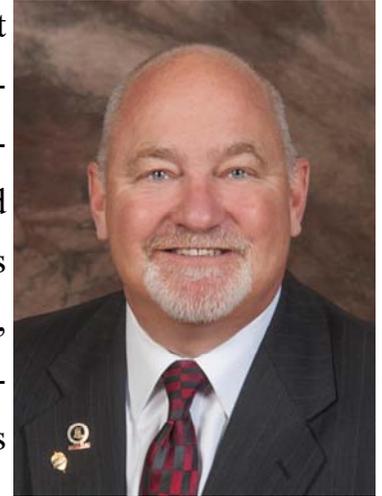




Northwest Central  
Joint Emergency Management System  
Annual Report  
2018-2019

# Message from Joint Emergency Management System Board Chairman James Norris

The first three years of the Joint Emergency Management System set the foundation for the emergency management programs of ten municipalities. The revision of Emergency Operations plans, development of continuity plans and the establishment of annual training and exercise calendars established the baseline from which the JEMS has progressed. Through the adoption of standardized processes, policies, and procedures, JEMS has found a way to integrate individual community capabilities and collectively push our programs to new heights in emergency preparedness.



2019 was a monumental year for JEMS with accomplishments that highlighted teamwork and collective success. Our communities participated in the FEMA Integrated Emergency Management Course developed for our agencies after a competitive multi-year selection process. The JEMS was one of five programs selected nationally to participate in the multi-day training and exercise program. Village leadership walked away from the training with a renewed vision for the future of JEMS and new programs to benefit the member agencies.

Additionally, this past year emphasized our progress as all of our JEMS members achieved the StormReady Community designation from the National Weather Service, highlighting the work put into developing our emergency management programs under JEMS. Another major accomplishment was the implementation of the Incident Resource Inventory System, a platform that allows all JEMS members to view nationally typed resources available in each community.

As individual municipalities we continue to be stronger and more prepared through the efforts of JEMS. This collaboration has enabled member communities to progress beyond what any single community would have been able to accomplish alone. Together we will continue to build our program and push to new levels of preparedness, continuing to set standards higher.

Based upon 2019 alone, the experiment and innovation that created JEMS can be labeled a success with a tremendous foundation to build upon for the future.

## JEMS Mission/Vision

To work collectively with our member agencies through organized planning, training, exercise and evaluation efforts to ensure that all of our communities are able to mitigate, prepare for, respond to and recover from all hazards, as well as provide regional assistance in a standardized manner.

## The JEMS Staff



Mick Fleming is the Joint Emergency Management Coordinator. He has held this position since the start of the program. He holds a Master of Science degree in Emergency Management from Oklahoma State University and a Bachelor of Science from Western Illinois University. Mick serves as the Region IV Vice President and the Training and Exercise Committee Chairperson for the Illinois Emergency Services Management Association (IESMA). He is a Team Leader on the Emergency Management Assistance Team, which deploys statewide to assist other agencies in large-scale incidents. He is a Certified Emergency Manager by the International Association of Emergency Managers (IAEM) and an Illinois Professional Emergency Manager.

Doug Hoyt is the Joint Emergency Management Analyst, a part-time position he has held since 2017. He is a full-time Battalion Chief with the Palatine Fire Department, where he has been employed since 1988. He is also a Plans Manager with the Illinois Urban Search and Rescue Task Force (IL-TF1), and was the Chief Liaison for the MABAS Division 1 Water Rescue Team. He holds a Bachelor of Science degree from Beloit College, and is certified through the Office of the Illinois State Fire Marshal as a Chief Fire Officer and a Training Program Manager.



Bob Kukla joined the JEMS office as the part-time Training and Exercise Specialist in March, 2019. He is a full-time Lieutenant and Training Officer with the Streamwood Fire Department, where he has been a member since 2004. Bob also serves as the Emergency Management Liaison to JEMS from Streamwood. He is a member of the Hazardous Materials Team, and is certified as a Technician and in HazMat Incident Command. He holds a Bachelor of Science degree from Southern Illinois University and is an Illinois Professional Emergency Manager.

## **Emergency Operations Plan Annex Development**

In 2018 the State of Illinois released an update to the Illinois Administrative Code that governs local Emergency Management (title 29, part 301). Per this update, several new annexes are required to be included in our Emergency Operations Plans (EOPs). Consequently, we have been updating our standardized EOP to comply with this code. Much of the required information is already in our plans, but needs to be re-formatted and expanded to meet the new requirement. Some of new annexes include: Volunteer and Donations Management, Alert and Warning, Logistics and Resource Management, Finance, Operations. Planning, and Management. As communities' plans are updated, these annexes will be included for submission to the state. The inclusion of these annexes will provide more concrete guidance for each municipality when they need to activate those portions of their plans.

## **Plan Submissions and Review**

Since 2016 we have worked diligently to revise our member agency's EOPs to meet current and evolving county, state and federal requirements. In total we have worked to revise eight of the ten plans that are currently in place. Per the requirements of the State of Illinois, the Villages of Hoffman Estates and Palatine must submit their plans directly to the Illinois Emergency Management Agency (IEMA). In 2018 the Village of Palatine submitted their plan and in 2019 the Village of Hoffman Estates submitted their plan, both plans required minor changes but were ultimately approved. The remaining members are required to submit their plans for review to their respective county. The Villages of Arlington Heights, Elk Grove Village, Inverness, Mount Prospect, Schaumburg, Streamwood and the City of Rolling Meadows submit their plans to Cook County and the Village of Buffalo Grove submits their plan to Lake County. In 2019 Arlington Heights, Elk Grove Village, Inverness, Rolling Meadows and Streamwood had their plans reviewed and approved with minor changes. Buffalo Grove, Mount Prospect and Schaumburg plan on submitting their documents for review in 2020 .

## Storm Ready Community Designation

The National Weather Service's (NWS) Storm Ready program recognizes communities that make a commitment to prepare for extreme weather and water events through advanced planning, education and awareness activities. Specifically, communities must have a 24-hour warning point and Emergency Operations Center, have more than one way to receive severe weather warnings and to alert the public, create a system to monitor local weather conditions, promote the importance of public readiness through community education, and develop and exercise a formal hazardous weather plan. Through the past year JEMS has been working with Arlington Heights, Buffalo Grove, Elk Grove Village, Hoffman Estates, Schaumburg and Streamwood to obtain this designation. The process included visiting the NWS Chicago Forecast Office, conducting an audit of each Village and their EOC by the NWS, IESMA, IEMA, Cook County and Lake County. Each community passed their visit and we now have ten Storm Ready Communities.



## Incident Resource Inventory System

One of the Implementation Objectives for the National Incident Management System (NIMS) is to identify and inventory deployable incident resources consistent with national NIMS resource typing definitions. To accomplish this, we rolled out the Incident Resource Inventory System, or IRIS. This is an online database in which each of our communities can enter their deployable resources. In the event of an incident, personnel working in an EOC can search the database (which includes all JEMS communities) for a particular asset. This system also documents the resource "typing". Within NIMS, there are different types of similar resources. In general, a Type 1 resource has the greatest capability, with decreasing capabilities described as Type, 2, Type 3, etc. By using standardized resource types, staff can request exactly what is needed to meet to a particular need. IRIS also gives us the ability to create local definitions for resources that are not included in the national typing library. This tool allows resource management personnel to efficiently request resources from ambulances to dump trucks to UTVs.

# Training

## Classroom Training

Training provides responders with the knowledge, skills and abilities needed to perform key tasks required during an emergency response of any type. Training decisions are based on information derived from the assessments, strategies and plans developed as a result of our annual training and exercise workshop. Over the past year, we delivered training to over 450 individuals over many trainings. Some of the topics included:



- EOC Position Specific: Operations Section
- EOC Position Specific: Planning and Intelligence Section
- EOC Position Specific: Logistics Section
- EOC Position Specific: Finance Section
- EOC Position Specific: Management Section
- Everbridge Workshop
- National Weather Service: Weather Spotter
- Shelter Manager Training
- EOC Operations and Planning for All Hazards

## Training and Exercise Planning Workshop

To help ensure consistent training of personnel from all JEMS communities that meets the requirements of the federal National Incident Management System (NIMS), JEMS staff have developed a Joint Emergency Management Training Plan. This plan was updated in 2019 to reflect changes to our local trainings as well as updates to the Federal Emergency Management Agency (FEMA) NIMS trainings. This plan also serves as a Support Annex to each of the local Emergency Operations Plans to detail how each community will train its personnel. In addition to specifying training required for personnel who fill the various command, coordination and support roles, this document also contains a multi-year training and exercise calendar that is developed and updated annually at the Training and Exercise Planning Workshop (TEPW).

# Exercise

## Exercises

Throughout the service area of JEMS, emergency management professionals attend and conduct exercises on a regular basis to test systems and improve response. Although we work to develop exercises for each municipality we also play a role in exercises that take place in our communities. Highlights of exercises in the past year include:



- Arlington Heights / Northwest Community Hospital Helicopter Incident Full-Scale Exercise, October, 2018
- Inverness Officer-Involved Shooting Table Top Exercise (TTX), November, 2018
- Arlington Heights Active Shooter TTX, November, 2018
- Palatine Active Shooter TTX, January, 2019
- Hoffman Estates Public Health Emergency TTX, February, 2019
- Rolling Meadows Severe Weather Functional Exercise (FE), April, 2019
- Hoffman Estates Tornado FE, April, 2019
- Mount Prospect Winter Weather TTX, April, 2019
- Streamwood Severe Weather TTX, May, 2019

## Rolling Summary Report

In order to track progress toward meeting the objectives identified in the Training and Exercise Plan, in 2018 we implemented a Rolling Summary Report, which we updated in 2019. The purpose of the Rolling Summary Report (RSR) is to provide stakeholders with a periodic analysis of exercises identified in the Multi-year Training and Exercise Plan. The RSR is designed to:

- Inform elected and appointed officials on the progress of exercise programs;
- Provide data to support preparedness assessments and reporting requirements; and
- Enable exercise planners to modify objectives and the exercise schedule to reflect knowledge gathered from exercises process, allowing organizations to address known shortfalls prior to exercising capabilities.

# Exercise

## FEMA Integrated Emergency Management Course

A major highlight for 2019 was the FEMA Integrated Emergency Management Course. This was a 4-day course in June, attended by 160 personnel, including staff from all 10 of the JEMS communities, as well as partner agencies including the Cook County DHSEM, DuPage County OHSEM, ComEd, NICOR, MABAS, ILEAS, and local hospitals, among others. The course, taught by FEMA



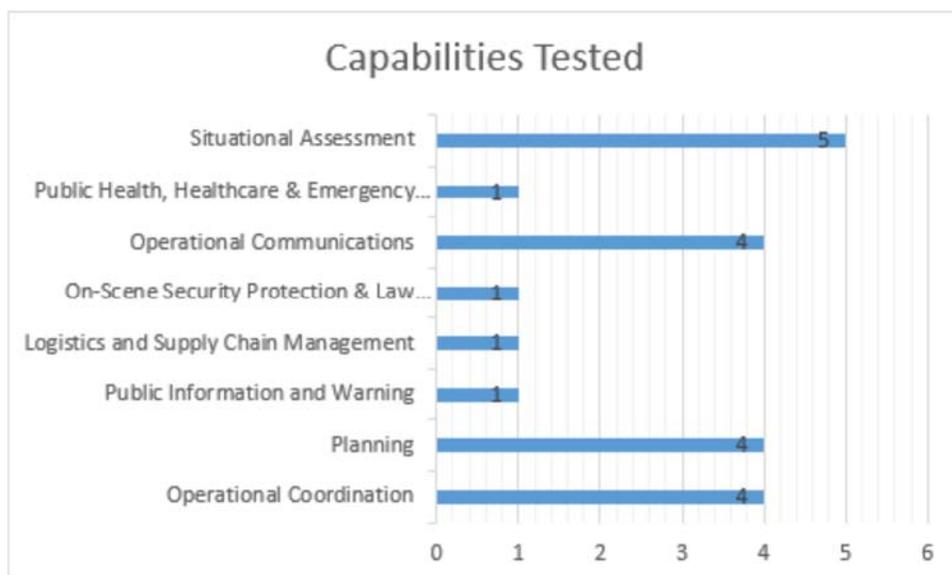
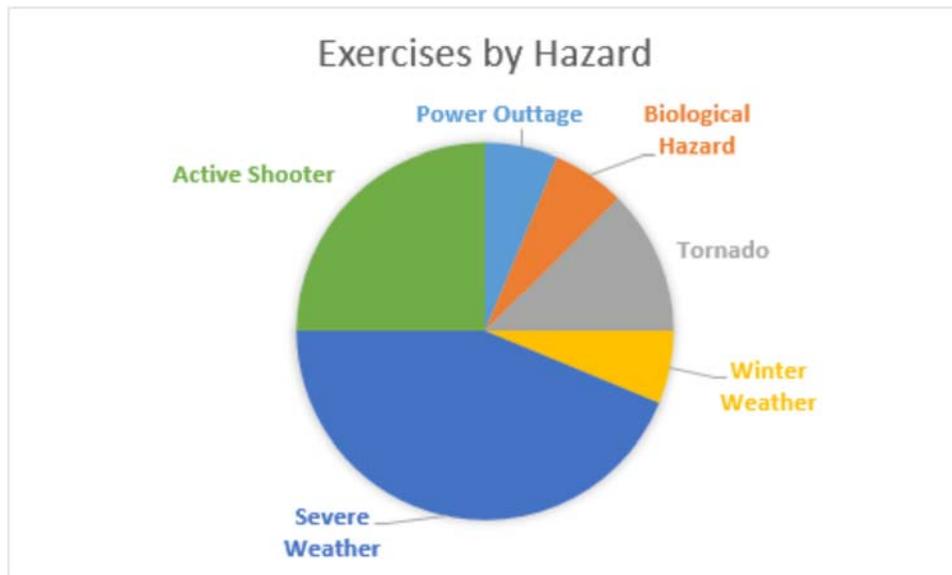
instructors, included classroom instruction, breakout sessions, and tabletop exercises, was held at the MABAS Readiness Center in Wheeling. The course culminated in an 8 hour functional exercise in which each of the communities fully activated their Emergency Operations Center in response to a simulated major severe weather event. The course included sessions on Situational Awareness and Common Operating Picture, ICS / EOC Interface, Planning Process, Documentation, and Resource Management. Breakout sessions covered Policy Level Critical Decision Making, Emergency Management Public Information, and Debris Management. The program also included presentations by mutual aid groups, including MABAS (fire/rescue), ILEAS (law enforcement) and IPWMAN (public works), as well as by the National Weather Service. In addition to the Functional Exercise, the course also featured a Table Top Exercise to help prepare the participants. The application and planning process for this class began in the fall of 2017. Lessons learned from it will be incorporated into upcoming training sessions as well as in revisions to Emergency Operations Plans.



# Training and Exercise

## Training and Exercise Review

We constantly evaluate the courses that are available to our members through our federal, state and local resources and how they benefit the communities that we serve. Following each training and exercise we hold an after action meeting which produces an after action report and improvement plan. The reports are stored centrally for all member agencies to review with each containing notes from both the participants and the instructors and/or evaluators. The comments provided assist us in making our trainings more interactive and immersive as we progress. We continue to use our exercise and training metrics to guide our future training and exercise development.



# Response

## Activations

Response begins when an incident is imminent or immediately after an event occurs. Response encompasses the activities that address the short-term, direct effects of an incident. Emergency Operations Centers activate at one of three levels:

- Level 3— Minimum activation is used in an enhanced readiness/monitoring posture to prepare for and monitor an event. It is normally staffed by the day-to-day staff.
- Level 2— This structure is used when additional staff are necessary from multiple departments to respond to the emergency, disaster or planned event.
- Level 1—Is inclusive of a full activation of all four sections and the management staff with units being filled as needed.

Between 2018-2019, there were four instances in which Emergency Operations Center staff were activated. Below are the activations with the cause of activation and level defined for each.

Incident	Activation Level
November 2018 Ice Storm – All	Level 2-3
January 2019 Winter Storm Jayden – All	Level 3
June 2019 Spring Awakening Festival – Hoffman Estates	Level 2
July 2019 Excessive Heat Warnings – All	Level 3
September 2019 Woodfield Mall Incident — Schaumburg	Level 3



# Response

## Deployments / Mutual Aid



On occasion, a large-scale incident or event will require emergency managers in an affected region to request mutual aid or assistance to help ensure an effective response. This may be in the form of requesting an incident management team or emergency management assistance team, or it could be requesting personnel to help with damage assessments after a severe storm or flood. JEMS personnel provide assistance in these types of situations, with the knowledge that in the future we can rely on assistance from others in the event of a significant incident in our area. JEMS personnel have assisted in the following deployments:

- Machesney Park, IL: Damage assessment following flooding along the Rock River.
- McHenry County, IL: EOC support Sheriff's Deputy line of duty death services.
- Calhoun County, IL (Hardin): Logistics section support of flooding along the Mississippi River.

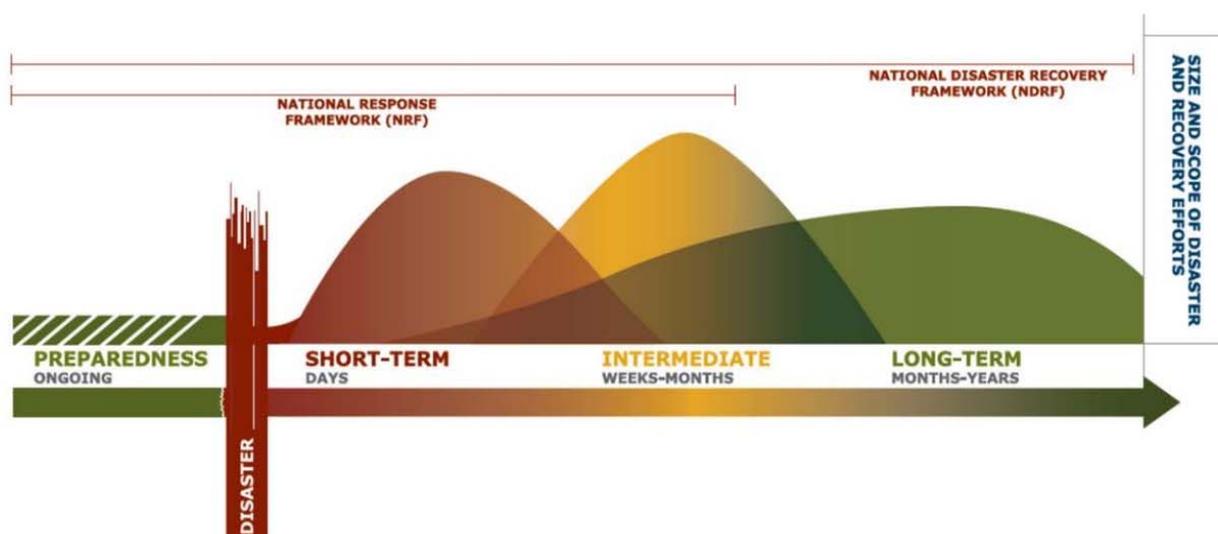


# Recovery

The goal of recovery is to return the community's systems and activities to normal. Recovery begins right after the emergency. Some recovery activities may be concurrent with response efforts. Long-term recovery includes restoring economic activity and rebuilding community facilities and housing.

This year Illinois dealt with flooding that challenged the previously high river levels set by the Mississippi and Illinois Rivers in 1993. The JEMS program worked with state mutual aid partners to ensure that proper funds were claimed for costs incurred by the JEMS office. Documentation was developed and provided to FEMA and IEMA for reimbursement.

A major goal of 2019 was the development of a recovery plan template for local adoption as a requirement of the Illinois Administrative Code (title 29, part 301). We developed a template for recovery planning that covers the six major areas for recovery known as Recovery Support Functions (RSFs) as outlined in the National Disaster Recovery Framework (FEMA 2016). The six areas include: Community Planning and Capacity Building, Economic Recovery, Health and Social Services, Housing, Infrastructure Systems, as well as Natural and Cultural Resources. The template is based on the recovery continuum shown below and incorporates best practices outlines in the framework as well as guidance outlined in the Pre-Disaster Recovery Planning Guide for Local Governments. The intent is to roll the plan out for local adoption in 2020.



# Looking Forward

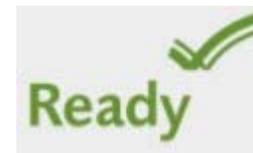
The next year promises to bring additional coordination efforts for all partners. Under the Joint Emergency Management Agreement, partners will be engaged in all five mission areas: prevention, mitigation, preparedness, response and recovery. Some projects slated for the year include:

- Implementation of local Recovery Plans.
- Implementation of a shared personnel qualifications database.
- Review and revision of shelter site agreements.
- Emergency Operations Center Section Specific Training.
- Expanded training offerings for emergency management courses.
- Continuity of Operations Training.
- Annual Emergency Operations Center Exercises.

# Staying Prepared

Remember to help all of our emergency management professionals by preparing yourself and your family for an emergency or disaster. You can find information on the various programs

- <http://www.redcross.org/get-help/how-to-prepare-for-emergencies>
- [www.citizen-alert.org](http://www.citizen-alert.org)
- [www.ready.gov](http://www.ready.gov)
- [www.ready.illinois.gov](http://www.ready.illinois.gov)
- [www.weather.gov/safety/](http://www.weather.gov/safety/)
- <https://www.weather.gov/wrn/>



<http://www.nwcds.org/jems.html>

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