



Northwest Central
Joint Emergency Management System
Annual Report
2016-2017

Message from the Joint Emergency Management System Coordinator

The Joint Emergency Management Subscriptions System is responsible for the planning, preparing and coordination of disaster and emergency management programs in the northwest suburbs. The office is structured as a regional organization and has been designated as the lead agency for emergency management services under a Shared Services Agreement with the municipalities of Arlington Heights, Buffalo Grove, Elk Grove Village, Hoffman Estates, Inverness, Mount Prospect, Palatine, Rolling Meadows, Schaumburg and Streamwood.



I am pleased to present to you our 2016-2017 Annual Report. As you will see upon review, we have continued to strengthen our program and progress with our partners in developing a well-structured and synchronized emergency management organization throughout our organizations.

We look forward to another year of ensuring that all of our communities are prepared for all hazards.

Mick Fleming

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Joint Emergency Management System Coordinator

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.

A New and Familiar Face



The Joint Emergency Management System was able to increase our staffing levels in 2017 to include the position of Joint Emergency Management Analyst. The position, like the program, is a new territory for those involved but we have been lucky to have very highly qualified candidates apply and want to join our team. Let us introduce Doug Hoyt, the JEMS Analyst. In this role we deal with many communities that have varied demographics and needs which are constantly being balanced by offering equitable emergency management to all.

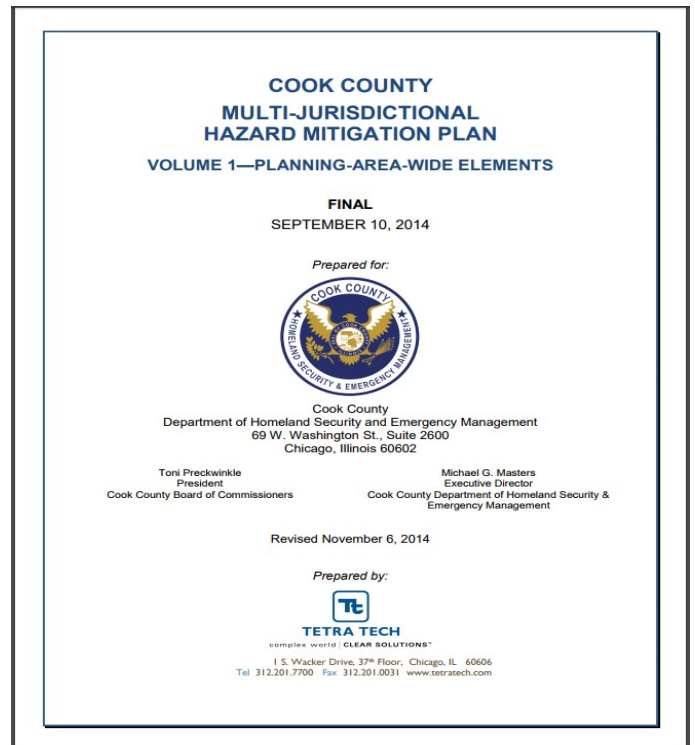
Doug brings a back ground in the fire service, as he is currently a battalion chief for the Village of Palatine Fire Department as well as some disaster experience from his role working with the Illinois Urban Search and Rescue Team (USAR) which is based out of MABAS Illinois.

Doug started in the Analyst position in February of 2017. Once he came aboard he hit the ground running and has taken an active role in learning all of the policies and procedures that dictate emergency management in our member communities. In his short time here, Doug has researched many of the State and Federal guidance documents and their impact on our operations as well as how we interact with County guidance. He has also been able to tour most of the local EOC's to get a better understanding of their operations. Through the visits and conversations, he has taken it upon himself to streamline and develop improved operations for how we work in the EOC environment.

We are impressed by how much he has been able to contribute in the time he has been here and we look forward to his future contributions.

Mitigation

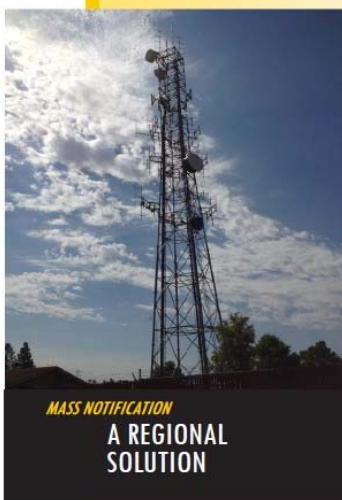
Mitigation measures may be implemented prior to, during, or after an incident to help reduce or eliminate long-term risk to persons or property, or lessen the actual or potential effects or consequences of an incident. This year the JEMS program assisted four communities in updating their Hazard Mitigation Plans (HMP). Each community in JEMS owns an annex in the Cook County regional HMP. Annually each municipality is asked to review their annex and make any changes to the County.



Cook County Mitigation Plan Mission:

“Identify risks and sustainable cost-effective actions to mitigate the impact of natural hazards in order to protect the life, health, safety, welfare and economy of the communities of Cook County.”

www.Citizen-Alert.org



Citizen-Alert

The Everbridge Mass Notification System (Citizen Alert) continues to be an invaluable asset to our community preparedness campaign. Through our partnerships with we have developed a trust in our community to accurately provide information in times of need. This year through JEMS we were able to provide educational presentations to four communities and one Village Board as well as provide training on the system and its capabilities.

Our partners have continued to grow and adopt the platform as well. With initial use heavily being used for "call-backs." The system is beginning now acts as a mechanism to page EOC teams and other crisis groups

Preparedness

We use preparedness measures to reduce the impact of hazards by taking certain actions before an emergency occurs. Preparedness includes planning, training, exercises and other preparations made to save lives and facilitate response and recovery operations.

Our initial focus has been on enhancing each of the municipalities basic plans with additional annexes including incorporating the existing EOC and EOP structure in the 15 ESF format.

It was also identified very early on that very few municipalities had up-to-date Continuity of Operations Plans (COOP). The continuity of operations plan is the guidebook for how each entity would shift responsibilities and pick up critical functions in the event of an interruption to local government services.



Each year we conduct our annual training and exercise planning workshop (TEPW). The TEPW is a best practice recommended by the federal and state emergency management agencies which assists a jurisdiction to evaluate their training and exercise goals for the long term. Ideally these planning sessions are held across multiple disciplines and across jurisdictional boundaries. Increased participation allows us as partners to become more involved with each other's exercises, minimize duplication of effort and leverage larger exercises for mutual benefit. This year we had participation from almost all of our JEMS partners as well as from our hospitals in the region. In the future we would like to see greater participation from our school district partners as well.

Preparedness

Emergency Operations Plans (EOP)

The Emergency Support Functions, hazard specific, and functional annexes supplement the EOP by providing details on how specific systems interact with the overall emergency. The following communities have either gone through a complete revision or are currently revising their operations plans:

- Buffalo Grove
- Hoffman Estates
- Inverness
- Mount Prospect
- Palatine
- Rolling Meadows
- Streamwood



Developing and Maintaining Emergency Operations Plans

Comprehensive Preparedness Guide (CPG) 101

Version 2.0

November 2010



FEMA

Continuity of Operations Plans (COOP)



The Village of Hoffman Estates Continuity of Operations Plan

Version 1.1 Revised: April 2017

The federal continuity guidance breaks continuity planning into 4 major categories: Essential functions, staff, communications/technology, and facilities. Based on this premise we developed 6 worksheets to help municipal departments define their essential elements for larger multi-department plans. Almost every department in every municipality has completed their worksheets. Every community has a plan currently in development, with the exception of Schaumburg which is set to begin planning in 2018.

Preparedness

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 two years, we delivered training to approximately 544 individuals over many trainings. Some of the topics included:



- Introduction to EOC
- 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
- Training and Exercise Planning Workshop
- ICS 300: Intermediate ICS
- ICS 400: Advanced ICS
- National Weather Service: Weather Spotter

Preparedness

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 these past two years include:



- Agora Guard, Mall Complex Active Shooter Tabletop Exercise – May 2016
- Cook County SNS Functional Exercise – June 2016
- Bakken Crude Oil Exercise – August 2016
- Harper College Active Shooter Exercise – August 2016
- Festival Exercises 2016
 - Buffalo Grove Days
 - Hometown Fest
 - Street Fest
 - Summer Celebration
- Fuji Hunt Film Tabletop Exercise – October 2016
- Northwest Community Hospital Active Shooter Tabletop Exercise – November 2016
- Rolling Meadows High School Active Shooter Drill – December 2016
- IESMA EMAT Function Exercise – April 2017
- Arlington Heights Point of Dispensing Walk-Through and Setup – May 2017
- Rolling Meadows EOC Introduction Drill – May 2017
- Region 9 Joint Emergency Management Logistics Table Top Exercise – June 2017
- Northwest Community Hospital Evacuation Functional Exercise – June 2017
- Alexian Brothers Medical Center Evacuation Tabletop Exercise – June 2017
- St. Alexius Medical Center Evacuation Tabletop Exercise – June 2017
- Northrop Grumman Active Shooter Tabletop Exercise – June 2017
- Palatine Severe Weather Tabletop Exercise – June 2017
- Schaumburg Strategic National Stockpile Functional Exercise – June 2017
- Festival Exercises 2017
 - Hometown Fest
 - Summer Celebration
- Palatine Severe Weather Functional Exercise – September 2017
- Arlington Height EOC Introduction Drill – September 2017
- Elk Grove EOC Introduction Drill – October 2017

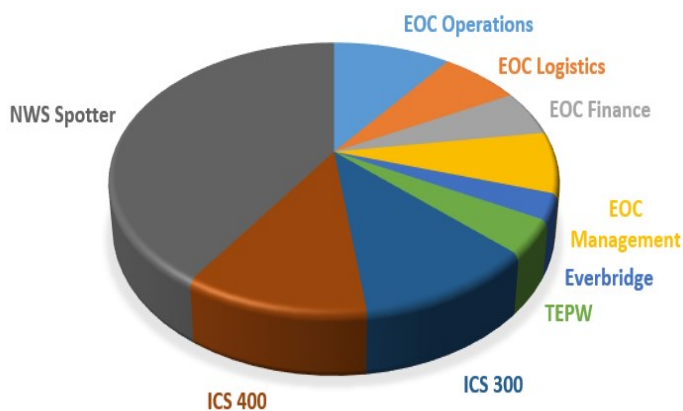
Totaling over 400
Exercise participants

Preparedness

Training and Exercise Review

We continue to look at the trainings and exercises that we offer 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 report is a consolidation of notes from both the participants and the instructors or evaluators. The comments provided assist us in making our trainings more interactive and immersive as we progress. We hope to continue to use our exercise and training metrics to guide our future training and exercise development.

TRAINING PARTICIPANTS BY COURSE



EXERCISE TOPICS



Public Education

Public education is a major component of emergency management. During the 2017 preparedness month (September), we coordinated with all of our municipalities to distribute preparedness information on how to be a better prepared individual. Our campaign lasted for the entire month with each week focusing on different topics. Each municipality leveraged their own social media and traditional media accounts to spread the word.

In an effort to increase the number of users on our collective mass notification system (Everbridge). We developed a brochure that could be used as a handout during any of the member community's events in an attempt to boost our registered citizens. The handouts were a very popular item and had to be re-ordered due to their popularity.

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 four levels:

Level 4— Normal day-to-day staffing is used to monitor daily events and continue work on emergency management activities.

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 2016-2017 there were seven instances in which Emergency Operations Center staff were activated. Below are the activations with the cause of activation and level defined for each

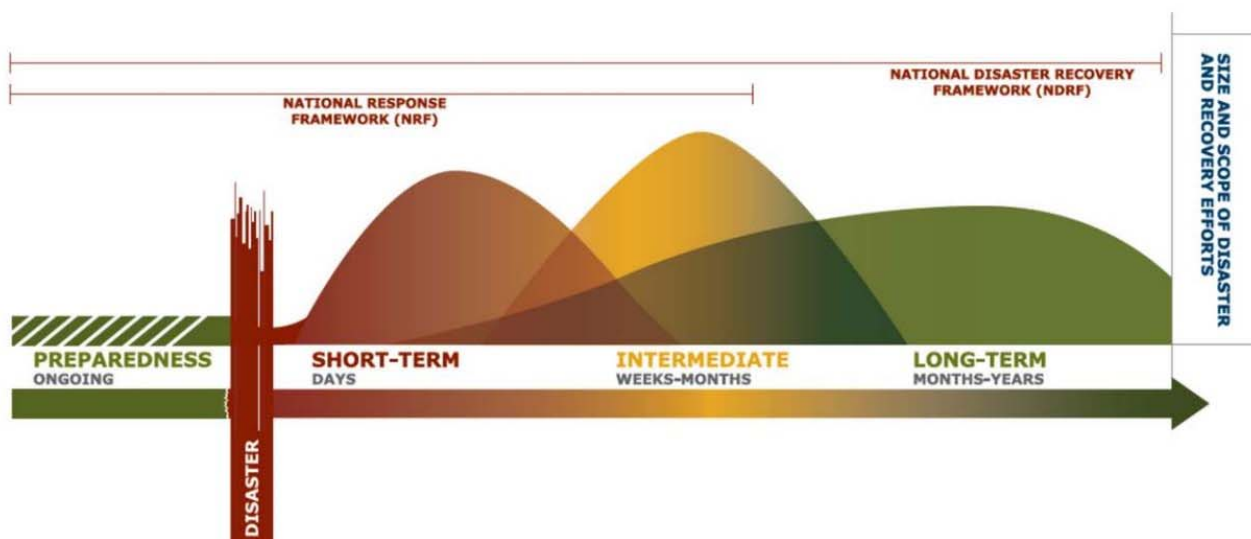
Incident	Activation Level
December 2017 Winter Storm – Arlington Heights	Level 3
July 2017 Flooding – Buffalo Grove	level 3
July 2017 Flooding – Mount Prospect	level 2
July 7 th 2017 Grecian Delights Explosion – Elk Grove Village	Level 4
July 12 th 2017 Storms – Palatine	Level 3
July 21 st 2017 Straight-line Wind Event - Schaumburg	Level 2
July 21 st 2017 Straight-line Wind Event – Elk Grove Village	Level 2

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.

While we were experiencing the flooding that took place in July of 2017 the Governor declared a disaster that included Lake and Cook County. The JEMS program offered assistance to each of our impacted municipalities by explaining the documentation that was initially required and how it would be coordinated through to the counties.

Another recovery objective in the 2016-2017 report was to educate finance staff on the major hurdles in the recovery process during the finance section trainings. Included in the finance position training was a brief overview of the federal public assistance process and the types of information that would be required to receive federal disaster aid.



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 of mission areas: prevention, mitigation, preparedness, response and recovery. Some projects slated for the year include:

- Continued development and maintenance of Emergency Operations Plans and Continuity of Operations Plans.
- Development of basic recovery plan elements.
- Analysis of local logistics systems and resource typing for alignment with the NIMS resource management benchmarks.
- Review of shelter site agreements.
- Emergency Operations Center Section Specific Training.
- Emergency Operations Center Exercises.
- Increase implementation of EOC paging systems and rosters
- Continuity Training.
- Volunteer Training.

Stay 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
- www.ready.gov
- www.ready.illinois.gov
- www.weather.gov/safety/
- <https://www.weather.gov/wrn/>



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

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