

RESOLUTION NO. 36 21

A RESOLUTION APPROVING AN EMERGENCY OPERATIONS PLAN FOR THE VILLAGE OF CHATHAM

WHEREAS, the Village of Chatham (“Village”) is an Illinois Municipal Corporation existing and operating under the Illinois Municipal Code and the laws of the State of Illinois; and

WHEREAS, the Village enacted ordinance 14-35 allowing for the creation of an emergency operations plan; and

WHEREAS, the Village has created such plan in conjunction with the local schools, fire districts, police departments and other community groups as identified in the Plan, collectively known as the Chatham Emergency Management Agency; and

WHEREAS, the Village Emergency Operations Plan will expedite aid and relief in emergency situations to better serve the Village residents; and,

WHEREAS, the Village President and Village Board of Trustees desire and believe it to be in the best interests of the Village to adopt the Emergency Operation Plan as attached hereto as **Exhibit A**.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Resolution as if fully set forth in this Section 1.

Section 2. Approval of Agreement. The Village Board of Trustees hereby approves the Emergency Operation Plan, attached hereto as **Exhibit A**, and authorizes the Village President, Village Manager, Village Clerk, and/or Village Police Chief to execute same.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

SO RESOLVED this 24 day of August, 2021.

	YES	NO	ABSENT	PRESENT
KRISTEN CHIARO	✓			
ANDREW DETMERS	✓			
MEREDITH FERGUSON	✓			
BRETT GERGER			✓	
MATT MAU	✓			
PAUL SCHERSCHEL	✓			
DAVE KIMSEY				
TOTAL	5	0	1	


Dave Kimsey, Village President

Attest:

Dan Holden, Village Clerk

EXHIBIT A
EMERGENCY OPERATIONS PLAN

Village of Chatham



Emergency Operations Plan

Dated: 24 AUG 2021

Executive Summary

The Village of Chatham’s Emergency Operation Plan (EOP) was developed in coordination with governmental agencies and non-government organizations that collaborated together to provide a planned approach and framework for response to and recovery from major emergencies and disaster events. This EOP describes the disaster management system, which conforms to the National Incident Management System (NIMS), and will be used by jurisdictions, identified in this plan, to implement a response and recovery operation during times of disaster.

The EOP facilitates coordination and delivery of assistance to local governments and response organizations. It outlines the policies, concepts of operation, organizational structures, and Federal, State-local interfaces and responsibilities. It is designed to guide and support local response and recovery efforts.

A continuing effort is required to enhance sections of the EOP based on lessons learned from exercises and actual response and recovery operations. Periodic updates to the EOP will include changes due to community growth, new technology, new methods of response, or additional capabilities. Comments and suggestions are solicited and should be forwarded to my attention at the address below.

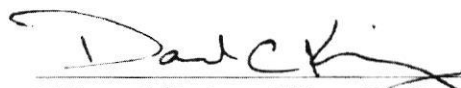
Trenton N. Thompson, Director
Chatham Emergency Management Agency
116 E. Mulberry
Chatham, IL 62529
trentt@chathamil.net

Promulgation Document

The Chatham Emergency Operations Plan shall be in full force and effect as of the date of its approval. Previous plans are hereby repealed.

If any section, provision, or clause of the Plan shall be held invalid, the invalidity shall not affect any other provision of the entire plan.

All regulations and/or parts of regulations or ordinances conflicting with any of the provisions of this Plan are hereby repealed.



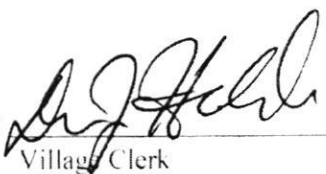
Village of Chatham, Village President



Village of Chatham, Village Manager



Chatham Emergency Management Agency
Director

Attest: 

Village Clerk

Departmental / Agency Concurrence

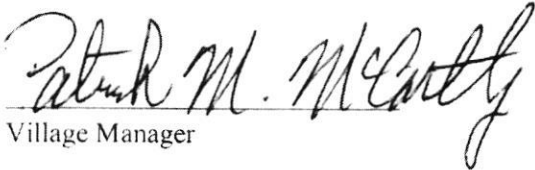
The Village of Chatham Emergency Operation Plan (EOP) is an all-hazards plan that establishes a single, comprehensive framework for management of large scale emergencies and disasters. It provides a structure and mechanism for coordination of Federal, State, and local authorities and responsibilities.

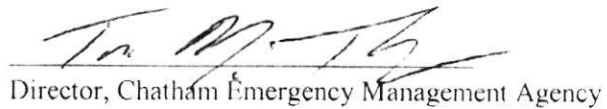
The following signatures are evidence that the highest ranking official in each organization commit to:

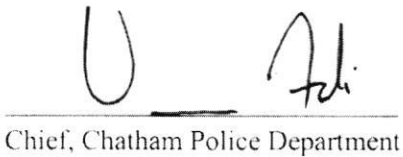
- Supporting EOP concepts, processes, and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff the emergency operation center, as required;
- Providing cooperation, resources, and support to the Emergency Management Agency in implementation of the EOP that is appropriate and consistent with authorities and responsibilities;
- Modifying existing interagency and agency incident management and emergency response plans to facilitate compliance with the EOP;
- Forming and maintaining incident management partnerships with Federal, State, regional, and local organizations; and operating within the National Incident Management System;
- Developing, exercising, and refining local and regional capabilities to ensure sustained operational readiness in support of the EOP.

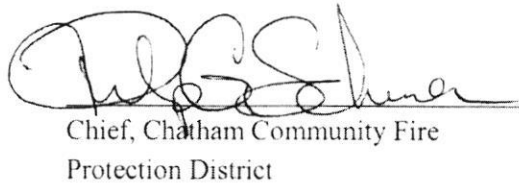
Signatures

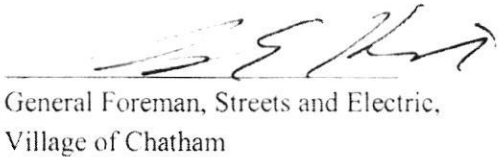
We, the undersigned, have read and concur with Village of Chatham Emergency Operations Plan (CEOP). We accept the duties and responsibilities assigned, and acknowledge the relationships hereby established. We further agree to provide all human resources and materials, as able, to perform the assigned and inherent tasks under this Plan.

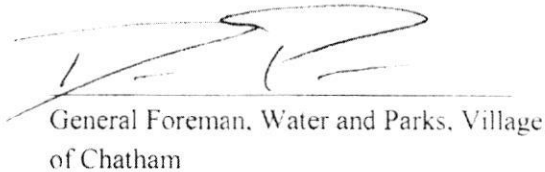

Village Manager

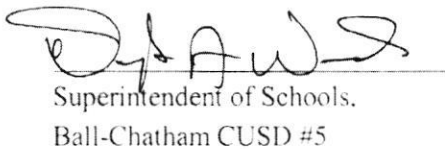

Director, Chatham Emergency Management Agency

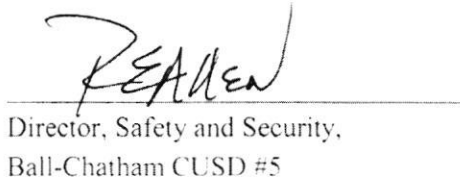

Chief, Chatham Police Department

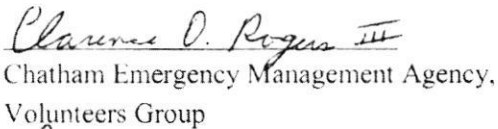

Chief, Chatham Community Fire Protection District

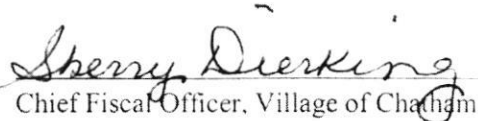

General Foreman, Streets and Electric, Village of Chatham

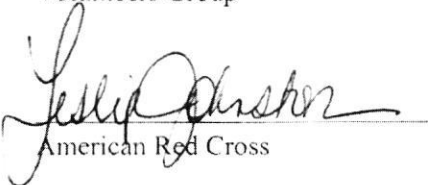

General Foreman, Water and Parks, Village of Chatham

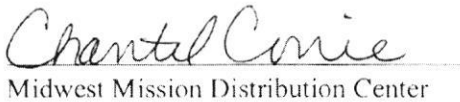

Superintendent of Schools, Ball-Chatham CUSD #5


Director, Safety and Security, Ball-Chatham CUSD #5


Chatham Emergency Management Agency, Volunteers Group


Chief Fiscal Officer, Village of Chatham


American Red Cross


Midwest Mission Distribution Center

Record of Distribution

<u>Copy#</u>	<u>Location</u>	<u>Plan Type</u>
01	Chatham Emergency Management	Master
02	Office of the Village President	Complete
03	Village Manager	Complete
04	Village Attorney	Complete
05	Chatham Fire Protection District	Complete
06	Chatham Police Department	Complete
07	Chatham Water & Parks	Complete
08	Chatham Streets and Utilities	Complete
09	Chief Fiscal Officer, Village of Chatham	Complete
10	CEMA Volunteer Group	Complete
11	Village Clerk	Complete
12	Ball/Chatham Director of Safety & Security	Complete
13	Sangamon County – OEM Director	Complete
14	American Red Cross	Complete
15	Chatham Code Enforcement Office	Complete
16	Midwest Mission Distribution Center	Complete

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Base Plan

1.0 Purpose

1.1 The purpose of this plan is to set forth a means for management and orderly operations within the Village of Chatham during a major incident, emergency, or disaster. The Chatham Emergency Operations Plan (CEOP) provides for response by various departments and agencies that may be impacted and/or respond to the incident, emergency, or disaster. This plan may also be used for large-scale, non-emergency incidents and events, including but not limited to special events and festivals.

1.2 In accordance with, Village of Chatham, Illinois Ordinance No. 14-35, An Ordinance Amending Chapter 92 of the Village of Chatham Code of Ordinances Relating to Emergency Services, Adopted by the President and Board of Trustees of the Village of Chatham, Illinois on 22 July 2014, paragraph 92.03, Establishment, as states, “(A) There is hereby created an agency of the village to be known as the Chatham Emergency Management Agency (“CEMA” or “Chatham EMA”) to prevent, minimize, repair and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage, or other hostile action, or from natural or a manmade disaster, in accordance with the Illinois Emergency Management (IEMA) Act. CEMA is an Emergency Services and Disaster Agency, as defined in the Illinois Emergency Management Act.” Further pursuant to paragraph 92.05, Functions, “(A) Prepare and keep current an Emergency Operations Plan and Continuity of Government Plan”, this Emergency Operations Plan (EOP) is hereby established.

1.3 Use of the Plan Development Review (PDR) document and related templates allows for standardization of plan layout, terminology, and verbiage among all Illinois jurisdictions, and facilitates training and implementation of the plan. Because such content is in the public domain, specific jurisdictional improvements are thus frequently and quickly able to be adopted by other jurisdictions. It is therefore common to find similarities and exact duplication of verbiage in many Illinois EOPs. The Chatham EOP has relied upon the PDR, as well as specific content from the Sangamon County Comprehensive Emergency Management Plan and related Hazard Mitigation Plan documents, Sangamon County Emergency Operations Plan, IEMA’s COOP/COG and Earthquake templates, and information from other emergency operations plans and annexes. The work of these colleagues is gratefully acknowledged.

2.0 Scope

The CEOP applies within the corporate boundaries of the Village of Chatham and involves all Village personnel, agencies, and departments, as well as specific community and volunteer agencies and other governmental agencies as identified within the plan. This plan will be activated for Level 2, 3, or 4 events in accordance with Table 1 found in section 5, Concept of Operations.

3.0 Situation

3.1 The Village of Chatham is vulnerable to human-caused, technological, and natural hazards, and is subject to possible impact in the event of a major incident, emergency, or disaster.

3.2 The hazard & threat analysis for the Village of Chatham indicates several areas of concern. The below hazards/threats are considered the **most concerning** and warranting detailed planning considerations in the event they should occur. See Appendix 1, Hazard and Threat Description, to this plan for more details.

- Severe Weather – Tornado or Derecho
- Hazardous Material Incident – Evacuation Required
- Hazardous Material Incident – Shelter in Place Required
- Train Derailment
- Cyber Attack
- Infectious Disease Pandemic

3.3 A hazard/threat specific annex or appendix can be found for each of the identified concerns, as part of this overall Emergency Operations Plan. Other hazards/threats were also considered to include an aircraft crash; an active shooter; severe weather (cold and heat); and utility outage – long term. However, the frequency, likelihood, and/or impact weighed lower than of our primary concerns.

3.4 The Village of Chatham has limited resources and capabilities for addressing the primary hazards/threats to the community following a major disaster. Reliance is heavy on mutual aid support from other jurisdictions and mutual aid programs for which the Village is a member.

4.0 Planning Assumptions

4.1 Most emergency functions can be handled by the various emergency services departments of the Village of Chatham.

4.2 During a disaster of significance, the capabilities of local emergency services departments will likely be overwhelmed, and assistance from a variety of outside agencies, departments, and organizations will be required.

5.0 Concept of Operations

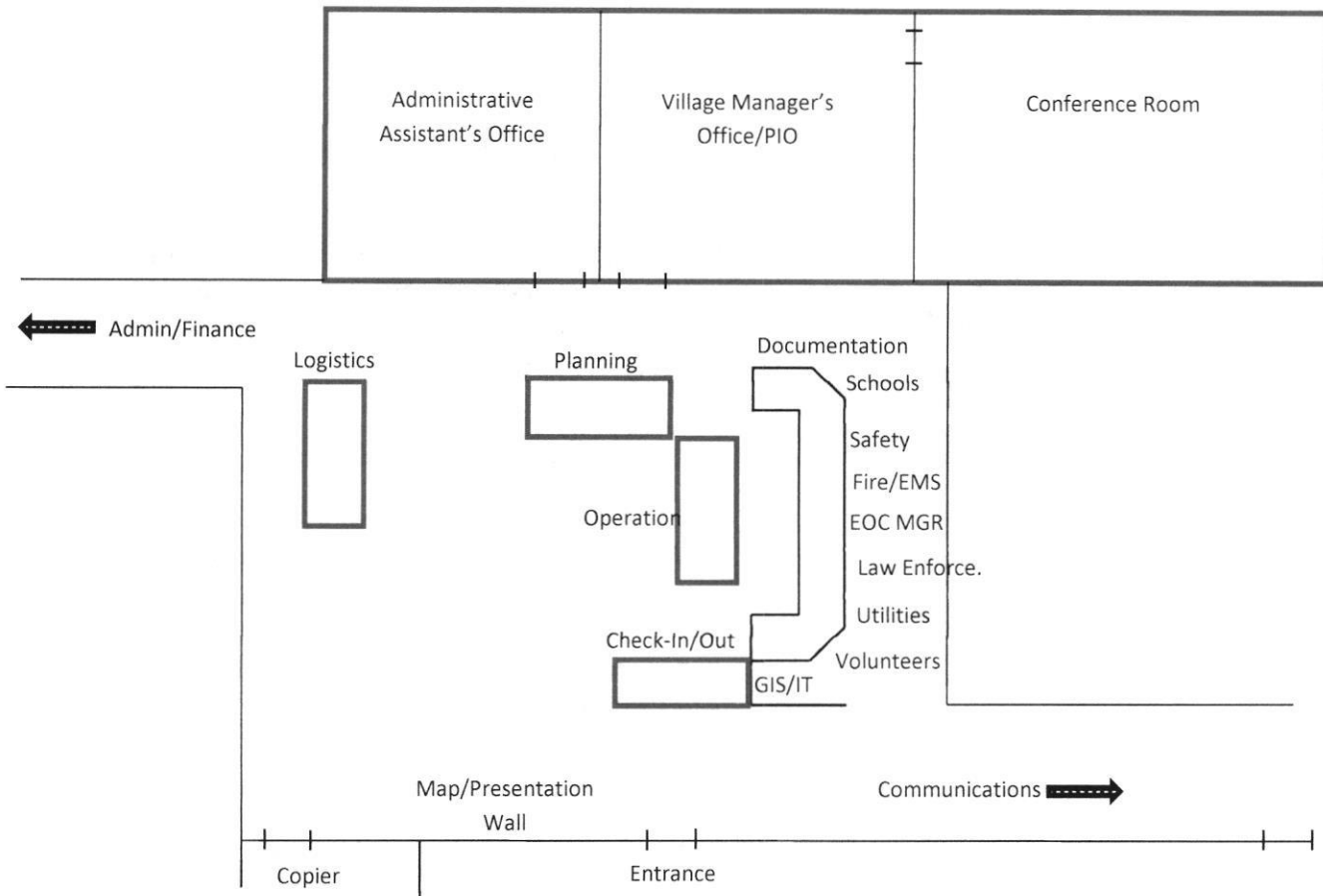
5.1 The Village of Chatham holds full understanding of its responsibility to follow a comprehensive approach to emergency management to protect life and property from the effects of a disaster event. While local government bears the primary responsibility for emergency management activities, when a disaster event exceeds the capabilities and/or capacities of the Village of Chatham resources, the Village will request assistance through mutual aid programs to include Mutual Aid Box Alarm System (MABAS); Illinois Law Enforcement Assistance System (ILEAS); Illinois Public Works Mutual Assistance Network (IPWMAN); Illinois Incident Management Team (IL-IMT); Illinois Emergency Services Management Association (IESMA); Illinois Municipal Electric Agency (IMEA); Illinois Municipal Utilities Agency (IMUA); and others, as determined necessary and appropriate for response and recovery operations. In addition, the Village will request support from other governmental programs through the Office of Emergency Management for Sangamon County, to include County, State, and Federal resources. Mutual aid, County, State, and Federal assistance efforts are meant to supplement the local response efforts and will not supplant local government responsibility.

5.2 The Incident/Unified Command/Emergency Operations Center concept for the Village of Chatham will follow the National Incident Command System (ICS) construct, fully utilizing the National Incident Management System (NIMS) as possible. Effective leadership, coordination and unified on-scene command are required to effectively respond to any incident. Each department will assume the responsibility for carrying out its duties of emergency management.

5.3 The overall command of all emergency operations is the responsibility of the Village President or his/her designee. The Village Manager will direct the emergency response measures of the Village. The CEMA Director will coordinate all response and recovery efforts from the Emergency Operations Center.

5.4 The Emergency Operations Center primary location will be the Village Municipal Building, 116 E. Mulberry St. Alternate or back-up sites, if the municipal building is not accessible, will be determined based on the location and severity of the event. The EOC layout will follow the diagram depicted in *Table 1*.

Table 1, Emergency Operations Center Lay-Out



5.4 The decision to implement the emergency operations plan will be based on the probability, or the actual occurrence, of a disaster that threatens the public health, safety and welfare of the populace of the Village of Chatham, or which has the potential for overwhelming the Village's resources. In such an event, the CEMA Director will evaluate the situation, contact the Village Manager to inform him/her of the situation, provide recommendations of available courses of action for major disasters, and receive directions concerning the implementation of the Emergency Operations Plan.

5.5 During emergency operations the CEMA Director is responsible for overseeing the interaction of the Village department heads. The CEMA Director will also act as the liaison with other local, state, and federal emergency management agencies involved. Table 2 describes the "Activation Levels" of the Emergency Operations Plan.

Table 2, Emergency Operations Activation Levels

Emergency Operations Activation Levels		
<u>Level</u>	<u>Short Title</u>	<u>Description of Activities</u>
Level 1	Normal Operations	No significant events or emergency response activities are ongoing; Maintain Situational Awareness by routine monitoring of media and intelligence sources.
Level 2	Minor Event	A minor event has occurred which requires a single-agency or multi-agency coordination on scene; local resources are able to manage incident; EOC personnel are provided situational awareness
Level 3	Disaster of Significance	An event of significance has occurred which requires a multi-agency response and coordination of resources from outside sources; Situational Awareness will be maintained and partial EOC operations will begin, although this may be remotely via email, text messaging, and phone calls; EOC Personnel on Stand-by for possible escalation and full activation of EOC
Level 4	Catastrophic Disaster	A catastrophic disaster has occurred; a multi-agency Unified Command is established on scene and the EOC is fully activated; EOC is fully staffed and coordination of outside resources in support of the incident response is ongoing

5.5 The authority/responsibility for activating the CEOP, in no specific order, belongs to:

- Village President or his/her appointee in his/her absence
- Village Manager
- CEMA Director
- Chief, Chatham Police Department or his/her designee

6.0 Organization and Assignment of Responsibilities

6.1 The functions and responsibilities matrix can be found at *Table 3*. A summary of each authorities' responsibilities follows:

- The **Village President** or designee/successor is the Chief Executive Official ("CEO"). The CEO directly interacts with the community and other elected officials, providing situational updates, answering public questions and concerns, and sensing challenges. The CEO provides input to the strategic planning for response and recovery operations to the Village Manager and CEMA Director.
- The **Village Manager** assumes overall responsibility of the disaster response and recovery operations. The Village Manager works in conjunction with the CEMA Director and other key leaders, in the development of recovery and mitigation strategies. He/she will coordinate with the CEMA Director to identify by title or position, the individuals assigned to work in the Emergency Operations Center during emergencies. Titles or positions to be identified may include the persons assigned as Incident Commander(s), EOC Manager, Health and Medical Coordinator, Communications Coordinator, Warning Coordinator, Public Information Officer, Evacuation Coordinator, Mass Care Coordinator, and Resource Manager, if these positions are not already assigned according to this plan. The Village Manager also represents the Village President or successor in promulgating policy decisions. He/she may also perform functions as the Public Information Officer. The Public Information Officer (PIO), depending on the size of the incident or event, may elect to organize and direct a Joint Information Center.
- The **Village Clerk** or designee coordinates the maintenance and preservation of all records needed to ensure continuity of government, and such other records as required by law, including all required records of incidents or events.
- The **Village Chief Fiscal Officer** or designee coordinates all financial operations of the Village of Chatham and serves as Finance and Administration Section Chief when the Incident Command System is used.
- The **CEMA Director** is the Emergency Manager responsible for supervising the EOC and related staff and functions; and coordinating incident command and response activities in collaboration with responding departments, agencies, and other jurisdictions.
- The **Chief, Chatham Fire Protection District**, or designee manages fire department resources and directs emergency medical response (EMS), firefighting, and Search and Rescue operations in accord with the Chatham Community Fire Protection District policies and procedures.
- The **Chief of Police**, or designee, is the Law Enforcement Coordinator. This person manages public safety and law enforcement resources; and serves as the Evacuation Coordinator and coordinates all evacuation planning activities with the Emergency Manager or designee. The Chief is also responsible for supervision of any animal control officers/activities within the village.

- The **General Manager of Streets and Electric** is the primary as the Public Works Coordinator. This person manages public works resources and directs public works operations; coordinates with private-sector utilities on service shutdown and restoration, and coordinates with private-sector utilities and contractors for use of private-sector resources in public works-related operations.
- The **General Manager of Water and Parks** provides direct support to the Public Works Coordinator and is the alternate to the position of the Public Works Coordinator.
- The **EOC Manager**, if staffed, reports to the CEMA Director.
- The **Resource Manager**, if staffed, reports to the EOC Manager.
- The **Warning Coordinator**, if staffed, reports to the EOC Manager, if applicable.
- The **Communications Coordinator**, if staffed, reports to the EOC Manager, or his/her designee.
- The **American Red Cross Chapter Manager** or designee, will function as the Mass Care Coordinator during response and recovery operations for the Village.
- The **Village of Chatham Code Enforcement Officer** is responsible for damage assessment, in cooperation with the Village's Zoning Administrator, CEMA Director, Sangamon County OEM, CEMA, IEMA, FEMA and the Red Cross Damage Assessment teams.
- The **Ball-Chatham Superintendent of Schools** (or designee) develops, maintains, and periodically exercises student evacuation plans, coordinates plans and arrangements with the Regional Superintendent of Schools and neighboring school district as appropriate or necessary, coordinates with the Evacuation Coordinator to work out arrangements to use school buses to transport school children and other evacuees, coordinates with the Mass Care Coordinator to work out arrangements to use schools and/or their food stocks for mass care, and coordinates with the Mass Care Coordinator for the transport of school children to mass care facilities (if required.)
- The **CEMA Volunteer Group Executive Director** is responsible for all administrative support to volunteers assigned as part of the group, following the CEMA Volunteer Group Standing Operating Procedures. Tactical and operational leadership/support will be the responsibility of the section or area leader/coordinator for which the volunteer has been assigned.

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Table 3, Functions and Responsibilities Matrix:

Function	Comm. & Warning	Damage & Assessment	Emergency Medical	Direction & control	Evacuation	Fire	Search & Rescue	Public Health	Mortuary	Public Information	Public Works	HAZMAT Incident	Shelter & Welfare	Transport	Resource Management
Village President/ Mgr	C	C	C	C/P	C	C	C	C	C	C/P	C	C	C	C	C
CEMA Director	P	CRD	CRD	CRD	CRD	CRD	CRD	CRD	CRD	CRD	CRD	CRD	CRD	CRD	P
Building Inspection		S													
Police Department	S	S		S	P	S	S	S		S	S	S	S	S	S
Fire Department	S	S	P	S	P	P	P	S		S		P			S
Sangamon Co. EMA	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
CEMA Volunteers	S	S		S	S		S			S		S	S	S	S
Sangamon Co. Dept. of Public Health								P	S				S		
Public Works Water & Parks	S	S		S	S	S	S	S		S	P	S	S	S	S
Public Works Streets & Electric	S	S		S	S		S			S	P	S	S	S	S
Supt. Schools	S												S	P	
American Red Cross	S											S	P	S	S
Salvation Army													S	S	S
Sangamon Co. Coroner								S	P						
Chatham Township	S												S	S	S
Ball Township	S												S	S	S

C = Command P = Primary S = Support CRD = Coordinate

6.2 Emergency Point of Contact

6.2.1 The emergency point of contact for the Village of Chatham is the 9-1-1 Dispatch Center at Chatham Village Hall. The backup emergency point of contact is the Sangamon County OEM.

6.2.2 A directory of key officials is maintained and kept on file at the Chatham Dispatch Center, which will make notifications, as necessary.

6.3 Volunteers

6.3.1 Volunteer members of any organization or agency, whether public or private, who wish to volunteer their services in an incident must meet the requirements of their organization or agency, which shall be responsible for them. Volunteers will report to or be directed to the Volunteer Management site. Pre-determined Volunteer Management sites are listed in Annex M to the CEOP.

6.3.2 Independent individuals and groups not a part of any participating agency or organization, shall be referred to the Chatham Emergency Management Agency (CEMA) Volunteer Group for screening and (if appropriate) assignment. The decision of the CEMA Volunteer Group screeners shall be final. The CEMA Director shall determine if, when and where volunteers are to be used.

6.4 Means of Requesting/Receiving Additional Assistance

6.4.1 Should additional resources be required, the CEMA Director will contact the Sangamon County OEM Director (or designee) to request county resources and assistance.

6.4.2 The CEMA Director will serve as liaison to Sangamon County OEM in requesting disaster assistance through the IEMA Regional Coordinator, if available, and/or the State Emergency Operations Center (SEOC) in Springfield. The CEMA Director, through the Sangamon County OEM Director (or designee), will provide specific information about the impact of the emergency upon the municipality to the state.

6.4.3 If needed, federal resources will be requested by the State. No matter how many levels of response are involved, local officials will always maintain ultimate control and responsibility. The CEMA Director (or designee) can be contacted on a 24-hour basis through the Village dispatch center.

6.4.4. As soon as feasible, a staging area will be established, for the receipt, staging, and onward integration of resources arriving to support the Village of Chatham response efforts. Staging area locations will be determined based on the disaster impact area. A list of predetermined staging areas is provided as Annex M to the CEOP.

6.5 Mutual Aid Agreements/Programs

6.5.1 The Village of Chatham and/or its related departments are members of various mutual aid programs that network across the State of Illinois. In addition, through the Sangamon County OEM and Illinois Emergency Management Agency (IEMA), Chatham has access to other governmental support programs and resources from County, State and Federal governments. Mutual aid programs which the Village and/or related departments are a part, include:

- The **Chatham Police Department** is a member of the **Illinois Law Enforcement Alarm System (ILEAS)**, giving access to additional law enforcement related resources.
- The **Chatham Community Fire Protection District** is a member of the **Mutual Aid Box Alarm System (MABAS)**, giving access to additional fire and emergency medical services resources.
- The **Village of Chatham Public Works** is a member of the **Illinois Public Works Mutual Aid Network (IPWMAN)**, giving access to additional public works related resources. The Village Public Works also has mutual aid understandings with **Chatham Township, Ball Township, the Sangamon County Highway Department, the Illinois Municipal Electric Association (IMEA), and the Illinois Municipal Utilities Association (IMUA)**, giving access to additional public works related resources.
- The **CEMA Director** is a member of **Illinois Emergency Services Management Association (IESMA)**, giving access to additional Emergency Management Services related resources.

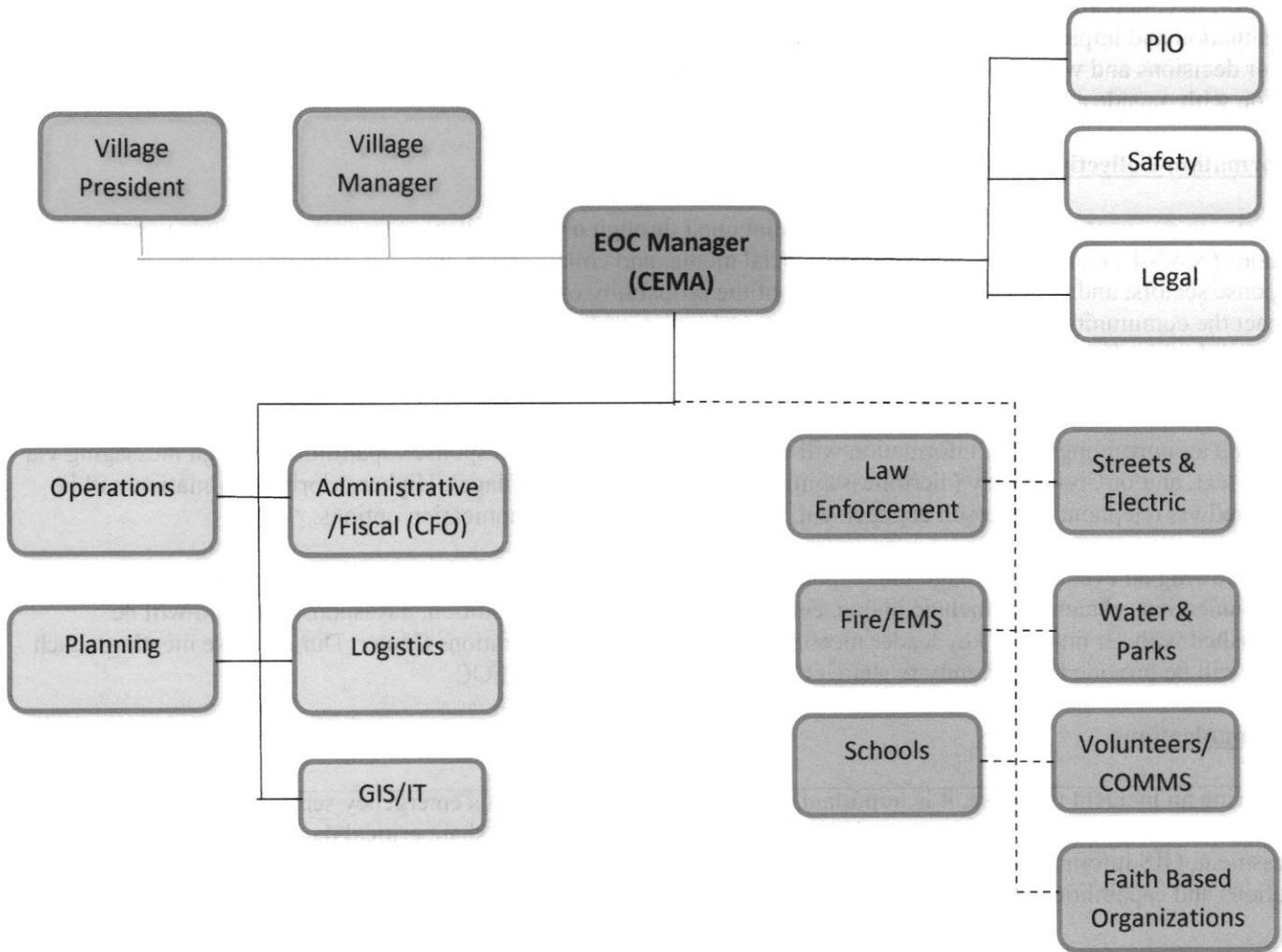
6.5.2 Where written mutual aid agreements exist, the respective departmental members have responsibility for their maintenance.

7.0 Direction and Control

7.1 The Incident Command or Unified Command System is mandated for the management of *all* incidents.

7.2 The Incident Commander or Unified Command is responsible for the overall command and management of an incident, including determining incident objectives, strategies, and the establishment of immediate priorities, *wherever possible* in conformity with the direction of the Village Manager, as expressed through the CEMA Director, who coordinates the emergency response measures of the municipal departments/organizations. Each department assumes responsibility and maintains control for carrying out its specific mandated duties of emergency management. *Table 4* provides an organizational chart for emergency response within the Village of Chatham.

Table 4, Village of Chatham Organizational Chart for Emergency Operations



Lines of Responsibility

Lines of Authority

Lines of Coordination

7.3 The decision to implement the CEOP will be based upon the probability or the actual occurrence of an incident or event which impacts or may impact the public health, safety, and welfare of the populace of the Village of Chatham, and/or which has the potential for overwhelming municipal resources. The CEMA Director, in collaboration with the Village Manager, will contact the Village President to inform him/her of the situation and implementation of the CEOP. The CEMA Director will advise the Village Manager on major decisions and will assist in coordination and interaction between department heads as well as act as a liaison with outside agencies and organizations.

8.0 Information Collection, Analysis, and Dissemination

8.1 Prior to an event, situational awareness is maintained through use of available resources, to include weather stations (NWS-Lincoln), news media outlets, social media, and collaboration amongst partners in private sector, other response sectors, and political leaders. Analysis of the probability or likelihood that the situation could negatively impact the community will be made by the Director of Emergency Management in consultation with the Police Chief, Chief of the Fire Department, and Village Manager. For immediate decision points, time to consult with other sectors may not be warranted and analysis will be made with dissemination and decisions for action, on the spot.

8.2 With an impending event, information will be disseminated amongst response capabilities through messaging via email, text, and/or Civic Ready (alert/messaging platform used by the Village). Higher priority information will be delivered via telephone, in-person engagement, and/or other voice communication options.

8.3 Following an event and through the response effort, delivery of critical information will be made through available communications channels to include phone, email, text, and/or radio. In addition, a Response Rhythm will be established with set times for key leader meetings in the Emergency Operations Center. During these meetings, each sector will be provided opportunity to share critical information with the EOC.

9.0 Communications

9.1 During an incident response, it is important, even critical, that the various emergency services organizations and public service organizations can communicate with one another and able to share critical data such as damage assessment, GIS information, volunteer resource data, rally points, available equipment, financial information, shelter locations and capabilities, etc.

9.2 The majority of radio communications within the Village and with Sangamon County Dispatch and surrounding communities are conducted on the Very High Frequency (VHF) narrow band. In addition to these frequencies, the CPD and CFD use STARCOM-21 digital radios. Each department is assigned to specific Talk Groups for daily operations. CFD is also capable of using MABAS frequencies if mutual aid is needed. CPD can communicate with State and County law enforcement agencies using the STARCOM-21 system.

9.3 Interagency communications within the Village runs through the Village call center. With exception of STARCOM-21, the radio equipment currently used by the CEMA are programmed with all the frequencies used by CPD, CFD, and Chatham Public Works. This allows for inter-agency coordination and communications during an emergency response.

9.4 *Table 5* provides a list of frequencies used by each agency, including repeater offsets and squelch tones.

9.5 *Table 6* provides the radio communications capabilities of the Ball-Chatham School District. Like the other village agencies, the school district uses VHF narrow band radio communications.

9.6 Data transmission capability (internet, internal network, and program systems) and Communications Center (call center) includes a back-up capability located at 2657 W. Lawrence Ave, Springfield, IL. Back-up location includes communication center consoles and computer workstations for administrative support.

9.7 General Mobile Radio System (GMRS) is another platform of communications which is available to the CEMA and CEMA Volunteers. This private but unsecured communications platform is a viable resource for emergency response capabilities and will be considered when assigning talk-groups to different response efforts.

9.8 The Village also subscribes to AT&T FirstNet through all Village owned and issued cell phones. A list of all FirstNet capable phones and the user is provided in *Annex A* to this EOP.

Table 5, Frequencies by Village Agency

CH	License	Duplex	Tone Mode	Freq (MHz)			C. Tone		Text	TOT	Rf Pwr	Lockout	Comments
				Rx	Tx	Offset	Rx	Tx		ON	HI		
1-1	WPKC965	+	TSQL	155.6700	159.0150		156.7	156.7	CEMA	ON	HI		CEMA/PD Repeater
1-2	WPBB579	Off		155.8800	155.8800		n/a	n/a	CEMA TA	ON	HI		CEMA Simplex
1-3	WPOZ759	+	TSQL	153.3050	158.4150		203.5	203.5	VLGPWKS	ON	HI		Village Public Works Repeater
1-4	KSI628	-	TSQL	158.8200	158.8200		225.7	225.7	RF-1	ON	HI		Sang Co Rural Fire 1 Paging/Dispatch
1-5	KSI628	-	TSQL	155.8950	155.8950		146.2	146.2	RF-2	ON	HI		Sang Co Rural Fire 2 Response
1-6	KSI628	+	TSQL	155.5350	155.5350		146.2	146.2	RF-3	ON	HI		Sang Co Rural Fire 3 Response
1-7	KSI628	Off	TSQL	158.7450	158.7450		225.7	225.7	RF-4	ON	HI		Sang Co Rural Fire 4
1-8	KSI628	Off	TSQL	158.8800	158.8800		225.7	225.7	RF-5	ON	HI		Sang Co Rural Fire 5
1-9	KA5825	Off	DTCs	155.0550	155.0550		156.7	156.7	IREACH	ON	HI		Illinois Radio Emer Asst Chan
1-10	WQAG579	Off	TSQL	154.2650	154.2650		210.7	210.7	IFERN 1	ON	HI		Illinois Statewide Emer Fire Net
1-11	WPXN377	Off		151.0250	151.0250		77.0	77.0	B/CTWN	ON	HI		Ball Township Road Dist
1-12	WPWF848	+	TSQL	151.3400	151.3400		225.7	225.7	C.F.D.	ON	HI		Chatham Fire
1-13	KSI628	Off		156.2250	156.2250				SESDA	ON	HI		Sang Co ESDA
1-14	UNUSED												
1-15	WX2PA1	Off		162.4000	n/a		n/a	n/a	WEATHER	ON	HI		

Table 5, Ball-Chatham Schools Frequencies

Ball Chatham School District Radio Frequencies

Channel	Name	Rx Freq	Tx Freq	Step	Rcv DCS Tone	Tx DCS Tone	Narr Wide	Power
1	TRANSPORT	155.2350	155.2350	5K	D565N	D565N	N	H
2	GLNWD MS	151.7300	159.5025	5K	D703N	D703N	N	H
3	GLNWD HS	152.4350	157.6950	5K	D411N	D411N	N	H
4	GHS TA	152.4350	152.4350	5K	D411N	D411N	N	H
5	GLNWD IS	154.4975	160.1400	10K	D565N	D565N	N	H
6	BALL ELEM	155.2350	159.2625	12.5K	D411N	D411N	N	H
7	CHTM ELM	158.2800	158.2800	10K	D703N	D703N	N	H
8	GLNWD ELM	153.0125	158.3550	5K	D411N	D411N	N	H
9	WEATHER	162.4000	Rcv Only					

10.0 Continuity of Government/Line of Succession

10.1 In the absence of the Village President, the Chair of the Committee of the Whole will assume responsibility for general direction of emergency response strategies according to this CEOP, until such a time as the Board of Trustees is able to name a successor.

10.2 The line of succession for each department is according to the standard operating procedures established by that department.

10.4 Chatham Village Clerk will ensure that all legal documents of both a public and private nature be protected and preserved. These records will be kept, supporting continuing government functions and the conduct of emergency operations.

10.5 Under the direction of the CEMA Director, each department head or designee will direct respective departments according to the emergency operations procedures designated for that department.

11.0 Administration, Finance and Logistics

11.1 Administration

11.1.1 Documentation is a critical administrative process during the response to and recovery from a disaster. The documentation section of the EOC will maintain copies of all reports, communications logs, incident reports, damage assessment, incident command logs, etc. These documents, amongst others, will aid in cost recovery, incident critique, and historical record.

11.1.2 The documentation section will be staffed by Village personnel and/or CEMA Volunteer Group representatives.

11.1.3 After Action Review (AAR) will be conducted following every incident response. The AAR provides opportunity to discover strengths and weaknesses of a response, as well as identify ways to improve response capabilities/processes for future events. The administration section is responsible for capturing input from participants of the AAR and formalizing the final AAR Report for dissemination by the EOC Manager.

11.2 Finance

Adopted purchasing procedures and purchase order processing procedures will be followed except during an emergency. An emergency is defined as an event that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In such cases, the Village Manager or his/her designee may authorize a vendor to perform work necessary to resolve such emergency without formal bid solicitation. The Village Manager or his/her designee will notify the Village Board as soon as practicable.

11.3 Logistics

11.3.1 Logistics management of an emergency response will be managed by the Emergency Operations Center Logistics Cell.

11.3.2 The Logistics Chief will coordinate and communicate with the forward ICs and the staging area, to track resources which are part of the response effort. The logistics cell will coordinate with the finance section to ensure expenditures are tracked and non-consumable commodities are accounted for.

12.0 Plan Development and Maintenance

12.1 CEMA has the primary responsibility of Plan development and maintenance. This includes collecting new information and making changes in:

- Chain of command, phone numbers, personnel
- Communication equipment, resources
- Emergency operations center operations, policies and procedures
- NIMS compliance and training

12.2 Each department head will assist the CEMA in maintaining this plan by forwarding changes as they occur to the CEMA Director. CEMA will forward completed changes to all CEOP stakeholders.

12.3 The CEMA Director shall request plan updates from the appropriate departments and plan participants biennially, from the date of approval. The CEOP shall be revised as necessary and reauthorized every two years.

12.4 The plan shall also be reviewed and revised, if needed, after the completion of an exercise of the CEOP with a formal review of performance; as new emergency management services are established; as new information and techniques that improve the efficiency and overall effectiveness of the emergency management system become available; as applicable laws and regulations require modification; and after an actual emergency or disaster has occurred and CEMA has issued the After Action Report/Improvement Plan (AAR/IP).

13.0 Provisions for Exercising the Plan

13.1 This Plan shall be exercised by and in conjunction with the appropriate jurisdictional partners within one year after its formal adoption and approval to test its effectiveness. Thereafter, it shall be exercised every two years, or in accordance with minimum IEMA requirements. The CEOP exercise may be held in conjunction with an annual tornado drill/exercise, hospital drill, or any other scheduled drill or exercise, but preferably in conjunction with a multi-jurisdictional exercise. In the event an actual disaster occurs in which Chatham's response activities meet or exceed the exercise requirements of the IEMA, a CEOP exercise is waived.

13.2 The CEMA Director, or designee, has the responsibility for coordinating emergency preparedness drills, table-top, functional, and full-scale exercises. CEMA will determine the date, time, and location for the drill or exercise.

14.0 Authorities and References

14.1 The legal authorities providing for the preparation, implementation, and use of the Village of Chatham Emergency Operations Plan (CEOP) are:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-107), as amended (42 U. S. C 5121-5207)
- Homeland Security Presidential Directives as Applicable
- National Security Presidential Directive 51/ Homeland Security Presidential Directive 20 *National Continuity Policy*, May 4,2007
- Illinois Emergency Management Agency Act (20 TLCS 330511 et seq.)
- Administrative Rule on Local Emergency Operations Plans (29 Ill. Adm. Code 301, Subpart B)
- Village of Chatham EMA Ordinance 14-35, July 22, 2014
- FEMA, 2013, *CPG 201 (Second Edition) Threat and Hazard Identification and Risk Assessment*
- FEMA (Federal Emergency Management Agency). 2009. *CPG 101. Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans*. Washington, DC: Federal Emergency Management Agency.
 - -----1996. *Guide for All-Hazard Emergency Operations Planning State and Local Guide SLG-101*. Washington, DC: Federal Emergency Management Agency.
 - --1990. *CPG 1-R: Guide for the Development of State and Local Emergency Operations Plans*. Washington, DC: Federal Emergency Management Agency.

14.2 These Authorities and References apply to all parts of this Plan, and are incorporated by reference where required in all Annexes and Appendices. Authorities and References specific to a particular Annex or Appendix may also be cited in that Annex or Appendix.

APPENDIX 1, Threats and Hazards Defined, to the Village of Chatham Emergency Operations Plan

The primary threats and hazards presented to the Village of Chatham are described below. These are discussed in order of likelihood of occurrence and only include those events which could require the activation of this plan. A list of “Points of Interest” for the Village of Chatham is provided as Appendix 2 to this plan. This list outlines all infrastructure and key resources which are considered “critical” within the Village of Chatham and which, depending on the timing of an event, significantly increase the magnitude of a disaster.

Severe Weather – Tornado or Derecho

A Tornado of any magnitude or a Derecho making direct impact within Village of Chatham will require the activation of this plan. While the frequency of occurrence is low (less than 1 per 10 years), the probability remains high as the statewide number of tornadoes has annually increased. For a tornado or derecho event, Village assets would be exhausted within a short time frame and mutual aid support would be required to support the overall response efforts.

Hazardous Material Incident – Evacuation Required

A hazardous materials event may be caused by a transportation accident (rail, interstate highway, or air), an unintentional release, or a structural failure. Regardless of the cause, an evacuation of the area of concern may be required. The process of evacuation is outlined in the Evacuation Annex to this plan. The frequency of a disaster event is very low but the probability of having a disaster requiring evacuation remains high due to the volume of hazardous materials which move through or in close proximity to the Village of Chatham via rail, interstate highway, and air. For an event requiring evacuation, the Village of Chatham would rely on the Ball-Chatham School District’s bus resources and the individual’s capability to self-evacuate.

Hazardous Material Incident – Shelter in Place Required

A hazardous materials event may be caused by a transportation accident (rail, interstate highway, or air), an unintentional release, or a structural failure. Regardless of the cause, a shelter-in-place of the area of concern may be required. The process of sheltering-in-place is outlined in the Shelter-In-Place Annex to this plan. The frequency of a disaster event is very low while the probability of having a disaster requiring shelter-in-place is considered medium. While the volume of hazardous materials moving through or in close proximity to the Village of Chatham via rail, interstate highway, and air is high, the types of materials which may require a shelter-in-place are minimal.

Train Derailment

Amtrak Passenger, major rail cargo, and high-speed capable rail movements frequently occur through the Village of Chatham each day. We do not know exactly what types of cargo and quantities, but we are aware that hazardous materials do move through the Village, via rail, regularly. We also do not know exactly how many passengers move via rail through the Village each day, but it is known that the line moving through Chatham services Chicago to St Louis and all points between and beyond to Dallas, TX. A train derailment of any type, within the Village, could result in a large-scale event due to the threat to human lives (whether passengers or local residence) and critical infrastructure and personal property losses. The frequency of such an event is exceptionally low and the probability remains low, based on the quantity of rail movements conducted. But the severity of such an event is high.

Cyber Attack

The Village of Chatham is not known to be a specified target for a direct Cyber Attack. However, a cyber-attack of greater magnitude could have secondary or tertiary impacts on the Village of Chatham. The Village relies on outsourced IT support and IT security and will utilize contractual agreements for addressing challenges brought on by a Cyber Attack. The frequency and probability of a cyber-attack is low and the impact or magnitude of a cyber-attack could be high.

Infectious Disease Pandemic

The Village of Chatham does not have a direct support medical or public health capability. Reliance is upon the guidance and support of the Sangamon County Department of Public Health; local public hospitals; State directives; and Federal guidance. The frequency and probability of an infectious disease pandemic is low and the impact or severity of such an event is medium-high.

APPENDIX 2, Standard Operating Guidelines – Level 2, 3, or 4 Incident

1. Notify Sangamon County 911
2. Notify Village President, Village Manager, or available Senior Trustee
3. Notify Police Chief, Fire Chief and CEMA Director
4. Notify Affected Village Department Heads
5. Activate Chatham Emergency Operations Center (CEOC), as directed
6. Contact CEOC Liaisons
7. Assemble Disaster Intelligence
8. Determine Additional Assistance Needs, in collaboration with Incident Command
9. Activate Mutual Aid Agreements and MOUs
10. See Functional Annexes for Hazard and Incident Specific Guidance

APPENDIX 3, Glossary of Terms

Agency: A division of government with a specific function offering a particular kind of assistance. In Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Alert: A procedure for notifying key officials of the possible need to extend operations to cope with a pending emergency or disaster.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an Incident Command Structure (ICS) organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an Emergency Operations Center (EOC) facility or at some location other than an Incident Command Post (ICP).

Available Resources: Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Awareness: Continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Catastrophic Incident: (As defined in the National Response Plan) Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture (COP): A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Coordination Group: Responsible for coordination of EOC activities to include communications and resource and information management.

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve Weapons of Mass Destruction.

APPENDIX 3, Glossary of Terms (continued)

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

Damage Assessment: The process of gathering information regarding the nature, location, severity and cost of damage caused by an emergency or disaster. This assessment provides reliable estimates of damage which serve as a basis for subsequent State or Presidential declaration; and is the basis for effective implementation of disaster assistance programs, should a declaration be made.

Damage Assessment Team: A joint local, state, and federal team for the purpose of defining the extent of damage, and whose findings are forwarded to the County Emergency Manager and then the Governor.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster: (State Definition) The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause, including, but not limited to: fire, flood, earthquake, wind, storm, epidemic, air contamination, blight, drought, infestations, explosion, riot, or hostile military or paramilitary action.

Disaster (Major): As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Education Facilities: All components of an education institution necessary or appropriate for instructional, administrative, and support purposes, such as classrooms, related supplies, equipment, machinery, and utilities.

Educational Institution: (1) Any elementary school as defined by Section 801(c) of the Elementary and Secondary Education Act of 1965. (2) Any secondary school as defined by Section 801(h) of the Elementary and Secondary Education Act of 1965. (3) Any institution of higher education as defined by Section 1201 of the Higher Education Act of 1965.

Emergency: (As defined by the Stafford Act) An emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency Alert System (EAS): A program of the broadcast industry that allows the use of its facilities to transmit emergency information as prescribed by the National Weather Service, law enforcement, emergency management, and school officials for emergencies.

APPENDIX 3, Glossary of Terms (continued)

Emergency Management: Measures taken to minimize the probability or severity of disasters; the preparation for and the carrying out of all emergency functions, other than functions for which military forces or other federal agencies are primarily responsible; and the prevention or minimization of injuries and damages resulting from disaster.

Emergency Management Director: The person responsible for preparing, coordinating, training, organizing, and planning of emergency management functions for the county, city, or interjurisdictional entity.

Emergency Mass Care: Food, drink, clothing, shelter, and medical assistance provided for the communal care of individuals or families made homeless by an emergency or major disaster.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002)) Also known as "emergency responder"

Emergency Shelter: A form of mass or other shelter usually located in a public facility that provides for the communal care of individuals or families made homeless by an emergency or major disaster, or a relocation caused by an impending threat.

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event Log: A record of major events during operations.

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal: Of or pertaining to the federal governmental of the United States of America.

APPENDIX 3, Glossary of Terms (continued)

Federal Agency: Any department, independent establishment, Government Corporation, or other agency of the executive branch of the federal government, including the United States Postal Service.

The American Red Cross is deemed to be a federal agency for the purposes of the National Response Plan.

Federal Assistance: Aid to disaster victims or state or local governments by federal agencies under provisions of P.L. 93-288.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector. Federal Emergency Management Agency (FEMA); The agency responsible for overall disaster related federal programs involved with mitigation, preparedness, response, and recovery to natural and man-made disasters or nuclear attack.

Finance / Administration Section: Established when the agency(s) involved in incident management activities require(s) finance and other administrative support. Not all incidents require this section. If only one specific function (e.g., cost analysis) is required, that service may be provided by a technical specialist in the Planning Section.

First Responder: Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Governor's Authorized Representative (GAR): The person named by the Governor in the federal state agreement to execute on behalf of the State all necessary documents for disaster assistance. In the State of Illinois, the IEMA Director is normally the Governor's appointee.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any cost-effective measure which, when implemented, will reduce the potential for damage to a facility or community from a disastrous event.

Hazardous Material (HazMat): A hazardous material is a substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8).

Hazardous Substance: As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

APPENDIX 3, Glossary of Terms (continued)

Health Facilities: The physical plants or structures in which essential health activities are conducted. Included in this category are hospitals or other institutions and buildings to be used post-disaster as emergency hospitals and first aid stations, laboratories, clinics, blood banks, pharmacies, and such other facilities operated in support of emergency health services as the responsible elected officials may determine.

Imminent danger: A crisis condition of immediate urgency in which it would be dangerous to delay necessary action by waiting for instructions from higher authority despite the fact such instructions are requested through channels by the most expeditious means of communications available.

Incident: An emergency situation that is limited in scope and potential effects on lives and property and is typically handled by one or two local response agencies acting under an incident commander. An incident may require limited external assistance from other local response forces. The local EOC is usually not activated.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation: Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Information Officer: See Public Information Officer

Infrastructure: The human-caused physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

APPENDIX 3, Glossary of Terms (continued)

In-Kind Donations: Donations other than cash (usually materials or professional services) for disaster survivors.

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Livestock: Domestic animals used on a farm or ranch raised for sale and profit.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Logistics Section: The section responsible for all support requirements needed to facilitate effective incident management including ordering of resources from off-site locations.

Major Disaster: As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Medical Facility: Any hospital, outpatient, rehabilitation facility, or facility for long-term care as such terms are defined in Section 645 of the Public Health Service Act (42 USC 2910) and any similar facility offering diagnosis or treatment of mental or physical injury or disaster, including the administrative and support facilities essential to the operation of such medical facilities, although not contiguous thereto.

APPENDIX 3, Glossary of Terms (continued)

Mitigation: Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-Federal, State, local, and tribal for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Coordination System (MACS): A combination of facilities, equipment, personnel, procedures and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. A typical MAC may consist of one or several Emergency Operations Centers (EOCs).

Multi-Jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Warning System (NAWAS): the federal warning system used to disseminate warnings and other emergency information from the national warning centers or regional offices to warning points in each state. The system is also used by states to disseminate warnings and information that are not of national interest to local warning points.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

Nongovernmental Organization (NGO): A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Device: Any assembly or subassembly containing fissionable or fusion able materials and high explosives or propellants capable of producing a nuclear detonation.

APPENDIX 3, Glossary of Terms (continued)

Nuclear Emergency: A situation in which the normal control over radioactive materials is accidentally lost, with resulting actual or potential hazard to the health and safety of the general public

Nuclear Incidents: May involve nuclear weapons, nuclear devices, nuclear reactors, fire or explosions in buildings or facilities where radioactive materials are stored or used, industrial activities, medical uses, research and development laboratories, educational institutions, or the transportation of radioactive materials.

Nuclear Transportation Accident: Any accident involving any type of conveyance transporting nuclear items whether or not release of nuclear materials results.

Nuclear Weapon: A general name given to any military weapon capable of producing a nuclear detonation.

Operations Section: The Operations Section has the responsibility for developing and implementing strategies and tactics to carry out the incident objectives set by the Incident Commander. This section coordinates operational support to on-scene incident management efforts. Branches may be added or deleted as required, depending on the nature of the incident. The Operations Section also is responsible for coordination with other command posts that may be established to support incident management activities. Most of the resources are assigned to and controlled by this section.

Planning Section: The Planning Section provides current information to the Incident Commander to ensure situational awareness, determine cascading effects, identify national implications, and determine specific areas of interest requiring long-term attention. The Planning Section also provides technical and scientific expertise. The Planning Section is comprised of the following units: Situation, Resources, Documentation, Technical Specialists, and Demobilization.

Point of Contact (POC): A person designated to represent a particular agency / organization as that agencies' individual for coordinating with others outside their agency on certain issues.

Policy Group: The executive staff (Village President, Village Manager, County Commissioners, Village Council Members) that has the responsibility for the overall control and policy decision-making for any incident or disaster.

Pollutant or Contaminant: As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention: Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

APPENDIX 3, Glossary of Terms (continued)

Private Non-profit: Any non-governmental agency or entity that currently has one of the following: (1) An effective ruling letter from the IRS, granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954 or (2) Satisfactory evidence from the State that the non-revenue producing organization or entity is a nonprofit one organized or doing business under State law.

Private Sector: Organizations and entities that are not part of any governmental structure. Private Sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations (PVOs).

Public Assistance Program: The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Facility: Any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility; any non-federal-aid street, road, or highway; any other public building, structure, or system including those used for educational or recreational purposes, and any park.

Public Health: Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

RACES: (Radio Amateur Civil Emergency Services.) A public service administered by local, regional and state emergency managers to provide radio communications using volunteer Amateur Radio Operators during periods of local, regional or national civil emergencies.

Recovery: The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

APPENDIX 3, Glossary of Terms (continued)

Situation Assessment: The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

Staging Area: A facility near the disaster site where personnel and equipment are assembled for immediate deployment.

State: Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).) **State Coordinating Officer (SCO):** The person appointed by the Governor to manage the State's incident management programs and activities in a Presidential declared emergency or a major disaster.

State of Disaster: A condition proclaimed by the Governor when, in their judgment, the actual occurrence or threat of a disaster in any part of the state is of such magnitude to warrant disaster assistance by the State to supplement the efforts and available resources of the several localities and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby.

State of Local Disaster Emergency: A condition declared by the Village President upon finding that an emergency has occurred, or the threat thereof is imminent within their jurisdiction.

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Subject-Matter Expert (SME): An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism: Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

APPENDIX 3, Glossary of Terms (continued)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Unsolicited Goods: Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures.

Utility: Buildings, structures, or systems of a power, energy, telephone, water supply, sewage collection and treatment, or other similar public service. An irrigation system is not a “utility”.

Volunteer: Any individual accepted to perform services by an agency which has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer Organizations: Any chartered or otherwise duly recognized local, state, or national organizations or groups which have provided or may provide services to the local government, State, or individuals in or following an emergency or disaster.

Warning: The dissemination to appropriate government officials and ultimately to the general public, of a forecast or prediction of natural phenomenon and/or man-made situations which could result in loss of life, extreme hardship and suffering, or extensive property damage.

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

APPENDIX 4, Acronyms








ARC	American Red Cross
BEOC	Backup Emergency Operation Center
CEMA	Chatham Emergency Management Agency
CEO	Chief Executive Officer
CEOC	Chatham Emergency Operation Center
CEOP	Chatham Emergency Operation Plan
CERT	Community Emergency Response Team
CFD	Chatham Community Fire Protection District
COOP/COG	Continuity of Operation Plan/Continuity of Government
COP	Common Operating Picture
COWS	Chatham Outdoor Warning System
CPD	Chatham Police Department
CPW	Chatham Public Works
CUB	Commander's Update Briefing
DAA	Damage Assessment Area
DAT	Damage Assessment Team
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operation Center
EOCM	Emergency Operation Center Manager
EOP	Emergency Operation Plan
ESF	Emergency Support Function
FAC	Family Assistance Center
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IEMA	Illinois Emergency Management Agency
IESMA	Illinois Emergency Services Management Association
IFDA	Illinois Funeral Directors' Association
ILEAS	Illinois Law Enforcement Alarm System
IL-VOAD	Illinois Voluntary Organizations Active in Disaster
IMEA	Illinois Municipal Electric Association
IMERT	Illinois Medical Emergency Response Team
IMUA	Illinois Municipal Utilities Association
IPWMAN	Illinois Public Works Mutual Aid Network
IRWA	Illinois Rural Water Association
IT/GIS	Information Technology/Global Information System
ITDRP	Information Technology Disaster Recovery Plan

APPENDIX 4, Acronyms (continued)

JIC	Joint Information Center
JIS	Joint Information System
MABAS	Mutual Aid Box Alarm System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OEM	Office of Emergency Management
PA	Public Announcement
PDR	Plan Development and Review
PIO	Public Information Officer
POD	Point of Distribution
PSAP	Public Safety Answering Point
SCCDS	Sangamon County Central Dispatch System
SCOEM	Sangamon County Office of Emergency Management
SERC	State Emergency Response Center
SITREP	Situational Report
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
STIC	Statewide Terrorism Intelligence Center
TCO	Telecommunication Operator
VOAD	Voluntary Organizations Active in Disaster

ANNEX A, Village Contact Roster (AT&T Issued Cells), to the Chatham Emergency Operations Plan

Number	User	Existing
217-299-0301	Water Dept	IPAD
217-331-8240	Bob Flentje Plumbing	IPAD
217-361-4439	Pat Guinan	IPAD
217-415-5420	Water Dept. Tablet	IPAD
217-670-3461	Electric Ipad	IPAD
217-670-3910	Troy Bell Ipad	IPAD
217-697-6215	Electric Ipad	IPAD
217-697-9449	Adam Coady Inspector	IPAD
217-697-9740	Thomas Dunham Inspector	IPAD
217-970-0064	Bill Stapleton Inspector	IPAD
217-206-5963	Comcast Back up Phone	Phone
217-303-9141	Scott Tarter	Phone
217-319-8160	Roger Smith	Phone
217-319-8947	David Leach	Phone
217-319-9404	Logan Muncy	Phone
217-319-9677	Adam Hahn Jr.	Phone
217-341-2874	Vern Foli	Phone
217-341-3656	JD Crawford	Phone
217-341-5640	Ryan Crawford	Phone
217-341-8114	Patrick McCarthy	Phone
217-341-9594	Barry Dees	Phone
217-381-4783	Troy Bell	Phone
217-381-8112	Skip Clayton	Phone
217-652-5038	Shane Hill	Phone
217-670-3941	Dustin Patterson	Phone
217-670-9156	Travis Schaal	Phone
217-685-0174	Sean Hoadley	Phone
217-685-8297	Dennis German	Phone
217-685-8298	Ryan Pearce	Phone
217-697-6175	Nick Franke	Phone
217-697-6462	Derrick Gallaway	Phone
217-697-6755	Mark Poani	Phone
217-697-6764	Dave Kimsey	Phone
217-697-7397	Trent Thompson	Phone
217-697-7539	Travis Lascody	Phone
217-720-3045	Andrew Thompson	Phone
217-725-0593	Jacob Bouldin	Phone
217-891-5590	Scott Williams	Phone
217-970-0024	Fixed Network-ER	VERIZON STILL
217-970-0025	Fixed Network-ER	VERIZON STILL
217-970-0026	Fixed Network-WR	VERIZON STILL
217-970-0027	Fixed Network-WR	VERIZON STILL

	Police	19
	Water	7
	Inspector	5
	Admin	4
	Streets	1
	Electric	9
	Parks	1
		42

ANNEX B, Emergency Notification Procedures – Outdoor Warning System, to the Chatham Emergency Operations Plan

Purpose

To outline the procedures for testing, activating, and maintaining the Outdoor Siren Warning System of the Village of Chatham, including monthly operational checks and coordination of service and maintenance. The sirens are part of an overall warning and communications system, which also includes the personal preparedness, NOAA Weather Radios, local media, and the Village emergency notification-alerts program (<https://www.chathamil.net/notifications-alerts>).

Siren locations

The Village of Chatham has an Outdoor Siren Warning System consisting of ten (10) sirens, located through-out the Village. The location of each siren is depicted on the map, as Annex A, to this SOP, as follows:

Siren Identifier	Old Locator Number	Physical Location	Subdivision
S1	#6	Broaddus Rd – ½ mile N. of Lick Rd	
S2	NEW	W. Plummer Blvd – West End (dead ends)	Eagle Ridge
S3	#3	E. Walnut St/Jaycees Park – Water tower	Breckenridge
S4	NEW	E. Plummer Blvd & Gordon Dr	Oakbrook Estates
S5	#4	#33 Westminster Dr	Buckingham
S7 S6	#8	Volunteer Drive (at Park entrance)	Community Park
S9 S7	#1	Between 75 & 76 Stoney Creek Dr	Glenwood Park
S8	#2	Glenwood Middle School PENDING	Glenwood Lake Estates
S8 S9	#7	10439 S. Main St	
S10	#5	#84 Covered Bridge Rd	Covered Bridge Acres

Monthly Functions Test of Sirens

A test of the Outdoor Siren Warning System will be conducted on the first Tuesday of each month, at 10:00 am. Tests of the siren system will consist of a **three (3) minute** activation of the sirens. The CEMA Director will coordinate with the CEMA-Volunteers and Chatham Dispatch, the conduct of the test. The CEMA Director, in coordination with the CEMA-Volunteers Executive Director, will determine locations for placing personnel for optimum siren verification.

Personnel assigned positions in support of the monthly test, will report to their respective positions no later than 09:50 am. At 09:50 am, NET Control will establish communications with Chatham Dispatch and declare the NET “OPEN”, using the Chatham Police or Chatham Utilities repeater. Exception to repeater use will be coordinated between CEMA and the Volunteers lead and may include testing of point-to-point use of hand-held or mobile radios.

ANNEX B, Emergency Notification Procedures – Outdoor Warning System, to the Chatham Emergency Operations Plan (continued)

Once the NET is “OPEN”, Net-Control will conduct a rollcall to verify each position is in place and verify positive communications connection with each location.

Radio operations and communications will follow strict protocol, for example:

“NET Control to CEMA-##, Report.”

Response from “CEMA-##” will be short and concise, as follows:

“NET Control, this is CEMA-##. I am at _____ (specify location by physical address or “in vicinity of”) and we have _____ (quality/status of comms) comms.”

NET Control will respond, acknowledging comms with “CEMA-##, this is NET Control. Good Copy”. This will continue until all locations have been called, are on location, and responses have been received and acknowledged.

At 10:00 am, CEMA Director or NET Control will ask Chatham Dispatch to activate the Outdoor Warning System Sirens for **three (3) minutes**. Once sirens are activated, dispatch will send a notification/alert message (Civic Ready) with the following message:

“This is a test of the Chatham Outdoor Siren Warning System. This is only a test. There are no known threats or concerns at this time. This is only a test. Thank you”.

At the conclusion of the **three (3) minute** test of the sirens, NET Control will conduct rollcall as follows:

“NET Control to CEMA-##, Report.”

Response from “CEMA-##” will be short and concise, as follows:

“NET Control, this is CEMA-##. From my location, Sirens (indicate which sirens were heard) .”

NET Control will respond, acknowledging report and continue through the rollcall. Once all locations have reported, NET Control will contact Chatham Dispatch with status of siren system. Chatham Dispatch will acknowledge report. NET Control will then dismiss all observation locations and announce that the NET is closed.

At the conclusion of the test, the CEMA Director or NET Control will send an email to the Chief of Police and the Village Manager, advising of siren system status.

“The script depicted above is subject to change dependent on the scope of the test in a given month”.

ANNEX B, Emergency Notification Procedures – Outdoor Warning System, to the Chatham Emergency Operations Plan (continued)

Activation of Outdoor Siren Warning System for Emergency Purposes

The activation of the Outdoor Siren Warning System will strictly adhere to the authorities, criteria, and procedures as indicated below.

Authority for Activation

Primary responsibility for activating and maintaining the Outdoor Siren Warning System is with the Village President. With this responsibility and authority, the Village President has designated the Director of the Chatham Emergency Management Agency (CEMA), as his/her primary responsible authority for assessing and making determination to activate the sirens. The order of responsibility is as follows:

Director, Chatham Emergency Management Agency

Chief of Police

Deputy Chief of Police

Village Manager

The Sr. Police Officer on duty, in the absence of the above.

Activation – Criteria

Activation of the Outdoor Siren Warning System will be based on four primary criteria. Other considerations for activation must also be taken, as outlined below. The criteria are numbered but not as an establishment as an order of importance or significance, but rather depicting the four (4) criteria established by the Village as concerns which warrant activation of the Outdoor Siren Warning System.

Criteria 1 – Tornado Warning, community in imminent danger of tornado impact.

Criteria 2 – High Winds Warning, community in imminent danger of high wind impact.

Criteria 3 – Hazardous Material Incident – Shelter-in-Place, all others stay out of area of concern

Criteria 4 - Hazardous Material Incident – Evacuation, all others stay out of area of concern

Further considerations include the location of the threat or hazard; speed of approaching threat or hazard; and the current weather conditions. In addition, the activating authority should consider current weather watches/warnings; consultation with the National Weather Service – Lincoln Office (for weather specific incidents); and consultation with the Fire Chief, Chatham Fire Department (or other authority responding to HAZMAT incident).

ANNEX B, Emergency Notification Procedures – Outdoor Warning System, to the Chatham Emergency Operations Plan (continued)

Activation Procedure

The following procedures will be taken for activation of the Outdoor Siren Warning System and the Public Warning/Alert System:

- Upon determining the need to activate the notification/alert system, the authority will direct the Village 911/Dispatch Center to set the alarms for a period of **five (5) minutes**.
- Once sirens are sounded, the authority will immediately push a notification/alert message (Civic Ready), using one of the four pre-scripted messages, as outlined below:

EMERGENCY ALERT - Severe Weather Alert – Tornado

A tornado or tornado-like activity has been observed in the area. Please seek safe shelter immediately and tune to your local media television or radio outlet; mobile applications; or weather radio for further information and continued monitoring.

EMERGENCY ALERT - Severe Weather Alert – High Winds

High winds are expected in our area. Please seek safe shelter immediately and tune to your local media television or radio outlet; mobile applications; or weather radio for further information and continued monitoring.

EMERGENCY ALERT – Hazardous Materials Incident - Evacuation

A hazardous material related incident has occurred. Evacuation is ordered for all residence and personnel within the following area: From _____ to _____ and from _____ to _____. If you are in this area, evacuate immediately. All others must remain out of the indicated area until further notice. For more information, to include evacuation location, expected duration of the evacuation, and type of hazards in concern, go to your local media television or radio outlet, mobile application, or the Village of Chatham website and maintain situational awareness.

EMERGENCY ALERT – Hazardous Materials Incident – Shelter-In-Place

A hazardous material related incident has occurred. Shelter-in-place is ordered for all residence and personnel within the following area: From _____ to _____ and from _____ to _____. If you are in this area, seek safe shelter immediately. All others must remain out of the indicated area until further notice. For more information, to include shelter-in-place location, expected duration of the shelter-in-place, and type of hazards in concern, go to your local media television or radio outlet, mobile application, or the Village of Chatham website and maintain situational awareness.

- Once immediate notification is made, the authority activating the notification system will begin formulating the follow-on message(s), to be released to the public, as well as utilized by the Village 911/Dispatch Center to answer incoming calls of concern. The follow-on message(s) must provide additional information of the incident; provide any further guidance to the citizens of the community; provide, if applicable, the resources responding to the incident; and provide the time in which the next message will be published. The first follow-on message should be sent no later than five (5) minutes after the conclusion of the siren activation but sooner if possible.

ANNEX B, Emergency Notification Procedures – Outdoor Warning System, to the Chatham Emergency Operations Plan (continued)

- Once immediate notification is made, the Village 911/Dispatch Center will contact the following personnel, in this order:
 - o Village President – Dave Kimsey
 - o Village Manager – Patrick McCarthy
 - o Chatham Police – Chief Vern Foli
 - o Chatham Fire Department – Chief Philip Schumer
 - o Safety/Security Officer, Chatham School District – Randy Allen

(The above roster will be updated with each change in personnel to any of the specified duty/elected/appointed positions)

- Follow-on messages will continue periodically, through-out the duration of the event. Culmination of the event will be marked with a closing message(s), providing advisement of “all clear” or other action recommendations for the general public to take.

Maintaining Outdoor Siren Warning System

The Outdoor Siren Warning System will be maintained by the Director of the Chatham Emergency Management Agency, in coordination with the General Foreman of the Chatham Electric Department. Contracted services for support will be coordinated through the Village Manager and Chief of Police, to ensure proper funding appropriations are used.

Document Maintenance

Recommendations for changes should be directed to the Director, Chatham Emergency Management Agency. The Director will maintain this SOP and provide distribution of the SOP in whole, with all changes, as necessary.

ANNEX C, Emergency Water Procedures, to the Chatham Emergency Operations Plan

The Village of Chatham Emergency Water Supply Procedures Standard Operating Procedures (SOP) describes the procedures to take in case of an emergency related to loss of potable water supply capabilities. This SOP is maintained by the CEMA with copies available within the Village Water Department.

ANNEX D, Alternate Communications Center/Dispatch Procedures

The Village of Chatham has contracted with Microchip Computer Solutions, Inc (MCS) to provide 3 DR workstations, a copy of important servers, and phones to be used in an emergency. MCS developed the “Village of Chatham Disaster Recovery Plan (IT and Phone Systems Only)”, dated 05/09/2019. The plan provides the procedures to follow if primary capabilities are no longer available, requiring access and utilization of secondary capabilities for critical functions of the Village.

ANNEX E, Damage Assessment Procedures

Damage assessment requires a coordinated effort to assess damage to infrastructure, public property, and private property in the Village of Chatham. Damage assessment will aid the incident/unified command and EOC manager in prioritizing response activities and allocating resources immediately following an event. Damage assessment information will also be necessary to determine if additional support is needed. If additional assistance is needed, the Village's damage assessment efforts would support the county, state, and federal process required for a presidential disaster declaration, and would document the Village's claims following a declaration.

Concept of Operations

Damage assessment activities initially focus on rapid damage assessment—identifying life safety hazards and the status of critical infrastructure— so that the incident commander can rapidly gain situational awareness and prioritize response activities following an incident. Later phases of damage assessment provide more detailed information about damages through safety inspections and estimates of financial damage. This information is the basis for the Initial Damage Assessment (IDA), Joint Preliminary Damage Assessment (JPDA), and Village Public Assistance (PA) grant requests. In all phases of damage assessment, the collection and dissemination of information is key. This concept of operations responds to the planning scenario, a major earthquake. In an incident that produced less damage, such as a flood, wildfire, or small earthquake, the phases would progress more quickly, and unnecessary actions (e.g., inspect every fire station) would be omitted. However, this concept would still provide the basis for response and the basic steps of rapid evaluation, IDA, and PDA would still be followed. Damage assessment also includes collecting estimated costs for debris removal, necessary emergency work, and emergency protective actions which may be eligible for federal reimbursement. Thorough documentation is required for reimbursement.

Rapid Damage Assessment: (0-48 hours) Rapid damage assessment holds life safety first and foremost. It provides the first description of the extent of damage following a destructive incident. During this phase, the focus is on quickly gaining situational awareness of damage, particularly critical infrastructure damage, major structural collapses or mass casualty sites, and an overall assessment of which areas of the Village have sustained the most damage. The rapid damage assessment is the basis for developing the incident action plan for the first few operational periods, and prioritizing assignments for the IDA phase. During rapid damage assessment, the Village EOC will rely in large part on information provided by emergency responders who were on-duty when the incident occurred, self-deploying department damage assessment teams, media reports, information in the computer-aided dispatch system, and social media. It may be necessary to utilize other resources to obtain a comprehensive assessment of the impact and magnitude of the event. Aerial assets are available through Law Enforcement coordination and the Civil Air Patrol, to conduct flyovers of damaged infrastructure.

The Village of Chatham will establish Two to Four “Reconnaissance Strike Teams” which will be responsible for Rapid and IDA. These teams will consist of 3 personnel (LE/Fire/Public Works) with communications capabilities. The strike teams will be deployed by the EOC and will assist in identifying areas where help is needed and with identification of the area of impact for security and control purposes.

Reconnaissance intelligence requirements will include: identification of impacted structures (neighborhoods, homes, businesses, churches, schools, multi-dwelling complexes, assisted living facilities, grocery stores, restaurants, and/or other civic organizations such as the VFW or American Legion); identification of impacted utilities and services; identification of immediate hazards (fires, gas leaks, unpassable roadways, impeded bridges or railroad crossings, downed power lines, etc); and specific impacts which change “normal”.

ANNEX E, Damage Assessment Procedures (cont)

Reconnaissance capabilities include the following: mobility capabilities (able to go around, thru, and/or over blockages or debris if necessary); recording capabilities (paper/pen, video, still photos); and necessary personal protection equipment (safety boots, hard hats, eye protection, sturdy work gloves).

Reconnaissance Strike Teams are not deployed to provide medical assistance or debris removal, but if presented with a life/safety issue, they may need to render initial medical attention before continuing with their mission or being relieved by appropriate medical personnel. These are “Windshield Reconnaissance Teams”!

Initial Damage Assessment (IDA): (48 hours to 2 weeks) The initial damage assessment phase yields the information required for an IDA report to the county OEM. The IDA is the first step in applying for federal assistance. Information collected during the initial damage assessment phase is more detailed than information from the rapid damage assessment phase. Information from rapid damage assessment will be used to prioritize areas of need during initial damage assessment. Whenever possible, safety inspections and assessments of the extent of damage for the IDA will be completed simultaneously. The Village will complete detailed assessments of all damaged Village facilities. The EOC will provide avenues for the public to report damage to homes and businesses. Assessment of financial losses other than building damage (e.g., cost of emergency protective measures) will be calculated at the EOC and included in the Initial Damage Assessment Summary Report. Windshield survey routes should be chosen in collaboration with the EOC, so they are coordinated with debris management operations. Rapid Evaluation Safety Assessment forms will be used to collect this data.

Homeowners, businesses, and public entities may be encouraged to complete and submit an initial assessment of financial damage to their property. This is most likely in a large-scale event where the demand for damage assessments and safety inspections exceeds the number of available inspectors. EOC PIO or designee will provide information on where to obtain damage assessment forms and how to submit them. The EOC may accept reports from the public via the Internet, via telephone, or at a community field office coordinated by the Village EOC.

Joint Preliminary Damage Assessment (PDA): (2-3 weeks following the event) A joint PDA is conducted when the initial damage assessment indicates per-capita thresholds for Public Assistance or Individual Assistance grants have been met. Illinois Emergency Management Agency and FEMA jointly conduct the PDA, visiting and assessing damages reported. FEMA uses the information from the PDA to decide whether a presidential disaster declaration is warranted. The PDA also informs further response activities by providing information to state and federal responders on unmet needs that may require immediate response, and to forecast staffing levels, space requirements, technical and other resources necessary to ensure proper management of disaster recovery operations.

Forms, placards, and marking guidance material will be provided to all assessment teams by the Village of Chatham Emergency Operations Center.

ANNEX F, Debris Management

Debris Management is one of the many competing priorities the Village of Chatham must manage during an emergency event. It is important that disaster debris be effectively managed to protect human health, comply with regulations, conserve disposal capacity, reduce injuries, and minimize or prevent environmental impacts.

The General Foreman of the Streets and Electric Department will oversee debris management and work in coordination with the EOC Manager and the General Foreman of Water & Parks for staffing and resources.

Coordinating Agencies/Organizations:

Office of the Village Manager (Includes Admin Assist, CFO, Utilities and Accounts Clerks, GIS/IT, and Planning Plats & Plans)

Chatham Emergency Management Agency (CEMA)

Chatham Police Department (Includes Dispatch)

Chatham Water and Parks Department

Chatham Electric and Streets Department (Includes Village Mechanic and Building Maintainer)

Chatham Code Enforcement Office

CEMA Volunteers Group

Chatham Community Fire Protection District (including Emergency Medical Services)

Ball-Chatham School District

Chatham Faith Based Organizations

American Red Cross

Sangamon County Office of Emergency Management

Tornado Response Missions/Requirements.

While each event or incident will be unique in nature and present characteristics and challenges unique to themselves, there are many similar planning, response, and recover actions/responsibilities which must be accomplished. The approach to preparing for, responding to, and recovering from a tornado in the Village of Chatham is a phased operation. The phases include Phase IA – Pre-Event Planning; Phase IB – Pre-Event Warning; Phase II – Post-Event Assessment; Phase III – Response; and Phase IV – Recovery. There is no distinct line or separation between phases, as each disaster scenario will dictate the timing of activities. The next section of this document outlines the activities/responsibilities within each specified phase.

Phase IA – Pre-Event Planning

- **Employee Hazard Preparedness Training** – training must include EOP review; team development and training; debris management training; communications testing and training; responsibilities assignment; and training exercises.
- **Establish** Credentialing System for Unified Command, Incident Responders, Affected Citizens, Contractors, etc. Include vehicle placard color code system for allowing access to impacted area.
- **Establish** Communications Platform in Coordination w/ CEMA Volunteers
 - o FM Communications? Volunteer Amateur Radio Operators? Cellular? GMRS?
 - o Emergency Alert System (Civic Ready, Outdoor Siren System, Email, Text Messaging)?
 - o Cellular on Wheels (COWS) – Verizon, AT&T
- **Establish** Immediate Response Strike Teams
 - o Immediate Response Strike Teams may include fire, medical services personnel, and debris management capabilities. The debris management team will provide the capability (end-loaders, dump trucks, etc) to immediately clear pathways into the tornado impact area, providing clearance for fire and medical personnel to provide search and rescue, fire suppression and emergency medical support. In addition, gas and electric personnel will be utilized to identify and render safe electrical and/or gas issues.
- **Determine** Multiple Staging Areas and Teams for Response Resources (School Parking Lots? Church Parking Lots?)
 - o When a tornado incident occurs, it can be expected that additional response resources will be needed, requested, and will respond. Such services may include fire services, emergency medical services, law enforcement, emergency management, public works (water, electric, gas, sewer), and trained NGO's.
- **Develop** Debris Management Plan
 - o Determine location for “woody debris” to be sent.
 - o Determine location for “non-woody debris” to be sent.
 - o Determine how debris will be transported.
 - o Determine Village owned locations for burning. Pre-select locations and ensure they meet IEPA standards/requirements for permitting.
 - o Pre-determine Reconnaissance Strike Teams and establish “Go Kits” which include supplies, equipment, forms, and instructions needed for each team.
- **Maintain** Communications with Village Leadership
 - o **Determine** Essential Elements of Information
 - o **Establish** Common Operating Picture requirements for EOC Operations
 - o **Determine** processes for sharing information – message board, briefings, CivicReady, media releases, media briefings
- **Establish** Location for Receiving Donations and Goods
 - o Local Church?
 - o School?
 - o Community Center?

ANNEX G, Special Procedures - Severe Weather – Tornado/Derecho (cont)

- **Determine** location, near donations and goods receiving site, for possible **establishment** of a Multi-Agency Resource Center (MARC))

- **Establish** accountability of resources
 - Vehicles – Where Are They? One Location or Multiple?
 - Equipment – Where is it? One Location or Multiple?
 - Personnel & Capabilities
 - Cost tracking. This function must begin as soon as a disaster begins and must continue through recovery.

Phase IB – Pre-Event – Warning

- **Deploy and Recover** Weather Spotters

- **Activate** Outdoor Early Warning System

- **Send** Civic Ready Initial Emergency Message

- **Seek** shelter and **advise** employees to take appropriate actions/cover – day/time dependent

- **Establish** internal communications of all Village personnel

Phase II – Post-Event Assessment

- **Determine** Capabilities and Functions of Services and Activities (computer network, automated systems, payroll, financing, etc). If a system or systems are found to be incapacitated or overwhelmed, consideration must be made for exercising continuity of operations plans, relocating functional services, and/or using alternate means for accomplishing functional services/activities.

- **Establish** 100% Accountability of the Village Populace w/in the Impacted Area

- **Establish and Secure** Perimeter of Impacted Area
 - o Chatham PD will establish the perimeter of the impact area based on intelligence and direction from Incident Command. The perimeter will be secured utilizing LE presence and/or barricades, as coordinated with the Chatham Streets and Electric Department.
 - o Additional consideration of perimeter control mission should include determining identification method for allowing residence in and out of their respective residential areas, once the area has been rendered safe by Incident Command; placement of light towers at key blockaded areas; and establishment of curfew hours.

- **Maintain** Credentials for Unified Command, Incident Responders, Affected Citizens, Contractors, etc., including vehicle placard system

- **Establish** Two to Four Reconnaissance Strike Teams
 - o These teams will consist of 3 personnel (LE/Fire/Public Works) with communications capabilities. The strike teams will be deployed by the EOC and will assist in identifying areas where help is needed and with identification of the area of impact for security and control purposes.
 - o Reconnaissance intelligence requirements will include: identification of impacted structures (neighborhoods, homes, businesses, churches, schools, multi-dwelling complexes, assisted living facilities, grocery stores, restaurants, and/or other civic organizations such as the VFW or American Legion); identification of impacted utilities and services; identification of immediate hazards (fires, gas leaks, unpassable roadways, impeded bridges or railroad crossings, downed power lines, etc); and specific impacts which change “normal”.
 - o Reconnaissance capabilities include the following: mobility capabilities (able to go around, thru, and/or over blockages or debris if necessary); recording capabilities (paper/pen, video, still photos); and necessary personal protection equipment (safety boots, hard hats, eye protection, sturdy work gloves).
 - o Reconnaissance Team is not deployed to provide medical assistance or debris removal, but if presented with a life/safety issue, they may need to render initial medical attention before continuing with their mission or being relieved by appropriate medical personnel. These are “*Windshield Reconnaissance Teams*”!

- **Develop and Manage** Area Maps

- **Establish and Maintain** Accountability of All Responders, Resources, and Costs

ANNEX G, Special Procedures - Severe Weather – Tornado/Derecho (cont)

- **Establish** an Emergency Operations Center in coordination with Village Manager, Police Chief, and Fire Chief.
 - o The Emergency Operations Center must be large enough to support all functions and activities of the Incident Command to include coordination between entities and teams; have good communications capabilities; and able to support situational update briefings for the Unified Command Staff. The composition of the Incident Command System will, at a minimal, include Unified Command (IC), Planning/Operations, Public Information, Safety, Communications, Logistics, and Finance with specific divisions to include Law Enforcement, Fire, Public Works, Private Sector, and Community Group Representation. In addition, administrative support will be required (records keeping, incident log, etc). See attached organizational chart

- **Establish** Response Rhythm

- **Reroute** all 911 Dispatch Calls specific to the incident to the Command Center for Action and Management of the Incident
 - o Command will establish a communications section which will manage all messages coming into the Command Center and provide to the IC or Operations Chief for appropriate disposition.

- **Establish** Staging Area and Team for Response Resources
 - o When a tornado incident occurs, it can be expected that additional response resources will be needed, requested, and will respond. Such services may include fire services, emergency medical services, law enforcement, emergency management, public works (water, electric, gas, sewer), and trained NGO's.

- **Provide** Logistics Support to Emergency Operations Center and Responders

- **Communicate** with Sangamon County EOC and Provide Updates

- **Establish** Volunteer Management Team

- **Manage** Utilities. Communication must be made with gas and power companies to include advisement of the area of impact and of any outages associated with such impacts.

- **Manage** Messaging and Communications to Village Residence

Phase III – Response

- **Manage** Emergency Operations Center in coordination with Village Manager, Police Chief, and Fire Chief.
 - o The Emergency Operations Center must be large enough to support all functions and activities of the Incident Command to include coordination between entities and teams; have good communications capabilities; and able to support situational update briefings for the Unified Command Staff. The composition of the Incident Command System will, at a minimal, include Unified Command (IC), Planning/Operations, Public Information, Safety, Communications, Logistics, and Finance with specific divisions to include Law Enforcement, Fire, Public Works, Private Sector, and Community Group Representation. In addition, administrative support will be required (records keeping, incident log, etc). See attached organizational chart

- **Develop** Incident Action Plan for Extended-Term Events

- **Manage** Inquiries from Elected Officials.

- **Manage** Media and Social Media Outlets and Engagements. It is imperative to follow social media and to establish an incident update briefing schedule to keep the media engaged and the public informed.

- **Maintain** Accountability of All Responders, Resources, and Costs

- **Deploy** Immediate Response Strike Teams
 - o Immediate Response Strike Teams may include fire, medical services personnel, and debris management capabilities. The debris management team will provide the capability (end-loaders, dump trucks, etc) to immediately clear pathways into the tornado impact area, providing clearance for fire and medical personnel to provide search and rescue, fire suppression and emergency medical support. In addition, gas and electric personnel will be utilized to identify and render safe electrical and/or gas issues.

- **Activate** Debris Management Plan

- **Activate** Communications Platform in Coordination w/ CEMA Volunteers
 - o FM Communications? Volunteer Amateur Radio Operators? Cellular?
 - o Emergency Alert System (Civic Ready, Outdoor Siren System, Email, Text Messaging)?
 - o Cellular on Wheels (COWS)
 - Verizon
 - AT&T

- **Conduct** Business Leader Engagements. By engaging key leaders of local businesses, we keep them informed of the situation, gain knowledge of any challenges presenting them due to the incident, and gain support in the means of resources which we may otherwise not know exist.

- **Establish and Deploy** Damage Assessment Teams
 - o Assistance from Trained Damage Assessment Teams (IESMA)
 - o This will include, at the minimum, responder status updates; Command & Staff situational update briefings (am and pm); media update briefings; and elected officials update briefings

ANNEX G, Special Procedures - Severe Weather – Tornado/Derecho (cont)

- **Communicate** with Sangamon County EOC and Provide Updates
- **Activate** Village of Chatham Water Supply Contingency Plan if situation dictates.
- **Call-in/Activate** Mutual Aide Support as determined needed, which may include:
 - o IPWMAN, ILEAS, MABAS, IESMA, IL-IMT
 - o Non-Governmental Organizations/Volunteer Organizations/Faith-Based Organizations
 - American Red Cross
 - Catholic Charities
 - Lutheran Early Response Team
 - United Methodist Committee on Relief
 - Chatham Emergency Management Agency Volunteers
- **Manage** Messaging and Communications to Village Residence
- **Activate** Multi-Agency Resource Center (MARC) Plan

Phase IV – Recovery

- **Conduct** Business Leader Engagements. By engaging key leaders of local businesses, we keep them informed of the situation, gain knowledge of any challenges presenting them due to the incident, and gain support in the means of resources which we may otherwise not know exist.
- **Manage** Recovery Operations in Coordination with Village Manager
- **Maintain** Accountability of All Responders, Resources, and Costs
- **Communicate** with Sangamon County EOC and Provide Updates
- **Begin Activation** of Recovery and Continuity of Operations Plans

ANNEX H, Special Procedures – Evacuation

Coordinating Agencies/Organizations:

Office of the Village Manager (Includes Admin Assist, CFO, Utilities and Accounts Clerks, GIS/IT, and Planning Plats & Plans)

Chatham Emergency Management Agency (CEMA)

Chatham Police Department (Includes Dispatch)

Chatham Water and Parks Department

Chatham Electric and Streets Department (Includes Village Mechanic and Building Maintainer)

Chatham Code Enforcement Office

CEMA Volunteers Group

Chatham Community Fire Protection District (including Emergency Medical Services)

Ball-Chatham School District

Chatham Faith Based Organizations

Evacuation

An order to evacuate may be given for any number of reasons to include planned events and no-notice events. Such orders may be given by the following authorities and/or their designated representative:

- Village Manager
- CEMA Director
- Village Chief of Police
- Chatham Community Fire Protection District Fire Chief
- Chatham EOC Manager (when activated)

The purpose of this annex is to establish procedures for orderly and coordinated evacuation operations in the Village of Chatham; to outline warning procedures to be used for evacuations or shelter-in-place orders; to identify primary evacuation routes and shelter resources; to identify procedures for the security of the perimeter during and after the evacuation; and to identify procedures for allowing evacuees to return to their homes.

The Scope: The Village of Chatham has developed this annex for evacuation of residents and visitors of the Village. The order can be precautionary or due to credible information that a serious emergency may threaten the safety and lives of residents and visitors. The number of affected citizens for an evacuation is dependent on the type, size, location, and time of day of the event, as well as the current environmental (weather, ground moisture, air temperature, etc.) conditions.

Annex K, Village Maps, provides a series of maps, depicting Village jurisdictions and population densities during specified periods of the day, as well as specified times of the year. These maps will assist response entities with understanding population densities within the area of impact.

TRIGGER POINTS: An incident and/or threat of an incident placing people and/or property within the Village of Chatham in harms way. This may include the risk of illness, severe suffering, death, and/or loss of property.

NOTIFICATION and ALERTING: Evacuation orders may be either voluntary or mandatory. A voluntary evacuation is one suggested for precautionary measures, whereas a mandatory evacuation is for an immediate threat to life or property.

Public Notification will include Civic Ready, social media, and public media messaging (using Emergency Broadcasting System (EAS)). Door-to-door verbal notification and written instructions may also be used to ensure all personnel are evacuated from the area of concern.

PROCEDURES:

Direction and control: The amount of time it takes to evacuate an area depends upon a variety of factors that include the size of the vulnerable population, high hazard areas and transportation routes. Primary public roads for evacuation from the area of concern may include IL Route 4 (Main Street); 2nd Street (South-bound); Walnut Street; Gordon Drive/Iron Bridge Road; Plummer Blvd; Park Street; and/or Oakbrook Avenue. Emergency officials will monitor roads and let the public know which routes should be taken. Emergency personnel will oversee shelter-in-place directives. Specific instructions will be dependent upon the type of threat posing risk to people and/or property.

Evacuation centers: Evacuation centers will serve as gathering points for friends and family to meet with evacuees. These centers will also serve as a point allowing for shelter assignments. Evacuation centers may or may not serve as housing for evacuees. Evacuation Centers will be determined based on time, location, and magnitude of the event.

Special Needs Support: those that are discovered in any home and or facility that require extra assistance (physical, intellectual challenges, the elderly, etc.) in leaving that area are to notify EMS and or appropriate first responders of the situation and request transport out of the hot zone. More support and mutual aid can be determined upon the situation in front of you.

An evacuation will be terminated only after the authority who authorized or directed the evacuation, has determined that the evacuated area and environment are safe for re-entry and occupancy by the displaced persons. The only exception is when the authority is transferred. Then the new authority has the responsibility and authority to terminate the evacuation.

ANNEX I, Special Procedures – Shelter-In-Place

Coordinating Agencies/Organizations:

Office of the Village Manager (Includes Admin Assist, CFO, Utilities and Accounts Clerks, GIS/IT, and Planning Plats & Plans)

Chatham Emergency Management Agency (CEMA)

Chatham Police Department (Includes Dispatch)

Chatham Water and Parks Department

Chatham Electric and Streets Department (Includes Village Mechanic and Building Maintainer)

Chatham Code Enforcement Office

CEMA Volunteers Group

Chatham Community Fire Protection District (including Emergency Medical Services)

Ball-Chatham School District

Chatham Faith Based Organizations

Shelter-In-Place Orders.

An order to shelter-in-place may be given the threat or perceived threat introduces great risk to the health and safety of the population within the area of concern. Such orders may be given by the following authorities and/or their designated representative:

- Village Manager
- CEMA Director
- Village Chief of Police
- Chatham Community Fire Protection District Fire Chief
- Chatham EOC Manager (when activated)

The purpose of this annex is to establish procedures for orderly and coordinated shelter-in-place operations in the Village of Chatham; to outline warning procedures to be used for shelter-in-place orders; to identify primary shelter resources; to identify procedures for the security of the perimeter during and after the shelter-in-place; and to identify procedures for lifting a shelter-in-place order and follow-on actions required.

The Scope: The Village of Chatham has developed this annex for shelter-in-place of residents and visitors of the Village. The number of affected citizens for a shelter-in-place order is dependent on the type, size, location, and time of day of the event, as well as the current environmental (weather, ground moisture, air temperature, etc) conditions.

Annex L, Village Maps, provides a series of maps, depicting Village jurisdictions and population densities during specified periods of the day, as well as specified times of the year. These maps will assist response entities with understanding population densities within the area of impact.

TRIGGER POINTS: An incident and/or threat of an incident placing people and/or property within the Village of Chatham in harm's way. This may include the risk of illness, severe suffering, death, and/or loss of property.

NOTIFICATION: Shelter-in-place events are not anticipated nor planned. Such events usually happen with no notice and require rapid assessment and decisions based on immediate and readily available intelligence of the event. Once determined that shelter-in-place is to be directed, notifications will include Civic Ready, social media, and public media messaging (using Emergency Broadcasting System (EAS)). Door-to-door verbal notification and written instructions may also be used to ensure all personnel are evacuated from the area of concern.

PROCEDURES: The suggested checklist below, indicates steps that usually takes place at the scene of an emergency disaster, by the on scene Incident Commander (IC). These steps have been developed as which may be extracted from this CEOP and utilized by the IC. Not every step or question may be required to make a timely, educated decision.

1. Assess the Hazard.

- a. Examine the Situation.
 - i. Time of Day?
 - ii. Current Weather Conditions? Weather Forecast for Next 48 Hours?
 - iii. How many people may be impacted?
 - iv. What is in the immediate area to raise concern (reference Annex M to the CEOP)?
 - v. How many staff are available?
- b. Assess and analyze the hazard.
 - i. What is the hazard? Has the hazard already happened or is it imminent?
 - ii. How big is the hazard? How long is the event expected to last?
 - iii. How much of the community will be impacted?
 - iv. How much of the facility or infrastructure has been damaged or at risk?
 - v. Can the hazard be isolated? Is it possible to safely control the spread of the hazard at this point?
 - vi. Have emergency personnel been notified of the situation? Fire, PD, Emergency Management, 911/Dispatch
 - vii. Have “places of interest” (see Annex M to the CEOP) been notified?

2. Select and Implement Protective Actions (evacuate or shelter-in-place).

- a. Determine the protective action.
 - i. Should shelter-in-place be triggered?
 - ii. If so, for immediate and short-term or extended and long-term?
 - iii. Have all emergency personnel been notified and are they on scene to assist in the action?
- b. Implement protective action.
 - i. Assign and place emergency personnel.
 - ii. Implement Public Notification Procedures
 - iii. Control Access and isolate danger area.
 - iv. Begin sheltering or evacuation procedures. Follow internal Standard Operating Procedures as established.
- c. Communicate decontamination needs to emergency personnel.
 - i. Does the hazard require decontamination of residents? Property?
 - ii. Will the hazard cause decontamination needs for emergency responders?
- d. Provide immediate medical treatment to residents or allow emergency medical personnel to assume responsibility for the patient.
- e. Communicate search and rescue needs to emergency personnel.
 - i. Account for all residents and first responders. The CEOC will assist in this process. The Village Manager will confirm once 100% accountability has been established.
 - ii. Communicate with emergency personnel if anyone is missing and assign teams, as necessary.

3. Implement Recovery.

- a. Implement demobilization plan.
- b. Conduct hot wash/after action review.

Coordinating Agencies/Organizations:

- Office of the Village Manager (Includes Admin Assist, CFO, Utilities and Accounts Clerks, GIS/IT, and Planning Plats & Plans)
- Chatham Emergency Management Agency (CEMA)
- Chatham Police Department (Includes Dispatch)
- Chatham Water and Parks Department
- Chatham Electric and Streets Department (Includes Village Mechanic and Building Maintainer)
- Chatham Code Enforcement Office
- CEMA Volunteers Group
- Chatham Community Fire Protection District (including Emergency Medical Services)
- Ball-Chatham School District
- Chatham Faith Based Organizations
- Train Owner/Operator Representatives
- Illinois Commerce Commission
- Federal Railroad Administration
- US Department of Transportation

A train derailment within the Village of Chatham could meet any one to the Emergency Operations Activation Levels, as depicted in Table 2 of the CEOP. The Village of Chatham and supporting organizations will take initial life safety actions, as necessary. This may include communication of event; fire suppression; medical support; traffic rerouting; evacuation of areas of concern; shelter-in-place within area of concern; utilities shutdown; and hazardous materials management.

It is understood that owner/operator entities such as Union Pacific and Canadian National for rail freight and Amtrak Railroad Company for passenger rail service will deploy response teams immediately. In coordination with Federal entities, these companies will oversee response, investigation, clean-up, and recovery of rail operations. The Village of Chatham will continue to focus efforts on the interests of the Village and maintain functioning of the EOC through-out the event.

TAB A to Annex J, Special Procedures - Train Derailment contains emergency contact information for each rail crossing within vicinity of the Village of Chatham. When contacting the rail company, the crossing number and address should be referenced. If the caller to the communications center observing the accident is not near a specific intersection, they should locate the nearest mile marker along the tracks and report that information to the comms center.

TAB A, Emergency Contact Information for Rail Companies, to Annex J, Special Procedures - Train Derailment

<u>Crossing Location</u>	<u>Crossing #</u>	<u>Rail Owner</u>	<u>Emergency Contact #</u>
Woodside Road	294328R	Union Pacific	800-848-8715
Plummer Blvd	410997W	Union Pacific	800-848-8715
E. Walnut St	294331Y	Union Pacific	800-848-8715
Goldenrod Drive	440769R	Union Pacific	800-848-8715
New City Road	295631R	Chicago & Illinois Midland (IC)	800-465-9239
Private Drive South of Electric Shop	294336H	Union Pacific	800-848-8715

Coordinating Agencies/Organizations:

Office of the Village Manager (Includes Admin Assist, CFO, Utilities and Accounts Clerks, GIS/IT, and Planning Plats & Plans)
Chatham Emergency Management Agency (CEMA)
Chatham Police Department (Includes Dispatch)
Chatham Water and Parks Department
Chatham Electric and Streets Department (Includes Village Mechanic and Building Maintainer)
Chatham Code Enforcement Office
CEMA Volunteers Group
Chatham Community Fire Protection District (including Emergency Medical Services)
Ball-Chatham School District
Chatham Faith Based Organizations

Infectious Disease Pandemic Response Missions/Requirements.

While each event or incident will be unique in nature and present characteristics and challenges unique to themselves, there are many similar planning, response, and recover actions/responsibilities which must be accomplished. Preparing for and responding to a pandemic is challenging. While the following guidelines are stated, an actual event may cause alteration or even elimination of some or all, due to ever changing County, State, and Federal guidelines, and rules. Using lessons learned from the recent “COVID-19 Pandemic”, Village of Chatham staff will modify current operating procedures as it pertains to employee welfare, hygiene, and response to calls for service. As a result of this understanding the below procedures may be adopted early in the pandemic response. Policies specific to leave, quarantine, isolation, and employees that have been exposed have been established and are available at the Village Office or from Departmental Supervisors (General Foreman).

- Infectious Disease specific messaging on the importance of hygiene and social distancing
- Addition of various cleaning supplies for use in village vehicles
- Distribution and allocation of PPE equipment including:
 - Gloves
 - Face Masks
 - Hand Sanitizers

- **Contact Limitations:**
 - Limiting access to public buildings to help control the spread of the infectious disease.
 - One Customer at a time signs placed at Utility Office and Police Entrance.
 - Only the necessary employees should enter residences/public buildings, with required PPE
 - Only necessary employees should gather in any room of a public building. Employees should stay in their vehicle and only enter the building when required. NOTE: The goal is to limit direct and close quarter interaction with the public when possible. You should use your best professional judgement.
 - It is suggested that you utilize your department issued cell phone to make calls to customers. This goes without saying but keep in mind that these are protocols temporarily being used during this pandemic and when it is safe to do so we will return to our community-based response that the residents and visitors to Chatham have come to expect from our department.

ANNEX K, Special Procedures - Infectious Disease Pandemic (cont)

• **Work Plan:**

- Limitation of Training and Travel:
- Cancellation of all training (not including Field Training) – both onsite and out of town (until further notice)
- All out of town travel suspended
- Virtual/Phone Meetings or Webinars
- Cancellation of large meetings
- Limit to (1) person per vehicle or wear PPE if more than one person in a vehicle.
- Limit employee exposure in the field to include:
 - Do not enter residences on calls for service
 - Whenever possible, have residents' step outside to answer questions and always wear PPE.

• **PPE Procedures:** Proper use of the PPE is important. Online training and videos from the CDC are available for healthcare workers and public safety personnel. The current “COVID-19 Pandemic” training videos can be found at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html> The below precautionary steps will be followed:

- 1) Personnel should have a face mask readily available at all times and should utilize the mask prior to any close and/or physical contact with other employees or the general public when possible. The mask should be utilized following appropriate procedures, with attention to touching the outside of the mask with gloves when possible and washing hands with 60% (or higher) alcohol content sanitizer gel/spray prior to and after contact with the mask.
- 2) Eye protection is recommended whenever the mask is utilized. Eye protection creates a seal around the eyes or shields the face from the sides, top and bottom.
- 3) Disposable gloves should be worn, when possible, if contact between personnel and an individual is imminent, or if the recommended six feet of distance cannot be maintained.
- 4) Disposable gloves should be worn when handling any items such as documentation or property.
- 5) Disposable gloves should be worn when masks and eye protection are put on and taken off.
- 6) Gloves, masks, and eye protection should be worn where personnel are likely to have physical contact with the public. Note: Some eye protection is better than no protection. Use any eye protection that is available to you.
- 7) Personnel should avoid contact with a known, symptomatic person unless all recommended PPE is available and being utilized, except in situations where contact is necessary to protect against a greater health or safety hazard.
- 8) Avoid touching the inside of the mask. If inadvertent contact is made with the inside of the mask, perform hand hygiene as described above.
- 9) Used disposable PPE should be disposed in a trash bag that can immediately be placed in container outside of the public building. Disinfect anything you touched and your hands afterwards.

ANNEX L, Mass Care

Mass care includes congregate sheltering, feeding, distribution of emergency supplies, and reunification of families. The Village of Chatham has minimal resources or capabilities to provide the full spectrum of the Mass Care mission. While short-term shelters are identified through-out the community, materials, and resources such as bedding, food, emergency supplies, medical care, and other essential needs cannot be met without the assistance of several outside organizations and/or agencies.

Our primary outreach will be made to the American Red Cross (ARC). The Village of Chatham will request the ARC to assist by providing mass care support through the following efforts:

- Establishing and managing shelter for displaced citizens
- Provide over-night accommodations for displaced citizens
- Provide subsistence to displaced citizens
- Provide limited medical care (basic first aid) to displaced citizens
- Provide other essential needs as identified during the sheltering operations
- Establish and report accountability to the EOC of displaced citizens being sheltered

Other entities whom may be contacted and asked to provide mass care support includes the Midwest Mission Distribution Center, for household clean-up and recovery resources and the Salvation Army for individual family support.

The Village of Chatham Police Department will be responsible for coordinating and maintaining security at any/all shelters established within the Village of Chatham, in support of Disaster Response/Recovery Operations conducted by the Village of Chatham.

ANNEX M, Village Map Series

The map displayed below is for general use only. The Emergency Response Support Map Set has been developed with key layers of information for use by the Emergency Operations Center and Incident Commanders during Response and Recovery Operations. The following layers have been developed:

- Base Map with Subdivisions annotated in different shaded colors and residences annotated with icons.
- Layer 1 - Observation Points and Siren Locations w/ estimated audible ranges.
- Layer 2 - Places of Interest to include Government Facilities/entities; long-term care facilities; manufacturers/businesses w/ hazardous products; medical facilities; public library; village parks; and potable water storage facilities.
- Layer 3 - Places of Worship with estimated worship service attendance numbers.
- Layer 4 - Schools & Day Care Facilities, In-Session, 0001-0700 hours (no population during this time so no coding)
- Layer 5 - Schools & Day Care Facilities, In Session, 0700 - 1600 hours (populations coded)
- Layer 6 - Schools & Day Care Facilities, In-Session, 1600 - 2400 hours (no population during this time so no coding)
- Layer 7 – Staging Areas, Temporary Shelters, and Volunteer Management Sites

The population coding provides an indicator of the estimated number of personnel (students, faculty, and staff) in the facility during a normal school day. For places of worship, the population estimate is for each service provided and includes the day and time of the service.

The Emergency Response Support Map Set can be found at [\(insert link here\)](#) and is also maintained by the Village Manager and the CEMA Director.

Chatham Emergency Operations Plan – VF-24AUG2021
ANNEX N, Village of Chatham Locations of Interest

GOVERNMENT FACILITIES/PUBLIC SAFETY

Chatham Municipal Building - 117 E. Mulberry
Chatham Utilities Office – 116 E. Mulberry
Chatham Police Department – 117 E. Mulberry
Chatham Emergency Management Agency – 117 E. Mulberry
Village Public Works Buildings – 9507 S. Main St
Chatham Parks Building – Chatham Community Park/South Park
Chatham Community Fire Protection District – 1 Fireman’s Square

DAYCARE FACILITIES

Bright Beginning Child Care & Development Ctr – 124 Plummer Blvd 217-483-6833
Pleasant Park Child Development Ctr – 955 Gordon Dr 217-483-1010
YNOT Outdoors Summer & After School Camp - 301 Breckenridge 217-801-0118

LONG-TERM CARE FACILITIES

Villas of Holly Brook – 825 E. Walnut St 217-498-3101
Reflections Memory Care – 401 N. Park Ave 217-483-4490
Villas of South Park – 10000 S. Main St 217-697-5415

MANUFACTURERS/BUSINESS (w/ significant hazards/risks)

RP Lumber – 200 E. Mulberry (Lumber Yard) 217-483-2421
Henry Manufacturing – 701 S. Main St 217-483-2406

MEDICAL FACILITIES

Family Medical Center of Chatham – 101 E. Plummer Blvd 217-483-3487
Chatham Dental Center, Ltd – 120 N. Main 217-483-3545
St John’s TherapyCare – 125 E. Plummer Blvd 217-814-8165
HS Hospital Services – 125 E. Plummer 217-483-3333
Memorial ExpressCare – 101 E. Plummer Blvd 217-588-2600
Orthopedic Center of Illinois – 1134 S. Commercial Ct 217-697-8315
Advance Physical Therapy – 1089 Jason Place 217-483-5858

PLACES OF WORSHIP

Chatham Presbyterian Church - 1835 E Walnut St 217-483-4204
Ball-Chatham Food Pantry - 1835 E Walnut St 217-697-4663
Chatham Baptist Church - 1500 E Walnut St 217-483-2471
St Joseph the Worker Catholic Church - 700 E Spruce St 217-483-4514
St John's Lutheran Church - 1225 N Main 217-483-2612
Chatham Apostolic Church - 217 N Main 217-483-7188
*** Chatham United Methodist Church - 104 W Chestnut St 217-483-2132**
Chatham Christian Church - 9897 S Main St 217-483-3987
*** Sugar Creek United Methodist Church - 1022 New City Rd 217-483-2270**
Ambassador Baptist Church - 109 W Mulberry St 217-553-6091
Cherry Hills Church - 2125 Woodside Rd 217-546-4818
Bethesda Lutheran Community Illinois - 620 Garvey Ln 217-697-8422
Lakeside Christian Church - 225 Toronto Rd 217-529-2513

Chatham Emergency Operations Plan – VF-24AUG2021
ANNEX N, Village of Chatham Locations of Interest (cont)

PLACES OF WORSHIP (cont)

The Hindu Temple - 1001 W Walnut St	217-697-8174
First Church of the Nazarene - 5200 S 6th Street Frontage Rd E	217-529-6771
Cotton Hill United Methodist Church - 5931 N Cotton Hill Rd	217-529-2736
Vineyard Christian Fellowship Springfield - 6439 Canadian Cross Dr	217-529-3645
Illinois Area United Methodist - 5900 S 2nd St	217-529-3820

*** Temporary Shelter Site**

Could Serve as Temp Shelter w/ Consideration of Other Operations (Pre-School, Day Care, etc.)

PUBLIC LIBRARY – 600 E. Spruce St, 217-483-2713

SCHOOLS - Ball Chatham Community Unit 5 School District – 201 W. Mulberry – 217-483-2416

Randy Allen Security & Safety Director	217-891-5953 / 217-483-2424
Ball Elementary – 1015 New City Road	217-483-2414
Chatham Elementary – 525 S. College	217-483-2411
Glenwood Elementary – 1401 Plummer Blvd	217-483-6704
Glenwood Intermediate – 465 Chatham Rd	217-483-1183
Glenwood Middle School – 595 Chatham Rd	217-483-2481
Glenwood High School – 1501 E. Plummer	217-483-2424

VILLAGE PARKS

Jaycee's Park – 901 E. Walnut St.
South Park – 700 S. Main St
West Park – 105 Downing Dr.

WATER STORAGE

Water Tower – 901 E. Walnut St
Water Tank – SE Corner North Lakewood Dr & Estate Dr

ANNEX O, Predetermined Options for Staging Areas, Volunteer Management Sites, and Temporary Shelter Sites

STAGING AREAS

South Park, 700 S. Main St

- Porta-Potties must be placed.
- Temporary staging of resources. No other facilities available.
- Use S. Main Park Entrance to access Southeast parking area for staging.

Glenwood High School, 1501 E. Plummer

- Restrooms Available
- Temporary Shelter Available
- Use Peach Tree Entrance to access and East access point (SE corner of lot) to exit.

Glenwood Elementary School, 1401 E. Plummer Blvd

- Restrooms Available
- Temporary Shelter Available
- Use Plummer Blvd Entrance/Exit

Glenwood Intermediate School, 465 Chatham Rd

- Restrooms Available
- Temporary Shelter Available
- Use East access point for entering and West access point for exiting.

VOLUNTEER MANAGEMENT SITES

Chatham Community Center, 109 W. Mulberry St, 217-483-2488

- Restrooms Available
- Temporary Shelter Available

Chatham Square

- Porta-Potties must be placed.
- Temporary staging of resources. No other facilities available.

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**“By Failing to Prepare, You
Are Preparing to Fail.”**

- Benjamin Franklin

Preparedness

**Readiness; Organized; Arranged
By Systematic Planning; and
United Effort**

**“Make Preparations in Advance.
You Never Have Trouble If You
Are prepared For It.”**

- Theodore Roosevelt

