centers may be collocated with the state / local “Local Assistance Centers,” as may Multi-Agency Resource Centers (MARC)s).

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 Pre-Disaster Recovery Plan*.

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 in the EOC. 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 an Incident Command-like structure in the EOC (see ***Rolling Meadows EOC Organization Chart Figure 3***). The City elected to adopt the Federal Emergency Support Functions, in their operational element, in order 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 that support, emergency function or hazard specific annexes. Each of the sections in this organizational chart also maintain EOC positional checklists and guidance that are stored in the EOC.



Figure 3 – Rolling Meadows EOC Organization Chart

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. Each annex identifies which department representative is responsible for reporting to the EOC.

Functional Responsibilities	City of Rolling Meadows								Outside Agencies					
	City Manager's Office	Community Development Department	Fire Department	Human Services Department	Finance Department	Information Technology Department	Police Department	Public Works Department	ComEd	Metropolitan Water Reclamation District of Greater Chicago	Nicor	Northwest Central Dispatch System	Northwest Suburban Joint Action Water Agency	Solid Waste Agency of Northern Cook County
ESF 1 - Transportation		S						P						
ESF 2 - Communications			S			P	S	S				S		
ESF 3 - Public Works & Engineering		S						P		S				S
ESF 4 - Firefighting			P									S		
ESF 6 - Mass Care		S	S	P			S	S						
ESF 8 - Public Health & Medical		S	P				S	S						
ESF 9 - Search & Rescue		S	P				S	S				S		
ESF10 - Oil & Hazmat		S	P			S	S	S						
ESF 11 - Ag & Natural Resources		S						P		S			S	
ESF 12 - Energy	P		S					S	S		S			
ESF 13 - Public Safety & Security			S				P	S				S		
ESF 14 - Cross-Sector Business and Infrastructure	S	P				S		S						
ESF 15 - Warning and External Affairs	P	S	S	S		S	S	S						
P=Primary S=Support														

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 Mayor's 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 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 Cross-Sector Business and Infrastructure Annex	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 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' 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
- Salvation Army
- Rolling Meadows Volunteer Corps

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 PURPOSE

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, a position that is staffed by the City Manager or designee.

4.2 COORDINATION PURPOSE

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 4 - Emergency Management System Operation 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.



Figure 4 - Emergency Management System Operation Levels

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.

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 9 – 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. Field operations are the responsibility of the on-scene Incident Commander as determined by their standard operating procedures. On-scene Incident Command will establish an incident command post to coordinate information to and from the EOC.

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 5 - Emergency Management System Functions.

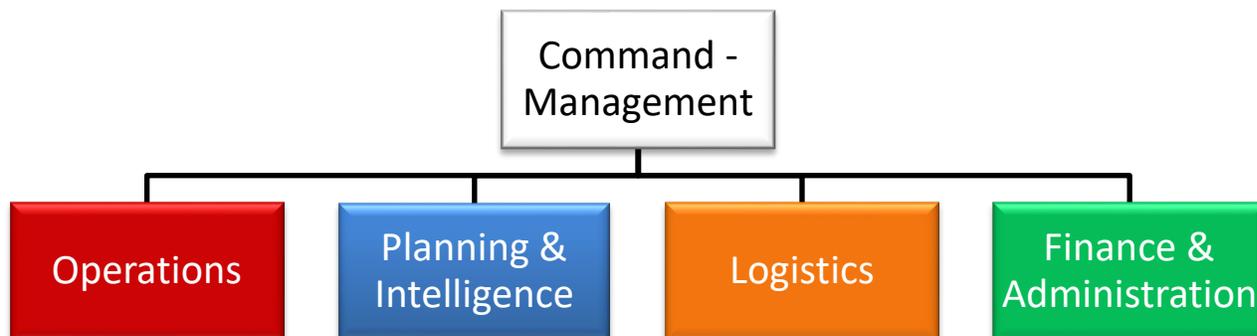


Figure 5 - Emergency Management System Functions

Command / Management: Incident 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, at the Incident Command Post, 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 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 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.

Section Annexes

The Section Annexes provide guidelines for specific activities performed by each of the function groups potentially operating within an EOC, specifically, Management, Operations, Planning and Intelligence, Logistics / Resource Management, and Finance / Administration.

Emergency Support Function Annexes

The ESF Executive Summaries identify the ESF coordinator(s) and the primary support agencies for each function, which are activated as required by the needs of the incident within the Operations Section. 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 Guidelines / 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.

The City maintains four emergency management related plans, each with a specific purpose. The Hazard Mitigation plan identifies natural hazards in the community and plan for the reduction or prevention of their impacts. The Continuity of Operations Plan identifies how the City will maintain the continuity of government and operations in the event that there is an impact to the delivery of services. The EOP outlines the framework in which the City's departments will function in order to respond to and recover from an emergency or disaster that exceeds local capabilities. The Pre-Disaster Recovery Plan outline the framework in which the City's departments will function to provide recovery support to the community. Graphic representation of the City's emergency plans in the figure below:

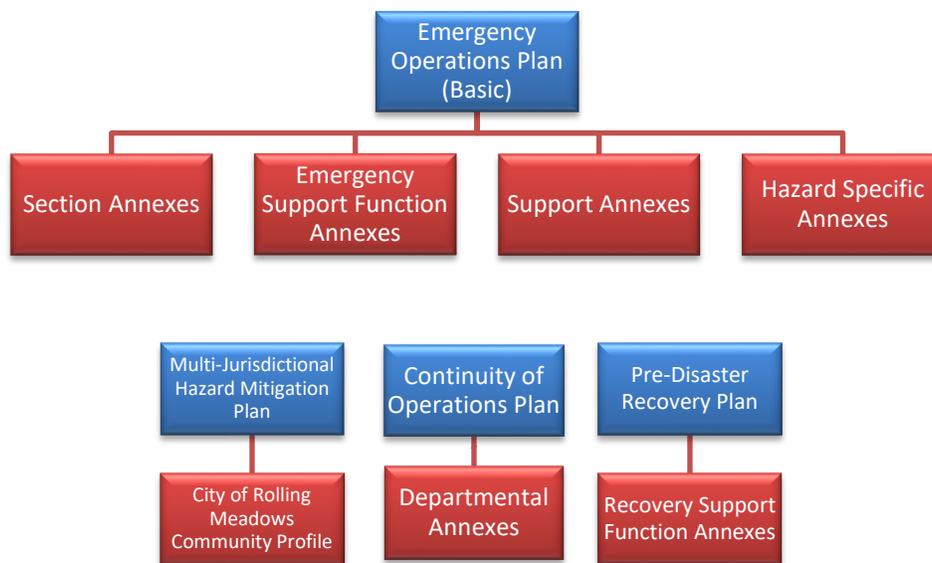


Figure 6 - Plans Relational Structure

4.6 LOGISTICS SUPPORT OF DIRECTION, CONTROL, AND COORDINATION

The logistics required to establish direction, control, and coordination are managed as a function of the Logistics section at each level of the command and management system.

SECTION 5.0: 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 and all responding supporting agencies through various forms of communications devices, channels and methods. If the City EOC is activated, staff will be alerted through the Everbridge paging system, which leverages each user's choice of cell phone, home phone, pager or email address to notify them of their activation. During an activation, all incident-related information, updates, resource requests, etc. should be shared through methods chosen to communicate.

5.1 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.

5.2 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 System. Reference *ESF #15: Warning and External Affairs Annex* and *Alert and Warning Functional Annex* for more information.

5.3 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 6.0: 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 is 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 7.0: PREPAREDNESS, TRAINING, EXERCISES AND AFTER-ACTION REPORTING

7.1 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.

7.1.1 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 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.

7.1.2 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.

7.2 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.

7.3 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.

7.4 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 8.0: PLAN DEVELOPMENT AND MAINTENANCE

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

8.1 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.

8.2 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 this section.

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, May 2025
- Comprehensive Preparedness Guide 201 – Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, May 2018
- 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
- Distribution Management Plan Guide, January 2022

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 Emergency Management and Regional Security - Emergency Operations Plan
- Cook County Department of Emergency Management and Regional Security – 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
CCDEMRS	Cook County Department of Emergency Management and Regional Security
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)
MARC	Multi-Agency Resource Center
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 Meadows, Palatine, Inverness 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
SPR	Stakeholder Preparedness Review
SWANCC	Solid Waste Agency of Northern Cook County
THIRA	Threat and Hazard Identification and Risk Assessment
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

APPENDIX RM-3: TABLES AND FIGURES

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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 and, 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, and aviation. 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 in 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 City’s economy and is essential for residents to maintain their livelihoods.
- Transportation is a necessary component of many other emergency support functions including evacuations.

GOALS

This section identifies the goals for 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 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 at 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 transportation for the City of Rolling Meadows the following department head has been identified as the primary coordinator:

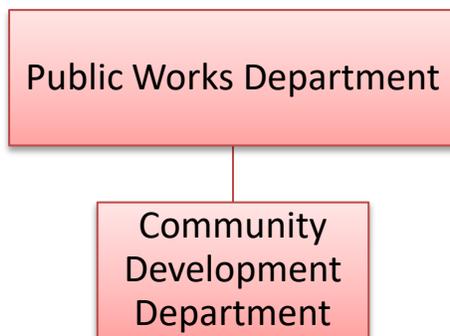
- **City of Rolling Meadows Public Works Department Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role 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 Public Works Department**
- **City of Rolling Meadows Community Development Department**

Department / Agency	Division / Group	Responsibility
Public Works Department	All	<ul style="list-style-type: none"> • Responsible for planning, design, review, construction, inspection and operation of public and private infrastructure in the City. • Coordinate the acquisition of transportation resources in the event of an emergency or disaster. • Coordinate the development of transportation policies. • Coordinate the development of transportation agreements.
Community Development Department	All	<ul style="list-style-type: none"> • Responsible for plan review and inspection of public and private infrastructure in the City.



PRIVATE PARTNERS

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

REGIONAL AGENCIES

ESF #1 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. Regional agencies may also provide or assist in acquiring additional transportation resources. The ESF #1 coordinator may need to coordinate with one or more of the following regional agencies:

- School District 211, 214 & 15
- Palatine Township
- Elk Grove Township
- American Red Cross
- Rolling Meadows Park District
- Other Special Districts, such as Library Districts and Community College Districts.

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 Emergency Management and Regional Security
- Cook County Sheriff's Department
- Cook County Department of Transportation and Highways

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

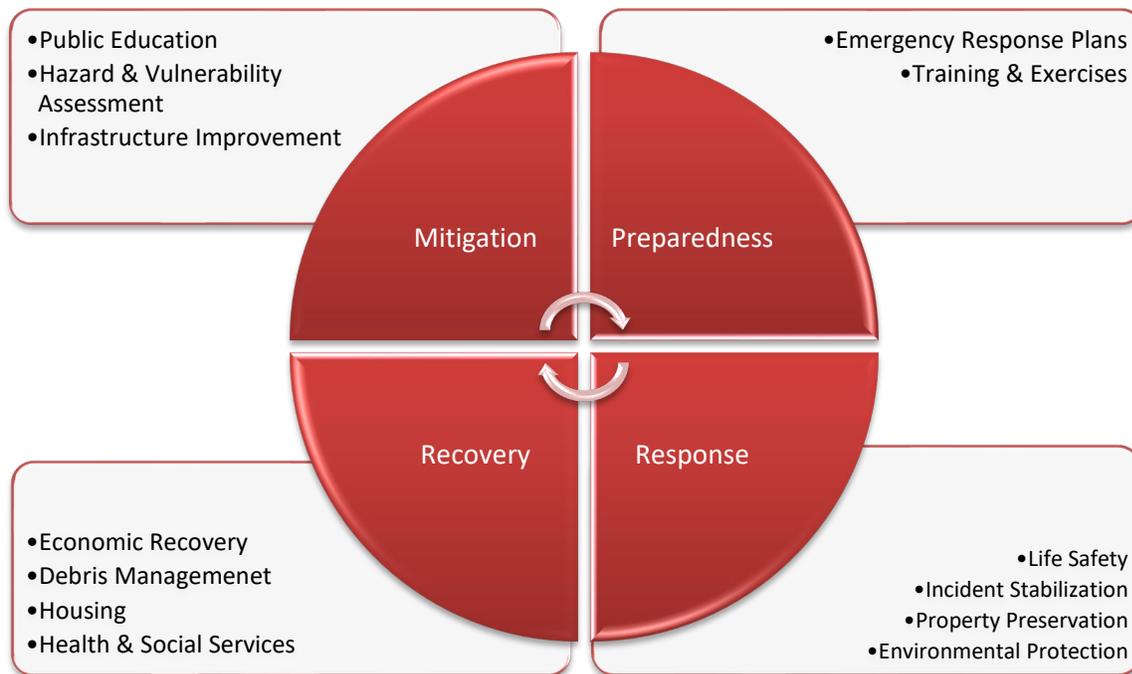
FEDERAL AGENCIES

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 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
- U.S. Department of Transportation
- National Transportation Safety Board

CONCEPT OF OPERATIONS

ESF #1 is responsible for the areas of transportation including railways, roadways, buses, planes and coordinating with any transportation liaisons that may have a role in the emergency operations. 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 of the four phases 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, Transportation Annex containing a concept of operations, supporting plans, documents and agreements.
- Identify stakeholders, their 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 a comprehensive ESF #1 exercise cycle.
- 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.

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #1 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.

- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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 stakeholders' 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 railways.
- 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 ESF #1 include:

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

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 and information technology 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 Communications supports the restoration and protection of critical communications and information technology systems necessary for emergency response, continuity of operations, and public safety. This includes municipal and regional communication networks, dispatch and 9-1-1 centers, radio systems, broadband and fiber networks, cellular infrastructure, and other public and private communications systems essential to maintaining situational awareness, operational coordination, and delivering mission critical services. ESF #2 addresses incidents and events that may disrupt, degrade, or overwhelm communications and information technology capabilities. 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.
- Maintains information technology infrastructure and support to sustain emergency response as well as maintain mission-critical operations (such as SCADA, access control, etc.).
- Coordinates efforts to ensure interoperable and redundant communication between local governments, support agencies, nongovernmental organizations, and private sector

partners.

- Managing the response and restoration from cybersecurity incidents.
- 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.
- Natural disasters and intentional acts, such as terrorism or active shooter events may damage or overload critical communications infrastructure resulting in the need to engage ESF #2 stakeholders.
- Communications is the transfer of information across a wide spectrum of technologies including radio, telephone, satellite, and internet.
- Communications covers both the emergency need for communications as well as the reestablishment of private communications systems for the delivery of critical systems.
- The City of Rolling Meadows has developed a robust I.T. Department which handles the communications infrastructure for all City facilities.
- In the event of a cyber incident, legal and insurance processes may prescribe specific methods for conducting response and recovery operations, including communication with external partners.
- 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.
- Under certain conditions, outside agencies or third-party organizations would have primary responsibility for response to incidents involving communications or information technology, and City resources would assume a support role.
- Technical failures or dependencies within municipal, private-sector, or regional communications networks can hinder municipal operations.
- There are few options to influence the priority of system restoration when there are regional or national communications outages.
- Governmental and private sector communications resources are available through mutual aid.
- Managed Service Providers (MSPs) may have their own response protocols and priorities which may impact ESF #2 operations in the event of an emergency or disaster.
- 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 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 communications 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 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 at 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 head has been identified as the primary coordinator:

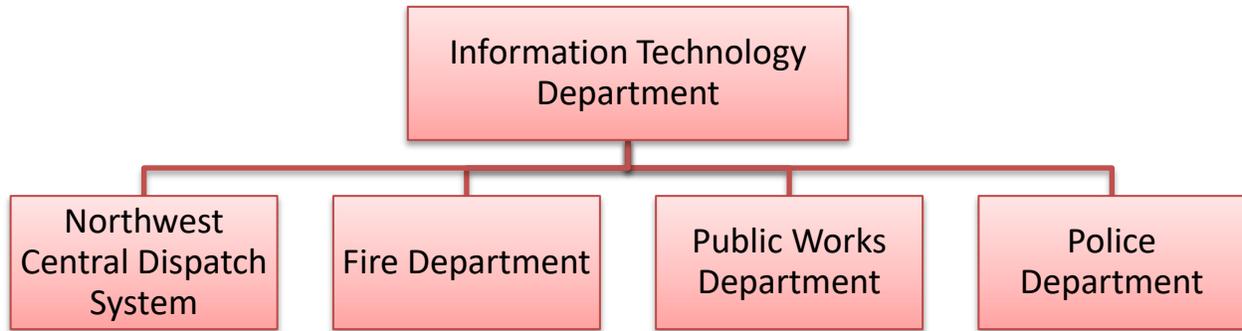
- **City of Rolling Meadows CIO, Chief Information Officer**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role 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 Department	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
- Comcast
- Verizon Wireless
- Wide Open West
- Managed Service Providers
- Center for Internet Security (CIS), Multi-State Information Sharing and Analysis Center (MS-ISAC)
- Government Management Information Systems (GMIS) Illinois

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 Emergency Management and Regional Security
- Cook County Sheriff's Department
- Cook County Department of Transportation and Highways

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

- Illinois Department of Information Technology

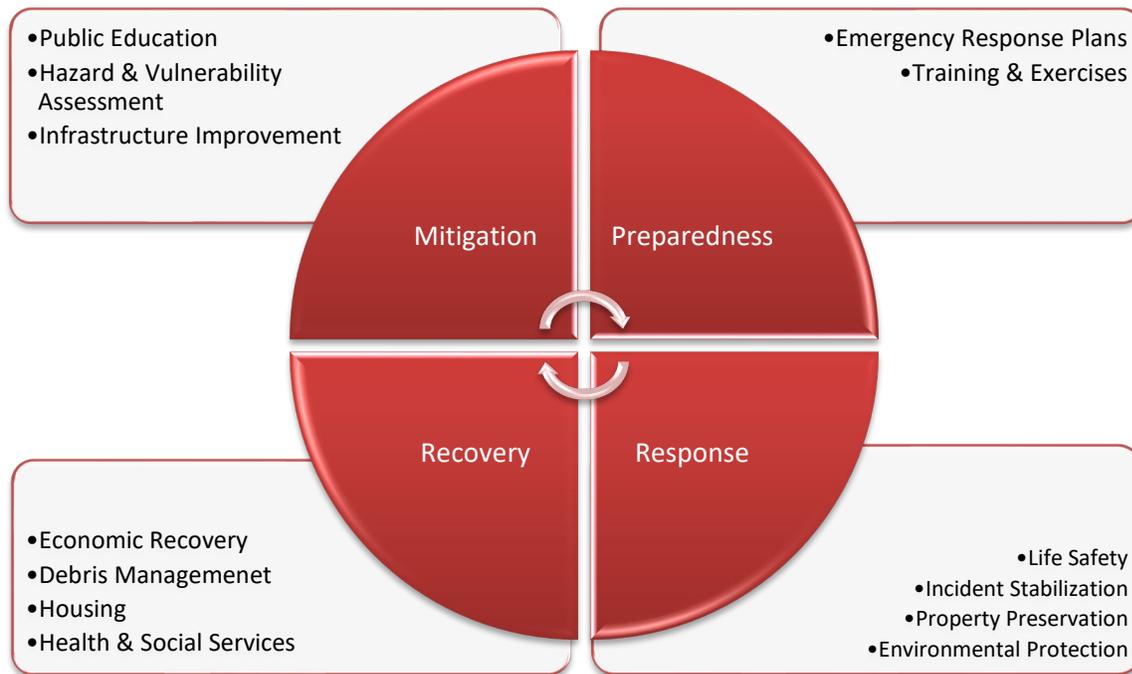
FEDERAL AGENCIES

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 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
- Federal Communications Commission
- Cybersecurity and Infrastructure Security Agency

CONCEPT OF OPERATIONS

ESF #2 is responsible for three areas of communications: 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).
- Build equipment redundancies into the communications and information technology systems.

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.
- Conduct exercises simulating radio system failure, fiber cuts, or ransomware attacks to evaluate restoration procedures and existing plans.
- 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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
Computer Usage Policy		Preparedness	City of Rolling Meadows I.T. Department		
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)		8/2024
Illinois SCIP	State Communication Interoperability Plan	Response & Preparedness	Illinois Statewide Interoperability Executive Committee (SIEC)		9/2022
Illinois Interoperability Field Operations Guide	State field guide for operation on statewide interoperable systems	Response	Illinois Emergency Management Agency		8/2024
National Emergency Communications Plan	Plan for the enhancement of interoperable communications	Response & Preparedness	Department of Homeland Security		9/2019
IL-TERT MOU	Mutual Aid Agreement for the provision of emergency telecommunicators	Response	Northwest Central Dispatch System		2006
Cyber Incident Response Plan (CIRP)	Local Cyber Incident Response Plan	Response & Recovery	City of Rolling Meadows I.T. Department		

Disaster Recovery Plan	Local plan for the restoration of critical information technologies	Recovery	City of Rolling Meadows I.T. Department
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PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #2 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.
- Identify and assess vulnerabilities of communications and IT infrastructure (dispatch systems, radio networks, broadband, fiber, and cellular) to cyber-attacks, ransomware, and physical damage.

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:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).

- Coordinate rapid assessment and restoration of damaged or disrupted communication systems, including prioritization of sites critical to emergency response and public safety.
- Serves 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.
- Implement backup or alternative communication systems if primary systems fail.
- 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 stakeholders’ intelligence and resource capabilities.

COMMUNICATIONS OPERATIONS

The City is a member of a Northwest Central Dispatch System, which provide dispatching for both police and fire departments. The dispatch center is an intergovernmental consolidated emergency dispatch system, providing 911 services for several communities. The center is equipped with a number of back-up systems to ensure the continuity of dispatching and 911 call taking. In the event of a total system failure, the Cook County 911 center in Des Plaines would take over 911 call taking and dispatching until services were restored.

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 Verizon	Primary City Telecommunications	All
Internet	Comcast WOW	Primary Broadband Internet & Data Connection	All
E-Mail	On premise exchange server	E-mail communications	All

Cellular Telephone	Verizon	Cellular Communications Backup to IP phones	All
Radios – VHF	Motorola	Secondary Radio Communications	Fire and Public Works Departments
Radios – 800Hz “Starcom”	Motorola	Primary Radio Communications	Fire, Public Works and Police Departments

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.
- Loss of one or more core communications / information technology functions for an extended period of time.
- Loss of one or more communications / information technology functions (including SCADA systems) that impact public safety or health.
- In the event of compounding impacts involving the loss or overload of communications or information technology systems or applications.
- In the event of a cyber incident that requires notification of City insurance carrier.

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 #2 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Coordinate long-term restoration of damaged communications and IT infrastructure in collaboration with public and private-sector partners.
- Conduct forensic analysis of compromised systems to determine cause, impact, and lessons learned.
- Incorporate cyber recovery and resilience lessons into updated plans, procedures, and training programs.
- Working with other ESF #2 stakeholders to prevent duplication of efforts.

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, 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 approximately 70 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. There are 54 miles of storm sewer, sanitary sewer, as well as 85 miles of water mains that run throughout the City.

Public Works will respond as directed by City officials and EOC management 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 provide 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 agreements. Public Works will utilize all resources, both human and material to bring support throughout the incident.

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 participates in a broad network to deliver public works services, 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.
- Resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.
- 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.
- Incidents or events occurring on unincorporated, private property, non-municipal transportation rights-of-way, County, or State land are not the primary responsibility of the municipality, but there may be times where mitigating issues on non-municipal land may be necessary to provide timely support to life safety, property protection, or environmental preservation.
- Public works and engineering rely on a number of sources of information to keep stakeholders informed of incidents and events. Some key sources of information include SCADA, CAD, utility status provided by energy partners, weather data from the NWS and private providers, GIS systems both internal and external, and damage assessment information gathered from field level staff.
- Some debris management and storage locations have been identified as potentially able to accommodate disaster generated debris. Incident specific debris management and storage locations will be evaluated based on the needs of the incident. Incident related debris plans and associated contracts may need to be negotiated at the time of the emergency or disaster based on the specific needs of the incident.

GOALS

This section identifies the goals for 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 of non-governmental 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 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 at 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 head has been identified as the primary coordinator:

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

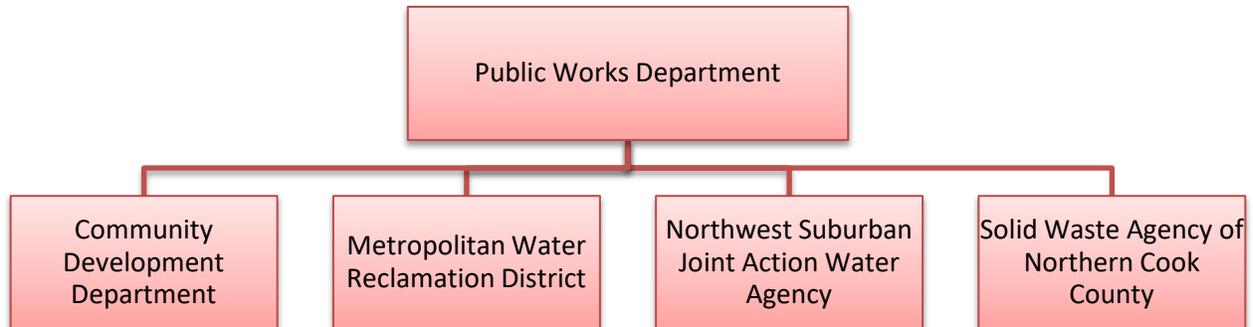
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role 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 Department**
- **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.
Public Works Department	City Engineer	<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.
Northwest Suburban Joint Action Water Agency	All	<ul style="list-style-type: none"> Coordinate the inspection of water supply infrastructure and facilities.
Solid Waste Agency of Northern 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
- Comcast
- Delta Communications Clearwave Fiber
- Ezee Fiber Texas
- NIPA Pipelines

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 Department of Transportation and Highways
- Forest Preserves of Cook County
- Cook County Department of Emergency Management and Regional Security

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 Environmental Protection Agency
- Illinois Department of Transportation – Division of Highways
- Illinois State Toll Highway Authority
- Illinois State Police
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

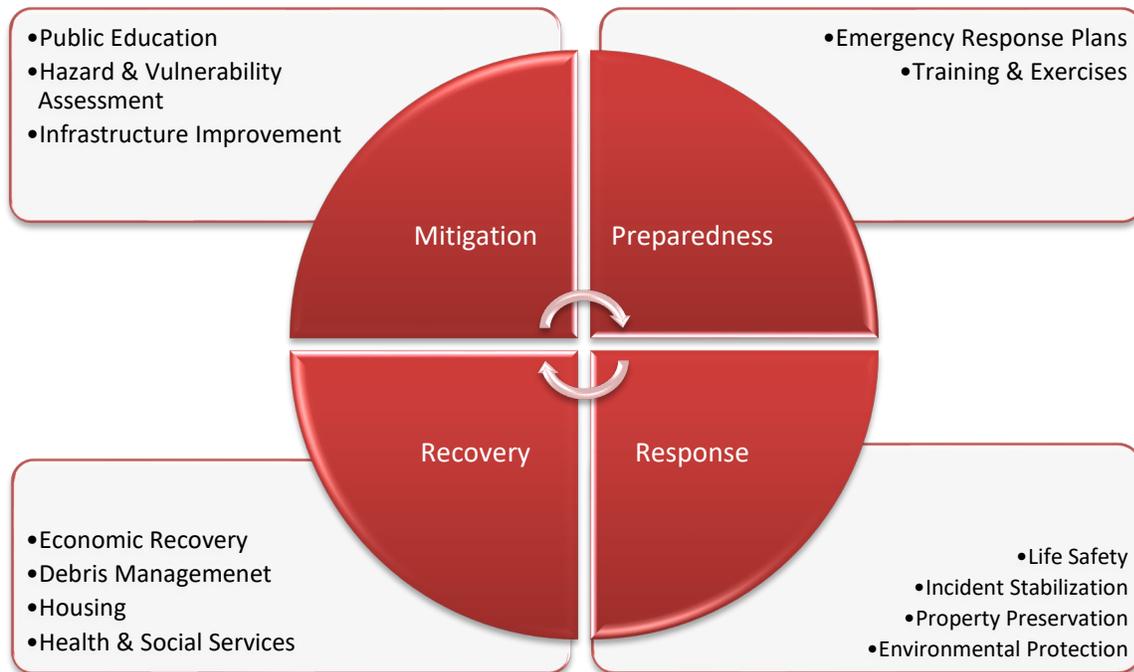
FEDERAL AGENCIES

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 Public Works and Engineering public and private sector stakeholders is a vital part of including whole community concepts into 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

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.
- Develop contingency plans for the loss of water and wastewater systems.
- Conduct exercises to test existing plans and capabilities related to water and wastewater.
- Develop agreements for the sharing of equipment, personnel, and critical infrastructure support.

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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
<i>Cook County Multi-Jurisdictional Hazard Mitigation Plan</i>	Comprehensive Hazard Mitigation Plan	Mitigation	Cook County DEMRS		07/2024
<i>Illinois Public Works Mutual Aid Network Emergency Response Plan</i>	Public Works Assistance Agreement Comprehensive Emergency Response Plan	Response, Recovery	IPWMAN City of Rolling Meadows	Regional Public Works	12/12/2017 12/1/2021
<i>Source Water Protection Plan</i>	Comprehensive Water Protection and Redundancy Plan	Mitigation	City of Rolling Meadows	Public Works	07/26/2023
<i>Risk and Resilience Plan</i>	Comprehensive Risk Assessment to Community Water Supply	Response, Recovery	City of Rolling Meadows	Public Works	12/1/2020
<i>Snow and Ice Plan</i>	Public Works Detailed Winter Event Response Plan	Response	City of Rolling Meadows	Public Works	12/1/2025

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #3 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.

- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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.
- Acts as the primary agency for the collection and documentation of damage assessment information.

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 jurisdiction wide impact to the water or wastewater systems that results in a reduced capacity or loss of ability to deliver services.
- In the event of a high accumulation snow incident that impacts emergency services and critical municipal services
- Regardless of cause, an incident that generates debris which requires debris clearing for 50% or greater of the municipality.
- Regardless of cause, an incident that results in significant flooding or poses the risk of significant flooding in the municipality.
- In the event of an incident where the activation of IPWMAN is required for 24 hours or more.

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.

ESF #3 APPENDIX 1: DEBRIS MANAGEMENT

PURPOSE

The Debris Management function of ESF #3 describes the processes the City will employ to respond to any incident that generates significant debris, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

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.

AUTHORITY

See Appendix RM-1 Authorities and References.

SITUATION AND ASSUMPTIONS

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 landfilling, 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 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. Assemble 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.

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.

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.

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:
Cubic yards / 2 = _____ tons
- Tons to Cubic yards for Construction and Demolition debris:
Tons x 2 = _____ 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, temporary storage sites will be required, 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 U.S. Army Corps of Engineers (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 USACE, 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.

ESF #3 APPENDIX 2: DAMAGE ASSESSMENT

PURPOSE

The Damage Assessment function of ESF #3 describes the processes the City will employ to identify and assess damage to infrastructure, public and private property following a disaster or other major incident, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

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.

AUTHORITY

See Appendix RM-1 Authorities and References.

SITUATION AND ASSUMPTIONS

- 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 request 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 rely on both internal damage assessment teams as well as external support from mutual aid including IEMSA-EMAT and the IEMMAS agreement.
- 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 IEMA.
- 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, Emergency Management, 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 built 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 homeowner's or renter's 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 coordinator 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://iemaohs.illinois.gov/localema/damageassessmentforms.html>.

PLAN ACTIVATION

See ESF #3 Plan Activation criteria.

ESF #4: FIREFIGHTING ANNEX

OVERVIEW

The City of Rolling Meadows Firefighting (ESF #4) Annex 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 firefighting 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.
- Certain private sector businesses and agencies, such as railroads, utility providers, petroleum companies, and pipeline operators maintain a response capability specific to their operations and will work cooperatively with City departments at fire incidents involving their interests.

- The City conducts regular fire prevention inspections of multi-family, business, commercial, and industrial occupancies, and performs pre-incident planning for responses to identified high-hazard, high-value, and high-risk occupancies.

GOALS

This section identifies the goals for 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 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 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 at 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 firefighting for the City of Rolling Meadows the following department head has been identified as the primary coordinator:

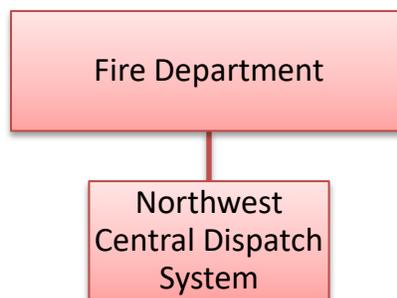
- **City of Rolling Meadows Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #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

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
- ComEd
- Nicor

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 Emergency Management and Regional Security
- Forest Preserves of Cook County Forest Preserve District Resource Management
- MABAS Division 1
- Northwest Central JEMS Incident Management Assistance Team (IMAT)

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
- Office of the Illinois State Fire Marshal
- MABAS Illinois

FEDERAL AGENCIES

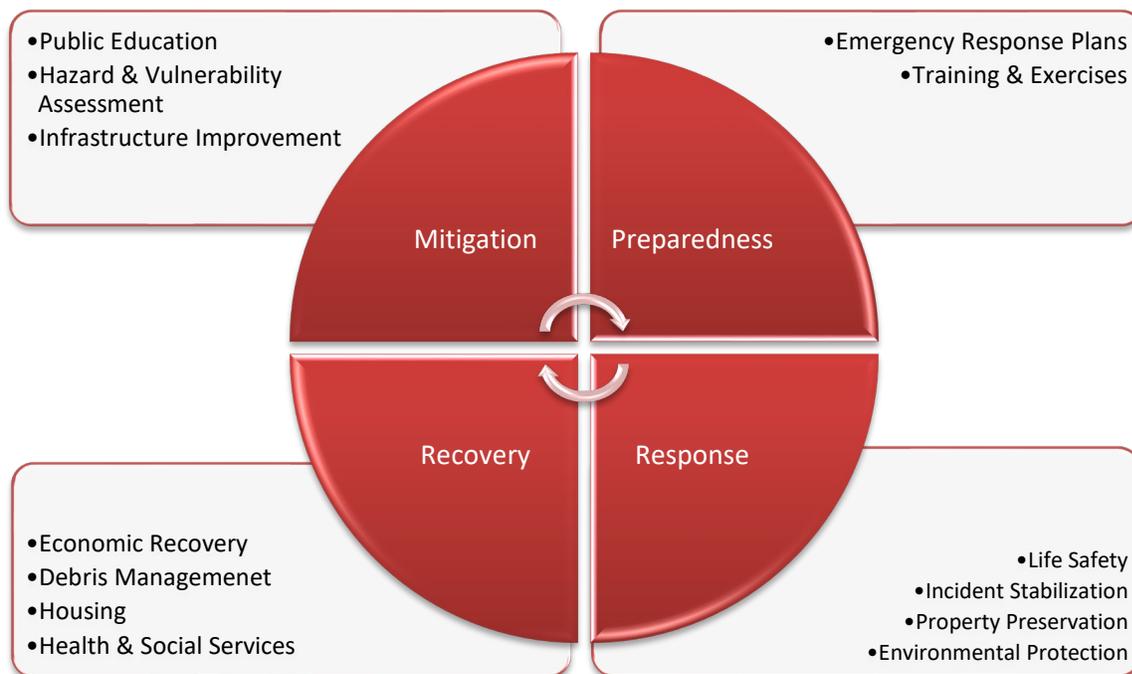
The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a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

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

- U.S. Fire Administration

CONCEPT OF OPERATIONS

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 Emergency Management and Regional Security. 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 inventory of 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.
- Conduct pre-incident planning for high-risk and high-hazard facilities,
- Collaborate with local public- and private sector agencies to provide training for emerging hazards and known high hazard operations.

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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
Illinois Mutual Aid Box Alarm System Agreement	Intergovernmental agreement with MABAS Illinois for the provision of statewide mutual aid for firefighting.	All			
MABAS Division 1 Box Cards # 15F1, 16F1, 15F2,	Box cards specifying pre-arranged extra alarm responses to fire incidents throughout the City.	Response	MABAS Division 1	Online at: https://mabas1portal.specialdistrict.org/files/03d288325/RMFD+Box+Cards+2023.pdf	04/2024
MABAS Division 1 Policies	Operating Guidelines and policies for local division MABAS responses.	All	MABAS Division 1	Online at: https://mabas1portal.specialdistrict.org/policies	Multiple
Illinois Statewide Mutual Aid MABAS Preparedness Workbook	Documents process for planning for rapidly escalating events, including statewide mobilizations and local subsequent responses.	All	MABAS-Illinois	Online at: https://www.mabas-il.org/wp-content/uploads/2025/02/Preparedness-Workbook-August-2023.pdf	8/2023

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #4 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).

- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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 #4 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and private sector stakeholders and provides assistance within other EOC levels (as necessary).
- Serves 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 stakeholders' 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 loss of, or diminished, regional capacity.
- In the event of complicating circumstances that limits the ability of the municipality to perform firefighting operations, such as water system disruption, utility problems, widespread road closures or other access issues, etc.
- In the event of a prolonged fire incident (multiple days, shifts, or operational periods).
- In the event of an incident that depletes resource availability and requires resource prioritization.
- In the event of an incident that generates significant media interest.

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 #4 include:

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

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 ESF #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 for evacuation (including registration and tracking of evacuees); reunification of families; provision of aid and services to people with access and functional needs. 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. The National Disaster Housing Strategy guides this assistance.

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 survivors 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 residents 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.
- Municipal capacity to provide sheltering and mass care support is limited by personnel, funding, and equipment. Although our goal is to provide short term mass care, our ability to do so is dependent upon the resources available at the time of the emergency.
- Any need for mass care will tax the municipal capacity to provide support services without assistance from outside partners.
- Several external partners, both public and private, are specifically organized and equipped to respond to longer term ESF #6 needs. The ESF # 6 coordinators will work to manage and coordinate the function of mass care while the execution of services may be performed by external partners.
- While there are some agreements to utilize facilities for sheltering within the municipal boundary, the facility may refuse to function as a shelter, and alternative sites may need to be identified.
- The extent and duration of assistance the municipality is able to provide for mass care will be incident and situationally dependent as determined by the management section of the EOC or the policy group.
- The municipality maintains an emergency fund that may be utilized to support short term mass care and sheltering needs.

GOALS

This section identifies the goals for 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 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 at 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 mass care for the City of Rolling Meadows the following department head has been identified as the primary coordinator:

- **City of Rolling Meadows Human Services Director**

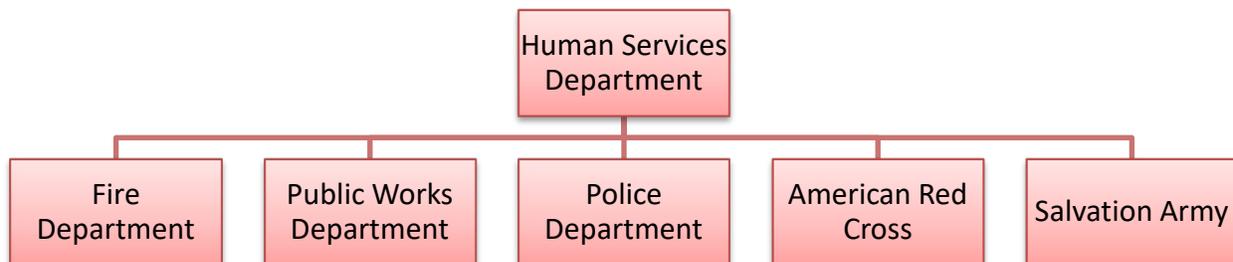
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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 Department**
- **City of Rolling Meadows Police Department**
- **City of Rolling Meadows Human Services Department**
- **American Red Cross**
- **Salvation Army**

Department / Agency	Division / Group	Responsibility
Fire Department	All	<ul style="list-style-type: none"> • Provide medical and logistics support to any shelter sites as needed.
Public Works Department	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. • Designated as the primary PIO for sheltering operations out of the EOC. • Designated as the primary coordinating department for the reunification of families.
Human Services 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. • Provide assistance in the form of notifications and referrals for mass care recipients at shelters and points of distribution. • Provide advocacy for those in need of long-term sheltering. • Assist with reunification of families.
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. • Provide reunification services for those in mass care settings.
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.



PRIVATE PARTNERS

The ESF #6 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 #6 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Local Hotels
- Local Restaurants

REGIONAL AGENCIES

The ESF #6 primary and supporting agencies rely on the coordination from regional partners in order to achieve their goals. There are a number of regional entities that have a role in the ESF #6 operations. The following regional partners have been identified as being key to the operational response and plan development of this annex:

- American Red Cross
- Salvation Army
- Rolling Meadows Park District
- Social Service Agencies
- Churches and houses of worship
- Food Banks
- Hospitals
- Furniture Bank
- Community Assistance fund/Local Charitable Organizations

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 multiple jurisdictions. Supporting County 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 Agencies that play key roles in ESF #6:

- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health

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 Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #6:

- Illinois Department of Public Health
- Illinois Emergency Management Agency
- Illinois Voluntary Agencies Active in Disaster

FEDERAL AGENCIES

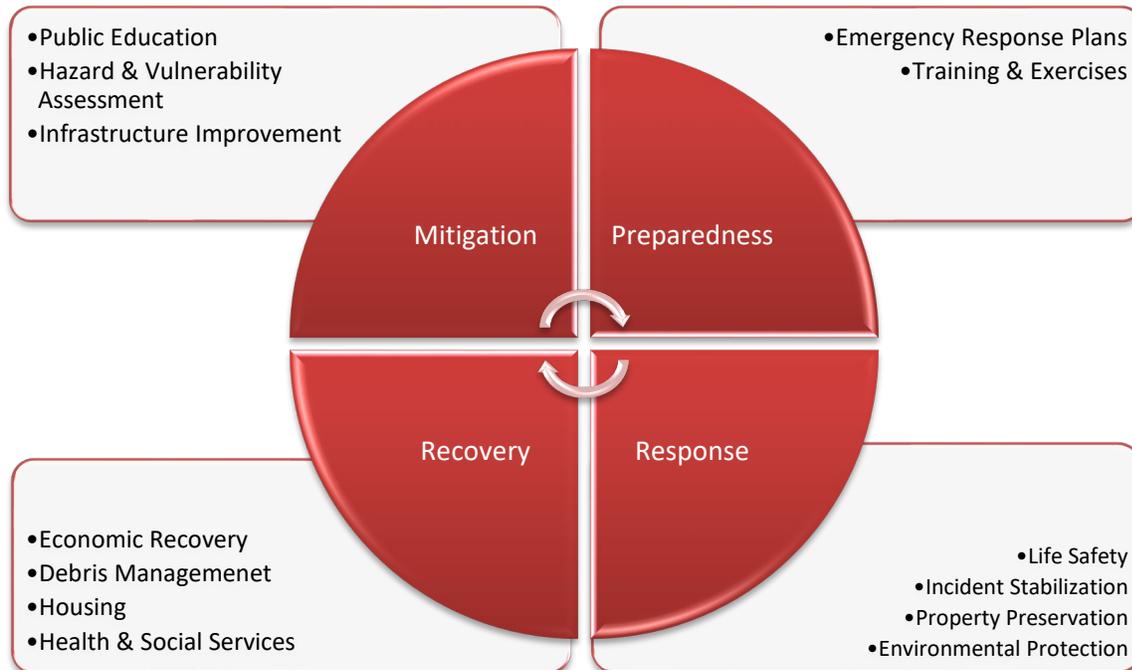
The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and

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
- U.S. Small Business Administration
- Department of Housing and Urban Development
- Department of Justice
- Department of Labor
- National Voluntary Organizations Active in Disaster

CONCEPT OF OPERATIONS

ESF #6 is responsible for Mass Care 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 Emergency Management and Regional Security. 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 inventory of 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.
- Identify local restaurants, hotels, houses of worship and other resources that can provide support either through contract or donation in the event of a mass care activation.
- Identify disaster related programs such as Disaster Supplemental Nutrition Assistance, Program that may be utilized to support individuals needing mass care.

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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
Red Cross MOU	Mass Care Assistance	Response	American Red Cross		01/2009
RMPD Hope Fund – Emergency Fund	Provide emergency temporary shelter	Response & Recovery	Rolling Meadows Police Department	N/A	

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF 6 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals’ actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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:

- Provides subject matter recommendations and guidance involving its members.

- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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 stakeholders' intelligence and resource capabilities.
- Assist in the identification of shelter locations through the execution of existing agreements or through new agreements for space use.
- Coordinate mass care support through local restaurants, libraries, food banks, furniture banks, hotels, houses of worship and other resources that may be needed by those seeking mass care services.
- Leverage existing emergency funds to provide for immediate mass care or sheltering needs.

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.

REUNIFICATION

Reunification of families will be a high priority in a disaster setting. The Police Department will coordinate reunification efforts, working with the American Red Cross at shelter sites, medical facilities, the Medical Examiner's office, educational and childcare facilities, and others as appropriate to locate and identify individuals requiring such assistance. They will also coordinate with ESF #1 to provide appropriate transportation for physical reunification.

NOTIFICATION / INFORMATION CENTER (FAMILY ASSISTANCE CENTER)

In the event that a disaster involves a mass casualty and/or multiple fatality situation, the ESF #6 Coordinator may direct that a Notification / Information Center (NIC) be established. This will be a secure facility where family members are provided with information about injured, missing or unaccounted-for persons, and the deceased, and where victims and family members can be connected with mental health, spiritual care, and other services to provide for short-term and long-term needs. The Police department will be responsible for setting up and running the FAC in conjunction with behavioral health and spiritual care providers, as well as support staff and liaisons from other involved agencies such as the Medical Examiner's office, the Red Cross, and health care facility staff.

COMMODITY DISTRIBUTION

Certain disasters may also disrupt normal supply chains, necessitating the distribution of critical commodities such as water, meals, blankets, tarps, and other mass care supplies to sustain residents until those supply chains can be re-established. Distribution may take several forms, including direct distribution or the establishment of Commodity Points of Distribution (C-PODs). The method chosen will be incident-specific and driven by the nature and scope of the disaster, population affected, and commodities to be distributed. The ESF #6 Coordinator will work with the Logistics Section, various City departments, County and State agencies, as well as volunteer and non-profit organizations to ensure that supplies are efficiently distributed to the whole affected community. The ESF #6 Coordinator will also need to coordinate with ESF #15 to ensure proper messaging is delivered to the community regarding commodity distribution, and with the Donations Manager to ensure that any in-kind supplies that have been donated are appropriately distributed to the community.

MULTI-AGENCY RESOURCE CENTER (MARC)

Following a disaster, it may be advantageous to set up Multi-Agency Resource Center (MARC) to best provide for the needs of people affected by the incident and connect them with resources for both immediate needs and recovery. A MARC is a single, "one-stop shop" location where people affected by the disaster can access disaster relief services and information from a variety of local, county, state, and possibly federal public agencies as well as private organizations, which could include volunteer, non-profit, and/or faith-based groups. This site may be co-located with a C-POD in the event commodities must be distributed to the community. The ESF #6 Coordinator will determine which agencies will be included in the MARC as partner agencies, and identify a lead agency that will convene the MARC, coordinate overall planning and operations, and ensure necessary functions and tasks are fulfilled. The ESF #6 Coordinator will work with the lead agency, the Operations Section, Logistics Section, and Finance Section to identify a suitable site for the

MARC, and ensure the site can be appropriately procured and logistically supported. The ESF #6 Coordinator will continue to coordinate with the lead agency to ensure that logistical support is provided as necessary while the facility is operational, that partner agency participation remains appropriate, that public information and messaging about the MARC is appropriate, and that a demobilization and transition plan is developed and implemented to deactivate the MARC while still providing necessary services to the affected population.

POTENTIAL SHELTER LOCATIONS

Mass care and sheltering will require a variety of facilities in the event of an emergency or disaster. The following is a list of potential shelter locations that could provide support for mass care and shelter operations.

Name	Address
St. Claire of Asisi	3900 Meadow Dr, Rolling Meadows, IL 60008
Trinity Lutheran	3201 Meadow Dr, Rolling Meadows, IL 60008
St. Mary’s Coptic Church	3839 W Frontage Rd, Palatine, IL 60067
Meadows Community Church	2720 Kirchoff Rd, Rolling Meadows, IL 60008

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 a multi-agency resource center is needed to support those impacted by a disaster or emergency.
- In the event that individuals and families impacted by an emergency or disaster require extended overnight sheltering beyond what the municipality has the capability to provide.
- In the event of an emergency or disaster that displaces a vulnerable population or those with access and functional needs who may require mass care or sheltering.

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.

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 services, and 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 in 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 ESF #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 described below.

- **Communicable Disease**
 - Epidemiology, Surveillance and Health Monitoring
 - Containment, Isolation and Quarantine
- **Drinking Water**
 - Work with Environmental Health and Public Works on drinking water issues
- **Emergency Medical Services**
 - Triage and Screening
 - Patient Movement and Transportation, Evacuation, Distribution and Tracking
 - EMS mutual aid
 - 911 and Dispatch Centers
- **Food Safety and Security**
 - Foodborne Epidemiology
 - Product Trace-Backs
- **Hazardous Materials**
 - Airborne, Biological, Chemical, Radiological, Nuclear
- **Laboratories**
 - Laboratory Network
 - Testing and Reporting
- **Healthcare Facility Safety**
 - Facility safety plans in coordination with State and Federal Guidance

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 widespread outbreak of diseases.
- Cook County provides mortuary services on behalf of the City.
- Local funeral directors and private providers contracted by the Cook County Medical Examiner’s Office provide vehicles and manpower to transport bodies in the event of mass fatalities.
- The municipality provides EMS to the public, but the Illinois Department of Public Health manages licensing for EMS.
- Northwest Community Hospital is the resource hospital for the EMS system under which the Rolling Meadows F.D. EMS operates.
- Healthcare facilities may request assistance from the municipality when incidents exhaust their ability to support their facilities.
- Communications related to public health originate from various county, state, and federal partners. Although some messages may be generated locally, the municipality will be primarily responsible for providing community outreach and disseminating public health information from other units of government.
- The municipality is not a certified public health agency and is limited in their ability to provide public health and medical services beyond what is allowable through their EMS,

nursing, and mental health licensure.

- In the event of a major public health emergency licensure and requirements for public health professionals may be relaxed to meet emergent needs.
- Staffing to support public health emergencies at the municipal level is minimal. Any incident that requires licensed public health professionals will require mutual aid, contracted, or volunteer support.

GOALS

This section identifies the goals for 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 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 at 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 health and medical for the City of Rolling Meadows the following department head has been identified as the primary coordinator:

- **City of Rolling Meadows Fire Chief**

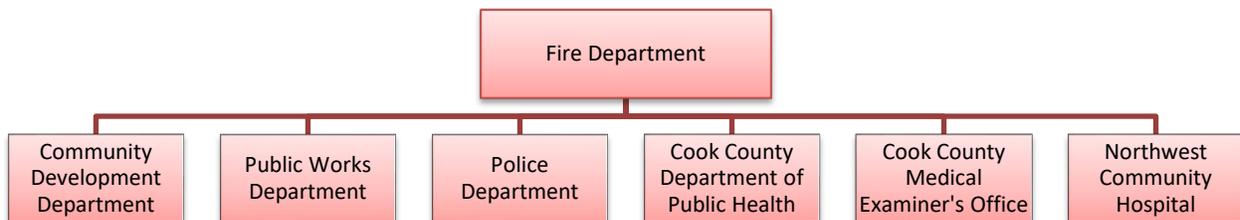
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in the support of the development of the ESF #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 Police Department**
- **City of Rolling Meadows Public Works Department**
- **Cook County Department of Public Health**
- **Cook County Medical Examiner’s Office**
- **Northwest Community Hospital**

Department / Agency	Division / Group	Responsibility
Community Development Department	Health, Permits and Inspections	<ul style="list-style-type: none"> • Serves as the primary health department for the City. • Provides health inspections of food service 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.
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.

Public Works Department	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. Designated department responsible for sanitation services needed in the event of a disaster.
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 countermeasures. Provides advice and support during epidemic / pandemic events including epidemiology, surveillance and health monitoring, containment measures for isolation and quarantine, and medical support and supply Coordinate with ESF #15 regarding risk and crisis communication relative to public health and medical issues
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"> Resource Hospital for the Northwest Community EMS System, providing EMS policy and management. NCH acts as the conduit to the IDPH Region 9 medical coordination coalition. Designated agency responsible for the arrangement of crisis counseling for emergency worker.



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 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
- Rolling Meadows Funeral Home
- Clearbrook Facilities
- Plum Creek Supportive Living

- The Pearl of Rolling Meadows
- Meadows Shelter Care

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 Emergency Management and Regional Security
- Cook County Department of Public Health
- Cook County Medical Examiner’s Office
- Region IX Hospital Coordination Coalition
- Metropolitan Water Reclamation District of Greater Chicago
- 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 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
- Illinois National Guard

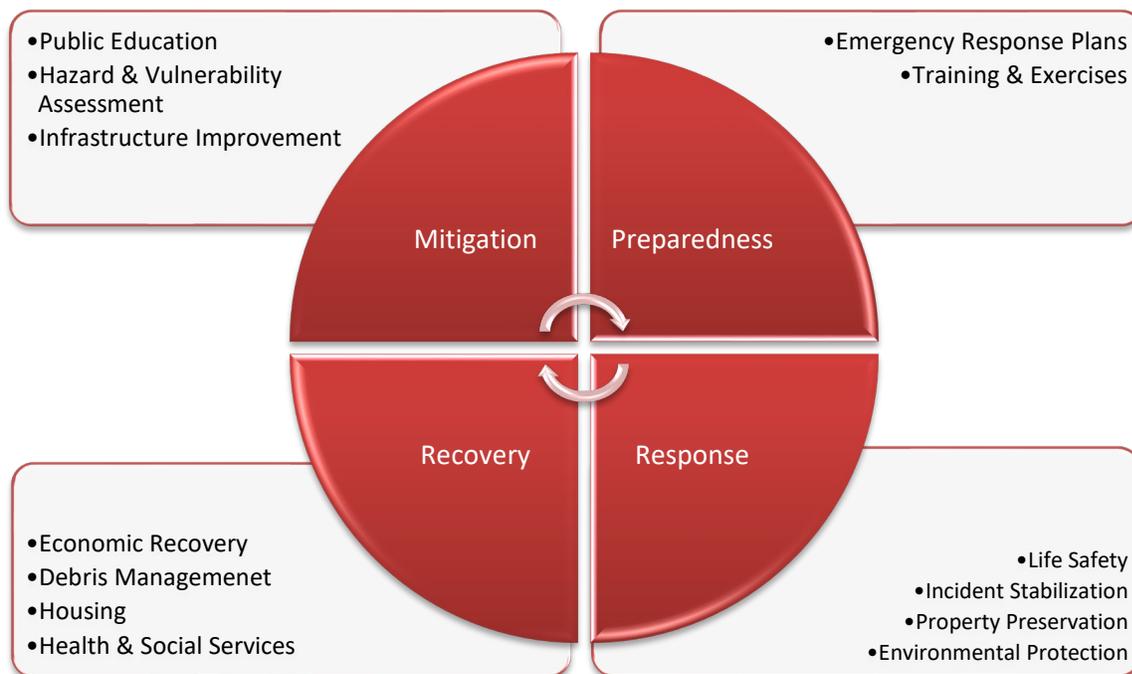
FEDERAL AGENCIES

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
- Environmental Protection Agency
- Department of Agriculture

CONCEPT OF OPERATIONS

ESF #8 is responsible for public health and medical 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 Emergency Management and Regional Security. 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 inventory of 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.
- Develop plans and agreements to support points of dispensing operations.

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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	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
<i>Northwest Community EMS System MPI SOP</i>	Multiple Patient Management Plan, including Triage	Response	Northwest Community EMSS		11/2022
<i>Region IX EMS Plan Peak Census Ambulance Transport Policy</i>	Guidance for EMS agencies to provide transport options during high-census periods in multiple hospitals	Response	IDPH EMS Region IX		3/2010
<i>Region IX EMS Plan Inter-System / Inter-Region Transports / Bypass / Diversion</i>	Guidance for EMS agencies, systems and hospitals on patient transports, including bypasses and diversions	Response	IDPH EMS Region IX		12/2018
<i>Funeral Home MOU</i>	Fatality Management and Family Assistance Center	Response			
<i>EMS System SMOs</i>	Standing Medical Orders Region IX	Response		Online at https://www.nwcemss.org/assets/1/standard_operating_procedures/NWC_EMSS_Edition_CL_EAN_8-5-24_(LINKED).pdf	2022
<i>Park District MOUs</i>	Agreements on facilities and transportation	Response			
<i>Public Health Standing Orders</i>	Standing Orders from Department of Health & Human	Response	Illinois Department of Health &		

	Services/Public Health Nurse		Human Services		
Illinois Department of Public Health ESF-8 Plan		Response	Illinois Department of Health & Human Services		
MABAS Box Cards #15E1, 15D1	Box cards specifying pre-arranged extra alarm responses to EMS incidents.	Response	City of Rolling Meadows Fire Department	Online at: https://mabas1port.al.specialdistrict.org/files/03d288325/RMFD+Box+Cards+2023.pdf	04/2024

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #8 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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.

ESF #8 APPENDIX 1: FATALITY MANAGEMENT

PURPOSE

The purpose of this annex is to define the roles and responsibilities of mortuary agencies to ensure that safe and effective fatality management operations are conducted in accordance with applicable laws, rules, regulations, and policy.

This document references policy and procedures contained in the Cook County EOP outlining fatality management guidance to coordinate local response for preservation, documentation, collection, identification and disposition of human remains, as well as determination of manner and cause of death.

SCOPE

The plans and systems that make up the Fatality Management Appendix 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 appendix.

The scope of Fatality Management Appendix 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 fatality management system.
- Identifies the legal basis for the Fatality Management Appendix and the emergency management activities of fatality management stakeholders.
- Identifies the fatality management mission, scope, goals, and stakeholder community.
- Identifies the organizational structure and governance system for fatality management development, implementation and maintenance.

SITUATION AND ASSUMPTIONS

This annex will be implemented when a situation arises that produces more human remains than can be processed with available resources.

Cook County Medical Examiner's Office employs Full-time Medical Examiner(s). There are transport vehicles and access to a morgue with refrigerated capacity throughout the county. Additionally, there are funeral homes within the municipality that have agreements with the City to supplement the capacity for bodies.

CONCEPT OF OPERATIONS:

NOTIFICATION & ACTIVATION

Upon verification of a potential or actual mass fatality incident, Unified / Incident Commander will request Cook County Medical Examiner's Office be notified in accordance with procedures.

The Medical Examiner will be notified by NWCDS or Emergency Operations Center (if activated).

Upon notification of potential or actual mass fatality incident, a representative of Cook County Medical Examiner's Office will request the communication center or emergency operation center to notify supporting organizations for potential logistical support needs if appropriate.

DIRECTION & CONTROL

Representatives of the Medical Examiner's Office, operating within the County EOC, will be responsible for coordinating requests for assistance and assigning missions in support of fatality management.

All fatality management operations will be conducted in accordance with this EOP, Illinois Disaster Management System, National Incident Management System requirements, and Standard Guide for Fatality Management in Illinois.

AUTHORITIES AND LIMITATIONS

Fatality Management operations are under direction and control of the Coroner / Medical Examiner (55 ILCS 5\3-3013)

All staff will be trained, equipped and fully aware of the risks involved with fatality management operations prior to completing missions and tasks.

Limitations are identified in intergovernmental or mutual aid agreements, existing enabling authorities, and law.

Illinois Emergency Management Agency Act of 2002 as amended (20 ILCS 3305).

SITE CONTROL

Law Enforcement will be requested to provide security at the recovery site, morgue facility, storage facilities, and family assistance center when activated and operational.

Access to restricted areas regarding fatalities will be determined by the Medical Examiner in conjunction with IC/UC and will be authorized on a daily basis.

VICTIM HANDLING

All recovery, examinations, identification, notification of next of kin and other procedures for release of human remains for final disposition, will be governed by provisions of the County Medical Examiner Standard Operating Guidelines.

In the event circumstances or conditions exist that present a potential or actual threat to public health and responder safety in regards to recovery, handling, storage, or final disposition of human remains the local health department officials will provide and coordinate technical assistance in cooperation with the County Medical Examiner to promote safe and efficient operations.

Unless there is a potential that a body or body part will be destroyed by the ongoing disaster, no body or body part will be moved or relocated from the location where it was found by any individual or agency, unless authorized by the Medical Examiner's Office.

Removal of human remains from the scene will be accomplished through the use of vehicles provided through existing resource systems, established by the County Medical Examiner and/or Cook County DEMRS.

Final disposition of remains will be conducted in accordance with Medical Examiner's Office standard operating procedures.

EVIDENCE RECOVERY & TRACKING

Documentation of fatality management operations shall include a minimum of the following: location of incident; victim or body part description; photos; victim identification number; fatality management personnel identification.

Chain of custody must be maintained from incident scene through final and permanent disposition of evidence and/or human remains.

FAMILY / NEXT OF KIN

A Family Assistance Center or Notification / Information Center will be planned for by the County Medical Examiner and coordinated with the local EOC, for family support services as deemed necessary.

Notification of the next of kin will be accomplished through a variety of methods depending on the location of the relatives. If the relatives are local, notification will be accomplished through personnel under the direction of the Medical Examiner's office.

Family and next of kin that are not local or unavailable for personal notification will be notified by the most efficient, timely, and discreet method possible.

A telephone number may be made available for inquiries by relatives of victims by the Medical Examiner's Office.

The Medical Examiner's Office will provide counseling or information on counseling services to the bereaved as they deem necessary.

LOGISTICS SUPPORT OF MORTUARY

The mortuary functions are supported by the County. Under extreme circumstances, additional personnel, equipment or resources may be requested through the EOC by the county or through mutual aid channels.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

COOK COUNTY MEDICAL EXAMINER

Activates and/or implements the Fatality Management Annex. Provides overall direction and control as it relates to fatality management operations.

Has the responsibility and authority to accurately identify and certify the manner and cause of death.

Has unilateral authority to release information concerning the identity and condition of deceased persons.

Maintain comprehensive documentation of all human remains, personal property and evidence recovered.

Implement and enforce appropriate PPE and decontamination protocols for all response personnel.

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, trenches, 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 / swift water, 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 as well as manage 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; severe winter storms; transportation or industrial accidents; power outages or other utility disruptions; 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.
- There are various public agencies, private and volunteer entities that can provide specialized assets and support for land search and rescue operations, including canines, UAS, helicopters, fixed-wing aircraft, and trained search crews.
- Field communications support for any type of search and rescue incident is available through local mutual aid as well as from county- and state-level emergency management agencies
- 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 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 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 at 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**

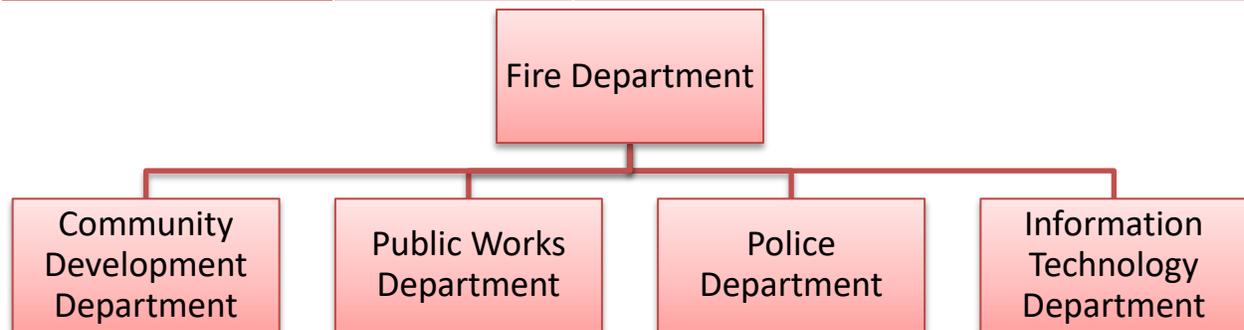
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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 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 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.

Information Technology 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.
Community Development Department	All	<ul style="list-style-type: none"> • Provide technical specialists, including engineering assistance, at incidents involving collapsed or damaged structures.



PRIVATE PARTNERS

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 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 Division 1
- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff’s Department
- Cook County Medical Examiner’s Office
- Cook County Department of Transportation and Highways
- IL-Wis Search Dogs
- Hanover Township Emergency Services (Land Search)

- Northwest Central JEMS Incident Management Assistance Team (IMAT)

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 Law Enforcement Alarm System (ILEAS)
- Illinois Search and Rescue Council (ISARC)
- Illinois Department of Natural Resources (Water search)
- Illinois Department of Military Affairs
- Illinois State Police
- Civil Air Patrol, Illinois Wing

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 public and private sector stakeholders is a vital part of including whole community concepts into all phases of emergency management. Some of the following stakeholders work closely with ESF #9 on a regular basis:

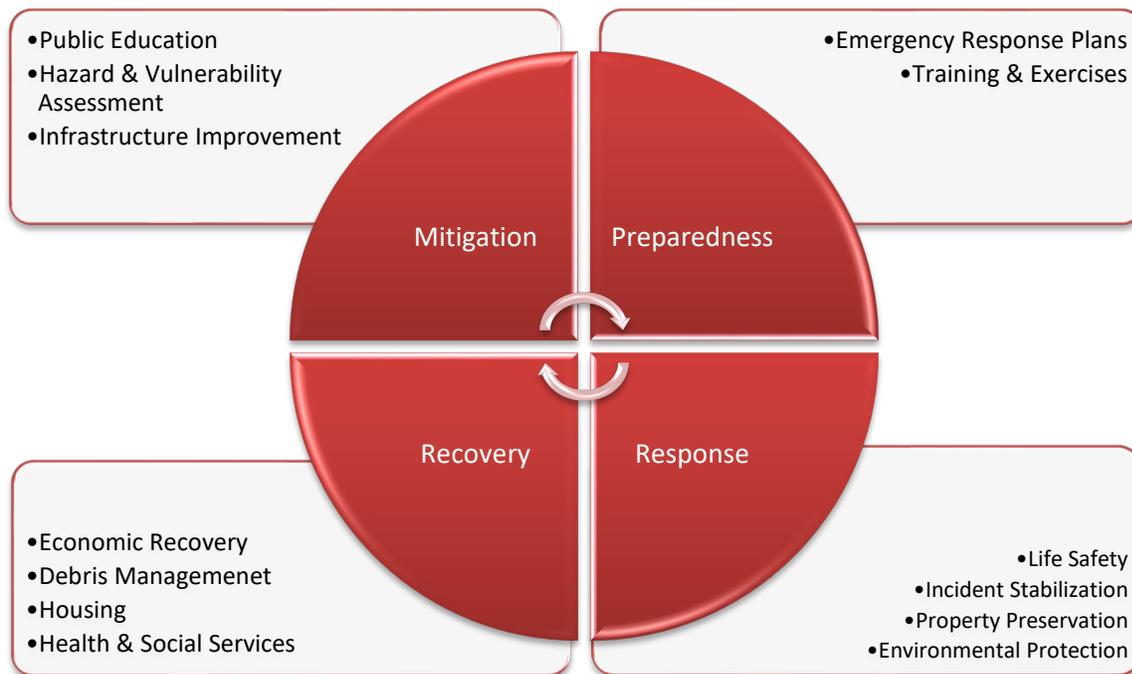
- Federal Emergency Management Agency
- U.S. Coast Guard
- U.S. Air Force Rescue Coordination Center
- U.S. Department of Homeland Security

CONCEPT OF OPERATIONS

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, trenches, 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 / swift water, 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 or participate in local, regional, and statewide training events and exercises.
- 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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	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 Box Cards # 15D1, 15W1,15W2, 15R1, 15R1	Mutual Aid Response Plans	Response	Rolling Meadows Fire Department	Online at: https://mabas1portal.specialdistrict.org/files/03d288325/RMFD+Box+Cards+2023.pdf	8/2022
MABAS Division 1 OG/PS #440	MABAS Division 1 Technical Rescue Operating Guideline / Policy Statement	Response	MABAS Division 1	Online at https://mabas1portal.specialdistrict.org/files/51766689f/MABAS OGPS 440 TRT Overview - FINAL.pdf	09/2023
MABAS Division 1 OG/PS #420	MABAS Division 1 Water Rescue Team Operating Guideline /	Response	MABAS Division 1	Online at https://mabas1portal.specialdistrict.org/files/d535b11f7/MABAS OGPS 4	03/2025

	Policy Statement			20 Water Rescue Team Overview.pdf	
MABAS B-05-01 Urban Search & Rescue Teams ICS Guideline	Urban Search and Rescue / Technical Rescue Operating Guideline	Response	MABAS Illinois	Online at https://www.mabas-il.org/wp-content/uploads/2022/02/B-05-01-2009-USAR-Strategic-Plan-ICS-Guide.pdf	01/2009

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #9 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals’ actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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:

- 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 stakeholders' 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 involving extensive commitment of personnel, resources, and/or technology assets.
- In the event of large-scale flooding affecting numerous structures and/or vehicles in which extensive resources are deployed in a search and rescue mission.
- In the event of any search and rescue mission that requires complex communications and coordination among stakeholders that exceed normal operations, or requires deployment of significant overhead management that exceeds the community's capability.
- 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 ESF #9 include:

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

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, but may be of limited efficacy due to the additional time required to respond and deploy.
- Fixed facilities, such as those for bulk storage of flammable or combustible liquids (“tank farms”) or pipelines often have emergency response teams specifically trained to control fires and spills in those facilities and will coordinate with City personnel on responses.
- Northwest Central Dispatch System 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 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 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 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 at 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**

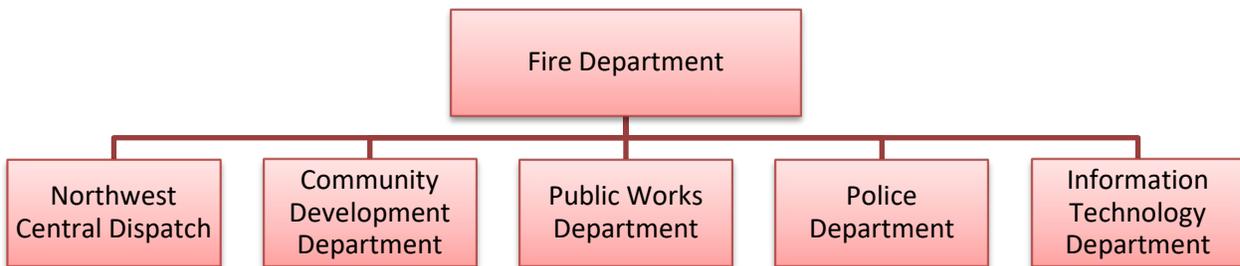
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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 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.
Information Technology 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
Community Development 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

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
- NIPA Pipelines

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 Division 1
- Cook County Department of Emergency Management and Regional Security
- Metropolitan Water Reclamation District of Greater Chicago
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office
- Cook County Department of Transportation and Highways
- Northwest Central Joint Emergency Management System Incident Management Assistance Team (IMAT)

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
- Illinois Department of Military Affairs

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 all phases of emergency management. Some of the following stakeholders work closely with ESF #10 on a regular basis:

- Federal Emergency Management Agency
- U.S. Environmental Protection Agency

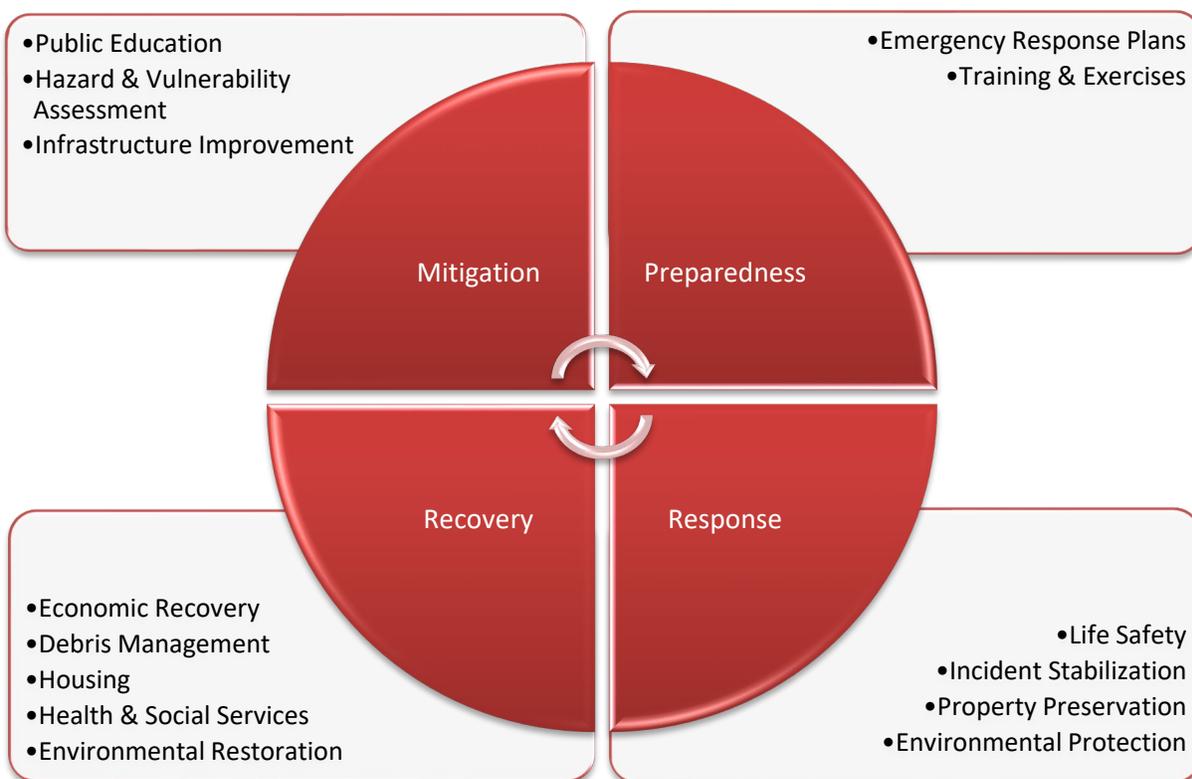
- U.S. Coast Guard
- U.S. Department of Transportation
- U.S. Department of Homeland Security
- National Weather Service

CONCEPT OF OPERATIONS

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, including identifying emerging hazards and appropriate response strategies.
- 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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan / Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
<i>RPMJO 3.4.3.1</i>	Initial HazMat Response	Response	R.P.M. Joint Operations		12/31/2015
<i>MABAS Division 1 OG/PS #460</i>	MABAS Division 1 Hazardous Materials Operating Guideline and Policy	Response	MABAS Division 1	Online at https://mabas1portal.specialdistrict.org/files/7c6fe60f7/MABAS_OGPS_460_Haz-Mat_Team_Overview.pdf	09/2019
<i>Comprehensive Emergency Response Plan Illinois Statewide Mutual Aid MABAS Preparedness Workbook</i>	Suburban Cook County Local Emergency Planning Committee Documents process for planning for rapidly escalating events, including statewide mobilizations and local subsequent responses.	Preparedness, Response	Suburban Cook County LEPC		2017
		All	MABAS-Illinois	Online at https://www.mabas-il.org/wp-content/uploads/2025/02/Preparedness-Workbook-August-2023.pdf	8/2023
<i>MABAS Resource Guide</i>	Describes MABAS IL statewide assets and their locations	Response	MABAS-Illinois	Online at https://www.mabas-il.org/wp-content/uploads/2025/02/Preparedness-Workbook-August-2023.pdf	01/2025

				content/uploads/2025/03/MABAS-Resource-Guide-JAN2025-1.pdf	
MABAS Box Card # 15H1	Mutual Aid Response Plans	Response	Rolling Meadows Fire Department	Online at: https://mabas1portal.specialdistrict.org/files/03d288325/RMFD+Box+Cards+2023.pdf	2022
MABAS Asset Inventory	MABAS Division 1 Assets and Resources	Preparedness	MABAS Division 1	Online at: https://mabas1portal.specialdistrict.org/asset	2023

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #10 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.

- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements, including (but not limited to) the NIPAS Emergency Services Team WMD team or the Illinois National Guard 5th Civil Support Team.

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:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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 stakeholders' 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 within the City.
- 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 requiring the deployment of a Chempack.
- In the event of a natural or human-caused event that causes significant, widespread damage to an area or areas of the City necessitating a hazardous materials response involving extensive commitment of personnel, resources, and/or technology assets.
In the event of any hazardous materials incident that requires complex communications and coordination among stakeholders that exceed normal operations, or requires deployment of significant overhead management that exceeds the community's capability.
- 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 ESF #10 include:

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

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, 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, and 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 Department of Health and Human Services, 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 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.
- 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 at 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 head has been identified as the primary coordinator:

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

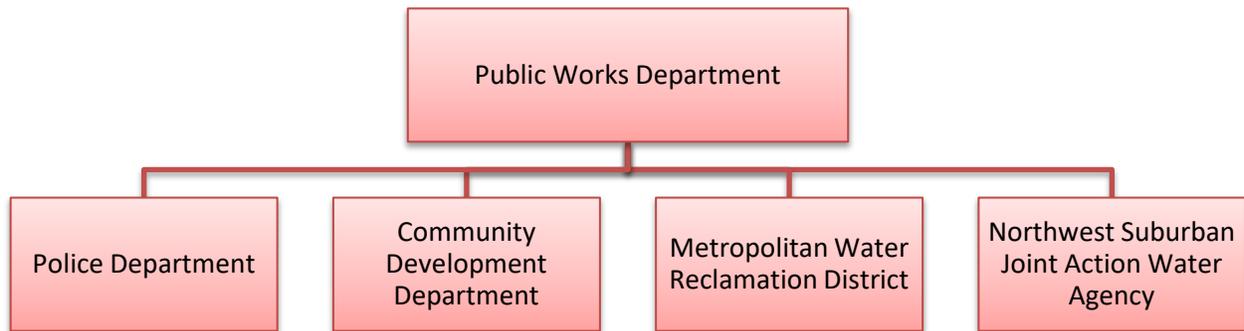
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role 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 Public Works Department**
- **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 Department	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

Northwest Suburban Joint Action Water Agency	All	<ul style="list-style-type: none"> • Coordinate the inspection of water supply infrastructure and facilities
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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
- Forest Preserves of Cook County
- Cook County Department of Emergency Management and Regional Security

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 Natural Resources
- Illinois Environmental Protection Agency
- Illinois Public Works Mutual Aid Network
- Illinois Emergency Management Agency

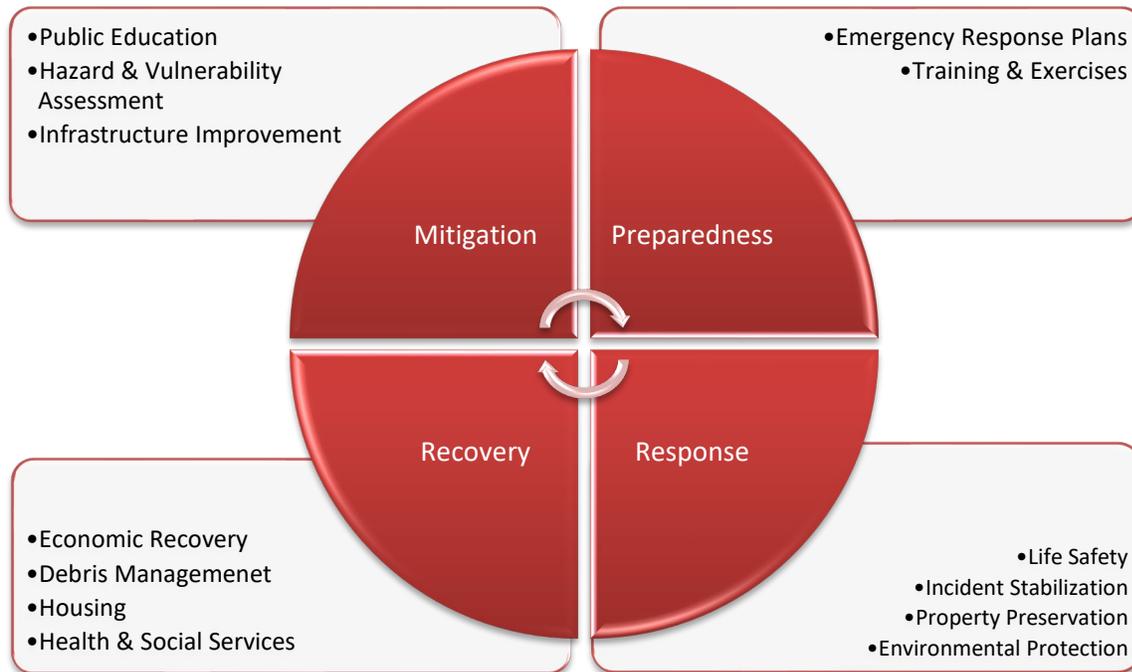
FEDERAL AGENCIES

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 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

ESF #11 is responsible for Agriculture and Natural Resources functions within the City, including issues relating to historical and cultural sites as well as involving large-scale animal welfare considerations, such as those involving livestock including racehorses. 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.

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #11 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.

- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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 stakeholders' 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.

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 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 organization as a 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 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 at 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 head has been identified as the primary coordinator:

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

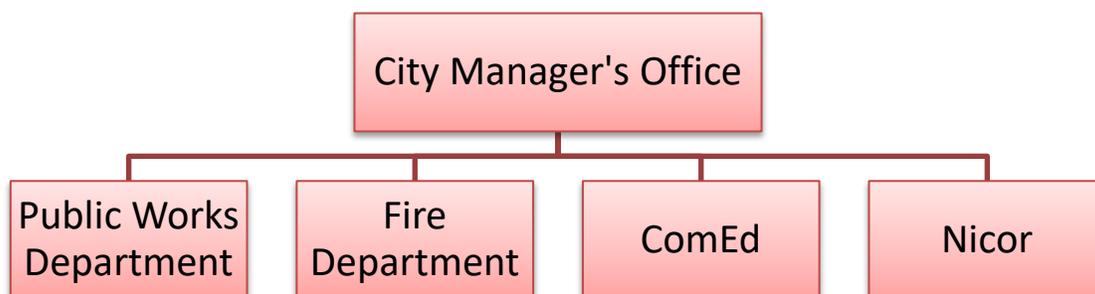
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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
City Manager’s Office	All	<ul style="list-style-type: none"> • Responsible for coordinating with third party energy providers.
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
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PRIVATE PARTNERS

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

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 Department of Transportation and Highways
- Cook County Department of Emergency Management and Regional Security

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

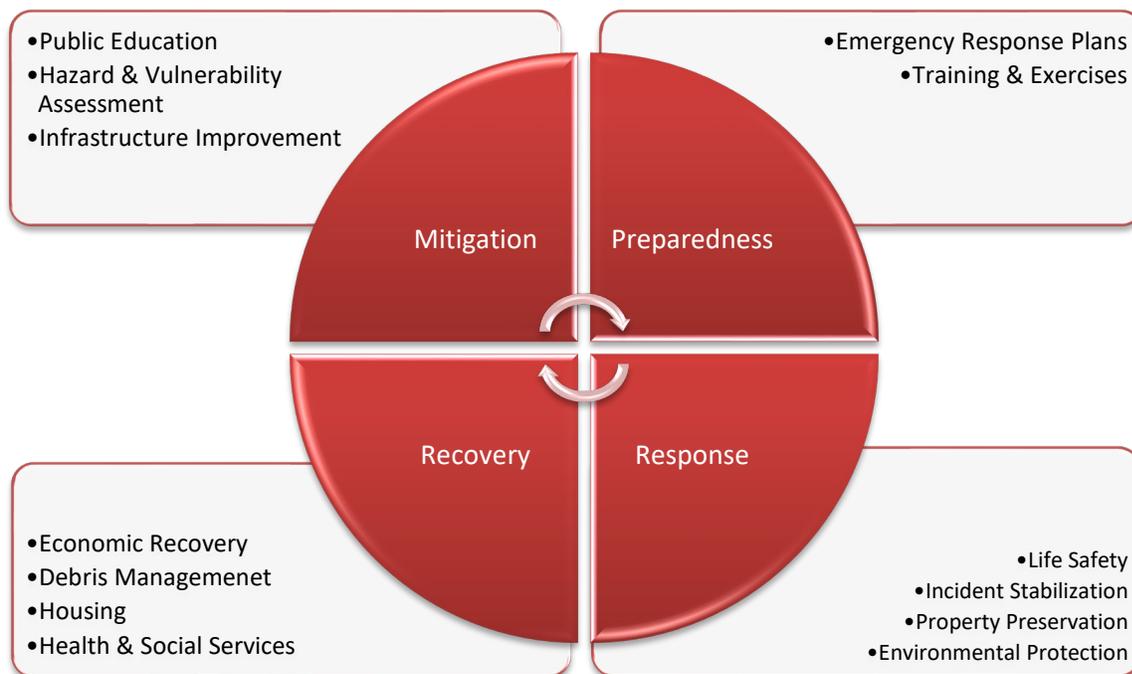
FEDERAL AGENCIES

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 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

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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
ComED Load Shed Plan	ComEd list of prioritized restoration facilities.	Recovery	City Manager	N/A	2023

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #12 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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 stakeholders' 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.

ESF #13: PUBLIC SAFETY AND SECURITY ANNEX

OVERVIEW

The City of Rolling Meadows Public Safety & Security (ESF #13) Annex 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

Emergency Support Function #13, Public Safety and Security, provides guidance for a coordinated response and planning effort necessary to maintain order, ensure public safety, and coordinate the law enforcement mutual aid to meet the needs generated by disasters affecting the City, 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 #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 of 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.
- The Police Department is an active participant in regional mutual aid groups for critical specialized enforcement and investigative operations, including the Northern Illinois Police Alarm System (NIPAS) and the Major Case Assistance Team (MCAT).
- 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.
- Certain private sector businesses and agencies maintain a organized on-site security team specific to their operations. They will initially work cooperatively with City police at developing security incidents under their jurisdiction and will assume response and investigative functions once they have adequate resources on the scene.

GOALS

This section identifies the goals for 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 public safety and security 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 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 at 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 head has been identified as the primary coordinator:

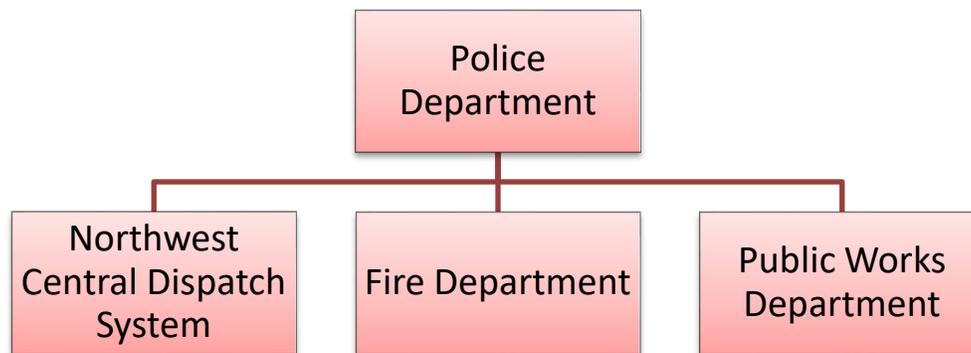
- **City of Rolling Meadows Police Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in 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 Police Department**
- **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.



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 #13:

- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff's Office
- Cook County Medical Examiner's Office
- Northern Illinois Police Alarm System
- Major Case Assistance Team
- Crime Prevention Information Center
- Northwest Central Joint Emergency Management System Incident Management Assistance Team

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 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 Statewide Terrorism & Intelligence Center
- Illinois Law Enforcement Alarm System

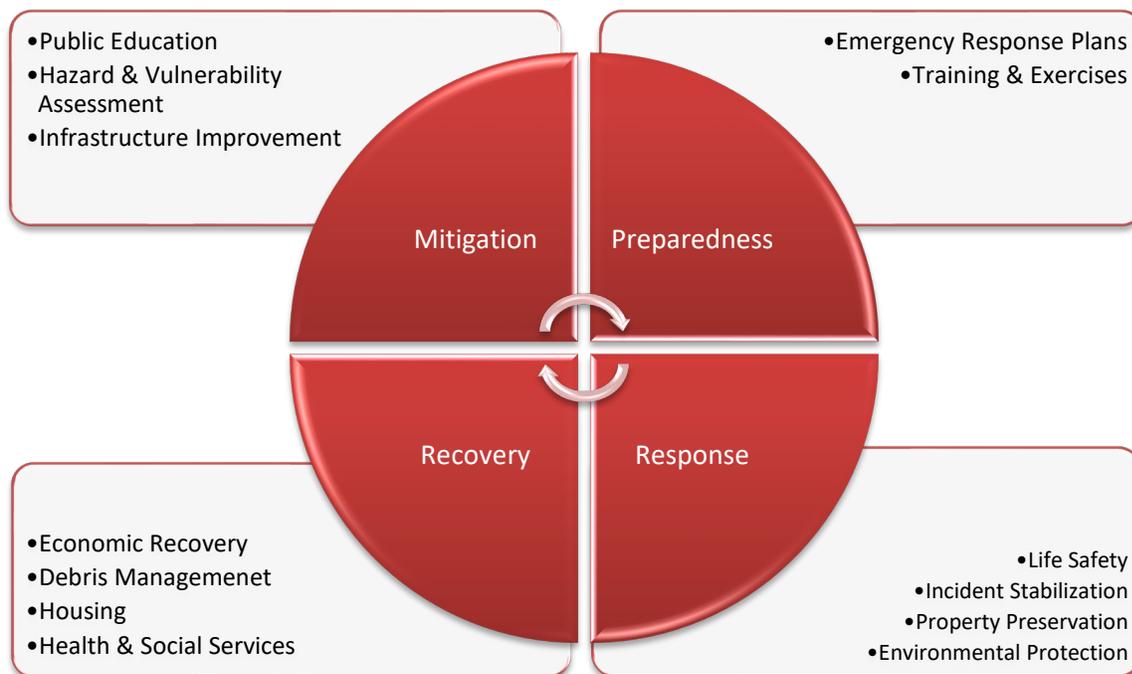
FEDERAL AGENCIES

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
- National Transportation Safety Board

CONCEPT OF OPERATIONS

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 Emergency Management and Regional Security. 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 inventory of 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.
- Monitor emerging threats and develop training, policies and procedures according to recognized best practices.
- Meet with external stakeholders for information sharing, security assessments, exercises, and pre-incident planning, school meetings for example.
- Develop event plans for pre-planned City events that involve significant interdepartmental coordination.

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 a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
RMPD Policy 206 Emergency Management	Emergency Management Policy	Preparedness, Response	Police Department	Police Department	2025

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #13 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals’ actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.
- Provide overall coordination for multi-jurisdictional law enforcement activities related to prevention.

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 #13 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).

- Serves 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.
- Facilitate access to information sources that support field operations, such as CAD data, GIS/mapping programs, Real Time Information Centers and Fusion Centers, Slack channels, cameras and license plate readers, social media monitoring, etc.
- Acts as a conduit of information from the ESF #13 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.
- Assist on-scene command personnel in acquiring specialized communications or technical resources, such as Unified Command Post vehicles, communication units / ITECS trailers, etc.
- Coordinate with internal or external volunteer agencies who bring specific expertise or skills to allow for a more efficient response to the incident.

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 act of terrorism or mass violence resulting in the loss of life within the City boundaries.
- In the event of any prolonged incident that requires an intensive resource commitment.
- In the event of a pre-planned event that requires significant coordination between internal and external agencies, such as a high-level dignitary visit.
- In the event that it is determined that the City needs to be evacuated due to a disaster or emergency.
- In the event of any natural, man-made or technological disaster that requires the movement of a large population of residents for temporary relocation or evacuation.

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 #13 include:

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

ESF #13 APPENDIX 1: 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 harm's way. 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.

- Evacuation may include the need to order and enforce shelter-in-place orders.
- 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 officer 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.

- The ESF #15 coordinator will work with the ESF #13 representative to ensure that messages regarding evacuation include language that is inclusive of the languages for the geographic area being evacuated.
- The ESF #15 coordinator will work with the ESF #13 representative to ensure that messages regarding evacuation include language appropriate for those with access and functional needs.
- 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 terms 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.

CONCEPT OF OPERATIONS

Please refer to the Alert and Warning Annex for information on public messaging regarding evacuations and protective actions. Please refer to ESF #15 for the coordination of information between government entities and stakeholders.

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 ACTIVATION

Please see ESF #13 for Plan Activation guidance for this appendix.

ESF #14: CROSS-SECTOR BUSINESS AND INFRASTRUCTURE ANNEX

OVERVIEW

The City of Rolling Meadows Cross-Sector Business and Infrastructure (ESF #14) represents an alliance of discipline-specific cross sector stakeholders who work in coordination with each other to provide a broad range of goods and services to the community. As such these organizations have common interests and share a level of commitment to efficient and effective processes across their common interests. When necessary, the ESF #14 stakeholders will work together with various City departments coordinating business and statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

ESF #14 activities support the coordination of a broad range of activities that can provide early action to mitigate or even prevent incidents from expanding across multiple parts of public, private, and Critical Infrastructure sectors. The ESF #14 lead agency is based on the nature of the initial need and provides expertise across most sectors of the public and private sector. ESF #14 can be activated when critical infrastructure implications require coordination across multiple ESFs and the issues do not clearly align to any other ESF.

PURPOSE

Emergency Support Function #14, Cross-Sector Business and Infrastructure, provides guidance for a coordinated response and planning effort necessary to maintain order and ensure smooth operations while coordinating the delivery of personnel and supplies necessary to meet the needs generated by disasters affecting the City, 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 #14 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #14 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, stabilize the incident, and limit damage to property or the environment.

During an emergency response, City departments and agencies retain their respective administrative authorities, but coordinate with the ESF #14 coordinator in order to uphold the mission of protecting life, property and the environment. Given the broad range of potential responses the organizations involved could provide, it is important for the successful implementation of ESF #14 to ensure information-sharing and collaboration among government, private sector, and infrastructure 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 City has plans and policies in place to manage daily operations and has policies for operating in disaster situations.
- Stakeholders will facilitate stabilization of community lifelines, critical supply chains, and National Critical Functions that are local and vital to the impacted community.
- Connect the private sector to operational programs and functions, as needed.
- The City has critical infrastructure that are susceptible to various types of emergencies and disasters as commonly seen in municipalities of similar size.
- The City, in conjunction with other stakeholders should analyze infrastructure interdependencies and offer recommendations to optimize response efforts.
- The City maintains working relationships with infrastructure owners and operators, businesses, and other community stakeholders.

GOALS

This section identifies the goals for ESF #14 to support the further development and ongoing maintenance of ESF #14.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #14 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 #14 stakeholders.
- Train and exercise the activities of ESF #14.
- 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 #14. The primary coordinator is responsible for the development, maintenance, and implementation of the ESF #14, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #14 has been activated. Upon arrival at 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.

Since ESF #14 can be activated when critical infrastructure implications require coordination across multiple ESFs and the issues do not clearly align to any other ESF, the skills, knowledge, and responsibilities can vary greatly. For the City of Rolling Meadows, the following department head has been identified as the initial primary coordinator:

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

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

For ESF #14, other agencies and departments as well as cross sector stakeholders will have a role in the support of the development of the ESF #14 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #14 and provide planning input and operational support to the primary coordinators.

- **City of Rolling Meadows Community Development Department**
- **City of Rolling Meadows Information Technology Department**
- **City of Rolling Meadows City Manager’s Office**
- **City of Rolling Meadows Public Works Department**

Department / Agency	Division / Group	Responsibility
Community Development Department	All	<ul style="list-style-type: none"> • Building inspections and permitting. • Issuing updated business licenses.
Information Technology Department	All	<ul style="list-style-type: none"> • Mass notification and routing of city services on a large scale.
City Manager’s Office	All	<ul style="list-style-type: none"> • Outreach and PIO statements.
Public Works Department	All	<ul style="list-style-type: none"> • Critical infrastructure coordination.

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 #14:

- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health
- Cook County Department of Transportation

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 Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #14:

- Illinois Emergency Management Agency
- Illinois Commerce Commission
- Illinois Department of Natural Resources
- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Department of Public Health
- Department of Innovation and Technology

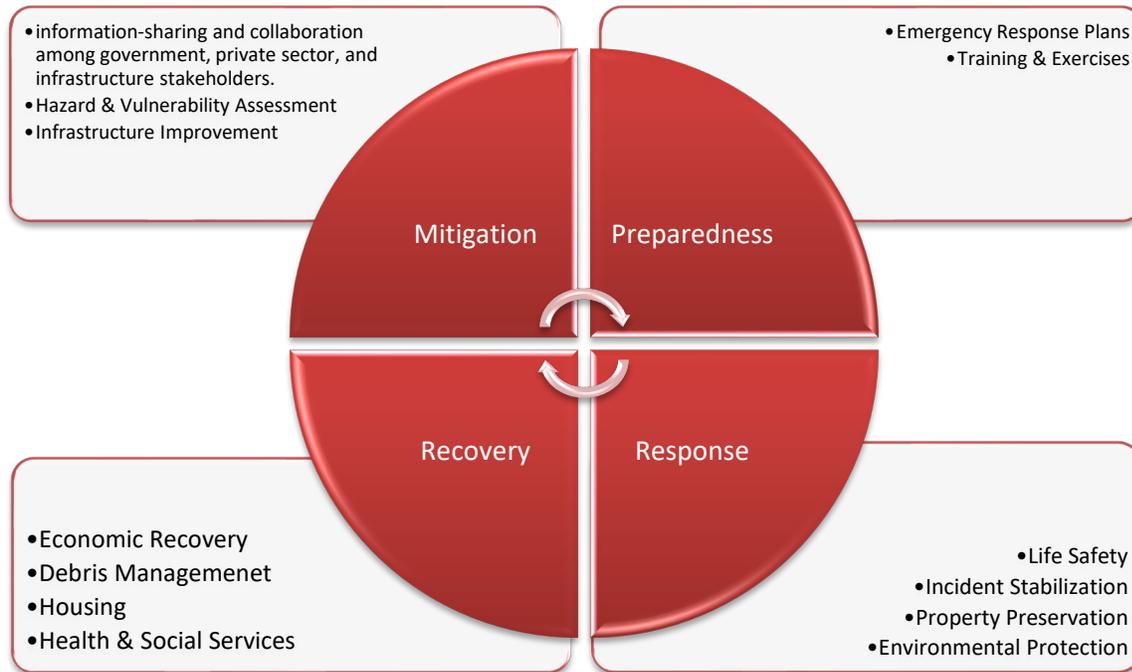
FEDERAL AGENCIES

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 #14 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- The Cybersecurity and Infrastructure Security Agency (CISA)
- Department of Transportation
- Department of the Interior
- Department of the Treasury

CONCEPT OF OPERATIONS

ESF #14 is responsible for Cross-Sector Business and Infrastructure activities that take place within the City boundaries. This section describes the ESF #14 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 Emergency Management and Regional Security. Mitigation activities for ESF #14 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.
- Facilitate information-sharing and collaboration among government, private sector, and infrastructure stakeholders. (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 #14 include:



- Develop and maintain the ESF #14, Cross-Sector Business and Infrastructure, 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 #14 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #14 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 #14 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #14 members communicate during an emergency, including primary and secondary systems and system redundancy.

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #14 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.

- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.

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 #14 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from stakeholder organizations and support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between infrastructure owners and operators, businesses, and 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 #14 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 #14 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #14 stakeholders to the EOC regarding stakeholders' 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.
- When multiple impacts to public, private, and Critical Infrastructure sectors occur simultaneously.
- When critical Infrastructure implications require coordination across multiple ESFs.

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 #14 include:

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

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 (FBOs and 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 Officer (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 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. This annex:

- 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 residents and 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 signboards 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.
- Incident needs may dictate the need for increased coordination with legal counsel on how messages are developed and disseminated. Counsel may be internal to the municipality, or it may be provided by a third party such as an insurance provider.
- Northwest Central Dispatch System maintains the ability to activate the City’s outdoor warning sirens, initiate reverse 911 messages, and send WEAs through IPAWS at the request of the municipality.
- Public information officers may exist at the incident, EOC, and policy level. Generally, messages on behalf of the municipality will be coordinated through the lead PIO identified in this annex.

GOALS

This section identifies the goals for 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 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 at 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 warning and external affairs for the City of Rolling Meadows the following department head has been identified as the primary coordinator and Public Information Officer:

- **City of Rolling Meadows City Manager**

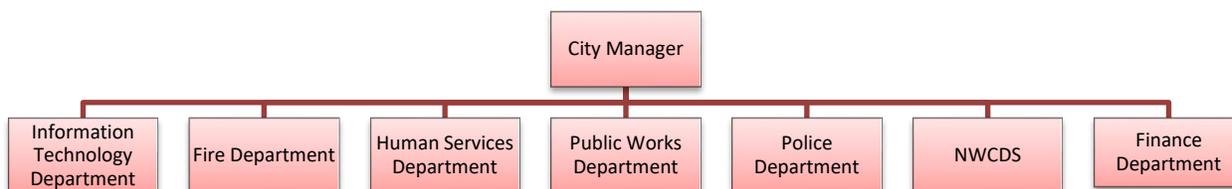
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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 City Manager's Office**
- **City of Rolling Meadows Information Technology Department**
- **City of Rolling Meadows Human Services**
- **City of Rolling Meadows Fire Department**
- **City of Rolling Meadows Public Works Department**
- **City of Rolling Meadows Police Department**
- **City of Rolling Meadows Finance Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
City Manager's Office	All	<ul style="list-style-type: none"> • Coordinate City wide messaging. • Develop and maintain a joint information system. • Gather and relay information relevant to threats and hazards. • Dispel rumors and monitor social media. • Communication available assistance and actions being taken.
Information Technology Department	All	<ul style="list-style-type: none"> • Responsible for routine delivery of City information by maintaining the City web site as well as through newspapers, electronic media, social media and other platforms.
Human Services Department	All	<ul style="list-style-type: none"> • Human Services 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 Department	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.
Finance Department	All	<ul style="list-style-type: none"> Identifying funding and allocation
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 off 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 Emergency Management and Regional Security
- High School District 214

- Schaumburg Consolidated School District 54
- School District 15
- Township High School District 211
- Palatine Township District
- Elk Grove Township District
- Wheeling Township District
- Salt Creek Park District
- Arlington Heights Park District

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 Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #15:

- Illinois Emergency Management Agency

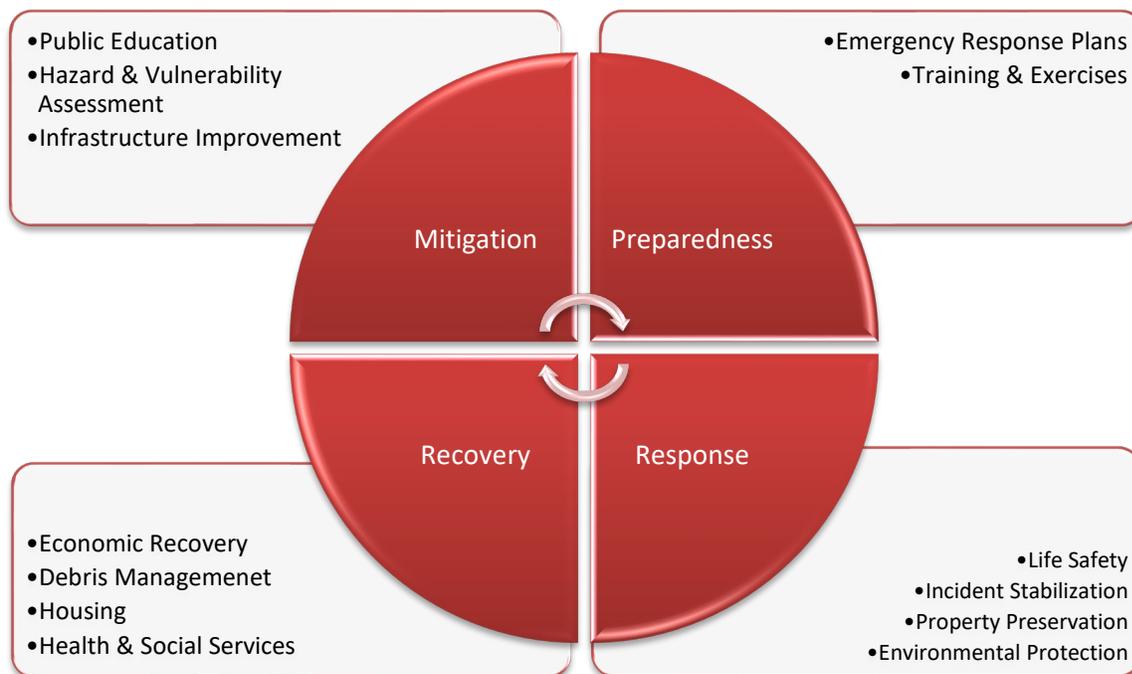
FEDERAL AGENCIES

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

ESF #15 is responsible for external affairs and public warning 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 Emergency Management and Regional Security. 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.
- Identify opportunities to refine capabilities related to public information, including memorandums of agreement for mutual aid or support staffing, temporary call taking or information systems, or other access and functional needs capacities such as language lines or interpreters.
- 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 inventory of 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.

PREVENTION

Prevention includes the actions taken to avoid, deter, or stop imminent terrorist threats. Municipal prevention activities are coordinated across all internal departments and agencies, and include collaboration with county, regional, state, federal, and private sector partners. These activities include the identification of potential terrorist threats, preparedness activities related to preventing terrorism, and the coordination of resources to support the reduction of impacts to people, property, and critical infrastructure. Prevention activities for ESF #15 Primary Coordinator include:

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.
- Provide timely warnings and actionable information to the public in relation to prevention activities.

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:

- Activate the EOC as the primary JIC until an additional location is identified.
- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves 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 in other jurisdictions 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 stakeholders’ intelligence and resource capabilities.
- Utilize tools such as language translation services to ensure that messages are formatted in a way to reach all facets of the community.
- Utilize partner agencies like the school districts, park districts, hospitals, large businesses, and houses of worship to relay timely messaging.

WARNING MODES

City wide warnings leverage a variety of technologies in the event of an emergency or disaster. The following is a list of the City’s warning tools, the entities that provide support for those tools and the departments that primarily use the tools. Additionally, siren maps are kept on file at the EOC.

Communication System	Provider	Service Provided	Departments
Everbridge	Everbridge	Reverse 911	All
Vehicle PA Speakers	Vehicle Specific	Public Announcements	Fire, Police and Public Works
Severe Weather Sirens		Outdoor Alerts	NWCDS
Temporary Call Taking Systems	City	Inbound Handling	Call

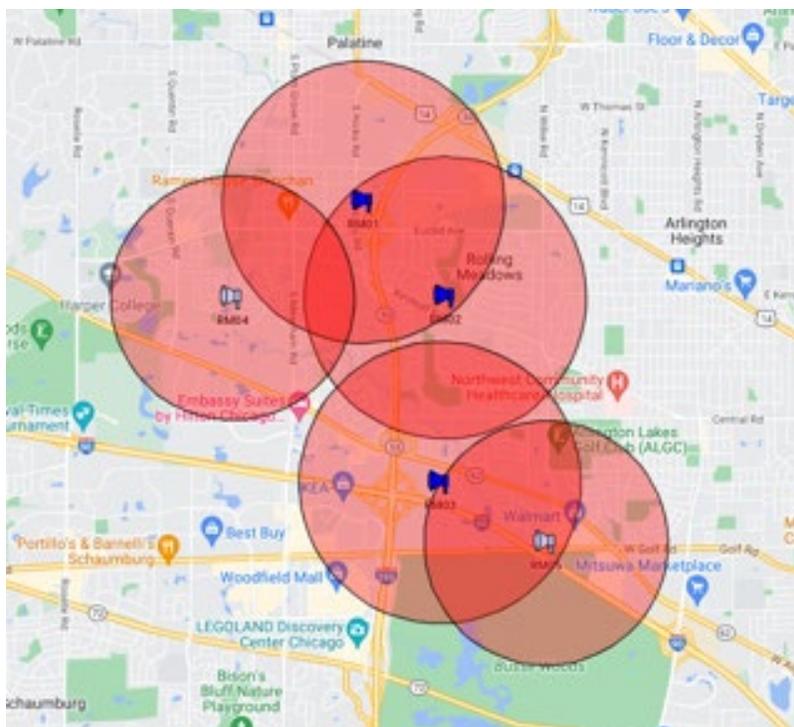


Figure 7 - Map of Storm Siren Coverage

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.
- In the event of an incident that generates significant media interest or public inquiries.
- In the event a credible threat is received that will impact the City and will require ongoing communications with the community and partner organizations.

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 #15 include:

- Supporting recovery activities with roles and responsibilities of Emergency Support Function stakeholders.
- Providing a common medium for communicating messages to the public.
- Use available communications tools such as the community website, Language Line, temporary call centers, etc. to communicate ongoing recovery efforts.

FUNCTIONAL ANNEX: ALERT AND WARNING

OVERVIEW

Emergency communications to the public, commonly known as Alert & Warning, continue to change with advancements in technology and the changing face of smart devices. Essential to all jurisdictions is an effective alert and warning strategy to support the distribution of information to the public. In an emergency / disaster, the strategies and systems used become critical. The magnitude of a particular emergency situation will determine the degree to which systems are utilized.

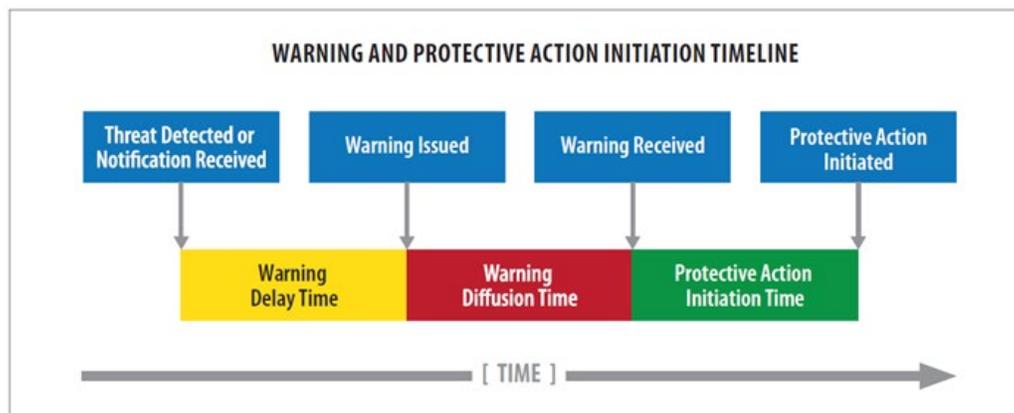
The Northwest Central Joint Emergency Management System (JEMS) has 12 jurisdictions which support a number of systems. Systems supported by JEMS partners which are used together during a disaster / emergency ensure a wide spread of information to a larger population than could be reached by anyone system.

“Public interaction almost always takes place between receiving a warning and initiating a protective action. This includes searching for additional information about the potential event and what to do about it, confirming that what has already been heard is correct information (such as that the warning recipient is actually at risk), and giving warning information to others. These actions happen regardless of the threat type, the way the warning is delivered, or the source of the warning. Hence, for most people, basic human nature creates a “response-gap” delay between getting a warning and initiating a protective action. Most people do not take a protective action until they think that the threat communicated in the warning will affect them.”

-A Guide to Public Alerts and Warnings for Dam and Levee Emergencies, 2015

PURPOSE

This annex discusses the technologies which exist within the Northwest Central JEMS area for the purposes of alert & warning to the public as well as key information for those constructing messages for these systems. This annex is designed to decrease the Warning Delay Time and Warning Diffusion Time that frequently exists in public alert & warning.



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.

- Warning and alert messages should be created and disseminated in accordance with the Northwest Central JEMS Regional Mass Notification Plan.
- The PIOs that make up ESF #15 are responsible for generating media releases and providing guidance to residents and 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 signboards 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.
- The PIOs maintain a wide variety of messaging tools in order to reach all facets of the community including those with limited English proficiency, access and functional needs, and those who are not technologically savvy.
- The messaging options outlined in this annex take into account the wide variety of messaging needed to reach those with access and functional needs. Appropriate methodologies of notification are selection base on the disaster or emergency type.
- The PIOs maintain a list of services to translate messages to ensure they are linguistically and culturally appropriate.
- 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.

IMPLEMENTATION TRIGGERS

As part of an “All-Hazards” plan, this Annex will be implemented in any situation which, in the judgment of an Incident Commander or Emergency Manager, requires immediate notification to the public in order to safeguard lives, stabilize a developing situation, and/or minimize property damage. The alert and warning method(s) most appropriate for disseminating the required information in that particular situation will be selected and used. Some specific examples of situations which may require this implementation include, but are not limited to:

- Imminent threat of severe weather
- Imminent threat of Flooding
- Hazardous Materials incident requiring shelter in place or evacuation.
- General evacuation orders.
- Civil unrest or law enforcement activity.
- 911 service outage.

CONSTRUCTING EMERGENCY MESSAGES

The single most important thing to do is to motivate effective public protective action by constructing the best emergency messages possible and disseminating them using appropriate methods. The contents of the messages that the public receives in alerts, warning, and other information is the factor that most influences public protective action-taking behavior in an emergency.

MESSAGE CONTENTS

There are five essential topics for an emergency alert/warning message. These five topics are listed and defined to the right. Each topic is color-coded to make it easy for the sender to see where these different topics are placed in the example messages contained in this section.

MESSAGE STYLE

The two style elements that matter the most are specificity and clarity.

Specificity – being precise when the five content elements are described.

Clarity – use words that are free of jargon and clearly understood by the people who will receive the message.

MESSAGE CONTENTS AND ORDER

Short messages, for example, those that are 90 or 140 characters, work best if the contents are presented in the following order:

source, guidance and time, threat, location, message expiration time

SOURCE: say who the message is from

THREAT: describe the flooding event and its impacts

LOCATION: state the impact area boundaries in a way that can be easily understood (for example use street names, landmarks, natural features, and political boundaries)

GUIDANCE/TIME: tell people what protective action to take, the time when to do it, how to accomplish it, and how doing it reduces impacts

EXPIRATION TIME: tell people when the alert/warning expires and/or new information will be received

Longer messages, for example, those that may be part of a press release, work best if the message contents are presented in a different order.

source, threat, location, guidance and time, message expiration time

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (iPAWS)

The Federal Emergency Management Agency’s (FEMA) Integrated Public Alert and Warning System (iPAWS) is an internet-based capability Federal, State, local, tribal and territorial alerting authorities can use to issue critical public alerts and warnings. Alerting authorities can use iPAWS and integrate local systems that use Common Alerting Protocol standards with the iPAWS infrastructure. iPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.

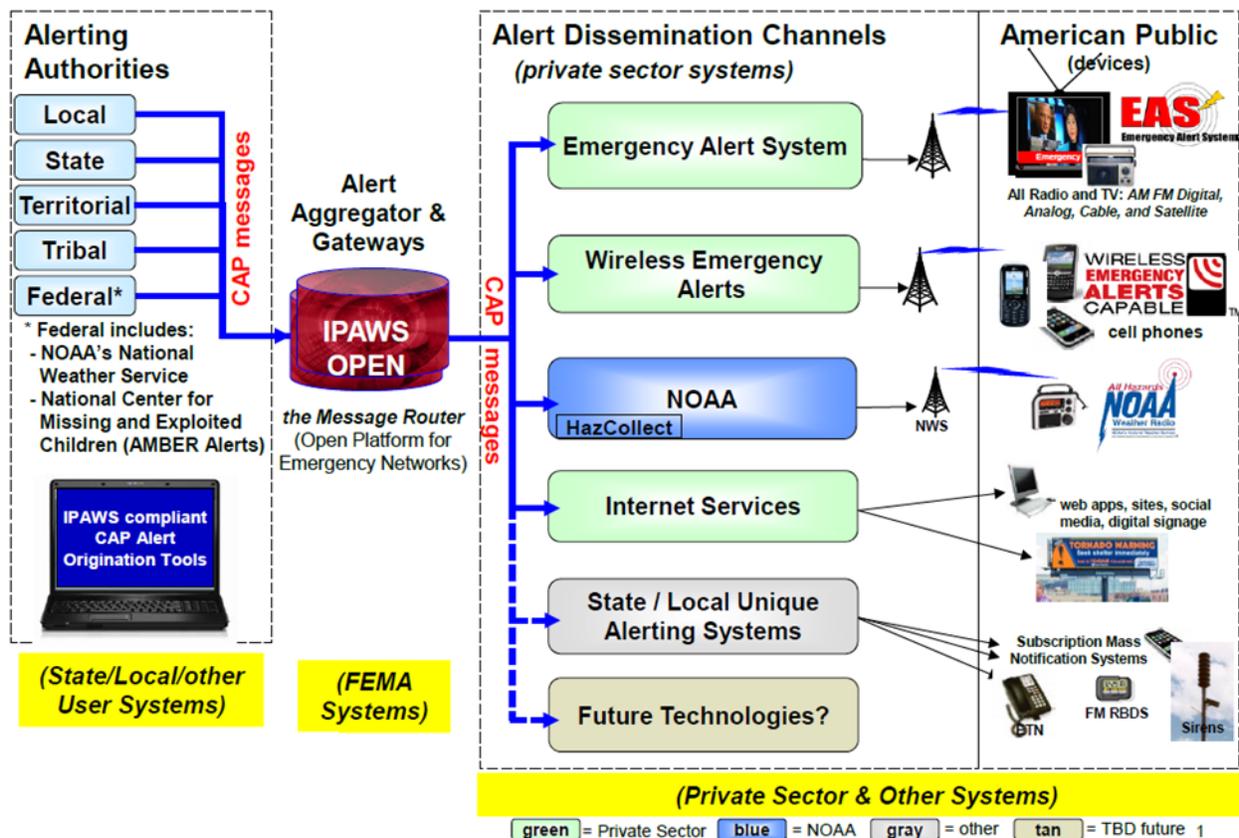


Figure 8 – iPAWS Architecture

Northwest Central Dispatch System is an authorized alerting official within the iPAWS architecture and maintains alerting authority for the entire JEMS area. The Memorandum of Agreement between NWCDS and FEMA for iPAWS access was enacted on December 2, 2013. iPAWS Open is the primary way that NWCDS accesses the Emergency Alert System and Wireless Emergency Alert System. The sending platform for the JEMS area is the Citizen-Alert Mass Notification system.

EMERGENCY ALERT SYSTEM (EAS)

The Emergency Alert System (EAS) is used by alerting authorities to send warnings via broadcast, cable, satellite, and wireline communications pathways. Emergency Alert System participants, which consist of broadcast, cable, satellite, and wireline providers, are the stewards of this important public service in close partnership with alerting officials at all levels of government. The EAS is also used when all other means of alerting the public are unavailable, providing an added layer of resiliency to the suite of available emergency communication tools.

WIRELESS EMERGENCY ALERTS (WEA)

WEA is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically-targeted, test-like messages alerting them of imminent threats to safety in their area. WEA enables government officials to target emergency alerts to specific geographic areas through cell towers that broadcast the emergency alerts for reception by WEA-enabled mobile devices.

Access to send WEA messages through Citizen-Alert requires a separate digital certificate, completion of the IS247.a course and agreement with FEMA, all are user-specific. Current individuals who can send WEA alerts are:

- Northwest Central Dispatch System (NWCDS) Director

Message content for WEAs cannot be customized. Message limits are constrained to 90 characters. Once a message is entered for a WEA alert, the message format will be determined by the assigned values of the common alerting protocol. The specific format will resemble the following example:

“[Event name corresponding to event code element] **in this area until** [Expiration time in local time zone derived from expires element]. [Assigned value derived from instruction-specific event code (EVI, SPW) or response type element per below]. [Sender Name value, typically associated with the alert originator log in ID]”

For more information on the Common Alerting Protocol, reference the IS-247.a course from FEMA.

CITIZEN-ALERT.ORG

Citizen-Alert.org is part of a Regional Mass Notification system maintained between Northwest Central Dispatch member organizations. Regional configurations and information are located in the Northwest Central JEMS Regional Mass Notification Plan. Citizen-Alert.org is powered by the Everbridge® Mass Notification System. Each jurisdiction within Northwest Central JEMS has the ability to use Citizen-Alert.org for Alert & Warning as well as Community Messaging.

Data comes into the regional portal system from a number of different sources and agencies. The chart below identifies each individual source, the maintaining agency, its designated color in the system’s map, and the frequency at which the data is refreshed.

Data Source	Refresh Rate	Responsible Agency
NWCDS 911 Data	Monthly	NWCDS
New Opt-in	None	None
Citizen Opt-in (Legacy)	Daily	None
FYI	None	NWCDS

The 911 Data is a classification of data, which is brought into the system through a partnership between Emergency Response Personnel and local phone providers. All listed and un-listed landlines within the region are included in these data sets. These data sets may only be used when sending Mass Notifications to the public for the purposes of protecting life and safety. This is the most tightly controlled data set within the system. Violation of the terms of use regarding 911 may result in the revocation of access to the member agency.

Citizen Opt-in (Legacy) and New Opt-in data are data sets which can be used for non-emergency notifications. When using these data sets, the **Sender E-Mail Display** field and the **Sender call ID** field for the message should be changed from NWCDS Alerts & 8470000911 to the name of the agency sending the message and their contact number so that end users can respond with questions directly to the sending agency. This practice also helps to ensure that users associate the system name caller ID of the sender with real emergency notifications.

The Citizen Opt-in (Legacy) data has been imported from the previous Regional Alert System Vendor to ensure no users were lost in the system change in 2013.

Citizen Opt-in data is comprised of Citizen self-registries from the web portal. Citizen opt-in data can be further subdivided through the use of Groups and Subscriptions:

Groups – are established and programmed into the system by Everbridge Administrative level users. Groups are added to a citizen’s profile based on additional information.

Subscriptions – are established by a local agency and programmed into the system by Everbridge Administrative level users. The establishing agency chooses what type of notifications will be sent to their subscriptions and who will have access to send on their behalf. Citizens can opt-in and opt-out for subscriptions at any time through their user login. The **Sender E-Mail Display** and **Sender call ID** fields should be changed for subscription sends if the information being sent is *NOT* intended as emergency Mass Notification.

Each jurisdiction, as well as Northwest Central Dispatch, have access to launch a notification to any portion of the system at any time. Notifications can also be sent by the vendor provided that the requesting agency has an active account on the system. This allows for multiple options to distribute notifications in the event that access to the web portal(s) is unavailable due to connectivity issues in the affected jurisdiction.

REGIONAL SYSTEM DEFAULT SETTINGS

Regional System Default Settings are agreed upon by all communities for various reasons. The purpose of the system default settings is to ensure that any notifications sent through the system *WITHOUT* editing the settings will be deployed as a single mass blast message. The following items have been defined by the JEMS communities to be the default settings in the regional portal¹:

Setting	Default	Reason
Sender E-Mail Display	NWCDS Alerts	Name determined by NWCDS
Sender caller ID	8470000911	Number determined by NWCDS
Delivery Order	Contact Preferred	Ensures user opt-in preferences are respected
Delivery methods	All enabled	Ensures notifications are blasted to all delivery methods
Apply voice throttling rules	No	Disables any pre-programmed throttling rules during the send
Broadcast duration	1 hour	Minimum allowed
Contact cycles	1	Ensures single blast
Interval between cycles	0 minutes	None needed with one cycle selected in field above
Interval between delivery methods	1 minute	Agreed upon by all communities
Voice mail preference	Message Only	Ensure messages are left on answering machines during sends
Confirm	No	Turns confirmation off
Language	English (US)	Ensures that text-to-speak engine uses English voice to read messages

All default settings listed above can be changed by the sender for every outgoing message. Users sending non-emergency information to approved data sources (e.g. Citizen Opt-in data sets) are required to change at least the first two settings so that non-emergency information is not associated with the emergency Mass Notification System and is rather identified with the sending agency.

PRE-LOADED SHAPE FILES

Each of the member communities will pre-load a shape of their jurisdictional boundary to facilitate more precise jurisdictional notifications. In addition to these shapes, any agency / jurisdiction can request a shape be pre-loaded into the system for ease of alerting by contacting their respective Administrators for assistance with this feature.

¹ Default settings for each of the employee portals are controlled by Administrative license users within that community. They may differ from the Regional portal default settings.

CITIZEN EMERGENCY NOTIFICATION

Emergency Mass Notification requests typically come from a Fire or Law Enforcement Incident Commander at an emergency scene to Northwest Central Dispatch System. The telecommunicator at NWCDS will follow their internal procedure (as outlined in the “GEO Notification Quick Sheet) to send the information contained in the notification request. Each community within NWCDS also has the ability for properly trained local personnel (typically within an EOC in an emergency situation) to access the Everbridge program and send messages directly to the community.

The primary method for citizen emergency notification is geographic. The Mass Notification system allows the sender to either use the pre-loaded shapefile for an entire community or to draw a shape on a map. In either case, every phone number, e-mail, and TTY/TDD within that shape will be notified.

The official making the request will need to provide the following information to the sending agency:

- Message Content
- Defined shape or group to be notified

Whenever possible, a hyperlink to additional information via a website should be provided for messages being distributed via e-mail and text.

OUT-OF-REGION NOTIFICATIONS²

Due to the inherent nature of the Citizen Opt-in portal, addresses may be entered by citizens who may fall outside the Northwest Central area. In the interest of Public Safety, Northwest Central Regional Users agree to send notifications using the citizen opt-in data set to these users based on the following procedure:

1. All Out-of-Region notifications **MUST** be in the interest of protecting public life & safety no matter which data set is to be used (i.e. only emergency notifications will be considered)
2. The **ONLY** personnel who may request an Out-of-Region send from the Northwest Central region is the individual identified within Village/City Ordinance/Code as the Emergency Management Director for that jurisdiction

Out-of-Region notifications **MUST** be submitted in writing using the form provided in Appendix MN-1 of the Regional Mass Notification Plan and must be directed to Northwest Central Dispatch Center for approval.

² Notifications are only sent at the discretion of any personnel identified in this section (they are not mandatory)

SOCIAL MEDIA

Social media is a critical piece of the City of Rolling Meadows’ Alert and Warning strategy due to its prevalence as a rapid method of disseminating information that residents are accustomed to using during routine situations. As social media platforms are continually evolving, Public Information Officers for the City need to stay informed of the platforms in use by the City, as well as any internal policies and procedures for posting information. In the event that multiple accounts (managed by individual departments, etc.) are in use, a single point of contact within the Public Information function should be identified to post to all accounts across all platforms to ensure that messaging remains consistent.

While Social Media can be a very effective way to supply alert & warning information, special consideration must be given to the message to be posted on each system. Factors such as character constraints, type of message to be posted, and typical following of each specific system should be taken into consideration when designing the alert and notification strategies and messages for an incident.

The following is a matrix to assist message senders in identifying the most appropriate form of message for each system:

System	Short Message Format	Long Message Format	Video/Image Format
Pinterest	X		X
Google+		X	X
Facebook		X	X
Twitter	X		
Flickr	X		X
Instagram			X
YouTube			X
Nixle	X		
Vimeo			X
Nextdoor		X	
Periscope		X	X

WEBSITES

A critical way to distribute information is local websites. Whether using a traditional alert & warning system or Social Media, additional information will need to be provided to the population as they go through their internal decision process of whether or not to follow the emergency protective measure requested of them. Prior to, or as soon as possible after releasing an emergency alert or warning, additional information will need to be added to a local website (or multiples) so that links can be provided in the alert and warning messages (preferably via tiny URL).

The most important factor of the information on a website will be to compile, edit and make the web-page “live” as quickly as possible. At the beginning of an event, information on a website may be launched in simple paragraph format while additional resources (infographics, maps, etc.) are still under development. Edits will continue to the same page initially launched throughout the duration of the event so as to maintain the initial URL that is distributed. Never hold an emergency message based on the fact that the website is not active at the time of dissemination.

The City website, in addition to being the primary location for emergency information coming from the City, has emergency notification components which can assist with public notifications:

1. The main homepage of the website has a feature which can be turned on which overrides information displayed on the main page and replaces this information with an emergency message. During times where alert and warning messages are of a time-sensitive nature, this functionality may be enabled to relay pertinent information directly on the main page of the website.
2. An eSubscription service from the company GovDelivery accompanies the City website. It contains the e-mail addresses of those citizens who have elected to receive notifications as specific pages are updated. During times of emergency, a notification can be sent to the entire database of individuals no matter what update they have opted in for.
3. The main homepage of the website has a feature which can be turned on which can insert a red banner at the top of the home page allowing city officials to display an emergency message.
4. The City newsletter, News and Views, this tool can be accessed to allow emergency messages to be distributed to all citizens who receive the newsletter.
5. An eSubscription service from MailChimp Service accompanies the City website. It contains the e-mail addresses of those citizens who have elected to receive notifications as specific pages are updated. During times of emergency, a notification can be sent to the entire database of individuals no matter what update they have opted in for.
6. The City maintains a primary phone number for citizens to access city services. As part of this functionality, the city can use the line to provide emergency information to the public.
7. The City maintains an online Utility Billing System for citizens. As part of this functionality, the city can use the e-mails associated with user accounts to provide emergency information to the public.
- 8.

PHYSICAL NOTIFICATION SYSTEMS

A physical notification system is one that would be used to visually post a message, physically deliver a message and/or audibly sound a message.

POSTING LOCATIONS

During times where Mass Notifications are issued, local fire stations will be the primary posting location(s) within a jurisdiction to provide information to citizens who have no additional way of accessing other resources mentioned in this Annex.

DOOR-TO-DOOR

In emergencies / disasters that are fast-moving, local public safety professionals may issue notifications by going door-to-door. Public Safety Officials will be identified to members of the public by uniform issued from their agency.

SIRENS

Additional ways that Public Safety Officials may communicate with the public can include audible sirens. In some cases, police or fire department vehicles with loudspeakers may be used to relay information to neighborhoods.

The City of Rolling Meadows also maintains twelve (12) outdoor 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. (See map of storm siren coverage in ESF #15 Annex.) Procedures for activating the sirens are specified in Northwest Central Dispatch System Directive II-M-100-6, Outdoor Warning System Activation / Testing (7/20/2017).

APPENDIX 1: CHARACTERISTICS OF EMERGENCY MESSAGE DISSEMINATION CHANNELS

Dissemination Channels	Speed ³	Coverage ⁴	Concentration ⁵	Message Comprehensiveness ⁶
Door-to-Door alerting	Slow	Limited	Concentrated	High
Loudspeakers and public address (PA) systems	Fast	Limited	Concentrated	Medium
Wireless Emergency Alerts (WEA)	Very Fast	Widespread	Dispersed	Very Low
Wireless communications (SMS)	Very Fast	Widespread	Dispersed	Very Low
Radio	Moderately Fast	Widespread	Dispersed	High to Low
Television broadcast	Moderately Fast	Widespread	Dispersed	Very High to Medium
Television message scrolls	Moderately Fast	Widespread	Dispersed	Low
Newspaper	Very Slow	Widespread	Dispersed	Very High
Dedicated tone alert radios	Very Fast	Limited	Concentrated	High
Tone alert and NOAA Weather Radio	Fast	Widespread	Dispersed	High
Text Telephone (TDD/TTY)	Fast	Widespread	Dispersed	Low
Reverse telephone distribution systems	Fast	Limited	Dispersed	High
Audio sirens and alarms	Fast	Limited	Concentrated	Very Low
Broadcast sirens	Fast	Limited	Concentrated	Medium
Message boards	Fast	Limited	Concentrated	Low
Aircraft	Slow	Limited	Concentrated	Low
Visual alerting	Fast	Limited	Concentrated	Low
Internet protocol (IP) based technology	Fast	Widespread	Dispersed	Very High to Medium
Social media	Fast	Widespread	Dispersed	Low

³ The rapidness of the system to reach its targeted audience ranges from Very Fast (less than 10 minutes) to Slow (greater than 60 minutes).

⁴ Coverage is the size of the area that can be reached by the channel (Widespread – a large area or Limited – a small area).

⁵ Concentration is the degree to which the people that the channel reaches are co-located or dispersed (Concentrated – the message is delivered to targeted locations only or Dispersed – the message has the potential to reach everyone).

⁶ Comprehensiveness, or the ability to convey the content needed for effective response classes.

FUNCTIONAL ANNEX: VOLUNTEER & DONATIONS MANAGEMENT

OVERVIEW

Large scale emergencies and disasters often precipitate an outpouring of support from unaffected members of the community, as well as from outside the community. This support can come in the form of volunteers and in material and financial donations. Some volunteers may be trained and credentialed, operating through a non-governmental volunteer agency, while many others may be spontaneous volunteers with varying levels of skills and abilities. Similarly, financial donations can be routed through vetted, known volunteer agencies to be used for the greatest needs, or they may be materials of various types donated by well-meaning people that may or may not be needed by the survivors of the incident. In any case, these often spontaneous activities must be integrated into the overall response effort to maximize their efficiency and effectiveness, and to maintain a high degree of safety for all involved.

PURPOSE

When managed appropriately, volunteers and donations provide valuable and cost-effective resources to the community. This annex discusses the ways in which volunteers can best be integrated into the overall response and recovery effort, and methods for soliciting, organizing, routing and using donated financial and material resources so that they are effectively, efficiently and safely used to support survivors.

SCOPE

This annex applies to the mobilization and coordination of volunteers and donations in the City of Rolling Meadows during all phases of emergency management. It is intended to be applicable to all hazards and scalable to the size and scope of an incident or event. This annex also addresses the need for communication and coordination by the City of Rolling Meadows with local nongovernmental organization (NGO) affiliated volunteer programs.

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.

- Volunteers and donations are a potential resource to a community impacted by a disaster event.
- Volunteers, both trained and untrained, will often present at the site of the incident to help in whatever way they can.
- Those volunteers who respond spontaneously and without appropriate training and qualifications can easily overwhelm the capabilities of local government and other agencies. They will typically be most effectively put to work by integrating them into organized response activities through non-governmental volunteer agencies.
- Material donations may be given and delivered to the City of Rolling Meadows whether or not they are requested, and can overwhelm local capabilities to handle and distribute them.

Donations may arrive without warning at any time of day.

- Donations will frequently arrive unsorted and may be packed in numerous different ways.
- Many individuals and organizations donate items that are not needed, and it may be a lengthy and costly process to manage and dispose of them. This problem can be reduced by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media.
- Some donations may be given with an expectation of repayment, may be expired or unusable, and/or may be provided illegally.
- Disaster survivors may respond negatively towards the distribution of donations, and may have unmet needs which may or may not be satisfied by additional donations.

IMPLEMENTATION TRIGGERS

As part of an “All-Hazards” plan, this Annex will be implemented in any situation which, in the judgment of the Emergency Manager, requires its activation to support the efficient and effective intake and deployment of volunteers and donations. Some specific examples of situations which may require this implementation include, but are not limited to:

- A local or state emergency proclamation
- A federal declaration of major disaster or emergency
- When shortages of workers require augmentation of staffing from outside resources
- When shortages of resources require augmentation of support in the form of donations
- When volunteers with particular knowledge, skills, and abilities could enhance emergency management efforts
- A large influx of donations coming into the City

CONCEPT OF OPERATIONS

The personnel and facilities units within the logistics section are tasked with the processing of both volunteers and donations. In the event of a large scale emergency or disaster the City will coordinate a consistent public message regarding the need for either volunteers or donations.

VOLUNTEER MANAGEMENT

Definitions

A volunteer is someone who provides his/her services without receiving financial compensation. Disaster volunteers are commonly defined as being either spontaneous or affiliated. For the purposes of this Annex, the following definitions will be used:

Spontaneous Volunteer

An individual who comes forward following a disaster to assist a governmental agency or NGO with disaster-related activities during the response or recovery phase without pay or consideration. By definition, spontaneous volunteers are not initially affiliated with a response or relief agency or pre-registered with an accredited disaster council. Spontaneous volunteers may also be referred to as unaffiliated, spontaneous unaffiliated volunteers (SUV) and convergent volunteers.

Affiliated Volunteer

An individual who is affiliated with either a governmental agency or NGO and who has been trained for a specific role or function in disaster relief or response during the preparedness phase. Affiliated volunteers can be in either ongoing programs that meet regularly or in reservist programs where they are only called into duty during times of disaster. Examples of affiliated volunteers may include members of auxiliary communication services, Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), the American Red Cross (ARC), and the Salvation Army (TSA). The City of Rolling Meadows maintains a cadre of trained volunteers that have been built into this plan.

Emergency Volunteer Center

An Emergency Volunteer Center (EVC) is a location used where volunteers are organized, assigned and deployed for their respective duties. When activated, the EVC helps spontaneous volunteers affiliated with an organization that is providing disaster services. In the event of a large-scale emergency or disaster that results in a number of unsolicited volunteers, the logistics sections will use the EVC to coordinate with local non-governmental volunteer agencies to process and attempt to place unsolicited volunteers in roles applicable to their skill base.

Roles and Responsibilities

Coordination of volunteers in the City of Rolling Meadows is consistent with the National Incident Management System (NIMS). In the EOC, volunteer coordination falls under the Personnel Unit of the Logistics Section. An individual, preferably with Human Resources experience, will be assigned as the Volunteer Coordinator, and will oversee the coordination, mobilization, deployment, and demobilization of volunteers.

Affiliated Volunteer Programs

The City of Rolling Meadows recognizes people who wish to volunteer and help its staff respond to disaster events. People will often call up during a disaster and offer to help. While this is appreciated, the City generally prefers to work with volunteers who are known ahead of time. This allows City staff to know the skills and training of volunteers, and for those volunteers to know the structure within which they will be working. There are several affiliated volunteer programs that can be utilized in the City:

American Red Cross

National, non-governmental organization that manages and administers volunteer programs, providing an outlet for spontaneous volunteers during an event.

Activation

The Volunteer section of the Volunteer and Donations Management Annex will be activated through the EOC by the Emergency Manager and the Logistics Section Chief for the reasons previously noted. The Volunteer Coordinator will work through the Personnel Unit and Logistics Section to notify people and agencies tasked with specific implementation roles. Upon plan activation, one or more EVCs will be established to help manage volunteers. As part of this activation, the Volunteer Coordinator will work with the Public Information Officer to implement messaging to direct volunteers to the EVC by drafting a press release, using social media, and taking advantage of other available means of communication. Local government is often the first point of contact for volunteers who will tend to congregate in public places where they may believe there are opportunities to volunteer. Local government typically bears the responsibility for responding to these requests and providing support to EVC operations.

An EVC will function as a walk-in center, remaining in close communication with the Volunteer Coordinator in the EOC who provides information on which volunteer services are needed. The EVC should be established based on the anticipated needs of the incident, with room to grow as the incident grows. Its physical location should not be at or in close proximity to the incident site or the EOC and should have adequate space and accommodations for the intake and registration of volunteers, including space for staff. The following should be taken into consideration when choosing a site for the EVC:

- Large room for centralized EVC operations
- Adequate space for intake and registration
- Separate room for volunteer orientation and training
- Accessibility for people with access and functional needs
- Adequate parking
- Security of the site
- Capacity for phone and internet

If the disaster affects multiple communities, it is recommended that a single EVC be established cooperatively by the affected communities in order to more efficiently utilize volunteers across the entire incident.

Public Information

Dissemination of information to the public about volunteer opportunities and procedures is critical to the successful management of volunteers. In the absence of proper messaging, people may converge at inappropriate sites and/or engage in activities that may place themselves at risk. Public information messages may not entirely prevent such behavior but can provide an extremely useful service to those who wish to help. Once the EVC is established, the Volunteer Coordinator should work with the Public Information Officer to craft a press release that should be distributed to the proper media channels in accordance with the policies and procedures described in the Public Information section. The EVC organizational infrastructure will be in place before sending out the first release.

Demobilization

As the level of volunteer activity decreases, the EVC(s) should work with the EOC on preparations for demobilization. A plan for recognizing volunteers should be considered as part of the demobilization process. Lessons learned should be incorporated into an After-Action Report, and should be evaluated and reviewed for possible changes to this Annex.

DONATIONS MANAGEMENT

Definitions

Donations are commonly defined as being either monetary or physical goods. For the purposes of this Annex, the following definitions will be used:

Monetary Donations

Monetary donations are financial contributions from donors designated for disaster response, relief and recovery. This is the preferred method of contribution by most local and national organizations providing disaster relief and recovery and services.

In-Kind Donations

In-kind donations are the contributions of goods, both new and used, in a disaster. Most organizations only want new in-kind donations that are requested (e.g. baby formula or water) and can be provided in large quantities because of limited abilities to sort, organize and disperse items.

Roles and Responsibilities

Management of donations in the City is consistent with the National Incident Management System (NIMS). In the EOC, donations management falls under the Logistics Section. An individual will be assigned as the Donations Manager and will oversee the coordination, mobilization, deployment, and demobilization of donations. The Donations Manager will work with the Public Information Officer to ensure accurate and consistent information is disseminated to the public regarding the donation of goods and money, and with the ESF #6 Coordinator to coordinate the appropriate distribution of in-kind donations. He/she will also respond to requests from within the EOC and from other agencies. If the disaster affects multiple communities, the Donations Manager should coordinate efforts with Donations Manager(s) from the other affected communities to ensure consistent messaging and to ensure donations are used efficiently across the entire incident.

Supporting Agencies

American Red Cross

National NGO that manages and administers donations, providing an outlet for receipt of donations during an incident.

Salvation Army

National NGO that provides a range of social services including food for the hungry, relief for disaster victims, assistance for the disabled, outreach to the elderly and ill, clothing and shelter to the homeless, and opportunities for underprivileged children. The Salvation Army tracks the level of need across the country with the Human Needs Index.

United Way

National NGO that identifies and resolves pressing community issues and makes measurable changes in communities through partnerships with schools, government agencies, businesses, organized labor, financial institutions, community development corporations, voluntary and neighborhood associations, the faith community, and others.

Additionally, other local governmental or non-governmental agencies, such as food banks, faith-based groups and so on may also be involved in supporting donations management.

Activation

The Donations section of the Volunteer and Donations Management Annex will be activated through the EOC by the Emergency Manager and the Logistics Section Chief for the reasons previously noted. The Donations Manager will work through the Logistics Section to notify people and agencies tasked with specific implementation roles. Upon plan activation, one or more donation centers will be established to help manage donations.

Monetary Donations

Upon activation of the Donations section of this Annex, the Donations Manager will consult with the Emergency Manager and determine whether the City will accept monetary donations directly, or will direct potential donors to vetted volunteer organizations. In the event that the decision is made to have the City directly accept monetary donations, the Donations Manager will work with the Finance Section to ensure an account is established for receipt of monetary donations, and that methods of accepting donations (web site link, hotline phone number, etc.) are properly set up.

In-Kind Donations

The City will identify one or more locations as distribution points that can be set up for receipt of donations, as well as a warehouse staging area where donations can be stored until needed. Upon activation of the Donations section of the Volunteer and Donations Management Annex, the Donations Manager will work with the ESF #6 Coordinator to appoint a Distribution Point Manager for each distribution point who will oversee management and tracking of donations, and a Warehouse Manager who will oversee operations at the warehouse location. The Distribution Point Manager(s), Warehouse Manager, along with the Donations Manager and ESF #6 Coordinator in the EOC will all work closely together to ensure that all donations are being received and moved effectively and efficiently as needed. In the event that multiple communities are affected by the disaster, the Donations Manager may coordinate with other Donations Managers in those communities and utilize combined, regional Distribution Points and/or a regional Warehouse. Runners, in appropriate vehicles, will be used to move donations between distribution points and the warehouse. In the event that unsolicited goods are donated to an incident, the Warehouse Manager will coordinate with the Logistics Section Facility Unit for the temporary warehousing of goods until they can be distributed or destroyed.

Public Information

Proper public messaging is critical for limiting the influx of in-kind goods and for encouraging monetary donations. The Donations Manager should work closely with the Public Information Officer and the Joint Information Center (JIC) to provide consistent messaging to the public about what they can donate and where they can donate. In the event of an emergency or disaster, the City will typically maintain a strong and consistent message to donate to vetted volunteer organizations and not to donate unsolicited goods.

Demobilization

As the level of donations activity decreases, the Donations Manager should work on preparations for demobilization, including deactivation of distribution sites. All excess donations will be stored per the Logistics Section Facility Unit or distributed to local agencies; food will be distributed to local food banks. Lessons learned should be incorporated into an After-Action Report, and should be evaluated and reviewed for possible changes to this Annex.

PLAN UPDATE

This annex may be modified as needed after an incident, exercise, or change in procedures, law, rules, or regulations pertaining to volunteer and donations management. The City of Rolling Meadows Emergency Management Agency is responsible for plan distribution, review, update, testing, training, and conducting an after-action review whenever the plan, or a component of it, has been implemented.

PLAN TRAINING AND EXERCISE

This plan should be tested in applicable local and regional exercises. The plan may be implemented either by exercise or in response to a real-world emergency.

SECTION ANNEX: MANAGEMENT

OVERVIEW

The City of Rolling Meadows EOC Management Section represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide for overall management and control of the EOC, as well as of coordinating other City activities, in support of emergency operations at the local and regional level. The Management stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Management Section responsibilities. In the event of an EOC activation, this Section:

- Sets EOC objectives and tasks.
- Implements the policies established by the governing bodies.
- Ensures dissemination of timely, accurate and accessible information to the public.

SCOPE

The plans and systems that make up the Management Section may be activated in whole or in part as described in response to a request for support. The scope of the Management Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the City caused by an emergency or disaster. This Annex 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 EOC Management structure in order to uphold the mission of protecting life, property and the environment. Management Section stakeholders are involved in activities that identify overall objectives, set incident priorities, and facilitate coordination and executive decision making in accordance with policies established by governing bodies, as well as coordinating all public messaging to ensure accuracy and consistency.

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.

- Management staff work with senior appointed and/or elected officials as provided by City ordinance to develop policy direction, and those policies are implemented through the Management Section.
- Overall incident objectives are identified and priorities are set by the Management Section.
- The Management Section will coordinate public messaging (working with ESF #15) to ensure all messages are accurate, consistent, and timely.

CONCEPT OF OPERATIONS

In the event that the emergency operations center is activated, the Management Section will staff to perform the following functions outlined in the EOC Organization chart. Position guidance for each of these roles is located in the EOC.

- Emergency Management Director
- Legal Affairs Officer
- Public Information Officer
- Liaison Officer
- Safety / Security Officer
- EOC Coordinator

EMERGENCY MANAGEMENT DIRECTOR

The Emergency Management Director is designated based upon authorities and responsibilities outlined in section 3.2.1 of the basic plan. He or she is the direct connection to the Policy Group which, depending on the scope of emergency, may consist of senior appointed and/or elected officials, and is the primary decision-maker on behalf of the City. The Director will determine which elements of the EOC are necessary to support the incident and determine the staffing required.

Major responsibilities of the Emergency Management Director include:

- Ensuring any necessary proclamations are properly enacted
- Set overall EOC Objectives
- Set Priorities
- Enact policy decisions
- Review media releases for final approval
- Provide leadership for the EOC Management Staff

The Emergency Management Director works closely with the EOC Coordinator to determine EOC staffing levels and work cycles. They will also determine when individual units, sections, and the entire EOC will demobilize, and ensure that the procedures for doing so are determined and disseminated to the staff.

LEGAL AFFAIRS OFFICER

The Legal Affairs Officer must be familiar with laws pertaining to public emergencies, including:

- Illinois Emergency Management Act
- Robert T. Stafford Act and the Sandy Recovery Act
- Hazard Mitigation Act
- Presidential Policy Directive-8
- Presidential Policy Directive-5

The primary areas of concern to the Legal Affairs Officer will be to ensure that the City is acting in accordance with its legal responsibilities as a unit of government and that any and all declarations and/or proclamations follow the appropriate legal requirements, including the Illinois Emergency Management Act and any applicable local municipal codes. In addition, the Legal Affairs Officer will

need to review legal concerns and documents generated prior to, or during the course of the emergency. This can include:

- Mutual Aid Agreements and Contracts
- Hold Harmless Agreements and Contracts
- Grant Assurance documentation
- Right to Enter
- Commandeering of property

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is responsible for providing accurate, timely, and actionable information to the public and other stakeholders, and for ensuring consistency in messaging provided by the City. The PIO coordinates activities within the ESF #15 (Warning and External Affairs) group to coordinate consistent, City-wide messages. If a Joint Information Center (JIC) is required, the PIO establishes one, determining the location and required resources. The PIO also ensures that an appropriate location for press briefings is identified and properly set up, and provides guidance to any spokespersons, agency heads, or elected officials who may be interviewed to ensure consistent messaging. In addition, the PIO also ensures that media monitoring (including social media) is in place and acts to address any concerns or to counteract any false information or rumors that are identified.

LIAISON OFFICER

The Liaison Officer acts as the contact point between the EOC and outside agencies, facilitating the flow of information between those agencies and appropriate Sections within the EOC, such as Operations and Planning. Some agencies that the Liaison Officer will commonly work with include:

- Illinois Emergency Management Agency
- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health
- Illinois National Guard
- Special Districts (School Districts, Park Districts, Public Library Districts, etc.)
- Other EOCs

The Liaison Officer must maintain a roster of agency representatives with their contact information, and ensure that those representatives are given any information they require to do their jobs. An additional duty of the Liaison Officer is to provide orientations to VIPs and other visitors to the EOC.

SAFETY AND SECURITY OFFICER

The Safety and Security Officer is responsible for creating and maintaining a safe environment in the EOC. Depending on the nature of the emergency and any specific threats, this role may be filled by one person, or there may be a separate Safety Officer and Security Officer. The Safety Officer should use some type of Safety Plan template (such as an ICS215a form) to perform a safety analysis and develop a Safety Plan that identifies:

- Areas where people are working

- Potential risks
- Mitigation measures to eliminate or minimize those risks

These mitigation measures should be communicated as a part of every briefing. Some specific areas that should typically be monitored and addressed (as needed) include:

- Physical hazards (slips, trips, falls)
- EOC security measures and access control
- Fatigue
- Dehydration
- Food-borne illness
- Mental well-being

In the event of a personal injury or accident in the EOC, the Safety / Security Officer is responsible for investigating the incident and coordinating with the Finance & Administrative Section in preparing any claims.

EOC COORDINATOR

The EOC Coordinator is the Subject Matter Expert in the functions and operation of the EOC, and acts as an advisor to the Emergency Management Director in determining the staffing level of the EOC and optimizing EOC functions. The EOC Coordinator must be familiar with the setup and operation of EOC equipment, and be able to familiarize EOC staff in the use of that equipment as needed. He or she also supports the Operations, Planning, Logistics and Resource Management and Finance and Administration Sections from the EOC perspective. The EOC Coordinator should have enough familiarity with the Emergency Operations Plan, and the physical EOC to fill any Section.

The EOC Coordinator should also determine whether additional EOC shifts will be needed, and work with the Planning and Logistics Sections to ensure that shift change procedures are in place and that proper staff members are notified to fill the necessary positions.

EOC LOCATION

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. A primary and secondary EOC has been identified for the coordination and execution of this plan. The primary EOC is designated as the Rolling Meadows City Hall EOC, and the secondary location is Rolling Meadows Fire Station 16.

Primary EOC: 3600 Kirchoff Rd, Rolling Meadows, IL 60008

Secondary EOC: 2340 Hicks Rd, Rolling Meadows, IL 60008

SECTION ANNEX: FINANCE AND ADMINISTRATION

OVERVIEW

The City of Rolling Meadows Finance and Administration Section represents an alliance of stakeholders who possess common interests and share a level of responsibility to provide financial and administrative assistance and oversight of emergency operations at the local and regional level. The Finance and Administration stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Finance and Administration section responsibilities. In the event of an EOC activation, this section provides the critical support to maintain the EOC from a financial, administrative and cost analysis perspective. This section outlines the critical roles that are staffed within these sections and units and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Finance and Administration Section may be activated in whole or in part as described in response to a request for support. The scope of the Finance and Administration Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the City caused by an emergency or disaster. This Annex 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 EOC Management structure in order to uphold the mission of protecting life, property and the environment. Finance and Administration stakeholders are involved in a wide spectrum of activities involving documentation and recordkeeping, as well as leading efforts for legally defensible, fiscally sound response and recovery operations and associated cost recovery activities.

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.

- Local resources are readily available and are accessed through routine mutual aid.
- The Finance and Administration Section can be staffed at the command or EOC levels based on need and complexity.
- The City has a limited amount of local resources and finances to support a prolonged incident and will rely on the finance and administration functions to maintain staff of response and recovery resources.

CONCEPT OF OPERATION

In the event that the emergency operations center is activated, the Finance and Administration Section will staff to perform the following functions outlined in the EOC Organization chart.

- Time Keeping
- Cost Accounting
- Compensation & Claims
- Purchasing
- Recovery

In the case of a major disaster, the Emergency Operations Center Finance and Administration Section 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 announcements regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

RECOVERY DOCUMENTATION

The Emergency Operations Center Finance and Administration Section will be responsible for maintaining records on damage assessment expenditures, 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.

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.

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.

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, how long it was used for, 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 and Administration Section will compile reports, including total expenditures by category. The Finance and 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.

SECTION ANNEX: LOGISTICS AND RESOURCE MANAGEMENT

OVERVIEW

The City of Rolling Meadows Logistics and Resource Management Section represents an alliance of stakeholders who possess common interests and share a level of responsibility to provide for materiel and personnel in support of emergency operations at the local and regional level. The Logistics and Resource Management stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Logistics and Resource Management section responsibilities. In the event of an EOC activation, this section provides the critical support to maintain the EOC from a personnel and equipment perspective. This section outlines the critical roles that are staffed within this section and units and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Logistics and Resource Management Section may be activated in whole or in part as described in response to a request for support. The scope of the Logistics and Resource Management Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the City caused by an emergency or disaster. This Annex 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 EOC Management structure in order to uphold the mission of protecting life, property and the environment. Logistics and Resource Management stakeholders are involved in a wide spectrum of activities involving ordering, mobilization, maintaining and supporting and the orderly demobilization and release of supplies and personnel involved in an emergency response.

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.

- Local resources are readily available and are accessed through routine mutual aid.
- The Logistics and Resource Management section can be staffed at the command or EOC levels based on need and complexity.
- The City has a limited amount of local resources to support a prolonged incident and will rely on the Logistics and Resource Management function to maintain material needs and staff for response and recovery resources.
- The Logistics section is responsible for the organization of the delivery of essential equipment and personnel in the event of a major disaster or emergency.

- Logistics is responsible for coordinating with various ESF coordinators for the delivery and sustainment of community staples in the event they are no longer available.
- The monitoring of power outages and power restoration priorities are established by the Operations section of the EOC when there is no JOC operating. When a JOC is in operation those decisions are made by the City Manager or their designee.
- Fueling support is the responsibility of the Logistics Section Chief or their designee.

CONCEPT OF OPERATION

In the event that the emergency operations center is activated, the Logistics and Resource Management section will staff to perform the following functions outlined in the EOC Organization chart. Guidance is provided in their Logistics Section's position guides at the Emergency Operations Center.

- Supply / Procurement
- Personnel
- Facilities
- Resource Management

LOGISTICS & RESOURCE MANAGEMENT SECTION ACTIVATION

This Section of the City of Rolling Meadows EOC 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 based on incident complexity.
- By the request of the command-based logistics section chief.
- When discipline-based mutual aid systems require additional coordination or in the event that resources are no longer available through traditional mutual aid channels.

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.

In the event that essential commodities, services and community staples are not widely available following an emergency or disaster the Logistics section will work with the Operations section to identify a facility to function as a community resource center. Needed goods acquired through either donations or resource requests will be distributed through the community resource center. This facility may also function as a Multiagency Resource Center (MARC) for the purpose of providing needed services.

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 appropriate 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.

Figure 9 – 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

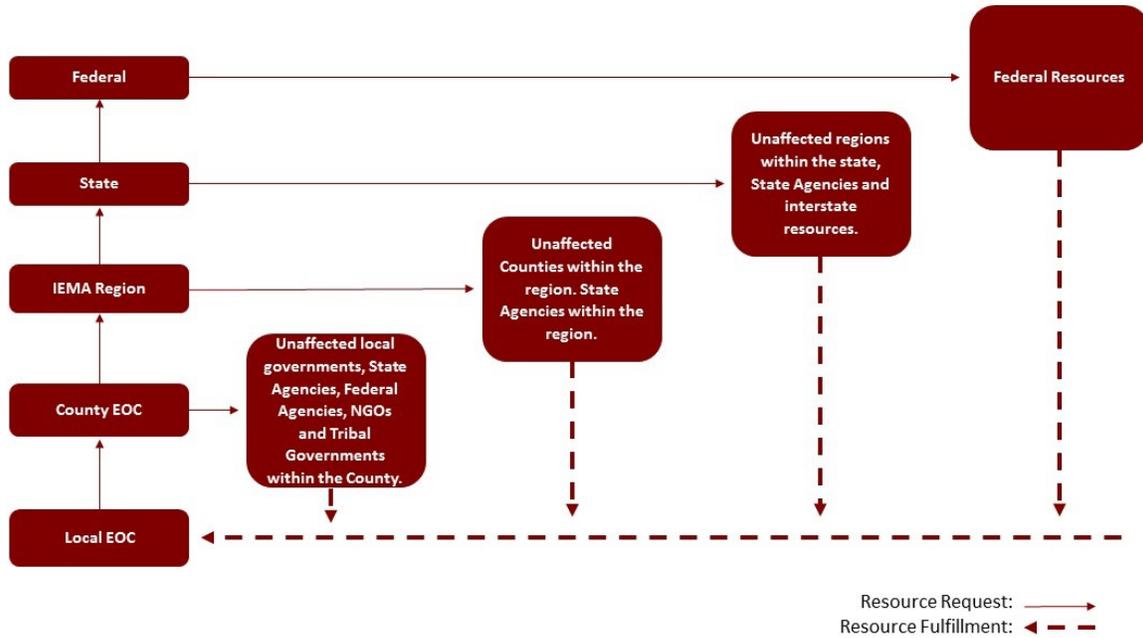


Figure 9 - Flow of Requests and Resources

Information regarding the City of Rolling Meadows mutual aid agreements is referenced in their respective emergency support function annex in addition to copies being on file with the clerk.

MUTUAL AID

There are many approved Mutual Aid Systems in Illinois, which Rolling Meadows is a member. MOUs are referenced in each ESF and are kept on file in the EOC. 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 10 - 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 10 - Illinois Emergency Management Agency Regions**. The City of Rolling Meadows is located in Region IV.

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 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 canceled.

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.

Discipline Requests: There are discipline-specific resources that need to be requested through their individual mutual aid networks. In the event of an EOC activation, these resource requests are forwarded to the logistics section where their status will be tracked in order to document their association with the emergency or disaster. ***Figure 11 – Discipline Specific Resource Requests*** documents an abbreviated version of how this would work.

Discipline Specific Resource Request Flow

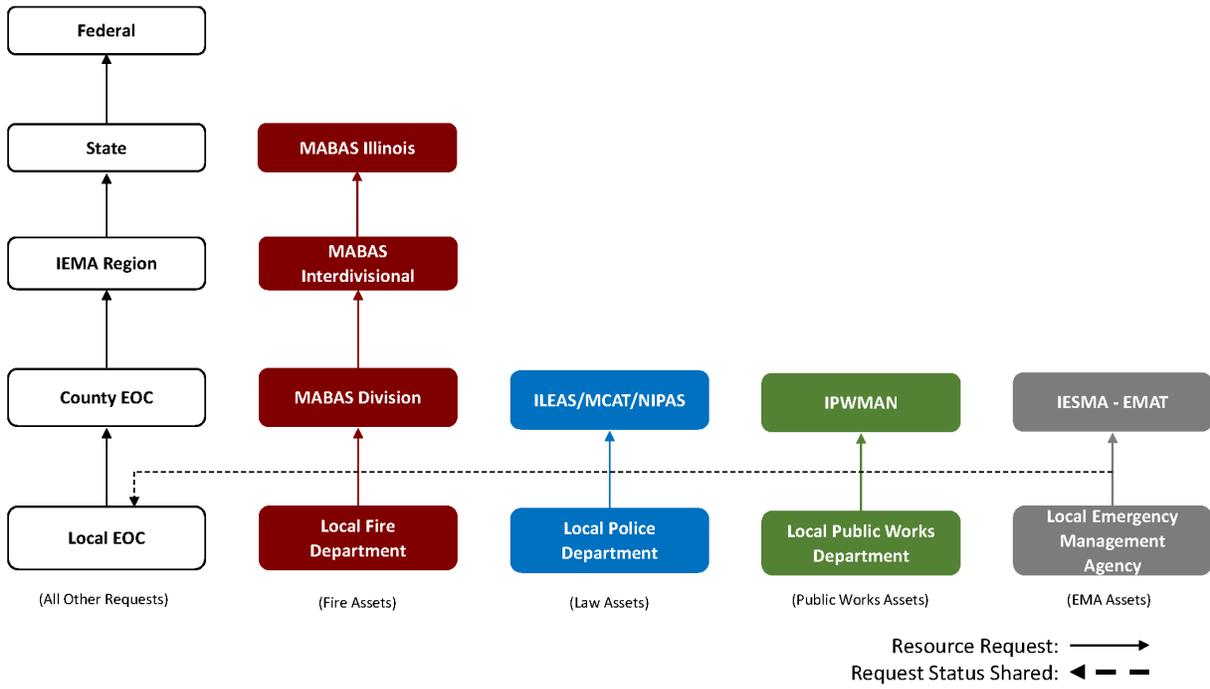


Figure 11 - Discipline Specific Resource Request Flow

SECTION ANNEX: OPERATIONS

OVERVIEW

The City of Rolling Meadows Operations Section represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide resource support and strategic coordination, in support of emergency operations at the local and regional level. The Operations stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this section is to organize the Operations Section responsibilities. In the event of an EOC activation, this section works with on-scene incident personnel to identify and address unmet resource needs and provides coordination of activities focused on reducing the immediate hazard, saving lives and property, reducing harm to the environment, establishing situational control and restoring normal operations. Operations Section staff help ensure that on-scene personnel have the resources and operational support necessary to accomplish those goals. This annex outlines the critical roles that are staffed within this section and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Operations Section may be activated in whole or in part as described in response to a request for support. The scope of the Operations Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the City caused by an emergency or disaster. This Annex 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 EOC structure in order to uphold the mission of protecting life, property and the environment. Operations Section stakeholders are involved in activities that support field forces and coordinate those activities among responding agencies. The Operations Section provides the primary contact point between the EOC, Department Operations Centers and field forces. Emergency Support Function Coordinators provide for interdisciplinary coordination of field personnel responding to specific functional needs at the incident.

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.

- Local resources are readily available and are accessed through routine mutual aid.
- The responsibilities and composition of the Operations Section will change according to the incident type and complexity, and based on the Operations Section staff's role in either supporting Incident Command or managing response and/or recovery operations.

CONCEPT OF OPERATIONS

In the event of an EOC activation, the Operations Section will staff to perform the functions required by the nature and scope of the incident. Position guidance for these roles is located in the EOC.

OPERATIONS SECTION CHIEF

The Operations Section Chief ensures that field forces are supported by the EOC structure. He or she will have advanced knowledge of a section within Operations, including day-to-day experience and responsibility, subject matter expertise, and thorough understanding of communications procedures and equipment. The individual assigned as the Operations Section Chief will vary based on the nature of the incident. Major responsibilities of the Operations Section Chief include:

- Determine the staffing required in the Operations Section (which ESFs will need a coordinator assigned in the EOC, need for a Deputy Section Chief, etc.), and establish with appropriate personnel
- Provide operational information to the Planning Section and participate in the planning process
- Coordinate with activated Department Operations Centers and Incident Command Posts
- Ensure that resource request procedures and tracking processes are in place and understood; coordinate with Logistics and Resource Management to ensure that requests are being filled

A primary responsibility of the Operations Section Chief is to coordinate activities of ESFs that have been activated to maximize efficient and effective response activities. Promoting collaboration between agencies in the field and ESFs in the EOC will help limit duplication of effort and increase efficiency, especially in incidents where resources are scarce.

EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions (ESFs) provide a standard foundation for organizing EOC Operations Section staff. These are functional groups that are activated and staffed according to the needs of the incident. Operational ESFs are responsible for coordination of activities within that function and provide support to field operations. ESF Coordinators implement priorities established by the Management Section. Operations ESFs include:

- Transportation (ESF #1)
- Communications (ESF #2)
- Public Works and Engineering (ESF #3)
- Firefighting (ESF #4)
- Mass Care (ESF #6)
- Public Health & Medical (ESF #8)
- Search & Rescue (ESF #9)
- Oil & Hazardous Materials (ESF #10)
- Agriculture & Natural Resources (ESF #11)
- Energy (ESF #12)
- Public Safety & Security (ESF #13)

Each of these Emergency Support Functions is detailed in individual annexes, which follow. Interaction and collaboration within ESFs and between ESF Coordinators are keys to maximizing efficiency in incident response and identifying and mitigating conflicts within the response.

ESF Coordinators must be subject matter experts in their area of responsibility and have the ability to maintain awareness of the entire situation as it relates to their function. Some additional general responsibilities include:

- Maintain situational awareness related to their functional area by regularly updating their Status Report (forms located in the EOC)
- Sharing that information with the Operations Section Chief and Planning Section
- Participate in briefings and the planning process as required
- Maintain a list of critical contacts; ensure that the Liaison Officer (if activated) also has that contact information

ESF Coordinators should be aware of routine collaboration and interactions with other ESFs. For example, ESF #2 (Communications) will typically interact with all other ESFs, as all of them will have some communications needs. Likewise, ESF #1 (Transportation) will often interact with ESF #3 (Public Works and Engineering) regarding road status, ESF #13 (Public Safety & Security) in evacuations, and ESF #8 (Public Health & Medical) for paratransit needs. Coordinators who develop working relationships among themselves prior to an incident will more easily work together during an emergency.

SECTION ANNEX: PLANNING

OVERVIEW

The City of Rolling Meadows Planning Section represents an alliance of stakeholders who possess common interests and share a level of responsibility to provide for the collection, analysis, and management of information and intelligence to support emergency operations at the local and regional level. The Planning Section stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

PURPOSE

The purpose of this annex is to organize the Planning Section responsibilities. In the event of an EOC activation, this section provides the critical support to the EOC from an information management perspective in order to manage and maintain situational awareness and develop activation-related plans. This section outlines the critical roles that are staffed within each of those sections and units and how they support the EOC as a whole.

SCOPE

The plans and systems that make up the Planning Section may be activated in whole or in part as described in response to a request for support. The scope of the Planning Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the City caused by an emergency or disaster. This Annex 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 EOC Management structure in order to uphold the mission of protecting life, property and the environment. Planning Section stakeholders are involved in a wide spectrum of activities involving the collection of information and intelligence related to an incident, the analysis of that information to obtain an accurate operating picture of the current and forecast situation, documentation of incident activities, and development of short- and long-term plans for responding to and recovering from the incident or disaster.

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.

- Local resources are readily available and are accessed through routine mutual aid.
- The Planning Section can be staffed at the command or EOC levels based on need and complexity.
- The City maintains robust Information Technology and Geographic Information System capabilities, which will be used within the EOC to assist with information collection and analysis.

CONCEPT OF OPERATIONS

In the event that the emergency operations center is activated, the Planning Section will staff to perform the following functions outlined in the EOC Organization chart. Position guidance for each of these roles is located in the EOC. In addition to these roles, the planning section also acquires and staffs any technical specialists as needed, and provides planning support to other sections.

- Situation Status
- Action Planning
- Documentation
- Advanced Planning

SITUATION STATUS

The Situation Status Unit is responsible for developing and updating the Situation Report, and ensuring that accurate, up-to-date information is displayed and available as needed to the various EOC staff. In order to accomplish this, the Situation Unit oversees the collection and analysis of operational information critical to the emergency response. The Situation Unit Leader establishes a schedule for Section Reports and participates in the EOC Planning Cycle process and assists in preparing materials for Action Planning meetings. Depending on the scope of the incident, the Situation Unit may also utilize one or more analysts and/or GIS Specialists to assist in collecting, analyzing and displaying information in various forms (such as electronic displays, whiteboards, wall displays, maps / GIS products, WebEOC, etc.) to assist in overall situational awareness and EOC planning activities.

The Situation Unit will need to obtain information from a variety of sources to obtain an accurate operating picture, and vet that information to ensure its accuracy. This may include both internal and external sources, including direct observation and reporting from the field, map and GIS assets, governmental sources, utility providers, non-governmental agencies, media outlets and social media, weather reports, dispatch centers, and others as available. It is the responsibility of analysts to process this information. Some specific responsibilities of the analyst(s) include:

- Obtain, review and summarize reports from the Operations Section
- Analyze reports for information critical to response activities
- Cross-check all information for accuracy, and ensure all data entered in reports is accurate and timely
- Ensure critical, up-to-date information is posted on status board and/or displays
- Coordinate with GIS for supporting data in map form
- Ensure reports are distributed to all EOC staff and forwarded to activated local EOCs

Additionally, the Situation Unit is responsible for coordinating GIS/mapping functions for the EOC, including developing incident maps to display critical operational information. They create overlays or layers on maps or GIS products to show critical locations and features of the response and provide mapping tools for Advance Planning. GIS Specialists within the Situation Unit coordinate mapping needs with the Planning Section Chief and Operations Section Chief, and create or provide mapping and display products as required to support the response.

ACTION PLANNING

The purpose of Action Planning in the Rolling Meadows Emergency Operations Center is to provide 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. In general, the action planning process should follow the “Planning P” located in the EOC and planning section position guidance.

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.

DOCUMENTATION

The Documentation Unit within the Planning Section is responsible for collecting, organizing and filing all forms and materials associated with the event. This can include Situation Reports, Action Plans, Advance Plans, Section Reports, Duty Logs, Sign-In lists, maps, and any other written or electronic documents. In order to accomplish this, the Documentation Unit must establish and maintain a process for collecting and filing all of these materials, and provide direction to EOC staff on how, when and where these documents will be collected and retained. When activated, they should coordinate with the Finance Section and Legal Affairs Officer to ensure that all legal and financial concerns have been addressed. Some specific considerations include:

- Establish a schedule for collection of documents
- Maintain an accessible filing system
- Ensure critical information is copied and distributed

Additionally, the Documentation Unit will provide general clerical support for the EOC. They will also coordinate with the Situation Unit to ensure that up-to-date information is displayed in the EOC.

ADVANCE PLANNING

The Advance Planning Unit is the principal leader within the Planning Section in situational analysis and planning for long-term operations (36-72 hours out). Action Planning will meet with Section Chiefs, Agency Representatives, Technical Specialists and others as needed to identify potential issues that may arise in that time frame which would impact response or recovery operations. Once potential issues are identified, trigger points for taking action would be identified, and they would coordinate with Action Planning to ensure contingency plans are in place to initiate actions if those trigger points are reached. The Advance Planning Unit considers:

- What issues will be critical 36-72 hours post-event
- Resources that will be needed in that time frame
- What the response structure will look like at that point
- How the response will move from a reactive stance to a proactive one

Depending on the scope of the incident, the Advance Planning Unit also must consider even longer-term issues. Looking at the 72-hour to one-week post-event time frame, some additional considerations can include:

- Demobilization plans
- Transition to Recovery operations
- Preparing for State and Federal recovery programs
- Moving EOC functions and projects back to appropriate City departments

Included within the Advance Planning function is situational monitoring to determine when to begin the process of transitioning operations from response to recovery, as well as preparation of special reports and papers to be used by the Action Planning Unit and as references for other EOC staff in carrying out their duties.

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 generate situational reports identified in the planning section position guidance to City departments, the County Emergency Operations Center, and Department Operations Centers, if activated.

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:

- Cook County WebEOC

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

TECHNICAL SPECIALISTS

One or more Technical Specialists may be utilized in the EOC to provide specific expertise to help assess the situation and identify potential issues. These specialists may be involved in numerous activities, including Situation Status to provide expertise in developing the Situation Report, Action Planning to ensure critical issues are being addressed, Advance Planning to ensure accurate assessment of critical future issues, Public Information to clarify technical terms and concepts, and others as needed. They may be included in Section Meetings in other sections besides Planning to provide more accurate situational awareness. Some examples of Technical Specialists could include:

- Hazardous Materials expert
- Environmental Protection specialist
- Weather Specialist
- Engineers (Civil, Structural, etc.)
- Legal (Specialty Areas)
- Public Health Specialist
- Flood plain manager
- Railroad company
- GIS (if in-house not available)
- Any other specialists the situation requires

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 3, Normal Operations / Steady State** – When the City of Rolling Meadows is under a severe weather Watch or Warning of any type, or has incurred minor severe weather event damage. Components activated:
 - EOC may be minimally activated (monitor only) during business hours; after hours Emergency Management staff monitor weather conditions from home.
- **Level 2, Partial Activation** – When the City of Rolling Meadows has incurred moderate to major severe weather event damage. Components activated:
 - Emergency Management Coordinator
 - EOC Room staffed as needed for interdepartmental coordination, including appropriate ESFs if required to support the incident response
 - RACES amateur radio station, at the discretion of the Emergency Management Coordinator
- **Level 1, Full Activation** – When the City of Rolling Meadows has incurred major to 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 and 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**.

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 specified in Northwest Central Dispatch System Directive II-M-100-6, Outdoor Warning System Activation / Testing (7/20/2017).

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

- Partnering with the Health Department to 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 Planning and Zoning 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.

COUNCIL ACTION SUMMARY – February 10, 2026

Agenda Location: Consent Resolutions

E) Approve and Publish the 2026 Zoning Map

Attachment:

- Resolution
- Proposed 2026 Zoning Map

Background: You are being asked to approve a resolution adopting the printed 2026 Zoning Map. By state statute, if there are any zoning or boundary changes during the preceding year, the City must publish an updated zoning map no later than March 31 that reflects the City's zoning in place as of December 31 of the preceding year. This annual adoption does not actually effect a change in zoning of any parcel, but simply reflects those changes that occurred during the preceding year.

In addition to this annual publication, zoning changes that occur throughout the year are updated promptly in the City's online mapping system through the City's participation in the GIS Consortium.

Recommendation: Approve the Resolution as presented.

RESOLUTION NO. 26-R-20

A RESOLUTION APPROVING AND PUBLISHING THE 2026 ZONING MAP

WHEREAS, 65 ILCS 5/11-13-19 requires that the City publish no later than March 31 of each year a map depicting the City’s zoning as of December 31 of the preceding year if there were any boundary or zoning district changes during the preceding year; and

WHEREAS, Ordinance No. 25-06, adopted on January 28, 2025, annexed into the City property commonly known as 1736 S. Meacham Road, which, by operation of state statute, was automatically zoned R-1 District (“Single-Family Residence District”) as the highest restrictive zoning classification providing principally for residential use under the City’s zoning ordinance; and

WHEREAS, Ordinance No. 25-07, adopted on January 28, 2025, annexed into the City property commonly known as 1036 & 1048 Plum Grove Road, which, by operation of state statute, was automatically zoned R-1 District (“Single-Family Residence District”) as the highest restrictive zoning classification providing principally for residential use under the City’s zoning ordinance; and

WHEREAS, Ordinance No. 25-08, adopted on January 28, 2025, annexed into the City property commonly known as 1320 & 1384 Vermont / 388 Emerson Road, which, by operation of state statute, was automatically zoned R-1 District (“Single-Family Residence District”) as the highest restrictive zoning classification providing principally for residential use under the City’s zoning ordinance; and

WHEREAS, Ordinance No. 25-09, adopted on January 28, 2025, annexed into the City property commonly known as 59 Bryant Avenue, which, by operation of state statute, was automatically zoned R-1 District (“Single-Family Residence District”) as the highest restrictive zoning classification providing principally for residential use under the City’s zoning ordinance; and

WHEREAS, Ordinance No. 25-10, adopted on January 28, 2025, annexed into the City property commonly known as 2205 & 2301 Rohlwing Road, which, by operation of state statute, was automatically zoned R-1 District (“Single-Family Residence District”) as the highest restrictive zoning classification providing principally for residential use under the City’s zoning ordinance; and

WHEREAS, Ordinance No. 25-35, adopted on May 27, 2025, amended the zoning classifications of various properties along the Kirchoff Road corridor to the newly created Town Center Zoning District; and

WHEREAS, Ordinance No. 25-61, adopted on December 16, 2025, annexed into the City property commonly known as 2200 West Frontage Road, which, by operation of state statute, was automatically zoned R-1 District (“Single-

Family Residence District”) as the highest restrictive zoning classification providing principally for residential use under the City’s zoning ordinance; and

WHEREAS, these prior zoning and boundary changes necessitate the publication of an updated zoning map depicting the City’s zoning as of December 31, 2025; and

WHEREAS, the City Council has determined that it would be in the best interest of the City and its residents to approve and publish the City’s 2025 Zoning Map as set forth herein.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROLLING MEADOWS, ILLINOIS that the City’s 2026 Zoning Map, attached to this Resolution as **Exhibit A**, is hereby approved and authorized for publication as the City Zoning Map.

PASSED AND APPROVED by the City Council of Rolling Meadows, Cook County, Illinois this 10th day of February, 2026.

AYES:

NAYS:

ABSENT:

Lara Sanoica, Mayor

ATTEST:

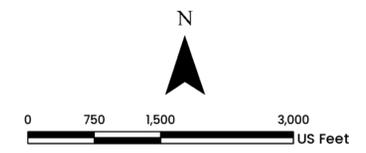
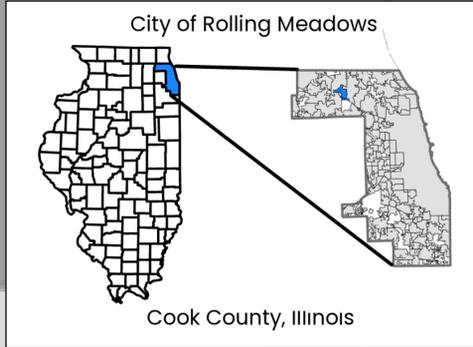
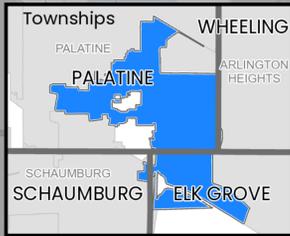
Judith Brose, Deputy City Clerk

City of Rolling Meadows 2026 Zoning Ordinance Map

This map was approved by the City Council on mm-dd-yyyy by Resolution 25-R-XX.
To confirm up to date zoning please use the citizen's map portal at <https://communitymapviewer.gisconsortium.org/RollingMeadowsIL>

Zoning Classifications

- C-1: Community Commercial District
 - C-2: Corridor Commercial District
 - C-3: Office, Institutional, and Research District
 - M-1: Business Park District
 - M-2: Manufacturing District
 - R-1: Single Family Residence District
 - R-2: Single Family Residence District
 - R-3: Single Family Residence District
 - R-4: Townhome District
 - R-5: Multi-Family Residence District
 - TC: Town Center District
- Municipal Boundary
 - Railroad
 - Interstate
 - Major Road
 - Minor Road
 - Trails / Paths



LIMITATION OF LIABILITY: The user agrees that it will at all times indemnify and hold the City and its officers and employees harmless, free, and clear of any liability arising from any act of omission or commission. The City makes no claim as to the accuracy of this article and the associated data and assumes no responsibility for their position or content accuracy.
In providing such articles, the City assumes no obligation to assist the user in the use, development, or maintenance of any applications derived from this article. The City assumes no responsibility for the accuracy of any subsequent copies of this article.

Council Action Summary – February 10, 2026

Agenda Location: Consent Resolutions

- F)** Approve and Authorize the Execution of a Second Amendment to the City of Rolling Meadows City Manager Employment Agreement with Rob Sabo

Attachments:

- Proposed Resolution
- Second Amendment to the City of Rolling Meadows City Manager Employment Agreement

Background:

This Resolution approves and authorizes the execution of a second amendment to the City Manager Employment Agreement with City Manager Rob Sabo on terms agreed upon by the City Council and Manager Sabo as set forth in the second amendment.

RESOLUTION NO. 26-R-21

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION
OF A SECOND AMENDMENT TO THE CITY OF ROLLING MEADOWS
CITY MANAGER EMPLOYMENT AGREEMENT WITH ROB SABO**

WHEREAS, the City of Rolling Meadows (“City”) employs the services of Rob Sabo (“Manager Sabo”) as Manager of the City under the terms and conditions provided for in a certain City of Rolling Meadows City Manager Employment Agreement, approved via Resolution No. 23-R-32 (“Employment Agreement”); and

WHEREAS, the Mayor and the City Council have reviewed Manager Sabo’s performance of his duties as Manager of the City and have determined that Manager Sabo excels in his job performance and provides the City with a valued service; and

WHEREAS, the Mayor and the City Council have also analyzed the compensation paid to municipal managers throughout the State of Illinois and have determined that it is appropriate to compensate Manager Sabo in line with the compensation afforded to municipal managers of comparable Illinois municipalities; and

WHEREAS, in the opinion of a majority of the corporate authorities of the City of Rolling Meadows it is advisable, necessary and in the public interest to amend the Employment Agreement with Manager Sabo in order to modify the compensation and certain benefits afforded to Manager Sabo under the Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Rolling Meadows, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. The corporate authorities of the City hereby approve the *Second Amendment to the City of Rolling Meadows City Manager Employment Agreement* with Rob Sabo (“Second Amendment”), a copy of which is attached hereto as Exhibit “A” and made a part hereof, and the Mayor be and is hereby authorized and directed to execute and the Deputy City Clerk be and is hereby authorized and directed to attest said Second Amendment on behalf of the City, in the substantive form as attached hereto. The Mayor is further authorized and directed to execute any other written agreements authorized under the Second Amendment and to take further actions as are necessary to carry out the purpose and intent of this Resolution and the Second Amendment.

Section 3. At least 6 days prior to this approval, the City posted said Second Amendment on the City’s website in accordance with Section 7.3 of the Illinois Open Meetings Act (5 ILCS 120/7.3).

Section 4. This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

ADOPTED this 10th day of February, 2026, by the City Council of the City of Rolling Meadows on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 10th day of February, 2026.

Lara Sanoica, Mayor

ATTEST:

Judith Brose, Deputy City Clerk

EXHIBIT "A"

**Second Amendment to the City of Rolling Meadows
City Manager Employment Agreement**

**SECOND AMENDMENT TO THE CITY OF ROLLING MEADOWS
CITY MANAGER EMPLOYMENT AGREEMENT**

This Second Amendment made and entered this 10th day of February, 2026 (the “Second Amendment”) to the City of Rolling Meadows City Manager Employment Agreement, effective March 1, 2023 (“Employment Agreement”), by and between the City of Rolling Meadows, Illinois, a municipal corporation (“City”) and Rob Sabo (“City Manager” or “Manager Sabo”) (collectively from time to time referred to as the “Parties”), amends and modifies the terms and conditions of the Employment Agreement, as previously amended by a First Amendment to the City of Rolling Meadows City Manager Employment Agreement effective February 27, 2024 (“First Amendment”). The terms and conditions of this Second Amendment are hereby incorporated into the Employment Agreement, as previously amended by the First Amendment. To the extent that the terms and conditions of this Second Amendment are inconsistent with the terms and conditions of the Employment Agreement or the First Amendment, the terms and conditions of this Second Amendment shall control.

WITNESSETH:

WHEREAS, the City employs the services of Manager Sabo as Manager of the City under the terms and conditions provided for in the Employment Agreement; and

WHEREAS, the Mayor and the City Council have reviewed Manager Sabo’s performance of his duties as Manager of the City and have determined that Manager Sabo excels in his job performance and provides the City with a valued service; and

WHEREAS, the Mayor and the City Council have also analyzed the compensation paid to municipal managers throughout the State of Illinois and have determined that it is appropriate to compensate Manager Sabo in line with the compensation afforded to municipal managers of comparable Illinois municipalities; and

WHEREAS, it is the desire of the Parties to amend the Employment Agreement, as previously amended, in order to change the compensation and certain benefits afforded to Manager Sabo under the Employment Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the Parties agree as follows:

Section 1. Section 3 of the First Amendment is hereby deleted and Section 4 of the Employment Agreement is hereby stricken in its entirety and in lieu thereof the following is inserted:

SECTION 4. SALARY & DEFERRED COMPENSATION

The City agrees to pay the City Manager for services rendered pursuant to this Agreement at

an annual salary to be distributed through the normal payroll system. Retroactive to January 1, 2026, the City Manager's annual salary shall be \$225,879.00. Through December 31, 2027, the City Manager's annual salary shall increase in accordance with any increase approved by ordinance of the City Council related to salary increases for City employees who are not subject to collective bargaining. The Parties agree to reevaluate and undertake a comprehensive review of the City Manager's annual salary and other compensation in January of 2028, and no sooner, and further agree to establish any amendments to the City Manager's annual salary and increases by March 1, 2028.

The City agrees to make employer-paid contributions to the City Manager's IRS 457(b) account on the following schedule and based upon a percentage of the City Manager's base salary: 3% in 2026, 3% in 2027, 6% in 2028, 8% in 2029, and 10% in 2030, subject to any limitations imposed by the IRS.

Section 2. Section 12 of the Employment Agreement is hereby stricken in its entirety and in lieu thereof the following is inserted:

SECTION 12. PROFESSIONAL DEVELOPMENT

A. The City hereby agrees to budget, on an annual basis, an amount not to exceed \$6,000.00, per fiscal year, to pay the membership/registration fees or expenses of the Manager for his attendance (including registration, travel, lodging and subsistence expenses) at national or in-state conferences, plus metro area professional development meetings and for other courses, institutes and seminars, that are necessary for his professional development and for the good of the City. Following the completion of each conference, course or seminar, the Manager shall issue the City Council a written report summarizing the conference, course or seminar and identifying its benefits to the Manager and the City.

B. The City also agrees to reimburse the Manager for his attainment of the designation of ICMA Credentialed Manager (ICMA-CM) granted by the ICMA Executive Board, including costs associated with the 40-hour professional development requirement necessary for such designation, so long as the Manager is employed with the City prior to the designation.

C. At no time shall the cumulative costs enumerated in paragraphs A through C of this Section 12 exceed \$6,000.00 per fiscal year without the express written consent of the Mayor.

D. In addition to the professional development expenditure authorized above, the City agrees to reimburse the City Manager for his successful completion of the final two courses required for the City Manager to earn a Public Leadership Certificate from Harvard Kennedy's School of Government (including registration, travel and per diem expenses). The City Manager is required to complete one course in fiscal year 2026 and the last and final course in fiscal year 2027. The City's reimbursement is contingent upon the City Manager entering into a written agreement with the City, in a form approved by the Mayor and City Attorney, which agreement shall include the terms of the

City's reimbursement to the City Manager and the requirement that the City Manager repay the City, on a prorated schedule, for any costs paid by the City, in the event of the City Manager's voluntary resignation prior to 5 years from the completion of the last course in 2027.

IN WITNESS WHEREOF, the City of Rolling Meadows has caused this Second Amendment to the Employment Agreement, as previously amended, to be signed and executed on its behalf by its City Mayor and duly attested by its Deputy City Clerk, and the City Manager has signed and executed this Amendment, both in duplicate, on the day and year written below.

CITY OF ROLLING MEADOWS, an Illinois municipal corporation

Rob Sabo, City Manager

By: _____
Lara Sanoica, Mayor

Date: _____

Date: _____

Attest: _____
Judith Brose, Deputy City Clerk

COUNCIL ACTION SUMMARY – February 10, 2026

Agenda Location: Consent Resolutions

- G)** Authorize a One-Year Extension of the Contract with Crystal Maintenance Plus, Corp. for Janitorial Services at Select City Buildings in the Amount of \$56,100.00

Attachments:

- Resolution
- 2023 Bid Tabulation

Summary/Background:

You are being asked to approve a resolution authorizing staff to exercise the first of two available 12-month contract extensions for the current janitorial services agreement with Crystal Cleaning Maintenance Plus Corp., allowing them to continue providing the services outlined in the existing contract.

Since the start of the contract, staff has experienced very few issues with service. Crystal Cleaning has been responsive to service requests and has adjusted procedures as needed to meet the City's requirements. Based on this performance, staff is recommending extending the contract for an additional year. Staff contacted Crystal Cleaning to request updated pricing and was informed there would be no price increase for this extension. This will allow uninterrupted janitorial services throughout 2026 at the same cost as the previous three years.

Staff is recommending approval of the contract extension in the amount of \$56,100 and plans to revisit the contract in late 2026 to evaluate the option of a second extension for 2027, subject to pricing.

The FY 2026 budget includes \$63,000 allocated for janitorial services and additional cleaning requests within the Building and Land Professional Services account. Based on the continued quality of service and the secured pricing, staff recommends approval of this contract extension.

Previous Council Action:

- **11/25/25** Ordinance No. 25-66, adopt the FY2026 City Budget, which includes \$63,000 for professional cleaning services.

Recommendation: To approve the Resolution as presented.

RESOLUTION NO. 26-R-22

A RESOLUTION AUTHORIZING A ONE-YEAR EXTENSION OF THE CONTRACT WITH CRYSTAL MAINTENANCE PLUS, CORP. FOR JANITORIAL SERVICES AT SELECT CITY BUILDINGS IN THE AMOUNT OF \$56,100.00

WHEREAS, the City of Rolling Meadows (“City”) Facilities Division is tasked with maintaining the cleanliness, hygiene, and operational integrity of all municipal facilities; and

WHEREAS, the City maintains a dedicated Building and Land Fund within the Professional Services Account specifically for the procurement of contractual janitorial services; and

WHEREAS, following a competitive procurement process in 2023, the City received and evaluated proposals for a comprehensive janitorial services contract, which included an initial three-year term and provisions for two subsequent one-year extensions; and

WHEREAS, the initial three-year term concluded in 2025, thereby making the City eligible to exercise the first of two optional extensions for the 2026 fiscal year; and

WHEREAS, the incumbent contractor, Crystal Maintenance Services Plus Corp., has formally agreed to hold its pricing firm, maintaining the current annual contract amount of \$56,100 for the 2026 extension period; and

WHEREAS, the Fiscal Year 2026 Building and Land Budget has sufficiently appropriated funds for these services, with a total allocation of \$63,000 within account number 33705050-54920.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF ROLLING MEADOWS, ILLINOIS, as follows;

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

Section 2. Approval. The Mayor and City Council hereby authorize the City Manager to enter into agreements and other necessary documents with Crystal Maintenance Services Plus Corp. in the amount of \$56,100 for janitorial services.

Section 3. Effective Date. This Resolution shall be in full force and effect after its approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

Passed and approved this 10th day of February, 2026.

Lara Sanoica, Mayor

ATTEST:

Judith Brose, Deputy City Clerk

I. BASE BID – CITY OF ROLLING MEADOWS – 2023-2025

Labor and materials as identified within the specifications

Facility	Monthly Hours	Quarterly Hours	Annual Hours	Total Man Hours	2023 Annual Cost	2024 Annual Cost	2025 Annual Cost
City Hall Facility 3600 Kirchoff Rd.	145	20	20	1,840	\$ 40,140	40,140	40,140
Public Works Combined Facility 3900 Berdnick St.	52	4	8	648	\$ 13,560	13,560	13,560
Public Works Combined Facility 3200 Central Rd.	5	5	5	85	\$ 2,400	2,400	2,400
TOTAL					\$ 56,100	56,100	56,100
Alternate Pricing: Pricing above should NOT include the items listed below as Alternates. Prices for items 1-3 below should reflect a per visit cost (Max. 4 visits/year).							
					Quarterly Cost	Quarterly Cost	Quarterly Cost
1	Quarterly Carpet Cleaning (Per Visit)				\$ 2,100	2,100	2,100
2	Quarterly Window Cleaning (Per Visit)				\$ 1,400	1,400	1,400
3	Quarterly Floor Cleaning (Per Visit)				\$ 1,650	1,650	1,650
GRAND TOTAL – The City will determine the low proposal based on the base proposal combined with the appropriate alternates determined by the City.					\$ 5,150	5,150	5,150

Note: (1) Bidder shall fill-in the estimated number of work crew man hours for each facility for the monthly, quarterly and annual tasks. Incomplete submittals will be rejected from consideration

The City and Contractor may agree to extend or renew this contract beyond the period provided herein for up to 2 additional 12-month periods. Within 90 days of the initial contract term expiration, the Contractor and City shall meet to determine if this agreement shall be extended or renewed and also the terms and conditions thereof. For subsequent terms, requests for increases of unit prices shall be limited to 5 percent (5%) or CPI-U of the Chicago-Naperville-Elgin Index, whichever is less. Written requests for price revisions after the initial period shall be submitted at least ninety (90) days in advance of the annual contract period.

✓

✓

✓

COUNCIL ACTION SUMMARY – February 10, 2026

Agenda Location – Consent Resolutions

- H)** Award a Contract for Professional Engineering Services for the 2026 Sanitary Sewer System Programs for RJN Group in a Not to Exceed Amount of \$110,500.00

Attachments:

- Resolution
- Proposal from RJN Group, Inc.

Background & Summary: You are being asked to approve a resolution that would authorize the award of a professional services contract for engineering design and inspection services for the 2026 Annual Sanitary Sewer Programs and ongoing services related to Metropolitan Water Reclamation District of Greater Chicago (MWRD) Inflow and Infiltration Control Program. (IICP).

RJN Group, Inc., was one of three engineering firms the city reviewed by our RFQ/RFP process in 2023. RJN Group Inc. was the engineering consultant chosen and has provided the necessary engineering services for most sanitary sewer infrastructure maintenance projects for the past several years and was selected several years ago to provide engineering services for the newly mandated MWRD long term, and high-priority program(s), which includes the annual MWRD Inflow and Infiltration report.

The engineer and Public Works Department staff have identified several sanitary sewer pipe lining and lateral lining needs based on pipe defects found by in-house and contract pipe televising work during the past year. RJN have also identified three sanitary repair excavations required to be completed before 2026 Street Program starts. Along with review of this year's HP Area 3 sanitary sewer and 2027 Street Program reviews.

The proposed engineering services contract is for an aggregate cost of \$110,500.00. A significant amount of the engineering services in 2026 will be to perform sanitary sewer system evaluation in our "high priority" selected area. As required by MWRD, HP #3 televising review, 2027 Street Program televising review, Point repair design and construction observation, private sector plan, long-term operations, maintenance plan. The engineering services cost details are outlined within the RJN Group Service Agreement. Note that the MWRD Inflow and Infiltration Control Program requires all "planning" tasks.

Funding for these engineering services is identified in the Utilities Fund Accounts, 2070.5035.54610 (Professional Services Sanitary) and 2070.5035.60020 (Improvements not to Buildings) for Sanitary Televising Review and Management, Road Program Sanitary Repairs, Sanitary Sewer main and Lateral Rehabilitation.

Previous Council Action:

- 11/25/25: Ordinance # 25-66- Approval of FY2026 Capital Improvement Budget which includes funding for Sanitary Sewer System Program.

Recommendation: Approve the Resolution as presented.

RESOLUTION NO. 26-R-23

A RESOLUTION TO AWARD A CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2026 SANITARY SEWER SYSTEM PROGRAMS TO RJN GROUP IN A NOT TO EXCEED AMOUNT OF \$110,500.00

WHEREAS, the City of Rolling Meadows (“City”) maintains the City’s Sanitary and Storm conveyance systems; and

WHEREAS, it is in the City’s best interest to perform proactive maintenance on these utilities; and

WHEREAS, the City has a long-term capital program that includes sanitary and storm conveyance evaluation as mandated by the Metropolitan Water Reclamation District of Greater Chicago (MWRD) and repairs as needed; and

WHEREAS, funding for the engineering services is identified in the Utilities Fund Accounts, 20705035-54610 (Professional Services Sanitary) and 20705035-60020 (Improvements not to Buildings) for required work to be performed in High Priority Area #3, Street Program Sanitary Repairs, and Rehabilitation Programs for sanitary main lines/laterals; and

WHEREAS, RJN Group has provided the engineering and review of mandated sanitary system improvements for the City for the past eleven years and is familiar with our conveyance system and past improvements; and

WHEREAS, RJN Group has provided a proposal of \$110,500 to complete the engineering for these projects.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF ROLLING MEADOWS, ILLINOIS, as follows;

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

Section 2. Approval. The Mayor and City Council hereby authorize the City Manager to enter into agreements and other necessary documents with RJN Group to Provide Professional Engineering Services for the 2026 Sanitary Sewer System Programs in the amount of \$110,500.00.

Section 3. Effective Date. This Resolution shall be in full force and effect after its approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

Passed and approved this 10th day of February, 2026.

Lara Sanoica, Mayor

ATTEST:

Judith Brose, Deputy City Clerk



February 3, 2026

Mr. Mark Kilarski
Superintendent of Utilities
City of Rolling Meadows
3900 Berdnick Street
Rolling Meadows, Illinois 60008

**SUBJECT: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES
2026 SANITARY SYSTEM PROGRAM**

Dear Mr. Kilarski:

RJN Group, Inc. is pleased to submit this proposal to the City of Rolling Meadows for ongoing services related to the City Sanitary Sewer Program and the Metropolitan Water Reclamation District of Greater Chicago (MWRD) Inflow and Infiltration Control Program (IICP).

The City has an annual sewer assessment and rehabilitation program as part of the City's Sanitary Sewer Program. The City is completing the ongoing requirements of the MWRD IICP Long-Term Program. The Long-Term Program requirements include condition assessment of a minimum of 2% of the system annually, or 10% every 5 years. Repairs are required of the High Priority Deficiencies identified during the assessments. The City is part of a municipal partnership which is responsible for lining specifications, bidding, and contractor selection. This proposal consists of continuing the ongoing assessment and rehabilitation program, construction management services, and CCTV analysis and management.

Key Project Goals and Objectives

The project will include the following:

- Lining Rehabilitation Design Assistance
 - Sanitary Sewer Lining - \$300,000 Construction Budget
 - Storm Sewer Lining - \$150,000 Construction Budget
 - Sanitary Lateral Lining - \$275,000 Construction Budget
- Point Repair Design & Construction Management Services
 - Construction Budget - \$80,000
 - MWRD High Priority Defect Point Repairs (9 – 14 feet deep)
- CCTV Review and Management Services (Up to 30,000 LF)
 - 2027 Roadway Program
 - Areas #3 & #5
 - Data Management

DESIGN, BIDDING, AND CONSTRUCTION MANAGEMENT SERVICES

Per the City's Fiscal Year 2026 budget, the construction budget shall be approximately \$805,000 between point repairs, sanitary pipelining, storm pipelining, and sanitary lateral rehabilitation. The pipelining designs will be part of a larger bid package with other municipalities while the sanitary point repairs design will be a separate bid package and plans prepared by RJN. Both designs will be tailored to match the total amount provided that no unforeseen conditions are encountered during the design process.

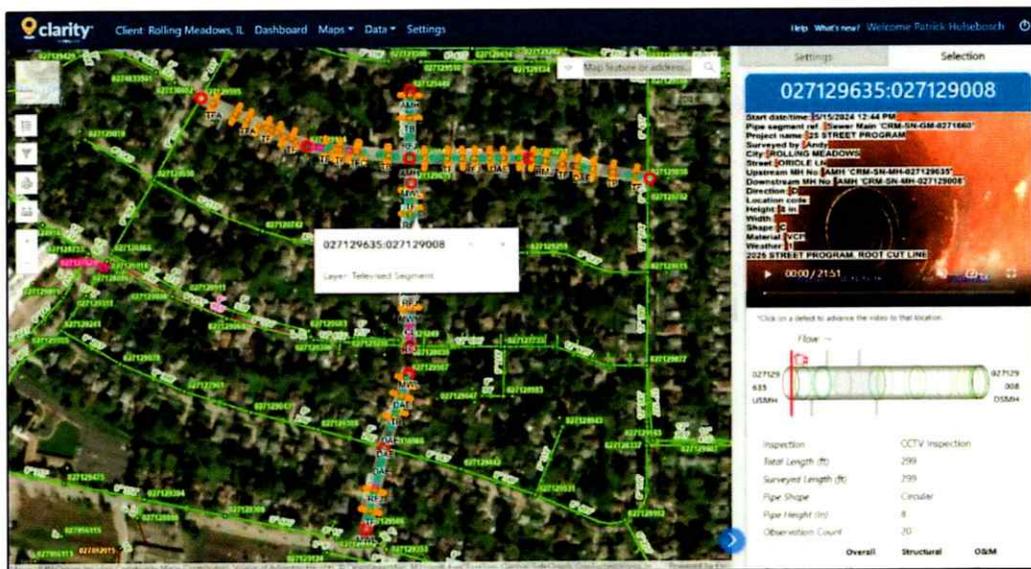
Following bidding services, RJN will also provide full and part-time observation services and overall construction management services for the point repair construction project.

CCTV REVIEW AND MANAGEMENT SERVICES

The City was recommended to continue investigations in Areas #3 and #5 through City cleaning and televising to identify structural defects, blockages, and I&I sources, enabling prioritization and planning of targeted rehabilitation for the next few years. Additionally, the City plans to clean and televise selected sanitary and storm sewer segments aligned with the road program, proactively resolving underground issues before roadwork improvements to minimize future disruptions and costs.

Upon project completion, the City will continue to enhance its robust CCTV database on Clarity®, improving data quality for more accurate contractor pricing and better decision-making. Additional services include CCTV review and analysis, preliminary cost estimates, uploading CCTV data to Clarity®, and updating City GIS databases. All footage and PACP databases will be uploaded to Clarity® for easy access and management. RJN will provide access to its Clarity® platform, which includes data collection status, collected data, and field media for flow monitoring, cleaning, televising, and construction activities.

This proposal includes up to 30,000 LF of CCTV review and management.



GENERAL ON-CALL CONSULTING SERVICES

On-call services provide the City with flexibility throughout the year to address sewer maintenance and inspection items as they come up. RJN will provide on-call assistance including planning, assessments, reviews, presentations, inspections, construction observation, and general sewer consulting services as they are needed.

PROJECT TEAM AND EXPERIENCE

Team

The RJN Team designated for this project will consist of the following professionals: Patrick Hulsebosch as Project Manager, Jack Flood as Project Engineer, Marco Lopez as GIS Senior Specialist, and Tom Romza overseeing Client Management and Quality Assurance/Quality Control (QA/QC).

Experience

In the past 50 years, RJN has completed over 2,000 sewer programs and evaluated 291 million feet of pipeline, resulting in nearly \$400 million in construction improvement projects across the country.

ASSURING QUALITY AND SAFETY

Quality Assurance

RJN is committed to providing **quality** deliverables. The completion of these inspections is critical in providing actionable results for the City. As collection system specialists, RJN has built data review processes that ensure that all data is accurate. Our engineers and field inspection crews hold industry-standard NASSCO certifications for defect coding, and are extensively trained on all field inspection tasks. RJN's internal Quality Control tools, as well as our corporate training and Quality Assurance processes in place, will ensure that the program will provide value for the City.

Safety

As an employee-owned firm, RJN's commitment to the **safety** of our employees, City staff, and the public is paramount. RJN demonstrates that commitment to safety in our internally developed and audited safety program where our goal is to have all field staff, engineers, and project managers "RJN Safety Certified." Every project follows RJN's health and safety guidelines when completing any field work.

PRICE AND SCHEDULE SUMMARY

This project will be invoiced on time and material and unit price basis for a total not-to-exceed fee of \$110,500. RJN will complete the program within the City's fiscal year. Complete Scope of Services, Pricing, and Schedules are provided in the following exhibits:

- Exhibit A – Scope of Services
- Exhibit B – Pricing
- Exhibit C – Schedule
- Exhibit D – 2025 Master Plan Inspection & Timeline Exhibit

We are looking forward to the opportunity to work with the City on this important project. It is our pleasure to submit this proposal to you. Please feel free to contact Patrick at 224.425.1014 if you would like to discuss this proposal or have any questions.

Sincerely,



Thomas Romza, PE
Regional Manager
(224) 587-7366



Patrick Hulsebosch, PE
Project Manager
(224) 425-1014

 **EXHIBIT A**
SCOPE OF SERVICES

RJN is proposing the following scope of services to conduct the 2026 Sanitary System Program for the City of Rolling Meadows.

1. 2026 Lining Rehabilitation Design Assistance
 - a. Prepare detailed schedules and design details for recommended CIPP lining rehabilitation. This includes both mainline and lateral lining.
 - i. General sanitary and storm lining exhibits.
 - ii. Lateral Lining Exhibits
 - iii. Rehabilitation schedules.
 - iv. Project and City specific details.
 - b. Provide necessary specification assistance for inclusion in overall bid package.
 - c. Prepare Summary of Quantities and an Opinion of Probable Construction Cost.
 - d. Perform a quality control/quality assurance review on final exhibits and specifications.
 - e. Bidding Assistance:
 - i. Respond to Contractors' questions and answers
 - ii. Addendum revisions and updates as necessary
 - f. Construction Assistance:
 - i. Respond to Contractors' and City's questions and answers

2. 2026 Point Repair Design and Construction Management
 - a. Design up to three (3) point repairs.
 - b. Perform constructability review site visits for each point repair to identify traffic control and surface rehabilitation needs during construction.
 - i. Request design-stage J.U.L.I.E. locates and identify potential utility conflicts.
 - ii. Compile constructability review photo report to include in bid package.
 - c. Prepare Contract Front End Documents and detailed Specifications:
 - i. Utilize City Front End Contract Documents with only project specific modifications.
 - ii. Prepare detailed project Specifications.
 - d. Prepare Summary of Quantities and an Opinion of Probable Construction Cost.
 - e. Provide progress review submittal at 90% of Plans, Specifications and Opinion of Probable Construction cost for City review and comment prior to bidding.
 - f. Perform a quality control/quality assurance review on final plans and specifications.
 - g. Prepare bid package with plans, front-end documents, and specifications. Submit a pdf of the final bid package to the city with full size set of the final plans.
 - h. Bidding Assistance:
 - i. Post to on-line bidding service (if bidding not handled by City).
 - ii. Send advertisement to expected bidders.
 - iii. Prepare Addenda.
 - iv. Respond to Contractors' questions.
 - v. Prepare bid tabulation and letter of recommendation.
 - i. Pre-Construction Assistance:

- i. Prepare Contract Documents for execution by City and Contractor. Review Contractor's insurance documents.
 - ii. Coordinate and attend in-person or video conference preconstruction meeting. Prepare and distribute meeting minutes.
 - iii. Review Contractor's shop drawings, insurance documents, liner thickness calculations, bypass pumping plans, traffic control plans, erosion control plans, pre-construction surface videos and construction phasing as needed.
- j. The assigned resident engineer will thoroughly review the contract documents and project plans prior to construction activities.
- k. Ensure that the Contractor provides notification to the residents and/or businesses of impacts to sewer and water service, need for backyard access. Assist the City with contacting property owners impacted by the construction.
- l. Provide a combination of full and part-time construction observation for the duration of the project. RJN proposes to be on-site full-time during the three (3) point repairs. Part-time observation will be provided for all other work with a minimum of 4 hours charged when on site. This proposal is based on providing 40 hours of full and part-time construction observation services.
- m. Provide documentation of the construction activities when on-site, including maintaining a daily project journal and taking digital photographs of all phases of the project, taking measurements for all quantities installed. RJN will provide access of daily reports to the City for review via Clarity®, the RJN online platform.
- n. Provide regular inspection of erosion control and periodic inspection of traffic control measures to ensure roadways remain open and driveways/sidewalks are not blocked for extended periods.
- o. Alert the Contractor if equipment or materials are being installed prior to shop drawing approval or if the wrong materials are being used. Provide field checks of materials and equipment, including enforcement of material testing.
- p. Provide final walk through, preparation of punch list, and final inspection.
- q. Review Contractor's pre and post videos of the sewer rehabilitation. Notify the City when post-construction videos are acceptable, and these bid items are ready for payment.
- r. Prepare a set of final construction drawings in ArcGIS and pdf formats. RJN will prepare and provide record drawings from the contractor's as-built plans. RJN will also provide a GIS layer update of the rehabbed sewer work at each location.
- s. Provide contract management, including review of Contractor's payment requests, preparation of change orders, and coordination of contract closeout.
- t. Provide general project management throughout the duration of the project.

3. CCTV Review and Management Services

- a. Gather and review all available data from the City. This proposal assumes approximately 30,000 LF of CCTV review.
- b. RJN will provide a cursory review of the City's televising videos and reports when submitted.
- c. Upload and provide access to CCTV data and videos on the web viewer Clarity®.
- d. Provide equipment and personnel as necessary for televising video review.
- e. Review sewer televising videos using PACP-certified personnel.

- f. Provide Data Analysis:
 - i. Review and evaluate observations.
 - ii. Determine locations recommended for point repair and lining. Provide a general location map and schedule.
 - iii. Create a preliminary opinion of construction cost for rehabilitation.
 - iv. Detailed design and bidding services are not included (planned for 2026).
- g. Provide digital copies of data, GIS geodatabases, and photographs.

4. General Project Management and Assistance

- a. General Planning On-Call Assistance
 - i. Provide general sewer consulting services and attend meetings with the City on an as-needed basis.
 - ii. Work with the City to plan the 2026-2027 sewer investigations and rehabilitation program.
 - iii. Provide other professional engineering assistance and private sector assistance.
 - iv. On-site investigations of problems, including sewer backups, sinkholes, overflows, and collapses. Follow-up from any previous year's construction projects including punch-list work.
- b. Provide project management services including invoicing, scope, schedule, and fee tracking, and closeout services.
- c. Provide monthly updates to City staff through the duration of the project.
- d. Meet with City staff as necessary to discuss the progress of the project.

ITEMS REQUESTED FROM THE CITY

1. Updated GIS geodatabases, shape files, or CADD atlases for the sanitary sewer collection system. Any design and/or record drawings, maintenance and repair records, past inspection data, and any other related data.
2. Sewer televising videos, reports, and databases.
3. City Front End Contract and Proposal Documents in MS Word format.
4. City to provide review and comment on prepared bidding documents including any project specific modifications for this project.
5. Coordination with RJN in answering bid-related questions in formal addenda.
6. Mailing of City notifications to residents (if necessary).
7. Assistance with traffic control in high traffic areas, as necessary.



EXHIBIT B

PRICING

Pricing for the 2026 Sanitary System Program is as follows:

Pricing Terms for Invoicing: Time and Material & Unit Pricing

Not-To-Exceed Total Cost: \$110,500

Task #	Task Description	Quantity	Unit	Unit Cost	Total Cost
1000	2026 Lining Rehabilitation Design Assistance				
1001	Rehabilitation Schedules and Exhibits	-	T&M	\$13,500	\$13,500
1002	Specifications and Cost Opinions	-	T&M	\$6,100	\$6,100
1003	QA/QC	-	T&M	\$3,500	\$3,500
1004	Permitting Assistance (As Needed)	-	T&M	\$5,000	\$5,000
1005	Bidding Assistance (Questions and Addendums)	-	T&M	\$4,400	\$4,400
1006	Construction Assistance	-	T&M	\$4,600	\$4,600
				Subtotal	\$37,100
2000	Point Repair Design, Bidding, and Construction Management				
2001	Rehabilitation Schedules, Exhibits, and Plans	-	T&M	\$3,700	\$3,700
2002	Field Constructability Reviews and Photo Report	-	T&M	\$3,400	\$3,400
2003	Contract Specifications and Cost Opinions	-	T&M	\$4,200	\$4,200
2004	QA/QC	-	T&M	\$1,800	\$1,800
2005	Bidding Assistance (Questions and Addendums)	-	T&M	\$3,100	\$3,100
2006	Pre-Construction Assistance and Material Submittal Review	-	T&M	\$4,400	\$4,400
2007	Resident Engineering and Inspection Services (40 Hours)	-	T&M	\$8,000	\$8,000
2008	Review of Pay Requests & CCTV	-	T&M	\$2,600	\$2,600
2009	Punchlist Restoration & Closeout Documents	-	T&M	\$4,600	\$4,600
				Subtotal	\$35,800
3000	2026 Paving Program and Miscellaneous CCTV Review				
3001	RJN CCTV Review and Analysis	30000	LF	\$0.50	\$15,000
3002	CCTV Management Services	-	T&M	\$6,300	\$6,300
				Subtotal	\$21,300
4000	General Project Management and Assistance				
4001	Project Management and Meetings	-	T&M	\$11,000	\$11,000
4002	Program Planning On-Call Assistance	-	T&M	\$5,300	\$5,300
				Subtotal	\$16,300
				Total Contract Amount	\$110,500

PROPOSAL OPTION

This Proposal can be amended to include additional work upon joint approval by the City and RJN.



Hourly Rate Schedule

	Classification	2026 Rates*
PD	Project Director	\$270.00
SPM	Senior Project Manager	\$240.00
PM	Project Manager	\$205.00
SCM	Sr. Construction Manager	\$185.00
CM	Construction Manager	\$170.00
CO	Construction Observer	\$150.00
SPE	Senior Project Engineer	\$175.00
PE	Project Engineer	\$160.00
EI	Engineer I	\$145.00
GSS	GIS Specialist	\$140.00
GIS	GIS Analyst	\$120.00
SDA	Senior Data Analyst	\$140.00
DA	Data Analyst	\$120.00
FM	Field Manager	\$125.00
FS	Field Supervisor	\$115.00
FT	Field Technician	\$105.00
AS	Administrative Support	\$115.00
	<i>*Rates valid through 12/31/2026.</i>	

rjn group **EXHIBIT C**
PROPOSED SCHEDULE

RJN is prepared to start work immediately upon an Agreement.

Task	Timeline
2026 Sewer and Lateral Lining Rehabilitation Design and Bidding Assistance	RJN to complete schedules, exhibits, and necessary specifications within 6 weeks of Notice to Proceed.
2026 Point Repair Design and Bidding Services	The design bid package shall be completed by May 2026 .
2026 Point Repair Construction Management Services	Construction is expected to start in Summer 2026 and the schedule will be controlled by the awarded Contractor.
CCTV Review and Management Services	Within 8 weeks of receipt of data for review.
Program Planning On-Call Assistance	The on-call services shall be completed as directed by the City.



AGENDA

COMMITTEE OF THE WHOLE

**City Hall – Council Chambers
3600 Kirchoff Road
Rolling Meadows, IL 60008**

**February 17, 2026
7:00 p.m.**

CALL TO ORDER

1. Presentation of TIF Feasibility Study for Proposed Algonquin Road TIFs
2. Presentation of Proposed Update Process for the Comprehensive Land Use Plan Concerning Golf and Algonquin Road Sub-Areas
3. Presentation of Bicycle and Pedestrian Plan Launch
4. Discussion of Proposed Changes to Board of Fire and Police Commissioners Rules Pertaining to Police Officer Recruitment

PUBLIC COMMENT

CLOSED SESSION

ADJOURNMENT



AGENDA
CITY COUNCIL MEETING

City Hall – Council Chambers
3600 Kirchoff Road
Rolling Meadows, IL 60008

February 24, 2026
7:00 p.m.

CALL TO ORDER: Mayor Lara Sanoica

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL: KAREN MCHALE, NICK BUDMATS, KEVIN O'BRIEN, JENIFER VINEZEANO,
STEFANIE BOUCHER, MANDY REYEZ, MIKE KOEHLER

NEXT ORDINANCE NO. **26-00**
NEXT RESOLUTION NO. **26-R-00**

APPROVAL OF MINUTES:

- 1) February 10, 2026 City Council Meeting

MAYOR'S REPORT:

WARD REPORTS:

MEETING OPEN TO THE PUBLIC FOR 20 MINUTES:

PENDING:

- A) Ordinance No. **26-00** – Special Use for a Religious Institution on Meadowbrook Court (2nd Reading)

CONSENT ORDINANCES:

NEW BUSINESS:

- B) MOTION TO APPROVE PAYMENT OF BILLS ON WARRANT February 24, 2026

CONSENT RESOLUTIONS:

- C) Resolution No. **26-R-00** – Approve an Extension to Authorize the Support to a Cook County 7b Classification Tax Incentive for Property Located at 1460-70 Golf Road - Pacifica Rolling Meadows LLC

OTHER BUSINESS & REPORTS:

Mayor's Appointments:

Mayor's Proclamations:

City Clerk's Report:

City Staff Reports:

- 1) Community Items of Interest
- 2) December 2025 Financial Report
- 3) January 2026 Financial Report
- 4) March 10, 2026 City Council Draft Agenda

MATTERS NOT ON THE AGENDA:

CLOSED SESSION:

ADJOURNMENT:

DRAFT