



**Monday, January 19, 2026
Village Board Regular Meeting Agenda**

PUBLIC NOTICE - in accordance with the applicable statutes of the state of Illinois and Ordinances of the Village of Wheeling, notice is hereby given that the Regular Meeting of the President and Board of Trustees will be held in the Board Room, Wheeling Village Hall, 2 Community Boulevard, Wheeling, Illinois, at 6:30 PM, during which meeting it is anticipated there will be discussion and consideration of and, if so determined, action upon the matters contained in the following agenda:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - A. Approval of Minutes of the Regular Meeting of December 15, 2025
 - B. Approval of Minutes of the Regular Meeting of January 5, 2026
5. **Changes to the Agenda**
6. **Proclamations**
 - A. Proclamation: Martin Luther King, Jr. Day of Service
 - B. Proclamation: Community Risk Reduction Week
7. **Appointments and Confirmations**
8. **Administration of Oaths**
9. **Citizen Concerns and Comments**
10. **Staff Reports**
11. **Consent Agenda**

All items listed on the Consent Agenda are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from the general order of business and considered after all other Agenda items.

 - A. Resolution Authorizing the Purchase of Water Meters and Associated Parts and Materials from Core and Main in an Amount Not to Exceed \$60,000
 - B. Resolution Approving a Professional Services Agreement with Clark Dietz, Inc. for Consulting Services Related to the Cedar Run Watermain Replacement Project in an Amount Not to Exceed \$222,000 for FY 2026
 - C. Resolution Accepting a Sole-Source Proposal from Hastings Air Energy Control, Inc. for the Fleet Exhaust

System Project in the Amount of \$120,251.96

- D. Resolution Approving Continued Participation in the Suburban Tree Consortium and the Purchase and Installation of Parkway Trees in a Total Amount Not to Exceed \$50,575 in FY 2026
- E. Resolution Approving a Professional Services Agreement with the Lakota Group for the Design of the Gateway Park Project in an Amount Not to Exceed \$84,810
- F. Resolution Approving the Donation of a Temporary Construction Easement to the Illinois Department of Transportation
- G. Resolution Authorizing the Village President and Village Clerk to Execute a Renewed Lease between the Village of Wheeling and the Greater Wheeling Area Chamber of Commerce and Industry
- H. Resolution Authorizing the Village Manager to Execute Professional Service Contracts with Bisnow, LLC for Event and Marketing Services in an Amount Not to Exceed \$40,000
- I. Resolution Waiving the Fidelity Bond Requirements for AMVETS Phillip Carpenter Post 66 to Conduct Raffles from January 20, 2026 through December 31, 2026
- J. Resolution Approving a Bond Record-Keeping Report
- K. Resolution Approving an Amended Emergency Operations Plan for the Village of Wheeling

12. **Old Business**

13. **New Business**

All Listed Items for Discussion and Possible Action

- A. DISCUSSION: Concept Review, Wheeling Park District – Wheeling Aquatic Center, 105 Community Boulevard

14. **Official Communications**

15. **Approval of Bills**

- A. Approval of bills from December 31, 2025 - January 14, 2026

16. **Executive Session**

17. **Action on Executive Session Items**

18. **Adjournment**

REGULAR meetings will be televised on channels 17 and 99. If you would like to attend a Village meeting but require an auxiliary aid such as a sign language interpreter, call 847-499-9085 AT LEAST 72 HOURS PRIOR TO THE MEETING. To view the full agenda packet, visit <https://wheelingil.portal.civicclerk.com/>.

Martin Luther King, Jr. Day of Service January 19, 2026

WHEREAS, Dr. Martin Luther King, Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

WHEREAS, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

WHEREAS, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of volunteer service, and charged the Corporation for National and Community Services with leading this effort; and

WHEREAS, since 1994, millions of Americans have been inspired by the life and work of Dr. Martin Luther King, Jr. to serve their neighbors and communities on the King Holiday; and

WHEREAS, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

WHEREAS, the King Day of Service offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

WHEREAS, King Day of Service projects are organized by a wide range of non-profits, private businesses, and other organizations across the nation; and

WHEREAS, citizens of Wheeling have an opportunity to participate in events throughout Northern Illinois on the King Day of Service, as well as to create and implement community service projects where they identify the need;

NOW, THEREFORE, I, Patrick Horcher, President of the Village of Wheeling, proclaim the Martin Luther King, Jr., Holiday as a Day of Service in Wheeling, and call upon the people of Wheeling to pay tribute to the life and works of Dr. Martin Luther King, Jr. through participation in community service projects, on Martin Luther King Day and throughout the year.

DATED at the Village of Wheeling this 19th day of January, 2026.



Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk

Community Risk Reduction

January 19-25, 2026

WHEREAS, every 23 seconds, a fire department in the United States responds to a fire somewhere in the nation; and

WHEREAS, fires nationally were responsible for 2,920 civilian deaths and 75% of these fatalities in 2024 occurred in the home; and

WHEREAS, fires nationally were responsible for 8,920 civilian injuries and 75% of these injuries in 2024 were also related to fires in the home; and

WHEREAS, wildland/urban interface (WUI) related fires remain a concern nationwide with multibillion-dollar losses as a result in 2024; and

WHEREAS, fire departments respond to a growing number of medical calls for service, surpassing 90% of total call volume in some jurisdictions; and

WHEREAS, Community Risk Reduction is a data-informed process to identify and prioritize local risks, followed by integrated and strategic investment of resources to reduce their occurrence and impact; and

WHEREAS, the value of community support from local, state, and national partners to address community risks is recognized to meet the demands on paid, combination, and volunteer members of fire departments; and

WHEREAS, the goal of Community Risk Reduction is to reduce the occurrence and impact of emergency events for both community members and emergency responders through deliberate action in the areas of the five E's of Education, Engineering, Enforcement, Emergency response, and Economic incentive; and

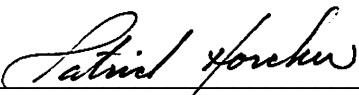
WHEREAS, most fire-related and many medical calls for service are preventable, with the five E's performed as part of an integrated Community Risk Reduction program; and

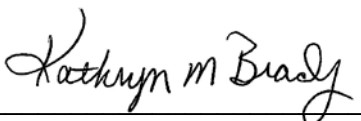
WHEREAS Monday, January 19, 2026, is Martin Luther King, Jr. Day and is nationally recognized as a National Day of Service and an opportunity for communities to reduce risk in their community through a series of educational and outreach programs;

THEREFORE, BE IT RESOLVED that the week of January 19–25, 2026, be designated as Community Risk Reduction Week, a grassroots initiative of fire service professionals across the nation to raise awareness of the importance of risk reduction in the fire service community and an opportunity to make communities safer. **DATED** at the Village of Wheeling this 19th day of **January 2026**.



ATTEST:


Patrick Horcher, Village President


Kathryn M. Brady, Village Clerk



MEMORANDUM

DATE: January 19, 2026
FROM: Daniel Kaup, Deputy Village Manager/Public Works Director
SUBJECT: Resolution Authorizing the Purchase of Water Meters and Associated Parts and Materials from Core and Main in an Amount Not to Exceed \$60,000
DOLLAR AMOUNT: \$60,000
BUDGETED: Yes
BUDGET SOURCE: Water Division
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Financial Strength

EXECUTIVE SUMMARY

Public Works recommends approval of the purchase of water meters and meter-related parts and materials from Core & Main in an amount not to exceed \$60,000. Funds for this purchase are available in the Water Division operating budget.

MEMO

Background:

The Sensus water meter system purchased by the Village in 2011 utilizes water meters of two types. Sensus iPEARL meters are composite-body 5/8-inch through one-inch meters that are mostly used in single-family residential settings; these meters have an estimated 20-year lifespan. Sensus OMNI meters are 1½-inch through six-inch meters with ductile iron bodies that are mostly used in multifamily residential developments and commercial and industrial settings; these meters have an estimated 10-year lifespan.

Public Works budgets for meter maintenance and replacement in the Water Division operating budget. Each year some meters fail for reasons that include frost damage, premature battery failure, and malfunctioning electronic components. The Department must also be able to provide water meters for new development projects. This meter purchase is intended to enable the replacement of meters and meter components that fail during the year, as well as the installation of new meters as development occurs.

Discussion:

Authorized meter distributor Core & Main has provided a quote for all Sensus water meter parts and materials for 2026. The Village's existing water meter system is a Sensus system, and new meters and associated parts and materials must be compatible with this system. Because Core & Main is the sole authorized Sensus distributor in Illinois, this purchase is not subject to the Village's competitive bidding requirements.

Budget:

Funds for this purchase have been allocated in the Water Division operating budget in the amount of \$60,000.

RESOLUTION NO. 26 - _____

**RESOLUTION AUTHORIZING THE PURCHASE OF WATER METERS
AND ASSOCIATED PARTS AND MATERIALS FROM CORE AND MAIN
IN AN AMOUNT NOT TO EXCEED \$60,000**

WHEREAS, the Village of Wheeling currently has approximately 8,000 residential and commercial water meters for measuring water usage; and

WHEREAS, each year some meters fail due to frost damage, premature battery failure, malfunctioning electronic components, and other factors; and

WHEREAS, the Department of Public Works budgets for normal meter repair and replacement work in the Water Division operating budget; and

WHEREAS, the Village has obtained a quote for the purchase of Sensus meters and meter-related parts from Core & Main for FY2026; and

WHEREAS, because Core & Main is the sole authorized distributor of Sensus products in the state of Illinois, this purchase is not subject to competitive bidding requirements, as stated in Section 2.25.150 of the Wheeling municipal code; and

WHEREAS, it is in the best interest of the Village to approve the purchase of water meters and meter-related materials from Core & Main;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the purchase of Sensus water meters and meter-related parts as detailed in the attached quote from Core & Main in an amount not to exceed \$60,000 is hereby approved.

Trustee _____ moved, second by Trustee _____,
that Resolution No. 26- _____ be adopted.

President Horcher _____

Trustee Krueger _____

Trustee Ruffatto _____

Trustee Lang _____

Trustee Vito _____

Trustee Papantos _____

Trustee Vogel _____

ADOPTED this 19th day of January, 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois.

ATTEST:

Patrick Horcher, Village President

Kathryn M. Brady, Village Clerk



December 23rd, 2025

Village of Wheeling
77 W. Hintz Road
Wheeling, IL 60090

Attn: Mr. Jeff Wolfgram

Subject: 2026 Quotation for Sensus Water Meters

New 5/8"-1" iPERL Water Meters

5/8" Sensus iPERL Water Meter	\$155.00 ea.
3/4"S Sensus iPERL Water Meter (7 1/2"LL)	\$155.00 ea.
3/4" Sensus iPERL Water Meter (9"LL)	\$175.00 ea.
1" Sensus iPERL Water Meter	\$235.00 ea.

New 1 1/2" - 2" OMNI R2 Water Meters

1 1/2" Sensus OMNI R2 Water Meter With Integral Strainer, AMR Output	\$577.00 ea.
2" Sensus OMNI R2 Water Meter With Integral Strainer, AMR Output	\$805.00 ea.

New 1 1/2" - 6" OMNI C2 Water Meters

1 1/2" Sensus OMNI C2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$1,310.00 ea.
2" Sensus OMNI C2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$1,510.00 ea.
3" Sensus OMNI C2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$1,915.00 ea.
4" Sensus OMNI C2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$3,320.00 ea.
6" Sensus OMNI C2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$5,735.00 ea.

Please Note: 8" and 10" Pricing Available Upon Request

New 1 1/2" - 6" OMNI T2 Water Meters

1 1/2" Sensus OMNI T2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$895.00 ea.
2" Sensus OMNI T2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$1,065.00 ea.
3" Sensus OMNI T2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$1,325.00 ea.
4" Sensus OMNI T2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$2,575.00 ea.
6" Sensus OMNI T2 Water Meter With Integral Strainer, AMR Output, Pulse Output and Test Outlet	\$4,640.00 ea.

Please Note: 8" and 10" Pricing Available Upon Request

FlexNet SmartPoints

510M Single Port, 3-Wire	\$160.00 ea.
510M Single Port, TouchCoupler	\$165.00 ea.
520M Single Port, 3-Wire	\$170.00 ea.
520M Single Port, TouchCoupler	\$162.00 ea.
	Pit Version
	Pit Version
510M Dual Port, 3-Wire	\$220.00 ea.
510M Dual Port, TouchCoupler	\$222.00 ea.
520M Dual Port, 3-Wire	\$238.00 ea.
520M Dual Port, TouchCoupler	\$230.00 ea.
	Pit Version
	Pit Version

Meter Accessories

3 Conductor Wire 22GA. Wire	(500' Roll)	\$0.19 ft
Lead Seals	(500/Pack)	\$0.15 ea.
Seal Wire	(1000' Roll)	\$178.50 roll
Touch Pad		\$15.00 ea.
#4 Solid Copper Ground Wire	(200'/Roll)	\$2.00 ft
Ground Clamps 5/8" - 1"		\$8.00 ea.
5/8" Bronze Tailpieces 'No Lead' - DOMESTIC		\$38.00 pair
3/4" Bronze Tailpieces 'No Lead' - DOMESTIC		\$46.00 pair
1" Bronze Tailpieces 'No Lead' - DOMESTIC		\$58.00 pair
5/8", 3/4" Rubber Washers	(100/Pack)	\$0.17 ea.
1" Rubber Washers	(100/Pack)	\$0.25 ea.
1 1/2" Brass Flanges with BNG - IMPORT		\$115.00 pair
2" Brass Flanges with BNG - IMPORT		\$130.00 pair
3" Brass Flanges with BNG - DOMESTIC		\$360.00 pair
4" Brass Flanges with BNG - DOMESTIC		\$620.00 pair
6" Brass Flanges with BNG - DOMESTIC		\$920.00 pair

Ally Meter Pricing

5/8" Ally Meter w/ Shut Off Valve, Temperature & Pressure Sensor	\$465.00	ea.
3/4" Ally Meter w/ Shut Off Valve, Temperature & Pressure Sensor	\$510.00	ea.
1" Ally Meter w/ Shut Off Valve, Temperature & Pressure Sensor	\$535.00	ea.

Cordonel Meter Pricing

1 1/2" Cordonel Ultrasonic C&I Meter	\$1,838.00	ea.
2" Cordonel Ultrasonic C&I Meter	\$2,068.00	ea.
3" Cordonel Ultrasonic C&I Meter	\$2,505.00	ea.
4" Cordonel Ultrasonic C&I Meter	\$3,965.00	ea.
6" Cordonel Ultrasonic C&I Meter	\$5,985.00	ea.

Sensus Analytics - SaaS Recurring Annual Hosting Fee's

(1) Hosting Fee Year 2025	PAID	per yr.
(1) Hosting Fee Year 2026	\$32,892.00	per yr.
(1) Hosting Fee Year 2027	\$33,879.00	per yr.
(1) Hosting Fee Year 2028	\$34,895.00	per yr.
(1) Hosting Fee Year 2029	\$35,942.00	per yr.

**** Hosting Services subject to a 3% annual increase per year after 2029.***

Please Note: All 5/8" - 1" meters quoted include 3 terminal screws and are intended for an inter setting in a dry enviroment. Waterproof versions of all 5/8"-1" meters are available upon reques

Sincerely,

Mark Baran

Territory Manager

Jim Grillo
Director of Sales, Central Region
612-867-3283
jim.grillo@xylem.com



November 18, 2025

Effective date: 2025-2026

To Whom It May Concern:

Sensus, a Xylem brand, is pleased to announce that **Core & Main – Illinois** is the exclusive Authorized Distributor of Sensus products and a Value-Added Reseller (VAR) for Sensus Services such as SaaS and NaaS in the state of Illinois.

Please contact your Core & Main representative for all of your Sensus needs. Purchasing Sensus products and services from the authorized distributor for your area ensures that your products will be properly supported and warranted.

We look forward to the opportunity of providing your firm with quality water measurement equipment and support in the near future. Please feel free to contact me at jim.grillo@xylem.com regarding this or any other matter.

Sincerely

A handwritten signature in black ink, appearing to read "J. Grillo".

James C. Grillo
Director of Sales, Central Region
Sensus, a Xylem Brand



MEMORANDUM

DATE: January 19, 2026
FROM: Daniel Kaup, Deputy Village Manager/Public Works Director
SUBJECT: Resolution Approving a Professional Services Agreement with Clark Dietz, Inc. for Consulting Services Related to the Cedar Run Watermain Replacement Project in an Amount Not to Exceed \$222,000 for FY 2026
DOLLAR AMOUNT: 222,000
BUDGETED: Yes
BUDGET SOURCE: Water Capital Improvement Funds
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Transportation & Infrastructure

EXECUTIVE SUMMARY

Based on their condition, and in anticipation of the planned road resurfacing in the subdivision, Public Works staff has selected watermain in the Cedar Run Subdivision for replacement in 2027. This resolution approves a professional services agreement with Clark Dietz, Inc. for consulting services involving surveying, design, and preparation of construction documents for the Cedar Run Watermain Replacement Project in an amount not to exceed \$222,000

MEMO

Background:

As a part of the ongoing Village watermain replacement program, staff identifies watermain for replacement based on age, condition, and repair history, and by these criteria staff has selected the watermain in the Cedar Run Subdivision for replacement in 2027. The Cedar Run Homeowners Association (HOA) is also planning to resurface all private roads in the subdivision, and after discussion with Public Works staff, the HOA has agreed to postpone resurfacing of the roads that will be affected by the watermain project.

The attached proposal for professional engineering services includes topographic surveying, geotechnical coordination, permitting, design, and bidding and contract services related to this project.

Discussion:

In July 2025, Public Works staff sent a Request for Statement of Qualifications to various firms for professional engineering services to assist the Village with its capital improvement projects. Clark Dietz, Inc. is one of the firms selected in the water distribution system engineering category. This will be the first design project Clark Dietz, Inc. will perform for the Village. Design will start in February 2026, with construction anticipated in early 2027.

Budget:

Water Capital Improvement Funds in the amount of \$300,000 in 2026 have been allocated for these services.

RESOLUTION NO. 26 - _____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT
WITH CLARK DIETZ, INC. FOR CONSULTING SERVICES RELATED TO
THE CEDAR RUN WATERMAIN REPLACEMENT PROJECT
IN AN AMOUNT NOT TO EXCEED \$222,000 FOR FY 2026**

WHEREAS, the watermain in Cedar Run is aging and needs replacement; and

WHEREAS, the 2026 Capital Improvement Plan includes funding for the design of this project; and

WHEREAS, in 2025, Public Works issued a Request for Statement of Qualifications for engineering services to various firms and selected Clark Dietz, Inc. as one of the qualified firms in the water distribution system engineering category; and

WHEREAS, Clark Dietz, Inc. has provided a proposal in the amount of \$222,000 for engineering services for the Cedar Run Watermain Replacement Project; and

WHEREAS, performing this work is in the best interest of the Village to maintain the condition of the municipal water distribution system;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the Village Manager is hereby authorized to enter into a professional services agreement with Clark Dietz, Inc., as attached hereto, for consulting services related to the Cedar Run Watermain Replacement Project an amount not to exceed \$222,000.

Trustee _____ moved, second by Trustee _____,
that Resolution No. 26- _____ be adopted.

President Horcher _____

Trustee Krueger _____

Trustee Ruffatto _____

Trustee Lang _____

Trustee Vito _____

Trustee Papantos _____

Trustee Vogel _____

ADOPTED this 19th day of January, 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois.

Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk



PROFESSIONAL SERVICES AGREEMENT

Cedar Run Water Main Replacement (“Project”)

This Agreement is by and between

Village of Wheeling (“Client”)

2 Community Boulevard
Wheeling, IL 60090

and

Clark Dietz, Inc. (“Clark Dietz”)

1815 S. Meyers Road, Suite 470
Oakbrook Terrace, IL 60181

Who agree as follows:

Client hereby engages Clark Dietz to perform the services set forth in PART I - SERVICES BY CLARK DIETZ, and Clark Dietz agrees to perform the Services for the compensation set forth in PART III - COMPENSATION. Clark Dietz shall be authorized to commence the Services upon execution of this Agreement and written or verbal authorization to proceed from Client. Client and Clark Dietz agree that this signature page, together with Parts I - IV and attachments referred to therein, constitute the entire Agreement between them relating to the Project.

Agreed to by Client

By: _____

Title: _____

Date: _____

Agreed to by Clark Dietz

By: Sean M. Widener

Title: Executive Vice President

Date: 1.5.2026

PART I SERVICES BY CLARK DIETZ

A. Project Description

Replace approximately 11,000 feet of existing 6, 8, 10 and 12-inch water main within the Cedar Run neighborhood. Existing water main is located along Cedar Run Drive, Spruce Drive, Cypress Drive, Spur Court, Thyne Court, Jaspen Court and Locust Drive, as well as between buildings throughout the neighborhood. All roadways within the neighborhood, except for Cedar Run Drive, are private and this project will restore the pavement to previous conditions (a full pavement restoration project will occur at a later date). The proposed water main will roughly follow the existing alignment, but opportunities to improve the water main alignment location will be considered. There will be a connection to the existing water distribution system at the northwest corner, southwest corner, west side and three locations on the east side of the neighborhood.

B. Scope

1. SURVEY PHASE
 - a. Existing Utility Coordination and Data Collection
 - b. Structure Inspections
 - c. Topographic Survey
 - d. Geotechnical Survey
2. DESIGN PHASE
 - a. Plan Development
 - b. Specifications Development
 - c. Permitting and Coordination
 - d. Bidding
3. ADMINISTRATION
 - a. Progress Meetings
 - b. General Coordination

See attached map for a detailed view of water main replacement locations (in cyan) and four geotechnical investigation locations (pink cloud bubble). The geotechnical investigation will consist of four pavement cores, each approximately 2 feet deep, along with four soil borings averaging 8 to 10 feet in depth. The soil borings will provide the necessary data for CCDD compliance, completion of the LPC-663 form, and soil corrosivity testing.

C. Schedule

Project Kickoff	January 2026
Survey	Late Winter/Early Spring 2026
50% Plan Project Meeting	July 2026
90% Plan Project Meeting	October 2026
Permitting	June 2026 – November 2026
Bidding	December 2026 – January 2027
Construction	Start Spring 2027

D. Assumptions/Conditions

This agreement is subject to the following assumptions/conditions:

1. This Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the location of the project.
2. Local permits for this project (street cuts, utility relocations, etc.) will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
3. State permits for this project will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
4. Coordination with IDOT is anticipated for water main improvements along Route 83 (McHenry Road). The proposed scope and associated fee estimate include two rounds of coordination with IDOT to secure permit approval. Any required coordination beyond these two rounds can be provided for an additional fee.
5. Coordination with CCDOTH is anticipated for water main improvements along Lake Cook Road. The proposed scope and associated fee estimate include two rounds of coordination with CCDOTH to secure permit approval. Any required coordination beyond these two rounds can be provided for an additional fee.
6. The geotechnical investigation along Cedar Run Drive will include four pavement cores, each extending approximately 2 feet deep, to document existing pavement conditions. In addition, four soil borings will be performed outside the pavement near these locations, reaching depths of roughly 8 to 10 feet. The soil samples obtained will provide the information needed to assess CCDD suitability, complete the LPC-663 form, and evaluate soil corrosivity.

The tasks below can be performed for an additional fee:

1. Preparation of right-of-way or temporary construction easement drawings, descriptions or negotiation/acquisition services;
2. Contaminated site Phase I or Phase II environmental assessment investigations or remediation activities;
3. Cultural, historic, archeological, or wetland assessment investigations or remediation activities.
4. Retrieval and procurement of records required pursuant to a Freedom of Information Act request.

The list above is not all-inclusive.

PART II CLIENT'S RESPONSIBILITIES

Client shall, at its expense, do the following in a timely manner so as not to delay the Services:

A. Information/Reports

Provide Clark Dietz with reports, studies, site characterizations, regulatory decisions and similar information relating to the Services that Clark Dietz may rely upon without independent verification unless specifically identified as requiring such verification.

B. Representative

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's requirements and make decisions with respect to the Services. **The Client representative for this Agreement will be (Kyle Goetzelmann, PE Village Engineer).**

C. Decisions

Provide all criteria and full information as to Client's requirements for the Services and make timely decisions on matters relating to the Services.

D. Other

Client shall provide all available plans and utility/property information related to the Cedar Run Subdivision to be used for design purposes.

PART III COMPENSATION

A. Compensation

1. Compensation to Clark Dietz for services rendered by employees working on the Project in accordance with PART I - SERVICES BY CLARK DIETZ of this Agreement will be at the hourly billing rates shown in the attachment, "Schedule of General Billing Rates". The total compensation authorized by this Agreement will not exceed \$222,000, and shall include the following:
 - a. Payment for outside consulting and/or professional services performed by a subconsultant will be at actual invoice cost to Clark Dietz plus ten percent for administrative costs. Clark Dietz will obtain written Client approval before authorizing these services.
 - b. Payment for expenses incurred directly on behalf of the Project at actual cost to Clark Dietz plus ten percent for administrative costs. Direct project expenses will be as defined in the attachment, "Schedule of Project Related Expenses".

B. Billing and Payment

1. Timing/Format
 - a. Invoices shall be submitted monthly for Services completed at the time of billing. Invoices shall be considered past due if not paid within 45 calendar days of the date of the invoice. Such invoices shall be prepared in a form supported by documentation required by the Client.
 - b. If payment in full is not received by Clark Dietz within 45 calendar days of the date of invoice, invoices shall bear interest at one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the date of the invoice.
 - c. If the Client fails to make payments within 45 calendar days of the date of invoice or otherwise is in breach of this Agreement, Clark Dietz may suspend performance of services upon seven (7) calendar days' notice to the Client. Clark Dietz shall have no liability to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, Clark Dietz shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Clark Dietz to resume performance.
 - d. Client shall make payments to Clark Dietz using one of the following methods:
 - 1) CLARK DIETZ LOCKBOX:
Clark Dietz, Inc.
125 West Church Street
Champaign, IL 61820
 - 2) ELECTRONIC FUNDS/ACH PAYMENT:
Account Name : Clark Dietz, Inc
Bank Name: Hickory Point Bank and Trust
Address: 225 N. Water St.
City/State/Zip: Decatur, Il 62523
Account Number: 3911880
ABA Routing Number: 071124805
 - 3) WIRE TRANSFER (**Wire fees are the responsibility of the sending party*)
Bank Name: Hickory Point Bank and Trust
Address: 225 N. Water St.
City/State/Zip: Decatur, Il 62523
ABA/Routing Number: 071124805

Account Title: Clark Dietz, Inc.
Account Address: 125 W. Church St.
City/State/Zip: Champaign, IL 61820-3510
Account Number: 3911880

2. Billing Records

Clark Dietz shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

PART IV STANDARD TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code.
2. **CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Clark Dietz and Client. Clark Dietz will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. **DELAYS.** If events beyond the control of Clark Dietz, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay increases the cost or time required for Clark Dietz to perform its services, Clark Dietz shall be entitled to an equitable adjustment in compensation and extension of time.
4. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay Clark Dietz for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.
5. **REUSE OF INSTRUMENTS OF SERVICE.** All reports, drawings, specifications, computer data, field data notes and other documents prepared by Clark Dietz as instruments of service shall remain the property of Clark Dietz. Clark Dietz shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by Clark Dietz for the specific purpose intended, shall be at Client's sole risk.
6. **ELECTRONIC MEDIA.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Clark Dietz, the Client agrees that all such electronic files are instruments of service of Clark Dietz, who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.

The Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Client agrees not to transfer these electronic files to others without the prior written consent of Clark Dietz. The Client further agrees that Clark Dietz shall have no responsibility or liability to Client or others for any changes made by anyone other than Clark Dietz or for any reuse of the electronic files without the prior written consent of Clark Dietz.

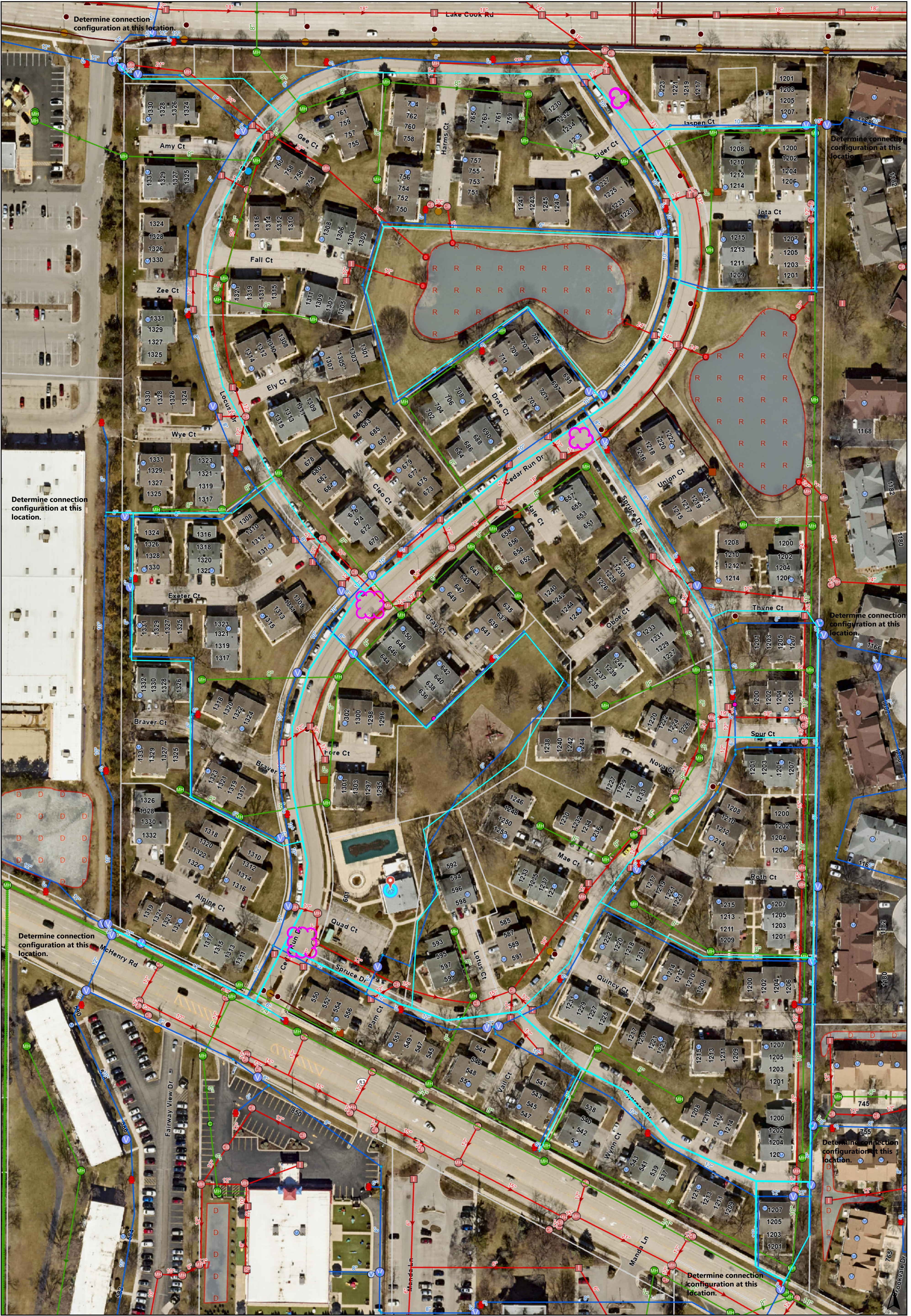
Any changes to the electronic specifications by either the Client or Clark Dietz are subject to review and acceptance by the other party. If Clark Dietz is required to expend additional effort to incorporate changes to the electronic file specifications made by the Client, these efforts shall be compensated for as Additional Services.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees and subconsultants (collectively, Clark Dietz) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Clark Dietz or from any use or reuse of the electronic files without the prior written consent of Clark Dietz.

The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by Clark Dietz and electronic files, the signed or sealed hard-copy construction documents shall govern.
7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Clark Dietz is supplied for the general guidance of the Client only. Since Clark Dietz has no control over competitive bidding or market conditions, Clark Dietz cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** Clark Dietz specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Clark Dietz employees.
9. **RELATIONSHIP WITH CONTRACTORS.** Clark Dietz shall serve as Client's professional representative for the services and may make recommendations to Client concerning actions relating to Client's contractors. Clark Dietz specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Clark Dietz. Clark Dietz's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against Clark Dietz because of this Agreement or the performance or nonperformance of services hereunder. The Client and Clark Dietz agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.
12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Clark Dietz and shall not be made available to third parties without written consent of Client, unless so required by court order.
13. **INSURANCE.** Clark Dietz will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and Clark Dietz business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include Clark Dietz as an additional insured on its commercial general liability policy relating to the Project, and such coverages shall be primary.
14. **INDEMNITIES.** Clark Dietz agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, to the extent caused by Clark Dietz' negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Clark Dietz is legally liable.
- The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees and subconsultants against all damages, liabilities or costs, to the extent caused by the Client's negligent acts in connection with the Project and that of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.
- Neither the Client nor Clark Dietz shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
15. **LIMITATIONS OF LIABILITY.** In recognition of the relative risks and benefits of the Project to both the Client and Clark Dietz, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Clark Dietz and their officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Clark Dietz and their officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed Clark Dietz's total fee for services rendered on this Project, or \$250,000, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
16. **CONSEQUENTIAL DAMAGES.** Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither the Client nor Clark Dietz, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Clark Dietz shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
17. **ACCESS.** Client shall provide Clark Dietz safe access to the project site necessary for the performance of the services.
18. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.
19. **HAZARDOUS MATERIALS.** Clark Dietz and Clark Dietz' consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise Clark Dietz (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.
20. **REMODELING AND RENOVATION.** For Clark Dietz' services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which Clark Dietz may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, Clark Dietz shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.
21. **CLIENT'S CONSULTANTS.** Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of Clark Dietz and to advise Clark Dietz of any potential conflict. Clark Dietz shall have no responsibility for the components of the project designed by the Client's consultants.
22. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

23. SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
24. STATUTE OF LIMITATION. To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project Completion.
25. DISPUTE RESOLUTION. In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, Clark Dietz and the Client agree to attempt to resolve such disputes in the following manner: First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties.



Print Date: 8/7/2024

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Notes

PRELIMINARY SCHEDULE OF GENERAL BILLING RATES

CLARK DIETZ, INC.

January 1, 2026

<u>TITLE</u>	<u>HOURLY RATE</u>
Engineer 9	\$300.00
Engineer 8	270.00
Engineer 7	255.00
Engineer 6	240.00
Engineer 5	225.00
Engineer 4	200.00
Engineer 3	180.00
Engineer 2	160.00
Engineer 1	150.00
Technician 6	205.00
Technician 5	190.00
Technician 4	180.00
Technician 3	160.00
Technician 2	140.00
Technician 1	125.00
Intern	105.00
Administrative 1	95.00
Administrative 2	105.00
Administrative 3	125.00
Administrative 4	150.00
Administrative 5	210.00

*These are preliminary rates, subject to change

Notes:

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.

SCHEDULE OF PROJECT RELATED EXPENSES

CLARK DIETZ INC.

January 1, 2025

Vehicles	
Autos	\$65.00/day or \$0.70/mile (per agreement)
Field Vehicles	\$65.00/day or \$0.70/mile (per agreement)
Survey Van	\$80.00/day or \$0.75/mile (per agreement)
Robotic Survey Equipment	\$20.00/hour
GPS Survey Equipment	\$30.00/hour
CADD Usage	\$20.00/hour
Drone Usage	\$35.00/hour
Pavement Coring	\$300.00/each
Nuclear Density Gauge	\$230.00/day
Miovision Traffic Camera	\$105.00/each install
Diamond Traffic Counter	\$25.00/each install
Regular Format Copies* (8.5"x11" or 11"x17")	\$0.10/copy
Color Copies* (8.5"x11")	\$0.50/copy
Color Copies* (11"x17")	\$1.50/copy
Large Format Plotting and/or Copying*	
(12"x18")	\$0.50/sheet
(22"x34" or 24"x36")	\$1.75/sheet
(30"x42")	\$2.50/sheet
(36"x48")	\$3.00/sheet
Large Format Scanning*	
(12"x18")	\$.30/sheet
(22"x34" or 24"x36")	\$1.00/sheet
(30"x42")	\$1.50/sheet
(36"x48")	\$2.00/sheet
Hotels & Motels	} At Cost
Meals	
Federal Express & UPS	
Public Transportation	
Film and Development	
Supplies	

Notes:

The rates in this schedule are subject to review and will be adjusted as necessary, but not sooner than six months after the date listed above. Certain rates listed with * are for in-house production. Larger quantities will be sent to an outside vendor. All project related expenses and subconsultants will be billed at 110% of actual costs to cover handling and administrative expenses.



MEMORANDUM

DATE: January 19, 2026
FROM: Daniel Kaup, Deputy Village Manager/Public Works Director
SUBJECT: Resolution Accepting a Sole-Source Proposal from Hastings Air Energy Control, Inc. for the Fleet Exhaust System Project in the Amount of \$120,251.96
DOLLAR AMOUNT: 120,251.96
BUDGETED: Yes
BUDGET SOURCE: Capital Improvement Plan
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Transportation & Infrastructure

EXECUTIVE SUMMARY

The Village's current air filtration unit no longer functions and must be replaced. This resolution approves a proposal from Hastings Air Energy Control, Inc., a sole-source provider of the IVEC GVAP4000 air cleaning system, in the amount of \$120,251.96.

MEMO

Background:

An air filtration system is a piece of necessary safety equipment used to ensure a safe and regulation-compliant working environment by effectively controlling hazardous airborne contaminants generated during hot-work operations. Certain mechanical procedures such as fabricating, welding, cutting, etc. in the fleet garage produce fumes and particulates that could be harmful if not appropriately filtered. The Public Works Department's current portable air filtration unit has surpassed its useful life and must be replaced.

Discussion:

Welding fumes and cutting particulates contain toxic metals, gases, and vapors that pose significant risks to worker health, including respiratory illness, neurological effects, and potential carcinogenic exposure. In accordance with OSHA requirements and industry best practices, employers must maintain exposure levels below established permissible limits and provide engineering controls as the primary method of hazard mitigation. Air filtration systems accomplish this by capturing fumes at the source, removing particulates through multi-stage filtration, and preventing the accumulation of airborne contaminants within the fleet garage. Implementing these systems not only supports regulatory compliance but also improves visibility, minimizes equipment contamination, reduces fire risk, and enhances overall workplace safety and productivity. Their use represents a responsible and essential investment in protecting personnel, preserving equipment, and maintaining a safe industrial operation.

Staff researched various replacement units for the current portable system and determined that the IVEC GVAP4000 is best suited for this purpose. Hastings Air Energy Control, Inc. of New Berlin, WI, the sole-source provider of the IVEC GVAP4000, has designed a system and provided a quote for the Public Works Fleet Garage. Because Hastings is the sole authorized provider of the IVEC GVAP4000, this purchase is not subject to the Village's competitive bidding requirements.

The IVEC GVAP4000 will be ready to ship in four to five weeks upon approval.

Budget:

Capital Improvement Plan funds in the amount of \$120,000 have been allocated for this project in FY2026.

RESOLUTION NO. 26- _____

RESOLUTION ACCEPTING A SOLE-SOURCE PROPOSAL FROM HASTINGS AIR ENERGY CONTROL, INC. FOR THE FLEET EXHAUST SYSTEM PROJECT IN THE AMOUNT OF \$120,251.96

WHEREAS, to ensure a safe working environment in welding and cutting work areas that complies with applicable regulations, air-filtration systems are needed to effectively control hazardous airborne contaminants generated during hot-work operations; and

WHEREAS, air-filtration systems accomplish this by capturing fumes at the source, removing particulates through multi-stage filtration, and preventing the accumulation of airborne contaminants within the fleet garage; and

WHEREAS, the portable air filtration system currently utilized by the Public Works Department has reached the end of its useful life; and

WHEREAS, Public Works staff has researched various replacement units for the current portable system and determined the IVEC GVAP4000 to be best suited for this purpose; and

WHEREAS, Hastings Air Energy Control, Inc., the sole-source provider of the IVEC GVAP4000, has submitted a proposal to manufacture and install the exhaust system; and

WHEREAS, it is in the best interest of the Village of Wheeling to accept the proposal from Hastings Air Energy Control, Inc. in the amount of \$120,251.96 for the Fleet Exhaust System Project;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the \$120,251.96 sole-source proposal from Hastings Air Energy Control, Inc. for the Fleet Exhaust System Project, dated December 5, 2025 and attached hereto, is hereby approved.

Trustee _____ moved, second by Trustee _____,
that Resolution No. 26- _____ be adopted.

President Horcher _____

Trustee Krueger _____ Trustee Ruffatto _____

Trustee Lang _____ Trustee Vito _____

Trustee Papantos _____ Trustee Vogel _____

ADOPTED this 19th day of January 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois.

Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk



HASTINGS
air energy control, inc.
creating a cleaner workplace

Prepared For: Wheeling Public Works
Prepared by: Dave Behm
Date: 12/5/2025

Proposal for Wheeling Public Works_GVAP 4000_QUO-40341-B3K3N7

Hastings Core Focus:

Providing innovative solutions that create healthier lives for workers and energy savings for employers.



Engineered Solutions
Down & Backdraft Tables
Vehicle Exhaust Systems
Replacement Filters & Parts

Dust / Wet Collectors
Air Filtration Products
Ventilation Equipment
Industrial Vacuum Systems

Automation & Energy Controls
Remote Monitoring Access
Installation & Service
Industrial Flex Hose

Experience + Service = Results

www.hastingsair.com
262.364.0500



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Wheeling Public Works
77 W. Hintz Road

Wheeling, IL 60090

Date: 12/5/2025
Salesperson: Dave Behm
Quote: QUO-40341-B3K3N7
Expires: 12/31/2025

Quote Per Request

Hello Lana,

Please find the following updated offer.

The IVEC GVAP4000 are 4000-cfm ambient air cleaners that run on 3-phase power. Our offer includes the optional silencers to reduce overall noise radiation for the shop area.

The Intellivent GVAPs are free hanging units that can easily be moved and relocated if needed in the future. There is no ductwork needed. The 'T' style ambient air cleaners will be staggered and hung at the walls and at the bottom of the crane runway beam in the center of the shop.

Each GVAP4000 has (2) 4" pleated prefilters and (2) MERV 14 - 65% pocket bag filters. These filters are disposable. Each air cleaner has a 3 HP direct drive motor for a three-phase power connection (by others). Each unit weighs approximately 280 lbs. with overall dimensions of 24x24x85. We have included the mechanical installation by a crew experienced in hanging ambient air cleaners in an industrial environment.

Four GVAP units at 4000 cfm per unit will clean/change the air in the machining area every 7 minutes. The GVAP4000 units will provide a constant collection of smoke and exhaust fume.

The system will create an air pattern for the rectangular workspace. These units will eliminate the particulate in the air while keeping the ceiling, walls, floors, and machinery much cleaner. In addition, the temperature differential from floor to ceiling will decrease due to the homogenizing effect of the entire cubic footage of the production areas.

The system features the revolutionary VFD / HMI Control system. This system includes the following features:

- The HMI control system provides the individual status of each unit.
- The loss of (1) drive results in the loss of only (1) unit in the system.
- Zone control within the plant.



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- The system allows for units to run faster in one area to provide a localized, higher AER.
- The system permits scheduling of zone on/off based on shift and equipment operation.
- Add additional units easily in the future as the demand grows.
- Each GVAP VFD ASSY includes filter change indicators that are visible from floor level.
- We have quoted the optional onboard electric disconnect for each unit.

We will train your staff at your facility on the system as well as provide training on the maintenance of the system. We will provide hard copies and one electronic copy of all documentation required prior to installation.

The documentation includes the following:

- Operator Instructions
- Maintenance Instructions
- Programming instructions
- Maintenance schedules
- Electrical Schematics
- Provide recommended spare parts

The GVAP ambient air cleaners are built in New Berlin, WI and carry a comprehensive 2-year warrantee. Ready to ship in 4-5 weeks ARO.

Please let us know if you have any questions. We look forward to hearing from you.

Thank you,

David A. Behm

"Price is what you pay. Value is what you get." - Warren Buffett - May 6, 2020



David A. Behm

Sales Engineer – Chicago Metropolitan Area

Hastings air energy control, inc

p: 262.364.0500 m: 847.450.8283

f: 262.364.0550

a: 5555 South Westridge Drive

New Berlin, WI 53151-7900

w: hastingsair.com e: davebehm@hastingsairenergy.com



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Wheeling Public Works
77 W. Hintz Road

Wheeling, IL 60090

Date: 12/5/2025
Salesperson: Dave Behm
Quote: QUO-40341-B3K3N7
Expires: 12/31/2025

Part #	Description	Qty
EQ-GVAP4000	GVAP4000 4000CFM Ambient Air Cleaner, 3 H.P Direct Drive, 208-230/460 VAC, 3 Phase, 1 Deep & 1 High, (2) - 24x24x4" Pleated Prefilters, and (2) - 24x24x22" 65% 8 Pocket Bag Filters.	10.0
OP-GVAP-S	Silencer - reduces noise by 6-8 Decibels (4 way directional louver)	10.0
OP-GVAP-HMI	HMI/PLC Control Panel 3.5" Screen - 1 HMI controls up to 30 units	1.0
OP-GVAP-DIS	GVAP/MistCan MMS Disconnect w/ Enclosure	10.0
CAB-069-1000	1000ft Roll, Cable, RS-422/RS-485 low capacitance data cable, 2 twisted pairs, 24 AWG, polyethylene conductor insulation material, shielded, PVC jacket, gray	1.0
IV-STW-RM-RAAV-CELL	GVAP/Steward RAAV (Remote Access and Visualization) CELL, 4 Port LAN. NOTE: Installed within Main Control Panel	1.0
IV-COM-GVP-SU	GVAP Ivec Command Software Engineering Fee- 1 time charge	1.0
IV-COM-GVP-M	Covers one year of GVAP Ivec Command - in App technical support, Cloud based drawings and manuals, video tutorial, automated spare parts quoting, remote monitoring access and diagnostics, in App diagnostics and troubleshooting, data logging and data analysis tools, and reporting. Requires a RAAV setup. Covers up to (30) units. A unit is an ambient collector or any additional devices the customer ties into the software. Past (30) units, see Hastings. Includes (6) months of continuous storage.	10.0
INST-IV-EL-XXX	Low Voltage wiring THIS DOES NOT INCLUDE/COVER ANY HIGH VOLTAGE WIRING.	1.0
IV-SMC-3HP-480-3-NEMA	Single motor Control, 3HP, 480V/3, w/ indicator light, Installed - w/ NEMA 4X Enclosure	10.0
INST-COMM-GVAP-S	Commissioning - GVAP/MistCan Single Motor Control - Check for Proper Rotation, Set Air Pattern (one time), Training up to 10 operators at one setting, Set all parameters, set up filter health, Complete & submit Commissioning sheets.	1.0
ENG-GV-010	GVSC/GVMC/GVMST/MistCan Electrical Scope of Work - Qty of Units <=10	1.0
INST-E	NOTE: Facility high voltage ($\geq 25V$) electrical connection components: motor starters, low and high voltage conduit, line protection, service wiring components, panel mounting, and electrical connection labor is BY OTHERS (unless otherwise stated). Hastings supplied low voltage wiring (if required) is installed "open air" with J-Hooks. Conduit	1.0



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	enclosed is available upon request at an additional charge.	
INST-M	Mechanical installation by an experienced industrial mechanical contractor.	1.0
PD	Per Diem	1.0
LIFT	Lift Usage Charges	1.0
		\$120,251.96

Dust Disclaimer

Customer is responsible for all fire and explosion prevention/protection measures. Hastings Air Energy Control, Inc. may provide quotations for mechanical or chemical isolation devices, explosion detection/suppression systems, spark detection/suppression systems, abort gates or other systems for the quoted dust collection system upon request. While legal and other requirements may differ in various jurisdictions, Customer should contact the relevant authorities having jurisdiction over its operations to guide it in its required or recommended fire and explosion prevention/protection measures. Customer assumes all liability and risks with respect to fire, explosion and other similar or related hazards associated with the dust collection system.



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Wheeling Public Works
77 W. Hintz Road

Wheeling, IL 60090

Date: 12/5/2025
Salesperson: Dave Behm
Quote: QUO-40341-B3K3N7
Expires: 12/31/2025

Acceptance Page

NOTE: Shipping and Tax are NOT INCLUDED.

I have read the terms page, a single, separate page from the pricing,
and I accept the terms and conditions of this quotation.

Signed: _____
Name: _____ Title: _____

Terms:

_____ Net 30 Days/Order is under 50,000.00
_____ Prepay - 3% Discount* (Check or ACH)
_____ Credit Card** (Visa/Mastercard/Discover/Amex)
_____ Progress Billing/Order is over 50,000.00

Purchase Order# _____

Please remit to:
Hastings Air-Energy Control, Inc.
5555 S. Westridge Drive
New Berlin, WI 53151-7900

Thank you for considering Hastings.



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TERMS:

Standard terms for orders less than \$50,000 dollars are Net 30 days from the invoice date with approved credit. A 3% discount is available for payment (prepayment)* provided with the purchase order.

For orders over 50,000 dollars and the order includes installation, payment terms are 40% down payment with the order, 50% Net 10 of receipt of equipment ordered, 10% upon customer satisfaction of system performance not to exceed 10 days after commissioning date or 30 days after receipt of the equipment, whichever is sooner.

For orders that do not include our installation, and the order is over 50,000 dollars, payment terms are 50% down payment with the order, 30% Net 10 of receipt of equipment ordered, 20% Net 30. A 1½% per month finance charge will be assessed on all invoice balances outstanding past 30 days.

A signed terms agreement & credit references for new customers requesting credit terms is required.

****For credit card payments of over 5,000.00 dollars**, a 3% service charge will be added. If multiple payments are made to an order, the 3% service charge will not be avoided when the total credit card payments to the order exceed 5,000.00 dollars.

***Prepaid orders** must include the payment of sales tax or a sales tax exemption with the prepay check. Prepaid orders require the freight to be prepaid based on a provided freight quote or the customer will need to sign a routing form specifying their preferred freight carrier so the shipment can be shipped collect. The prepayment terms discount does not apply if payment is made with a credit card.

Product delivery details will be communicated by your sales engineer after receipt of confirming purchase order.

Freight is FOB origin. Standard shipping preference is required. LTL (Less Than full Load) shipments without a preferred carrier will require customers to complete and sign a Hastings Routing Guide. UPS or FedEx Ground shipments will ship prepaid and add with handling charges unless Hastings is provided with customer's UPS or FedEx collect account number.

Warranty is per manufacturer specifications. Contact representative for more details.

Price does not include sales tax and any applicable tariffs, duties, taxes, or other fees imposed by customs or other authorities in connection with the importation of the goods are the sole responsibility of the customer. This quote does not include payment or reimbursement for such tariffs, duties, or taxes. Failure to pay such fees in a timely manner may result in delays, additional charges, and other penalties, for which Hastings will not be held liable.

Mechanical and electrical installations are the customer's responsibility (when applicable) unless otherwise quoted.

Units do not include motor starters or disconnects (when applicable).

Fire suppression by customer (when applicable).

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Capability Statement

Hastings Air Energy Control, Inc.

Core Competencies

Hastings Air Energy Control is a full-service provider of process ventilation systems, vehicle exhaust removal systems, air filters and energy saving ventilation controls. Our solutions include: Dust Collection, Air Cleaning, Booths, Mist Collection, Source Collection Arms and Welding Torches, Vacuum Systems, Replacement Parts & Filters, as well as Installation & On-going Service.

CAGE code:
1S358

DUNS #:
02315949

NAICS Code:
333413
334513
333992
811310
811210
541330

SAM:
HASTINGS AIR-ENERGY
CONTROL, INC.
UE ID: ZM3QAKRU6YD3



Products

- IVEC Systems Equipment & Controls
- FumeVac Welding Equipment
- Dust Collection-Ambient & Ducted
- Mist Collection
- Vehicle Exhaust Removal
- Blowers

Services

- Facility Assessment
- Engineering Studies
- Custom Designs
- Installation
- Service & Maintenance

Past Performance

Our experts focus on working closely with our customers to understand process ventilation requirements and provide high quality, comprehensive, reliable, and cost-effective systems. We remain committed to education for our staff and customers related to compliance with industry regulations and standards.

Government

- US Navy
- US Air Force
- US Coast Guard
- Chicago Fire Department
- Kratos Defense

Industrial

- Electric Boat
- Oshkosh Corp
- Mercury Marine
- Kerry Foods
- Cummins

Compliance & Awards

- OSHA
- NIOSH
- ACGIH
- NFPA
- Environmental
- Innovation (WMC)

Differentiators

Our real point of difference is the ability to collaborate with customers and partners to provide custom solutions, suited to meet very different application needs, while significantly lowering energy costs.

- Close relationships with top-tier vendors for reliable equipment
- Not tied to just one single product line, we find the best solution
- Experienced Project Managers & Engineering team
- Documented quality control installation
- Experienced Service Team

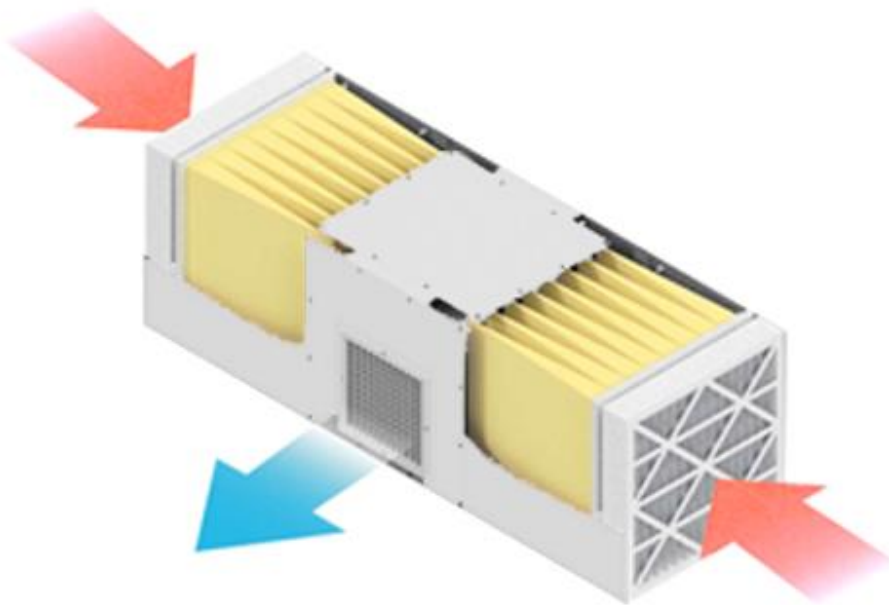
Contact

Headquarters:
5555 S Westridge Dr
New Berlin, WI 53151

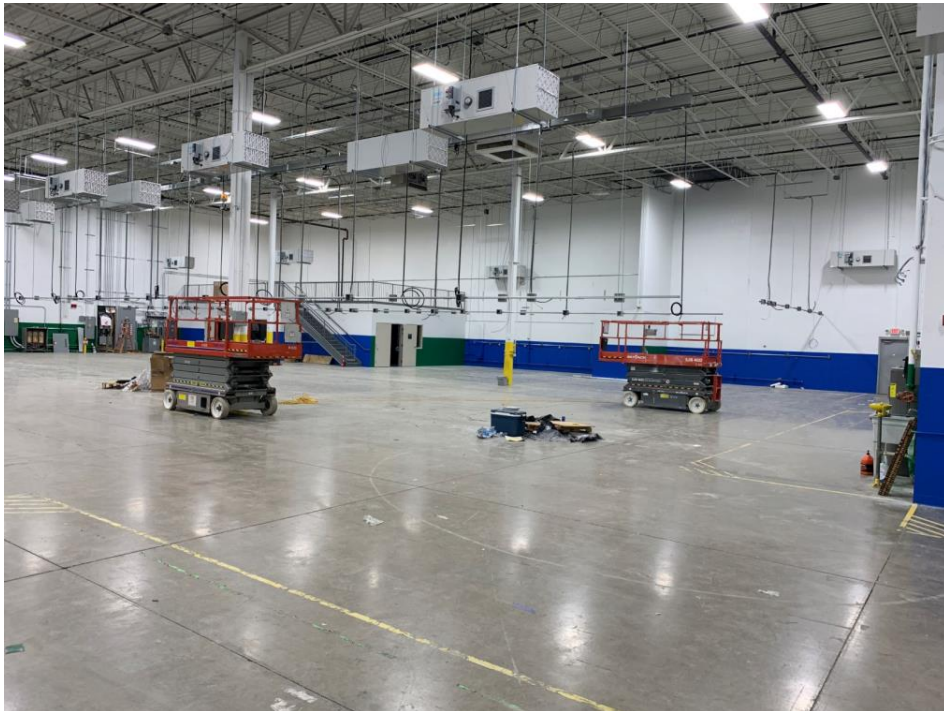
Contact:
(262) 364-0500
info@hastingsair.com

Website:
hastingsair.com

GVAP T-FLOW CUT AWAY



GVAP INSTALLATION PHOTO

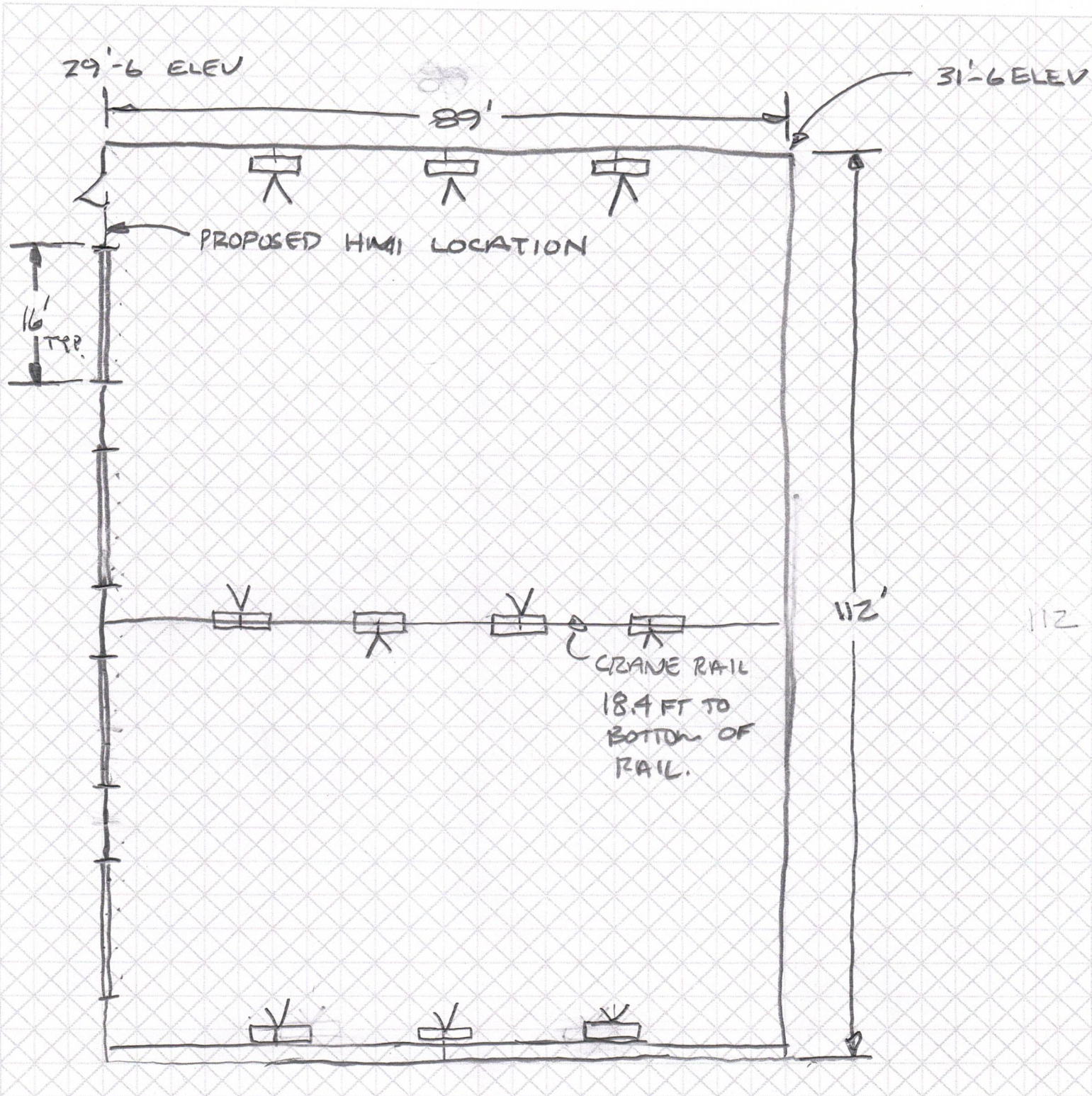


**ENGINEERING
WORK SHEET**
CONFIDENTIAL

Company: WHEELING PUBLIC WORKS Date 6 / 25 / 24

Contact: _____ Ph: _____

Project: WPW-GVAPS HAECi Rep: DAB



1/4" = 1'



IVEC GVAP SERIES COLLECTORS

GENERAL VENTILATION ALL PURPOSE

Protect you and your environment while controlling your budget

The IVEC GVAP is a plug & play ambient air cleaner designed to filter the air of fine, airborne dust, and contaminants to provide higher quality air, protecting the health of your employees and your environment. The GVAP is the most efficient ambient air cleaner in its class saving you money by lowering energy consumption and maintenance costs. With no need for ducting, this compact, versatile system can be hung from the ceiling or mounted to the wall and requires no floorspace.

The GVAP-HG (Hospital Grade) meets CDC filter and ventilation recommendations for control of infectious diseases including the coronavirus. Based on CDC findings, the multi-level progressive filtration methods used in the GVAP-HG, HEPA filter life can be extended nine fold.

COST REDUCTION GUARANTEE BY IVEC®

Low Up Front Cost per CFM
Direct Drive increases the efficiency by up to 23% over belt drive units
Low Installation (Plug & Play) and Maintenance Costs
Lower Energy Costs by up to 70% with smart controller option

ADVANTAGED OPERATING CHARACTERISTICS

Direct Drive for Added Reliability
Modular / Scalable Design
Easy In / Out Filters
Nominal filter sizes
Easy Maintenance
Improved Filter Life

Applications

Wood Dust, Coolant Mist, Ceramic Dust, Printing Powder, Plastic Smoke, Sanding Dust, Dry Chemicals, Grinding Dust, Oil Smoke, Weld Smoke, Powders, Rubber Dust, Mineral Dust

CLEAN AIR. ONLY SMARTER.



IVEC GVAP SERIES COLLECTORS

What is the advantage of direct drive blower system vs. typical belt driven units?

Improperly maintained belt driven units are up to 23% less efficient than direct drive blowers which increases filter costs, drives up maintenance, and increases energy consumption.

Why choose IVEC Products?

IVEC uses automated control technology to add capacity with fewer units, reduce fan noise, extend filter life and the life of the equipment; all of which save you money.



Shown with optional Magnehelic pressure gauge & mounting kit

MODEL	CFM	POWER (HP)	VOLTAGE (V)	FLA (A)	FIBERGLASS BAG FILTER, TOTAL FILTER AREA (ft²)	PLEATED PRE-FILTERS, TOTAL FILTER AREA (ft²)	AIR TO CLOTH RATIO	WEIGHT* (lbs)	H x W x D	HEPA (ft²)
GVAP3000S	3000	0.75	120	9.5	138	47	22:1	225	24x24x85	N/A
GVAP3200H2	3200	0.75	120	9.5	276	94	12:1	375	24x48x85	N/A
GVAP4000S	4000	3	208/230/460	10.6/9.6/4.8	118	47	34:1	300	24x24x85	N/A
GVAP4500H2	4500	3	208/230/460	10.6/9.6/4.8	236	94	19:1	450	24x48x85	N/A
GVAP4500H3	4500	3	208/230/460	10.6/9.6/4.8	354	141	13:1	600	24x72x85	N/A
GVAP45002X2	4500	3	208/230/460	10.6/9.6/4.8	472	188	10:1	750	48x48x85	N/A
GVAP-HGS	3000	0.75	120	9.5	47	64	46:1	295	24x24x85	304
GVAP-HGH2	3200	0.75	120	9.5	47	128	25:1	515	24x48x85	608

* Weight is approximate | Fiberglass Filter Efficiency: 65%/95% | Optional Pressure Gauges Available | 2HP model available upon request

Optimize your Air Cleaning

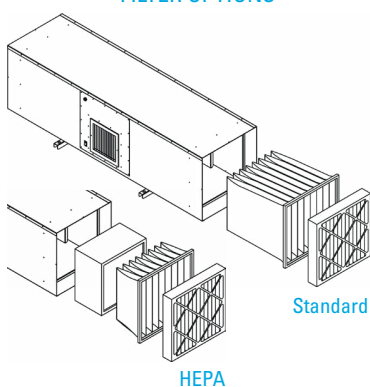
Smart Controller
Magnehelic Gauge

Mounting Kit
Carbon Filter

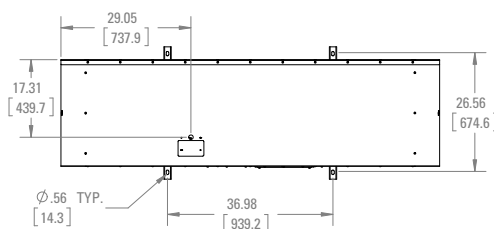
Pre-filter Wrap
Silencer

Mist Collection Tray
Smart Controllers/IPS

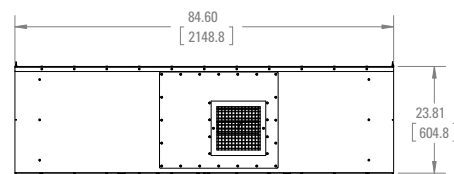
FILTER OPTIONS



TOP VIEW



SIDE VIEW



IVEC Systems | 866.670.4832 | www.ivecsystems.com





IVEC SINGLE-MOTOR

AMBIENT AIR VENTILATION CONTROLS FOR A SINGLE MOTOR CONFIGURATION

IVEC's control system designed for ambient air filtration needs

Designed to monitor and control up to 30 ambient air cleaners.

Just like each and every IVEC model, the Single-Motor Control is built around the concept of "intelligent efficiency" providing significant savings on your energy bill while reducing facility's noise levels and negative building pressures.

The Single-Motor model is tailored for the IVEC GVAP or any single-use filter ambient air system, and can also be retrofitted into an existing system. The IVEC Single Motor delivers the power where needed, when needed.

FEATURES

- All NEMA 4X standard
- Energy savings display on screen
- Controls speed of motor based on filter loading
- Preprogrammed for up to 30 units per panel
- Available IVEC Command—remote access device
- Filter change indicator
- Scheduling for 3 shifts
- Fuses & motor protection included
- Individual status of each unit
- Zone control - up to 3 zones
- Allows for future expansion
- Individual unit can set speed independently

BENEFITS

- Save on energy and utility costs
- Maximize your ventilation ROI
- Reduce shop noise
- Extend equipment life cycles
- Control from one central location
- Energy saved as motor is started
- Replaces necessary motor starter

Other IVEC models to consider

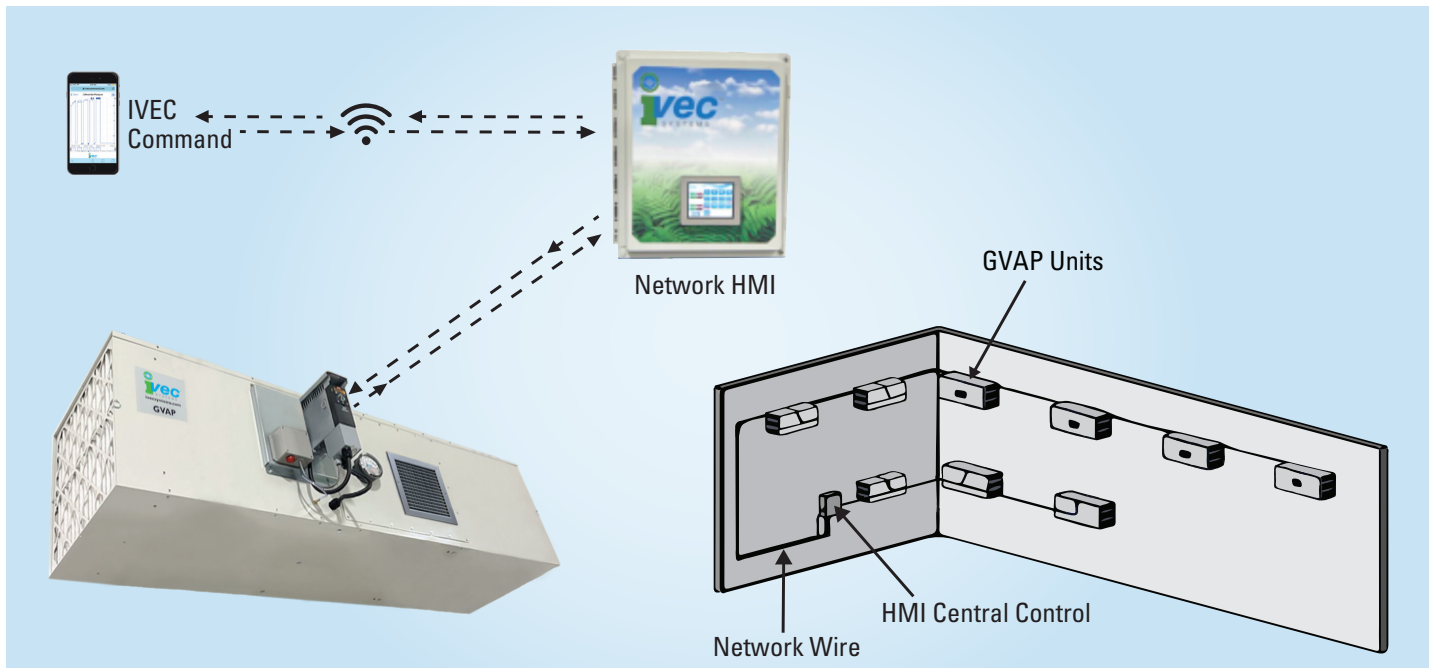
IVEC Steward, IVEC Advanced, IVEC IPS²



CLEAN AIR. ONLY SMARTER.

IVEC SINGLE-MOTOR SYSTEM DIAGRAM

SINGLE-MOTOR USED WITH (9) GVAP UNITS



Single-motor HMI screens

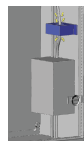


HMI Central Control



HMI Central Control Home Screen

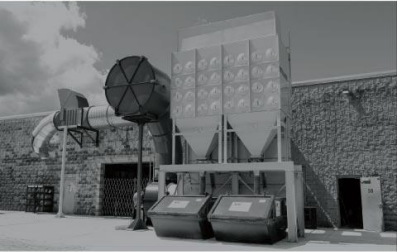
Sensor option



Wireless Current Sensor



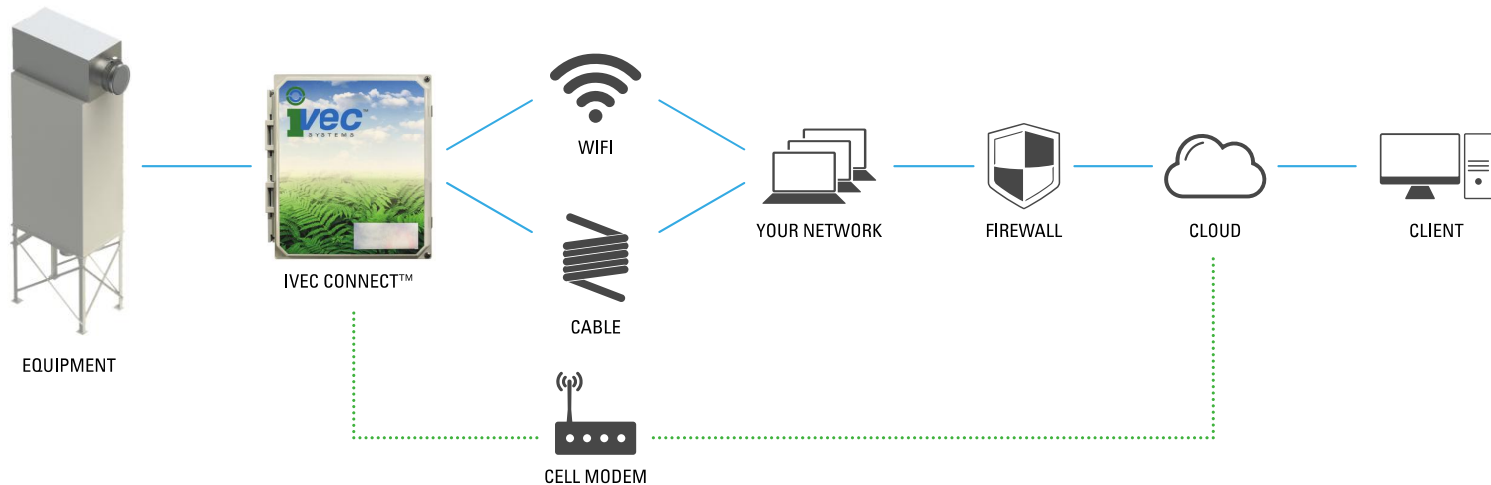
HASTINGS®
air energy control, inc.
creating a cleaner workplace



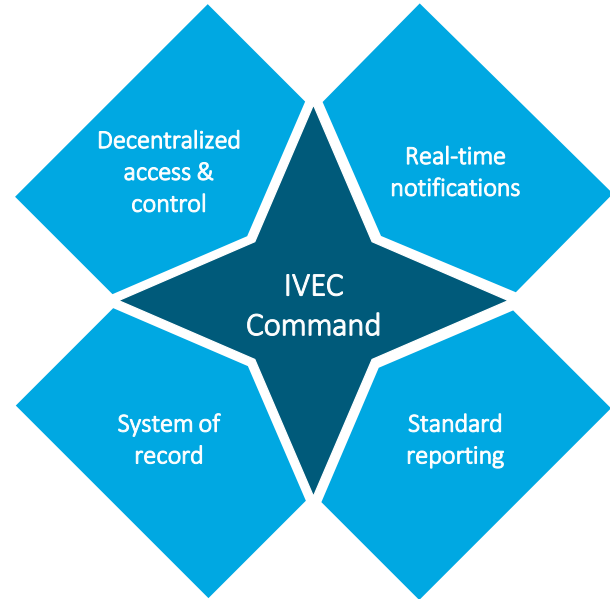
IVEC COMMAND

Clean Air. Only Smarter.

IVEC Command is the cloud-based solution that connects clients to their air filtration systems



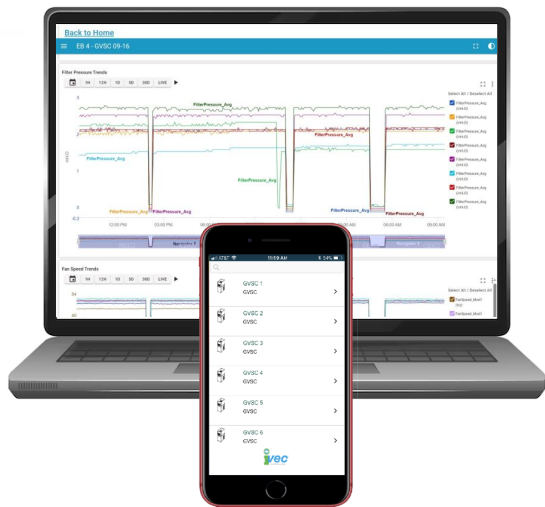
IVEC Command allows partners to maximize air quality by remotely controlling systems and monitoring performance



Decentralized access & control



IVEC Command allows users to access system health and adjust setpoints remotely



Control total cost of ownership

- Electricity
- Compressed Air
- Consumables (filters, transportation, labor to change filters, filter waste disposal)

Real-time automatic adjustments

- IVEC Command continuously assesses system conditions, providing dynamic adjustments that ensure compliance with safety standards.

Real-time manual adjustments

- Ability to control the system remotely at any time

"If we didn't have access to IVEC Command, we would've had to hire Hastings to come service our system 2,000 miles away"

– Facilities Director, CA

"Command helped find us broken filters that were contaminating the air"

– Maintenance Manager, WI

"Our air cleaners use far less compressed air since we have visibility into individual unit usage to address issues"

– Plant Manager, OH



Real-time notifications



IVEC Command has a fully-customizable notification system that helps eliminate system downtime while minimizing maintenance staff time required to service system

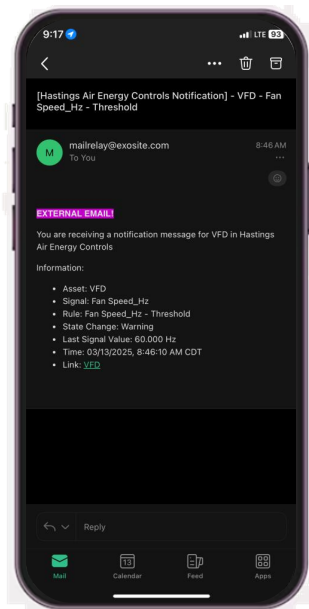
Examples

- Filter pressure: know when to change filters
- Faults: know where service needed
- Bin Full: know when to empty dust bins
- Any other parameters exceeding setpoints (e.g., compressed air)

Modalities

- Email
- Text message

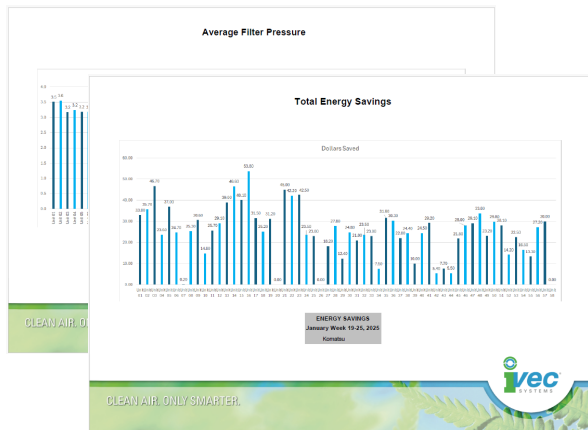
Clients determine who receives which types of alerts (e.g., maintenance, engineering, purchasing, engineering, safety)



Standard reporting



IVEC Command provides standard reporting on a weekly or monthly cadence.



Note: Command data can be pushed to client's own BAS systems

Standard consolidated unit reports

GVSC

- Airflow information
- Efficiency
- Faults
- Runtime
- Unit Performance trends

Housekeeping

- Cleaning Que Information
- Runtime
- Bin loading / Status
- Duct Velocities
- Faults

System-wide energy savings

Ad hoc reporting

- Access to system status, efficiency information, unit information
- Generate ad hoc reports at any time



System of record



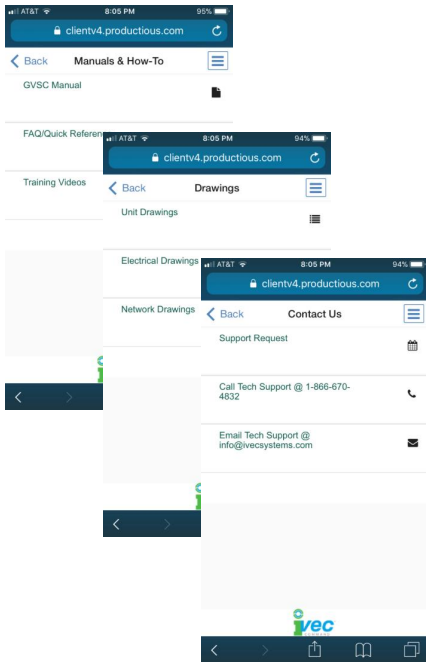
IVEC Command is the system of record (i.e., the one-stop-shop complete with document storage and detailed history) with world class security

Direct access to all support content

- Manuals & How-To videos
- Electrical & Dimensional Drawings
- Spare Parts
- Direct Support Contacts
- Email, Number, Support Requests

Cloud-based data storage

- Historical reports
- Data logs with timestamps of status changes (e.g., ability to see if setpoints were changed and when they were changed)
- Automated or manual reports at your command





HASTINGS®

air energy control, inc.

creating a cleaner workplace





MEMORANDUM

DATE: January 19, 2026
FROM: Daniel Kaup, Deputy Village Manager/Public Works Director
SUBJECT: Resolution Approving Continued Participation in the Suburban Tree Consortium and the Purchase and Installation of Parkway Trees in a Total Amount Not to Exceed \$50,575 in FY 2026
DOLLAR AMOUNT: \$50,575
BUDGETED: Yes
BUDGET SOURCE: Capital Improvement Plan
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Community Image

EXECUTIVE SUMMARY

The attached resolution approves the Village's continued participation in, and the purchase of parkway trees through, the Suburban Tree Consortium, an entity that provides tree purchase and installation services to member municipalities.

MEMO

Background:

The Suburban Tree Consortium was created in 1985 by a group of municipalities with the aim of improving the quality and selection of parkway trees at a lower cost to members. Since 1990 the Village has been a member of the Consortium through an association with the West Central Municipal Conference; currently there are 48 municipal members. The Consortium allows municipalities to enter into an agreement whereby certain nurseries grow trees in accordance with requested species, specifications, and quantities. These trees are then sold to and installed for member municipalities during spring and fall plantings.

Discussion:

The Consortium requires each participating member community to annually approve a resolution indicating its commitment to continued participation. The Consortium has consistently provided lower costs for trees and installations, a more dependable supply, and better tree quality than competing sources.

Budget:

Wheeling's Parkway Tree Planting Program is funded through the Capital Improvement Plan (CIP), which replaces dead, diseased, and previously removed parkway trees. For FY 2026, \$50,000 is budgeted in CIP, allowing for the installation of approximately 128 new trees in various locations. The cost of annual Consortium membership is \$575, for a total cost of \$50,575 for the program in 2026.

RESOLUTION NO. 26 - _____

**RESOLUTION APPROVING CONTINUED PARTICIPATION IN THE SUBURBAN TREE
CONSORTIUM AND THE PURCHASE AND INSTALLATION OF PARKWAY TREES IN A
TOTAL AMOUNT NOT TO EXCEED \$50,575 IN FY 2026**

WHEREAS, the Village of Wheeling has been a member of a tree cooperative known as the Suburban Tree Consortium (the "Consortium") since 1990; and

WHEREAS, the Consortium was created to jointly purchase parkway trees on behalf of member municipalities in an effort to realize cost savings and assure a dependable supply and variety of suitable parkway trees; and

WHEREAS, the Illinois Municipal Code (65 ILCS 5/) Art. 11 Div. 73.1 ("Municipal and Joint Municipal Tree Planting Programs") authorizes municipalities to jointly enter into long-term contracts for the purchase and delivery of trees; and

WHEREAS, purchasing trees through the Consortium and associated Illinois nurseries helps ensure a reasonable quantity, cost, and variety of parkway trees and plant materials desired by the Village; and

WHEREAS, Consortium member municipalities provide the nurseries and suppliers with a projection of their parkway tree requirements; and

WHEREAS, for FY 2026, \$50,000 is allocated in the Capital Improvement Plan (CIP) account for the purchase and installation of parkway trees, and \$575 for membership in the Consortium is allocated in the Forestry account;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the Village of Wheeling hereby commits to remain a member of the Suburban Tree Consortium in 2026, and agrees to procure parkway trees through the Consortium and associated Illinois nurseries in a not-to-exceed total amount of \$50,000 in FY 2026.

Trustee _____ moved, seconded by Trustee _____
that Resolution No. 26- _____ be adopted.

President Horcher _____

Trustee Krueger _____ Trustee Ruffatto _____

Trustee Lang _____ Trustee Vito _____

Trustee Papantos _____ Trustee Vogel _____

ADOPTED this 19th day of January, 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois.

Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk



MEMORANDUM

DATE: January 19, 2026
FROM: Daniel Kaup, Deputy Village Manager/Public Works Director
SUBJECT: Resolution Approving a Professional Services Agreement with the Lakota Group for the Design of the Gateway Park Project in an Amount Not to Exceed \$84,810
DOLLAR AMOUNT: 84,810
BUDGETED: Yes
BUDGET SOURCE: North TIF
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Transportation & Infrastructure

EXECUTIVE SUMMARY

The Village desires to build a park at the southwest corner of Wolf Road and Milwaukee Avenue, known as the Gateway Park Project. This resolution approves an \$84,810 agreement with the Lakota Group for design of the project. Funds in the amount of \$100,000 are budgeted in the North Tax Increment Financing (TIF) District for the proposed engineering services in FY2026.

MEMO

Discussion:

In 2022 the Village adopted the Restaurant Row Corridor Plan, which outlined a master plan for the Restaurant Row (Milwaukee Avenue) corridor to reinvigorate this important Wheeling destination. The Corridor Plan includes a recommendation for a newly-branded gateway element. The proposed Gateway Park Project would establish an open space for public use to welcome visitors to the Village while drawing attention to the wide array of dining and experiential destinations. This project will utilize the Village-owned property at the southwest corner of Wolf Road and Milwaukee Avenue and will complement the surrounding area and visitor experience.

The Village has worked with the Lakota Group on previous projects, has been satisfied with Lakota's work product and cost of services, and is confident in their ability to perform the design services required for the Gateway Park Project.

Budget:

Funds in the amount of \$100,000 are budgeted in the North Tax Increment Financing (TIF) District for the proposed engineering services in FY2026.

RESOLUTION NO. 26 - _____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE
LAKOTA GROUP FOR THE DESIGN OF THE GATEWAY PARK PROJECT IN AN AMOUNT
NOT TO EXCEED \$84,810**

WHEREAS, the Village desires to build a park at the southwest corner of Wolf Road and Milwaukee Avenue, to be known as the Gateway Park Project ("Project"), to serve as a gateway to the Restaurant Row corridor; and

WHEREAS, the Lakota Group has worked with the Village on previous projects, including the study for this Project and the Restaurant Row Corridor Study; and

WHEREAS, the Village has been satisfied with the Lakota Group's past work product and cost of services, and is confident in their ability to perform the design services required for the Project; and

WHEREAS, North Tax Increment Financing (TIF) funds are budgeted in FY 2026 for such services; and

WHEREAS, it is in the best interest of the Village of Wheeling to approve the attached agreement from the Lakota Group for professional design services for the Gateway Park Project;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the Village President is hereby authorized to execute the professional services agreement from the Lakota Group attached hereto in an amount not to exceed \$84,810.

Trustee _____ moved, second by Trustee _____,
that Resolution No. 26- _____ be adopted.

President Horcher _____

Trustee Krueger _____

Trustee Lang _____

Trustee Papantos _____

Trustee Ruffatto _____

Trustee Vito _____

Trustee Vogel _____

ADOPTED this 19th day of January 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois.

Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk

January 8, 2026

Village Gateway Open Space
Wheeling, Illinois

1 E. Wacker Dr.
Floor 27
Chicago, Illinois 60601
p 312.467.5445
thelakotagroup.com

Professional Services Agreement between THE LAKOTA GROUP and the VILLAGE OF WHEELING

PROJECT SCOPE:

The Lakota Group (Lakota) is pleased to provide our professional design proposal to the Village of Wheeling (Village) to assist them with preparation of landscape and site design documents for the Gateway and Open Space parcel, approximately 0.6-acre parcel at the intersection of Milwaukee Avenue and N. Wolf Road.

This proposal is based on the preferred concept plan dated August 14, 2025. As part of the Restaurant Row Corridor Plan, this property was identified as an opportunity site and the preferred concept depicts a new gateway sign, landscape, open space, curb cut & dining patio / vendor space off N. Wolf Road, and walkway connections to the adjacent parking to the west and public sidewalk to the east. With this proposal we are moving into the next phase of the design and implementation process, continuing the development of the initial design and creating Design Development, Construction Documents, and Bid documents to construct and implement the project by the end of 2026.

As part of our team and included in this proposal, we have engaged Spaceco for civil engineering services and The Engineering Studio, Inc. for electrical design services.

PROJECT TASKS:

The Lakota team will perform the following tasks/responsibilities for all Phases as outlined below. This level of design development will add more details, quantities, and character to approved Schematic Design plan, allowing the team to generate more detailed budgets, develop further programming, identify obstacles to construction, and most importantly allow Village leadership to effectively communicate and budget for this vision.

PHASE 1: DESIGN DEVELOPMENT

The goal of Phase 1: Design Development is to further explore in detail the Preliminary Site/Landscape Plan and individual elements such as hardscape layouts and dimensions, plant materials, site features, furnishings, and preliminary quantities/costs.

Task 1.1: Prepare Design Development Documents

Refine the plan further and develop a Design Development package for the Phase 1 components of the preferred plan. This package may include one or more drawings to illustrate the landscape/hardscape

character of special features, sign materials/dimensions, pergola, fire pit(s), site furniture, turf lawn, landscape, fencing, hardscape materials, etc.

A detailed planting plan will be provided in Phase 2: Construction Documents. This phase task will provide an overall planting layout with a palette of suggested species and size ranges to discuss with the Village.

Task 1.2: Preliminary Planting Palette

Develop preliminary Planting Palette for the open space.

Task 1.3: Material Palette

Prepare material palette for pavers, hardscape, site furniture, and other features.

Task 1.4: Design Development Package

Submit completed Design Development package to the Village for review prior to moving in the Construction Document phase.

Task 1.5: Opinion of Probable Cost

Develop an opinion of probable cost (OPC) for the concept.

Task 1.6: Village Coordination Meetings

Conduct meetings with the Village to coordinate during the design process.

PHASE 2: CONSTRUCTION DOCUMENTS

Task 2.1: Construction Documents

Develop Graphic Construction Documents for the site and all focus areas. Several drawings will be prepared which address all site element locations, sizes, and quantities. The Construction Documents will be used to bid and construct improvements and may include, but not limited to:

1. Cover Sheet, notes, legend
2. Existing Conditions Plans
3. Site Preparation and Removals Plans
4. Tree Preservation Plan
5. Stormwater Pollution Prevention Plans (SWPPP) (by civil engineers)
6. Grading and Drainage Plans and related details (by civil engineers)
7. Site Utility Plans and related details (by civil engineers)
8. Site Electrical/Lighting Plans and related details (by electrical engineers)
9. Layout and Materials Plans and related details
10. Site Enlargement Plans and related details
11. Landscape Plans and Planting Schedule and related details
12. Site Construction Details

Notes will be provided to establish intent for irrigation. *Detailed irrigation design is not part of this work scope.*

Task 2.2: Specifications

Outline specs will be prepared, as required by the Village.

Task 2.3: Team Review Meeting (Meeting #2)

Conduct a meeting with Village Staff to review the Construction Documents at an appropriate juncture in the process.

Task 2.4: Construction Document Set Refinements

Make revisions based on Team and Village input.

Prepare minor revisions to Final Site Plan prior to any resubmission to Village. Minor revisions to Final Plans and detail drawings are included as part of this work scope and fee proposal. *Substantial changes to the general design intent, site plan, or its related elements/features shall be considered outside of the work scope of this proposal. Lakota will be pleased to provide a more specific fee estimate/proposal for any additional services as requested by the Village as determined necessary due to project conditions.*

Task 2.5: Refined Cost Opinion

Refine the OPC incorporating Village staff comments and final design direction.

PHASE 3: PERMITTING AND BID ASSISTANCE

The goal of Permitting and Bid Assistance is to help package and distribute construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed, and clarified with the Village to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

Task 3.1: Final Bid Set

Refine the Construction Document set based on Village review and submit documents and specifications to Village for distribution to fabricators/contractors. Lakota will coordinate with the Village to ensure an appropriate bid procurement delivery method is provided for interested bidders/contractors.

Task 3.2: Request for Proposal Coordination

Lakota will assist the Village in preparing RFP materials to be used in the selection of a fabricator/contractor to construct the proposed open space plan. Lakota will also support the Village in responding to requests for information/clarification as needed.

Task 3.3: Contractor Selection Assistance

Lakota will support Village staff in reviewing contractor bids and selecting a preferred team. This task assumes one (1) meeting with Village staff to discuss bids and provide guidance on team selection.

PHASE 4: CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSE-OUT (NOT IN CONTRACT)

The goal of Construction Observation and Administration is to provide on-site review and observation of site/landscape construction related to the target area landscape construction package and related specifications to observe that the plan intent is adhered to by the selected contractor(s).

ADMINISTRATION

- Assist in preparation of an Owner / Contractor Agreement.
- Conduct a pre-construction meeting with Client and contractor to review:
 - Contractor mobilization and staging
 - Contractor schedules
 - Contractor submittals
 - Responsibilities
 - Communications
 - Payment procedures
- Provide interpretations and clarifications for the construction documents as needed.

- Review and approve submittals, including samples of materials and shop drawings, and assess change order requests.
- Review and respond to contractor's requests for information.
- Review contractor's request for payments.
- Review testing procedures and data provided by independent testing services.

OBSERVATION

- Provide on-site observation of site construction. Visit site at intervals appropriate to the stage of site/landscape construction to review construction methods (Assumes a total of 4 site visits).
- Make visits to plant nurseries located by landscape contractor to approve selected plant materials (Assumes 2 visits).
- Make written reports regarding site construction progress.

CLOSE-OUT

- Conduct a final on-site observation/inspection of site construction with Village.
- Prepare a final punch list prior to final acceptance of job.
- Review contract close-out submittals including, but not limited to:
 - Operating and maintenance manuals
 - As-built record drawings
 - Labor and material lien waivers
 - Payment applications
- Establish final acceptance.
- Prepare final payment recommendations regarding the contractor's request for acceptance of substantially or finally completed work.

The Lakota Group will manage the performance of our own work through the term of the contract by providing General Project Administration. This includes, but is not limited to:

- **COMMUNICATIONS**
 - Coordinate and prepare for meetings and summarize highlights from each meeting.
 - Attend public forums identified.
 - Collect and disseminate communications from subconsultants and other parties.
 - Coordinate regularly with Client representative.
- **SCHEDULES**
 - Create, update, and distribute project timelines.
 - Coordinate subconsultants.
- **STAFFING**
 - Select and assign staff members and subconsultants to appropriate tasks and services.
 - Prepare and administer subconsultant agreements.

PROJECT TIMELINE:

Lakota will work with the Village to assure completion of the above tasks in a reasonable timeframe, understanding that the final goal for bid documents will be May/June 2026.

FEE SCHEDULE:

The above services will be provided on an hourly rate basis with a not-to-exceed fee of **\$81,550** per our firms' current rates, plus reimbursable expenses. This budgeting is based on the current approved plan direction and costs; an outline of anticipated professional service costs for Lakota and potential project consultants is provided below.

Total Estimated Fees by Phase are as follows:

Lakota Professional Fees:	
Phase 1: Design Development	\$ 17,280
Phase 2: Construction Documents	\$ 23,750
Phase 3: Bid Procurement	\$ 9,020
Phase 4: Construction Administration	\$ NIC
Lakota Sub-total:	\$ 50,050
Spaceco Professional Fees:	\$ 27,000
The Engineering Studio, Inc. Fees:	\$ 4,500
Professional Fee Sub-total:	\$ 81,550
Reimbursable Expenses (4%):	\$ 3,260
Total:	\$ 84,810

Any additional services requested of Lakota beyond those listed above will be conducted on an hourly basis and billed according to Lakota's current billing rates. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

Lakota Billing Rates (2026):

President	\$380
Principal	\$330
Associate Principal	\$270
Vice President	\$260
Senior Associate	\$225
Project Planner/Designer/Manager	\$195- \$215
Planner/Urban Designer/Landscape Architect	\$155-\$165
Research/Operations Staff	\$110

Reimbursable expenses will be billed at 1.1 times direct expense to cover administration and will include:

- ***Travel*** for field work/site visits to review landscape installation
- ***Delivery*** (postage/messenger/express)
- ***Copying/Reproduction***
- ***Computer Plots***
- ***Long Distance Communication***
- ***Renderings/3D Models*** (if requested by client)
- ***Miscellaneous*** (municipal documents, special reports, data)

ADDITIONAL TERMS

Services or meetings not outlined in the project scope or project tasks will be considered additional services. If conditions arise during the performance of the outlined services that require additional services Lakota will notify the Village promptly. This proposal does not include the following tasks:

- Tree survey (by arborist)
- Irrigation design (by others)
- Structural, traffic, soils or environmental studies/engineering (by others as needed)
- Property or legal surveys (already complete)
- Public entitlement process with the municipality (other than those identified in this proposal)
- Illustrative graphics (other than those identified in this proposal)

- Major revisions are not included in this scope of services. Revisions exceeding 25 percent of the original time spent on the document or task are considered major revisions. Minor revisions requiring less than 25 percent of the original time spent on the document or task are included as part of this agreement.
- Construction Phase Services and Observation following selection of Contractor Team (additional services if requested)

MISCELLANEOUS TERMS:

Professional fees and expenses will be billed monthly for work completed.

Either party may terminate this agreement 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

Please indicate acceptance of this agreement by signing one copy and returning it to our office listed above. Lakota will begin work after receiving written authorization to proceed via fax, mail or email.

The Lakota Group appreciates the opportunity to provide the Village of Wheeling with Professional Design Services.



Scott Freres, PLA, ASLA

President

The Lakota Group

Signature

Printed Name

Title

Date



MEMORANDUM

DATE: January 19, 2026
FROM: Daniel Kaup, Deputy Village Manager/Public Works Director
SUBJECT: Resolution Approving the Donation of a Temporary Construction Easement to the Illinois Department of Transportation
DOLLAR AMOUNT: N/A
BUDGETED: Yes
BUDGET SOURCE: N/A
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Transportation & Infrastructure

EXECUTIVE SUMMARY

The Illinois Department of Transportation (IDOT) Division of Highways is planning road and sidewalk improvements at the intersection of Dundee Road and Willie Avenue. The attached resolution approves the donation of 49 square feet of Village land for a temporary construction easement to IDOT for this project.

MEMO

Background:

As part of an IDOT sidewalk improvement project at the intersection of Dundee Road and Willie Avenue, the agency requires a temporary construction easement at the southeast corner of this intersection.

Discussion:

IDOT is planning to construct improvements at the intersection of Willie Avenue and Dundee Road. The goal of this project is to restrict left-hand turns from Willie Avenue and Milwaukee Place on to Dundee Road and construct left-turn lanes from Dundee Road onto these side streets, creating a safer intersection for the public. These improvements include installing raised medians on Dundee Road and updating the sidewalk ramps to current Americans with Disabilities Act (ADA) standards.

As part of this construction project, IDOT has asked the Village to grant a temporary construction easement at the southeast corner of this intersection to complete the sidewalk improvements. The size of the easement is 15 feet by approximately 3.3 feet, as shown in the attached Plat of Highways.

Budget:

There is no financial consideration for this item.

RESOLUTION NO. 26- _____

**RESOLUTION APPROVING THE DONATION OF A TEMPORARY CONSTRUCTION EASEMENT
TO THE ILLINOIS DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Village of Wheeling, Cook and Lake Counties, Illinois, is a home-rule unit of local government pursuant to Article 7, Section 6 of the constitution of the State of Illinois; and

WHEREAS, pursuant to Article 7, Section 6 of the Illinois Constitution, the Village is authorized to enter into contracts relating to real property; and

WHEREAS, the Illinois Department of Transportation (IDOT) Division of Highways is planning road and sidewalk improvements at the intersection of Dundee Road and Willie Avenue (the "Project"); and

WHEREAS, IDOT has requested a temporary construction easement on Village-owned property located at 62 Milwaukee Avenue to gain access for these improvements; and

WHEREAS, to enable completion of the Project, it is in the best interest of the Village to grant the requested temporary construction easement, as attached hereto;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the Village President and Village Clerk are hereby authorized and directed to execute the attached Temporary Construct Easement for the Village-owned property at 62 Milwaukee Avenue.

Trustee _____ moved, second by Trustee _____,
that Resolution No. 26- _____ be adopted.

President Horcher	_____		
Trustee Krueger	_____	Trustee Ruffatto	_____
Trustee Lang	_____	Trustee Vito	_____
Trustee Papantos	_____	Trustee Vogel	_____

ADOPTED this 19th day of January 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois.

Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk

Owner: Village of Wheeling, an Illinois
municipal corporation
Owner 2 Community Blvd.
Address: Wheeling, IL 60090
Route: IL 68
Section: at Wille Avenue
County: Cook
Project No.:
Job No.: R-90-004-24
Parcel No.: 00424006 TE
P.I.N. No.: 03-02-415-049

TEMPORARY CONSTRUCTION EASEMENT
(Governmental Entity)

Village of Wheeling, a governmental entity organized and existing under and by virtue of the laws of the State of Illinois and duly authorized to do business under the Statutes of the State of Illinois, (Grantor), by _____, its _____, for and in consideration of the benefits resulting from the construction and maintenance of the highway referred to herein, and pursuant to the provisions of 50 ILCS 605/4 hereby represents that Grantor owns the fee simple title to and grants and conveys to the People of the State of Illinois, Department of Transportation, (Grantee), a temporary construction easement for the purpose of roadway construction and other highway purposes, on, over, and through the following described real estate:

See attached legal description.

Property Address: 62 Milwaukee Ave, Wheeling, IL 60090

situated in the County of Cook, State of Illinois. The above-described real estate and improvements located thereon are herein referred to as the "premises."

The right, easement and privilege granted herein shall terminate Five years from the execution of this document, or on the completion of the proposed project, whichever is the sooner.

Grantor shall have and retain all rights to use and occupy the premises and access to Grantor's remaining property, except as herein expressly granted; provided, however, that Grantor's use and occupation of the premises may not interfere with Grantee's use of the premises in the purposes herein described.

Grantor, without limiting the interest above granted and conveyed, acknowledges that upon payment of the agreed consideration, all claims arising out of the above acquisition have been settled, including without limitation, any diminution in value to any remaining property of the Grantor caused by the opening, improving and using the premises for highway purposes. This acknowledgment does not waive any claim for trespass or negligence against the Grantee or Grantee's agents which may cause damage to the Grantor's remaining property.

This grant shall constitute a covenant, which runs with the land, and shall be binding upon the legal representatives, successors and assigns of Grantor.

Dated this _____ day of _____, 20__.

Village of Wheeling

By: _____
Signature

Print Name and Title

ATTEST:

By: _____
Signature

Print Name and Title

State of _____)
County of _____) ss

This instrument was acknowledged before me on _____, 20__, by
_____, as _____
and _____, as _____
of Village of Wheeling, a governmental entity organized and existing under the laws of Illinois.

(SEAL)

Notary Public

My Commission Expires: _____

Exempt under 35 ILCS 200/31-45(b), Real Estate Transfer Tax Law.

Date

Buyer, Seller or Representative

This instrument was prepared by Grantee and after recording, mail this instrument to Grantee at:

Grantee:

Illinois Department of Transportation
Bureau of Land Acquisition, Attn: David Howorth
201 Center Court, Schaumburg, IL 60196-1096

Route: IL Route 68
Section:
County: Cook
Job. No.: R-90-004-24
Parcel No: 00424006TE
Station: 107+11.37 TO 107+15.34
Index No.: 03-02-415-049

That part of Lot 3 of Fresh Farms – Wheeling Subdivision, being a subdivision of a part of the Southeast Quarter of Section 2, and the Northeast Quarter of Section 11, Township 42 North, Range 11, East of the Third Principal Meridian according to the plat thereof recorded December 7, 2011 as document 1134116010, in Cook County, Illinois. Bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99996544, described as follows:

Beginning at the northwest corner of said Lot 3, said point also being the intersection of the south right of way line of Illinois Route 68 also known as Dundee Road and the east right of way line of Wille Avenue, thence North 88 degrees 17 minutes 58 seconds East, 3.22 feet along said south right of way line of Dundee Road; thence South 01 degrees 57 minutes 53 seconds East, 15.00 feet to the south line of said Lot 3; thence South 88 degrees 17 minutes 58 seconds West, 3.28 feet along said south line of Lot 3 to said east right of way line of Wille Avenue; thence North 01 degrees 41 minutes 01 seconds West, 15.00 feet along said east right of way line of Wille Avenue to the Point of Beginning.

Said parcel containing 49 square feet or 0.001 acres, more or less.

APPROVED
By Doug.Horn at 8:25 am, May 06, 2025

Writer's Email Address:
agafya@santacruz-associates.com
Writer's Direct Line: 847-868-9277

January 14, 2026

VIA U.S. MAIL

Patrick Horcher
Village of Wheeling
2 Community Blvd.
Wheeling, IL 60090

RE: Parcel: 00424006 TE
Route: IL 68
Job No.: R-90-004-24

Dear Patrick Horcher:

Enclosed please find the following documents to be executed and returned to this office as follows:

1. Temporary Construction Easement – Please have the easement signed by an authorized representative of the ownership entity and notarized.
2. Receipt for Donation – Please have the form executed by an authorized representative of the ownership entity.
3. Affidavit of Title – Please have the form completed and signed by an authorized representative of the ownership entity.
4. Donation Statements - Please have the forms completed and signed by an authorized representative of the ownership entity.
5. Resolution – Please (i) complete the resolution and (ii) have the resolution executed by an authorized representative of the ownership entity.

January 14, 2026
Page 2 of 2

In order to close this transaction, we also require a complete copy of the Minutes of Meeting. Please return all documents and direct any questions to: Santacruz Land Acquisitions, 222 Northfield Road, Suite 201, Northfield, IL 60093.

Thank you, in advance, for your immediate attention to and assistance with this matter. If you have any questions, please do not hesitate to contact the undersigned at 847-868-9277 or via email at agafya@santacruz-associates.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Agafya', with a stylized flourish at the end.

Agafya Gerovoy

encl.



Receipt for Donation

Owner: Village of Wheeling
Job No.: R-90-004-24
Section No.: at Wille Avenue
Parcel No.: 00424006 TE

The People of the State of Illinois, Department of Transportation (Grantee) acknowledges receipt of Donation of Right of Way covering:

- 0.001 / 49 acres/square feet of land as a temporary construction easement for Five (5) years,

at 62 Milwaukee Ave, Wheeling, IL 60090 dated _____, 20____, in Cook County, State of Illinois as right of way for IL 68, and executed by the undersigned Grantor for the parcel referenced above.

Grantor and Grantee agree as follows:

1. All improvements located, wholly or partially, on the parcel being conveyed shall become the property of the State of Illinois, unless provided as follows:
2. Grantor and Grantee agree that possession and transfer of legal title to Grantee occurs when title has been reviewed and approved by Grantee in accordance with Section 9.02 of the Illinois State Finance Act. The Grantor also agrees to protect, preserve and maintain the property and improvements purchased by Grantee until delivery of possession to Grantee, and this shall be the sole responsibility of the Grantor until such time.
3. This Receipt and conveyance documents are the entire and exclusive agreement between the parties and supersede any written or oral understanding promise or agreement, directly or indirectly related to the donation of the parcel and improvements. The parties agree that any changes to this Receipt may only be made in writing and signed by the parties.

Village of Wheeling

By: _____
Signature

Print Name and Title

Receipt of the donation executed by this Grantor is acknowledged.

Date

for Illinois Department of Transportation



Owner: Village of Wheeling, an Illinois municipal corporation
Address: 62 Milwaukee Ave, Wheeling, IL 60090
Route: IL 68
Section: at Wille Avenue
County: Cook
Job No. R-90-004-24
Parcel No. 00424006 TE
P.I.N. No. 03-02-415-049

State of _____)
_____) ss.
County of _____)

I, _____, _____, being first duly sworn
upon oath states as follows:

1. Affiant has personal knowledge of the facts averred herein.
2. ☐ There are **no parties** other than Grantor in possession of any portion of the premises described in the attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record.
- ☐ There are no parties other than Grantor **and the parties listed below** in possession of any portion of the premises described in the attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record:

SEE ATTACHED EXHIBIT "A"

3. This affidavit is made to provide factual representation as a basis for the State of Illinois to accept a document of conveyance for the premises described in said conveyance, the premises being a portion of or all of the above described premises, from the record owners thereof.
4. The affiant has no knowledge of any driveway agreements, encroachments, overlaps, or boundary line disputes involving the premises to be conveyed.
5. The said premises described in Exhibit "A" are: (Check One)
 - ☐ Vacant and unimproved ☐ Agricultural and unimproved
 - ☒ Improved and
 - (A) There have been no improvements made or contracted for on the premises within six (6) months immediately preceding the date of the affidavit, out of which a claim for a mechanics' lien could accrue or has accrued, and
 - (B) To the best of my knowledge all improvements now on the premises comply with all local building and zoning ordinances.

6. There are no chattel mortgages, conditional sales contracts or financing statements existing on or in connection with the premises to be conveyed which are not shown by the public records.
7. There are no taxes or special assessments which are not shown as existing liens by the public records involving the premises described in Exhibit A.
8. Per 50 ILCS 105/3.1, the identities of all owners and beneficiaries having an interest in the premise to be conveyed are as follows (check applicable box(es) and complete information requested):

- ☐ **Individual.** Individual owner of the property is:
- ☐ **Nonprofit Organization.** There is no individual or other organization receiving distributable income from the organization.
- ☒ **Public Organization, including units of local government.** There is no individual or other organization receiving distributable income from the organization.
- ☐ **Publicly-Traded Corporation.** There is no readily known shareholder having more than 7-1/2% of the total distribution income of the corporation.
- ☐ **Corporation, Partnership, Limited Liability Company.** Those entitled to receive more than 7-1/2% of the total distributable income of said entity are as follows:

	Name	Address
*1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

- ☐ **Land Trust or Declaration of Trust.** The identity of each beneficiary of Grantor Trust is as follows:

	Name	Address
*1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

* IF THE INITIAL DISCLOSURES SHOW INTERESTS HELD BY ANOTHER CORPORATION, PARTNERSHIP, LIMITED LIABILITY COMPANY, OR TRUST, THEN FURTHER DISCLOSURES SHOULD BE PROVIDED UNTIL THE NAMES OF INDIVIDUALS OWNING THE INTEREST IN THE ENTITY ARE DISCLOSED.

Dated this _____ day of _____, 20____.

By: _____

Print Name and Title

State of _____)
County of _____) ss.

This instrument was acknowledged before me on _____, 20____, by
_____.

(SEAL)

Notary Public

My Commission Expires: _____

NOTE: THIS AFFIDAVIT MAY BE EXECUTED AND ACKNOWLEDGED ON BEHALF OF THE RECORD OWNER(S) BY ANY **ONE** OF THE RECORD OWNERS, OFFICERS, MANAGERS, PARTNERS, OR TRUSTEES HAVING KNOWLEDGE OF THE FACTS IN THIS AFFIDAVIT.

Date: 02/04/2025

Job R-90-004-24
IL 68 (Dundee Rd)
County Cook
Section At Willie Ave/Milwaukee Place
Parcel

WTC Number: I1-2024CO-13078.0

A.L.T.A. COMMITMENT FORM
Schedule A Continued

LEGAL DESCRIPTION

LOT 3 IN FRESH FARMS - WHEELING SUBDIVISION, BEING A
SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 2
AND THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 42
NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN,
ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 7, 2011
AS DOCUMENT NO. 1134116010, IN COOK COUNTY, ILLINOIS.

PERMANENT TAX NUMBER(S): 03-02-415-049

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company



Illinois Department of Transportation

Office of Highways Project Implementation / Region 1 / District 1
201 West Center Court / Schaumburg, Illinois 60196-1096

Route: IL 68
Section: at Wille Avenue
County: Cook
Job No.: R-90-004-24
Parcel: 00424006 TE

December 9, 2025

Mr. Patrick Horcher
Village of Wheeling
2 Community Blvd.
Wheeling, IL 60090

Dear Mr. Patrick Horcher:

The Illinois Department of Transportation, Division of Highways (IDOT) proposes to improve IL 68 at Wille Avenue in Cook County, IL. This improvement requires the acquisition of the above referenced parcel consisting of:

- 0.001 / 49 acres/square feet of land as a temporary construction easement for Five (5) years

In order to comply with state and federal policies we must inform you of your right to have the required property appraised and to receive compensation in the full amount of the approved appraisal. You may, if you so desire, donate the necessary right of way.

Sincerely,

Jose Rios, P.E.
Region One Engineer

By: Omolara Johnson
Omolara Johnson
Bureau Chief of Land Acquisition

Dated: _____

I recognize my right to an appraisal and compensation in the full amount of the approved appraisal. However, I wish to donate the necessary right of way.

Village of Wheeling

Signature

Print Name & Title

Statement of Compliance with the Public Officers Prohibited Activities Act
(50 ILCS 105/3.1)

CHECK ONE

- ☐ Grantor has not received and will not receive a non-monetary benefit from the Illinois Department of Transportation (for example, an added improvement, re-built or relocated improvement or any other valuable service) in exchange for the donation of this parcel.

OR

- ☐ Grantor has received or will receive a non-monetary benefit from the Illinois Department of Transportation in exchange for the donation of this parcel. To comply with 50 ILCS 105/3.1, Grantor shall disclose, in writing, all owners, beneficiaries, etc. of this parcel.

Village of Wheeling

Signature

Print Name & Title

Confirmed:
Illinois Department of Transportation Representative

By: _____

Date

Owner: Village of Wheeling, an Illinois
municipal corporation
Route: IL 68
Section: at Wille Avenue
County: Cook
Job No.: R-90-004-24
Parcel No.: 00424006 TE
P.I.N. No.: 03-02-415-049

CERTIFIED RESOLUTION
(Governmental Entity)

I, _____, _____ of Village of Wheeling, a governmental entity organized and existing under the laws of the State of Illinois, including without limitation, city, village, incorporated town, county, park district, or township, do hereby certify that:

1. The following is a true and correct copy of a resolution adopted by the Council or Board of said governmental entity, a quorum of its members, trustees, or commissioners being present at a meeting held of the _____ day of _____, 20____, and

2. The resolution has not been amended or revoked and is in full force and effect.

Resolved that _____, the _____ and _____, the _____ of the Council or Board of the above-referenced governmental entity are hereby authorized and directed to convey the governmental entity's interest in the following described real estate in Cook County, Illinois to the People of the State of Illinois, Department of Transportation for highway purposes:

See attached legal description.

Further resolved that they are authorized and directed to execute and deliver such instruments as may be necessary or convenient to consummate such sale.

Further resolved that the members, aldermen, trustees or commissioners of the Council or Board of the governmental entity or electors of the governmental entity, pursuant to 50 ILCS 605/4 voted for the adoption of this resolution as follows: AYE _____; NAY _____; ABSENT _____

By: _____
Signature

Print Name and Title

State of _____)
County of _____) ss

This instrument was acknowledged before me on _____, 20____, by
_____, as _____ of Village of
Wheeling.

(SEAL)

Notary Public

My Commission Expires: _____

Route: IL Route 68
Section:
County: Cook
Job. No.: R-90-004-24
Parcel No: 00424006TE
Station: 107+11.37 TO 107+15.34
Index No.: 03-02-415-049

That part of Lot 3 of Fresh Farms – Wheeling Subdivision, being a subdivision of a part of the Southeast Quarter of Section 2, and the Northeast Quarter of Section 11, Township 42 North, Range 11, East of the Third Principal Meridian according to the plat thereof recorded December 7, 2011 as document 1134116010, in Cook County, Illinois. Bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99996544, described as follows:

Beginning at the northwest corner of said Lot 3, said point also being the intersection of the south right of way line of Illinois Route 68 also known as Dundee Road and the east right of way line of Wille Avenue, thence North 88 degrees 17 minutes 58 seconds East, 3.22 feet along said south right of way line of Dundee Road; thence South 01 degrees 57 minutes 53 seconds East, 15.00 feet to the south line of said Lot 3; thence South 88 degrees 17 minutes 58 seconds West, 3.28 feet along said south line of Lot 3 to said east right of way line of Wille Avenue; thence North 01 degrees 41 minutes 01 seconds West, 15.00 feet along said east right of way line of Wille Avenue to the Point of Beginning.

Said parcel containing 49 square feet or 0.001 acres, more or less.

APPROVED
By Doug.Horn at 8:25 am, May 06, 2025

Fidelity National Title Insurance Company

A.L.T.A. Commitment

Issuing Agent

Wheatland Title Company
105 W. Veterans Parkway
Yorkville, IL 60560

Prepared for

Illinois Department of Transportation 1
201 West Center Court
Schaumburg, IL 60196-1096

Customer Reference:

IDOT Parcel Number:

NOTICE

IMPORTANT—READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACONTRACTUAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

Prepared For:

Illinois Department of Transportation 1
201 West Center Court
Schaumburg, IL 60196-1096

Effective Date of Commitment: January 17, 2025

Job	R-90-004-24	WTC#	I1-2024CO-13078.0
	IL 68 (Dundee Rd)	Effective Date	January 17, 2025
County	Cook	Section	2
Section	At Willie Ave/Milwaukee	Township	42N
	Place		
Parcel		Range	11E

Tax Parcel Number(s):
03-02-415-049

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company

Date: 02/04/2025

Job R-90-004-24
IL 68 (Dundee Rd)
County Cook
Section At Willie Ave/Milwaukee Place
Parcel

A.L.T.A. COMMITMENT FORM
Schedule A

WTC Number: I1-2024CO-13078.0
Effective Date: January 17, 2025

1. Policy or Policies to be issued: 2006 ALTA Owner's
Proposed Amount of Insurance: \$1,000.00
Proposed Insured: The People of the State of Illinois
Department of Transportation
2. The estate or interest in the land described or referred to in this commitment is a Fee Simple and title hereto is at the effective date hereof vested in:

Village of Wheeling, an Illinois municipal corporation
3. The land referred to in this commitment is described as follows:

See Attached Page 2 of Schedule A

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company

Authorized Signatory

By 
John D. Ammons

Date: 02/04/2025

Job R-90-004-24
IL 68 (Dundee Rd)
County Cook
Section At Willie Ave/Milwaukee Place
Parcel

WTC Number: I1-2024CO-13078.0

A.L.T.A. COMMITMENT FORM
Schedule A Continued

LEGAL DESCRIPTION

LOT 3 IN FRESH FARMS - WHEELING SUBDIVISION, BEING A
SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 2
AND THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 42
NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN,
ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 7, 2011
AS DOCUMENT NO. 1134116010, IN COOK COUNTY, ILLINOIS.

PERMANENT TAX NUMBER(S): 03-02-415-049

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company

A.L.T.A. COMMITMENT FORM
- SCHEDULE B Section 1 -
Requirements

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.
2. Pay the agreed amount for the estate or interest to be insured.
3. Pay the premiums, fees, and charges for the Policy to the Company.
4. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.

- SCHEDULE B Section 2 -
Exceptions

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

The Policy will not insure against loss or damage resulting from the terms and provisions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

Any defect, lien, encumbrance, adverse claim, or other matter that appears for the first time in the Public Records or is created, attaches, or is disclosed between the Commitment Date and the date on which all of the Schedule B, Part I—Requirements are met.

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company

A.L.T.A. COMMITMENT FORM
- SCHEDULE B -
- Exceptions -

The policy or policies to be issued will contain exceptions to the following unless the same are disposed of to the satisfaction of the Company:

GENERAL EXCEPTIONS:

1. Rights or claims of parties in possession not shown by the public records.
2. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land.
3. Easements, or claims of easements, not shown by the public records.
4. Any lien, or right to a lien, for services, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the public records.
5. Taxes or special assessments which are not shown as existing liens by the public records.
6. Loss or damage by reason of there being recorded in the public records, any deeds, mortgages, lis pendens, liens or other title encumbrances subsequent to the Commitment date and prior to the effective date of the final Policy.
7. All rights and easements in favor of the holder of any mineral estate and/or coal and/or oil and gas lease, and any party claiming by, through, or under said holder of the mineral estate or coal and/or oil and gas lease.

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company

SPECIAL EXCEPTIONS:

1. The lien of taxes for the year 2024 and thereafter.

Taxes for the property in question are EXEMPT.

PERMANENT TAX NUMBER: 03-02-415-049

2. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attached subsequent to the effective date hereof but prior to the date the proposed insured acquires for value of the record the estate or interest thereon covered by this commitment.
3. Rights of parties in possession, encroachments, overlaps, overhangs, unrecorded easements, deficiency in quantity of ground, farm drainage systems, tile systems or irrigation systems which would be disclosed by an accurate survey and inspection of the premises.
4. Rights of the Public, the State and the Municipality in and to that part of the land, if any, taken or used for road purposes.
5. Confirmed Special Assessments, if any, not certified to by the Company.
6. Financing Statements, if any, not certified to by the Company.
7. For information purposes only, the taxes are assessed to the following:

For Parcel(s): 03-02-415-049
Village of Wheeling
2 Community Blvd
Wheeling, IL 60090

8. Conveyances within the past five years: 1

Warranty Deed dated September 28, 2021 and recorded October 8, 2021 as Document No. 2128128000 made by Wheeling Shopping Center, Inc. to the Village of Wheeling, an Illinois municipal corporation recorded in the Cook County Recorder's Office.

9. Contiguous property owned by record title holder: None.

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company

PLEASE CONTACT OUR OFFICE REGARDING CONTIGUOUS PROPERTY
AS THE SUBJECT PROPERTY IS OWNED BY MUNICIPAL ENTITY.

10. No Further Remediation Letter recorded January 31, 2012 as Document No. 1203116012 made by the Illinois Environmental Protection Agency in the Cook County Recorder's Office.
11. Easements as shown on the Plat of Subdivision recorded December 7, 2011 as Document No. 1134116010.
12. Upon a conveyance or grant of easement affecting the subject property, we should be furnished with the proper documentation, including, if applicable, properly executed resolutions, authorizing the execution of the documents of transfer or easement grant.
13. Possible unrecorded easements for utilities and/or actual utilities and the rights of the public or quasi-public utility companies to access, improve, repair or maintain said poles, conduits, pipes, sewers, etc.

- End Schedule B -

Please refer all inquiries to T.J. Hiles 630-892-2323 Ext. 249 or John Ammons 630-892-2323 Ext. 224.

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Agent for:
Fidelity National Title Insurance Company

MINUTES OF CONDEMNATION

In order that we may guarantee title after completion of any proceedings for condemnation in exercise of the proposed insured's right of eminent domain, we note the following.

- I. Upon the filing of complaint a proper Lis Pendens Notice should be recorded in the appropriate Recorder's office.
- II. Our Policy, when issued, will be subject to direct attack upon any decrees and or judgments entered in the proceedings.
- III. The following persons are necessary parties to any such proceedings.
 - A. All parties acquiring rights in the premises subsequent to the date of the report and prior to a complete Lis Pendens.
 - B. Any person other than those herein named known to the Plaintiff or the Plaintiff's attorney to have or claim an interest in the premises.
 - C. If it is known that any of the necessary parties named herein are deceased, their heirs or devisees should be made parties by name, if known, and if unknown, then by the name and description of Unknown Heirs and Devisees of such deceased person or persons.
 - D. If it is not known or cannot be ascertained whether any of said necessary parties be living or dead, then such parties should be made parties by name, also such parties should be their heirs or devisees, should be made parties to the proceedings as UNKNOWN OWNERS.
 - E. All persons in possession of any part of the premises in question and all persons whose rights would be disclosed by an inspection of the premises.
 - F. All parties claiming by through or under lease agreements whether oral or written, for premises.
 - G. All parties claiming by or through or under installment contracts for deed or like agreements.
 - H. Unknown Owners and Non-Record claimants.

MINUTES OF CONDEMNATION CONTINUED

IV. The following persons are noted of record and are necessary parties to any proceedings:

A. The Plaintiff is:

The People of the State of Illinois, Department of Transportation

B. The Defendants are:

1. Village of Wheeling, an Illinois municipal corporation

C. Any parties named above who have executed all necessary documents for the Grant of Easement and Right of Way after payment of agreed consideration theretofore need not be joined as party defendants for our policy to be issued.

END MINUTES OF CONDEMNATION

TRANSMITTAL FORM

Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

02/04/2025

Illinois Department of Transportation 1
201 West Center Court
Schaumburg, IL 60196-1096

WTC File Number: I1-2024CO-13078.0

Customer Reference:

IL 68 (Dundee Rd)
Section At Willie Ave/Milwaukee Place
County Cook
Job R-90-004-24
IDOT Parcel Number:

Title Is Vested In:

Village of Wheeling, an Illinois municipal corporation

Accompanied with this transmittal are the following documents:

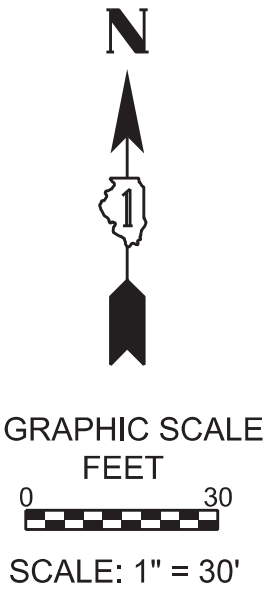
Title Document (s)
2128128000

Plat (s)
None

Other Document (s)
1134116010, 14995384

PART OF THE SE ¼ OF SECTION 2, TWP. 42 N., R. 11 E. OF THE 3RD. P.M., IN COOK COUNTY, ILLINOIS.

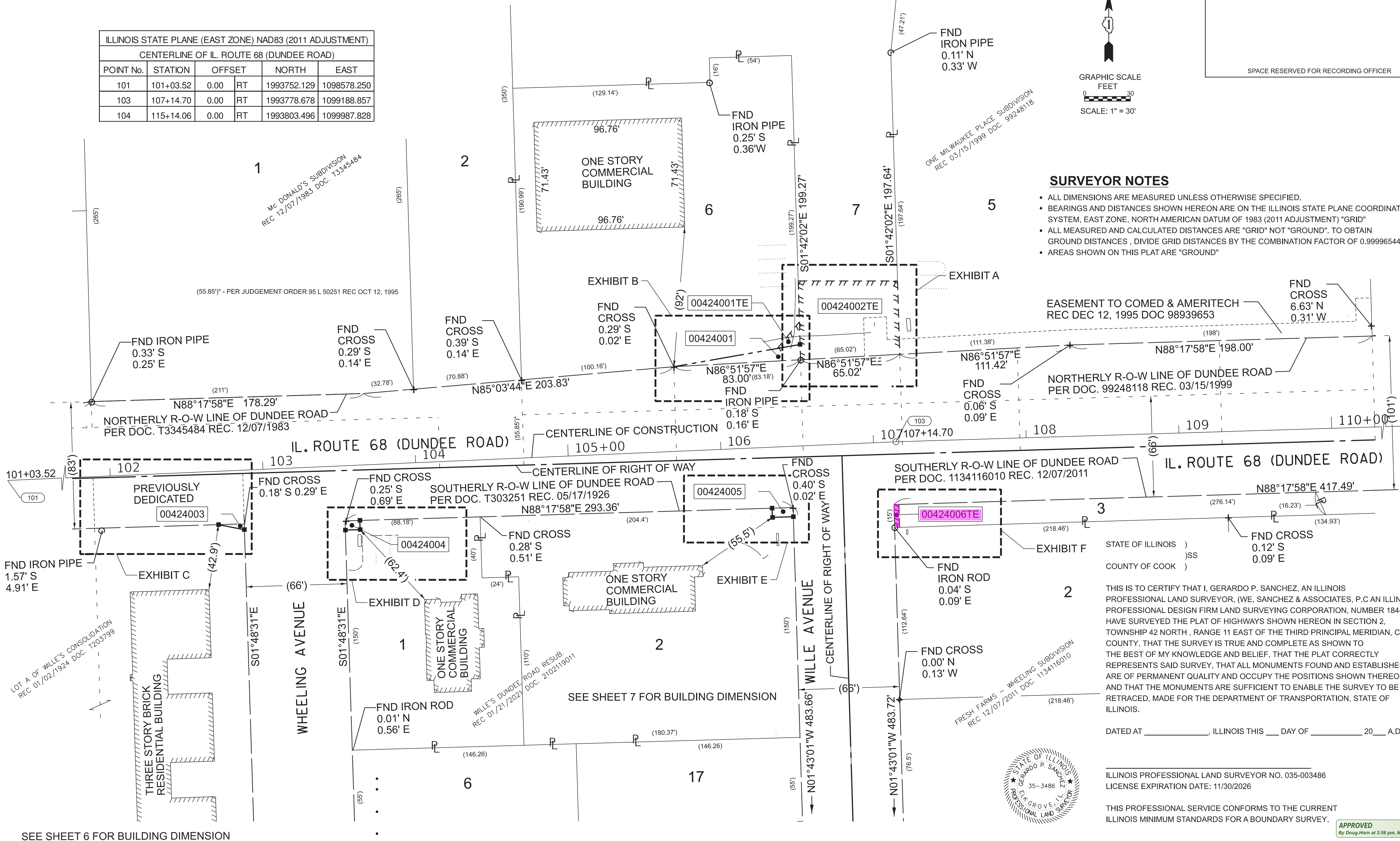
ILLINOIS STATE PLANE (EAST ZONE) NAD83 (2011 ADJUSTMENT)					
CENTERLINE OF IL. ROUTE 68 (DUNDEE ROAD)					
POINT No.	STATION	OFFSET		NORTH	EAST
101	101+03.52	0.00	RT	1993752.129	1098578.250
103	107+14.70	0.00	RT	1993778.678	1099188.857
104	115+14.06	0.00	RT	1993803.496	1099987.828



SPACE RESERVED FOR RECORDING OFFICER

SURVEYOR NOTES

- ALL DIMENSIONS ARE MEASURED UNLESS OTHERWISE SPECIFIED.
- BEARINGS AND DISTANCES SHOWN HEREON ARE ON THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM OF 1983 (2011 ADJUSTMENT) "GRID"
- ALL MEASURED AND CALCULATED DISTANCES ARE "GRID" NOT "GROUND". TO OBTAIN GROUND DISTANCES, DIVIDE GRID DISTANCES BY THE COMBINATION FACTOR OF 0.99996544
- AREAS SHOWN ON THIS PLAT ARE "GROUND"



STATE OF ILLINOIS)
COUNTY OF COOK)

THIS IS TO CERTIFY THAT I, GERARDO P. SANCHEZ, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, (WE, SANCHEZ & ASSOCIATES, P.C AN ILLINOIS PROFESSIONAL DESIGN FIRM LAND SURVEYING CORPORATION, NUMBER 184-004601) HAVE SURVEYED THE PLAT OF HIGHWAYS SHOWN HEREON IN SECTION 2, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, COOK COUNTY, THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE PLAT CORRECTLY REPRESENTS SAID SURVEY, THAT ALL MONUMENTS FOUND AND ESTABLISHED ARE OF PERMANENT QUALITY AND OCCUPY THE POSITIONS SHOWN THEREON AND THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, MADE FOR THE DEPARTMENT OF TRANSPORTATION, STATE OF ILLINOIS.

DATED AT _____, ILLINOIS THIS ____ DAY OF _____ 20__ A.D.

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-003486
LICENSE EXPIRATION DATE: 11/30/2026

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

APPROVED
By Doug Horn at 2:56 pm, May 28, 2025

SEE SHEET 6 FOR BUILDING DIMENSION

SEE SHEET 7 FOR BUILDING DIMENSION

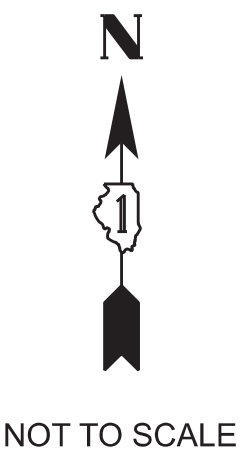
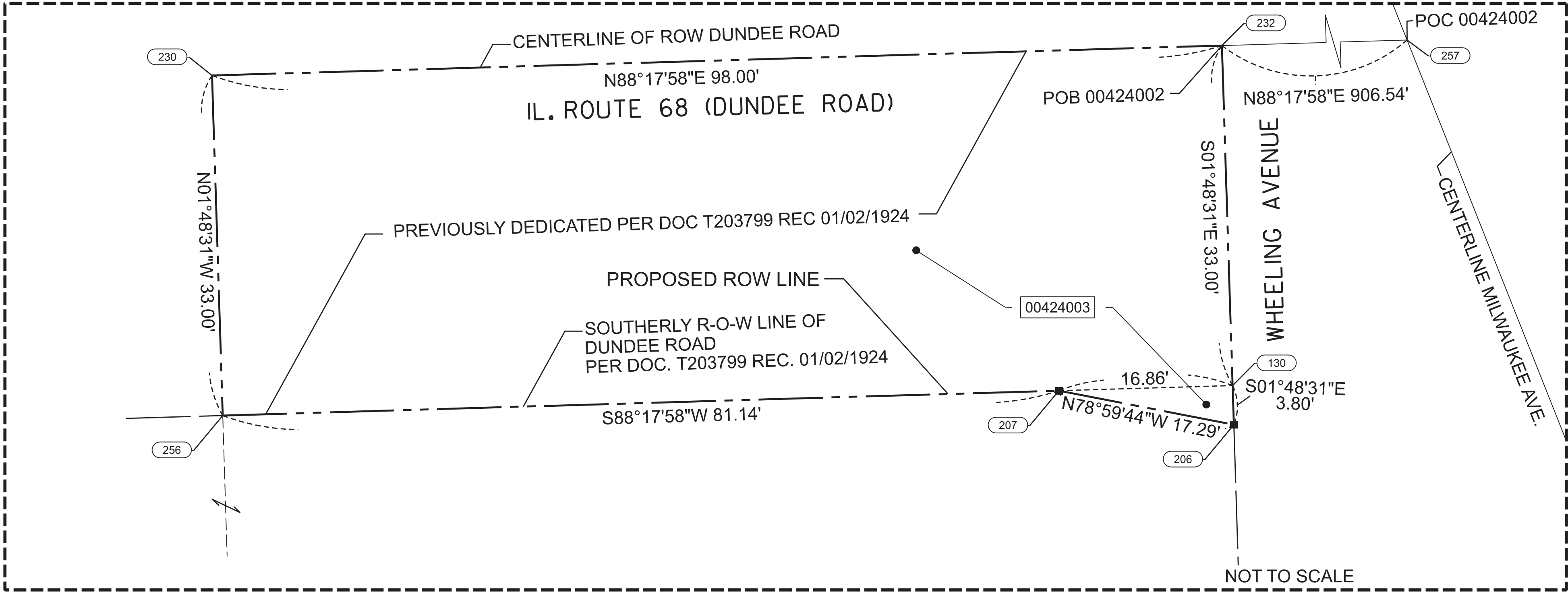
PLOTTED BY: = GC	FIELD - E. RUIZ	REVISED -
FIELD WORK COMPLETED = 01/03/25	DRAWN - G. CERNETIG	REVISED -
PLOT SCALE = 1"=30'	CHECKED - G. SANCHEZ	REVISED -
PLOT DATE =	DATE -	REVISED -

ILLINOIS DEPARTMENT OF TRANSPORTATION
PLAT OF HIGHWAYS

F.A. RTE.: _____	SECTION: _____	COUNTY: COOK	JOB NO.: R-90-004-24
	STA 102+69.39 TO STA 107+18.85	ROUTE: IL. ROUTE 68	
		SHEET NO. 3 OF 7 SHEETS	

PART OF THE SE ¼ OF SECTION 2, TWP. 42 N., R. 11 E. OF THE 3RD. P.M., IN COOK COUNTY, ILLINOIS.

EXHIBIT C



SPACE RESERVED FOR RECORDING OFFICER

SURVEYOR NOTES

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- AREAS SHOWN ON THIS PLAT ARE "GROUND"

LIST OF PINS FOR PARCEL 00424003	
03-02-412-003	
03-02-412-004	
03-02-412-005	
03-02-412-006	
03-02-412-007	
03-02-412-008	
03-02-412-009	
03-02-412-010	
03-11-200-137(pt)	

EXHIBIT D

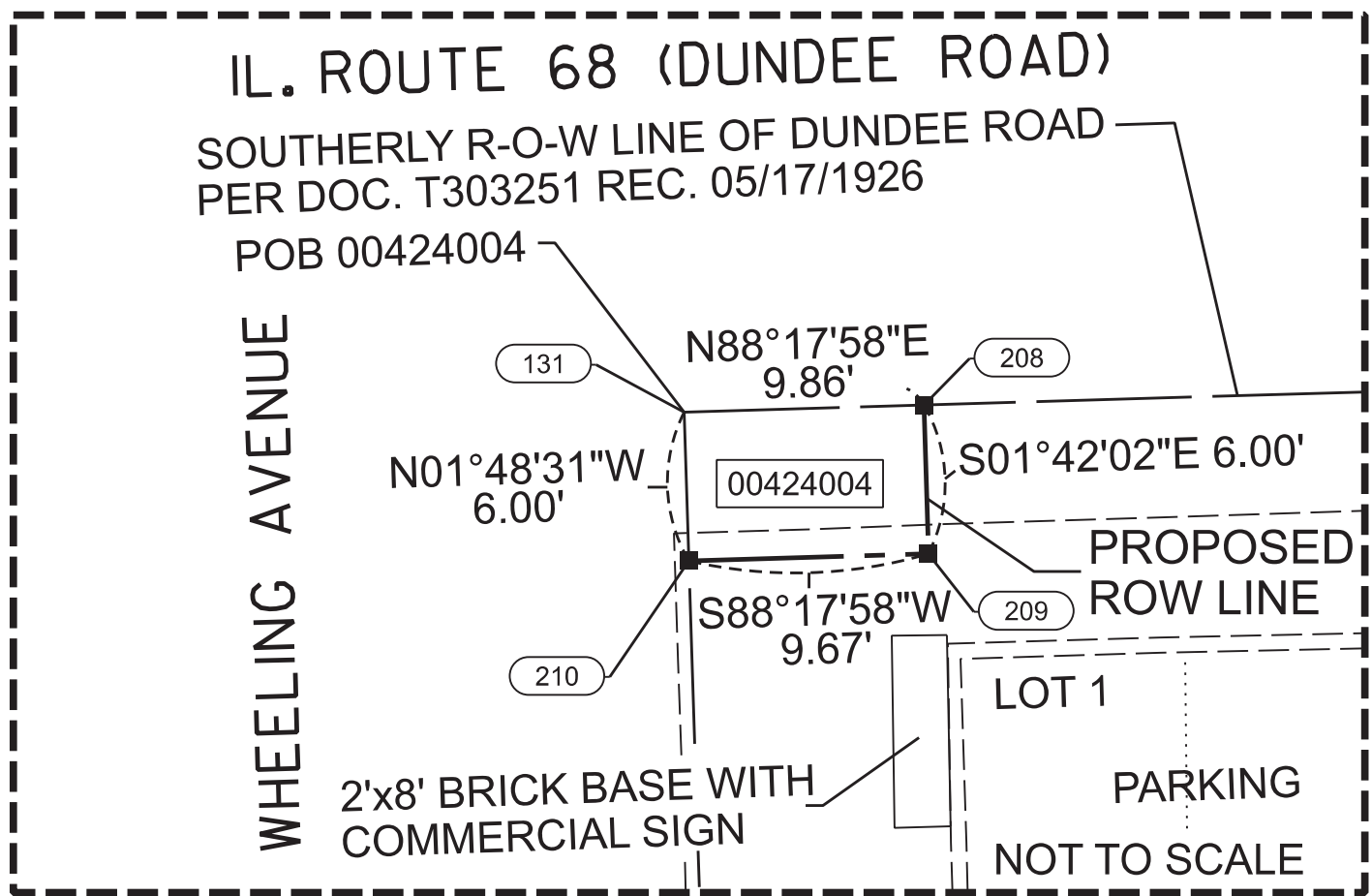


EXHIBIT E

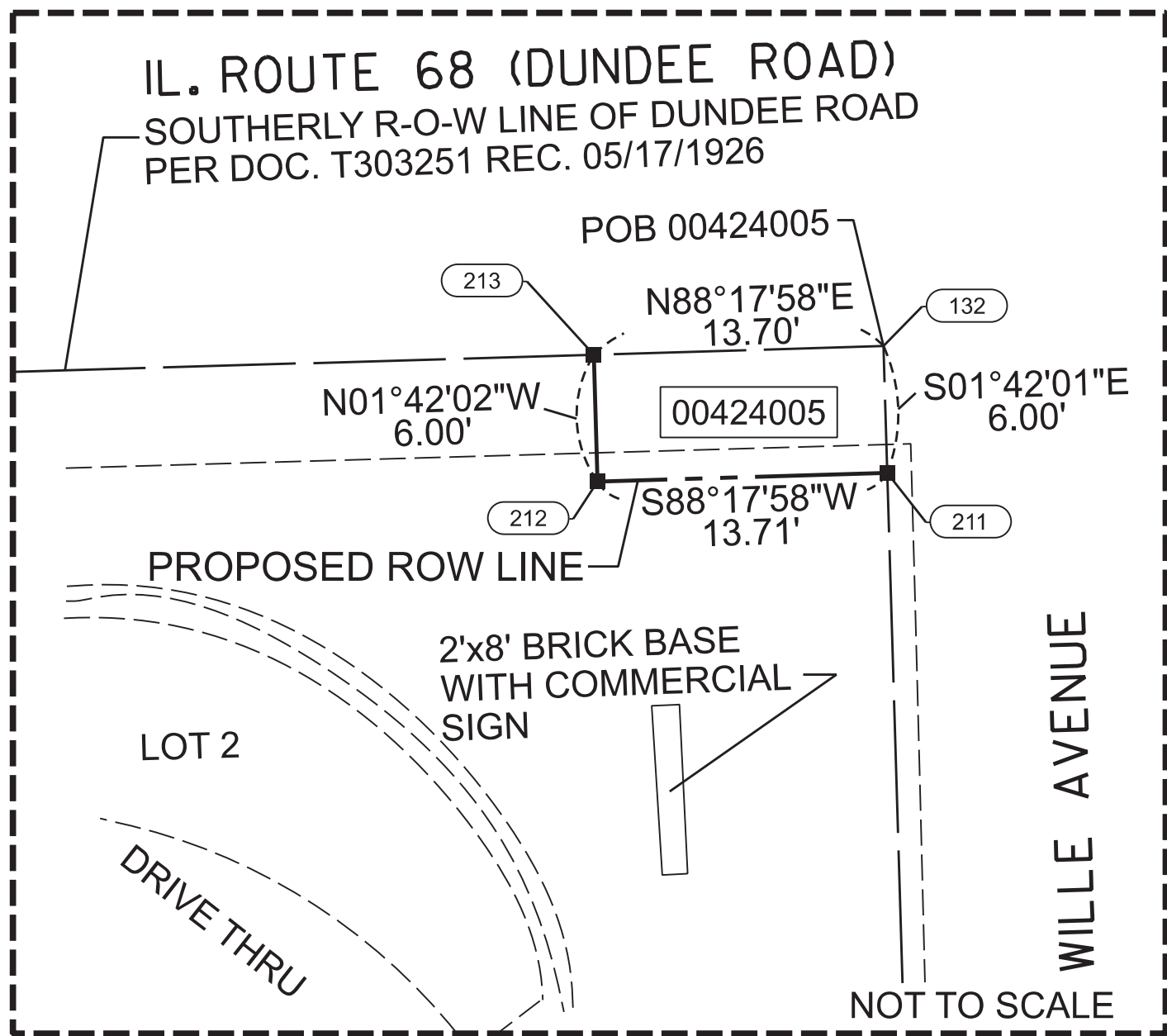
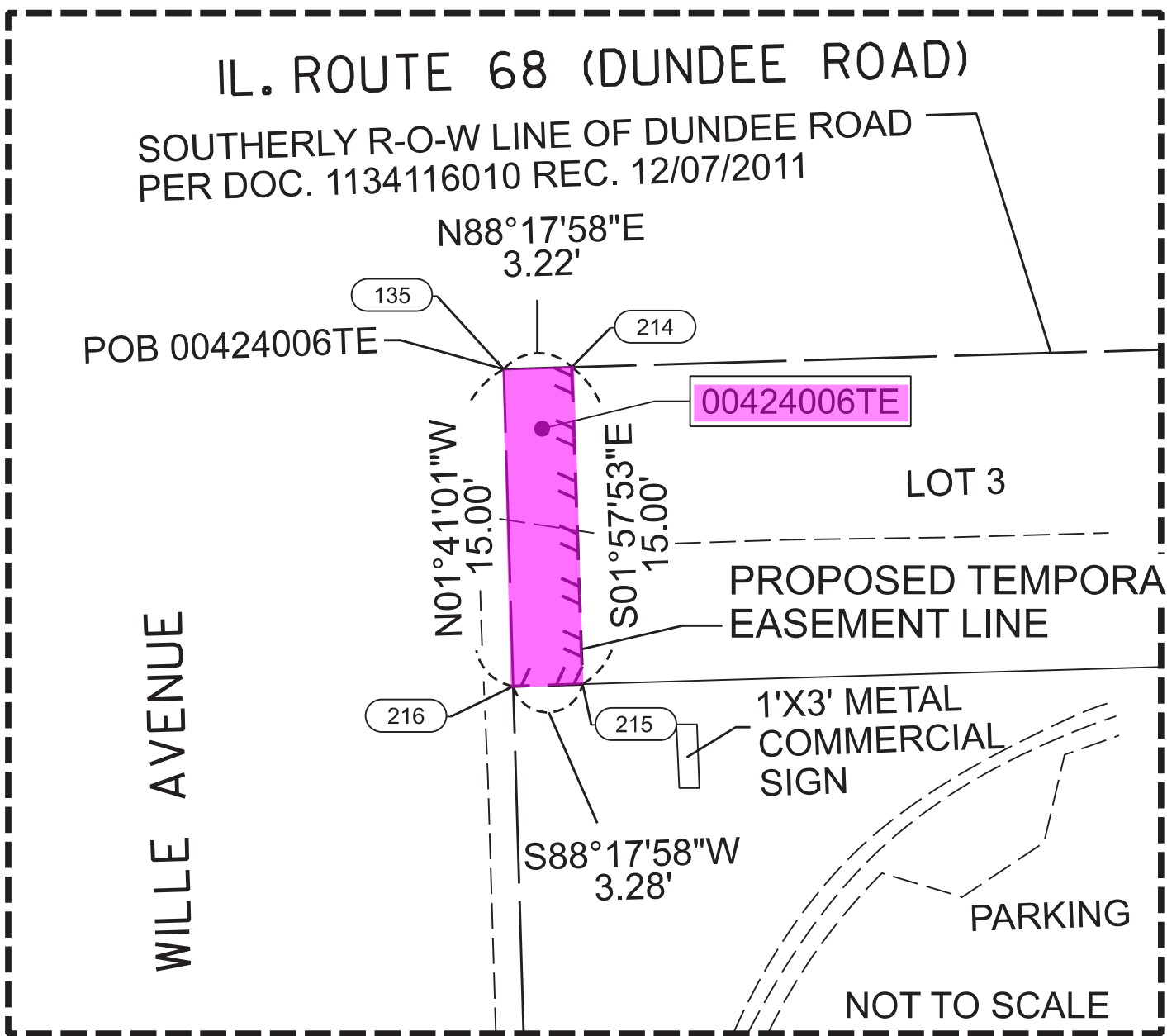


EXHIBIT F



STATE OF ILLINOIS)
COUNTY OF COOK)SS

THIS IS TO CERTIFY THAT I, GERARDO P. SANCHEZ, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, (WE, SANCHEZ & ASSOCIATES, P.C AN ILLINOIS PROFESSIONAL DESIGN FIRM LAND SURVEYING CORPORATION, NUMBER 184-004601) HAVE SURVEYED THE PLAT OF HIGHWAYS SHOWN HEREON IN SECTION 2, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, COOK COUNTY, THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE PLAT CORRECTLY REPRESENTS SAID SURVEY, THAT ALL MONUMENTS FOUND AND ESTABLISHED ARE OF PERMANENT QUALITY AND OCCUPY THE POSITIONS SHOWN THEREON AND THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, MADE FOR THE DEPARTMENT OF TRANSPORTATION, STATE OF ILLINOIS.

DATED AT _____, ILLINOIS THIS ____ DAY OF _____, 20__ A.D.

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-003486
LICENSE EXPIRATION DATE: 11/30/2026

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT
ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

APPROVED
By Doug Horn at 2:56 pm, May 28, 2025

PROJECT: 202475

ILLINOIS STATE PLANE (EAST ZONE) NAD83 (2011 ADJUSTMENT)					
CENTERLINE OF IL. ROUTE 68 (DUNDEE ROAD)					
POINT No.	STATION	OFFSET		NORTH	EAST
130	102+86.25	35.14	RT	1993724.961	1098762.336
131	103+52.24	36.05	RT	1993726.920	1098828.307
132	106+45.58	40.09	RT	1993735.626	1099121.540
135	107+11.57	41.00	RT	1993737.585	1099187.511
206	102+86.20	38.94	RT	1993721.161	1098762.456
207	102+69.39	34.91	RT	1993724.461	1098745.487
208	103+61.92	36.18	RT	1993727.207	1098837.980
209	103+61.84	42.18	RT	1993721.210	1098838.158
210	103+52.17	42.05	RT	1993720.923	1098828.497
211	106+45.49	46.09	RT	1993729.629	1099121.720
212	106+31.79	45.90	RT	1993729.222	1099108.019
213	106+31.87	39.90	RT	1993735.220	1099107.841

PROJECT STATION-OFFSET TABLE					
ILLINOIS STATE PLANE (EAST ZONE) NAD83 (2011 ADJUSTMENT)					
CENTERLINE OF IL. ROUTE 68 (DUNDEE ROAD)					
POINT No.	STATION	OFFSET		NORTH	EAST
214	107+15.30	41.04	RT	1993737.681	1099190.727
215	107+15.34	56.04	RT	1993722.689	1099191.241
216	107+11.37	55.99	RT	1993722.592	1099187.960
230	101+88.65	0.79	RT	1993755.036	1098663.338
232	102+86.64	2.14	RT	1993757.945	1098761.295
256	101+88.26	33.79	RT	1993722.053	1098664.380
257	111+93.24	8.69	RT	1993784.849	1099667.438

PARCEL NUMBER	TOTAL HOLDINGS ACRES	PART TAKEN		AREA IN EXISTING R.O.W.		REMAINDER AREA ACRES	EASEMENT AREA		PERMANENT INDEX NUMBER
		ACRES	SQUARE FEET	ACRES	SQUARE FEET		ACRES	SQUARE FEET	
00424003	3.606	0.075		0.074		3.531			SEE TABLE FOR LIST OF ALL PINS
00424004	0.366	0.001	58			0.365			03-02-414-019
00424005	0.646	0.002	82			0.644			03-02-414-020
00424006TE	0.096					0.096	0.001	49	03-02-415-049

ILLINOIS DEPARTMENT OF TRANSPORTATION
PLAT OF HIGHWAYS

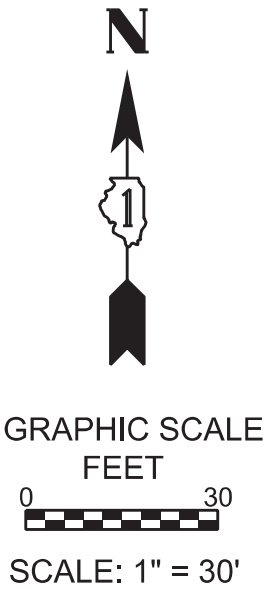
F.A. RTE.: _____	SECTION: _____	COUNTY: COOK	JOB NO.: R-90-004-24
	STA 102+69.39 TO STA 107+18.85	ROUTE: IL. ROUTE 68	
		SHEET NO. 5 OF 7 SHEETS	

MODEL: S:\MODELS\NAMES
FILENAME: STEELS

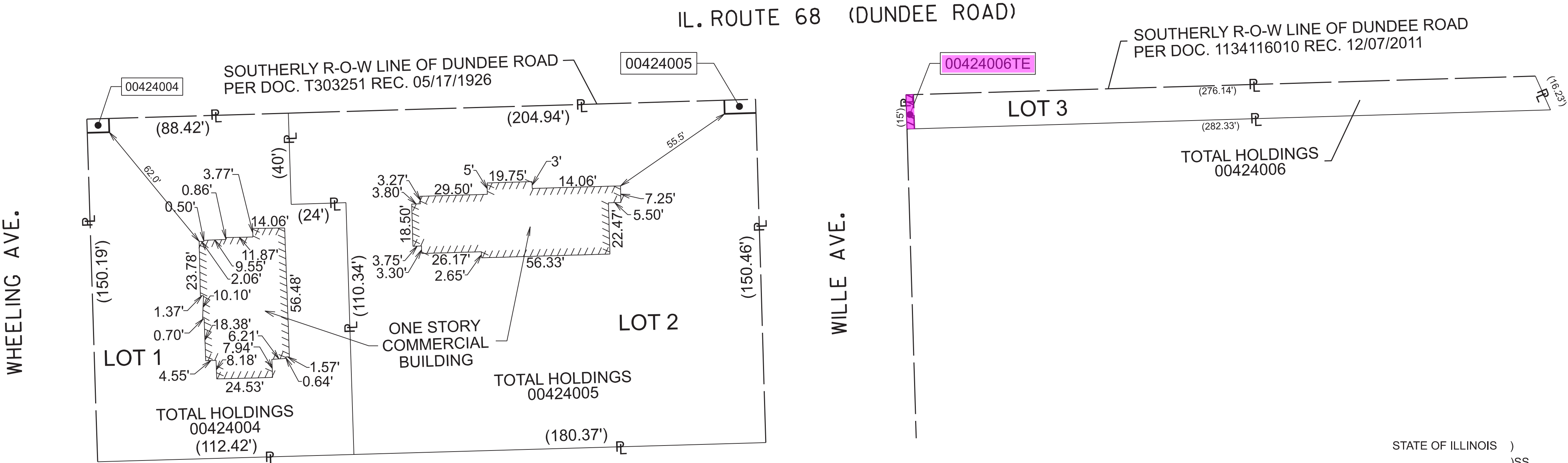
PLOTTED BY: = GC	FIELD - E. RUIZ	REVISED -
FIELD WORK COMPLETED = 01/03/25	DRAWN - G. CERNETIG	REVISED -
PLOT SCALE = NOT TO SCALE	CHECKED - G. SANCHEZ	REVISED -
PLOT DATE = _____	DATE - _____	REVISED -

PART OF THE SE ¼ OF SECTION 2, TWP. 42 N., R. 11 E. OF THE 3RD. P.M., IN COOK COUNTY, ILLINOIS.

PARCEL NUMBER	TOTAL HOLDINGS	PART TAKEN		AREA IN EXISTING R.O.W.		REMAINDER AREA ACRES	EASEMENT AREA		PERMANENT INDEX NUMBER
	ACRES	ACRES	SQUARE FEET	ACRES	SQUARE FEET		ACRES	SQUARE FEET	
00424004	0.366	0.001	58			0.365			03-02-414-019
00424005	0.646	0.002	82			0.644			03-02-414-020
00424006TE	0.096					0.096	0.001	49	03-02-415-049



SPACE RESERVED FOR RECORDING OFFICER



SURVEYOR NOTES

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STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

THIS IS TO CERTIFY THAT I, GERARDO P. SANCHEZ, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, (WE, SANCHEZ & ASSOCIATES, P.C AN ILLINOIS PROFESSIONAL DESIGN FIRM LAND SURVEYING CORPORATION, NUMBER 184-004601) HAVE SURVEYED THE PLAT OF HIGHWAYS SHOWN HEREON IN SECTION 2, TOWNSHIP 42 NORTH , RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, COOK COUNTY, THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THE PLAT CORRECTLY REPRESENTS SAID SURVEY, THAT ALL MONUMENTS FOUND AND ESTABLISHED ARE OF PERMANENT QUALITY AND OCCUPY THE POSITIONS SHOWN THEREON AND THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, MADE FOR THE DEPARTMENT OF TRANSPORTATION, STATE OF ILLINOIS.

DATED AT _____, ILLINOIS THIS ____ DAY OF _____, 20__ A.D.

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-003486
LICENSE EXPIRATION DATE: 11/30/2026

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

APPROVED
By Doug.Horn at 2:56 pm, May 28, 2025



MODEL: S:\MODEL\NAMES
FILENAME: STPLS

PLOTTED BY: = GC	FIELD - E. RUIZ	REVISED - ____
FIELD WORK COMPLETED = 01/03/25	DRAWN - G. CERNETIG	REVISED - ____
PLOT SCALE = 1"=30'	CHECKED - G. SANCHEZ	REVISED - ____
PLOT DATE = ____	DATE - ____	REVISED - ____

ILLINOIS DEPARTMENT OF TRANSPORTATION
PLAT OF HIGHWAYS

F.A. RTE.: _____	SECTION: _____	COUNTY: COOK	JOB NO.: R-90-004-24
	STA 102+69.39 TO STA 107+18.85	ROUTE: IL. ROUTE 68	
		SHEET NO. 7 OF 7	SHEETS

Route: IL Route 68
Section:
County: Cook
Job. No.: R-90-004-24
Parcel No: 00424006TE
Station: 107+11.37 TO 107+15.34
Index No.: 03-02-415-049

That part of Lot 3 of Fresh Farms – Wheeling Subdivision, being a subdivision of a part of the Southeast Quarter of Section 2, and the Northeast Quarter of Section 11, Township 42 North, Range 11, East of the Third Principal Meridian according to the plat thereof recorded December 7, 2011 as document 1134116010, in Cook County, Illinois. Bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99996544, described as follows:

Beginning at the northwest corner of said Lot 3, said point also being the intersection of the south right of way line of Illinois Route 68 also known as Dundee Road and the east right of way line of Wille Avenue, thence North 88 degrees 17 minutes 58 seconds East, 3.22 feet along said south right of way line of Dundee Road; thence South 01 degrees 57 minutes 53 seconds East, 15.00 feet to the south line of said Lot 3; thence South 88 degrees 17 minutes 58 seconds West, 3.28 feet along said south line of Lot 3 to said east right of way line of Wille Avenue; thence North 01 degrees 41 minutes 01 seconds West, 15.00 feet along said east right of way line of Wille Avenue to the Point of Beginning.

Said parcel containing 49 square feet or 0.001 acres, more or less.

APPROVED
By Doug.Horn at 8:25 am, May 06, 2025



MEMORANDUM

DATE: January 19, 2026
FROM: Leonard Becker, Economic Development Director
SUBJECT: Resolution Authorizing the Village President and Village Clerk to Execute a Renewed Lease between the Village of Wheeling and the Greater Wheeling Area Chamber of Commerce and Industry
DOLLAR AMOUNT: n/a
BUDGETED: No
BUDGET SOURCE: General Fund
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Economic Development

EXECUTIVE SUMMARY

Since 2010 the Village has provided office space for the Greater Wheeling Area Chamber of Commerce & Industry on the second floor of the Village Hall at 2 Community Boulevard. The current lease will expire on February 28, 2026. The Village Attorney has prepared an agreement to renew the lease with the Chamber for a term of two years. There are no changes to the original lease.

MEMO

In recognition and furtherance of the organization's role in promoting economic vitality, the Village of Wheeling has leased a second-floor office space unit to the Greater Wheeling Area Chamber of Commerce & Industry (formerly the Wheeling / Prospect Heights Chamber of Commerce & Industry) since 2010. The original lease has been extended several times, and the current term expires on February 28, 2026. The Village Attorney has prepared an agreement to renew the lease with the Chamber for approximately 612 square feet of space for a term of two more years. There are no changes to the original lease terms or the base rent of one dollar per month. The new term covers March 1, 2026, through February 28, 2028. Village staff recommends approval of the renewed lease.

RESOLUTION NO. 26-_____

**RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO
EXECUTE A RENEWED LEASE BETWEEN THE VILLAGE OF WHEELING AND THE
GREATER WHEELING AREA CHAMBER OF COMMERCE AND INDUSTRY**

WHEREAS, the Village of Wheeling, Cook and Lake Counties, Illinois (the "Village") is a home-rule unit of local government pursuant to Article 7, Section 6 of the Constitution of the State of Illinois; and

WHEREAS, pursuant to Article 7, Section 6 of the Illinois Constitution, the Village is empowered to lease municipally-owned property that it deems unnecessary for governmental use; and

WHEREAS, the Greater Wheeling Area Chamber of Commerce and Industry (formerly known as the Wheeling / Prospect Heights Area Chamber of Commerce and Industry) (the "Chamber"), an Illinois nonprofit corporation organized under Section 501(c)(6) of the United States Internal Revenue Code, has expressed a desire to continue leasing office space in the Village of Wheeling's Village Hall facility to serve as its principal place of business; and

WHEREAS, the Chamber has leased the same vacant office space from the Village since 2010, with periodic renewals; and

WHEREAS, the Village President and the Board of Trustees have determined that the vacant office space in the Village Hall leased to and occupied by the Chamber is not necessary for governmental use by the Village at this time; and

WHEREAS, the Village President and the Board of Trustees have determined that a two-year extension of the lease of the vacant office space in the Village Hall to the Chamber is in the best interests of the Village;

NOW, THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, AS FOLLOWS:

SECTION 1: Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this resolution.

SECTION 2: The Board of Trustees of the Village of Wheeling approves, authorizes, and directs the President and Clerk of the Village of Wheeling to execute an extended lease agreement between the Village of Wheeling and the Greater Wheeling Chamber of Commerce and Industry for the lease of a portion of Village-owned property located at 2 Community Boulevard, Wheeling, Illinois, in substantial conformity with the lease attached hereto as EXHIBIT A.

SECTION 3: This Resolution shall take effect from and after its adoption and approval.

Trustee _____ moved, seconded by Trustee _____
that Resolution No. 26 - _____ be adopted.

President Horcher _____

Trustee Ruffatto _____

Trustee Krueger _____

Trustee Vito _____

Trustee Lang _____

Trustee Vogel _____

Trustee Papantos _____

ADOPTED this 19th day of January, 2026, by the President and Board of Trustees of the
Village of Wheeling, Illinois.

Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk

EXHIBIT A
RENEWED LEASE

OFFICE LEASE

THIS LEASE is made this _____ day of _____, 2026, by and between the Village of Wheeling, an Illinois municipal corporation ("Landlord"), having an address at 2 Community Boulevard Wheeling, Illinois 60090, and the Greater Wheeling Area Chamber of Commerce and Industry (previously known as the Wheeling / Prospect Heights Area Chamber of Commerce and Industry), an Illinois non-profit corporation ("Tenant"), having an address at 2 Community Boulevard, Second Floor, Wheeling, Illinois 60090, for space in the Building known as or located at the Wheeling Village Hall at 2 Community Boulevard, Wheeling, Illinois 60090 (such building, together with the land upon which it is situated being herein referred to as the "Building"). The following schedule (the "Schedule") sets forth certain basic terms of this Lease:

- I. 1. Premises: Approximately 612 square foot room on second floor of 54,000 square foot facility located at 2 Community Boulevard, Wheeling Illinois identified in depiction attached hereto as Exhibit A.

2. Annual Base Rent \$12.00

3. Monthly Base Rent \$1.00

4. Term: 3/1/26-2/28/28

5. Tenant's Proportionate Share: 1.13%

6. Security Deposit: \$2500

7. Broker: NONE

1. DEMISE AND TERM. Landlord leases to Tenant and Tenant leases from Landlord the premises (the "Premises") described in Item 1 of the Schedule above and shown on the plan, attached hereto as Exhibit A subject to the covenants and conditions set forth in this Lease, for a term (the "Term") commencing on the date (the "Commencement Date") described in Item 7 of the Schedule and expiring on the date (the "Expiration Date") described in Item 8 of the Schedule, unless terminated earlier as otherwise provided in this Lease.

2. RENT.

A. Definitions. For purposes of this Lease, the following terms shall have the following meanings:

- (i) "Expenses" shall mean all expenses, costs and disbursements (other than Taxes) paid or incurred by Landlord in connection with the ownership, management, maintenance, operation, replacement and repair of the Building. Expenses shall not include: (a) costs of tenant alterations; (b) costs of capital improvements (except for costs of any capital improvements made or installed for

the purpose of reducing Expenses or made or installed pursuant to governmental requirement or insurance requirement, which costs shall be amortized by Landlord in accordance with sound accounting and management principles); (c) interest and principal payments on mortgages (except interest on the cost of any capital improvements for which amortization may be included in the definition of Expenses) or any rental payments on any ground leases (except for rental payments which constitute reimbursement for Taxes and Expenses); (d) advertising expenses and leasing commissions; (e) any cost or expenditure for which Landlord is reimbursed, whether by insurance proceeds or otherwise, except through Additional Rent (hereinafter defined); (f) the cost of any kind of service furnished to any other tenant in the Building which Landlord does not generally make available to all tenants in the Building; (g) legal expenses of negotiating leases; (h) salaries and fringe benefits of employees above the grade of building manager. Expenses shall be determined on a cash or accrual basis, as Landlord may elect.

(ii) "Rent" shall mean Base Rent and any other sums or charges due by Tenant hereunder.

(iii) "Taxes" shall mean all taxes, assessments and fees levied upon the Premises and/or the property of Tenant located therein by any governmental entity based upon the ownership, leasing, renting or operation of the Premises, including all costs and expenses of protesting any such taxes, assessments or fees. Taxes shall not include any net income, capital stock, succession, transfer, franchise, gift, estate or inheritance taxes; provided, however, if at any time during the Term, a tax or excise on income is levied or assessed by any governmental entity, in lieu of or as a substitute for, in whole or in part, real estate taxes or other ad valorem taxes, such tax shall constitute and be included in Taxes. For the purpose of determining Taxes for any given year, the amount to be included for such year (a) from special assessments payable in installments shall be the amount of the installments (and any interest) due and payable during such year, and (b) from all other Taxes shall at Landlord's election either be the amount accrued, assessed or otherwise imposed for such year or the amount due and payable in such year.

(iv) Tenant's proportionate share of the rentable area of the building containing Tenant's premises is 1.13 percent. Tenant shall pay to Landlord, in addition to the rent otherwise provided for herein, and as additional rent, the full amount of any increase in real estate taxes levied against the building, as a result of this Lease. When any such increase is calculated based on the issuance by the County of real estate tax bills, said amount shall be paid by the Tenant on or before the date said tax is due and owing. Tenant's obligation to pay said tax liability shall survive the termination of this Lease.

B. Components of Rent. Tenant agrees to pay the following amounts to Landlord at the office of the Building or at such other place as Landlord designates:

- (i) Base rent ("Base Rent") to be paid at the beginning of each year for the entire year.

C. Payment of Rent. The following provisions shall govern the payment of Rent: (i) if this Lease commences or ends on a day other than the first day or last day of a calendar year, respectively, the Rent for the year in which this Lease so begins or ends shall be prorated and the monthly installments shall be adjusted accordingly; (ii) all Rent shall be paid to Landlord without offset or deduction, and the covenant to pay Rent shall be independent of every other covenant in this Lease; (iii) any sum due from Tenant to Landlord which is not paid when due shall bear interest from the date due until the date paid at the annual rate of two percentage points above the rate then most recently announced by Bank One (or its successor) as its corporate base lending rate, from time to time in effect, but in no event higher than the maximum rate permitted by law (the "Default Rate"); and, in addition, Tenant shall pay Landlord a late charge for any Rent payment which is paid more than fifteen days after its due date equal to five percent of such payment; (iv) if changes are made to this Lease or the Building changing the number of square feet contained in the Premises or in the Building, Landlord shall make an appropriate adjustment to Tenant's Proportionate Share; (v) in the event of the termination of this Lease prior to the determination of any Additional Rent, Tenant's agreement to pay any such sums and Landlord's obligation to refund any such sums (provided Tenant is not in default hereunder) shall survive the termination of this Lease; (vi) no adjustment to the Rent by virtue of the operation of the rent adjustment provisions in this Lease shall result in the payment by Tenant in any year of less than the Base Rent shown on the Schedule; (vii) Landlord may at any time change the fiscal year of the Building; (viii) each amount owed to Landlord under this Lease for which the date of payment is not expressly fixed shall be due on the same date as the Rent listed on the statement showing such amount is due; and (ix) if Landlord fails to give Tenant an estimate of Additional Rent prior to the beginning of any calendar year Tenant shall continue to pay Additional Rent at the rate for the previous calendar year until Landlord delivers such estimate.

3. *USE.* Tenant agrees that it shall occupy and use the Premises only as a general office for use by the Greater Wheeling Area Chamber of Commerce and Industry and the business regularly conducted by the Greater Wheeling Area Chamber of Commerce and Industry. The Premises may not be used for any other purposes nor may it be used by any other user. Tenant shall comply with all federal, state and municipal laws, ordinances and regulations and all covenants, conditions and restrictions of record applicable to Tenant's use or occupancy of the Premises. Without limiting the foregoing, Tenant shall not cause, nor permit, any hazardous or toxic substances to be brought upon, produced, stored, used, discharged or disposed of in, on or about the Premises without the prior written consent of Landlord and then only in compliance with all applicable environmental laws.

4. *CONDITION OF PREMISES.* Tenant's taking possession of the Premises shall be

conclusive evidence that the Premises were in good order and satisfactory condition when Tenant took possession. No agreement of Landlord to alter, remodel, decorate, clean or improve the Premises or the Building (or to provide Tenant with any credit or allowance for the same), and no representation regarding the condition of the Premises or the Building, have been made by or on behalf of Landlord or relied upon by Tenant, except as stated herein or in a separate work letter, if any, executed by Landlord and Tenant.

5. BUILDING SERVICES.

A. Basic Services. Landlord shall furnish the following services: (i) heating and air conditioning to provide a temperature condition required, in Landlord's judgment, for comfortable occupancy of the Premises under normal business operations, daily from 8:00 A.M. to 5:00 P.M., Sundays and holidays excepted; (ii) water for drinking; (iii) men's and women's restrooms at locations designated by Landlord, in common with Landlord and any other tenants of the Building; (iv) lunchroom access for use by Tenant and their employees only (v) daily janitor service in common areas of the Building, weekends and holidays excepted, including periodic outside window washing of the perimeter windows in the Premises (vi) snow removal up to the walkway of the Tenant's entrance; (vii) lawn care including tree trimming and the removal of dead shrubs; (viii) monthly extermination services; (ix) periodic HVAC maintenance; and (x) replacement of non-functioning light bulbs (with new bulbs purchased by Tenant).

B. Water, Gas, Electric and Cleaning Charges. Tenant will pay in addition to the rent above specified, all water, gas and electric light and power bills taxed, levied or charged on the Premises, and the cost of cleaning the premises, including supplies and carpet cleaning, for and during the time for which this lease is granted and in case said water, gas, electric light and power bills shall not be paid when due, Landlord shall have the right to pay the same, which amounts so paid, together with any sums paid by Landlord to keep the Premises in a clean condition, as above specified, are declared to be so much additional rent and payable with the installment of rent due next thereafter. All charges to be paid under paragraph 5B shall be billed to the Tenant based on the percentage of total square footage of the Village Hall occupied by the Premises. Tenant agrees to use the cleaning services provided by Landlord.

C. Telephones and Computer Networking. Tenant shall arrange for telephone service and computer networking directly with one or more of the public telephone or internet service companies servicing the Building and shall be solely responsible for paying for such telephone service. If Landlord acquires ownership of the telephone cables in the Building at any time, Landlord shall permit Tenant to connect to such cables on such terms and conditions as Landlord may prescribe. In no event does Landlord make any representation or warranty with respect to telephone service in the Building, and Landlord shall have no liability with respect thereto.

D. Additional Services. Landlord shall not be obligated to furnish any services other than those stated above. If Landlord elects to furnish services requested by Tenant in addition to those stated above (including services at times other than those slated above),

Tenant shall pay Landlord's then prevailing charges for such services. If Tenant shall fail to make any such payment, Landlord may, without notice to Tenant and in addition to all other remedies available to Landlord, discontinue any additional services. No discontinuance of any such service shall result in any liability of Landlord to Tenant or be considered as an eviction or a disturbance of Tenant's use of the Premises. In addition, if Tenant's concentration of personnel or equipment adversely affects the temperature or humidity in the Premises or the Building, Landlord may install supplementary air conditioning units in the Premises; and Tenant shall pay for the cost of installation and maintenance thereof.

E. Failure or Delay in Furnishing Services. Tenant agrees that Landlord shall not be liable for damages for failure or delay in furnishing any service stated above if such failure or delay is caused, in whole or in part, by any one or more of the events stated in Section 27(i) below, nor shall any such failure or delay be considered to be an eviction or disturbance of Tenant's use of the Premises, or relieve Tenant from its obligation to pay any Rent when due or from any other obligations of Tenant under this Lease.

6 RULES AND REGULATIONS. Tenant shall observe and comply, and shall cause its subtenants, assignees, invitees, employees, contractors and agents to observe and comply, with the reasonable rules and regulations that may be promulgated by Landlord from time to time. Landlord shall not be liable for failure of any person to obey such rules and regulations. Landlord shall not be obligated to enforce such rules and regulations against any person, and the failure of Landlord to enforce any such rules and regulations shall not constitute a waiver thereof or relieve Tenant from compliance therewith. The Landlord anticipates issuing Rules and Regulations governing, but not limited to, access to the Building and Premises; conference room use, and access to storage.

7. CERTAIN RIGHTS RESERVED TO LANDLORD. Landlord reserves the following rights, each of which Landlord may exercise without notice to Tenant and without liability to Tenant, and the exercise of any such rights shall not be deemed to constitute an eviction or disturbance of Tenant's use or possession of the Premises and shall not give rise to any claim for set-off or abatement of rent or any other claim: (a) to change the name or street address of the Building or the suite number of the Premises; (b) to install, affix and maintain any and all signs on the exterior or interior of the Building; (c) to make repairs, decorations, alterations, additions, or improvements, whether structural or otherwise, in and about the Building, and for such purposes to enter upon the Premises, temporarily close doors, corridors and other areas in the Building and interrupt or temporarily suspend services or use of common areas, and Tenant agrees to pay Landlord for overtime and similar expenses incurred if such work is done other than during ordinary business hours at Tenant's request; (d) to retain at all times, and to use in appropriate instances, keys to all doors within and into the Premises; (e) to grant to any person or to reserve unto itself the exclusive right to conduct any business or render any service in the Building; (f) to show or inspect the Premises at reasonable times and, if vacated or abandoned, to prepare the Premises for reoccupancy; (g) to install, use and maintain in and through the Premises pipes, conduits, wires and ducts serving the Building, provided that such installation, use and maintenance does not unreasonably interfere with Tenant's use of the Premises; and (h) to take

any other action which Landlord deems reasonable in connection with the operation, maintenance or preservation of the Building.

8 MAINTENANCE. Tenant, at its expense, shall maintain and keep the Premises in good order at all times during the Term. In addition, Tenant shall reimburse Landlord for the cost of any repairs to the Building necessitated by the acts or omissions of Tenant, its subtenants, assignees, invitees, employees, licensees, contractors and agents. Subject to the preceding sentence, Landlord shall perform any maintenance or make any repairs to the Building as Landlord shall desire or deem necessary for the safety, operation or preservation of the Building, or as Landlord may be required or requested to do by the Village of Wheeling, Illinois or by the order or decree of any court or by any other proper authority. If or when necessary, maintenance may require accessibility on weekends.

9 ALTERATIONS.

A. Requirements. Tenant shall pay the cost of all alterations to the Premises necessitated as a result of this lease including but not limited to the cost of building a wall to eliminate access from the Premises to the Village Administrative Offices on the second floor of the Village Hall. Tenant shall not make any replacement, alteration, improvement or addition to or removal from the Premises without the prior written consent of Landlord. In the event Tenant proposes to make any alteration Tenant shall, prior to commencing such alteration, submit to Landlord for prior written approval: (i) detailed plans and specifications; (ii) sworn statements, including the names, addresses and copies of contracts for all contractors; (iii) all necessary permits evidencing compliance with all applicable governmental rules, regulations and requirements; (iv) certificates of insurance in form and amounts required by Landlord, naming Landlord and any other parties designated by Landlord as additional insureds; and (v) all other documents and information as Landlord may reasonably request in connection with such alteration. Tenant agrees to pay Landlord's reasonable charges for review of all such items and supervision of the alteration. Neither approval of the plans and specifications nor supervision of the alteration by Landlord shall constitute a representation or warranty by Landlord as to the accuracy, adequacy, sufficiency or propriety of such plans and specifications or the quality of workmanship. Tenant shall pay the entire cost of the alteration and, if requested by Landlord, shall deposit with Landlord, prior to the commencement of the alteration, security for the payment and completion of the alteration in form and amount required by Landlord. Each alteration shall be performed in a good and workmanlike manner, in accordance with the plans and specifications approved by Landlord and shall meet or exceed the standards for construction and quality of materials established by Landlord for the Building. In addition, each alteration shall be performed in compliance with all applicable governmental and insurance company laws, regulations and requirements. Each alteration shall be performed by union contractors if required by Landlord and in harmony with Landlord's employees, contractors and other tenants. Each alteration, whether temporary or permanent in character, made by Landlord or Tenant in or upon the Premises (excepting only Tenant's furniture, equipment and trade fixtures) shall become Landlord's property and shall

remain upon the Premises at the expiration or termination of this Lease without compensation to Tenant; provided, however, that Landlord shall have the right to require Tenant to remove such alteration at Tenant's sole cost and expense in accordance with the provisions of Section 15 of this Lease.

B. Liens. Upon completion of any alteration, Tenant shall promptly furnish Landlord with sworn owner's and contractors' statements and full and final waivers of lien covering all labor and materials included in such alteration. Tenant shall not permit any mechanic's lien to be filed against the Building, or any part thereof, arising out of any alteration performed, or alleged to have been performed, by or on behalf of Tenant. If any such lien is filed Tenant shall within ten (10) days thereafter have such lien released of record or deliver to Landlord a bond in form, amount, and issued by a surety satisfactory to Landlord, indemnifying Landlord against all costs and liabilities resulting from such lien and the foreclosure or attempted foreclosure thereof. If Tenant fails to have such lien so released or to deliver such bond to Landlord, Landlord, without investigating the validity of such lien, may pay or discharge the same; and Tenant shall reimburse Landlord upon demand for the amount so paid by Landlord, including Landlord's expenses and attorneys' fees.

10. INSURANCE. Tenant, at its expense, shall maintain at all times during the Term the following insurance policies: (a) fire insurance, including extended coverage, vandalism, malicious mischief, sprinkler leakage and water damage coverage and demolition and debris removal, insuring the full replacement cost of all improvements, alterations or additions to the Premises made at Tenant's expense, and all other property owned or used by Tenant and located in the Premises; (b) commercial general liability insurance, contractual liability insurance and property damage insurance with respect to the Building and the Premises, with limits to be set by Landlord from time to time but in any event not less than \$1,000,000 combined single limit for personal injury, sickness or death or for damage to or destruction of property for any one occurrence; and (c) insurance against such other risks and in such other amounts as Landlord may from time to time require. The form of all such policies and deductibles thereunder shall be subject to Landlord's prior approval. All such policies shall be issued by insurers acceptable to Landlord and licensed to do business in the State of Illinois and shall contain a waiver of any rights of subrogation thereunder. In addition, the policies shall name the Village of Wheeling, its officers and employees as additional insureds, shall require at least thirty (30) days prior written notice to Landlord of termination or modification and shall be primary and not contributory. Tenant shall, at least ten (10) days prior to the Commencement Date, and within ten (10) days prior to the expiration of each such policy, deliver to Landlord certificates evidencing the foregoing insurance or renewal thereof, as the case may be.

II. WAIVER AND INDEMNITY.

A. Waiver. Tenant releases Landlord, Landlord's beneficiaries and their respective agents and employees from, and waives all claims for, damage or injury to person or

property and loss of business sustained by Tenant and resulting from the Building or the Premises or any part thereof or any equipment therein becoming in disrepair or resulting from any accident in or about the Building. This paragraph shall apply particularly, but not exclusively, to flooding, damage caused by Building equipment and apparatus, water, snow, frost, steam, excessive heat or cold, broken glass, sewage, gas, odors, excessive noise or vibration or the bursting or leaking of pipes, plumbing fixtures or sprinkler devices. Without limiting the generality of the foregoing, Tenant waives all claims and rights of recovery against Landlord, Landlord's beneficiaries and their respective agents and employees for any loss or damage to any property of Tenant, which loss or damage is insured against, or required to be insured against, by Tenant pursuant to Section 10 above, whether or not such loss or damage is due to the fault or negligence of Landlord or such beneficiaries, agents or employees, and regardless of the amount of insurance proceeds collected or collectible under any insurance policies in effect.

B. Indemnity. Tenant agrees to indemnify, defend and hold harmless Landlord, Landlord's beneficiaries and their respective agents and employees, from and against any and all claims, demands, actions, liabilities, damages, costs and expenses (including attorneys' fees), for injuries to any persons and damage to or theft or misappropriation or loss of property occurring in or about the Building and arising from the use and occupancy of the Premises or from any activity, work, or thing done, permitted or suffered by Tenant in or about the Premises (including, without limitation, any alteration by Tenant) or from any breach or default on the part of Tenant in the performance of any covenant or agreement on the part of Tenant to be performed under this Lease or due to any other act or omission of Tenant, its subtenants, assignees, invitees, licensees employees, contractors and agents. Without limiting the foregoing, Tenant shall indemnify, defend and hold Landlord harmless from any claims, liabilities, damages, costs and expenses arising out of the use or storage of hazardous or toxic materials in the Building by Tenant. If any such proceeding is filed against Landlord or any such indemnified party, Tenant agrees to defend Landlord or such party in such proceeding at Tenant's sole cost by legal counsel reasonably satisfactory to Landlord, if requested by Landlord.

12 FIRE AND CASUALTY. If all or a substantial part of the Premises or the Building is rendered untenable by reason of fire or other casualty. Landlord may, at its option, either restore the Premises and the Building, or terminate this Lease effective as of the date of such fire or other casualty. Landlord agrees to give Tenant written notice within sixty (60) days after the occurrence of any such fire or other casualty designating whether Landlord elects to so restore or terminate this Lease. If Landlord elects to terminate this Lease, Rent shall be paid through and apportioned as of the date of such fire or other casualty. If Landlord elects to restore, Landlord's obligation to restore the Premises shall be limited to restoring those improvements in the Premises existing as of the date of such fire or other casualty which were made at Landlord's expense and shall exclude any furniture, equipment, fixtures, additions, alterations or improvements in or to the Premises which were made at Tenant's expense. If Landlord elects to restore, Rent shall abate for that part of the Premises which is untenable on a per diem basis

from the date of such fire or other casualty until Landlord has substantially completed its repair and restoration work, provided that Tenant does not occupy such part of the Premises during said period.

13. ASSIGNMENT AND SUBLETTING.

A. Landlord's Consent. Tenant shall not: (i) assign, convey, mortgage or otherwise transfer this Lease or any interest hereunder, or sublease the Premises, or any part thereof, whether voluntarily or by operation of law; or (ii) permit the use of the Premises by any person other than Tenant and its employees. The decision by the Landlord to provide such consent is within the Landlord's sole discretion.

B. Recapture. Landlord shall have the right to terminate this Lease as to that portion of the Premises covered by a Transfer. Landlord may exercise such right to terminate by giving notice to Tenant at any time within thirty (30) days after the date on which Tenant has furnished to Landlord all of the items required under Section 15B below. If Landlord exercises such right to terminate, Landlord shall be entitled to recover possession of, and Tenant shall surrender such portion of, the Premises (with appropriate demising partitions to be erected at the expense of Tenant) on the later of (i) the effective date of the proposed Transfer, or (ii) sixty (60) days after the date of Landlord's notice of termination. In the event Landlord exercises such right to terminate, Landlord shall have the right to enter into a lease with the proposed transferee without incurring any liability to Tenant on account thereof. If Landlord consents to any Transfer, Tenant shall pay to Landlord all rent and other consideration received by Tenant in excess of the Rent paid by Tenant hereunder for the portion of the Premises so transferred. Such rent shall be paid as and when received by Tenant. In addition, Tenant shall pay to Landlord any attorneys' fees and expenses incurred by Landlord in connection with any proposed Transfer, whether or not Landlord consents to such Transfer.

14. SURRENDER. Upon termination of the Term or Tenant's right to possession of the Premises, Tenant shall return the Premises to Landlord in good order and condition, ordinary wear and damage by fire or other casualty excepted. If Landlord requires Tenant to remove any alterations pursuant to Section 9, then such removal shall be done in a good and workmanlike manner; and upon such removal Tenant shall restore the Premises to its condition prior to the installation of such alterations. If Tenant does not remove such alterations after requested to do so by Landlord, Landlord may remove the same and restore the Premises; and Tenant shall pay the cost of such removal and restoration to Landlord upon demand. Tenant shall also remove its furniture, equipment, trade fixtures and all other items of personal property from the Premises prior to termination of the Term or Tenant's right to possession of the Premises. If Tenant does not remove such items, Tenant shall be conclusively presumed to have conveyed the same to Landlord without further payment or credit by Landlord to Tenant; or at Landlord's sole option such items shall be deemed abandoned, in which event Landlord may cause such items to be removed and disposed of at Tenant's expense without notice to Tenant and without obligation to

compensate Tenant.

15. DEFAULTS AND REMEDIES.

A. Default. The occurrence of any of the following shall constitute a default (a "Default") by Tenant under this Lease: (i) Tenant fails to pay any Rent when due and such failure is not cured within five (5) days after notice from Landlord (which notice may be in the form of a landlord statutory five-day notice); (ii) Tenant fails to perform any other provision of this Lease and such failure is not cured within thirty (30) days (or immediately if the failure involves a hazardous condition) after notice from Landlord; (iii) the leasehold interest of Tenant is levied upon or attached under process of law; (iv) Tenant or any guarantor of this Lease dies or dissolves; (v) Tenant abandons or vacates the Premises; or (vi) any voluntary or involuntary proceedings are filed by or against Tenant or any guarantor of this Lease under any bankruptcy, insolvency or similar laws and, in the case of any involuntary proceedings, are not dismissed within thirty (30) days after filing.

B. Right of Re-Entry. Upon the occurrence of a Default, Landlord may elect to terminate this Lease or, without terminating this Lease, terminate Tenant's right to possession of the Premises. Upon any such termination, Tenant shall immediately surrender and vacate the Premises and deliver possession thereof to Landlord. Tenant grants to Landlord the right to enter and repossess the Premises and to expel Tenant and any others who may be occupying the Premises and to remove any and all property therefrom, without being deemed in any manner guilty of trespass and without relinquishing Landlord's rights to Rent or any other right given to Landlord hereunder or by operation of law.

C. Reletting. If Landlord terminates Tenant's right to possession of the Premises without terminating this Lease, Landlord may relet the Premises or any part thereof. In such case, Landlord shall use reasonable efforts to relet the Premises on such terms as Landlord shall reasonably deem appropriate; provided, however, Landlord may first lease Landlord's other available space and shall not be required to accept any tenant offered by Tenant or to observe any instructions given by Tenant about such reletting. Tenant shall reimburse Landlord for the costs and expenses of reletting the Premises including, but not limited to, all brokerage, advertising, legal, alteration, and other expenses incurred to secure a new tenant for the Premises. In addition, if the consideration collected by Landlord upon any such reletting, after payment of the expenses of reletting the Premises which have not been reimbursed by Tenant, is insufficient to pay monthly the full amount of the Rent, Tenant shall pay to Landlord the amount of each monthly deficiency as it becomes due. If such consideration is greater than the amount necessary to pay the full amount of the Rent, the full amount of such excess shall be retained by Landlord and shall in no event be payable to Tenant.

D. Termination of Lease. If Landlord terminates this Lease, Landlord may recover from Tenant and Tenant shall pay to Landlord, on demand, as and for liquidated and final

damages, an accelerated lump sum amount equal to the amount by which Landlord's estimate of the aggregate amount of Rent owing from the date of such termination through the Expiration Date plus Landlord's estimate of the aggregate expenses of reletting the Premises, exceeds Landlord's estimate of the fair rental value of the Premises for the same period (after deducting from such fair rental value the time needed to relet the Premises and the amount of concessions which would normally be given to a new tenant) both discounted to present value at the rate of five (5%) percent per annum.

E. Other Remedies. Landlord may but shall not be obligated to perform any obligation of Tenant under this Lease; and, if Landlord so elects, all costs and expenses paid by Landlord in performing such obligation, together with interest at the Default Rate, shall be reimbursed by Tenant to Landlord on demand. Any and all remedies set forth in this Lease: (i) shall be in addition to any and all other remedies Landlord may have at law or in equity, (ii) shall be cumulative, and (iii) may be pursued successively or concurrently as Landlord may elect. The exercise of any remedy by Landlord shall not be deemed an election of remedies or preclude Landlord from exercising any other remedies in the future.

F. Bankruptcy. If Tenant becomes bankrupt or insolvent during the term of this lease the Landlord shall have the right to terminate the Lease by providing ten (10) days written notice to the Tenant in accordance with the Notice provisions set forth in Section 19 below. Further, the bankruptcy trustee shall not have the right to assume or assign this Lease as it is not a lease for fair market value in recognition of the special relationship between the Landlord and Tenant.

G. Waiver of Trial by Jury. Landlord and Tenant waive trial by jury in the event of any action, proceeding or counterclaim brought by either Landlord or Tenant against the other in connection with this Lease.

H. Venue. If either Landlord or Tenant desires to bring an action against the other in connection with this Lease, such action shall be brought in the federal or state courts located in Chicago, Illinois. Landlord and Tenant consent to the jurisdiction of such courts and waive any right to have such action transferred from such courts on the grounds of improper venue or inconvenient forum.

16. HOLDING OVER. If Tenant retains possession of the Premises after the expiration or termination of the Term or Tenant's right to possession of the Premises, Tenant shall pay Rent during such holding over at double the rate of thirty dollars (\$30.00) per square foot per year for each month or partial month that Tenant remains in possession. Tenant shall also pay, indemnify and defend Landlord from and against all claims and damages, consequential as well as direct, sustained by reason of Tenant's holding over. In addition, at any time while Tenant remains in possession, Landlord may elect instead, by written notice to Tenant and not otherwise, to have such retention of possession constitute a renewal of this Lease for one year for the fair market rental value of the Premises as reasonably determined by Landlord but in no event less than the Rent payable immediately prior to such holding over. The provisions of this Section do not

waive Landlord's right of re-entry or right to regain possession by actions at law or in equity or any other rights hereunder, and any receipt of payment by Landlord shall not be deemed a consent by Landlord to Tenant's remaining in possession or be construed as creating or renewing any lease or right of tenancy between Landlord and Tenant.

17. SECURITY DEPOSIT. Upon execution of this Lease, Tenant shall deposit the security deposit set forth in Item 6 of the Schedule (the "Security Deposit") with Landlord as security for the performance of Tenant's obligations under this Lease. Upon the occurrence of a Default, Landlord may use all or any part of the Security Deposit for the payment of any Rent or for the payment of any amount which Landlord may pay or become obligated to pay by reason of such Default, or to compensate Landlord for any loss or damage which Landlord may suffer by reason of such Default. If any portion of the Security Deposit is used, Tenant shall within five (5) days after written demand therefor deposit cash with Landlord in an amount sufficient to restore the Security Deposit to its original amount. Landlord shall not be required to keep the Security Deposit separate from its general funds, and Tenant shall not be entitled to interest on the Security Deposit. In no event shall the Security Deposit be considered an advanced payment of Rent, and in no event shall Tenant be entitled to use the Security Deposit for the payment of Rent. If no default by Tenant exists hereunder, the Security Deposit or any balance thereof shall be returned to Tenant within thirty (30) days after the expiration of the Term and vacation of the Premises by Tenant. Landlord shall have the right to transfer the Security Deposit to any purchaser of the Building. Upon such transfer, Tenant shall look solely to such purchaser for return of the Security Deposit; and Landlord shall be relieved of any liability with respect to the Security Deposit.

18. QUIET ENJOYMENT. As long as no Default exists, Tenant shall peacefully and quietly have and enjoy the Premises for the Term, free from interference by Landlord, subject, however, to the provisions of this Lease. Landlord agrees not to place street signage in the immediate frontage of tenant's facility. The loss or reduction of Tenant's light, air or view will not be deemed a disturbance of Tenant's occupancy of the Premises, nor will it affect Tenant's obligations under this Lease or create any liability of Landlord to Tenant.

19. NOTICES. All notices and demands to be given by one party to the other party under this Lease shall be given in writing, mailed or delivered to Landlord or Tenant, as the case may be, at the address set forth above or at such other address as either party may hereafter designate. Notices shall be delivered by hand or by United States certified or registered mail, postage prepaid, return receipt requested, or by a nationally recognized overnight air courier service. Notices shall be considered to have been given upon the earlier to occur of actual receipt or two (2) business days after posting in the United States mail.

20. MISCELLANEOUS.

A. Successors and Assigns. Subject to Section 14 of this Lease, each provision of this Lease shall extend to bind and insure to the benefit of Landlord and Tenant and their respective legal representatives, successors and assigns; and all references herein to Landlord and Tenant shall be deemed to include all such parties.

B. Entire Agreement. This Lease, and the riders and exhibits, if any, attached hereto which are hereby made a part of this Lease, represent the complete agreement between Landlord and Tenant; and Landlord has made no representations or warranties except as expressly set forth in this Lease. No modification or amendment of or waiver under this Lease shall be binding upon Landlord or Tenant unless in writing signed by Landlord and Tenant.

C. Time of Essence. Time is of the essence of this Lease and each and all of its provisions.

D. Execution and Delivery. Submission of this instrument for examination or signature by Tenant does not constitute a reservation of space or an option for lease, and it is not effective until execution and delivery by both Landlord and Tenant. Execution and delivery of this Lease by Tenant to Landlord shall constitute an irrevocable offer by Tenant to lease the Premises on the terms and conditions set forth herein, which offer may not be revoked for fifteen days after such delivery.

E. Severability. The invalidity or unenforceability of any provision of this Lease shall not affect or impair any other provisions.

F. Governing Law. This Lease shall be governed by and construed in accordance with the laws of the State of Illinois.

G. Attorneys' Fees. Tenant shall pay to Landlord all costs and expenses, including reasonable attorneys' fees, incurred by Landlord in enforcing this Lease or incurred by Landlord as a result of any litigation to which Landlord becomes a party as a result of this Lease.

H. Joint and Several Liability. If Tenant is comprised of more than one party, each such party shall be jointly and severally liable for Tenant's obligations under this Lease.

I. Force Majeure. Landlord shall not be in default hereunder and Tenant shall not be excused from performing any of its obligations hereunder if Landlord is prevented from performing any of its obligations hereunder due to any accident, breakage, strike, shortage of materials, acts of God or other causes beyond Landlord's reasonable control.

J. INTENTIONALLY OMITTED

K. Captions. The headings and titles in this Lease are for convenience only and shall have no effect upon the construction or interpretation of this Lease.

L. No Waiver. No receipt of money by Landlord from Tenant after termination of this Lease or after the service of any notice or after the commencing of any suit or after final judgment for possession of the Premises shall renew, reinstate, continue or extend the Term or affect any such notice or suit. No waiver of any default of Tenant shall be implied from any omission by Landlord to take any action on account of such default if such default persists or be repeated, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

M. No Recording. Tenant shall not record this Lease or a memorandum of this Lease in any official records.

N. Limitation of Liability. Any liability of Landlord under this Lease shall be limited solely to its interest in the Building, and in no event shall any personal liability be asserted against Landlord in connection with this Lease nor shall any recourse be had to any other property or assets of Landlord.

O. Signage. Tenant may, at Tenant's sole cost, erect and maintain a sign after gaining approval from the Landlord.

IN WITNESS WHEREOF Landlord and Tenant have executed this Lease as of the day and year first above written.

TENANT: Greater Wheeling
Area Chamber of Commerce
and Industry

LANDLORD: Village of Wheeling, Illinois

By: _____

By: _____

Patrick Horcher, Village President

Printed Name

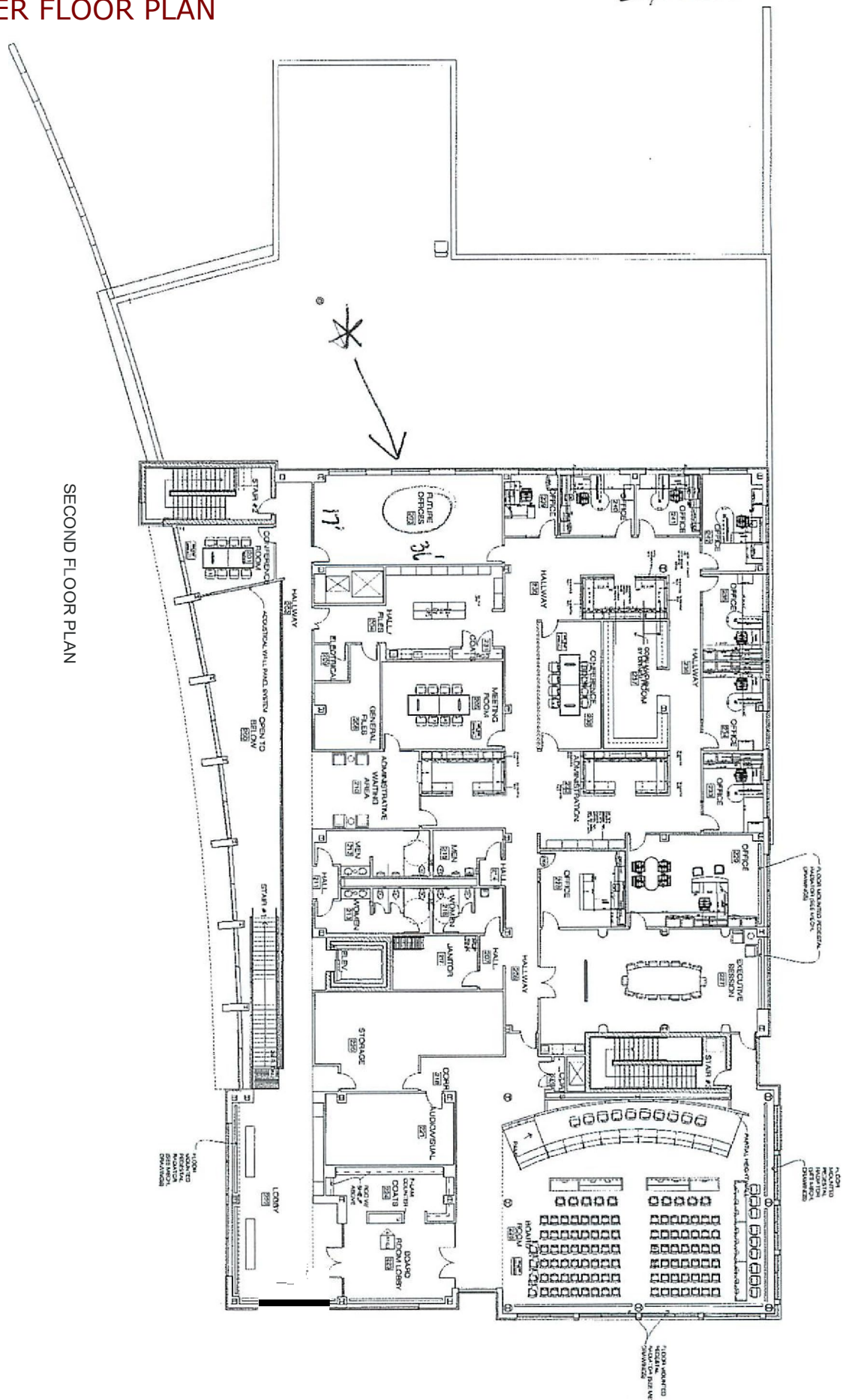
ATTEST:

Kathryn M. Brady, Village Clerk

Title

EXHIBIT A
DEPICTION OF LEASE PREMISES

Exhibit A





MEMORANDUM

DATE: January 19, 2026
FROM: Leonard Becker, Economic Development Director
SUBJECT: Resolution Authorizing the Village Manager to Execute Professional Service Contracts with Bisnow, LLC for Event and Marketing Services in an Amount Not to Exceed \$40,000
DOLLAR AMOUNT: 40,000
BUDGETED: Yes
BUDGET SOURCE: General Fund, North Milwaukee TIF, Town Center-II TIF, Southeast TIF
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Economic Development

EXECUTIVE SUMMARY

The attached resolution authorizes the Village Manager to execute a professional services contract with Bisnow, LLC for an amount not to exceed \$40,000. Bisnow is uniquely qualified to enhance economic development initiatives through targeted marketing, event execution, and outreach to key audiences including retailers, restaurateurs, professional services firms, and real estate developers. Funding for this engagement is included in the FY 2026 Economic Development Business Recruitment Services budget, utilizing active Tax Increment Financing (TIF) and administrative funds.

MEMO

Over the years the Village of Wheeling has made sustained investments in marketing and promotional strategies to support business attraction, retention, and expansion. These efforts have evolved from traditional print advertising to modern, data-driven digital strategies including web-based advertising, search engine optimization, and targeted outreach through industry associations. Since the launch of the Village's award-winning Economic Development website in 2024, staff has successfully hosted several events focused on real estate and development and continues to expand the Village's digital advertising presence. Most recently the Village released a new economic development video series in December, with additional footage scheduled for release within the next month. As competition for investment intensifies, deploying tools that measure performance, track engagement, and maximize return on investment is critical to maintaining Wheeling's competitive position.

To build on these successes and further strengthen the Village's visibility within the commercial real estate and development community, staff recommends continued engagement with Bisnow, a nationally recognized commercial real estate media and events platform. Bisnow provides direct access to senior-level decision-makers and industry influencers, making it a strategic partner for promoting Wheeling's development opportunities. The Village has worked with Bisnow over the past 36 months, resulting in increased regional exposure and the generation of qualified business leads.

Proposal:

Bisnow's proposed economic development event and marketing services for calendar year 2026, to be performed at a cost not to exceed \$40,000, are as follows:

Digital Advertising

Chicago Morning Brief / Takeover Advertisements

Five (5) digital advertising placements

Cost: \$2,000 per placement

Total: \$10,000

Custom Bisnow Client Portal Dashboard Access

Interactive platform for tracking impressions, audience engagement, and performance metrics

Cost: \$0 (included as part of the package)

Live Events

2026 Chicago | Northern Suburbs / Raw Space Event

High-visibility event showcasing Wheeling's development opportunities

Scheduled for early November 2026

Anticipated attendance: 250+ industry professionals

Cost: \$20,000

Additional 2026 Events and Strategic Collaborations (TBD)

Cost: \$10,000

Recommendation:

To continue positioning Wheeling as a premier destination for commercial investment and development, staff recommends the Village Board approve Bisnow's proposals for 2026 event and marketing services. This strategic investment will enhance the Village's visibility, expand meaningful business connections, and provide a measurable return on investment through targeted outreach and engagement.

RESOLUTION NO. 26-_____

**RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO EXECUTE PROFESSIONAL
SERVICE CONTRACTS WITH BISNOW, LLC FOR EVENT AND MARKETING SERVICES IN
AN AMOUNT NOT TO EXCEED \$40,000**

WHEREAS, the Village of Wheeling, Cook and Lake Counties, Illinois (the "Village") is a home rule unit of local government pursuant to Article 7, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, funds for the purposes of economic development and business recruitment efforts have been allocated in active Tax Increment Financing (TIF) and General funds in FY 2026; and

WHEREAS, Bisnow, LLC provides marketing campaigns, analytics, and tailored event services for economic development and business recruitment efforts; and

WHEREAS, to remain competitive and proactively engage economic development and business recruitment prospects with targeted marketing and events, it is in the Village's best interest to retain the services of Bisnow, LLC;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the Village Manager is hereby authorized to execute a contract with Bisnow, LLC to create and execute targeted marketing and advertising, and to manage and convene a commercial real estate event in Wheeling for economic development and business recruitment purposes, at a cost not to exceed \$40,000.

Trustee _____ moved, seconded by Trustee _____
that Resolution No. 26 _____ be adopted.

President Horcher	_____	
Trustee Krueger	_____	Trustee Ruffatto _____
Trustee Lang	_____	Trustee Vito _____
Trustee Papantos	_____	Trustee Vogel _____

Adopted this 19th day of January, 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois.

Patrick Horcher, Village President

ATTEST:

Kathryn M. Brady, Village Clerk

Item	Information
PO Number	
Bisnow Sales Rep	Zak Guysenir
Sale Closed Date	December 9, 2025
Company	Village of Wheeling
Agency	
Marketing Contact Name	Len Becker
Marketing Contact Phone Number	847.499.9094
Marketing Contact Email	lbecker@wheelingil.gov
Campaign Start Date	February 17, 2026
Campaign End Date	October 28, 2026
Campaign Notes	N/A

Bisnow Products						
Product / Package	Publication / Event	Target Publish Date / Event Date	Notes	Quantity / Impressions	Rate	Amount
Morning Brief - Takeover	Chicago Morning Brief	February 17, 2026		1.00	\$2,500.00	\$2,500.00
Morning Brief - Takeover	Chicago Morning Brief	May 14, 2026		1.00	\$2,500.00	\$2,500.00
Morning Brief - Takeover	Chicago Morning Brief	July 17, 2026		1.00	\$0.00	\$0.00

Morning Brief - Takeover	Chicago Morning Brief	August 25, 2026		1.00	\$2,500.00	\$2,500.00
Morning Brief - Takeover	Chicago Morning Brief	October 28, 2026		1.00	\$2,500.00	\$2,500.00

TERMS AND CONDITIONS

These terms and conditions ("Terms and Conditions") and the above Advertising Order ("Order") between Bisnow, LLC ("Bisnow") and the Company identified in the Order (each, a "Party" and together, the "Parties") shall govern the performance and obligations of the Parties related to the Order (these Terms and Conditions and the Order are together the "Agreement"). Capitalized terms used and not otherwise defined in these Terms and Conditions shall have the meaning ascribed to such terms in the Order.

Custom Content ("Custom Content") refers to tailored marketing materials created by Bisnow under the Studio B umbrella, including but not limited to custom-written articles, whitepapers, branded multimedia assets, and other creative content. Advertising ("Advertising") refers to email publications, display advertising or any other digital marketing.

ADVERTISING

Bisnow shall render the Advertising services provided for on the Order and/or Addendum(s). Bisnow retains the right to adjust, modify, or reschedule any advertising, without prior notice, as deemed necessary, except where specific terms in an Addendum(s) or this Agreement expressly limit such changes. Advertising units and their specified publish dates included in this Agreement are held for 48 business hours upon delivery of this Agreement to Company by Bisnow. If a signed Agreement is returned by Customer after such period, and the original advertising units are no longer available, Bisnow may substitute alternate dates and/or advertising units within the specified region or publication type.

All Company Advertising materials and content must be reviewed by Bisnow and may be rejected by Bisnow at its discretion. If Company cannot in good faith cure Bisnow's reason for rejection within a reasonable time (subject to all applicable deadlines, but at a minimum, 48 business hours before the applicable publish date), at Bisnow's discretion, the piece may or may not be published and Company may be charged in full, regardless of whether or not the piece is published. Custom Content may be (i) edited by Bisnow in its discretion and (ii) clearly labeled by Bisnow as "sponsored." Bisnow reserves the right to edit text advertisements for spelling and grammar and to comply with Bisnow's style requirements.

Company will send Bisnow any requisite, correctly sized digital Advertising creative materials at least five business days before the scheduled publish date. Company's failure to provide Bisnow with digital Advertising creative materials before such time will release Bisnow from any and all obligations to publish such digital Advertising and at Bisnow's discretion, and Company may be charged in full, regardless of whether or not the piece is published. If Company cancels the Advertising placement(s) fewer than 60 days prior to the scheduled run date, Company will be responsible for the amount payable to Bisnow.

If Studio B projects (Custom Content, Market Research, or otherwise noted) are included in the advertising campaign, by participating in Bisnow's Studio B program, Company agrees (1) to adhere to the dates and deadlines outlined in Addendum A, for scheduling interviews, sending/receiving requisite materials and sending/receiving edits and approvals for which Company is obligated to meet each individual product's scheduled publish dates outlined in this agreement; (2) Bisnow will have final say on all non-fact based comments and suggestions submitted by Company and the published piece may deviate slightly from the draft approved by Company; (3) Company may revise the publication date, subject to availability, but must provide, at minimum, 60 days' notice via email when requesting to change a publication date; (4) The revised publication date cannot fall more than 30 days after the Campaign End Date; (5) Company may repurpose Custom Content created by Bisnow, but Company is required at all times to denote Bisnow as the author; (6) The piece will be hosted on Bisnow's website and, like all content on Bisnow.com, will be accessible to users who have logged in/registered; (7) If Company is unresponsive or does not meet scheduled deadlines outlined in Addendum A or otherwise fails to fulfill its obligations in the timelines provided by Bisnow, Company shall forfeit its right to either use the piece or make edits, at Bisnow's discretion the piece may or may not be published, and Company may be charged in full, regardless of whether or not the piece is published, drafted, or initiated.

Subject to the terms of this Agreement, all Advertising provided by Company or developed by Bisnow will be published by Bisnow on or before the Campaign End Date. If Bisnow delays publication due to unforeseen circumstances, a new Campaign End Date will be provided to Company.

Company may cancel Advertising for any reason by providing Bisnow a cancellation notice via email. Bisnow may cancel Advertising for failure of Company to pay Bisnow's invoices or Company's other breach of this Agreement. Upon cancellation, Company will be responsible for payment of advertisements published or scheduled to be published prior to and 60 days following the date of the cancellation notice, with the exception of advertisements not published due to Bisnow delaying publications or related events. In the

event of Company's cancellation of any portion of any Advertising order, Bisnow's cancellation of Advertising or termination of this Agreement for breach or Company's failure to provide Bisnow with required materials and/or edits within specified timelines, any rate discount may be retroactively forfeited. This includes discounts applied to previously published advertisements.

Bisnow makes no guarantees, representations or warranties with regard to the results, effectiveness or success of any Advertising or Advertising campaign. In the event of an error or omission in an advertisement caused by Bisnow's negligence, Bisnow's aggregate liability shall be limited to the amount of the advertisement.

Applicable solely to Products titled "Custom Audience Targeting by Biscred:" License to client data. Company grants to Bisnow a nonexclusive, worldwide, royalty-free license to use, reproduce, perform, display, modify, distribute and transmit the Company data solely to the extent necessary to provide the services, including in connection with programmatic advertising, data enrichment, or data integrity restoration services offered by Bisnow, to the extent such services are elected by Company in the applicable Order.

GENERAL TERMS

As full compensation for the rights and/or services identified in the Order, Company will pay Bisnow the Total Campaign Price on the payment terms specified in the Order under Payment Terms and Authorization. Payment is due 30 days from the date of invoice. Discounts on Bisnow products, both digital and event based, are only valid on the entirety of the original agreed upon package. Company cannot convert or switch one Bisnow product into or for another Bisnow product without a new agreement signed by both Parties. Products or Orders may not be split between multiple Companies without Bisnow approval and without signed agreements from both parties. Should an order be changed, reduced or partially cancelled, Bisnow reserves the right to amend the Billing Schedule.

Notwithstanding the Billing Schedule denoted below, products labeled Bulk Ticket Credit or Custom Audience Targeting shall always be invoiced upfront, in full, 30 days before service is scheduled to begin, due 30 days from the date of invoice.

Pricing on this Order shall be honored if the Order is signed and returned within 15 days, or before the first day of the next milestone date (January 1, April 1, July 1, or September 1), or the next November 15 (applicable to digital products,) whichever is sooner, beginning December 9, 2025. If Company does not sign and return this Order within the time allotted, any discounting or adjustments previously applied may be excluded and a revised Order may be issued by Bisnow.

The term (the "Term") of this agreement shall commence on the date hereof and end on the Campaign End Date or Event date, as applicable.

Company hereby grants Bisnow a non-exclusive, non-transferable, non-sublicensable right and license to use trademarks, tradenames, and logo designs (collectively "Materials") of the Company and Company descriptions as necessary for Bisnow to provide the services contemplated by this Agreement. Bisnow hereby grants Company, a non-exclusive, non-transferable, non-sublicensable right and license to use Materials of Bisnow and Bisnow descriptions during the Term in its advertising, marketing, and promotional materials to identify and promote its association with Bisnow. If either Party is notified in writing (e-mail to suffice) by the other Party that any use of the other Party's Materials does not comply with the other Party's trademark usage guidelines, such Party shall promptly remedy the use to the reasonable satisfaction of the other Party. Neither Party shall use, register, or attempt to register in any jurisdiction any Material that is confusingly similar to or incorporates any of the other Party's Materials. All uses of a Party's Materials, and all goodwill associated therewith, shall inure solely to the benefit of such Party, and each Party shall retain all right, title, and interest in and to its respective Materials.

During the Term, Bisnow and Company shall maintain insurance customarily secured for services to be provided by Bisnow under this Agreement.

Each Party represents and warrants to the other Party that: (i) it is duly organized, validly existing, and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering; (ii) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder; (iii) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary action of the Party; and (iv) when executed and delivered by both Parties, this Agreement will constitute the legal, valid, and binding obligation of such Party, enforceable against such Party in accordance with its terms. Each Party further represents that the use of the other Party's Materials, when used in accordance with this Agreement will not infringe, misappropriate, or otherwise violate any rights of any third party. In the event an order is placed by an advertising or other agent of Company ("Agency") on behalf of Company, such Agency warrants and represents that it has full right and authority to place such and that all legal obligations arising out of the placement of the advertisement will be binding on both Company and Agency.

Bisnow shall indemnify and hold Company and its affiliates, directors, officers, agents and employees harmless from and against any and all liabilities, claims, suits, damages, judgments, costs and expenses, including reasonable attorneys' fees ("Claims") arising out of third party Claims relating to (i) Bisnow's gross negligence or willful misconduct in connection with Advertising (to the extent the content originated from Bisnow or its employees or agents); and (ii) Bisnow's material breach of any representation, warranty, covenant, or obligation of Bisnow under this Agreement. This paragraph will survive the expiration or termination of this Agreement.

Company shall indemnify and hold Bisnow and its affiliates, directors, officers, agents and employees harmless from and against any and all Claims arising out of third party Claims (including those of Company employees, contractors, agents or other representatives), relating (i) to the Company's gross negligence or willful misconduct in connection with Advertising (to the extent the content originated

from Company or its employees or agents); and (ii) Company's material breach of any representation, warranty, covenant, or obligation of Company under this Agreement. This paragraph will survive the expiration or termination of this Agreement.

BISNOW MAKES NO EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION TO COMPANY THAT OPERATION OF ANY WEBSITE CONTAINING ADVERTISING WILL BE UNINTERRUPTED, HAVE FULL FUNCTIONALITY AT ALL TIMES, OR BE ERROR FREE. BISNOW WILL NOT BE LIABLE FOR CONSEQUENCES RESULTING FROM ANY WEBSITE INTERRUPTION OF SERVICE, MALFUNCTION OR ERROR. BISNOW MAKES NO EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION TO COMPANY THAT ANY ADVERTISING OR OTHER COMMUNICATION (INCLUDING BY EMAIL) WILL BE RECEIVED BY THE INTENDED RECIPIENT OR RECEIVED BY THE INTENDED RECIPIENT IN ANY PARTICULAR TIME FRAME.

Except as otherwise provided for in this Agreement, in no event shall either Party be liable to the other Party for any incidental, special, exemplary, consequential or other similar damages, including loss of income, profits, revenue or other economic loss, whether or not such Party has been advised of the possibility of such damages and whether any claim for recovery is based on theories of contract, warranty, tort or otherwise. Notwithstanding anything in this Agreement to the contrary, in no event will a Party's aggregate liability to the other Party not covered by insurance exceed the Total Campaign Price (if the Total Campaign Price is not specified, such aggregate liability not covered by insurance shall not exceed \$50,000).

Neither Party will be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) acts of God; (ii) flood, fire, or explosion; (iii) war, terrorism, invasion, riot, or other civil unrest; (iv) embargoes or blockades in effect on or after the date of this Agreement; (v) national or regional emergency; (vi) strikes, labor stoppages or slowdowns, or other industrial disturbances; (vii) passage of law or governmental order, rule, regulation, or direction, or any action taken by a governmental or public authority, including but not limited to imposing an embargo, export or import restriction, quota, or other restriction or prohibition; (viii) national or regional shortage of adequate power, telecommunications, or transportation facilities; or (ix) epidemics, including a COVID-19 epidemic, which arose or the situation materially worsened since the execution of this Contract (each of the foregoing, a "Force Majeure"), in each case, provided that (A) such event is outside the reasonable control of the affected Party; (B) the affected Party provides prompt notice to the other Party, stating the period of time the occurrence is expected to continue; and (C) the affected Party uses diligent efforts to end the failure or delay and minimize the effects of such Force Majeure. In the event of a Force Majeure, Bisnow shall have the right to reschedule the date of such Event in which case both parties shall continue to fulfill the terms of this Agreement.

Unless otherwise specified in this Agreement, email notice to Bisnow will be sent to the Bisnow Representative and email notice to Company will be sent to the Marketing Contact Email. The date of such notice will be the date the notice is transmitted.

The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

This Agreement, together with a written agreement for the use of a premises for an Event, if any and if applicable, constitutes the entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party. Unless otherwise agreed to in writing by the Parties, the terms of this Agreement will supersede any agreement for the use of a premises for an Event.

This Agreement is for the sole benefit of the parties hereto and their respective successors and assigns and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this Agreement.

This Agreement is governed by and construed in accordance with the internal laws of the State of New York without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of New York. Any legal suit, action, or proceeding arising out of or related to this Agreement or the licenses granted hereunder shall be instituted exclusively in the federal courts of the United States or the courts of the State of New York in each case located in the City of New York and County of New York, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. Each Party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to this Agreement or the transactions contemplated hereby.

Addendum A

- Between 55-60 days out from Target Publish Date, a campaign kickoff call is set with Company.
- Between 40-45 days out from Target Publish Date, a campaign kickoff call and subsequent interview(s) with subject matter experts are scheduled.
- 35 days out from Target Publish Date, interview(s) with subject matter experts occurs.
- 30 days out from Target Publish Date, Client is provided draft of custom content piece for review.
- 25 days out from Target Publish Date, Client provides written feedback.
- 20 days out from Target Publish Date, Client is provided revised, and a final draft is submitted to the client for final approval

- 10 days out from Target Publish Date, Client provides final approval.

Addendum B

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

Payment Terms & Authorization	
Accounts Payable Contact Name	Len Becker
Accounts Payable Contact Phone	847.499.9094
Account Payable Contact Email	lbecker@wheelingil.gov
Total Campaign Price	\$10,000.00
Currency	USD
Trade Value (if applicable)	
Trade Details (if applicable)	
Billing Schedule	Billed Monthly Upon Delivery Note: Select products are subject to upfront invoicing. See the <i>General Terms</i> section of this Agreement for details.
Custom Billing Instructions (if any)	
Payment Options	Invoices may be paid via the following standard payment methods: ACH, Wire Transfer and Check. Invoices paid using non-standard payment methods (e.g. credit card) incur a 3% convenience fee added to the Total Invoice Amount.

Client Acceptance Signature:		Date:	
Print Name/Title:			
Bisnow Rep Signature:		Date:	
Print Name/Title:			
Email address:	zak.guysenir@bisnow.com		

REV 11/11/25-DIGITAL AN



**RAW SPACE/HOST &
EVENT SPONSORSHIP ORDER**
Village of Wheeling

123 William Street
Floor 15
New York, NY 10038

Item	Information
PO Number	
Bisnow Sales Rep	Zak Guysenir
Sale Closed Date	December 18, 2025
Company	Village of Wheeling
Agency	
Marketing Contact Name	Len Becker
Marketing Contact Phone Number	847.499.9094
Marketing Contact Email	lbecker@wheelingil.gov
Campaign Start Date	October 1, 2026
Campaign End Date	October 31, 2026
Campaign Notes	N/A

Bisnow Products						
Product / Package	Publication / Event	Target Publish Date / Event Date	Notes	Quantity / Impressions	Rate	Amount
Raw Space	Northern Suburbs - Chicago'26	October, 2026*		1.00	\$20,500.00	\$20,500.00

*Asterisk indicates an event's anticipated month. Date to be confirmed.

TERMS AND CONDITIONS

These terms and conditions ("Terms and Conditions") and the above Raw Space/Host & Event Sponsorship Order ("Order") between Bisnow, LLC ("Bisnow") and the Company identified in the Order (each, a "Party" and together, the "Parties") shall govern the performance and obligations of the Parties related to the Order (these Terms and Conditions and the Order are together the "Agreement"). Capitalized terms used and not otherwise defined in these Terms and Conditions shall have the meaning ascribed to such terms in the Order.

Sponsorship ("Sponsorship") refers to the marketing and promotional opportunities provided to the Company in connection with an Event, including on-site branding, speaking engagements, networking sponsorships, and digital or print promotional activities to enhance visibility and engagement with Event attendees. Event ("Event") refers to any live, virtual, or hybrid gathering organized or hosted by Bisnow, including but not limited to conferences, networking sessions, social gatherings, retreats, or similar activities. Custom Content ("Custom Content") refers to tailored marketing materials created by Bisnow under the Studio B umbrella, including

but not limited to custom-written articles, whitepapers, branded multimedia assets, and other creative content. Advertising ("Advertising") refers to email publications, display advertising or any other digital marketing. Retreats ("Retreats") refers to products and/or sponsorships of Bisnow's invite-only executive events, including Elevate, Ascent, Escape and the Retreats Cocktail/Diner Series.

EVENT SPONSORSHIP

Company will provide Sponsorship of the Event. Subject to the terms and conditions of this Agreement, Bisnow shall create, program, advertise, market, promote and manage the Event as described on the Order and/or Addendum(s).

Company hereby grants to Bisnow a license to use (and not an interest in real estate) the space referenced in this agreement ("License Area") for a period of time (the "Term") commencing 24 hours prior to the Event up to 12 hours after the completion of the Event. Bisnow shall have access to all areas in the space as necessary to carry out the Event (and as agreed to with Company). Bisnow shall use the License Area in full compliance with any and all applicable laws at all times and all policies, rules and regulations of Company including the rules and regulations of the License Area, as adopted by Company from time to time and provided to Bisnow at least 30 days in advance of the Event. Company represents that Bisnow can host Event in License Area, it is in good safe working condition for the Event, it meets the requirements as specified in Addendum A, and either no permits are required, or the Company will obtain such permits. For the avoidance of doubt, Bisnow shall be solely responsible for setting up any equipment and furnishings necessary in preparation for the Event and removing such equipment and furnishings from the License Area, all during the Term. Prior to the expiration of the Term, Bisnow shall remove any approved alterations and modifications and surrender the License Area to Company in the same condition and repair as when the License Area was delivered to Bisnow. Bisnow shall promptly repair any damage caused by Bisnow to the License Area.

Unless differing quantities are specified in the Bisnow Products section above, Company shall be entitled to complimentary tickets for the Event(s) of their sponsorship at the following quantities: Ten (10) tickets for Raw Space, Host Sponsorships or Presenting Sponsorships; Five (5) tickets for on-stage speaking positions (e.g. Panelist, Moderator or Remarks from the Podium sponsorships); Most other sponsorships include at least two (2) tickets, however add-on sponsorships may not include additional tickets. Attendee information must be registered with Bisnow using the client registration portal URL provided by a Bisnow account manager. Registration closes 48 hours ahead of each event. Non-registered guests may be charged on-site admission rates.

The Bisnow Products designated as "Panelist" and "Moderator" generally include, but are not limited to, the following deliverables: participation in panel at designated event, complimentary guest tickets, an on-site booth, and, whenever feasible, a digital announcement detailing the speaker's involvement. The scheduling of the digital announcement in Bisnow publications shall be at the sole discretion of Bisnow, subject to available inventory, resources, and time constraints, and shall utilize Bisnow's standard marketing language. If requested, Company is required to provide any content intended for display on Bisnow.com or in digital announcements by the specific deadline communicated by Bisnow staff, which may vary depending on the use and the date of the event.

Bisnow Products including but not limited to "Panelist," "Moderator" and "Remarks from the Podium" involving speaking from the stage. As such, Company and any on-stage representatives it sends acknowledge that Bisnow events are considered public and on-the-record. Bisnow-authorized video, photography, and audio recording may be present. Any recordings are to be used by Bisnow and Bisnow retains the rights to use these for news, post-event summaries, recaps, marketing and in other products for their sole business use, as outlined in the Terms and Conditions: <https://www.bisnow.com/legal/terms>.

Products with the title Bulk Ticket Credit are subject to the Terms of Use outlined at <https://www.bisnow.com/legal/terms>. Clients purchasing this product shall receive credits for use at Bisnow events valued at 120% of the Rate denoted in the Bisnow Products section above. Credits are redeemable on Bisnow.com for tickets at their current rate at the time of redemption. All rules of standard ticket purchases apply, and all redemptions are final. No refunds shall be made available if the registered ticket holder does not attend the event on-site after redeeming credit. Credits must be redeemed within, and expire following, twelve (12) months from the date of contract signature or twelve (12) months following the "Target Publish / Event Date" denoted in the Bisnow Products section above, whichever is later. No refunds shall be issued for unused credits at any time.

As applicable, Company will send Bisnow any requisite, correctly sized digital Advertising creative materials at least five business days before the scheduled publish date. Company's failure to provide Bisnow with digital Advertising creative materials before such time will release Bisnow from any and all obligations to publish such digital Advertising and at Bisnow's discretion, any rate discount may be forfeited and Company may be charged in full, regardless of whether or not the piece is published.

Due to the inherent uncertainty of event production, attendees and speakers, Bisnow makes no guarantees, representations or warranties with regards to Event (i) attendance; (ii) panelist speaking time; (iii) venue; (iv) speaker drop-out; (v) ticket price; (vi) sponsorships; (vii) editorial content; and/or (viii) extent of marketing. Any person attending the Event on behalf of Company shall be deemed to have agreed to the standard terms and conditions outlined at <https://www.bisnow.com/legal/terms> that Event attendees are subject to when purchasing a ticket for the Event. Company will notify such Company attendee(s) of these terms and conditions in advance of the Event.

At its discretion Bisnow may, for any reason (i) cancel Company's Event Sponsorship, (ii) cancel the Event, (iii) reschedule the Event and/or (iv) change the Event from a live Event to a virtual Event or from a virtual Event to a live Event. If the Event is rescheduled, Bisnow will provide Company with reasonable notice of the new date. Retreat conference products may not be canceled. If Company cancels an Event Sponsorship fewer than 60 days prior to the Event Date, Company will be responsible for the amount payable to Bisnow with respect to the Event Sponsorship and, if the Event Sponsorship includes Bisnow's occupancy or use of a License Area, Company will also reimburse and indemnify Bisnow for all of Bisnow's liabilities, costs and expenses and all of Bisnow's lost revenue related to the Event. If Bisnow cancels Company's Event Sponsorship or cancels (and does not reschedule) the Event, Bisnow's sole

responsibility to Company will be (x) to notify Company of such cancellation; and (y) to refund amounts already paid to Bisnow by Company for the Event Sponsorship, unless both Parties agree in writing (email to suffice) to apply such amount to a future event. Company's failure to use the Event Sponsorship or otherwise unassigned sponsorships by Campaign End Date will release Bisnow from any and all obligations in this Agreement to provide Company with sponsorships. Company will be responsible for payment of all sponsorships.

GENERAL TERMS

As full compensation for the rights and/or services identified in the Order, Company will pay Bisnow the Total Campaign Price on the payment terms specified in the Order under Payment Terms and Authorization. Payment is due 30 days from the date of invoice. Discounts on Bisnow products, both digital and event based, are only valid on the entirety of the original agreed upon package. Company cannot convert or switch one Bisnow product into or for another Bisnow product without a new agreement signed by both Parties. Products or Orders may not be split between multiple Companies without Bisnow approval and without signed agreements from both parties. Should an order be changed, reduced or partially cancelled, Bisnow reserves the right to amend the Billing Schedule.

Notwithstanding the Billing Schedule denoted below, products labeled Bulk Ticket Credit or Custom Audience Targeting shall always be invoiced upfront, in full, upon execution of this contract, due 30 days from the date of invoice.

Pricing on this Order shall be honored if the Order is signed and returned within 15 days, or before the first day of the next milestone date (January 1, April 1, July 1, or September 1), or the next November 15 (applicable to digital products,) whichever is sooner, beginning November 6, 2025. If Company does not sign and return this Order within the time allotted, any discounting or adjustments previously applied may be excluded and a revised Order may be issued by Bisnow.

The term (the "Term") of this agreement shall commence on the date hereof and end on the Campaign End Date or Event date, as applicable.

Company hereby grants Bisnow a non-exclusive, non-transferable, non-sublicensable right and license to use trademarks, tradenames, logo designs and, when Company is providing a License Area for the purpose of an Event, the renderings/photography and address of said License Area, (collectively "Materials") of the Company and Company descriptions as necessary for Bisnow to provide the services and marketing contemplated by this Agreement immediately upon execution of this Agreement. Bisnow hereby grants Company, a non-exclusive, non-transferable, non-sublicensable right and license to use Materials of Bisnow and Bisnow descriptions during the Term in its advertising, marketing, and promotional materials to identify and promote its association with Bisnow. If either Party is notified in writing (e-mail to suffice) by the other Party that any use of the other Party's Materials does not comply with the other Party's trademark usage guidelines, such Party shall promptly remedy the use to the reasonable satisfaction of the other Party. Neither Party shall use, register, or attempt to register in any jurisdiction any Material that is confusingly similar to or incorporates any of the other Party's Materials. All uses of a Party's Materials, and all goodwill associated therewith, shall inure solely to the benefit of such Party, and each Party shall retain all right, title, and interest in and to its respective Materials.

Each of the Parties shall, at its own cost and expense, keep in force at all times during the term thereof, insurance covering the Location provided by responsible companies lawfully permitted to provide coverage at the Location. Such insurance coverage shall include (i) commercial general liability insurance, covering claims for personal injury, death or property damage occurring on, in or about the Location with usual and customary limits with respect to the Location, personal property and Bisnow's conduct of business at the Location and provide by endorsement that the other Party and its affiliates, directors, officers, agents and employees shall be included as additional insureds; and (ii) employers' liability and workers' compensation insurance to the extent required by law. Neither Party shall have any responsibility to the other Party or their respective agents, contractors, employees, customers or other invitees to the Location in the event of any damage to or theft or loss of any equipment or property of the other Party and the Party incurring such damage, theft, or loss shall look to its own insurance coverage (and to any self-insured portion of the damage, theft, or loss), if any, for recovery in the event of any such damage, theft, or loss. Bisnow's insurance coverage shall be as outlined in Addendum B.

For events in New York City only: Company must complete and return Bisnow's TPA raw space checklist and documents within 7 days of this contract being signed, or no less than 45 days before the actual event date - whichever is less. Bisnow shall cover all basic TPA permitting advisors and costs. Any objections or disputes during the TPA or permitting filing process that require Bisnow to hire additional legal counsel in order to obtain permitting will be covered by Company.

Each Party represents and warrants to the other Party that: (i) it is duly organized, validly existing, and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering; (ii) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder; (iii) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary action of the Party; and (iv) when executed and delivered by both Parties, this Agreement will constitute the legal, valid, and binding obligation of such Party, enforceable against such Party in accordance with its terms. Each Party further represents that the use of the other Party's Materials, when used in accordance with this Agreement will not infringe, misappropriate, or otherwise violate any rights of any third party. In the event an order is placed by an advertising or other agent of Company ("Agency") on behalf of Company, such Agency warrants and represents that it has full right and authority to place such and that all legal obligations arising out of the placement of the advertisement will be binding on both Company and Agency.

Bisnow shall indemnify and hold Company and its affiliates, directors, officers, agents and employees harmless from and against any and all liabilities, claims, suits, damages, judgments, costs and expenses, including reasonable attorneys' fees ("Claims") arising out of third party Claims relating to (i) Bisnow's gross negligence or willful misconduct in connection with (A) the event-related activities

or (B) Advertising (to the extent the content originated from Bisnow or its employees or agents); and (ii) Bisnow's material breach of any representation, warranty, covenant, or obligation of Bisnow under this Agreement, excluding Claims arising out of exposure, transmission or contracting of contagious diseases including the 2019 novel coronavirus disease ("COVID-19"). This paragraph will survive the expiration or termination of this Agreement.

Company shall indemnify and hold Bisnow and its affiliates, directors, officers, agents and employees harmless from and against any and all Claims arising out of third party Claims (including those of Company employees, contractors, agents or other representatives), relating (i) to the Company's gross negligence or willful misconduct in connection with (A) the Sponsorship (including, if applicable, events occurring or conditions existing at an event venue) or (B) Advertising (to the extent the content originated from Company or its employees or agents); and (ii) Company's material breach of any representation, warranty, covenant, or obligation of Company under this Agreement. This paragraph will survive the expiration or termination of this Agreement.

BISNOW MAKES NO EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION TO COMPANY THAT OPERATION OF ANY WEBSITE CONTAINING ADVERTISING WILL BE UNINTERRUPTED, HAVE FULL FUNCTIONALITY AT ALL TIMES, OR BE ERROR FREE. BISNOW WILL NOT BE LIABLE FOR CONSEQUENCES RESULTING FROM ANY WEBSITE INTERRUPTION OF SERVICE, MALFUNCTION OR ERROR. BISNOW MAKES NO EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION TO COMPANY THAT ANY ADVERTISING OR OTHER COMMUNICATION (INCLUDING BY EMAIL) WILL BE RECEIVED BY THE INTENDED RECIPIENT OR RECEIVED BY THE INTENDED RECIPIENT IN ANY PARTICULAR TIME FRAME.

Except as otherwise provided for in this Agreement, in no event shall either Party be liable to the other Party for any incidental, special, exemplary, consequential or other similar damages, including loss of income, profits, revenue or other economic loss, whether or not such Party has been advised of the possibility of such damages and whether any claim for recovery is based on theories of contract, warranty, tort or otherwise. Notwithstanding anything in this Agreement to the contrary, in no event will a Party's aggregate liability to the other Party not covered by insurance exceed the Total Campaign Price (if the Total Campaign Price is not specified, such aggregate liability not covered by insurance shall not exceed \$50,000).

Neither Party will be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) acts of God; (ii) flood, fire, or explosion; (iii) war, terrorism, invasion, riot, or other civil unrest; (iv) embargoes or blockades in effect on or after the date of this Agreement; (v) national or regional emergency; (vi) strikes, labor stoppages or slowdowns, or other industrial disturbances; (vii) passage of law or governmental order, rule, regulation, or direction, or any action taken by a governmental or public authority, including but not limited to imposing an embargo, export or import restriction, quota, or other restriction or prohibition; (viii) national or regional shortage of adequate power, telecommunications, or transportation facilities; or (ix) epidemics, including a COVID-19 epidemic, which arose or the situation materially worsened since the execution of this Contract (each of the foregoing, a "Force Majeure"), in each case, provided that (A) such event is outside the reasonable control of the affected Party; (B) the affected Party provides prompt notice to the other Party, stating the period of time the occurrence is expected to continue; and (C) the affected Party uses diligent efforts to end the failure or delay and minimize the effects of such Force Majeure. In the event of a Force Majeure, Bisnow shall have the right to reschedule the date of such Event in which case both parties shall continue to fulfill the terms of this Agreement.

Unless otherwise specified in this Agreement, email notice to Bisnow will be sent to the Bisnow Representative and email notice to Company will be sent to the Marketing Contact Email. The date of such notice will be the date the notice is transmitted.

The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

This Agreement, together with a written agreement for the use of a premises for an Event, if any and if applicable, constitutes the entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party. Unless otherwise agreed to in writing by the Parties, the terms of this Agreement will supersede any agreement for the use of a premises for an Event.

This Agreement is for the sole benefit of the parties hereto and their respective successors and assigns and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this Agreement.

This Agreement is governed by and construed in accordance with the internal laws of the State of New York without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of New York. Any legal suit, action, or proceeding arising out of or related to this Agreement or the licenses granted hereunder shall be instituted exclusively in the federal courts of the United States or the courts of the State of New York in each case located in the City of New York and County of New York, and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. Each Party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to this Agreement or the transactions contemplated hereby.

If any Product(s) / Package(s) in the Order that include "Raw Space" or "Host Sponsorship," Company shall be responsible for providing an event space that meets the following specifications, subject to the approval of Bisnow.

1. 20,000 usable square feet
2. Working HVAC system
3. Working bathrooms
4. Working power / electricity
5. Ability for attendees to park on-site or at a parking lot/garage located within .25 miles
6. Porter or on-site maintenance staffer responsible for trash removal, restroom restocking, etc.
7. Security staff, if required by the venue
8. Wi-Fi (for full-day events)

Please identify the individual who will serve as Bisnow's point of contact for coordinating the on-site logistics of a Raw Space/Host Sponsorship:

Name: Len Becker
Direct Phone: 847-499-9094
Email: lbecker@wheelingil.gov

Addendum B

- (a) Bisnow shall carry (at its sole expense):
- (i) all-risk property insurance, insuring Bisnow's interest in any equipment, supplies, inventory, contents and other property owned, leased, held or possessed by Bisnow and to be located at the License Area. Such insurance shall be in an amount equal to the full replacement cost of such property, providing protection against all perils included within the classification of fire, extended coverage, vandalism, malicious mischief, special extended peril (all risk), boiler and machinery, flood, glass breakage and sprinkler leakage;
 - (ii) automobile liability insurance providing at least \$1,000,000 of coverage per accident;
 - (iii) umbrella liability insurance coverage in the amount of at least \$1,000,000.00 per occurrence; and
 - (iv) commercial general liability insurance (1986 ISO Form or its equivalent) on an occurrence basis for injury to or death of a person or persons and for damage to property occasioned by or arising out of the condition, use, or occupancy of the License Area, or other portions of the Building or the property on which it is located (including any special endorsements or coverage required for the presence, serving or consumption of any alcoholic beverages in the License Area), and covering Bisnow's indemnification obligations imposed hereunder, the limits of such policy or policies to be in amounts not less than One Million and No/100 Dollars (\$1,000,000) in primary liability coverage per occurrence.
- (b) Bisnow's insurance policies shall: (i) be issued by insurance companies authorized to do business in the state of the event with a general policyholder's rating of at least A- and a financial rating of at least IX in the most current Best's Insurance Reports; (ii) name Company as an additional insured as its interest may appear; (iii) be primary policies and non-contributing with any insurance that Company may carry; and (iv) have no deductible exceeding Twenty Five Thousand and No/100 Dollars (\$25,000.00), herein for all insurance required to be maintained by Bisnow hereunder at the time of execution of this License by Bisnow. Bisnow agrees to provide Company with a certificate of insurance evidencing such insurance, naming Company as an additional insured.

Addendum C

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

Payment Terms & Authorization	
Accounts Payable Contact Name	Len Becker
Accounts Payable Contact Phone	847.499.9094
Account Payable Contact Email	lbecker@wheelingil.gov
Total Campaign Price	\$20,500.00
Currency	USD
Trade Value (if applicable)	
Trade Details (if applicable)	
Billing Schedule	Billed Monthly Upon Delivery Note: Select products are subject to upfront invoicing upon execution of contract. See the <i>General Terms</i> section of this Agreement for details.
Custom Billing Instructions (if any)	
Payment Options	Invoices may be paid via the following standard payment methods: ACH, Wire Transfer and Check. Invoices paid using non-standard payment methods (e.g. credit card) incur a 3% convenience fee added to the Total Invoice Amount.

Client Acceptance Signature:
Print Name/Title:
Bisnow Rep Signature:
Print Name/Title:
Email address:

REV 10/23/25-RAWSPACE AN

BISNOW

Village of Wheeling Campaign Proposal

PLEASE DIRECT ALL INQUIRIES REGARDING THIS PROPOSAL TO

Zak Guysenir

VP - Midwest/Mountain West Region

zak.guysenir@bisnow.com

+1 5204056375

At the end of the day, there is only
one goal: **DO MORE BUSINESS.**



BISNOW

BISNOW

Proposal summary

We are obsessed with delivering for our clients and have put together a custom proposal that has one goal: Helping you do more business.

Let's do this.



Village of Wheeling Proposal Pricing good thru 1/30/26

TYPE	PUBLICATION / PRODUCT	#	PRICE / UNIT	TOTAL
DIGITAL ADVERTISING	Chicago Morning Brief // Takeovers Five placements, 4 ad units in each placement	5	\$2,000.00	\$10,000.00
DATA	Custom Bisnow Client Portal Dashboard Access Use the interactive portal to track performance stats (impressions, CTR, performance by market, etc.) and see which Bisnow subscribers, down to the individual, are clicking on your ads.	1	\$0.00	\$0.00
LIVE EVENTS	2025 Chicago Northern Suburbs // Raw Space Event High visibility event showcasing Wheeling's development opportunities Scheduled for early November 2026 Anticipated attendance: 250+ industry professionals	1	\$20,000.00	\$20,000.00
LIVE EVENTS/DIGITAL ADVERTISEMENTS	Additional 2026 Events and Strategic Collaborations (TBD)	1	\$10,000.00	\$10,000.00

CAMPAIGN COST: \$40,000.00

LIVE EVENTS

Convening the industry to make deals happen

Each year, we typically host more than:

350+ EVENTS

From NY Industrial to Boston Life Sciences to Tampa State of the Market to London Office, our events cover every asset class and corner of the market. If it's happening in CRE, we're covering it.

100K+ ATTENDEES

Our in-person events convene the biggest dealmakers and industry innovators to dissect the critical topics facing the market. Networking and connections drive the industry and close deals--so our events focus on delivering the leads clients and attendees need to move their business forward.

350+ AVG ATTENDANCE

Our signature breakfast and panel events average more than 350 industry leaders in attendance. Our event portfolio includes these breakfast briefings, half-day conferences, and even multi-day summits.

Host Sponsorship

TURNKEY EVENT EXECUTION

- Host CRE professionals at your raw space, open concept area, marketing suite, undeveloped land or other site.
- Our Coordination team oversees all costs and execution, plus provides a detailed event plan for your team.

PRE-EVENT PROMOTION

- We promote the event and pack the room with the right people. We'll provide assets for you as well.
- Your property details get top billing on the event website with your speaker's headshot and bio featured.

ON-SITE PROMOTION

- Get 1 panelist or moderator position at the event and 10 complimentary tickets.
- Option for Bisnow emcee to host a raffle or giveaway – anything creative to collect business cards and leads.
- Signage may be setup and company logo placed on mobile agenda.
- The session emcee will deliver a 45-60 second Verbal Commercial, promoting your firm, who should do business with you and top highlights for your company. We write this copy together and you approve it before the event.

POST EVENT PROMOTION

- Receive the attendee list of everyone who registered for the event including Name, Company and Job Title.
- Bisnow will publish post-event coverage with pictures and mention of your property.



DIGITAL MARKETING

Digital publications the industry relies on

BISNOW

Our subscribers get daily, weekly or monthly headlines & insights into their inbox. Bisnow publications are one of the top ways to gain visibility, engagement and leads for your brand. With so many subscription options for our readers, our reach is wide but we can help you reach your target audience by drilling down into topics and markets of interest. That means better and more effective campaigns for you.



35+ Topic Targeted Publications

Commercial real estate encompasses many different types of building assets and each of them has their own unique audience. Our editorial team covers more than 35 asset classes. From office and retail to multifamily, industrial, healthcare, senior housing and everything in between, we provide timely news on industry topics.



55+ Local Geographic Market Publications

Just as with asset classes, local markets have intricacies and differentiators. Our reporters are knowledgeable about their markets and produce articles around the latest local headlines and asset class-based news in CRE to keep readers informed.



Customized Targeting - 1.7M Subscribers

Our news is free to everyone. Readers can subscribe to any of our over 90 email publications. The average Bisnow reader is subscribed to 2 publications, typically based on their location and asset class interest. Once registered, news is sent to their email inbox to give timely insights.

Local and National Morning Briefs

THE HIGHEST CLICKTHROUGH RATES IN COMMERCIAL REAL ESTATE MEDIA

Each News Brief is an email newsletter with an aggregated list of the top stories in commercial real estate for the select market or national topic. These briefs cover a mix of original Bisnow articles, stories from other news sources, and sponsored links.

LEAD IMAGE ADS / FOOTER ADS

- Banner ad unit displayed at the top and bottom of each brief
- Best used to generate a combination of impressions and click-through traffic
- Book-ending the news content as the user scrolls through each morning

SPONSORED LINK INSERTION

- 140 character text ads
- Fully customizable: you write your own headline and link to anything you'd like, driving readers directly to your desired content
- Highest clickthrough rate of any ad unit on the Bisnow platform--and since we track who clicks on your ads, sponsored links are an inexpensive way to generate leads and increase awareness

THE TAKEOVER

Every ad unit within Bisnow's News Briefs is optimized for specific, measurable ROI. On average, Lead Ads get the most impressions and Sponsored Links get the most clicks. By becoming a presenting sponsor, you can capitalize on each available unit with a take over of the following:

- Mention as the "Presented by" sponsor in the email subject line
- Co-Branded Header Image
- Lead Image Ad (500x400)
- Sponsored Link (Highest Position Available)
- Footer Image Ad (500x400 or 500x200)



Branded Header



Lead Ad

T.D. Jakes To Build Affordable Housing Developments In South Florida

Palm Beach County To Open Bids For \$200M Affordable Housing Bond

NewPoint Provides Fannie Mae Sponsor-Dedicated Workforce (SDW) Financing For Las Vegas Apartment Acquisition

Sponsored Link



Footer Ad

The Rundown

Part of Bisnow's new afternoon lineup

Launching in 2025, *The Rundown* is our new afternoon flagship product -- an elevated replacement for Bisnow's longstanding afternoon newsletter. *The Rundown* features the best of Bisnow:

- A modern, sleek design that's mobile-friendly
- Ad units that are cross-compatible with the Morning Briefs
- A focus on Bisnow award-winning editorial, featuring a primary story, à la Editor's Choice
- A sprinkle of narrative personality -- each issue closed with a "parting shot" paragraph from the writer/editor, drawing inspiration from *The First Draft*

AD UNITS

- "Presented By" // Takeover available with all 3:
- Lead Ad (500x400)
- Mid-Ad (500x200 or 350x250)
- Footer (500x400 or 500x200)



PRESENTED BY:  **stewart**
TITLE
COMMERCIAL SERVICES



Headline for the Hero Story

Here is a blurb to get people to read the first story and give them some context and color Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Bisnow Email Publications



LOCAL MORNING NEWS BRIEFS

Morning Brief	Breakdown	Audience Size
Atlanta Morning Brief	Link	49,900
Austin/San Antonio Morning Brief	Link	21,900
Baltimore Morning Brief	Link	16,600
Bay Area Morning Brief	Link	45,400
Boston Morning Brief	Link	38,300
Charlotte Morning Brief	Link	30,500
Chicago Morning Brief	Link	46,700
DC Morning Brief	Link	65,300
Denver Morning Brief	Link	28,000
Dallas / Ft. Worth Morning Brief	Link	44,700
Dublin Morning Brief	Link	10,400
Houston Morning Brief	Link	35,300
London Morning Brief	Link	57,500
Minneapolis Morning Brief	Link	13,100
New Jersey Morning Brief	Link	19,100
New York Morning Brief	Link	95,600
Pacific Northwest Morning Brief	Link	34,000
Philadelphia Morning Brief	Link	35,100
Phoenix Morning Brief	Link	14,500
SoCal Morning Brief	Link	57,000
South Florida Morning Brief	Link	41,400
Toronto Morning Brief	Link	19,500

For any publication, click the blue link to see a digital audience breakdown and performance statistics. (Rev. 7/24)

NATIONAL PUBLICATIONS

National / Topic Specific News Briefs	Breakdown	Audience Size
Affordable Housing	Link	38,500
Broker's Brief	Link	45,800
Coworking Brief	Link	36,400
Construction & Design	Link	17,100
Capital Markets / Finance	Link	34,800
CRE Finance Deal Digest	Link	27,700
Data Center	Link	35,100
Healthcare	Link	22,900
Hotel	Link	24,000
Industrial	Link	27,000
Investment	Link	217,100
Industrial Outdoor Storage (IOS)	Link	29,200
Life Sciences	Link	38,700
Living Brief (UK)	Link	6,900
Manufactured Housing	Link	10,400
Monday National Top Stories	Link	308,000
Multifamily & Future of Multifamily	Link	67,100
National Deals	Link	103,800
Office	Link	35,900
Property Management	Link	26,100
Retail	Link	16,200
Single Family Rentals (SFR)	Link	53,300
Sustainability	Link	23,000
Sustainability (UK)	Link	38,200
The First Draft	Link	147,700

LOCAL NEWSLETTERS

Newsletter City	Breakdown	Audience Size
Chicago Newsletter	Link	30,100
New York Newsletter	Link	64,200
DC Newsletter	Link	51,600
The Texas Tea	Link	17,400

TOP 10 ROUND UPS

Top 10 City (1x per week on Fridays)	Breakdown	Audience Size
Cincinnati	Link	10,800
Detroit	Link	9,700
Indianapolis	Link	6,600
Jacksonville	Link	6,700
Milwaukee	Link	5,000
Nashville	Link	14,500
Orlando	Link	12,300
Pittsburgh	Link	6,300
Raleigh	Link	10,500
Richmond	Link	2,200
Sacramento	Link	7,600
Salt Lake City	Link	6,000
San Diego	Link	17,400
Southern Nevada	Link	8,000
Tampa	Link	8,600

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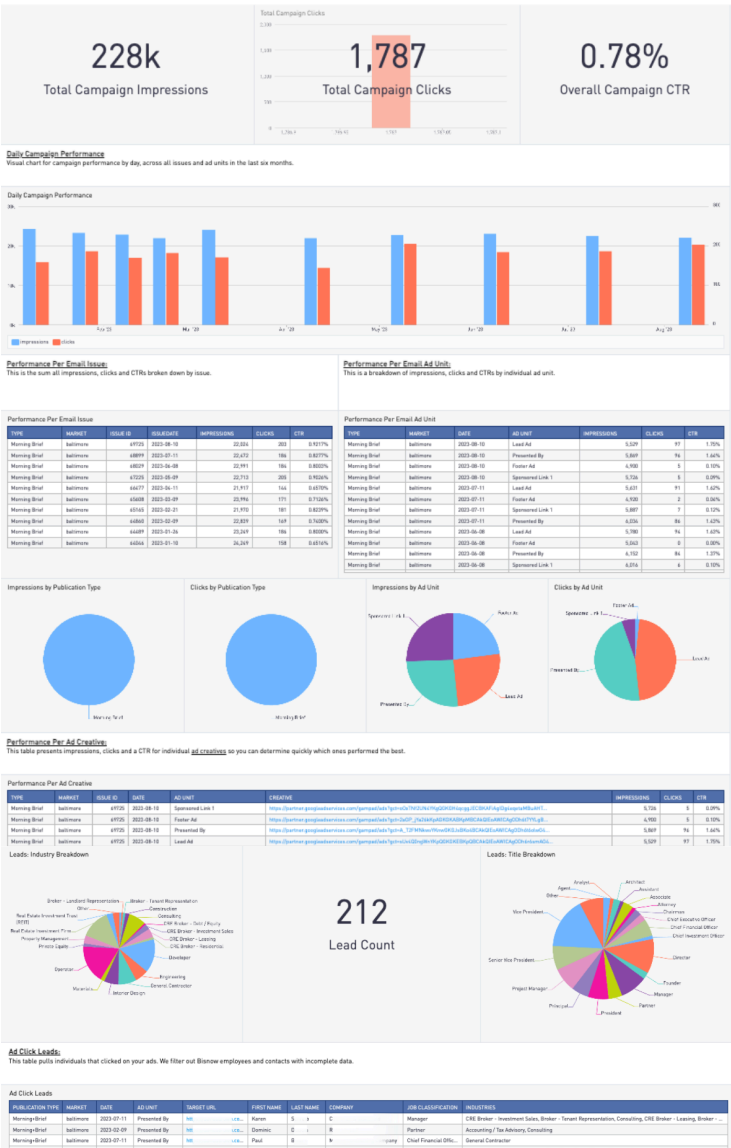
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A BIT ABOUT US

Our mission is simple. We connect, inform and advance the commercial real estate industry to do more business. Every arm of our multi-channel B2B platform is designed to drive powerful results.

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11M

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We are the market leader--but we never rest. **On average, we add more than 70K contacts a month** across our platform. We are adding events to the calendar. We are expanding, entering new hot markets and asset classes.

We play to win--and are unapologetically pro-commercial real estate. Working with Bisnow means you get to partner with a global platform designed to do one thing: help you do more business.

The Bisnow logo consists of the word "BISNOW" in a bold, orange, sans-serif font. In the background, there are abstract, flowing orange lines that create a sense of movement and connectivity.The Biscred logo features a stylized icon on the left, composed of three vertical bars of varying heights, followed by the word "BISCRED" in a bold, dark purple, sans-serif font.The Select Leaders logo features the words "SELECT" and "LEADERS" in a bold, dark blue, sans-serif font. The "S" in "SELECT" and the "L" in "LEADERS" are stylized with horizontal bars extending to the right.

A Snapshot of Who We Work With





MEMORANDUM

DATE: January 19, 2026
FROM: Jon Sfondilis, Village Manager
SUBJECT: Resolution Waiving the Fidelity Bond Requirements for AMVETS Phillip Carpenter Post 66 to Conduct Raffles from January 20, 2026 through December 31, 2026
DOLLAR AMOUNT: N/A
BUDGETED: No
BUDGET SOURCE: N/A
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Residential Life

EXECUTIVE SUMMARY

AMVETS Phillips Carpenter Post 66 has applied for a license to conduct raffles in Wheeling pursuant to the requirements of Chapter 4.66 of the Wheeling Municipal Code and is requesting a waiver of the associated fidelity bond requirement.

MEMO

Under Chapter 4.66 of the Wheeling Municipal Code, an organization may apply for a license to conduct a raffle and the associated sale of raffle tickets within Wheeling, subject to certain restrictions, which include providing a fidelity bond in the sum of the total value of the prizes to be awarded in the raffle unless that requirement is waived by the Village Board. AMVETS Phillips Carpenter Post 66 has applied for a raffle license and is requesting a waiver of the associated fidelity bond requirement. The Village Board has typically approved such waivers at the request of nonprofit organizations raising funds to support charitable causes. Staff recommends approval of the bond waiver.

RESOLUTION NO. 26-_____

**RESOLUTION WAIVING THE FIDELITY BOND REQUIREMENTS FOR
AMVETS PHILLIP CARPENTER POST 66 TO CONDUCT RAFFLES FROM
JANUARY 20, 2026 THROUGH DECEMBER 31, 2026**

WHEREAS, the Wheeling Municipal Code, Chapter 4.66, "Raffle Licenses," requires that organizations secure a license to conduct a raffle within the Village of Wheeling; and

WHEREAS, AMVETS Phillip Carpenter Post 66, a not-for-profit organization, has made a proper application for a license to conduct raffles from January 20, 2026 through December 31, 2026; and

WHEREAS, AMVETS Phillip Carpenter Post 66 has requested a waiver of the fidelity bond requirements outlined in Wheeling Municipal Code, Chapter 4.66.090; and

WHEREAS, the Wheeling Municipal Code, Chapter 4.66.090, gives the Board of Trustees the authority to waive such fidelity bond requirements;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that AMVETS Phillip Carpenter Post 66 is hereby granted a waiver of fidelity bond requirements for raffle events in the Village of Wheeling contingent upon receipt of permission from the property owners to solicit on private property if applicable.

Trustee _____ moved, seconded by Trustee _____
that Resolution No. 26 - _____ be adopted.

President Horcher _____

Trustee Krueger _____

Trustee Lang _____

Trustee Papantos _____

Trustee Ruffatto _____

Trustee Vito _____

Trustee Vogel _____

APPROVED this 19th day of January 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois

Patrick Horcher, Village President

ATTEST

Kathryn M. Brady, Village Clerk



MEMORANDUM

DATE: January 19, 2026
FROM: Brian Smith, Finance Director
SUBJECT: Resolution Approving a Bond Record-Keeping Report
DOLLAR AMOUNT: n/a
BUDGETED: Yes
BUDGET SOURCE: General Fund
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Financial Strength

EXECUTIVE SUMMARY

The Village's bond record-keeping policy requires that the "Compliance Officer" (i.e. the Finance Director) report to the Village Board at least annually that they have all required records related to previously-issued debt in their possession or are taking appropriate action to obtain or recover such records. The attached resolution acknowledges that staff has submitted that report to the Village Board for Fiscal Year 2025.

MEMO

The Village's bond record-keeping policy is intended to help ensure that the Finance Director—who serves as the Compliance Officer—has taken the steps necessary to preserve the tax exemption of the interest paid on previously issued tax-free bonds. The policy specifically requires that the Compliance Officer do the following:

1. Maintain (a) a true and complete copy of the proceedings of the Village authorizing the bonds, (b) any offering document concerning the sale of the bonds, (c) any legal opinions related to the bonds, and (d) all written representations of any person delivered in connection with the issuance and initial sale of the bonds. In addition, the Compliance Officer must review the Village's agreements concerning each sale of bonds and prepare a report for the Board stating whether the Village has any rebate liability to the United States Treasury.
2. Review the records related to each bond issuance (e.g. bond transcripts, account statements, etc.) and determine what requirements the Village must meet to maintain the tax exemption of interest paid on the debt. The Compliance Officer shall retain such records for as long as the bonds relating to such records are outstanding, plus three years.
3. Maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds by attending training, speaking with counsel, attending conferences, etc. The following is the Compliance Officer's report for 2025:

Records: As required by Village policy, I have in my possession all of the records related to the sale of the Series 2007, 2008, 2009, 2011, 2012A, 2012B, 2016, 2020, and 2021 General Obligation bonds. I have maintained copies of the bond transcripts and account statements showing the disbursements of all bond proceeds for their intended purposes, investment statements showing investment activity related to the bonds, and calculations of liability for arbitrage rebate purposes.

Arbitrage Rebate Liability: I have reviewed the Village's agreements with respect to each issue of the Tax-Advantaged Obligations. At this time, the Village does not have any rebate liability to the United States Treasury.

Contract Review: I have reviewed copies of all contracts and agreements of the Village, including any leases, concerning the use of any property owned by the Village and acquired, constructed, or otherwise financed or refinanced with the proceeds of the Tax-Advantaged Obligations and other records. At this time, each issue of the Tax-Advantaged Obligations complies with the federal tax requirements applicable to such issues, including restrictions on private business use, private payments, and private loans.

IRS Examinations or Inquiries: The Internal Revenue Service (the "IRS") has not commenced an examination of any issue of the Tax-Advantaged Obligations.

Continuing Education: I have continued to undertake and maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds so that I may fulfill the duties required by the Village's record-keeping policy.

Based upon the foregoing, the Village is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

Please let me know if the Board has any questions about this report.

RESOLUTION NUMBER 26 - _____

RESOLUTION APPROVING A BOND RECORD-KEEPING REPORT

WHEREAS, the Village has issued bonds or other obligations the interest on which is not includable in "gross income" for federal income tax purposes; and

WHEREAS, the Village has approved a bond record-keeping policy that requires the Compliance Officer to maintain records that will preserve the tax exemption of the interest paid on its bonds; and

WHEREAS, the Compliance Officer has maintained a true and complete copy of the proceedings authorizing the sale of the Series 2007, 2008, 2009, 2011, 2012A, 2012B, 2016, 2020, and 2021 General Obligation bonds; and

WHEREAS, the Compliance Officer has maintained copies of the bond transcripts and account statements showing the disbursements of all bond proceeds for their intended purposes, investment statements showing investment activity related to the bonds, and calculations of liability for arbitrage rebate purposes; and

WHEREAS, the Compliance Officer has continued to undertake and maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds so he may fulfill the duties required by the Village's record-keeping policy; and

WHEREAS, the Compliance Officer has prepared a bond record-keeping report for the Village Board's review and approval;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, that the Fiscal Year 2026 bond record-keeping report prepared by the Compliance Officer has been received and approved.

Trustee _____ moved, seconded by Trustee _____
that Resolution No. 26 - _____ be adopted.

President Horcher _____

Trustee Krueger _____

Trustee Lang _____

Trustee Papantos _____

Trustee Ruffatto _____

Trustee Vito _____

Trustee Vogel _____

APPROVED this 19th day of January 2026, by the President and Board of Trustees of the Village of Wheeling, Illinois

Patrick Horcher, Village President

ATTEST

Kathryn M. Brady, Village Clerk



MEMORANDUM

DATE: January 19, 2026
FROM: Scott Salela, Fire Chief
SUBJECT: Resolution Approving an Amended Emergency Operations Plan for the Village of Wheeling
DOLLAR AMOUNT: N/A
BUDGETED: Yes
BUDGET SOURCE: N/A
RECOMMENDED ACTION: Approve
STRATEGIC PLAN THEME: Governance

EXECUTIVE SUMMARY

The Village of Wheeling previously adopted an Emergency Operations Plan (EOP) in 2021. This plan is revised every three years to ensure that it is up to date and meets best practices. This revised plan has been reviewed by all Village department heads and Joint Emergency Management System (JEMS) staff.

MEMO

The Village of Wheeling's Emergency Operations Plan outlines the Village's response to extraordinary emergencies resulting from natural disasters, technological incidents, and national security threats affecting or occurring within the Village of Wheeling. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies; rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

The original EOP was adopted on November 1, 2021. The attached plan has been revised with best practices for 2026. Approving the Emergency Operations Plan as amended is in the best interest of the Village of Wheeling.

RESOLUTION NO. 26 – _____

**RESOLUTION APPROVING AN AMENDED EMERGENCY OPERATIONS PLAN
FOR THE VILLAGE OF WHEELING**

WHEREAS, in December 2020, the Village of Wheeling (the “Village”) joined the Joint Emergency Management System (JEMS), a cooperative effort by thirteen neighboring communities to provide regional, shared emergency management services; and

WHEREAS, on November 1, 2021, the Village President and Board of Trustees approved Resolution 21-131 adopting an Emergency Operations Plan for the Village; and

WHEREAS, the Emergency Operations Plan sets forth the Village's planned response to extraordinary emergencies associated with natural and man-made disasters, foreign or domestic terrorist attacks, and national security emergencies in or around Wheeling; and

WHEREAS, over the course of 2024 and 2025, Village staff worked with JEMS staff to update the Emergency Operations Plan for the Village; and

WHEREAS, the President and Board of Trustees deem it to be in the best interests of the Village to approved the revised Emergency Operations Plan for the Village of Wheeling;

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF WHEELING, COUNTIES OF COOK AND LAKE, STATE OF ILLINOIS, as follows:

Section A

The Village of Wheeling Emergency Operations Plan (Revised January 2026) is hereby approved as shown and described on the following exhibit attached hereto and made part of.

Section B

The Village Manager is hereby directed to lead the Village staff in effectively carrying out and regularly updating the Emergency Operations Plan, and to make the plan available to all Village employees, elected officials, and the public.

Trustee _____ moved, seconded by Trustee _____,
that Resolution No. 26-_____ be adopted.

President Horcher _____

Trustee Krueger _____

Trustee Lang _____

Trustee Papantos _____

Trustee Ruffatto _____

Trustee Vito _____

Trustee Vogel _____

Adopted this 19th day of January, by the President and Board of Trustees of the Village of Wheeling, Illinois.

ATTEST:

Patrick Horcher, Village President

Kathryn M. Brady, Village Clerk

Resolution 21- _____



Village of Wheeling Emergency Operations Plan

Version 4.3

Revised: January 2026

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LETTER OF PROMULGATION

January 2026

To: Officials and Employees of the Village of Wheeling

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

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

These plans were developed for each Village of Wheeling department and local special districts with emergency services responsibilities within the Village. Their contents are based upon guidance approved and provided by the Illinois Emergency Management Agency and the Federal Emergency Management Agency. The intent of the Emergency Operations Plan is to provide direction on how to respond to an emergency from the onset, through an extended response and the Pre-Disaster Recovery Plan addresses the direction of how to begin the various aspects of the recovery process.

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

The Village of Wheeling Village Manager and the Village Board gives its full support to this Emergency Operations Plan and urges all public employees and individuals to prepare for times of emergency before they occur.

_____/ /

Jon Sfondilis

Village Manager,

Village of Wheeling

APPROVAL AND IMPLEMENTATION

FOREWORD

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

This plan accomplishes the following:

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

PLAN APPROVAL AND IMPLEMENTATION

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

PLAN MODIFICATIONS

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

RECORD OF CHANGES

Version Number	Implemented By	Date	Description of Change
V1.0			
v. 2.0	Doug Hoyt	5/3/2023	p. 4; replaced "Training and Exercise Plan" with "Integrated Preparedness Plan"
v. 2.0	D. Hoyt	5/3/2023	ESF 6 Annex: Added clarification on reunification, commodity distribution, MARCs, and Family Assistance Centers
v. 2.0	D. Hoyt	5/3/2023	Grammatical, minor formatting, and punctuation corrections throughout.
v. 2.0	D. Hoyt	5/3/2023	Volunteer and Donations Annex: Updated for consistency with ESF 6 Annex updates.
v. 2.0	D. Hoyt	5/3/2023	Sec. 1.3.1, Hazard Analysis: Updated to reflect regular updates and to eliminate redundancy by referencing THIRA.
v. 2.0	D. Hoyt	5/3/2023	Added "Purpose" section to ESF #3 Appendices to better align with PDR.
v. 4.0	D. de Grazia D. Hoyt	10/2025	Added ESF 14, updated all annexes for consistency, and updated all ESF annexes to better align with current practices.
v. 4.2	D. Hoyt	10/31/2025	Updated all references to dispatch centers to NWCDS; and added information re. Buffalo Creek.
v. 4.3	D. Hoyt	01/09/2026	Updated personnel titles and plan/document lists in ESF annexes.

RECORD OF CONCURRENCE

The following list of signatures documents Village Department Heads concurrence and receipt of the 2025 Village of Wheeling Emergency Operations Plan. As needed, revisions will be submitted to the Village of Wheeling Emergency Management Agency.

Village Manager	_____	DATE
EMA Coordinator	_____	DATE
Director, Community Development	_____	DATE
Director, Economic Development	_____	DATE
Director, Finance Department	_____	DATE
Chief, Fire Department	_____	DATE
Assistant Village Manager/Director, Human Resources	_____	DATE
Director, Information Technology	_____	DATE
Chief, Police Department	_____	DATE
Deputy Village Manager/Director, Public Works Department	_____	Date

DISTRIBUTION LIST

Recipient	Date
Village Manager	
EMA Coordinator	
Community Development Director	
Economic Development Director	
Finance Director	
Fire Chief	
Human Resources Director	
Information Technology Director	
Police Chief	
Public Works Director	

TABLE OF CONTENTS

Letter of Promulgation	i
Approval and Implementation.....	ii
Record of Changes.....	iii
Record of Concurrence.....	iv
Distribution List.....	v
Table of Contents.....	vi
Section 1.0: Purpose, Scope, Situation and Assumptions.....	1
1.1 Purpose.....	1
1.2 Scope.....	1
1.3 Situation Overview	2
1.3.1 Hazard Analysis Summary	3
1.3.2 Capability Assessment.....	4
1.3.3 Mitigation Overview	5
1.4 Planning Assumptions.....	5
1.5 Whole Community Approach	6
Section 2.0: Concept of Operations	8
2.1 Goals, Priorities and Strategies.....	8
2.1.1 Operational Goals.....	8
2.1.2 Operational Priorities	8
2.1.3 Operational Strategies	8
2.2 Plan Activation	9
2.3 Declaring an Emergency.....	9
2.3.1 Local Emergency Proclamation	9
2.3.2 Proclamation of a State Emergency	10
2.4 Presidential Declarations.....	11
2.5 Emergency Management Response Levels.....	13
2.5.1 National Emergency.....	14
2.6 Sequence of Events During Disasters.....	14
2.6.1 Before Impact	15
2.6.2 Immediate Impact.....	15
2.6.3 Sustained Operations	17

2.6.4 Transition to Recovery	17
2.7 Continuity of Operations and Government	18
Section 3.0: Organization and Assignment of Responsibilities	19
3.1 Supporting Plan Development.....	20
3.2 Village Department / Allied Agency Emergency Operations Center Assignments.....	21
3.2.1 Director of Emergency Management.....	23
3.3 Organization of Emergency Management.....	23
3.3.1 Federal Emergency Support Functions	23
3.3.2 Illinois Emergency Support Functions.....	23
3.4 Role of Private Sector	24
3.4.1 Wheeling Residents	24
3.4.2 Populations with Access and Functional Needs.....	25
3.4.3 At-Risk Individuals.....	25
3.4.4 Businesses.....	26
3.4.5 Volunteer Organizations.....	27
3.4.6 Public-Private Partnerships	27
Section 4.0: Direction, Control and Coordination	28
4.1 Direction and Control Purpose.....	28
4.2 Coordination Purpose	28
4.3 Emergency Management System.....	28
4.3.1 Emergency Management System Organization Levels	28
4.3.2 Emergency Management System Functions.....	30
4.4 National Incident Management System	32
4.5 Planning Organization and Format.....	33
4.6 Logistics Support of Direction, Control, and Coordination.....	34
Section 5.0: Communications	35
5.1 Internal Communications	35
5.2 Notification and Warning.....	35
5.3 Non-Emergency External Communications	36
Section 6.0: Emergency Operations Policy Statement	37
Section 7.0: Preparedness, Training, Exercises and After-Action Reporting.....	38
7.1 Preparedness Planning	38

7.1.1 Community Preparedness and Awareness	38
7.1.2 Preparedness Actions	39
7.2 Readiness Training	39
7.3 Exercise and Evaluation	39
7.4 After-Action Reporting.....	40
Section 8.0: Plan Development and Maintenance.....	41
8.1 Plan Development and Maintenance Responsibility.....	41
8.2 Review and Updating.....	41
Appendix WH-1: Authorities and References.....	42
Federal	42
State.....	42
County	43
Local	43
Appendix WH-2: Acronyms & Glossary.....	44
Appendix WH-3: Tables and Figures.....	46
Figures.....	46
Tables.....	46
ESF #1: Transportation Annex.....	47
Overview	47
Purpose.....	47
Scope.....	47
Assumptions	48
Goals.....	48
Stakeholders	49
Emergency Support Function Primary Coordinator	49
Emergency Support Function Supporting Agencies and Departments.....	49
Private Partners.....	49
Regional Agencies.....	50
County Agencies	50
State Agencies.....	50
Federal Agencies	51
Concept of Operations	52

Mitigation	52
Preparedness	53
Prevention.....	54
Response.....	54
Plan Activation	55
Recovery	55
ESF #2: Communications Annex	56
Overview	56
Purpose	56
Scope.....	56
Assumptions	57
Goals.....	58
Stakeholders	59
Emergency Support Function Primary Coordinator	59
Emergency Support Function Supporting Agencies and Departments.....	59
Private Partners.....	60
County Agencies	61
State Agencies.....	61
Federal Agencies	61
Concept of Operations	62
Mitigation	62
Preparedness.....	63
Prevention.....	65
Response.....	65
Communications Operations.....	66
Plan Activation	67
Recovery	67
ESF #3: Public Works and Engineering Annex.....	68
Overview	68
Purpose	68
Scope.....	68
Assumptions	68

Goals.....	69
Stakeholders	71
Emergency Support Function Primary Coordinator	71
Emergency Support Function Supporting Agencies and Departments.....	71
Private Partners.....	72
Regional Agencies.....	72
County Agencies	73
State Agencies.....	73
Federal Agencies	73
Concept of Operations	74
Mitigation	74
Preparedness.....	75
Prevention.....	77
Response.....	78
Plan Activation.....	79
Recovery	79
ESF #3 Appendix 1: Debris Management.....	80
Purpose	80
Scope	80
Situation and Assumptions	80
Organization and Concept of Operations	80
Staff Development and Responsibilities.....	81
Contract and Cooperative Agreements.....	82
Site Selection.....	82
Debris Removal Priorities	83
Debris Classification	83
Estimating debris quantities	84
Debris Disposal and Reduction	86
Site Close-Out Procedures.....	86
Debris Management Actions	86
Weapons of Mass Destruction / Terrorism.....	87
ESF #3 Appendix 2: Damage Assessment.....	88

Purpose	88
Scope	88
Situation and assumptions.....	88
Organization and Concept of Operations	88
Staff Development and Responsibilities.....	91
Damage Assessment Actions.....	92
Plan Activation	92
ESF #4: Firefighting Annex.....	93
Overview	93
Purpose	93
Scope.....	93
Assumptions	93
Goals.....	94
Stakeholders	95
Emergency Support Function Primary Coordinator	95
Emergency Support Function Supporting Agencies and Departments.....	95
Private Partners.....	96
County / Regional Agencies.....	96
State Agencies.....	96
Federal Agencies	97
Concept of Operations	98
Mitigation	98
Preparedness.....	99
Prevention.....	101
Response.....	101
Plan Activation	102
Recovery	102
ESF #6: Mass Care Annex.....	103
Overview	103
Purpose.....	103
Scope.....	103
Assumptions	104

Goals.....	104
Stakeholders	105
Emergency Support Function Primary Coordinator	105
Emergency Support Function Supporting Agencies and Departments.....	105
Private Partners.....	106
Regional Partners	107
County Agencies	107
State Agencies.....	107
Federal Agencies	108
Concept of Operations	109
Mitigation	109
Preparedness.....	110
Prevention.....	111
Response.....	111
Reunification.....	113
Notification / Information Center (Family Assistance Center)	113
Commodity Distribution	114
Multi-Agency Resource Center (MARC)	114
Potential Shelter Locations.....	115
Plan Activation.....	116
Recovery	116
ESF #8: Public Health and Medical Annex.....	117
Overview	117
Purpose.....	117
Scope.....	117
Assumptions	118
Goals.....	119
Stakeholders	120
Emergency Support Function Primary Coordinator	120
Emergency Support Function Supporting Agencies and Departments.....	120
Private Partners.....	122
County / Regional Agencies.....	122

State Agencies.....	122
Federal Agencies	123
Concept of Operations	124
Mitigation	124
Preparedness.....	125
Prevention.....	126
Response.....	127
Plan Activation	128
Recovery	128
ESF #8 Appendix 1: Fatality Management	129
Purpose	129
Scope.....	129
Situation and Assumptions.....	129
Concept of Operations:	129
Notification & Activation	129
Direction & Control	130
Authorities and Limitations.....	130
Site Control.....	130
Victim Handling.....	130
Evidence Recovery & Tracking.....	131
Family / Next of Kin.....	131
Organization and Assignment of Responsibilities	132
Cook County Medical Examiner	132
ESF #9: Search and Rescue Annex.....	133
Overview	133
Purpose	133
Scope.....	133
Assumptions	134
Goals.....	134
Stakeholders	135
Emergency Support Function Primary Coordinators	135
Emergency Support Function Supporting Agencies and Departments.....	135

Private Partners.....	136
Regional / County Agencies.....	136
State Agencies.....	137
Federal Agencies	137
Concept of Operations	138
Mitigation	138
Preparedness.....	139
Prevention.....	141
Response.....	141
Plan Activation	142
Recovery	142
ESF #10: Oil and Hazardous Material Annex	143
Overview	143
Purpose	143
Scope	143
Assumptions	143
Goals.....	144
Stakeholders	145
Emergency Support Function Primary Coordinator	145
Emergency Support Function Supporting Agencies and Departments.....	145
Private Partners.....	146
Regional / County Agencies.....	147
State Agencies.....	147
Federal Agencies	148
Concept of Operations	149
Mitigation	150
Preparedness.....	150
Prevention.....	152
Response.....	152
Plan Activation	153
Recovery	154
ESF #11: Agriculture and Natural Resources Annex	155

Overview	155
Purpose	155
Scope	155
Assumptions	155
Goals.....	156
Stakeholders	157
Emergency Support Function Primary Coordinator	157
Emergency Support Function Supporting Agencies and Departments.....	157
Regional Agencies	158
County Agencies	158
State Agencies.....	159
Federal Agencies	159
Concept of Operations	160
Mitigation	160
Preparedness.....	161
Prevention.....	162
Response.....	162
Plan Activation.....	163
Recovery	163
ESF #12: Energy Annex.....	164
Overview	164
Purpose	164
Scope.....	164
Assumptions	164
Goals.....	165
Stakeholders	166
Emergency Support Function Primary Coordinator	166
Emergency Support Function Supporting Agencies and Departments.....	166
Private Partners.....	167
County Agencies	167
State Agencies.....	167
Federal Agencies	168

Concept of Operations	169
Mitigation	169
Preparedness.....	170
Prevention.....	171
Response.....	171
Plan Activation	172
Recovery	172
ESF #13: Public Safety and Security Annex.....	173
Overview	173
Purpose	173
Scope.....	173
Assumptions	173
Goals.....	174
Stakeholders	175
Emergency Support Function Primary Coordinator	175
Emergency Support Function Supporting Agencies and Departments.....	175
County / Regional Agencies.....	176
State Agencies.....	176
Federal Agencies	177
Concept of Operations	178
Mitigation	178
Preparedness.....	179
Prevention.....	180
Response.....	181
Plan Activation	182
Recovery	182
ESF #13 Appendix: Evacuation.....	183
Overview.....	183
Purpose	183
Scope	183
Assumptions.....	183
Concept of Operations.....	184

Stakeholders	184
Plan Activation	184
ESF #14: Cross-Sector Business and Infrastructure Annex	185
Overview	185
Purpose	185
Scope	185
Assumptions	186
Goals	186
Stakeholders	187
Emergency Support Function Primary Coordinator	187
Emergency Support Function Supporting Agencies and Departments	187
Local Partners	188
County / Regional Agencies	188
State Agencies	188
Federal Agencies	189
Concept of Operations	190
Mitigation	190
Preparedness	191
Prevention	192
Response	192
Plan Activation	193
Recovery	193
ESF #15: Warning and External Affairs Annex	194
Overview	194
Purpose	194
Scope	194
Assumptions	195
Goals	195
Stakeholders	196
Emergency Support Function Primary Coordinator	196
Emergency Support Function Supporting Agencies and Departments	196
Private Partners	197

County / Regional Agencies.....	198
State Agencies.....	198
Federal Agencies	198
Concept of Operations	199
Mitigation	199
Preparedness.....	200
Prevention.....	201
Response.....	201
Warning Modes.....	202
Plan Activation.....	203
Recovery	203
Functional Annex: Alert and Warning	204
Overview	204
Purpose.....	204
Assumptions	205
Implementation Triggers	205
Constructing Emergency Messages.....	206
Message Contents	206
Message Style.....	206
Message Contents and Order	206
Integrated Public Alert and Warning System (iPAWS).....	207
Emergency Alert System (EAS).....	208
Wireless Emergency Alerts (WEA).....	208
Citizen-Alert.org.....	209
Regional System Default Settings.....	210
Pre-loaded Shape Files	210
Citizen Emergency Notification	211
Out-of-Region Notifications.....	211
Social Media	212
Websites	212
Physical Notification Systems.....	214
Posting Locations.....	214

Door-to-Door	214
Sirens	214
Appendix 1: Characteristics of Emergency Message Dissemination Channels	215
Functional Annex: Volunteer & Donations Management.....	217
Overview	217
Purpose	217
Scope.....	217
Assumptions	217
Implementation Triggers	218
Concept of Operations	219
Volunteer Management.....	219
Donations Management	222
Section Annex: Management.....	225
Overview	225
Purpose	225
Scope.....	225
Assumptions	225
Concept of Operations	226
Director of Emergency Management.....	226
Legal Affairs Officer.....	226
Public Information Officer.....	227
Liaison Officer	227
Safety and Security Officer	227
EOC Coordinator.....	228
EOC Location.....	228
Section Annex: Finance and Administration	229
Overview	229
Purpose	229
Scope.....	229
Assumptions	229
Concept of Operation	230
Recovery Documentation	230

Expenditure Tracking	230
Eligible Expenses	230
Recordkeeping Requirements	230
Section Annex: Logistics and Resource Management	232
Overview	232
Purpose	232
Scope	232
Assumptions	232
Concept of Operation	233
Logistics & Resource Management Section activation	233
Resource Priorities	233
Resource Requests	234
Mutual Aid	236
Mutual Aid Coordination	236
Section Annex: Operations	239
Overview	239
Purpose	239
Scope	239
Assumptions	239
Concept of Operations	240
Operations Section Chief	240
Emergency Support Functions	240
Section Annex: Planning	242
Overview	242
Purpose	242
Scope	242
Assumptions	242
Concept of Operations	243
Situation Status	243
Action Planning	244
Documentation	244
Advance Planning	245

Emergency Operations Center Reporting.....	245
Emergency Operations Center Reporting Systems.....	245
Technical Specialists.....	246
Hazard Specific Annex: Hazardous Weather.....	247
Overview	247
Purpose	247
Scope.....	247
Assumptions	247
Goals.....	248
Organization	248
Concept of Operations	249
Activation of the Emergency Operations Center.....	249
Spotter Activation.....	250
Emergency and Government Services.....	250
Village Employees.....	250
General Public	250
Reporting Criteria.....	250
Methods of Warning	251
Weather Alert Radios.....	251
Outdoor Sirens.....	251
Broadcast Media.....	251
Social Media.....	251
Notification of Local Officials	252
Warning Special Facilities and Populations.....	252
Public Address Notifications	252
Preparedness and Mitigation.....	252
Recovery	253

SECTION 1.0: PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

1.1 PURPOSE

The purpose of the Village of Wheeling Emergency Operations Plan (EOP) is to provide the basis for a coordinated response before, during and after a disaster incident affecting the Village of Wheeling.

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

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

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

1.2 SCOPE

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

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

Incorporating the Federal Emergency Management Agency Comprehensive Preparedness Guide 101v. 2 and State of Illinois EOP best practices, in addition to the County's EOP, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of the National Incident Management System for the Village. The Village EOP is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the

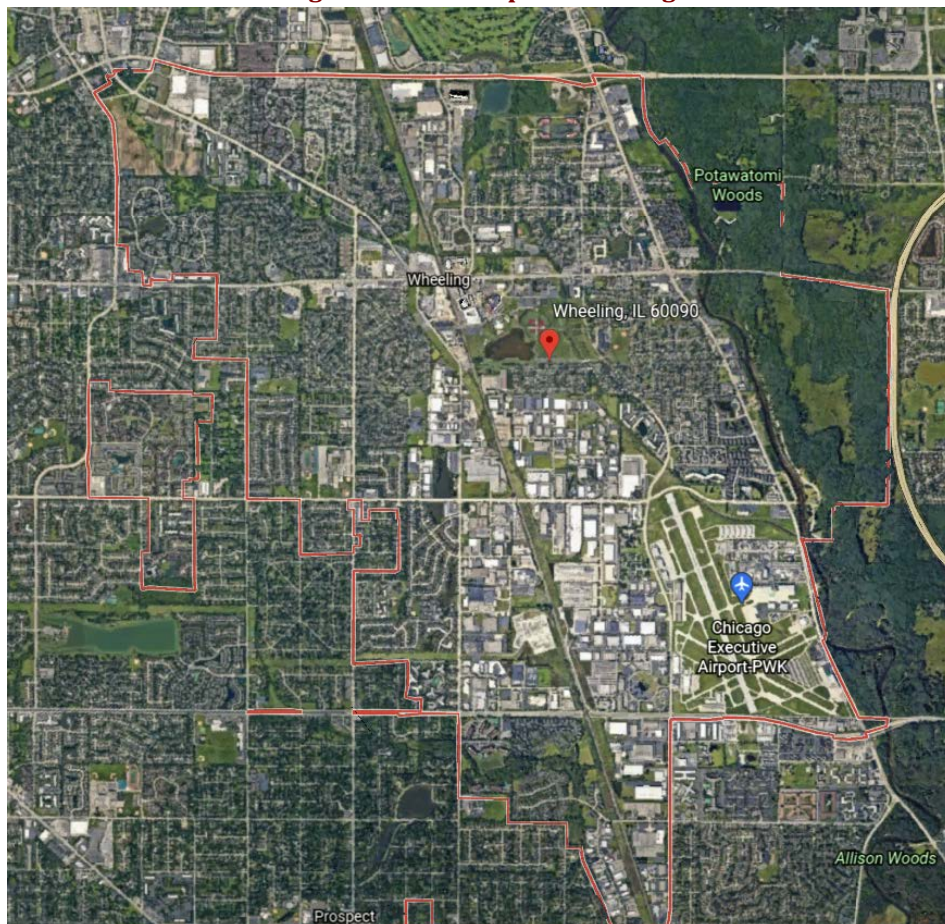
Village of Wheeling and its jurisdictions, as well as special districts, utilities, major businesses, non-profit agencies, community groups, state agencies, and federal agencies. Emergency operations in the Village of Wheeling will be coordinated through the structure of the EOC. This plan will be used in coordination with the *County Emergency Operations Plan*, *State Emergency Operations Plan* and the *National Planning Frameworks*.

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

1.3 SITUATION OVERVIEW

This chapter describes a number of potential hazards that could affect the Village of Wheeling, which would warrant the activation of the Emergency Management Organization. The map provided in *Figure 1 - Base Map of Wheeling*, details the Village of Wheeling. Additional maps are stored in the EOC and are available by request.

Figure 1 - Base Map of Wheeling



1.3.1 HAZARD ANALYSIS SUMMARY

In 2014, the Cook County's Department of Homeland Security and Emergency Management and a consortium of community stakeholders worked to complete the Cook County Multi-Jurisdictional Hazard Mitigation Plan, which included the Village of Wheeling. The purpose of this analysis was to identify and discuss the natural hazards confronting the communities and the mitigation efforts that have taken place or are underway that might address those threats. For more in-depth details, please refer to the [Cook County Multi-Jurisdictional Hazard Mitigation Plan](#).

The Village of Wheeling is exposed to many different hazards, all of which have the potential to threaten the health, safety and welfare of the population. These hazards can be classified as natural, technological, and manmade. They have the potential to cause deaths, injuries, property damage and major disruption to the village. In 2019, Wheeling updated the Village's hazard analysis using prior hazard vulnerability assessment information and providing contextual impact assessments to those hazards using IEMA's threat tool, which is based on FEMA's CPG 201 Threat and Hazard Identification and Risk Assessment (THIRA) guidance. This analysis addressed both the significance of each of these hazards, as well as their expected frequency of occurrence. The completed CPG is saved on the Share drive within the Village of Wheeling's network. This analysis identifies hazards that could affect this jurisdiction in a significant manner.

The estimated population of the Village of Wheeling in 2020 was 38,553. The Village covers approximately 9 square miles and is located approximately 23 miles northwest of downtown Chicago in Cook County, the largest county in Illinois. Five state and U.S. roads are included in its boundaries, and each of those roads gives easy access to the Interstate Road system in all four directions. Wheeling is home to Chicago Executive Airport which is the fourth busiest airport in Illinois. In addition, O'Hare International Airport is located within 20 minutes' driving time. There are 135 miles of roadway within the Village limits. This includes U.S. routes, state routes, county roads, township roads and Village streets.

Wheeling is a key station and commuter stop for the Metra Railroad. There are several parking lots located within the Village to accommodate both Wheeling residents as well as hundreds of commuters from nearby communities who choose to avail themselves of the services of Wheeling's railroad station. Wheeling also has a Canadian National rail line dissecting its jurisdiction.

There are several small lakes and ponds, and the Des Plaines River and the Buffalo Creek meander through its boundaries. Wheeling has 13 grammar schools, one high school, and National Louis University. Recreational areas include 3 public pools, 9 public parks and 1 golf course. A United States Postal Service distribution center is also located in Wheeling, as well as a regional distribution center for the United States Parcel Service.

Wheeling has condominiums, town homes, and single-family residences that range in price from approximately \$100,000 to \$600,000. Numerous apartment buildings add to the housing capabilities in the area. The tallest building in the Village is the Westin Northshore Hotel at seventeen (17) stories.

There is a downtown area, which has undergone significant re-development, numerous smaller strip-shopping areas can also be found here.

By its location in Cook County, the Village finds itself in danger of air attack, as well as terrorist activity, since all of Cook County is at risk of such dangers. There are also two facilities that contract with the federal government that are close to critical infrastructure.

The Village is situated in a location that could render it vulnerable to an earthquake, ice or winter storm, tornadoes, hazardous materials release, air traffic incidents, and civil disorder.

The overflow of water from the banks of Buffalo Creek and the Des Plaines River occasionally causes flooding of homes and businesses, and much of the Village's area is in the inundation area in the event of a catastrophic failure of the Buffalo Creek Dam near Buffalo Grove.

Wheeling is at risk of air traffic accidents, railroad accidents, and roadway accidents. Hazardous material passes through the village daily. Many manufacturing plants in the village use hazardous materials, and many other facilities store such materials. Consequently, Hazardous Materials (HazMat) incidents are a constant threat.

As with most urban areas, there are other hazards that are of concern. These include civil disorder, power failure, winter storms, building collapse, fire and explosion, natural gas and gasoline shortages, a failure of the sewer system, mass food poisoning, and contamination of, or loss of, the water supply.

Statistics contained within this plan are gathered from a variety of sources, including the US Census Bureau, Cook County governmental offices, State of Illinois offices, and other trustworthy sources.

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

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

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

1.3.2 CAPABILITY ASSESSMENT

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or

weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the Wheeling Emergency Management Agency has the capabilities to perform the necessary emergency response duties outlined in this EOP.

The Village of Wheeling has completed and is developing the following to increase the Village's capabilities:

- Development of Village of Wheeling Hazard Annex to the Cook County Local Hazard Mitigation Plan.
- Development of a multiyear Integrated Preparedness Plan.
- Development of a Continuity of Operations Plan.
- Development of a Hazard-specific Severe Weather Annex.

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

1.3.3 MITIGATION OVERVIEW

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

1.4 PLANNING ASSUMPTIONS

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

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the Village of Wheeling.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that in many cases a Unified Command be implemented by responding agencies and expanded as the situation dictates.

- The Village of Wheeling is primarily responsible for emergency actions within the Village boundaries and will commit all available resources to save lives, minimize injury to persons, and minimize property damage.
- Large-scale emergencies and/or disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and/or disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and/or disasters may generate widespread media and public interest. The media is a partner in large-scale emergencies and/or disasters; this relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and/or emergencies, all strategic decisions must consider each of these consequences.
- Disasters and/or emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan and with the National Incident Management System.

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

1.5 WHOLE COMMUNITY APPROACH

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

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

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

Community Resiliency Consists of Three Key Factors:

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

Focusing on enhancing all three of these components constantly improves village and the surrounding region's resiliency.

SECTION 2.0: CONCEPT OF OPERATIONS

2.1 GOALS, PRIORITIES AND STRATEGIES

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

2.1.1 OPERATIONAL GOALS

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

- Mitigate hazards.
- Meet basic human needs.
- Address needs of the people with access and functional needs.
- Restore essential services.
- Support community and economic recovery.

2.1.2 OPERATIONAL PRIORITIES

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

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

2.1.3 OPERATIONAL STRATEGIES

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

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

- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

2.2 PLAN ACTIVATION

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

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

2.3 DECLARING AN EMERGENCY

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

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

2.3.1 LOCAL EMERGENCY PROCLAMATION

A Local Emergency may be recommended by the Director of Emergency Management (Village Manager) or their designee (Fire Chief). Upon the proclamation of a local emergency, a letter is forwarded through Cook County to IEMA.

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

The governing body must review the need to continue the proclamation at least every thirty (30) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. A Proclamation is normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the Village of Wheeling, caused by natural, technological or human-caused situations.

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

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

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

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

2.3.2 PROCLAMATION OF A STATE EMERGENCY

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

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of Illinois within the designated area.

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

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

2.4 PRESIDENTIAL DECLARATIONS

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

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

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

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

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in ***Figure 2 – Response Phase Sequence of Events.***

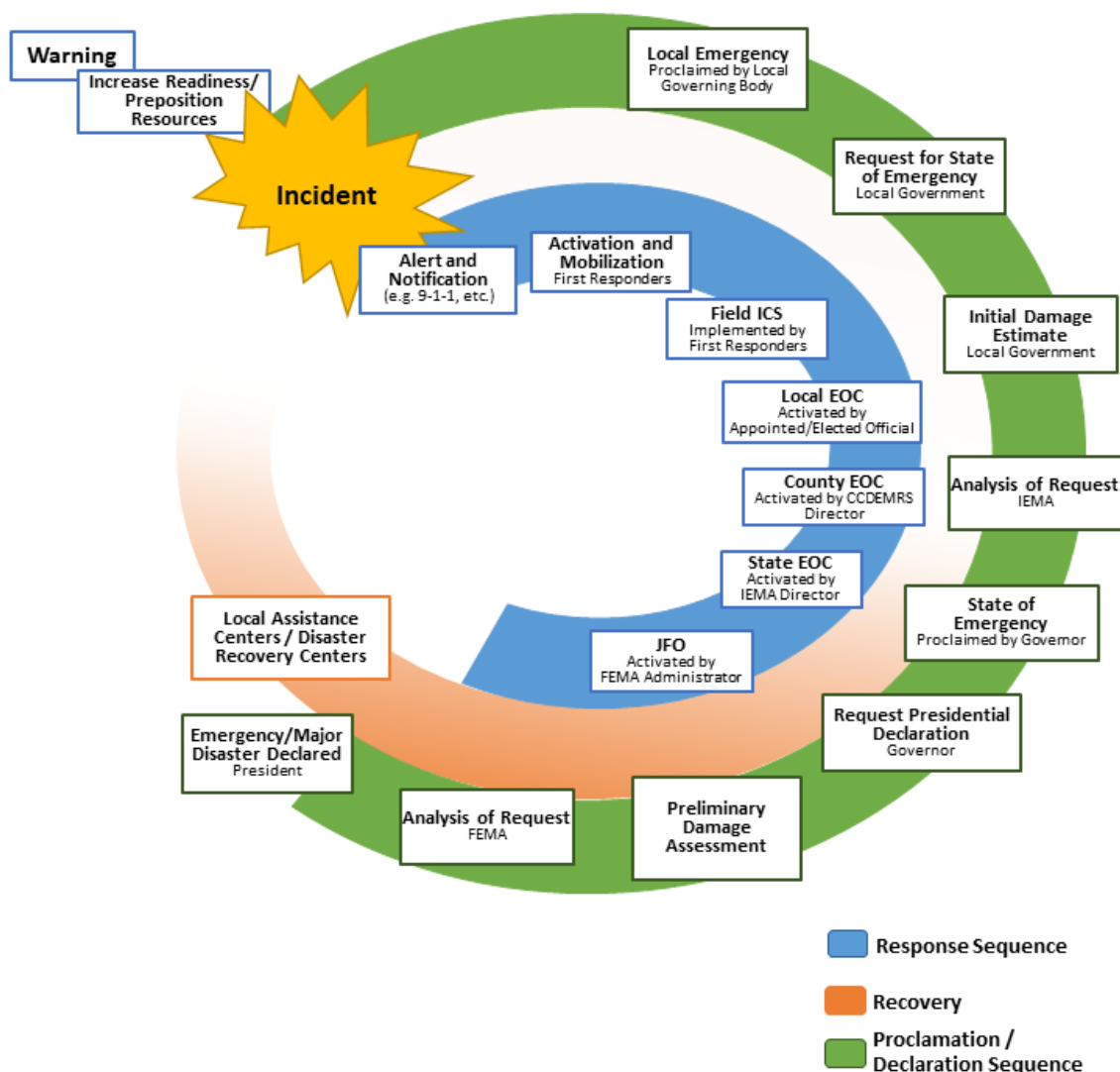


Figure 2 - Response Phase Sequence of Events

2.5 EMERGENCY MANAGEMENT RESPONSE LEVELS

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

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

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

Table 1 - EOC Activation Levels

2.5.1 NATIONAL EMERGENCY

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

2.6 SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.6.1 BEFORE IMPACT

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

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

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

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

2.6.2 IMMEDIATE IMPACT

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

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

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

Incident Response: Immediate response is accomplished within the Village by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and

multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

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

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

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

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

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

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

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact.

- The State Operations Center may also be activated independently of a Regional EOC to continuously monitor emergency conditions.

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

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

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

2.6.3 SUSTAINED OPERATIONS

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

2.6.4 TRANSITION TO RECOVERY

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, Local Assistance Centers and/or Disaster Recovery Centers are opened and hazard mitigation surveys are performed.

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

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

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

2.7 CONTINUITY OF OPERATIONS AND GOVERNMENT

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

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

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

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

For additional information regarding the Village of Wheeling Continuity of Operations and Continuity of Government, refer to the *Village of Wheeling COOP / COG Plan*.

SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

For the Village of Wheeling, this basic plan establishes the operational organization that is relied on to respond to an emergency in the EOC. This plan includes a list of the kinds of tasks to be performed, by position and organization.

The Village of Wheeling uses the National Incident Management System and an Incident Command-like structure in the EOC (see [Wheeling EOC Organization Chart Figure 3](#)). The Village elected to adopt the Federal Emergency Support Functions, in their operational element, in order to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners. Specific functional and/or hazard specific responsibilities are detailed in that support, emergency function or hazard specific annexes. Each of the sections in this organizational chart also maintain EOC positional checklists and guidance that are stored in the EOC.



Figure 3 - Wheeling EOC Organization Chart

3.1 SUPPORTING PLAN DEVELOPMENT

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

Elements to be addressed in Standard Operating Procedures are:

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

3.2 VILLAGE DEPARTMENT / ALLIED AGENCY EMERGENCY OPERATIONS CENTER ASSIGNMENTS

In the event of an EOC activation, each Village department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the [Responsibility Matrix \(Table 2\)](#) on the following page for Primary and Support roles for each Village department or organization. Each annex identifies which department representative is responsible for reporting to the EOC.

	Village of Wheeling										Outside Agencies											
Functional Responsibilities		Village Manager's Office	Community Development	Economic Development	Emergency Management	Fire Department	Finance Department	Information Technology	Police Department	Public Works	American Red Cross	ComEd	Cook County Department of Public Health	Cook County Medical Examiner's Office	Metropolitan Water Reclamation District of Greater Chicago	Nicor	Northwest Central Dispatch System	Northwest Water Commission	Saint Francis Hospital	Salvation Army	Solid Waste Agency of Northern Cook County	
	ESF 1 - Transportation									P												
	ESF 2 - Communications				S	S		P	S	S							S					
	ESF 3 - Public Works & Engineering		S							P					S			S			S	
	ESF 4 - Firefighting					P											S					
	ESF 6 - Mass Care				P	S			S	S	S									S		
	ESF 8 - Public Health & Medical		S			P			S	S			S	S					S			
	ESF 9 – Search & Rescue		S			P		S	P	S							S					
	ESF10 - Oil & Hazmat		S			P		S	S	S							S					
	ESF 11 - Ag & Natural Resources		S						S	P					S			S				
	ESF 12 - Energy	P				S				S		S				S						
	ESF 13 - Public Safety & Security					S			P	S							S					
	ESF14 Cross-Sector Business and Infrastructure		P	S						S												
	ESF 15 - Warning and External Affairs	P				S		S	S	S							S					
	P=Primary S=Support																					

Table 2 - Emergency Support Function Responsibility Matrix

3.2.1 DIRECTOR OF EMERGENCY MANAGEMENT

As defined by the Village of Wheeling Municipal Code (Chapter 2.32, Article 27, Section 2-501), the Village Manager is the Director of Emergency Management and also serves as the EOC Director. If the Director is unavailable, the Manager's designee will assume the role.

Within the Village of Wheeling government organization, the Village Manager is responsible to the corporate authorities for the Village's Emergency Management program and has the authority to implement the program goals. The Village Manager has delegated this responsibility to the Fire Chief. The Village has taken the necessary steps and has directed the Fire Chief to perform the overall emergency management program coordination and day-to-day emergency management functions and activities.

3.3 ORGANIZATION OF EMERGENCY MANAGEMENT

As described previously in Section 3.0, the Village of Wheeling prescribes to the following functions:

3.3.1 FEDERAL EMERGENCY SUPPORT FUNCTIONS

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

3.3.2 ILLINOIS EMERGENCY SUPPORT FUNCTIONS

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

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

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

Table 3 - Federal ESF / State ESF Comparison

3.4 ROLE OF PRIVATE SECTOR

3.4.1 WHEELING RESIDENTS

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

Many residents join disaster volunteer programs such as Citizens on Patrol and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family and their community and reduce demands on first responders.

3.4.2 POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

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

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

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

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

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

3.4.3 AT-RISK INDIVIDUALS

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

- Homeless.
- Without transportation.
- Out of hearing range of community alert sirens / systems.
- Without radio or television to know they need to take action.

- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.
- Limited in their understanding of English.
- Geographically or culturally isolated.

3.4.4 BUSINESSES

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

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

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

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

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shutdown procedures.
- A company command post.
- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

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

3.4.5 VOLUNTEER ORGANIZATIONS

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

- American Red Cross
- Salvation Army
- Wheeling Emergency Management Agency

3.4.6 PUBLIC-PRIVATE PARTNERSHIPS

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

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

SECTION 4.0: DIRECTION, CONTROL AND COORDINATION

4.1 DIRECTION AND CONTROL PURPOSE

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

4.2 COORDINATION PURPOSE

The Village of Wheeling EOC will coordinate resource requests from the field and other jurisdictions within the Village. If requests exceed the supply, the EOC will provide resources based on established priorities.

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

4.3 EMERGENCY MANAGEMENT SYSTEM

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

4.3.1 EMERGENCY MANAGEMENT SYSTEM ORGANIZATION LEVELS

There are five Emergency Management System organizational levels, as illustrated in [Figure 4 - Emergency Management System Operation Levels](#).

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

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

Region – The Regional Level manages and coordinates information and resources among Counties within the region and also between the County and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. Illinois is divided into eight regions. The Regional Level operates out of the Regional EOC. **See Figure 9 – Illinois Emergency Management Agency Regions**

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

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

Field – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat. Field operations are the responsibility of the on-scene Incident Commander as determined by their standard operating procedures. On-scene Incident Command will establish an incident command post to coordinate information to and from the EOC.

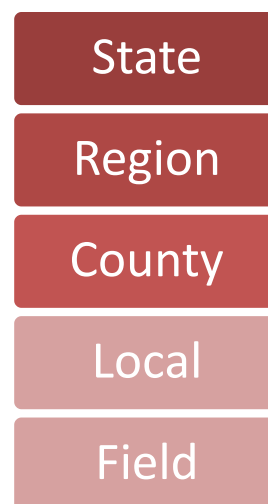


Figure 4 - Emergency Management System Operation Levels

4.3.2 EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Emergency Management System requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in **Figure 5 - Emergency Management System Functions.**

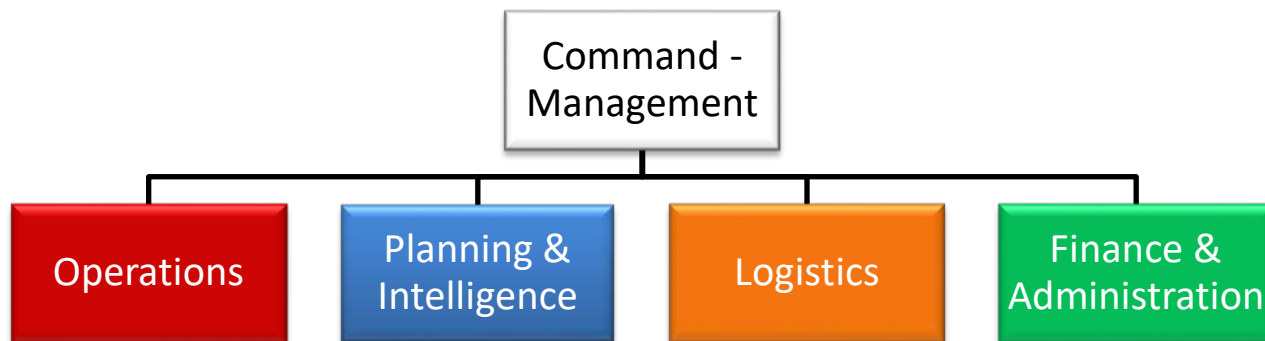


Figure 5 - Emergency Management System Functions

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

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

Operations: Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the EOC,

the Operations Section Coordinator / Chief manages functional coordinators who share information and decisions about discipline-specific operations.

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

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

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

The field and EOC functions are further illustrated in **Table 4 - Comparison of Field and Emergency Operations Center Functions.**

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

Table 4 - Comparison of Field and EOC Functions

4.4 NATIONAL INCIDENT MANAGEMENT SYSTEM

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

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

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and

recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

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

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

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

4.5 PLANNING ORGANIZATION AND FORMAT

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

Basic Plan

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

Section Annexes

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

Emergency Support Function Annexes

The ESF Executive Summaries identify the ESF coordinator(s) and the primary support agencies for each function, which are activated as required by the needs of the incident within the Operations Section. The ESF Executive Summaries outline expected mission execution for each emergency phase and identify tasks and plans assigned to members of the ESF. An ESF annex can be a culmination of Plans, Standard Operating Guidelines/ Procedures (SOPs/SOGs) and/or Field Operations Guide (FOGs).

Support Annexes

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

Hazard, Incident, or Threat Specific Annexes

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

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

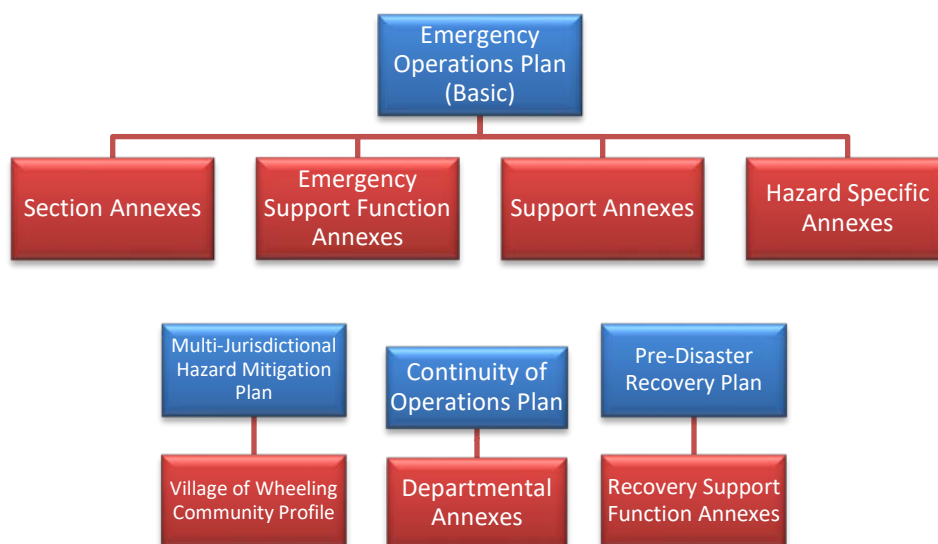


Figure 6 - Plans Relational Structure

4.6 LOGISTICS SUPPORT OF DIRECTION, CONTROL, AND COORDINATION

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

SECTION 5.0: COMMUNICATIONS

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

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

5.1 INTERNAL COMMUNICATIONS

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

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

5.2 NOTIFICATION AND WARNING

In addition to an effective communications capability, government must have an effective means to provide warning alerts to the population impacted or at risk as the result of an emergency. There are two alert and warning systems designed to provide Village residents with emergency warning information. These systems are the Emergency Alert System (EAS) and the Everbridge Alert System. Police and Fire may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems. These systems allow for the rapid alert of a large segment of the population, which would otherwise go unwarned. The use of these systems is possible through registered administrators of the system as well as through the Northwest Central Dispatch System. Reference ***ESF #15: Warning and External Affairs Annex*** and ***Alert and Warning Functional Annex*** for more information.

5.3 NON-EMERGENCY EXTERNAL COMMUNICATIONS

During an incident, the Village EOC expects that a high volume of calls for the public seeking incident related information will be placed to 9-1-1 and the Village EOC. The Village will place information on its website, utilize social media and work with news media to provide an outlet of information to the public in an effort to relieve call influx to 9-1-1 systems. EOC personnel can provide incident related information to the inquiring public that is provided by the Village of Wheeling Public Information Officer. It is essential that auxiliary Village call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

SECTION 6.0: EMERGENCY OPERATIONS POLICY STATEMENT

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

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

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

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

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

SECTION 7.0: PREPAREDNESS, TRAINING, EXERCISES AND AFTER-ACTION REPORTING

7.1 PREPAREDNESS PLANNING

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

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

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

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

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

7.1.1 COMMUNITY PREPAREDNESS AND AWARENESS

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

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

7.1.2 PREPAREDNESS ACTIONS

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

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

7.2 READINESS TRAINING

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

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

7.3 EXERCISE AND EVALUATION

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

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

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

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

- Drills.
- Seminars (Workshops).
- Tabletop Exercises.
- Functional Exercises.
- Full Scale Exercises.

7.4 AFTER-ACTION REPORTING

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

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

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

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

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

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

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

SECTION 8.0: PLAN DEVELOPMENT AND MAINTENANCE

This section of the Village of Wheeling EOP discusses the overall approach plan development and maintenance responsibilities.

8.1 PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITY

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

8.2 REVIEW AND UPDATING

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

Elements of this plan may also be modified by the Village of Wheeling Emergency Management Agency any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable. These documents are included in the regular cycle of training, evaluating, reviewing, and updating as discussed in this section.

APPENDIX WH-1: AUTHORITIES AND REFERENCES

FEDERAL

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction
- Public Law 280
- Comprehensive Preparedness Guide 101 – Developing and Maintaining Emergency Operations Plans, May 2025
- Comprehensive Preparedness Guide 201 – Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, May 2018
- National Preparedness Goal, September 2015
- National Preparedness System, November 2011
- National Incident Management System, October 2017
- NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs, 2016
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, December 2011
- The Americans with Disabilities Act of 1990
- Distribution Management Plan Guide, January 2022

STATE

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

- Illinois Emergency Operations Plan
- Illinois Disaster Recovery Plan

COUNTY

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

LOCAL

- Village of Wheeling Municipal Code, Chapter 2.32 - EMERGENCY AND DISASTER MANAGEMENT
 - o 2.32.10 - Definitions.
 - o 2.32.20 - National Incident Management System (NIMS).
 - o 2.32.30 - Emergency management coordinator (EMC).
 - o 2.32.40 - Emergency operations center (EOC).
 - o 2.32.50 - Declaration of state of emergency.

APPENDIX WH-2: ACRONYMS & GLOSSARY

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

LEPC	Local Emergency Planning Committee (Hazardous Materials)
MABAS	Mutual Aid Box Alarm System (Fire / Rescue mutual aid system)
MARC	Multi-Agency Resource Center
MCM	Medical Countermeasures
MWRD	Metropolitan Water Reclamation District of Greater Chicago
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIPAS	Northern Illinois Police Alarm System (Regional police special operations group)
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWC	Northwest Water Commission
NWCDS	Northwest Central Dispatch System
NWMC	Northwest Municipal Conference (Public Works mutual aid)
NWS	National Weather Service
OPS	Operations (Incident Command section)
PA	Public Address
PIO	Public Information Officer
POD	Point of Dispensing
PPD	Presidential Policy Directive
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
SAR	Search and Rescue
SCIP	Statewide Communications Interoperability Plan
SIEC	Statewide Interoperability Executive Committee
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SPR	Stakeholder Preparedness Review
SWANCC	Solid Waste Agency of Northern Cook County
THIRA	Threat and Hazard Identification and Risk Assessment
TICP	Tactical Interoperability Communications Plan
TRT	Technical Rescue Team
TTY	Teletypewriter
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USEPA	United States Environment Protection Agency
VOW	Village of Wheeling
VHF	Very High Frequency
WMD	Weapon of Mass Destruction

APPENDIX WH-3: TABLES AND FIGURES

FIGURES

Figure 1 - Base Map of Wheeling.....	2
Figure 2 - Response Phase Sequence of Events	13
Figure 3 - Wheeling EOC Organization Chart.....	20
Figure 4 - Emergency Management System Operation Levels	29
Figure 5 - Emergency Management System Functions.....	30
Figure 6 - Plans Relational Structure	34
Figure 7 – iPAWS Architecture	207
Figure 8 - Flow of Requests and Resources	235
Figure 9 - Illinois Emergency Management Agency Regions	236
Figure 10 - Discipline Specific Resource Request Flow	238

TABLES

Table 1 - EOC Activation Levels.....	14
Table 2 - Emergency Support Function Responsibility Matrix.....	22
Table 3 - Federal ESF / State ESF Comparison.....	24
Table 4 - Comparison of Field and EOC Functions.....	32

ESF #1: TRANSPORTATION ANNEX

OVERVIEW

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

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

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

PURPOSE

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

SCOPE

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

- Provides an overview of the Transportation system.
- Identifies the legal basis for the ESF #1 Annex and the emergency management activities of ESF #1 stakeholders.

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

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

ASSUMPTIONS

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

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

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with transportation for the Village of Wheeling the following department head has been identified as the primary coordinator:

- **Village of Wheeling Public Works Director**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Public Works Department**

Department / Agency	Division / Group	Responsibility
Public Works Department	All	• Coordinate the development of transportation policies. • Coordinate the development of transportation agreements. • Coordinate the acquisition of transportation resources in the event of an emergency or disaster.

PRIVATE PARTNERS

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

- Pace Bus
- Metra
- Canadian National

REGIONAL AGENCIES

ESF #1 agencies will also need to coordinate with other regional agencies whose jurisdictions overlap the Village of Wheeling. The role of these regional agencies will depend on the specific nature of the emergency, and whether the incident affects streets, highways, buildings or grounds that are under the control or jurisdiction of those agencies. Regional agencies may also provide or assist in acquiring additional transportation resources. The ESF #1 coordinator may need to coordinate with one or more of the following regional agencies:

- School District 21 & 214
- American Red Cross
- Wheeling Park District
- Wheeling Township Road District

COUNTY AGENCIES

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

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

STATE AGENCIES

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

- Illinois Emergency Management Agency
- Illinois Department of Transportation – Division of Aeronautics
- Illinois Department of Transportation – Division of Local Roads

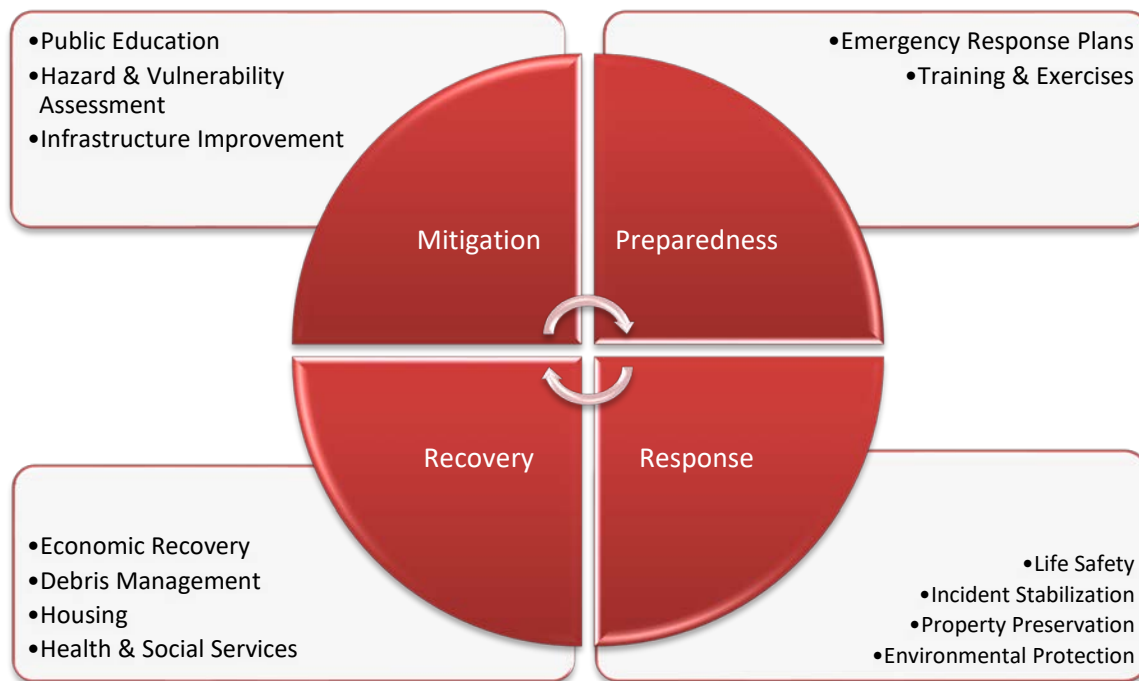
FEDERAL AGENCIES

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

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- U.S. Department of Transportation
- National Transportation Safety Board
- Federal Aviation Administration

CONCEPT OF OPERATIONS

ESF #1 is responsible for the areas of transportation including railways, roadways, buses, and aircraft and coordinating with any transportation liaisons that may have a role in the emergency operations. This section describes the ESF #1 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each of the four phases of emergency management.



MITIGATION

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
<i>Airport Security Program and Action Plan for Chicago Executive Airport (Version 6.1)</i>	Ensure the highest level of protection for both aircraft and users: protect against criminal violence and aircraft privacy	Response	Chicago Executive Airport / Village of Wheeling	Internal Server	10/2024

PREVENTION

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

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

RESPONSE

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

- Provides subject matter recommendations and guidance involving its members.

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

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

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

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #1 include:

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

ESF #2: COMMUNICATIONS ANNEX

OVERVIEW

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

PURPOSE

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

SCOPE

Emergency Support Function #2 Communications supports the restoration and protection of critical communications and information technology systems necessary for emergency response, continuity of operations, and public safety. This includes municipal and regional communication networks, dispatch and 9-1-1 centers, radio systems, broadband and fiber networks, cellular infrastructure, and other public and private communications systems essential to maintaining situational awareness, operational coordination, and delivering mission critical services. ESF #2 addresses incidents and events that may disrupt, degrade, or overwhelm communications and information technology capabilities. The following are responsibilities of ESF #2:

- Provides emergency communications, which consists of the technical means and modes required to provide and maintain interoperable communications in an incident area.
- Supports the establishment of the basic public safety communications infrastructure and assists in the support and recovery of the commercial telecommunications infrastructure.
- Coordinates the provisioning of priority and other telecommunications services at incident support facilities, provides capabilities and services to aid response, short-term recovery operations, and ensures a smooth transition to long-term recovery efforts.
- Facilitates the delivery of mission critical information to maintain situational awareness for emergency management decision makers and support elements.
- Maintains information technology infrastructure and support to sustain emergency response as well as maintain mission-critical operations (such as SCADA, access control, etc.).
- Coordinates efforts to ensure interoperable and redundant communication between local governments, support agencies, nongovernmental organizations, and private sector partners.

- Managing the response and restoration from cybersecurity incidents.
- Develops and maintains a communications common operating picture.
- Coordinates and deconflicts incident communications issues.

ASSUMPTIONS

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

- Regular communications issues will be handled through logistics in the event of an EOC activation.
- Natural disasters and intentional acts, such as terrorism or active shooter events may damage or overload critical communications infrastructure resulting in the need to engage ESF #2 stakeholders.
- Communications is the transfer of information across a wide spectrum of technologies including radio, telephone, satellite and internet.
- Communications covers both the public emergency need for communications as well as the re-establishment of private communications systems within the community.
- The Village of Wheeling has developed a robust I.T. Department which handles the communications infrastructure for all Village facilities.
- In the event of a cyber incident, legal and insurance processes may prescribe specific methods for conducting response and recovery operations, including communication with external partners.
- Emergency radio communications infrastructure is maintained by Northwest Central Dispatch System (NWCDS).
- Routine communications for local emergencies are coordinated through NWCDS for both dispatching services as well as through NWCDS hardware.
- In the event that NWCDS could no longer function, their operations would continue to be handled through automatic agreements with other dispatch centers.
- Under certain conditions, outside agencies or third-party organizations would have primary responsibility for response to incidents involving communications or information technology, and Village resources would assume a support role.
- Technical failures or dependencies within municipal, private-sector, or regional communications networks can hinder municipal operations.
- There are few options to influence the priority of system restoration when there are regional or national communications outages.
- Governmental and private sector communications resources are available through mutual aid.
- Managed Service Providers (MSPs) may have their own response protocols and priorities which may impact ESF #2 operations in the event of an emergency or disaster.
- The Village Continuity of Operations Plan identifies the redundant systems that would be implemented in the event of a communications outage.

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with communications for the Village of Wheeling the following department head has been identified as the primary coordinator:

- **Village of Wheeling Information Technology Director**

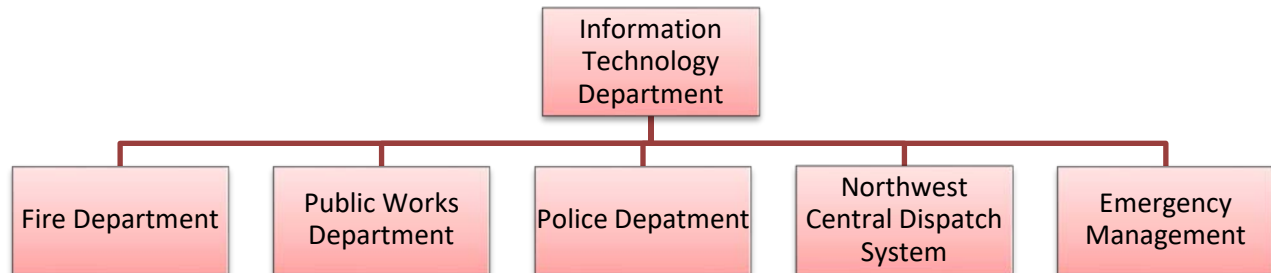
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Information Technology Department**
- **Village of Wheeling Fire Department**
- **Village of Wheeling Emergency Management Agency**
- **Village of Wheeling Public Works Department**
- **Village of Wheeling Police Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Information Technology	All	• Maintain the Village network and telecommunications systems. • Maintain redundant network and telecommunications systems. • Provides security to communications functions.
Fire Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Emergency Management	All	• Coordinate communications between IT and NWCDS. • Maintain communications in the EOC.
Public Works Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.
Police Department	All	• Coordinate the development of communications policies. • Maintain communications equipment.

Northwest Central Dispatch System	All	• Serve as the primary public safety answering point. • Serve as the primary police and fire dispatching. • Provide fire alarm monitoring. • Provide pump station alarm monitoring • Physical equipment and software maintenance for communications equipment. • Coordinate the development of communications policies and procedures.
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PRIVATE PARTNERS

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

- Peerless
- Granite
- AT&T
- Comcast
- Verizon Wireless
- FirstNet
- Managed Service Providers
- Center for Internet Security (CIS), Multi-State Information Sharing and Analysis Center (MS-ISAC)
- Government Management Information Systems (GMIS) Illinois

COUNTY AGENCIES

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

- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff's Department
- Cook County Department of Transportation and Highways
- Cook County Forest Preserve District
- Lake County Emergency Management Agency

STATE AGENCIES

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

- Illinois Emergency Management Agency and Office of Homeland Security
- Illinois Department of Information Technology

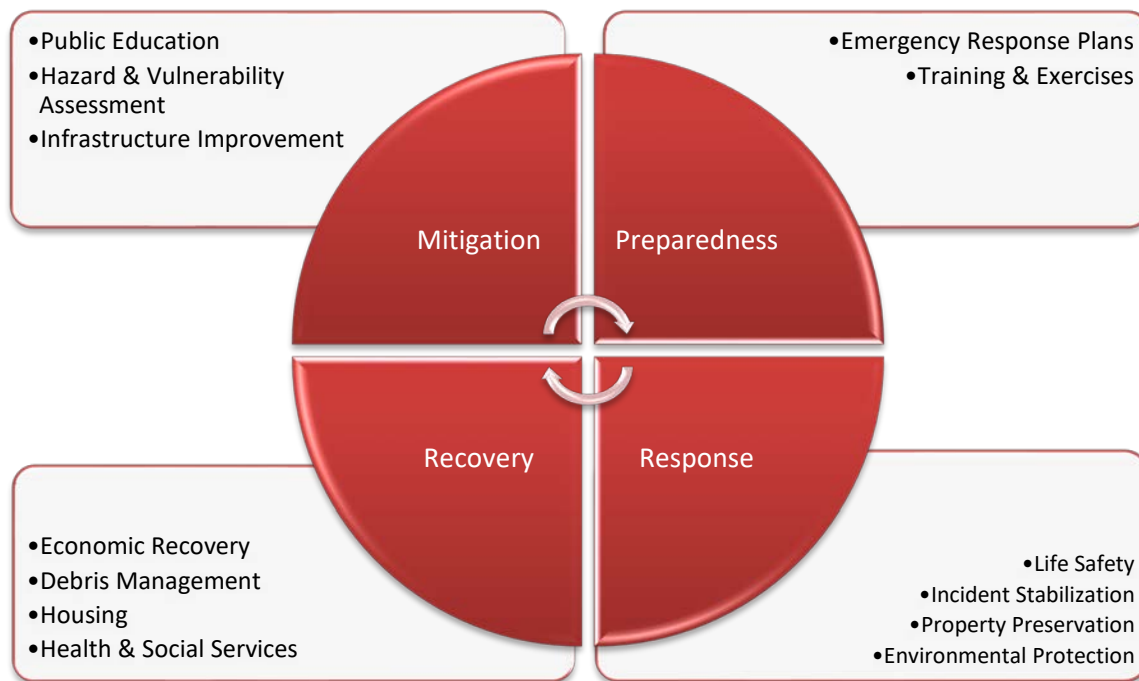
FEDERAL AGENCIES

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

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Cybersecurity and Infrastructure Security Agency
- Federal Communications Commission

CONCEPT OF OPERATIONS

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



MITIGATION

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
Chicago / Cook County TICP	County tactical interoperability plan	Response	Chicago / Cook County Urban Area Security Initiative		09/2010
Illinois TICP	State tactical interoperability plan	Response	Illinois Statewide Interoperability Executive Committee (SIEC)		08/2024
Illinois SCIP	State communication interoperability plan	Response & Preparedness	Illinois Statewide Interoperability Executive Committee (SIEC)		09/2022
Illinois Interoperability Field Operations Guide	State field guide for operation on statewide interoperable systems	Response	Illinois Emergency Management Agency		08/2024
National Emergency Communications Plan	Plan for the enhancement of interoperable communications	Response & Preparedness	Department of Homeland Security		09/2019
IL-TERT MOU	Mutual Aid Agreement for the provision of emergency telecommunicators	Response	Northwest Central Dispatch System		2006

PREVENTION

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

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

RESPONSE

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

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Coordinate rapid assessment and restoration of damaged or disrupted communication systems, including prioritization of sites critical to emergency response and public safety.
- Serves as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.

- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Implement backup or alternative communication systems if primary systems fail.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #2 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #2 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #2 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

COMMUNICATIONS OPERATIONS

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

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

Communication System	Provider	Service Provided	Departments
Telecommunications	Peerless, Granite	Telecommunications	All
Internet	Comcast, AT&T	Broadband internet	All
E-Mail	Wheeling IT Department	E-mail communications	All
Cellular Telephone	Verizon, FirstNet	Cellular communications	All
Radios – VHF	Motorola	Radio Communications	Fire and Public Works Departments
Radios – 800Hz Starcom 21	Motorola	Radio Communications	Police and Fire Department

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- Loss of one or more core communications / information technology functions for an extended period of time.
- Loss of one or more communications / information technology functions (including SCADA systems) that impact public safety or health.
- In the event of compounding impacts involving the loss or overload of communications or information technology systems or applications.
- In the event of a cyber incident that requires notification of Village insurance carrier.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #2 include:

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

ESF #3: PUBLIC WORKS AND ENGINEERING ANNEX

OVERVIEW

The Public Works Department is responsible for the maintenance and repairs of all Village of Wheeling vehicles, streets, parkways, streetlights, signs, sidewalks, parking lots, storm sewers, sanitary sewers, water distribution system, and urban forest. In addition, the Public Works Department is responsible for the cleaning and physical maintenance of all Village buildings. Wheeling Public Works operates and maintains the Village's Public Water Supply (PWS), Sanitary and Storm Water Collections systems and facilities, in all respects.

Public Works is responsible for over 75 centerline miles of roadway. In addition to Village roadways, there are 92 miles of storm sewer and 92 miles of sanitary sewer as well as 180 miles of water mains that run throughout the Village.

Public Works will respond as directed by Village officials and EOC management to provide for continuity of operations and to facilitate all response and recovery operations as needed.

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

PURPOSE

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

SCOPE

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

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

ASSUMPTIONS

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

- The Village of Wheeling maintains a robust Public Works Department, which will continue to be responsible for maintaining public infrastructure such as sewer and water mains, surface streets, utilities, fleet vehicles and public buildings, in addition to providing restoration and repair of such infrastructure in emergencies.
- Resources available through mutual, auto, State and Federal aid will be available at the time of a disaster or major emergency.
- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to public infrastructure; situations that result in rights-of-way being blocked or hindering evacuations or emergency response access / egress; there is widespread, persistent disruption of utilities (electrical service, natural gas service, potable water or sewer service, and/or communications); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.
- Incidents or events occurring on unincorporated, private property, non-municipal transportation rights-of-way, County, or State land are not the primary responsibility of the municipality, but there may be times where mitigating issues on non-municipal land may be necessary to provide timely support to life safety, property protection, or environmental preservation.
- Public works and engineering rely on a number of sources of information to keep stakeholders informed of incidents and events. Some key sources of information include SCADA, CAD, utility status provided by energy partners, weather data from the NWS and private providers, GIS systems both internal and external, and damage assessment information gathered from field level staff.
- Some debris management and storage locations have been identified as potentially able to accommodate disaster generated debris. Incident specific debris management and storage locations will be evaluated based on the needs of the incident. Incident related debris plans and associated contracts may need to be negotiated at the time of the emergency or disaster based on the specific needs of the incident.

GOALS

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

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

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

The following are responsibilities of ESF #3:

- Assistance with evacuation and emergency service provision by clearing streets and other public areas of debris
- Removal of hazardous trees or debris
- Coordination of the Debris Management function (see Appendix 1)
- Assistance with Damage Assessment (see Appendix 2)
- Provision of emergency generators, fuel, lighting, and sanitation to support emergency responders at emergency scenes and the EOC
- Coordination with utility companies to restore service
- Maintaining Public Works communications systems
- Maintenance of supply, rental, and contractor records

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

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

- **Village of Wheeling Public Works Director**

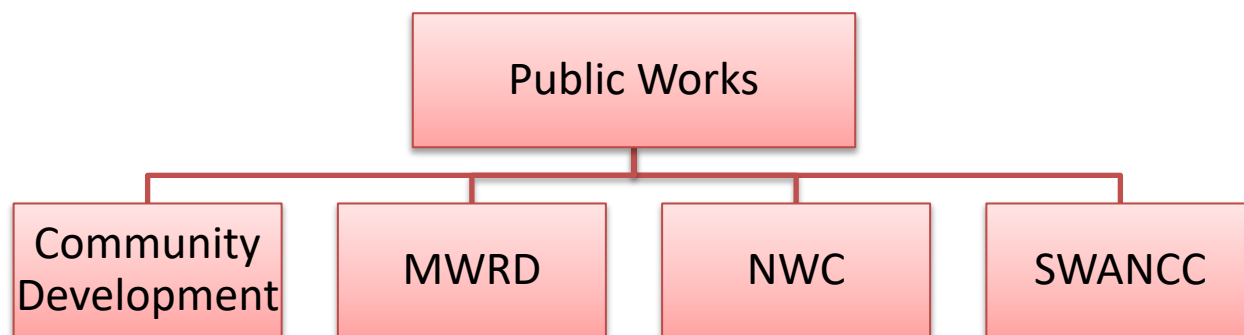
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Public Works Department**
- **Village of Wheeling Community Development Department**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Water Commission**
- **Solid Waste Agency of Northern Cook County**

Department / Agency	Division / Group	Responsibility
Public Works Department	All	• Provide emergency repair of damaged infrastructure and critical facilities. • Conduct post-incident assessment of public facilities and infrastructure. • Coordinate the provision of debris removal and critical infrastructure damage assessment. • Coordinate inspection of wells, water storage and distribution infrastructure and facilities. • Assist in the response to public works operations as necessary and as capable.
Community Development Department	All	• Provide technical assistance including planning and real estate services. • Conduct post-incident inspections and assessment of private properties.
Metropolitan Water Reclamation District	All	• Coordinate the inspection of wastewater (sanitary and storm sewers) management and treatment facilities.

Northwest Water Commission (NWC)	All	Coordinate the inspection of water supply infrastructure and facilities.
Solid Waste Agency of Northern Cook County	All	Provide technical assistance and support in debris removal operations.



PRIVATE PARTNERS

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

- ComEd
- Nicor
- AT&T
- Comcast
- Fiber Providers
- Petroleum Companies

REGIONAL AGENCIES

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

- Wheeling Park District
- Wheeling Township Highway Department

COUNTY AGENCIES

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

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

STATE AGENCIES

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

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

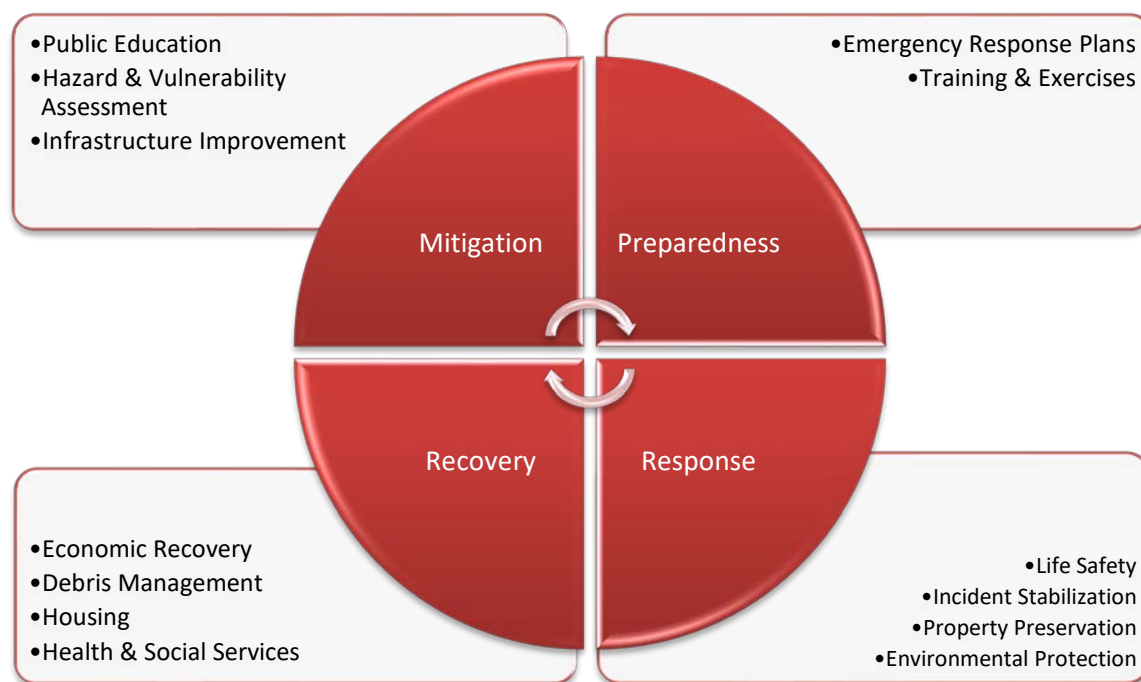
FEDERAL AGENCIES

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

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

CONCEPT OF OPERATIONS

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



MITIGATION

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
<i>Cook County Multi-Jurisdictional Hazard Mitigation Plan</i>	Comprehensive Hazard Mitigation Plan	Mitigation	Cook County DHSEM		07/2024
<i>Emergency Action Plan (EAP), Buffalo Creek Reservoir Dam – Lake County IL</i>	Emergency Action Plan in the event of a failure of the Buffalo Creek Reservoir Dam	Response	Metropolitan Water Reclamation District of Greater Chicago		12/2025
<i>Source Water Protection Plan</i>	Plan that outlines requirements to ensure protection of the Village's emergency backup wells.	Protection / Mitigation	Wheeling Public Works	Wheeling Public Works	07/2023
<i>Snow and Ice Plan</i>	Guideline defining procedures and practices in preparation for and response to snow and ice control.	Mitigation / Response	Wheeling Public Works	Wheeling Public Works	10/2025
<i>Storm Debris Management</i>	Chapter 7.0 of Village's Tree Management Plan (Storm Damage Response); details procedures and practices used by Public Works in response to storm-related tree damage.	Response	Wheeling Public Works	Wheeling Public Works	05/2022

<i>Emergency Well Operations Plan</i>	Guidelines defining procedures for putting emergency backup wells in service in the event of a disruption to the primary public water source.	Mitigation / Response	Wheeling Public Works	Wheeling Public Works	06/2022
<i>Hazard Communications Policy</i>	Guidelines for identifying, preventing, and managing hazardous chemicals and employee safety measures.	Prevention / Response	Wheeling Public Works	Wheeling Public Works	06/2012
<i>Water Sewer Facility Power Outages</i>	Guidelines defining procedures for establishing backup power at water and sewer facilities.		Wheeling Public Works	Wheeling Public Works	06/2024

PREVENTION

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

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

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

RESPONSE

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

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

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a jurisdiction wide impact to the water or wastewater systems that results in a reduced capacity or loss of ability to deliver services.
- In the event of a high accumulation snow incident that impacts emergency services and critical municipal services
- Regardless of cause, an incident that generates debris which requires debris clearing for 50% or greater of the municipality.
- Regardless of cause, an incident that results in significant flooding or poses the risk of significant flooding in the municipality.
- In the event of an incident where the activation of IPWMAN is required for 24 hours or more.

RECOVERY

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

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

ESF #3 APPENDIX 1: DEBRIS MANAGEMENT

PURPOSE

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

SCOPE

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

SITUATION AND ASSUMPTIONS

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

During disaster situations, the Village of Wheeling may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short- as well as long-term. Private contractors as well as mutual aid through the Illinois Public Works Mutual Aid Network, could both play a significant role in the debris removal, collection, reduction, and disposal process.

The debris management program implemented by the Village of Wheeling will be based on the waste management approach of reduction, reuse, and reclamation, resources recovery, and landfilling, respectively.

ORGANIZATION AND CONCEPT OF OPERATIONS

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

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

STAFF DEVELOPMENT AND RESPONSIBILITIES

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

1. Administration

Function: Housekeeping, supplies, equipment, funding and accounting.

2. Contracting and Procurement

Function: Bidding requirements, forms, advertisements for bids, instructions to bidders and contract development.

3. Legal

Function: Contract review, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites and insurance.

4. Operations

Function: Responsible for safety of Debris Management Teams and their tactical response, supervision of government and contract resources and overall project management.

5. Engineering

Function: Detailed damage assessment, identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications, and recommendation of contract award.

6. Public Information Specialist

Function: Coordinate press releases, contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.

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

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

CONTRACT AND COOPERATIVE AGREEMENTS

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

The Village of Wheeling has established Mutual Aid Agreements with the following entities to provide assistance with debris removal in the event of a disaster resulting in copious amounts of debris:

1. IPWMAN

These agreements include utilization of personnel, equipment, temporary land sites, emergency services, and law enforcement.

SITE SELECTION

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

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

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

DEBRIS REMOVAL PRIORITIES

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

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments.

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

DEBRIS CLASSIFICATION

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

Definition of classifications of debris is as follows:

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

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

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

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

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

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

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

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

ESTIMATING DEBRIS QUANTITIES

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

- 27 cubic feet = 1 cubic yard (cy)
- Single-wide mobile home / office trailer = 290 cy
- Double-wide manufactured home = 415 cy
- Personal property (as debris) from average flooded residence without basement = 25-30 cy
- Personal property (as debris) from average flooded residence with a basement = 45-50cy
- Fifteen (15) eight-inch diameter trees = 40 cy
- Single-family residence, 1800-2000 square foot = 300 cy
- 1 story building:
 $(L' \times W' \times H') / 27 = \text{_____ cy} \times 0.33 = \text{_____ cy of debris}$
- Debris pile:
 $(L' \times W' \times H') / 27 = \text{_____ cy of debris}$
- Cubic yards to Tons for Construction and Demolition debris:
 $\text{Cubic yards} / 2 = \text{_____ tons}$
- Tons to Cubic yards for Construction and Demolition debris:
 $\text{Tons} \times 2 = \text{_____ cy of debris}$
- Cubic yards to Tons for Woody debris:
 $\text{Cubic yards} / 4 = \text{_____ tons}$
- Tons to Cubic yards for Woody debris:
 $\text{Tons} \times 4 = \text{_____ cy of debris}$

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

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

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

- 40 homes in a subdivision are destroyed by a tornado. There is light vegetation throughout the subdivision.
 - o $40 \times 300 \text{ cy} = 12,000 \text{ cy} \times 1.1 = 13,200 \text{ cy}$

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

- For medium to heavy precipitation, multiply by 1.5

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

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

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

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

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

The Village of Wheeling estimates that under this scenario:

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

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

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

DEBRIS DISPOSAL AND REDUCTION

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

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

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

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

SITE CLOSE-OUT PROCEDURES

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

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

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

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

DEBRIS MANAGEMENT ACTIONS

Response

- Activate debris management plan, coordinate with needs assessment team.
- Begin documenting costs.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Identify and establish debris temporary storage and disposal sites (local, regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep public informed through the PIO.

Recovery

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

WEAPONS OF MASS DESTRUCTION / TERRORISM

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

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

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

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

ESF #3 APPENDIX 2: DAMAGE ASSESSMENT

PURPOSE

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

SCOPE

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

SITUATION AND ASSUMPTIONS

- Disasters can cause damage to public and private property that may require emergency measures during the response phase to mitigate damage and protect lives, as well as request financial assistance to restore property and rebuild structures or infrastructure.
- During the recovery phase of a disaster, the Village will conduct a systematic analysis of damages to public and private property in order to estimate the extent of damage based upon actual observations and inspection.
- The Village will rely on both internal damage assessment teams as well as external support from mutual aid including IEMSA-EMAT and the IEMMAS agreement.
- A damage assessment of public and private property will be required to determine the extent of the damages, which is then forwarded to Cook County and on to IEMA.
- Information provided will be a basis for the determination of actions necessary, the establishment of priorities among essential actions, and allocations of county and local government resources in the disaster area during the early stages of the recovery mode.

ORGANIZATION AND CONCEPT OF OPERATIONS

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

Windshield survey

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

- Roads and bridges
- Local communications
- Health care facilities
- Water, natural gas and electric power distribution systems

- Other important infrastructure facilities and capabilities
- Private homes and businesses in the affected area.

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

Initial Damage Assessment

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

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

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

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

- Category E – Buildings and Equipment: Eligible costs under this category include regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of buildings and equipment.
- Category F – Utility Systems: Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of water treatment plants and delivery systems, power generation and distribution systems and sewage collection and treatment systems.
- Category G – Parks, Recreational and Other: Regular and overtime labor costs, equipment costs, material costs and contract costs for the permanent restoration of parks, recreational areas and other types of facilities.

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

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

For flooding events, the information to be gathered includes:

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

For events other than floods, necessary information includes:

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

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

STAFF DEVELOPMENT AND RESPONSIBILITIES

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

Damage Assessment Coordinator

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

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

Damage Assessment Teams

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

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

DAMAGE ASSESSMENT ACTIONS

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

PLAN ACTIVATION

See ESF #3 Plan Activation criteria.

ESF #4: FIREFIGHTING ANNEX

OVERVIEW

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

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

PURPOSE

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

SCOPE

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

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

ASSUMPTIONS

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

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

- Certain private sector businesses and agencies, such as railroads, utility providers, petroleum companies, and pipeline operators maintain a response capability specific to their operations and will work cooperatively with Village departments at fire incidents involving their interests.
- The Village conducts regular fire prevention inspections of multi-family, business, commercial, and industrial occupancies, and performs pre-incident planning for responses to identified high-hazard and high-risk occupancies.

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with communications for the Village of Wheeling the following department head has been identified as the primary coordinator:

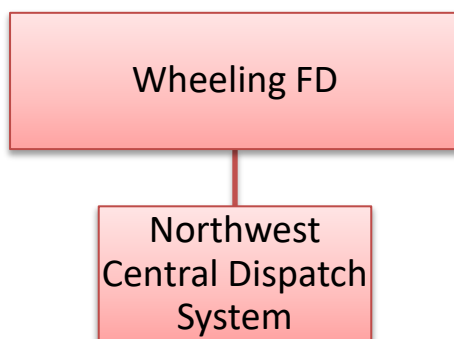
- **Village of Wheeling Fire Chief**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Fire Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Fire Department	All	• Coordinate the with on-scene Incident Command. • Communicate EOC priorities to the field. • Process requests for personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests.
Northwest Central Dispatch System	All	• Coordinate requests for assistance and/or resources from neighboring fire agencies as well as requests from regional aid groups. • Provide dispatching and communications for field command.



PRIVATE PARTNERS

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

- Restoration or Board-up companies
- ComEd
- Nicor
- Canadian National Railway
- Metra Train
- Buckeye, Pipeline Monitor

COUNTY / REGIONAL AGENCIES

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

- Cook County Department of Emergency Management and Regional Security
- Forest Preserves of Cook County Resource Management
- MABAS Division 1
- Northwest Central Joint Emergency Management System Incident Management Assistance Team

STATE AGENCIES

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

- Illinois Emergency Management Agency
- Office of the Illinois State Fire Marshal
- MABAS Illinois

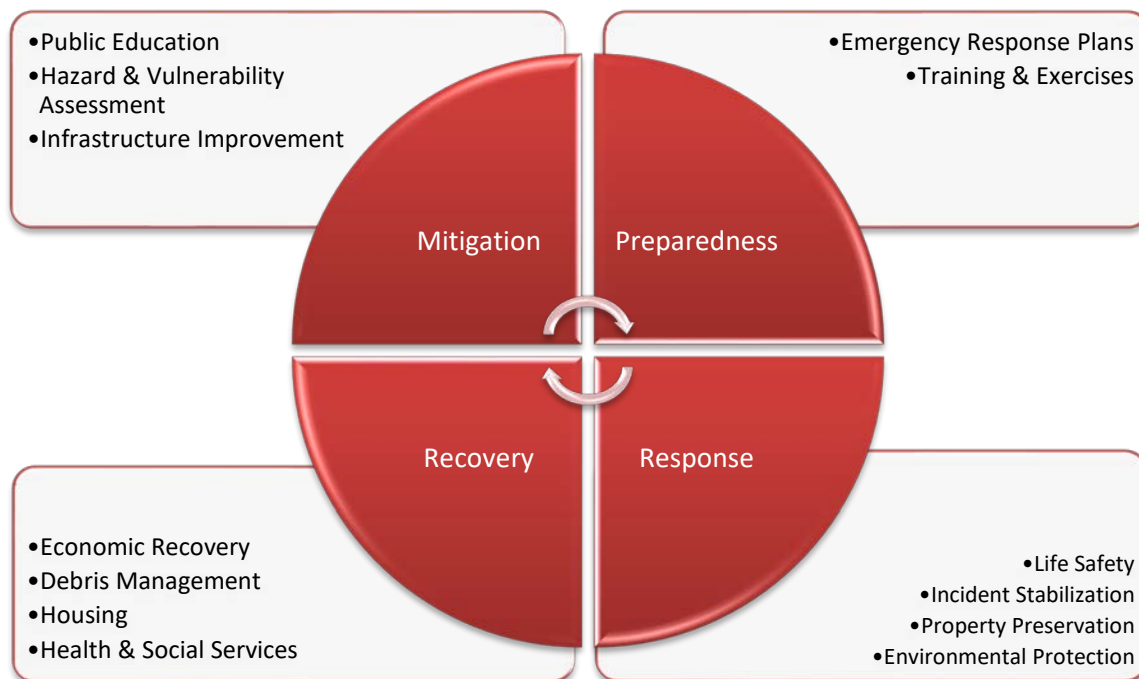
FEDERAL AGENCIES

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

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

CONCEPT OF OPERATIONS

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



MITIGATION

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
<i>MABAS Division 1 Specialized Response Team Agreement</i>	Intergovernmental agreement with MABAS 1 departments for specialized response team assistance.	All	Wheeling Fire Department		07/ 2011
<i>Illinois Mutual Aid Box Alarm System Addendum</i>	Intergovernmental agreement with MABAS Illinois for the provision of statewide mutual aid for firefighting.	All	Wheeling Fire Department		09/2014
<i>WFD SDG 300 Series</i>	Standardized Ground Operations	All	Wheeling Fire Department		11/2019
<i>WFD SDG 300-series</i>	Vehicle Fires	All	Wheeling Fire Department		4/2018
<i>MABAS Box Cards #42F1, 43F1, 44F1, and 44D1</i>	Box cards specifying pre-arranged extra alarm responses to fire incidents throughout the Village.	Response	Wheeling Fire Department	Online at: https://mabas1portal.specialdistrict.org/wheeling	01/2025
<i>MABAS Division 1 Policies</i>	Operating Guidelines and policies for local division MABAS responses.	All	MABAS Division 1	Online at: https://www.mabas1portal.specialdistrict.org/policies	Multiple
<i>Illinois Statewide Mutual Aid MABAS Preparedness Workbook?</i>	Documents process for planning for rapidly escalating events, including statewide mobilizations and local subsequent responses.	All	MABAS-Illinois	Online at: https://www.mabas-il.org/wp-content/uploads/2025/02/Preparedness-Workbook-August-2023.pdf	08/2023

MABAS Resource Guide	Describes MABAS IL statewide assets and their locations	Response	MABAS- Illinois	Online at: https://www.mabas-il.org/wp-content/uploads/2025/03/MABAS-Resource-Guide-JAN2025-1.pdf	01/2025
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PREVENTION

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

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

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #4 Primary Coordinator include:

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

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a loss of, or diminished, regional capacity.
- In the event of complicating circumstances that limits the ability of the municipality to perform firefighting operations, such as water system disruption, utility problems, widespread road closures or other access issues, etc.
- In the event of a prolonged fire incident (multiple days, shifts, or operational periods).
- In the event of an incident that depletes resource availability and requires resource prioritization.
- In the event of an incident that generates significant media interest.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #4 include:

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

ESF #6: MASS CARE ANNEX

OVERVIEW

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

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

PURPOSE

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

SCOPE

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

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

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

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

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

ASSUMPTIONS

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

- Maintaining a quality of life for our disaster survivors is one of the goals of the Village emergency management.
- Providing mass care services is an effort that will require coordination across government, private and non-profit sectors in order to ensure that residents have the services they require.
- The Village will make every effort to ensure that agreements and plans are in place with agencies which can assist in providing mass care services.
- Municipal capacity to provide sheltering and mass care support is limited by personnel, funding, and equipment. Although our goal is to provide short term mass care, our ability to do so is dependent upon the resources available at the time of the emergency.
- Any need for mass care will tax the municipal capacity to provide support services without assistance from outside partners.
- Several external partners, both public and private, are specifically organized and equipped to respond to longer term ESF #6 needs. The ESF # 6 coordinators will work to manage and coordinate the function of mass care while the execution of services may be performed by external partners.
- While there are some agreements to utilize facilities for sheltering within the municipal boundary, the facility may refuse to function as a shelter, and alternative sites may need to be identified.
- The extent and duration of assistance the municipality is able to provide for mass care will be incident and situationally dependent as determined by the management section of the EOC or the policy group.
- The municipality maintains an emergency general fund reserve that may be utilized to support short term mass care and sheltering needs.

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with mass care for the Village of Wheeling the following department head has been identified as the primary coordinator:

- **Village of Wheeling Emergency Manager**

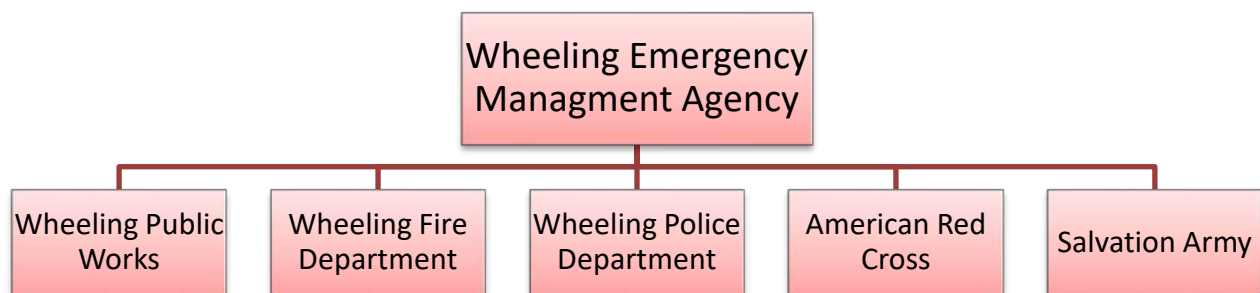
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- Village of Wheeling Emergency Management Agency
- **Village of Wheeling Fire Department**
- **Village of Wheeling Public Works Department**
- **Village of Wheeling Police Department**
- **American Red Cross**
- **Salvation Army**

Department / Agency	Division / Group	Responsibility
Emergency Management Agency	All	• Provide pre-event preparedness by coordinating with local shelter sites to sign agreements for facilities to be used as shelters. • Assist in the dissemination of mass care information • Designated Agency for the determination of shelter need. • Designated as the primary PIO for sheltering operations out of the EOC.
Fire Department	All	• Provide assistance in the form of manpower and EMS support to shelter facilities. • Designated as the primary health agency in the event of a shelter activation.

Public Works	All	• Provide assistance in form of facility maintenance for all established Village shelters. • Designated as the primary logistics coordination point for all shelter operations including the procurement of all supplies, food and water.
Police Department	All	• Provide assistance in the form of security and safety for mass care recipients at shelters and points of distribution. • Designated as the primary coordinating department for the reunification of families. • Designated as the primary coordinating entity for establishing a Family Assistance Center. • Maintain a Citizen Patrol group to assist in shelter operations.
American Red Cross	Disaster Services	• Provide assistance in the form of shelter management and operations training for local shelter locations. • Assist in the procurement of shelter equipment through local contacts and vendors. • Assist locals through the dissemination of information. • Provide reunification services for those in mass care settings.
Salvation Army	Disaster Services	• Provide assistance in the form of food and supplies for local shelters and points of dispensing. • Provide assistance in the form of coordinating the delivery of food and supplies to disaster sites.



PRIVATE PARTNERS

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

- Local Hotels
- Local Restaurants

REGIONAL PARTNERS

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

- American Red Cross
- Salvation Army
- Wheeling Park District
- Wheeling Township
- Social Service Agencies
- Churches and Houses of Worship
- Food Banks
- Furniture Bank
- Community Assistance fund / Local Charitable Organizations

COUNTY AGENCIES

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

- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health
- Area Dependent-Lake County Emergency Management Agency

STATE AGENCIES

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

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

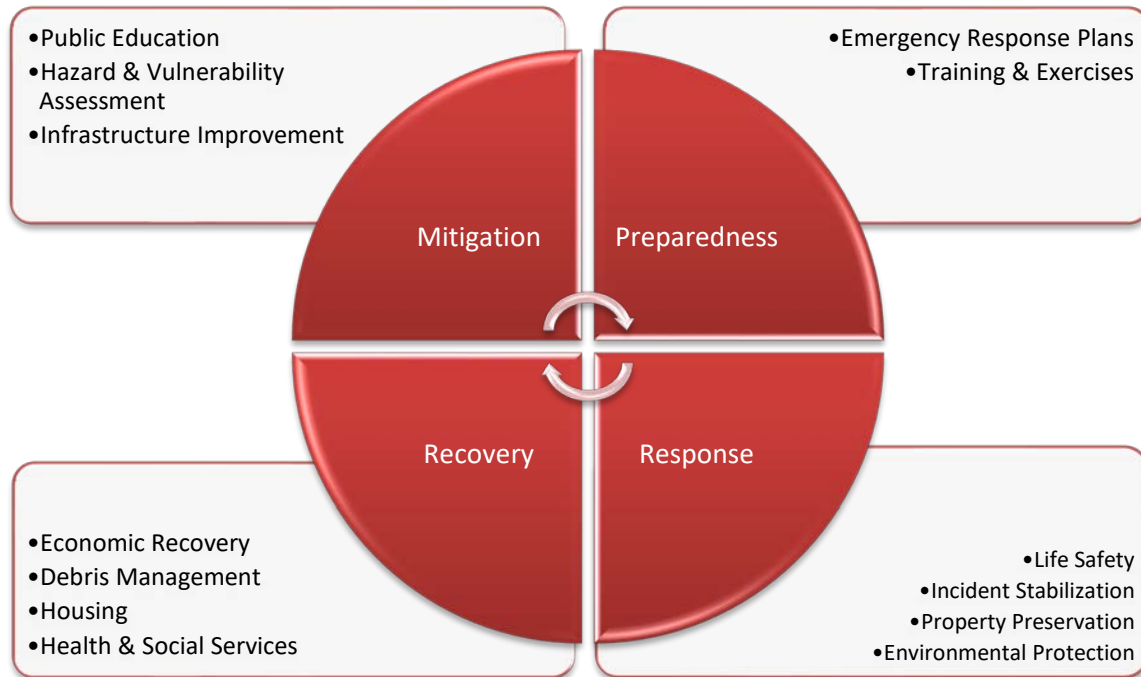
FEDERAL AGENCIES

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

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

CONCEPT OF OPERATIONS

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



MITIGATION

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

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

PREPAREDNESS

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



- Develop and maintain the ESF #6, Mass Care Annex, the overall EOP containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #6 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #6 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #6 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assist with the documentation of how ESF #6 members communicate during an emergency, including primary and secondary systems and system redundancy.
- Identify local restaurants, hotels, houses of worship and other resources that can provide support either through contract or donation in the event of a mass care activation.
- Identify disaster related programs such as Disaster Supplemental Nutrition Assistance, Program that may be utilized to support individuals needing mass care.

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
<i>District 21 and 214 Shelter Agreement</i>	Housing	Recovery			2014
<i>Wheeling Park District Shelter Agreement</i>	Housing	Recovery			2014
<i>Wheeling Fire Department SDG's</i>	Response	Response	Wheeling Fire Department		2021
<i>Wheeling Police Department All Hazard Plan</i>	Emergency Response Plans	Preparedness/Response	Wheeling Police Department		2019

PREVENTION

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

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

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the

execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #6 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serve as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #6 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #6 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #6 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.
- Assist in the identification of shelter locations through the execution of existing agreements or through new agreements for space use.
- Coordinate mass care support through local restaurants, libraries, food banks, furniture banks, hotels, houses of worship and other resources that may be needed by those seeking mass care services.
- Leverage existing emergency funds to provide for immediate mass care or sheltering needs.

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

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

individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

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

REUNIFICATION

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

NOTIFICATION / INFORMATION CENTER (FAMILY ASSISTANCE CENTER)

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

COMMODITY DISTRIBUTION

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

MULTI-AGENCY RESOURCE CENTER (MARC)

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

POTENTIAL SHELTER LOCATIONS

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

Name	Address
Wheeling Park District	100 Community Blvd
St. Joseph the Worker	181 W. Dundee Rd
Our Savior Evangelical Free Church	300 Schoenbeck Rd
Antioch Bible Church	480 S Elmhurst
Immanuel Community Church	300 Schoenbeck Rd
Evergreen Presbyterian Church	196 Highland
Bethel Christian Church	380 W Palatine
Korean Christian Reformed Church	850 Jenkins
FKUMC-First Korean United Methodist Church	655 E Hintz
Cakvary Presbyterian Church	4000 Capitol Dr
Northfield Presbyterian Church	380 Palatine Rd
District 21	959 W Dundee Rd
Grace Presbyterian Church	4000 Capitol Dr
Calvary English Chapel	704 McHenry Rd
Wheeling High School	900 S Elmhurst Rd
Former Sam's Club	1055 McHenry Rd
St Joseph the Worker Bonner Hall	185 W Dundee Rd
Shri Swaminarian Temple	397 Northgate Parkway
Shir Hadash Synagogue	200 W Dundee Rd
Holmes Middle School	211 S Wolf Rd
London Middle School	1001 W Dundee Rd

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event that a multi-agency resource center is needed to support those impacted by a disaster or emergency.
- In the event that individuals and families impacted by an emergency or disaster require extended overnight sheltering beyond what the municipality has the capability to provide.
- In the event of an emergency or disaster that displaces a vulnerable population or those with access and functional needs who may require mass care or sheltering.

RECOVERY

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

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

ESF #8: PUBLIC HEALTH AND MEDICAL ANNEX

OVERVIEW

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

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

PURPOSE

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

SCOPE

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

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

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

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

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

ASSUMPTIONS

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

- The Village has entered into agreements with Cook County for the provision of medical counter measures in the event of a widespread outbreak of diseases.
- Cook County provides mortuary services on behalf of the Village.
- Local funeral directors and private providers contracted by the Cook County Medical Examiner’s Office provide vehicles and manpower to transport bodies in the event of mass fatalities.
- The municipality provides EMS to the public, but the Illinois Department of Public Health manages licensing for EMS.
- Saint Francis Hospital is the resource hospital for the EMS system under which the Wheeling F.D. EMS operates.
- Healthcare facilities may request assistance from the municipality when incidents exhaust their ability to support their facilities.
- Communications related to public health originate from various county, state, and federal partners. Although some messages may be generated locally, the municipality will be

primarily responsible for providing community outreach and disseminating public health information from other units of government.

- The municipality is not a certified public health agency and is limited in their ability to provide public health and medical services beyond what is allowable through their EMS, nursing, and mental health licensure.
- In the event of a major public health emergency licensure and requirements for public health professionals may be relaxed to meet emergent needs.
- Staffing to support public health emergencies at the municipal level is minimal. Any incident that requires licensed public health professionals will require mutual aid, contracted, or volunteer support.

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with public health and medical for the Village of Wheeling the following department head has been identified as the primary coordinator:

- **Village of Wheeling Fire Chief**

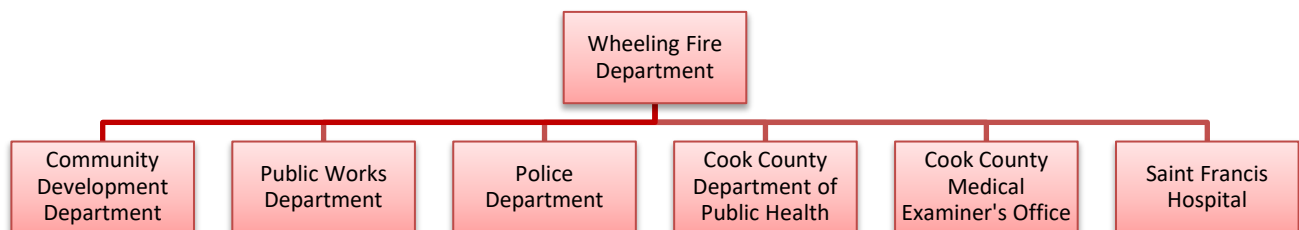
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Community Development Department**
- **Village of Wheeling Fire Department**
- **Village of Wheeling Public Works Department**
- **Village of Wheeling Police Department**
- **Cook County Department of Public Health**
- **Cook County Medical Examiner's Office**
- **Saint Francis Hospital**

Department / Agency	Division / Group	Responsibility
Community Development Department	All	• Serves as the environmental health inspector for the Village.
Fire Department	All	• The Fire Department is responsible for providing EMS services to the residents. • The department is able to access additional EMS resources through MABAS. • The department is the primary responsible agency for coordinating the POD plans in the event of a mass vaccination event. • The department would contact the Illinois Peer Support Group for critical incident stress debriefing.

Public Works Department	All	- Public works provides assistance in the form of facility support and logistic support for mass public health emergencies. - Designated department responsible for the sanitation servers needed in the event of a disaster. - Monitor SCADA data as needed.
Police Department	All	The Police Department provides assistance in the form of security and protection for all public health emergencies.
Cook County Department of Public Health	Emergency Preparedness	- CCDPH assists the local coordinators in the development of their POD and mass dispensing plans. - CCDPH provides logistic support to the locals for the receipt and distribution of medical countermeasures. - Provides advice and support during epidemic / pandemic events including epidemiology, surveillance and health monitoring, containment measures for isolation and quarantine, and medical support and supply. - Coordinate with ESF #15 regarding risk and crisis communication relative to public health and medical issues
Cook County Medical Examiner's Office	All	- Provides mortuary services in the event of death. - Provides certificate of death, autopsy, and cremation permits.
Saint Francis Hospital	EMS	- Resource Hospital for the Wheeling EMS System, providing EMS policy and management. - Saint Francis Hospital acts as the conduit to the IDPH Region 10 medical coordination coalition. - Designated agency responsible for arranging crisis counseling for emergency workers.



PRIVATE PARTNERS

The ESF #8 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in ESF #8 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Saint Francis Hospital
- Local Rehabilitation Facilities
- Local Long Term Care Facilities
- Local Funeral Directors
- Pharmacies
- Community Mental Health Providers
- Private Ambulance Services

COUNTY / REGIONAL AGENCIES

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

- Cook County Department of Emergency Management and Regional Security
- Cook County Department of Public Health
- Cook County Medical Examiner's Office
- Region 10 Hospital Coordination Coalition
- Metropolitan Water Reclamation District of Greater Chicago
- MABAS Division 1
- Area Dependent Lake County Emergency Management Agency

STATE AGENCIES

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

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

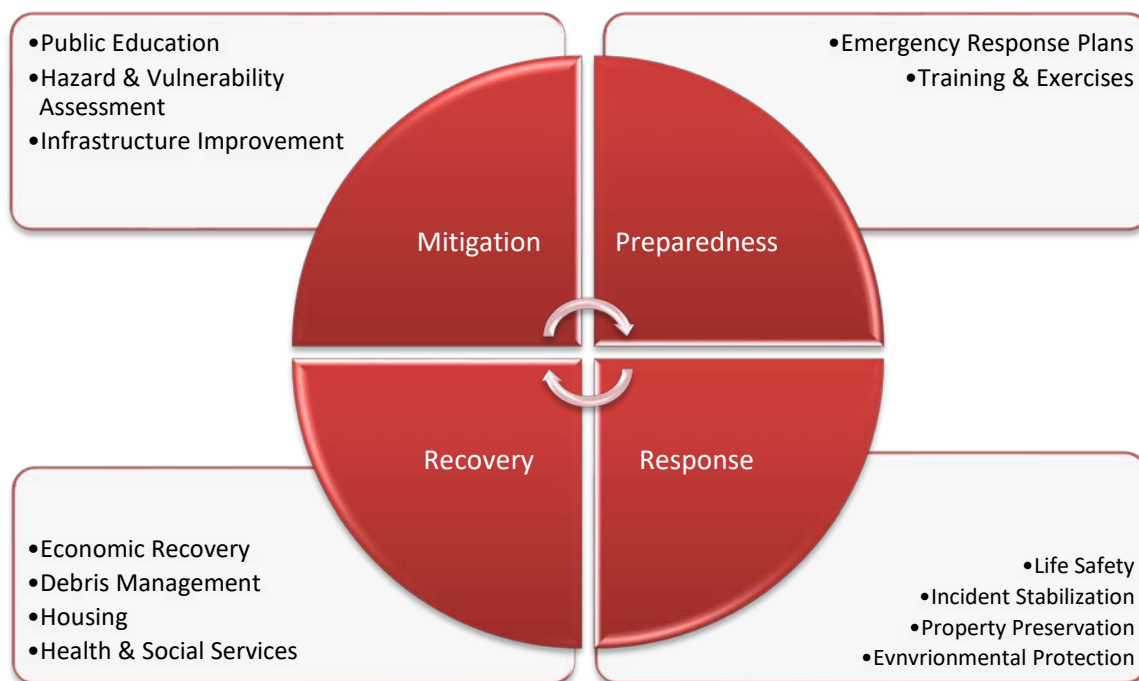
FEDERAL AGENCIES

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

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

CONCEPT OF OPERATIONS

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



MITIGATION

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
<i>Point of Dispensing Plan</i>	POD plan	Response	Village of Wheeling Fire Department		04/2019
<i>First Responder Plan</i>	Plan for First Responders	Response	Cook County Department of Public Health		TBD
<i>Region X EMS Multiple Patient Management Plan</i>	Emergency Response Plans	Preparedness / Response			2012
<i>Region X EMS Standard Operating Procedures</i>	Emergency Response Plans	Preparedness / Response			2021
<i>Illinois Department of Public Health ESF-8 Plan</i>		Response/ Recovery	Illinois Department Public Health		
<i>MABAS Box Cards #44E1, 44A1, and 44D1</i>	Box cards specifying pre-arranged extra alarm responses to EMS-related incidents throughout the Village.	Response	Wheeling Fire Department	Online at: https://mabas1.portal.specialdistrict.org/wheeling	01/2025

PREVENTION

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

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.

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

RESPONSE

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

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

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

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

RECOVERY

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

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

ESF #8 APPENDIX 1: FATALITY MANAGEMENT

PURPOSE

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

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

SCOPE

The plans and systems that make up the Fatality Management Appendix may be activated in whole or in part as described in this annex. A Village-wide response to protect Public Health and Medical may also be carried out under other key response authorities identified in plans identified in this appendix.

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

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

SITUATION AND ASSUMPTIONS

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

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

CONCEPT OF OPERATIONS:

NOTIFICATION & ACTIVATION

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

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

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

DIRECTION & CONTROL

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

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

AUTHORITIES AND LIMITATIONS

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

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

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

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

SITE CONTROL

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

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

VICTIM HANDLING

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

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

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

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

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

EVIDENCE RECOVERY & TRACKING

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

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

FAMILY / NEXT OF KIN

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

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

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

COOK COUNTY MEDICAL EXAMINER

- Activates and/or implements the Fatality Management Annex. Provides overall direction and control as it relates to fatality management operations.
- Has the responsibility and authority to accurately identify and certify the manner and cause of death.
- Has unilateral authority to release information concerning the identity and condition of deceased persons.
- Maintain comprehensive documentation of all human remains, personal property and evidence recovered.
- Implement and enforce appropriate PPE and decontamination protocols for all response personnel.

ESF #9: SEARCH AND RESCUE ANNEX

OVERVIEW

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

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

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

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

PURPOSE

ESF #9, Search and Rescue provides for the coordination and effective use of all available resources in conducting search and rescue (SAR) operations as well as managing the plans, policies and agreements currently in place.

SCOPE

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

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

ASSUMPTIONS

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

- The Village has plans and policies in place to manage the various types of search and rescue operations, and the police and fire departments maintain said plans regularly.
- The Village is susceptible to various types of search and rescue incidents, which may result from lost or missing people (including at-risk populations); building collapses resulting from fires, natural disasters or other causes; flooding; severe winter storms; transportation or industrial accidents; power outages or other utility disruptions; and other natural or human-caused events.
- There is the potential for a major incident that would exhaust the Village’s search and rescue resources requiring a multi-community response.
- Urban search and rescue, technical rescue and water rescue assistance is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Wheeling is a member.
- In large-scale incidents, Urban Search and Rescue Task Forces and supporting elements including Incident Support Teams, are available through the State of Illinois and/or the Federal Emergency Management Agency.
- Land search and rescue assistance is provided through the Illinois Search and Rescue Council.
- There are various public agencies, private and volunteer entities that can provide specialized assets and support for land search and rescue operations, including canines, UAS, helicopters, fixed-wing aircraft, and trained search crews.
- Field communications support for any type of search and rescue incident is available through local mutual aid as well as from county- and state-level emergency management agencies.
- Northwest Central Dispatch Center is the primary dispatching point for police and fire resources for the Village and plays a role in ordering resources during an incident.

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATORS

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

Due to their skills, knowledge and responsibilities with search and rescue operations for the Village of Wheeling the following department heads have been identified as the primary coordinators:

- **Village of Wheeling Fire Chief**
- **Village of Wheeling Police Chief**

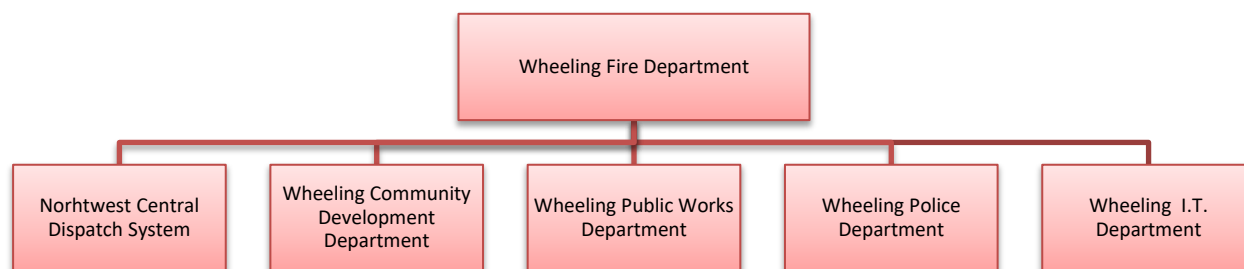
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Fire Department**
- **Village of Wheeling Police Department**
- **Village of Wheeling Information Technology Department**
- **Village of Wheeling Public Works Department**
- **Village of Wheeling Community Development Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Fire Department	All	• Coordinate with on-scene Incident Command (USAR and water rescue). • Communicate EOC priorities to the field. • Process requests for USAR / technical and water rescue personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests. • Maintains the capability to perform ground Search and Rescue.
Police Department	All	• Coordinate with on-scene Incident Command (Land SAR). • Process requests for Land SAR personnel and equipment. • Process requests for air search and canine assets. • Coordinate with appropriate mutual aid partners to fill resource requests.

Information Technology Department	All	Provide technology and systems support, including mapping / GIS, communications and remote network capability.
Public Works Department	All	- Coordinate with utility providers to maintain safety of victims, responders and the public. - Process requests for debris removal and access to incident scene(s). - Coordinate with County and State agencies as needed to ensure road access for responders. - Provide technical specialists, including engineering assistance, at incidents involving collapsed or damaged structures.
Community Development Department	All	Provide technical specialists at incidents involving collapsed or damaged structures.
Northwest Central Dispatch System	All	- Serve as the primary public safety answering point. - Serve as the primary police and fire dispatching. - Process resource requests, including mutual aid, from on-scene incident command.



PRIVATE PARTNERS

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

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

REGIONAL / COUNTY AGENCIES

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

- MABAS Division 1
- Cook County Department of Emergency Management and Regional Security
- Cook County Sheriff's Department
- Cook County Medical Examiner's Office

- Cook County Department of Transportation and Highways
- IL-Wis Search Dogs
- Northwest Central JEMS Incident Management Assistance Team (IMAT)

STATE AGENCIES

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

- Illinois Emergency Management Agency
- MABAS-Illinois (USAR, Technical and Water Rescue)
- Illinois Urban Search & Rescue Task Force 1 (Urban Search & Rescue)
- Illinois Law Enforcement Alarm System (ILEAS)
- Illinois Search and Rescue Council (ISARC)
- Illinois Department of Natural Resources (Water search)
- Illinois Department of Military Affairs
- Illinois State Police
- Civil Air Patrol, Illinois Wing

FEDERAL AGENCIES

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

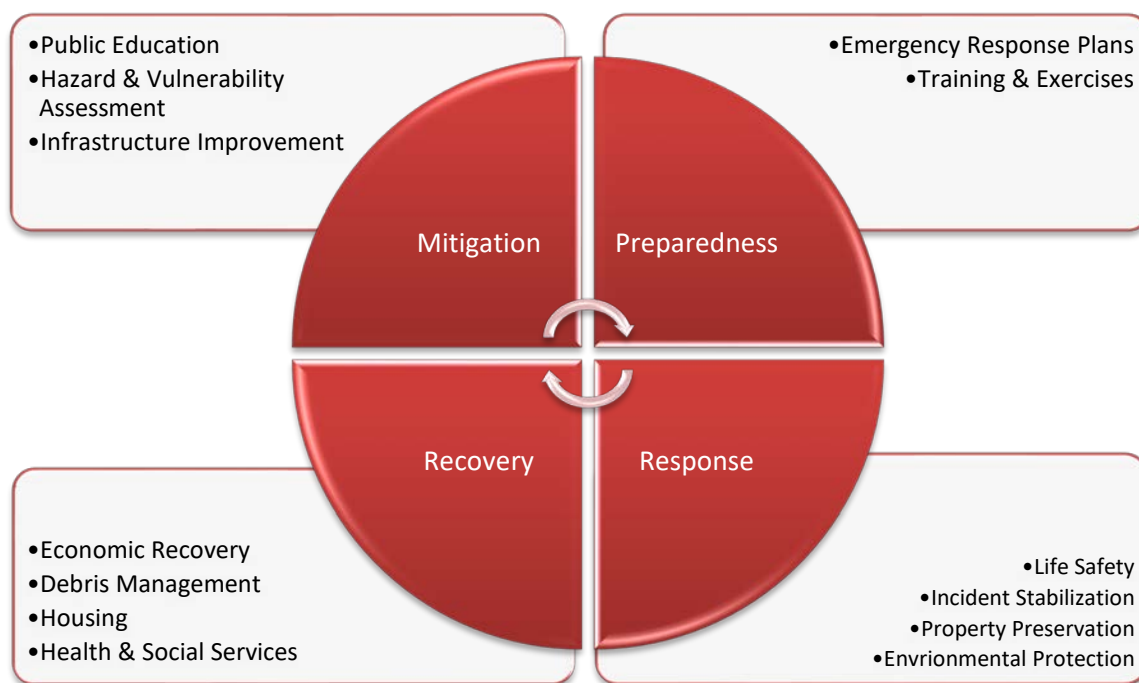
- Federal Emergency Management Agency
- US Coast Guard
- US Air Force Rescue Coordination Center
- U.S. Department of Homeland Security

CONCEPT OF OPERATIONS

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

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

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



MITIGATION

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

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
WFD SDG 300-44	Structural Collapse Incident	Response	Fire Department		
WFD SDG 300-28	Confined Space Incident	Response	Fire Department		
WFD 300-20	Rope Vertical Rescue Incident	Response	Fire Department		
WFD SDG 300-29	Trench Incident Response	Response	Fire Department		
WFD SDG 300-15	Water Rescue and Recovery Incident	Response	Fire Department		
Wheeling Box Card #44R1	Technical Rescue Box Card	Response	Fire Department	Online at https://mabas1portal.specialdistrict.org/wheeling	01/2025
Wheeling Box Card #44W1	Water Rescue Box Card	Response	Fire Department	Online at https://mabas1portal.specialdistrict.org/wheeling	01/2025
MABAS Division 1 OG/PS #440	MABAS Division 1 Technical Rescue Operating Guideline / Policy Statement	Response	MABAS Division 1	Online at: https://mabas1portal.specialdistrict.org/files/51766689f/MABAS_OGPS_440_TRT_Overview - FINAL.pdf	09/2023
MABAS Division 1 OG/PS #420	MABAS Division 1 Water Rescue Operating Guideline / Policy Statement	Response	MABAS Division 1	Online at https://mabas1portal.specialdistrict.org/files/d535b11f7/MABAS_OGPS_420 Water Rescue Team Overview.pdf	03/2025
MABAS B-05-01 Urban Search & Rescue Teams ICS Guideline	Urban Search and Rescue / Technical Rescue Operating Guideline	Response	MABAS Illinois	Online at https://www.mabas-il.org/wp-content/uploads/2022/02/B-05-01-2009-USAR-Strategic-Plan-ICS-Guide.pdf	01/2009

PREVENTION

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

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

RESPONSE

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

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.

- In the event that Federal (FEMA) Urban Search and Rescue assets are deployed in the incident, serves as the point of contact between the FEMA Incident Support Team and the EOC.
- Documents how ESF #9 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #9 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #9 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes significant, widespread damage to an area or areas of the Village necessitating large-area search operations involving extensive commitment of personnel, resources, and/or technology assets.
- In the event of large-scale flooding affecting numerous structures and/or vehicles in which extensive resources are deployed in a search and rescue mission.
- In the event of any search and rescue mission that requires complex communications and coordination among stakeholders that exceed normal operations, or requires deployment of significant overhead management that exceeds the community's capability.
- In the event of any search and rescue operation that extends beyond an initial 12-hour operational period.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #9 include:

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

ESF #10: OIL AND HAZARDOUS MATERIAL ANNEX

OVERVIEW

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

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

PURPOSE

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

SCOPE

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

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

ASSUMPTIONS

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

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

- There is the potential for a major incident that would exhaust the Village's hazardous materials response resources requiring a multi-community response.
- Assistance in responding to hazardous materials incidents is provided through the Mutual Aid Box Alarm System (MABAS), a community-to-community system of providing resources, of which Wheeling is a member.
- In large-scale incidents, additional resources for emergency response and recovery are available through the State of Illinois and/or various agencies of the Federal government, but may be of limited efficacy due to the additional time required to respond and deploy.
- Fixed facilities, such as those for bulk storage of flammable or combustible liquids ("tank farms") or pipelines often have emergency response teams specifically trained to control fires and spills in those facilities and will coordinate with Village personnel on responses.
- Northwest Central Dispatch System is the primary dispatching point for police and fire resources for the Village and plays a role in ordering resources during an incident.

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with oil and hazardous materials operations for the Village of Wheeling the following department head has been identified as the primary coordinator:

- **Village of Wheeling Fire Chief**

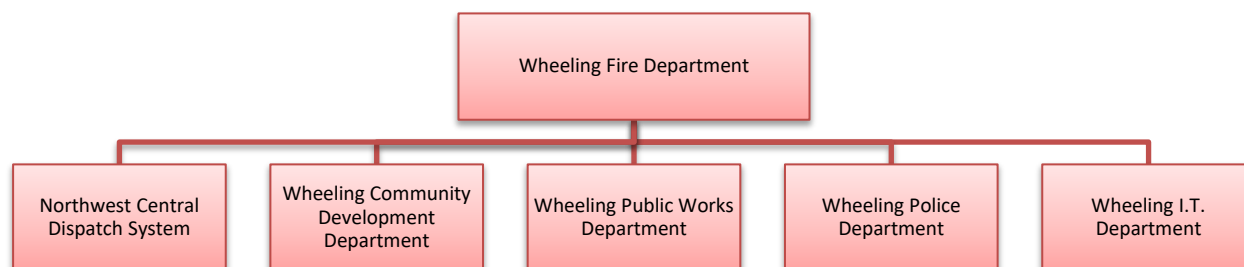
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Fire Department**
- **Village of Wheeling Police Department**
- **Village of Wheeling Information Technology Department**
- **Village of Wheeling Public Works Department**
- **Village of Wheeling Community Development Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Fire Department	All	• Coordinate with on-scene incident command. • Communicate EOC priorities to the field. • Process requests for hazardous materials response personnel and equipment. • Coordinate with appropriate mutual aid partners to fill resource requests.
Police Department	All	• Provide for scene security, crowd control and traffic control as necessary. • Initiate appropriate investigation of releases that are, or may be, intentional or otherwise involve criminal activity.
Information Technology Department	All	• Provide for IT support, including mapping / GIS, communications and remote network capability.

Public Works Department	All	• Provide personnel and heavy equipment for hazardous materials containment or confinement as needed when possible. • Provide construction assistance as needed. • Provide technical specialists, including engineering assistance, at hazardous materials incidents. • Coordinate with County and State agencies as needed to ensure road access for responders.
Community Development Department	All	• Assist with private property permit and building code regulations related to hazardous materials incidents at residential and/or commercial buildings, grading and excavation sites, and land located in a flood plain.
Northwest Central Dispatch System	All	• Serve as the primary public safety answering point. • Serve as the primary for fire dispatching. • Process resource requests, including mutual aid, from on-scene incident command.



PRIVATE PARTNERS

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

- ComEd (Electric Utility)
- Nicor (Natural Gas Utility)
- Chemical companies / Industrial facilities within the Village of Wheeling
- Canadian National Railroad
- Environmental Clean-Up contractors
- Pipeline Companies

REGIONAL / COUNTY AGENCIES

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

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

STATE AGENCIES

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

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

FEDERAL AGENCIES

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

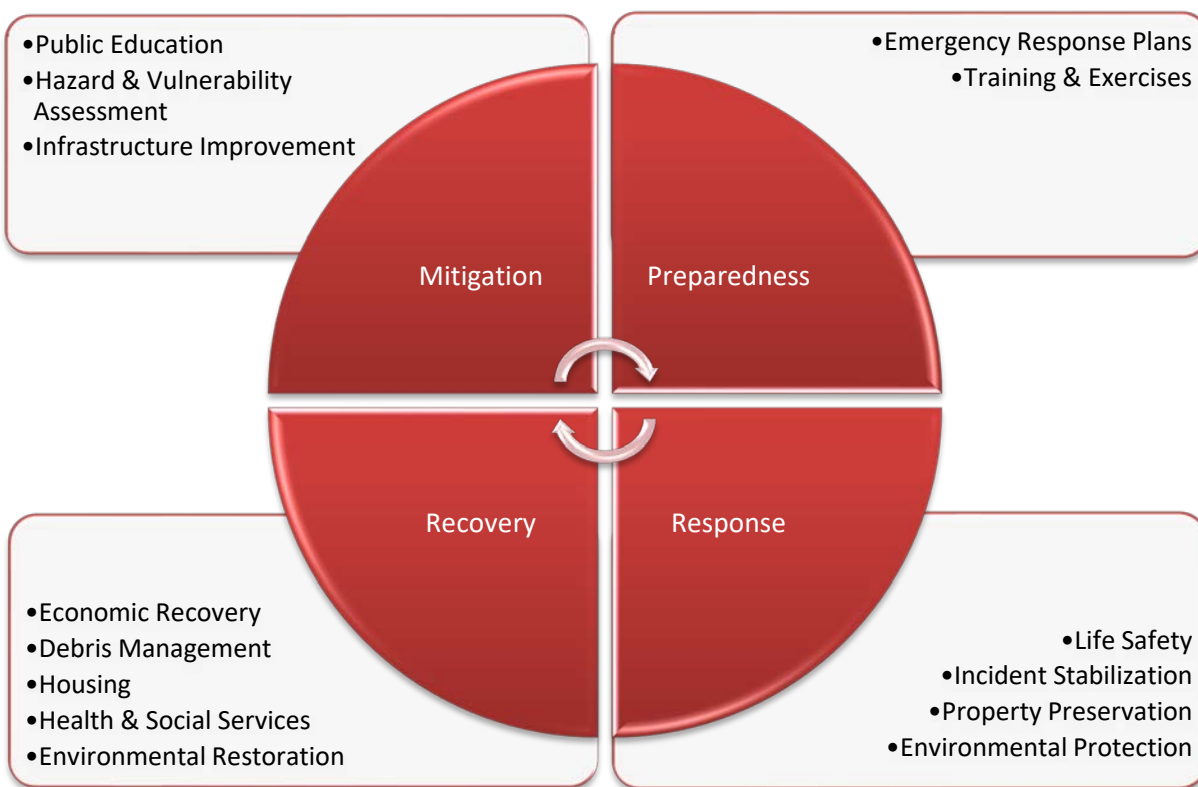
- Federal Emergency Management Agency
- US Department of Energy
- US Environmental Protection Agency
- US Coast Guard
- US Department of Transportation
- US Department of Homeland Security
- National Weather Service

CONCEPT OF OPERATIONS

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

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

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



MITIGATION

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

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

PREPAREDNESS

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



- Develop and maintain the ESF #10, Oil and Hazardous Materials Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities, including identifying emerging hazards and appropriate response strategies.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #10 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #10 exercise process.
- Conduct regular ESF #10 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #10 resources necessary to support operations and begin to identify and document resource types.

- Create inventory agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #10 members communicate during an emergency, including primary and secondary systems and system redundancy.

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
WFD SDG 300-09	Hazardous Material Response	Response	Wheeling Fire Department		2025
MABAS Division 4&5 Haz mat SOG's	MABAS Division 4&5 Hazardous Materials Operating Guideline/ Policy Statement	Response	MABAS Division 4 & 5		6/2024
Comprehensive Emergency Response Plan	Suburban Cook County Local Emergency Planning Committee	Preparedness, Response	Suburban Cook County LEPC		2017
Wheeling Box Card #44H1	Hazardous Materials Box Card	Response	Wheeling Fire Department	Online at https://mabas1portal.specialdistrict.org/wheeling	01/2025
MABAS Division 1 OG/PS #460	MABAS Division 1 Hazardous Materials Operating Guideline/ Policy Statement	Response	MABAS Division 1	Online at https://mabas1portal.specialdistrict.org/files/7c6fe60f7/MABAS_OGPS_460_Haz-Mat_Team_Overview.pdf	09/2019
MABAS Resource Guide	Describes MABAS IL statewide assets and their locations	Response	MABAS-Illinois	Online at https://www.mabas-il.org/wp-content/uploads/2025/03/MABAS-Resource-Guide-JAN2025-1.pdf	01/2025

Illinois Statewide Mutual Aid MABAS Preparedness Workbook	Documents process for planning for rapidly escalating events, including statewide mobilizations and local subsequent responses.	All	MABAS- Illinois	Online at https://www.mabas-il.org/wp-content/uploads/2025/02/Preparedness-Workbook-August-2023.pdf	8/2023
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PREVENTION

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

- Provide subject matter expertise in the development of a Threat and Hazard Identification and Risk Assessment (THIRA).
- Support the identification of possible terrorism targets and vulnerabilities associated with critical infrastructure affiliated with the ESF.
- Provide support and subject matter expertise to continually assess threat information to inform continued prevention operations and ongoing response activities.
- Provide data to produce intelligence and information products as required by law enforcement and ESF stakeholders.
- Provide subject matter expertise to inform decision makers and counterterrorism professionals' actions to prevent imminent acts of terrorism.
- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements, including (but not limited to) the NIPAS Emergency Services Team WMD team or the Illinois National Guard 5th Civil Support Team.

RESPONSE

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

- The ESF #10 coordinator provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #10 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #10 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #10 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of a natural or human-caused event that causes a significant release of a hazardous material in an area or areas of the Village necessitating the evacuation of a large area within the Village.
- In the event of a natural or human-caused event that causes a significant release of a hazardous material in an area or areas of the Village requiring the deployment of a Chempack.
- In the event of a natural or human-caused event that causes significant, widespread damage to an area or areas of the Village necessitating a hazardous materials response involving extensive commitment of personnel, resources, and/or technology assets.
- In the event of any hazardous materials incident that requires complex communications and coordination among stakeholders that exceed normal operations or requires deployment of significant overhead management that exceeds the community's capability.
- In the event of any hazardous materials incident that extends beyond an initial 12-hour operational period

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #10 include:

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

ESF #11: AGRICULTURE AND NATURAL RESOURCES ANNEX

OVERVIEW

The Village of Wheeling is primarily a suburban community of residences, businesses and industry, and as such does not support a significant agricultural component within it. However, the Village does maintain an urban forest, as well as having waterways in the form of several creeks and ponds. The Public Works Department, along with the Northwest Water Commission, is responsible for maintaining the supply of potable water.

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

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

PURPOSE

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

SCOPE

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

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

ASSUMPTIONS

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

- The Village of Wheeling maintains a robust Public Works Department, which will continue to be responsible for maintaining a safe public drinking water supply and managing streams and ponds, as well as maintaining the Village's urban forest.

- The Community Development Department, through its Environmental Health inspectors, will work to ensure safety of food supplies and facilities in the Village.
- The Wheeling Police Department is responsible for animal warden duties and is initially the primary agency for any incident involving animals.
- This function is activated in an emergency or disaster situation when there is:
 - o Significant actual or potential contamination of waterways, potable water supplies and/or food sources.
 - o Disease(s) of plants or animals that constitute an immediate and ongoing threat.
 - o Any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

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

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

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

The following are responsibilities of ESF #11:

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with agriculture and natural resources for the Village of Wheeling the following department head has been identified as the primary coordinator:

- **Village of Wheeling Director of Public Works**

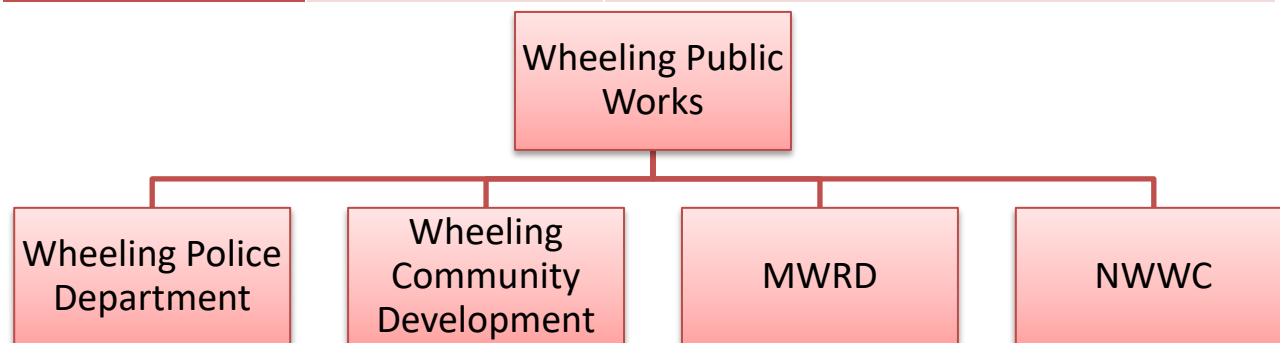
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Public Works Department**
- **Village of Wheeling Community Development Department**
- **Village of Wheeling Police Department**
- **Metropolitan Water Reclamation District of Greater Chicago**
- **Northwest Water Commission**

Department / Agency	Division / Group	Responsibility
Public Works Department	All	• Coordinate inspection of wells, water storage and distribution infrastructure and facilities. • Maintain the urban forest to provide for public safety and plant health; provide appropriate response to widespread plant / tree diseases. • Ensure appropriate response to minimize the environmental effects of an incident on waterways.
Community Development Department	All	• Ensure appropriate consideration is given to historical and cultural sites.
Community Department	All	• Ensure appropriate consideration is given to historical and cultural sites. • Conduct inspections and testing to provide for safe food and water supplies.
Police Department	All	• Coordinate response to large-scale incidents involving animals, including veterinary medical incidents.

Metropolitan Water Reclamation District	All	Coordinate response to environmental emergencies involving waterways.
NWWC	All	Coordinate the inspection of water supply infrastructure and facilities



PRIVATE PARTNERS

The ESF #11 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in ESF #11 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Wheeling Animal Hospital
- Flint Creek Wildlife Rehab Center

REGIONAL AGENCIES

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

- Wheeling Park District

COUNTY AGENCIES

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

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

STATE AGENCIES

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

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

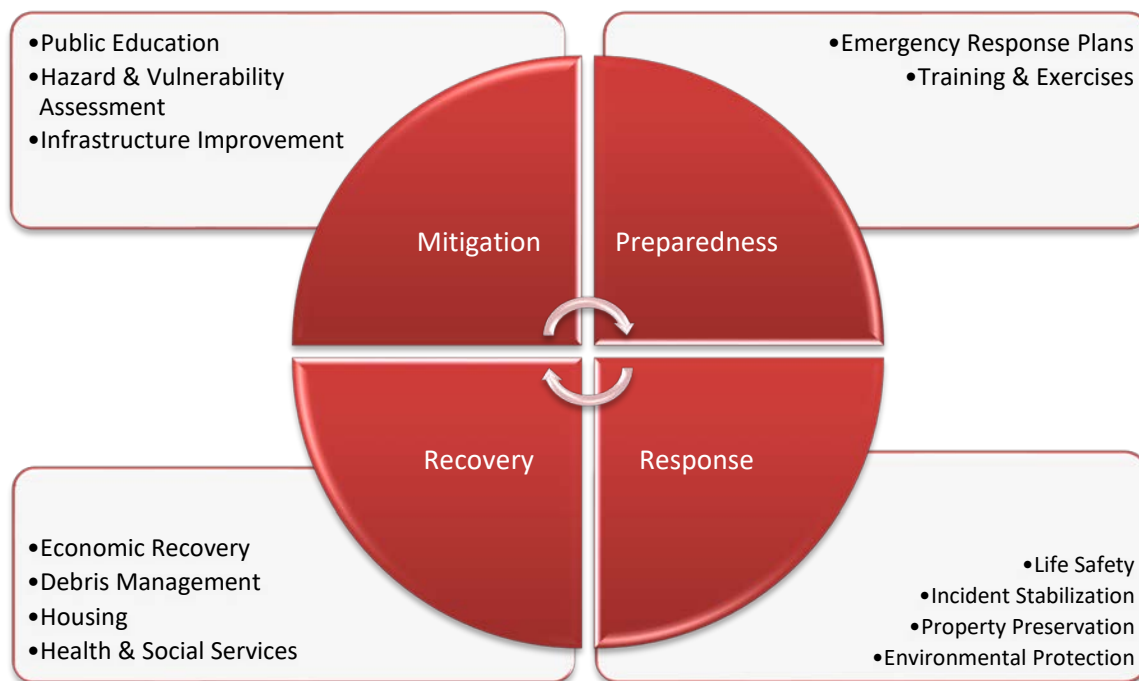
FEDERAL AGENCIES

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

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

CONCEPT OF OPERATIONS

ESF #11 is responsible for Agriculture and Natural Resources functions within the Village, including issues relating to historical and cultural sites. This section describes the ESF #11 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated

PREVENTION

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

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

RESPONSE

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

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.

- Documents how ESF #11 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #11 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #11 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

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

RECOVERY

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

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

ESF #12: ENERGY ANNEX

OVERVIEW

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

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

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

PURPOSE

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

SCOPE

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

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

ASSUMPTIONS

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

- Critical facilities, both public and private, within the Village of Wheeling typically maintain emergency generating capabilities to allow for continuous operation until restoration of electric utility infrastructure is accomplished in an emergency.
- Public utility companies (ComEd and Nicor) maintain robust construction capabilities for emergency restoration in the event of system damage and outages. The companies also maintain mutual aid agreements with other utilities and relationships with private

contractors to supplement their capabilities during widespread events.

- The Village's Department of Public Works will continue to be responsible for maintaining emergency generating capability for critical public infrastructure such as sewer and water facilities, public buildings including police and fire stations and the EOC, and other facilities as the Village deems appropriate.
- This function is activated in an emergency or disaster situation when there is severe and/or widespread damage to energy utility infrastructure; situations that result in widespread, persistent disruption of energy utilities (electrical service or natural gas service); and in any other case in which the Emergency Manager believes its activation would be beneficial in responding to the incident.

GOALS

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

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

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

The following are responsibilities of ESF #12:

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with energy for the Village of Wheeling the following department head has been identified as the primary coordinator:

- **Village of Wheeling Village Manager**

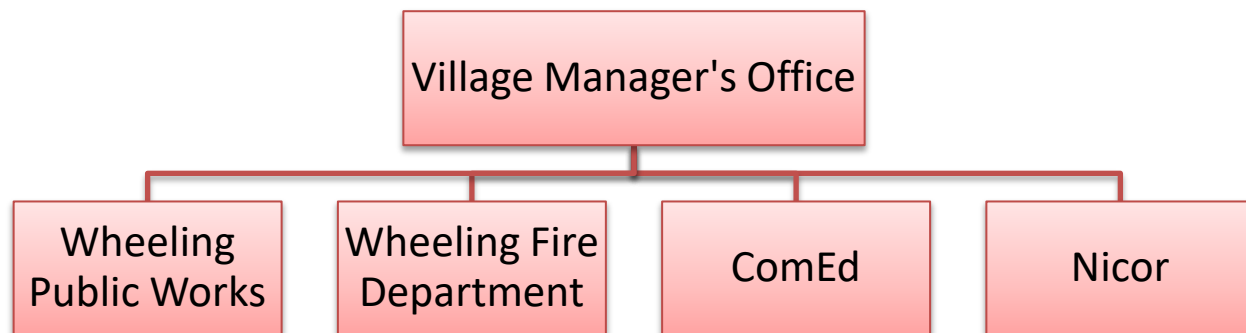
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Manager's Office**
- **Village of Wheeling Public Works Department**
- **Village of Wheeling Fire Department**
- **ComEd (Electric Utility)**
- **Nicor (Natural Gas Utility)**

Department/Agency	Division/Group	Responsibility
Village Manager's Office	All	• Responsible for coordinating with third party energy providers.
Public Works Department	All	• Ensure emergency electrical generating capability for critical infrastructure • Coordinate the provision of debris removal as required for utility companies to access damaged equipment • Respond to Joint Utility Locating Information for Excavators (JULIE) (8-1-1) locating requests
Fire Department	All	• Provide emergency response to monitor, isolate and/or secure electrical or natural gas incidents
ComEd	All	• Assess damage to electrical distribution infrastructure • Perform Emergency Restoration of Power activities • Coordinate with the Village to ensure power restoration to critical infrastructure • Restore system to full capabilities

Nicor	All	- Assess damage to natural gas distribution infrastructure - Perform emergency repairs and restoration activities - Restore system to full capabilities
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PRIVATE PARTNERS

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

- ComEd
- Nicor

COUNTY AGENCIES

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

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

STATE AGENCIES

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

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

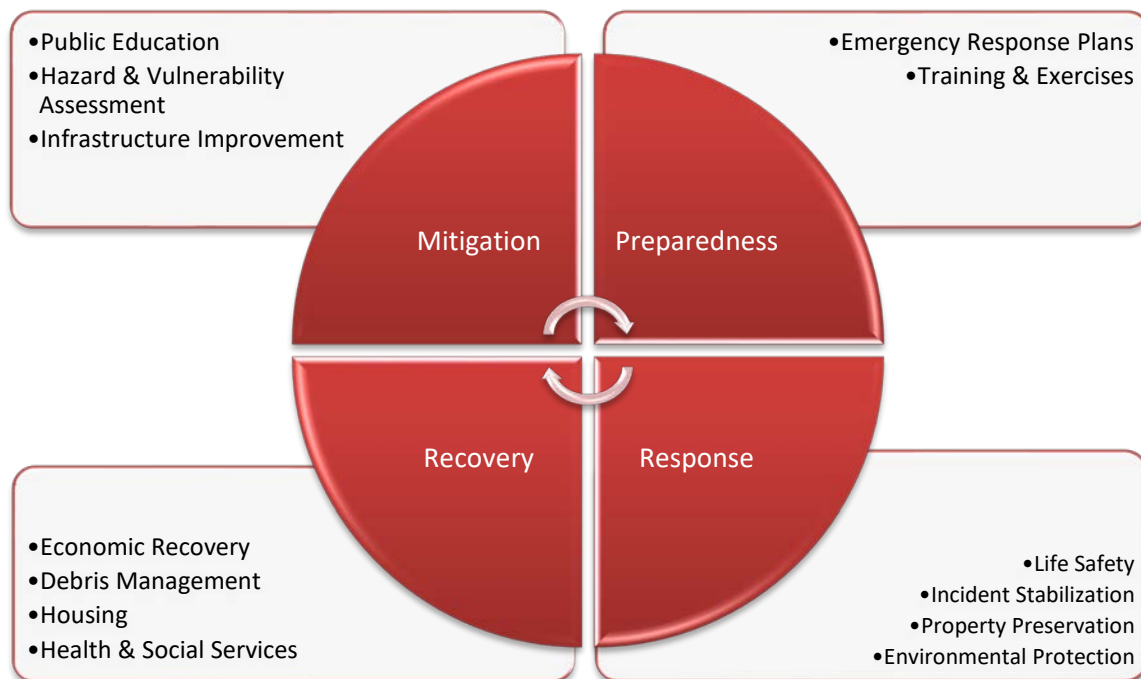
FEDERAL AGENCIES

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

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

CONCEPT OF OPERATIONS

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



MITIGATION

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

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

PREPAREDNESS

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



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

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

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated

PREVENTION

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

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

RESPONSE

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

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting/private agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.

- Documents how ESF #12 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #12 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #12 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

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

RECOVERY

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

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

ESF #13: PUBLIC SAFETY AND SECURITY ANNEX

OVERVIEW

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

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

PURPOSE

ESF #13, Public Safety and Security, provides guidance for a coordinated response and planning effort necessary to maintain order, ensure public safety, and coordinate the law enforcement mutual aid to meet the needs generated by disasters affecting the Village, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

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

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

ASSUMPTIONS

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

- The Village has plans and policies in place to manage daily police operations and has policies for operating in disaster situations.
- The Village is susceptible to various types of crimes as commonly seen in municipalities of similar size.
- There constantly remains the potential for a major law enforcement incident that would exceed local response resources.

- Acts of terrorism or mass violence are primarily law enforcement incidents and will be led by the ESF #13 coordinator.
- The Police Department has the primary responsibility for evacuating citizens during an emergency or disaster.
- Public Safety & Security assistance is provided through the Illinois Law Enforcement Alarm System (ILEAS), a community-to-community system of providing resources, of which Wheeling is a member.
- The Police Department is an active participant in regional mutual aid groups for critical specialized enforcement and investigative operations, including the Northern Illinois Police Alarm System (NIPAS) and the Major Case Assistance Team (MCAT).
- Northwest Central Dispatch System is the primary dispatching point for Law Enforcement resources for the Village and plays a role in ordering resources during an incident.
- Certain private sector businesses and agencies, including railroads, maintain a recognized police force specific to their operations. They will initially work cooperatively with Village police at developing security incidents under their jurisdiction and will assume response and investigative functions once they have adequate resources on the scene.

GOALS

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

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

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

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

Due to their skills, knowledge and responsibilities with public safety and security for the Village of Wheeling the following department head has been identified as the primary coordinator:

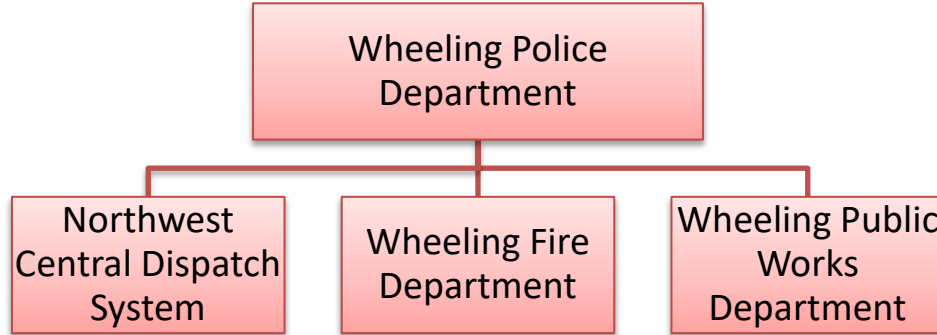
- **Village of Wheeling Chief of Police**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Police Department**
- **Village of Wheeling Fire Department**
- **Village of Wheeling Public Works Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Police Department	All	• Establish on-scene Incident Command of law enforcement incidents. • Provide general law enforcement resources to disrupt criminal activities. • Protect emergency responders. • Protect critical infrastructure during disaster response or as requested. • Provide evacuation routes for the Village in the event of a large-scale disaster.
Fire Department	All	• Through unified command assist in on-scene medical care for law enforcement. • Provide rescue task force response capabilities.
Public Works Department	All	• Provide assistance for on-scene incident command. • Assist in shutting down roads and providing barriers. • Provide street signage.
Northwest Central Dispatch System	All	• Coordinate requests for assistance and/or resources from neighboring police agencies as well as requests from regional aid groups. • Provide dispatching and communications for field command.



COUNTY / REGIONAL AGENCIES

The role of the County / Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County / Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County / Regional Agencies that play key roles in ESF #13:

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

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #13:

- Illinois Emergency Management Agency
- Illinois State Police
- Illinois Department of Corrections
- Illinois Commerce Commission
- Illinois Department of Military Affairs
- Illinois Department of Natural Resources

- Illinois Environmental Protection Agency
- Illinois Department of Transportation
- Illinois Statewide Terrorism & Intelligence Center
- Illinois Law Enforcement Alarm System

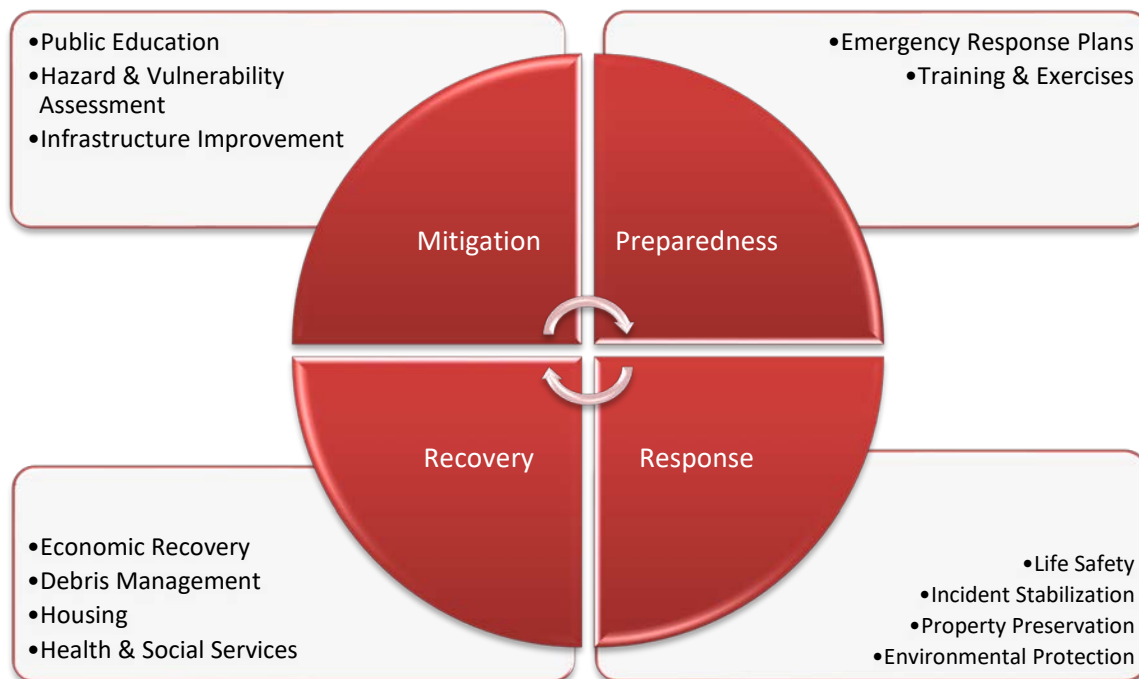
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. Some of the following stakeholders work closely with ESF #13 on a regular basis:

- U.S. Department of Homeland Security
- Federal Emergency Management Agency
- Department of Justice
- Department of Defense
- Department of the Interior
- Department of the Treasury
- Department of Transportation
- Federal Aviation Administration
- National Guard Bureau
- National Transportation Safety Board

CONCEPT OF OPERATIONS

ESF #13 is responsible for Public Safety & Security activities that take place within the Village boundaries. This section describes the ESF #13 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Wheeling participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #13 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #13 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #13 include:



- Develop and maintain the ESF #13, Public Safety & Security, Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #13 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #13 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #13 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #13 members communicate during an emergency, including primary and secondary systems and system redundancy.
- Monitor emerging threats and develop training, policies and procedures according to recognized best practices.
- Meet with external stakeholders for information sharing, security assessments, exercises, and pre-incident planning, school meetings for example.
- Develop event plans for pre-planned Village events that involve significant interdepartmental coordination.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to ESF #13 operations. This document will act a reference pointing to these documents so as not to replicate the information within the body of this annex.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated
Wheeling Police Department All Hazard Plan	Wheeling Police response to disasters and unusual occurrences	All	Wheeling Police Department		
Wheeling Police Direction and Control T-09	Guidelines for traffic direction and control	All	Wheeling Police Department		05/2017
Illinois Law Enforcement Alarm System Agreement (R-14-14)	Intergovernmental agreement with the Illinois Law Enforcement Alarm System for the provision of statewide law enforcement mutual aid.	All	Wheeling Police Department		04/2014
School Safety Plans	School Safety Plans	All	School District		
Wheeling Box Card #44A1	Active Shooter / Hostile Event Box Card	Response	Wheeling Fire Department	Online at: https://mabas1.portal.specialdistrict.org/wheeling	01/2025

PREVENTION

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

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

- Implement, exercise, and maintain plans to ensure inclusion of prevention capabilities.
- Engage and coordinate with regional, County, State, Federal, and private sector stakeholders in training, exercises, and information sharing related to terrorism and prevention.
- Coordinate and share information on suspicious activity with law enforcement agencies directly and through local and regional fusion centers as needed.
- Identify and coordinate resources needed to support the execution of prevention activities through locally available resources and mutual aid agreements.
- Provide overall coordination for multi-jurisdictional law enforcement activities related to prevention.

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #13 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #13 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #13 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Facilitate access to information sources that support field operations, such as CAD data, GIS/mapping programs, Real Time Information Centers and Fusion Centers, Slack channels, cameras and license plate readers, social media monitoring, etc.
- Acts as a conduit of information from the ESF #13 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.
- Assist on-scene command personnel in acquiring specialized communications or technical resources, such as Unified Command Post vehicles, communication units / ITECS trailers, etc.
- Coordinate with internal or external volunteer agencies who bring specific expertise or skills to allow for a more efficient response to the incident.

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event of an act of terrorism or mass violence resulting in the loss of life within the Village boundaries.
- In the event of an act of terrorism or mass violence resulting in the loss of life within the Village boundaries.
- In the event of any prolonged incident that requires an intensive resource commitment.
- In the event of a pre-planned event that requires significant coordination between internal and external agencies, such as a high-level dignitary visit.
- In the event that it is determined that the Village needs to be evacuated due to a disaster or emergency.
- In the event of any natural, man-made or technological disaster that requires the movement of a large population of residents for temporary relocation or evacuation.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #13 include:

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

ESF #13 APPENDIX: EVACUATION

OVERVIEW

The Village of Wheeling Public Safety & Security, ESF #13, coordinator is ultimately responsible for the evacuation of the Village in the event of an emergency or disaster that would require such action. The ESF #13 agencies coordinate with each other to constantly develop plans for the effective evacuation of persons within the Village.

PURPOSE

The purpose of this appendix is to define which agencies have direct responsibility for evacuation. Additionally, this appendix provides more details and assumptions regarding the scope of evacuation operations.

SCOPE

The Village is responsible for the evacuation of its businesses and residents in the event that life, property or general safety is at risk. The Village is responsible for coordinating the movement of people from our municipality to a destination where they will be out of harm's way. The Village will coordinate with its neighboring communities prior to and during a mass evacuation to coordinate the provision of mass care as needed (ESF #6). The transportation coordinator (ESF #1) in the EOC will work closely with the ESF #13 coordinator to ensure that transportation modules are available for all citizens as defined by this EOP. Each ESF coordinator associated with evacuation maintains plans and agreements to assist in the facilitation of the evacuation process.

ASSUMPTIONS

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

- Evacuation may include the need to order and enforce shelter-in-place orders.
- Whenever a threat to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the law may close the area where the threat exists.
- Law enforcement agencies are typically responsible for enforcing an evacuation order.
- Citizens have the legal right to refuse to evacuate, however if this act endangers children, they are subject to arrest. If a citizen refuses an evacuation advisory he/she does so at his/her own peril, and assumes the inherent risks.
- During an evacuation, law enforcement or other emergency personnel may determine the route(s) of travel depending on the hazard location, behavior, wind, terrain, etc.
- Depending on circumstances, there may be time to collect valuables. If the evacuation advisory is urgent, there could be only time for evacuees to get into their vehicle and follow the route that the officer provides. This underscores the importance of preparation on the part of residents.

- In the event that the ESF #15 coordinator activates a computerized mass phone calling disaster alert system, the call will provide some directional information and most probably the location of a temporary evacuation center. If telephone poles and wires close to the disaster are damaged, the system may not activate in a particular area.
- The ESF #15 coordinator will work with the ESF #13 representative to ensure that messages regarding evacuation include language that is inclusive of the languages for the geographic area being evacuated.
- The ESF #15 coordinator will work with the ESF #13 representative to ensure that messages regarding evacuation include language appropriate for those with access and functional needs.
- After an area has received an evacuation advisory, the Police Department will, if possible, conduct patrols to prevent theft and looting.
- The terms “voluntary” and “mandatory” are used to describe evacuation orders. Local jurisdictions may, however, use other terms including but not limited to “precautionary” and “immediate threat.” The terms used are related to the significance of the danger to provide for the safety of the residents, not the legal ability to remove someone from their home or place of business.

CONCEPT OF OPERATIONS

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

STAKEHOLDERS

As described previously in the ESF #13 Annex the primary coordinator for the Public Safety and Security function is the Chief of Police or their designee. In addition to the ESF #13 coordinator, the process for evacuation is also supported by the following support function coordinators:

- ESF #1 Transportation
- ESF #4 Firefighting
- ESF #6 Mass Care

PLAN ACTIVATION

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

ESF #14: CROSS-SECTOR BUSINESS AND INFRASTRUCTURE ANNEX

OVERVIEW

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

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

PURPOSE

Emergency Support Function #14, Cross-Sector Business and Infrastructure, provides guidance for a coordinated response and planning effort necessary to maintain order and ensure smooth operations while coordinating the delivery of personnel and supplies necessary to meet the needs generated by disasters affecting the Village, identifies responsibilities for decision-making and responses and describes relationships between responding organizations that will operate under this function.

SCOPE

The plans and systems that make up the ESF #14 Annex may be activated in whole or in part as described in response to a request for support. The scope of ESF #14 includes the appropriate actions to prepare for and respond to threats as well as request the necessary mutual aid to prevent the further loss of life, stabilize the incident, and limit damage to property or the environment.

During an emergency response, Village departments and agencies retain their respective administrative authorities, but coordinate with the ESF #14 coordinator in order to uphold the mission of protecting life, property and the environment. Given the broad range of potential responses the organizations involved could provide, it is important for the successful implementation of ESF #14 to ensure information-sharing and collaboration among government, private sector, and infrastructure stakeholders.

ASSUMPTIONS

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

- The Village has plans and policies in place to manage daily operations and has policies for operating in disaster situations.
- Stakeholders will facilitate stabilization of community lifelines, critical supply chains, and National Critical Functions that are local and vital to the impacted community.
- Connect the private sector to operational programs and functions, as needed.
- The Village has critical infrastructure that are susceptible to various types of emergencies and disasters as commonly seen in municipalities of similar size.
- The Village, in conjunction with other stakeholders should analyze infrastructure interdependencies and offer recommendations to optimize response efforts.
- The Village maintains working relationships with infrastructure owners and operators, businesses, and other community stakeholders.

GOALS

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

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #14 emergency management activities within NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the transportation system response capabilities.
- Identify, coordinate, and engage the emergency ESF #14 stakeholders.
- Train and exercise the activities of ESF #14.
- Provide input and planning assistance for any Hazard specific annexes which contain Public Safety & Security elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for Emergency Support Function #14. The primary coordinator is responsible for the development, maintenance, and implementation of ESF #14, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #14 has been activated. Upon arrival at the EOC the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

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

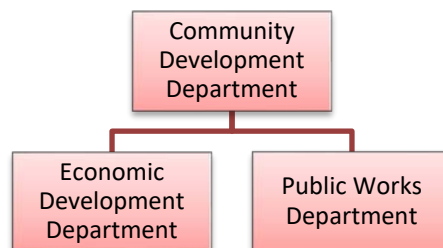
- **Village of Wheeling Director of Community Development**

EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

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

- **Village of Wheeling Community Development Department**
- **Village of Wheeling Economic Development Department**
- **Village of Wheeling Public Works Department**

Department / Agency	Division / Group	Responsibility
Economic Development	All	• Provide information and contacts for local businesses and the products and services they can provide to assist with the emergency operation
Community Development	All	• Provide information and contacts for local businesses, assist with resource allocation, knowledge of building capacities, ensure equitable recovery, assist and support vulnerable populations.
Public Works	All	• Provides support during the recovery phase.



LOCAL PARTNERS

The ESF #14 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in ESF #14 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- Wheeling Chamber of Commerce

COUNTY / REGIONAL AGENCIES

The role of the County / Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County / Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County / Regional Agencies that play key roles in ESF #14:

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

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #14:

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

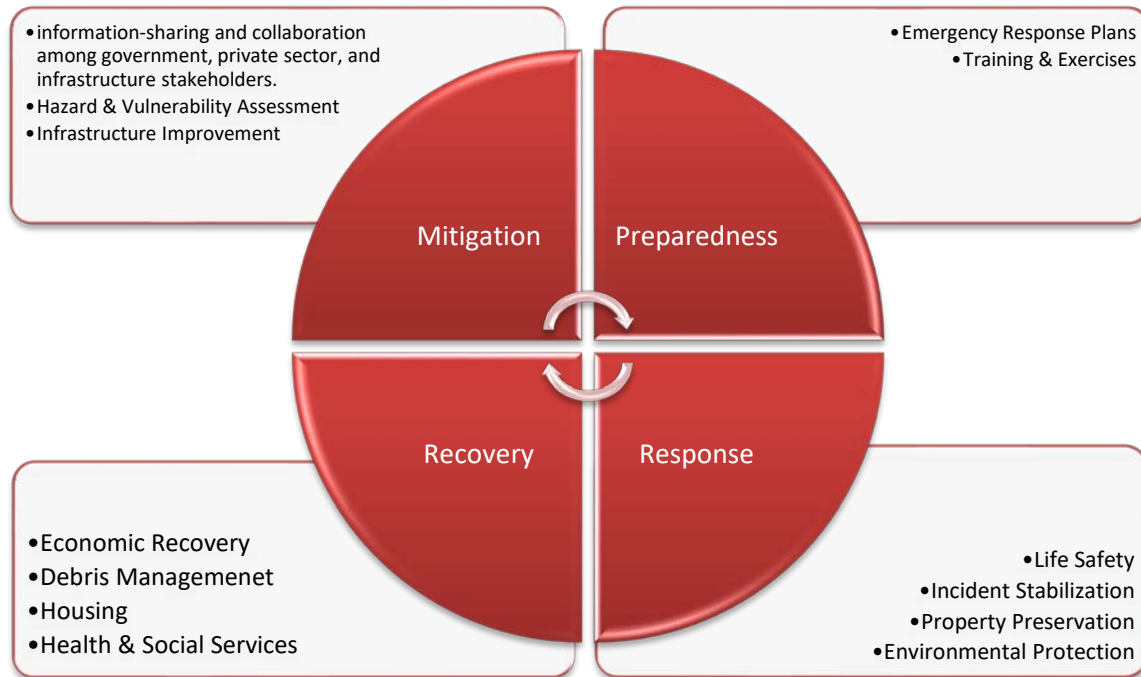
FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large-scale emergency. Some of the following stakeholders work closely with ESF #14 on a regular basis:

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

CONCEPT OF OPERATIONS

ESF #14 is responsible for Cross-Sector Business and Infrastructure activities that take place within the Village boundaries. This section describes the ESF #14 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Wheeling participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #14 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates / revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Facilitate information-sharing and collaboration among government, private sector, and infrastructure stakeholders. (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #14 include:



- Develop and maintain the ESF #14, Cross-Sector Business and Infrastructure, Annex, the overall Emergency Operations Plans containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #14 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #14 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #14 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #14 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #14 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated

PREVENTION

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

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

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #14 Primary Coordinator include:

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from stakeholder organizations and support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between infrastructure owners and operators, businesses, and the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.

- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #14 organizes itself to support the emergency response within the Emergency Operations Center.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #14 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #14 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.

PLAN ACTIVATION

This annex of the Village of Wheeling Emergency Operations Plan may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- When multiple impacts to public, private, and Critical Infrastructure sectors occur simultaneously.
- When critical Infrastructure implications require coordination across multiple ESFs.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #14 include:

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

ESF #15: WARNING AND EXTERNAL AFFAIRS ANNEX

OVERVIEW

The Village of Wheeling Warning and External Affairs Annex (ESF #15) represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide timely, accurate, and coordinated information. In addition, ESF #15 brings together these stakeholders before, during and after emergencies to develop systems and processes that support effective emergency management. The ESF #15 stakeholders embrace the “whole community” by coordinating and sharing information with the media, faith-based and nongovernmental organizations (NGOs), the private sector, the local populace, and individuals with limited English proficiency. This audience includes individuals with disabilities and others with access and functional needs. The ESF #15 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.

During a response, the Public Information Officer (PIO) stands up the Public Information function in the Village EOC. Other stakeholders may also stand up their agency’s Public Information function. If more than one PIO function is activated, the ESF #15 stakeholders collectively decide whether or not to activate/form a Joint Information Center (JIC) to coordinate and communicate information on an emergency in which multiple PIOs have requested assistance for preparing and disseminating information.

PURPOSE

The purpose of ESF #15 is to describe the coordination elements that are necessary to provide accurate, coordinated, timely, and accessible information to the public. The ESF #15 Primary Department coordinates the emergency public information activities that support the local, county, state and federal public information activities. Each ESF #15 stakeholder coordinates and communicates within their agency, but also with all agencies within their respective areas of operation. The ESF #15 stakeholders also provide recommendations and subject matter expertise to the associated departments to address public information preparedness, response, and recovery planning and operational activities.

SCOPE

The plans and systems that make up the ESF #15 Annex may be activated in whole or in part as described in response to a request for support. A response may also be carried out under other key response authorities identified in plans identified in this annex.

The scope of ESF #15 includes the appropriate actions to provide accurate, coordinated, timely, and accessible information to the public. The plans and actions that make up this annex will require coordination among multiple Emergency Support Functions. This annex:

- Provides an overview of the Public Information system.
- Identifies the legal basis for the ESF #15 Annex and the emergency management activities of ESF #15 stakeholders.
- Identifies the ESF #15 mission, scope, goals, and stakeholder community.

- Identifies the organizational structure and governance system for ESF #15 development, implementation and maintenance.
- Provides an overview of activities that support the four phases of emergency management.

During an emergency response, departments and agencies retain their respective administrative authorities, but coordinate within the ESF #15 structure in order to uphold the mission of protecting life, property and the environment. ESF #15 stakeholders are involved in a wide spectrum of activities which are defined based on the incident and its complexity.

ASSUMPTIONS

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

- The PIOs that make up this ESF are responsible for generating media releases and providing guidance to residents and elected officials as part of their preparedness efforts.
- The PIOs are responsible for having access to the various Village and departmental social media accounts.
- The PIOs have the authority to send messages via social media, traditional media and Village-specific media such as signboards and the Village web page.
- All messages generated by the ESF #15 coordinators will be approved by the Village Manager or their designee before they are released.
- Incident needs may dictate the need for increased coordination with legal counsel on how messages are developed and disseminated. Counsel may be internal to the municipality, or it may be provided by a third party such as an insurance provider.
- Northwest Central Dispatch System maintains the ability to activate the Village’s outdoor warning sirens, initiate reverse 911 messages, and send WEAs through IPAWS at the request of the municipality.
- Public information officers may exist at the incident, EOC, and policy level. Generally, messages on behalf of the municipality will be coordinated through the lead PIO identified in this annex.

GOALS

This section identifies the goals for ESF #15 to support the further development and ongoing maintenance of ESF #15.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #15 emergency management activities.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the External Affairs response capabilities.
- Identify, coordinate, and engage ESF #15 stakeholders.
- Train and exercise the activities of ESF #15.
- Provide input and planning assistance for any Hazard specific annexes developed which contain External Affairs elements.

STAKEHOLDERS

EMERGENCY SUPPORT FUNCTION PRIMARY COORDINATOR

For the development of the plan annex, a primary coordinator has been designated based upon authorities and responsibilities. They will fill the position of primary coordinator for ESF #15. The primary coordinator is responsible for the development, maintenance, and implementation of ESF #15, with input and assistance from the stakeholders. Additionally, the primary function coordinator is responsible for establishing a seat at the local EOC once ESF #15 has been activated. Upon arrival to the EOC, the primary coordinator will determine which supporting agencies or private partners are necessary to support the incident. In the event that the primary coordinator is not able to fill their EOC role their position will be filled by their designee.

Due to their skills, knowledge and responsibilities with warning and external affairs for the Village of Wheeling the following department head has been identified as the primary coordinator and Public Information Officer:

- **Village of Wheeling Deputy Village Manager**

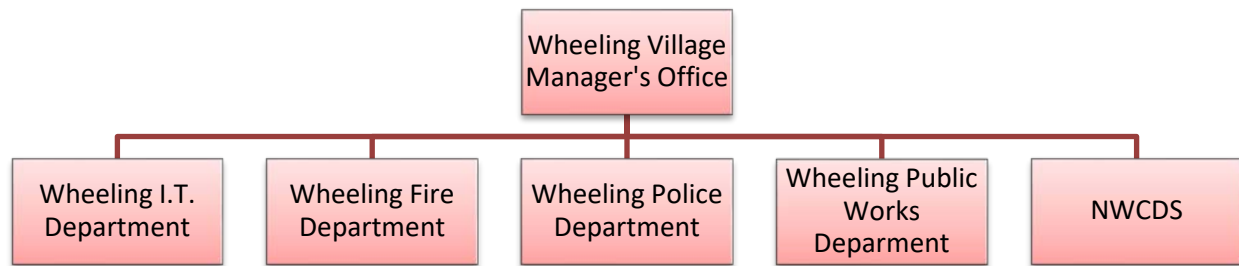
EMERGENCY SUPPORT FUNCTION SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that have a role in support of the development of the ESF #15 annex. These supporting stakeholders have responsibilities in certain aspects of ESF #15 and provide planning input and operational support to the primary coordinators.

- **Village of Wheeling Mangers Office**
- **Village of Wheeling Information Technology Department**
- **Village of Wheeling Fire Department**
- **Village of Wheeling Public Works Department**
- **Village of Wheeling Police Department**
- **Northwest Central Dispatch System**

Department / Agency	Division / Group	Responsibility
Village Manager's Office	All	• Coordinate Village wide messaging. • Develop and maintain a joint information system.
Information Technology Department	All	• Responsible for routine delivery of Village information by maintaining the Village web site as well as through newspapers, electronic media, social media and other platforms.
Fire Department	All	• The Fire Department maintains a public information officer. • The Fire Department has the ability to provide warnings via the PA system in their vehicles to send mass messages.
Public Works Department	All	• The Public Works Department maintains a public information officer.

Police Department	All	- The Police Department maintains a public information officer. - The Police Department has the ability to provide warnings via the PA system in their vehicles to send mass messages.
Northwest Central Dispatch System	All	- Provides the Village the ability to send reverse 911 messages and WEAs through the shared mass notification platform. - Provides the Village the ability to set off their warning sirens.



PRIVATE PARTNERS

The ESF #15 primary and supporting agencies rely on the coordination from the private sector in order to achieve their goals. There are a number of private entities that have a role in ESF #15 operations. The following private partners have been identified as being key to the operational response and plan development of this annex:

- ABC 7 News
- CBS 2 News
- NBC 5 News
- The Daily Herald
- Churches and other houses of Worship
- Hospitals
- Major Community-Based Businesses
- Media Communications Consulting Firms

COUNTY / REGIONAL AGENCIES

The role of the County / Regional Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects multiple jurisdictions. Supporting County / Regional Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are County / Regional Agencies that play key roles in ESF #15:

- Cook County Department of Emergency Management and Regional Security
- Wheeling Park District
- School Districts (21 & 214)
- Wheeling Township
- Library
- Social Services Agencies

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the scope of the response and recovery activities, and whether the incident affects state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and subject matter expertise, and are generally requested by the Primary ESF Coordinator during an incident. The following are State Agencies that play key roles in ESF #15:

- Illinois Emergency Management Agency

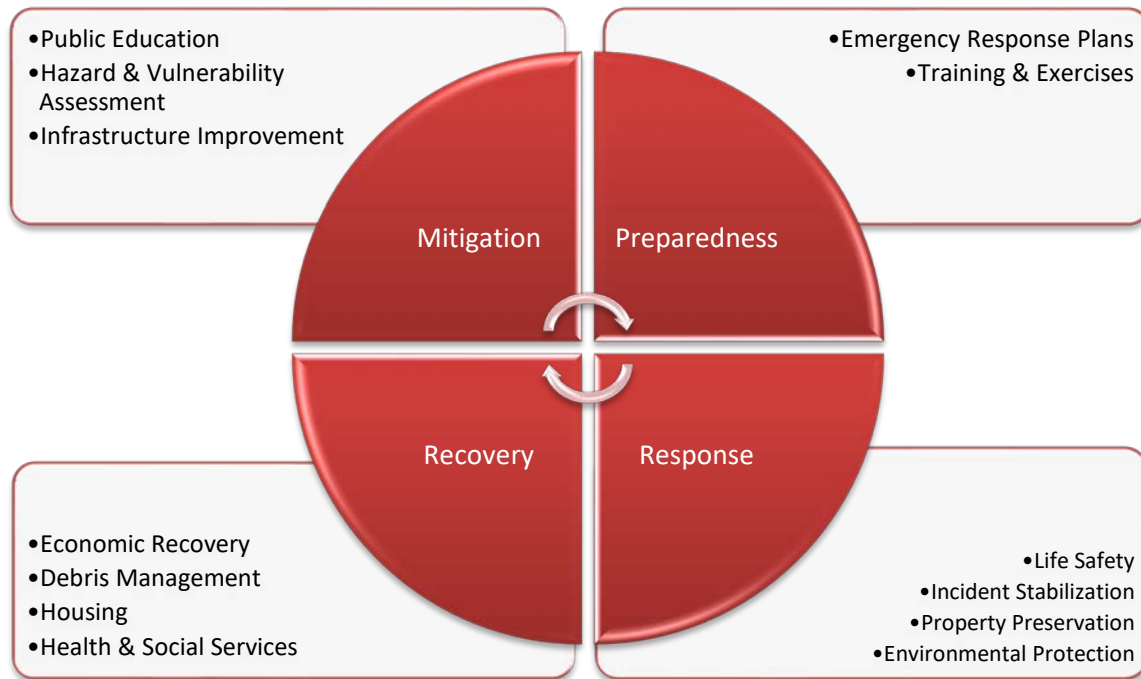
FEDERAL AGENCIES

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

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

CONCEPT OF OPERATIONS

ESF #15 is responsible for external affairs and public warning activities that take place within the Village boundaries. This section describes the ESF #15 concept of operations, which documents how the emergency support function stakeholders will, through collaboration and joint activities, support each phase of emergency management.



MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. The Village of Wheeling participates in Mitigation planning through the Cook County Department of Emergency Management and Regional Security. Mitigation activities for ESF #15 include:

- Identify stakeholders and engage them in the development and maintenance of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities and include in the annual updates/revisions of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.
- Collaborate to pool ESF #15 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #15 include:



- Develop and maintain the ESF #15, Warning and External Affairs Annex, the overall EOPs containing a concept of operations, plans, supporting documents and agreements.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Identify opportunities to refine capabilities related to public information, including memorandums of agreement for mutual aid or support staffing, temporary call taking or information systems, or other access and functional needs capacities such as language lines or interpreters.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #15 stakeholders.
- Plan for short-term and long-term recovery operations.
- Integrate After-Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #15 training and exercise process.
- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Create an Emergency Resource Directory providing the list of ESF #15 resources necessary to support operations and begin to identify and document resource types.
- Create an inventory of agreements that are in place to support sharing of resources.
- Assists with the documentation of how ESF #15 members communicate during an emergency, including primary and secondary systems and system redundancy.

A number of operations plans, policies, and guidelines dictate the operations of this ESF annex. The following plans have been identified as critical to the ESF #15 operations. This document will act as a reference point to these documents so as not to replicate the information within.

Plan/Document Name	Description	Emergency Management Phases	Owner	Location of Plan	Last Updated

PREVENTION

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

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

RESPONSE

Response includes activities that address the direct efforts of an incident. Response includes the execution of EOPs and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #15 Primary Coordinator include:

- Activate the EOC as the primary JIC until an additional location is identified.

- Provides subject matter recommendations and guidance involving its members.
- Coordinates assistance from support agencies and provides assistance within other EOC levels (as necessary).
- Serves as the point of contact between the supporting agencies to the EOC.
- Provides guidance and recommendations in resource request processing to EOC Sections to ensure the appropriate use of resources.
- Acquires and processes discipline-specific intelligence and information.
- Identifies and documents trigger points/thresholds that may indicate a need to increase the operational mode.
- Documents how stakeholders mobilize resources to support incident response and operations. Also assists with the tracking of resources during mobilization and demobilization.
- Documents how ESF #15 organizes itself to support the emergency response within the EOC.
- Participates in action planning, section and branch meetings scheduled during the operational period within the EOC.
- Actively coordinates with ESF #15 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.
- Acts as a conduit of information from the ESF #15 stakeholders to the EOC regarding stakeholders' intelligence and resource capabilities.
- Utilize tools such as language translation services to ensure that messages are formatted in a way to reach all facets of the community.
- Utilize partner agencies like the school districts, park districts, hospitals, large businesses, and houses of worship to relay timely messaging.

WARNING MODES

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

Communication System	Provider	Service Provided	Departments
Everbridge	Everbridge	Reverse 911, WEA	All
Vehicle PA Speakers	Vehicle Specific	Public Announcements	Fire, Police and Public Works
Severe Weather Sirens	Fulton Siren Service	Outdoor Alerts	NWCDS
Social Media Platforms	Village of Wheeling		All
Temporary Call Taking Systems	Village of Wheeling	Inbound Call Handling	

PLAN ACTIVATION

This annex of the Village of Wheeling EOP may be activated for any of the following:

- By order of the Director of Emergency Management, as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- In the event that the EOC activates.
- In the event of an incident that generates significant media interest or public inquiries.
- In the event a credible threat is received that will impact the village and will require ongoing communications with the community and partner organizations.

RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for ESF #15 include:

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

FUNCTIONAL ANNEX: ALERT AND WARNING

OVERVIEW

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

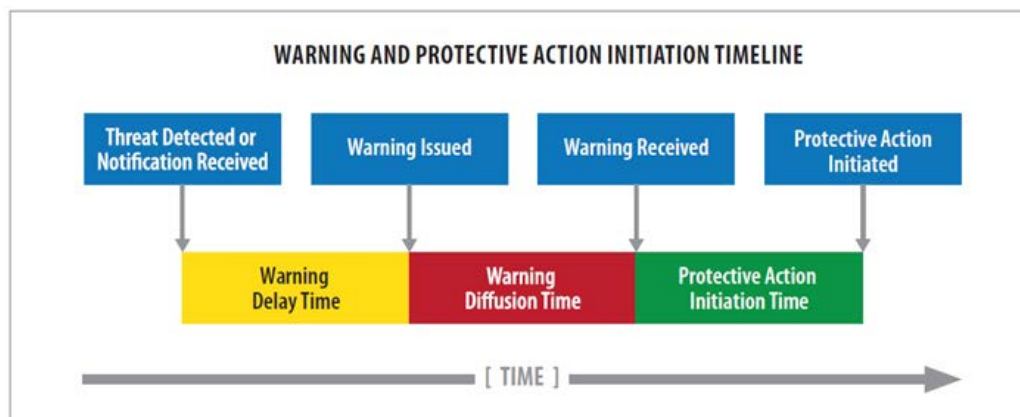
The Northwest Central Joint Emergency Management System (JEMS) has 12 jurisdictions which support a number of systems. Systems supported by JEMS partners which are used together during a disaster/emergency ensure a wide spread of information to a larger population than could be reached by anyone system.

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

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

PURPOSE

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



ASSUMPTIONS

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

- Warning and alert messages should be created and disseminated in accordance with the Northwest Central JEMS Regional Mass Notification Plan.
- The PIOs that make up ESF #15 are responsible for generating media releases and providing guidance to residents and elected officials as part of their preparedness efforts.
- The PIOs are responsible for having access to the various Village and departmental social media accounts.
- The PIOs have the authority to send messages via social media, traditional media and Village-specific media such as signboards and the Village web page.
- All messages generated by the ESF #15 coordinators will be approved by the Village Manager or their designee before they are released.
- The PIOs maintain a wide variety of messaging tools in order to reach all facets of the community including those with limited English proficiency, access and functional needs, and those who are not technologically savvy.
- The PIOs maintain a list of services to translate messages to ensure they are linguistically and culturally appropriate.
- Regional Emergency Dispatch Center System maintains the ability to send reverse 911 messages on behalf of the Village.
- The Village of Wheeling maintains the Village’s warning sirens and Wheeling 9-1-1 Dispatch has the ability to set them off at the request of the Village.

IMPLEMENTATION TRIGGERS

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

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

CONSTRUCTING EMERGENCY MESSAGES

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

MESSAGE CONTENTS

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

MESSAGE STYLE

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

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

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

SOURCE: say who the message is from

THREAT: describe the flooding event and its impacts

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

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

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

MESSAGE CONTENTS AND ORDER

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

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

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

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

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (iPAWS)

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

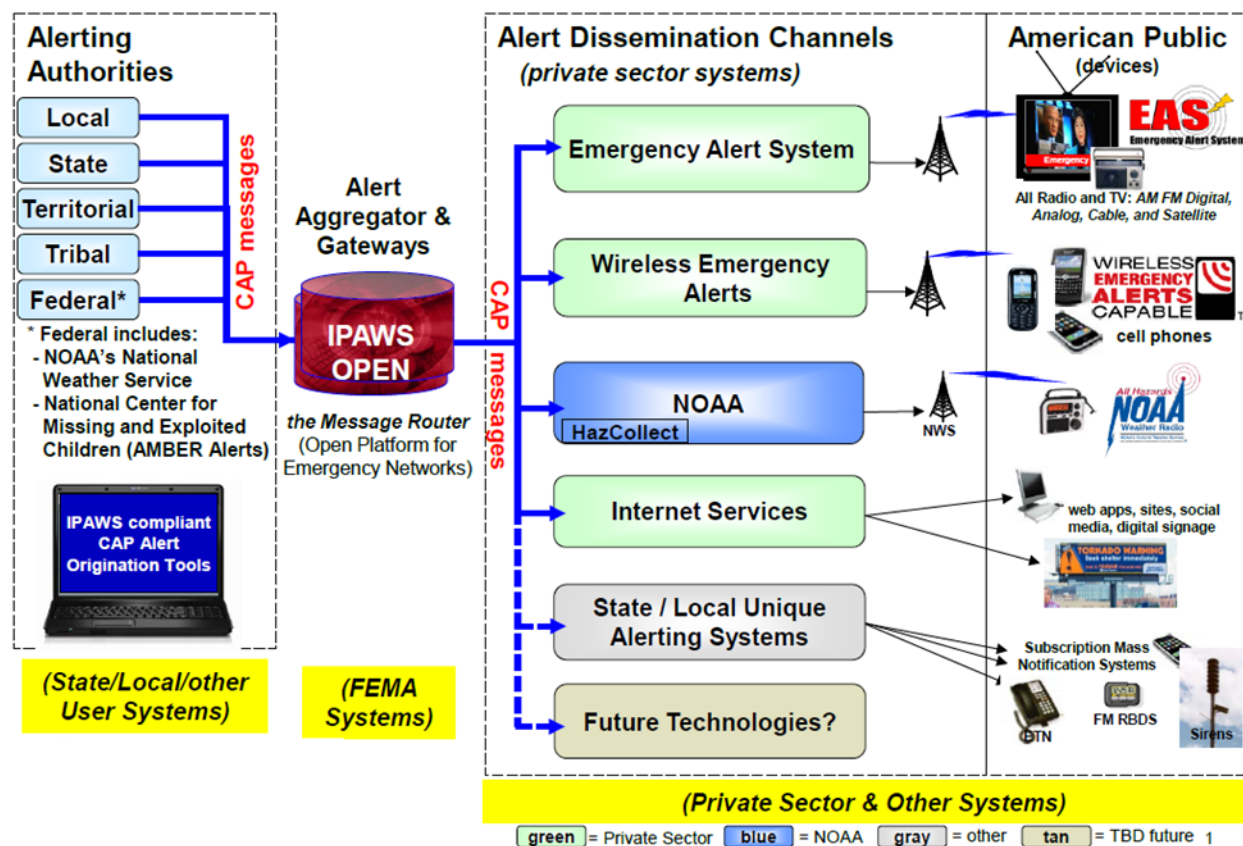


Figure 7 - iPAWS Architecture

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

EMERGENCY ALERT SYSTEM (EAS)

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

WIRELESS EMERGENCY ALERTS (WEA)

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

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

- Northwest Central Dispatch System (NWCDS) Director

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

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

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

CITIZEN-ALERT.ORG

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

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

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

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

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

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

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

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

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

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

REGIONAL SYSTEM DEFAULT SETTINGS

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

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

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

PRE-LOADED SHAPE FILES

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

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

CITIZEN EMERGENCY NOTIFICATION

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

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

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

- Message Content
- Defined shape or group to be notified

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

OUT-OF-REGION NOTIFICATIONS²

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

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

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

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

SOCIAL MEDIA

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

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

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

System	Short Message Format	Long Message Format	Video/Image Format
Facebook		X	X
X (Twitter)	X		
Instagram			X
Village Website		X	X

WEBSITES

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

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

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

1. The main homepage of the website has a feature which can be turned on which overrides information displayed on the main page and replaces this information with an emergency

message. During times where alert and warning messages are of a time-sensitive nature, this functionality may be enabled to relay pertinent information directly on the main page of the website.

2. An eSubscription service from CivicPlus accompanies the Village website. It contains the e-mail addresses of those citizens who have elected to receive notifications as specific pages are updated. During times of emergency, a notification can be sent to the entire database of individuals no matter what update they have opted in for.
3. The main homepage of the website has a feature which can be turned on which can insert a red banner at the top of the home page allowing city officials to display an emergency message.
4. The Village newsletter goes out to all residents and has a following of approximately 40,000 citizens. This following can be accessed to allow emergency messages to be distributed to all citizens who receive the newsletter.
5. The Village maintains an online Utility Billing System for citizens. As part of this functionality, the city can use the e-mails associated with user accounts to provide emergency information to the public.

PHYSICAL NOTIFICATION SYSTEMS

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

POSTING LOCATIONS

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

DOOR-TO-DOOR

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

SIRENS

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

The Village of Wheeling also maintains six (6) outdoor warning sirens throughout the Village. These sirens are meant to alert citizens who are outside in the area of the siren. They are not meant to warn citizens inside structures, although structures within a close distance (which varies by location) to the siren may hear the siren going off. These sirens are set off via radio by Northwest Central Dispatch. The distance these outdoor warning sirens can be heard varies based on location, type of siren, and conditions. Normally it is expected that the sirens can be heard for up to approximately one mile from the siren, although due to conditions, that distance can be less or even much greater. Procedures for activating the sirens are specified in Northwest Central Dispatch System Directive II-M-100-6, Outdoor Warning System Activation / Testing (7/20/2017).

APPENDIX 1: CHARACTERISTICS OF EMERGENCY MESSAGE DISSEMINATION CHANNELS

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

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

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

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

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

Social media	Fast	Widespread	Dispersed	Low
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FUNCTIONAL ANNEX: VOLUNTEER & DONATIONS MANAGEMENT

OVERVIEW

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

PURPOSE

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

SCOPE

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

ASSUMPTIONS

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

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

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

IMPLEMENTATION TRIGGERS

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

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

CONCEPT OF OPERATIONS

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

VOLUNTEER MANAGEMENT

Definitions

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

Spontaneous Volunteer

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

Affiliated Volunteer

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

Emergency Volunteer Center

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

Roles and Responsibilities

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

Affiliated Volunteer Programs

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

American Red Cross

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

Activation

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

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

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

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

Public Information

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

Demobilization

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

DONATIONS MANAGEMENT

Definitions

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

Monetary Donations

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

In-Kind Donations

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

Roles and Responsibilities

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

Supporting Agencies

American Red Cross

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

Salvation Army

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

United Way

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

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

Activation

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

Monetary Donations

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

In-Kind Donations

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

Public Information

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

Demobilization

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

SECTION ANNEX: MANAGEMENT

OVERVIEW

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

PURPOSE

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

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

SCOPE

The plans and systems that make up the Management Section may be activated in whole or in part as described in response to a request for support. The scope of the Management Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Management Section stakeholders are involved in activities that identify overall objectives, set incident priorities, and facilitate coordination and executive decision making in accordance with policies established by governing bodies, as well as coordinating all public messaging to ensure accuracy and consistency.

ASSUMPTIONS

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

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

CONCEPT OF OPERATIONS

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

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

DIRECTOR OF EMERGENCY MANAGEMENT

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

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

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

LEGAL AFFAIRS OFFICER

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

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

The primary areas of concern to the Legal Affairs Officer will be to ensure that the Village is acting in accordance with its legal responsibilities as a unit of government and that any and all declarations and/or proclamations follow the appropriate legal requirements, including the Illinois Emergency

Management Act and any applicable local municipal codes. In addition, the Legal Affairs Officer will need to review legal concerns and documents generated prior to, or during the course of the emergency. This can include:

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

PUBLIC INFORMATION OFFICER

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

LIAISON OFFICER

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

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

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

SAFETY AND SECURITY OFFICER

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

- Areas where people are working
- Potential risks
- Mitigation measures to eliminate or minimize those risks

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

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

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

EOC COORDINATOR

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

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

EOC LOCATION

The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. A primary and secondary EOC has been identified for the coordination and execution of this plan. The primary EOC is designated as the Wheeling Fire Department Station 44, the secondary EOC is designated as the Wheeling Village Hall. An alternate EOC would be at the Public Works facility.

Primary EOC: 499 S. Milwaukee Ave, Wheeling, IL

Secondary EOC: 1 Community Blvd, Wheeling, IL

Alternate EOC: 77 W Hintz Rd, Wheeling, IL

SECTION ANNEX: FINANCE AND ADMINISTRATION

OVERVIEW

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

PURPOSE

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

SCOPE

The plans and systems that make up the Finance and Administration Section may be activated in whole or in part as described in response to a request for support. The scope of the Finance and Administration Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Finance and Administration stakeholders are involved in a wide spectrum of activities involving documentation and recordkeeping, as well as leading efforts for legally defensible, fiscally sound response and recovery operations and associated cost recovery activities.

ASSUMPTIONS

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

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

CONCEPT OF OPERATION

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

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

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

RECOVERY DOCUMENTATION

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

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

EXPENDITURE TRACKING

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

ELIGIBLE EXPENSES

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

RECORDKEEPING REQUIREMENTS

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

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

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

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

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

SECTION ANNEX: LOGISTICS AND RESOURCE MANAGEMENT

OVERVIEW

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

PURPOSE

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

SCOPE

The plans and systems that make up the Logistics and Resource Management Section may be activated in whole or in part as described in response to a request for support. The scope of the Logistics and Resource Management Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Logistics and Resource Management stakeholders are involved in a wide spectrum of activities involving ordering, mobilization, maintaining and supporting and the orderly demobilization and release of supplies and personnel involved in an emergency response.

ASSUMPTIONS

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

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

- Logistics is responsible for coordinating with various ESF coordinators for the delivery and sustainment of community staples in the event they are no longer available.
- Fueling support is the responsibility of the Logistics Section Chief or their designee.

CONCEPT OF OPERATION

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

- Supply/Procurement
- Personnel
- Facilities
- Resource Management

LOGISTICS & RESOURCE MANAGEMENT SECTION ACTIVATION

This Section of the Village of Wheeling EOC may be activated for any of the following:

- By order of the Director of Emergency Management as designated by the Village of Wheeling Municipal Code or as needed on the authority of the Director of Emergency Management (Village Manager) or designee (Fire Chief) based on incident complexity.
- By the request of the command-based logistics section chief.
- When discipline-based mutual aid systems require additional coordination or in the event that resources are no longer available through traditional mutual aid channels.

RESOURCE PRIORITIES

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

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

RESOURCE REQUESTS

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

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

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

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

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

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

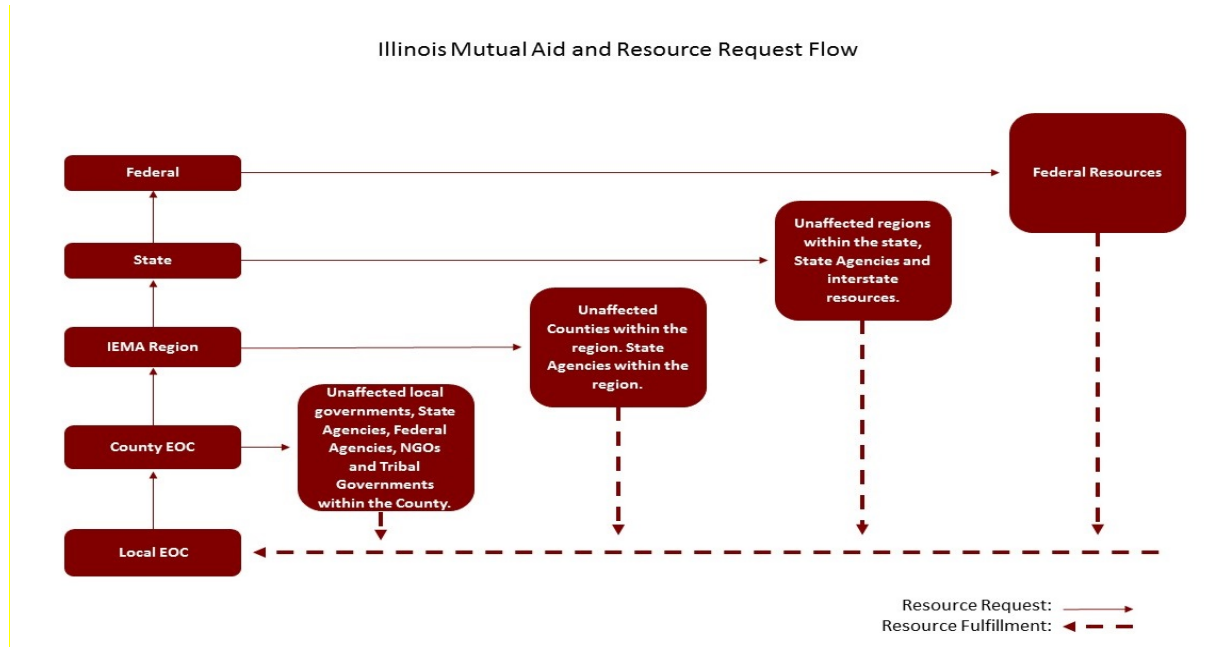


Figure 8 - Flow of Requests and Resources

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

There are many approved Mutual Aid Systems in Illinois, which Wheeling is a member. MOUs are referenced in each ESF and are kept on file in the EOC. Those systems are:

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

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



Figure 9 - Illinois Emergency Management Agency Regions

Illinois is divided into eight regions, which are subdivisions of the state emergency management agency established to facilitate the coordination of mutual aid and other emergency operations within an area of the State. A map of the Regions is shown in **Figure 9 – Illinois Emergency Management Agency Regions**. The Village of Wheeling is located in Region IV.

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

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

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

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

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

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

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

Discipline Requests: There are discipline-specific resources that need to be requested through their individual mutual aid networks. In the event of an EOC activation, these resource requests are forwarded to the logistics section where their status will be tracked in order to document their association with the emergency or disaster. ***Figure 10 – Discipline Specific Resource Requests*** documents an abbreviated version of how this would work.

Discipline Specific Resource Request Flow

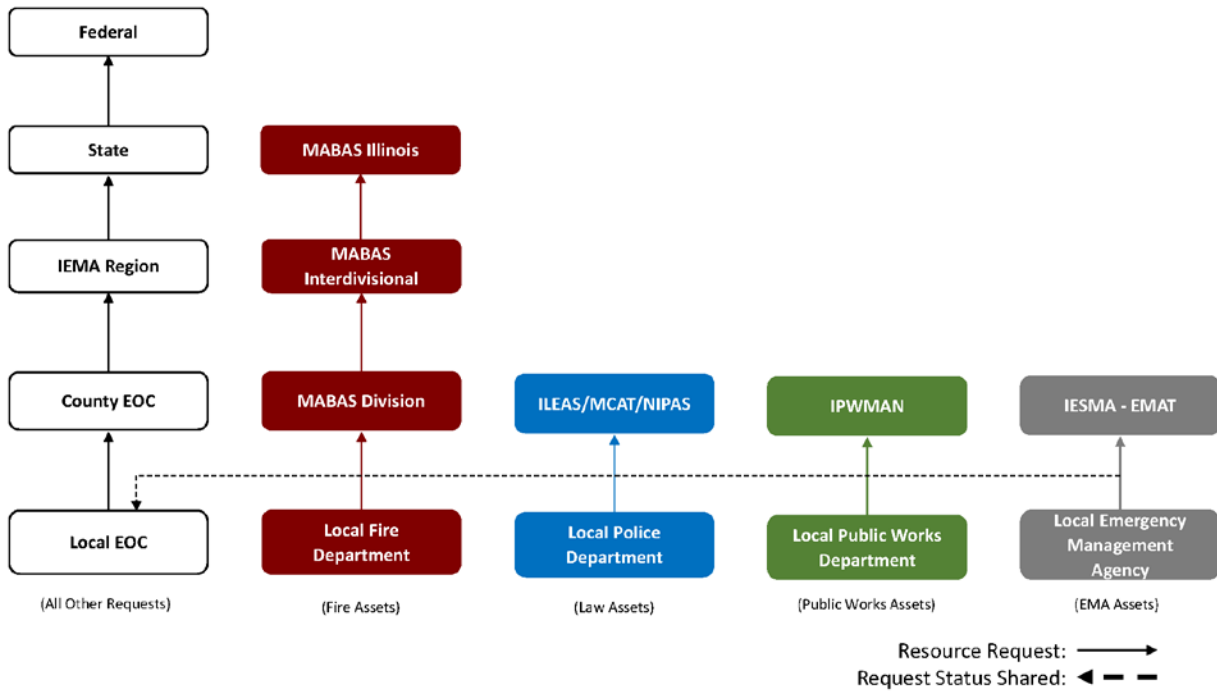


Figure 10 - Discipline Specific Resource Request Flow

SECTION ANNEX: OPERATIONS

OVERVIEW

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

PURPOSE

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

SCOPE

The plans and systems that make up the Operations Section may be activated in whole or in part as described in response to a request for support. The scope of the Operations Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC structure in order to uphold the mission of protecting life, property and the environment. Operations Section stakeholders are involved in activities that support field forces and coordinate those activities among responding agencies. The Operations Section provides the primary contact point between the EOC, Department Operations Centers and field forces. Emergency Support Function Coordinators provide for interdisciplinary coordination of field personnel responding to specific functional needs at the incident.

ASSUMPTIONS

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

- Local resources are readily available and are accessed through routine mutual aid.
- The responsibilities and composition of the Operations Section will change according to the incident type and complexity, and based on the Operations Section staff’s role in either supporting Incident Command or managing response and/or recovery operations.
- The monitoring of power outages and power restoration priorities are established by the Operations section of the EOC when there is no JOC operating. When a JOC is in operation those decisions are made by the Village Manager or their designee.

CONCEPT OF OPERATIONS

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

OPERATIONS SECTION CHIEF

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

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

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

EMERGENCY SUPPORT FUNCTIONS

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

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

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

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

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

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

SECTION ANNEX: PLANNING

OVERVIEW

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

PURPOSE

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

SCOPE

The plans and systems that make up the Planning Section may be activated in whole or in part as described in response to a request for support. The scope of the Planning Section includes the appropriate actions to prepare for and respond, in an all-hazards environment, to a threat to the Village caused by an emergency or disaster. This Annex provides an overview of activities that support the four phases of emergency management.

During an emergency response, Village departments and agencies retain their respective administrative authorities but coordinate within the EOC Management structure in order to uphold the mission of protecting life, property and the environment. Planning Section stakeholders are involved in a wide spectrum of activities involving the collection of information and intelligence related to an incident, the analysis of that information to obtain an accurate operating picture of the current and forecast situation, documentation of incident activities, and development of short- and long-term plans for responding to and recovering from the incident or disaster.

ASSUMPTIONS

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

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

CONCEPT OF OPERATIONS

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

- Situation Status
- Action Planning
- Documentation
- Advanced Planning

SITUATION STATUS

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

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

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

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

ACTION PLANNING

The purpose of Action Planning in the Wheeling Emergency Operations Center is to provide a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

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

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs (one from each Section), along with other EOC staff as needed, such as agency representatives. In general, the action planning process should follow the “Planning P” located in the EOC and planning section position guidance.

Planning Requirements

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

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

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

DOCUMENTATION

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

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

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

ADVANCE PLANNING

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

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

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

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

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

EMERGENCY OPERATIONS CENTER REPORTING

Information may be sent to Village departments, Emergency Operations Center personnel, Cook County and other key agencies using the Village's EOC reporting system, radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The Wheeling EOC should generate situational reports identified in the planning section position guidance to Village departments, the County Emergency Operations Center, and Department Operations Centers, if activated.

EMERGENCY OPERATIONS CENTER REPORTING SYSTEMS

The Village of Wheeling uses Cook County WebEOC for reporting specific types of response information.

The Village of Wheeling will use EOC forms to report information in addition to utilizing the systems/applications named above.

TECHNICAL SPECIALISTS

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

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

HAZARD SPECIFIC ANNEX: HAZARDOUS WEATHER

OVERVIEW

The Village of Wheeling is susceptible to impacts from severe weather that have the potential to cause injuries to citizens and government employees, disrupt essential services delivered by the Village, and cause damage to infrastructure, public and private property. The Village of Wheeling and its citizens can take steps ahead of time that will mitigate the effects of severe weather, and by using a robust warning system, the populace and Village employees can be informed of impending or occurring severe weather. When severe weather occurs, the Village of Wheeling will respond as appropriate based on the scope of the incident. This response may range from simply monitoring conditions to a full activation of the EOC in order to coordinate the operations of all Village and partner departments and agencies to maximize the efficiency of response and recovery activities.

PURPOSE

The purpose of this annex is to outline the organization, responsibilities, operational concepts and procedures for response to actual and/or forecasted severe weather emergencies, in order to get time-critical, lifesaving severe weather warnings to the people of the Village of Wheeling in the most expeditious manner. These warnings are meant for citizens and government employees, including employees that are working in emergency services and are out on the roads and streets of our community. This annex will also outline activities that Village staff and departments will undertake to prepare for severe weather and mitigate the effects thereof, and will outline initial activities the Village will perform to begin the transition from response to recovery activities after an event has occurred.

SCOPE

This plan covers all areas of the Village of Wheeling and addresses all types of hazardous weather that may impact it, including but not necessarily limited to: flooding, flash flooding, severe thunderstorms, tornadoes, hail and high wind events.

ASSUMPTIONS

This annex makes the following assumptions about hazardous weather events:

- Some people who are directly threatened by severe weather may ignore, not hear or not understand warnings issued by government authorities (ESF #15).
- Response and recovery efforts may be hampered by critical infrastructure being damaged or destroyed by the severe weather event (ESF #3).
- The need for increased security for damaged areas within the Village may exist (ESF #13).
- Evacuations may occur due to impending threats or damage to structures. Mass care and human service facilities may be required (ESF #6).
- Responders may have critical needs of their own due to a severe weather event.

GOALS

This section identifies the goals for the Village of Wheeling in preparing for and responding to hazardous weather situations in accordance with guidelines established by the National Weather Service in its StormReady program. This section also supports further goals and ongoing maintenance of hazardous weather preparedness.

- Detail Communications / Dispatch Center procedures related to natural hazards.
- Specify EOC activation criteria specific to severe weather threats.
- Establish weather spotter activation criteria and reporting procedures.
- Establish criteria and procedures for the activation of the public warning system in the Village.
- Outline Preparedness and Mitigation activities specific to hazardous weather.

ORGANIZATION

Hazardous weather alerting comes under the jurisdiction of the Village of Wheeling Emergency Management Agency. The Agency will provide direction, coordination, and guidance to the entities that are involved with directly getting the alerts out to the people of the Village, while working closely with the National Weather Service (NWS) Chicago office in Romeoville.

Information initially flows from the NWS to the county agencies, news media, organizations, and the general public. A variety of methods can be used to provide these warnings to the public, including NOAA Weather Radios, outdoor warning sirens, the Emergency Alert System on broadcast media, and reverse 9-1-1 systems. As possible threats are identified, information on those threats begin to flow in both directions helping to further define the threat and allowing better and more detailed warning information to be issued.

CONCEPT OF OPERATIONS

Hazardous weather operations begin with daily monitoring of the NWS forecasts and weather radar by the local Emergency Management Agency, and others. When hazardous weather is identified as potentially threatening the Village of Wheeling, additional specialized groups and activities are brought into play. When a hazard is identified as threatening the Village of Wheeling, alerts are put out to the public and active tracking of the threat by field resources occurs with real-time flow of information between the EOC, local emergency and government services, local news media, and the NWS Chicago office.

Village departments and support agencies responsible for responding to severe weather emergencies will do so generally using procedures parallel to their normal day-to-day operations. If the severe weather event causes injuries and/or damage beyond our normal response capabilities, departments will request assistance as needed through regional mutual aid partners (e.g. MABAS, ILEAS, IPWMAN, etc.), County, State or Federal agencies. The Village may also supplement the local response with Emergency Management volunteers serving in a variety of capacities, and may also activate the EOC at any of several levels as appropriate to the incident. Field personnel and those assigned to the EOC should all ensure that activities are documented or logged, for example, by using an ICS 214 (Activity Log).

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

In the event of severe weather damage, the EOC will be activated at higher levels when necessary to support emergency service response operations. Levels of EOC activation due to weather events are as follows:

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

SPOTTER ACTIVATION

The National Weather Service provides Weather Spotter training, which teaches people what to look for, what to report, and how to report hazardous weather to the national weather service. The Village of Wheeling Emergency Management Agency coordinates spotter activity within the Village.

EMERGENCY AND GOVERNMENT SERVICES

Some local public works, law enforcement and fire / EMS personnel have been trained as Spotters by the NWS. Many of these professionals are in the field and able to act as severe weather spotters, calling their reports in to the NWS Chicago office by phone or other established reporting procedures.

When the NWS puts the Village of Wheeling under a severe weather Watch or Warning, Northwest Central Dispatch will transmit that information to all emergency services via their radio talk groups and fire station alerting system, and will keep all units advised of the status / location of any severe weather.

VILLAGE EMPLOYEES

The Village of Wheeling has a number of employees, many of whom work in the field, and have also been trained as Spotters. These personnel will report any significant findings to the EOC, Northwest Central Dispatch or the NWS Chicago office using their established reporting procedures.

GENERAL PUBLIC

Citizens are urged to take the NWS Spotter training and make reports directly to the NWS Chicago office in Romeoville. Information on Spotter training is available on the NWS website. The Emergency Management Agency does not activate the general public.

REPORTING CRITERIA

Spotters will report any of the following events to the NWS Chicago office in Romeoville:

- Hail: any size; report the largest observed hailstone
- Measured wind gusts over 40 mph
- Wind Damage:
 - o Estimate speed
 - o Size of damaged healthy tree branches
 - o Size of damaged / uprooted trees
 - o Number of damaged trees
 - o Structures damaged
 - o Impacts (power outages, blocked roads, etc.)
- Wall Cloud: watch for rotation and persistence (about 5 minutes)
- Funnel Cloud (not touching ground): must observe rotation
- Tornado (touching the ground): must see debris being lifted into the air or damage on the ground
- Flooding, rapidly rising water covering roads / streets and/or flooding buildings
- Injuries or deaths

Along with the above information, you must include the **time of observation** and the **location of the weather event**.

METHODS OF WARNING

The NWS takes the lead in alerting the public to severe weather, but the Village of Wheeling Emergency Management Agency, Northwest Central Dispatch System, local news media, and emergency services all play a part in getting the warning out.

WEATHER ALERT RADIOS

All hazards / weather alert radios are set off by the NWS and certain government agencies for severe weather information, watches, and warnings, as well as Amber Alerts and other important emergency information. This is the single most important warning method for severe weather and all homes, businesses and organizations are urged to have at least one in a constantly monitored area.

OUTDOOR SIRENS

The Village of Wheeling has six (6) tornado warning sirens throughout the Village. These sirens are meant to alert citizens who are outside in the area of the siren. They are not meant to warn citizens inside structures, although structures within a close distance (which varies by location) to the siren may hear the siren going off. These sirens are set off via radio by Northwest Central Dispatch System. The distance these outdoor warning sirens can be heard varies based on location, type of siren, and conditions. Normally it is expected that the sirens can be heard for up to approximately one mile from the siren, although due to conditions, that distance can be less or even much greater. Procedures for activating the sirens are specified in Northwest Central Dispatch System Directive II-M-100-6, Outdoor Warning System Activation / Testing (7/20/2017).

The outdoor tornado warning sirens are tested on the first Tuesday of the month, depending on the weather. If the weather is stormy, the test is postponed in order to not cause confusion or interfere with ongoing severe weather monitoring.

BROADCAST MEDIA

Broadcast media receive their weather warnings from the NWS and will promptly interrupt their normal broadcast to issue the weather warning to their audience. They also normally provide additional information over and above just the warning statement from the NWS, including real-time tracking of the storm based on their own or other radar sites.

SOCIAL MEDIA

The Village of Wheeling maintains a Facebook account. Only general weather statements about possible pending severe weather will be posted to Facebook.

The NWS and broadcast media also use social media and following them may provide useful warning information.

It is recommended by the Village of Wheeling Emergency Management Agency that users of smart cell phones sign up for any of the available text alerting services that are available for free. The Federal Emergency Management Agency (FEMA), along with local broadcast media typically have such a service available to sign up for on their websites.

NOTIFICATION OF LOCAL OFFICIALS

When Northwest Central Dispatch receives a warning of impending or occurring severe weather, key personnel for the Village should be notified. On-duty fire and police personnel will be notified over the air and/or via station alerting per NWCDs protocol, and an e-page will be sent to personnel. Village officials who are on the EOC Everbridge notification group will also be notified of the situation.

WARNING SPECIAL FACILITIES AND POPULATIONS

Special populations and facilities will be warned of severe weather by the following methods:

1. Visually impaired: Everbridge reverse 9-1-1 (TTY and Audio Message), EAS messages on radio and NOAA Weather Radio.
2. Hearing-impaired: Everbridge reverse 9-1-1 (TTY), Captioned EAS messages on television and NOAA Weather Radio.
3. Special Facilities: Everbridge reverse 9-1-1 (TTY and Audio Message), EAS messages on radio/television and NOAA Weather Radio, route alerting and door-to-door notification if necessary.

PUBLIC ADDRESS NOTIFICATIONS

In the event of a failure of all other systems, or if additional, specific guidance for residents is required, the Village will provide warning to the public through the use of Police and/or Fire Department vehicles driving routes through the Village and providing verbal instructions using the public address (PA) loudspeaker systems on those units.

PREPAREDNESS AND MITIGATION

A critical step in the planning process for hazardous weather emergencies is for the Village of Wheeling to prepare for events that have been identified as likely to occur here, and to undertake mitigation activities that will diminish the impact of those events on the community. Many of those weather events occur in a predictable annual cycle, and preparation and mitigation efforts (including public education) should follow a similar pattern to keep timely, pertinent information available to residents. The Village, through the Emergency Management Coordinator, should consider the following specific actions:

- Seasonally targeted educational programs and public information outreach and campaigns to increase awareness of specific hazards and actions citizens can take to prepare for those hazards
- Periodically brief the media, through releases, and the public, through social media, on local warning systems and procedures
- Partnering with the Health Department to develop educational materials for specific health concerns related to severe weather events for distribution as required (for example, biological or mold concerns following flooding, carbon monoxide awareness subsequent to events that cause power outages, etc.)

Other regular and seasonal maintenance activities can also have the effect of mitigating threats from severe weather, including tree trimming, pre-treatment of road surfaces in advance of snow or ice, clearing culverts and storm drains, leaf removal from streets prior to heavy rain, advocating for locating utilities underground instead of overhead, etc. Departments should review vendor contracts,

resource lists and mutual aid agreements on a regular basis to ensure that necessary resources of all kinds are available when needed.

Public Works and Planning and Zoning departments should also use historical data from severe weather events in determining capital improvement projects (such as increasing storm sewer capabilities in areas with recurrent street flooding) and updating of zoning maps or water retention and/or detention capabilities in flood-prone neighborhoods or business districts.

RECOVERY

Initial recovery operations will begin as a transition from response activities. The primary focus in the early hours following a severe weather event will be to protect public safety by restoring critical infrastructure, including utilities, roads, bridges, water distribution and sewer systems, flood control and drainage systems, etc. to functional status as soon as possible. This may be concurrent with response activities. Coordination with outside agencies including ComEd, Nicor, telecommunications companies, county and state highway departments, the Water Reclamation District, and others will often be required. Initial and ongoing debris removal will also be a part of this initial effort. Prioritization of activity will depend on damage assessments. As the recovery operation proceeds, the Finance Department and Village Administration (including legal counsel) will be increasingly involved to verify that proper procurement rules are followed and to ensure accurate documentation. Long-term recovery operations, when needed, should incorporate mitigation strategies into the recovery plan.



MEMORANDUM

DATE: January 19, 2026
FROM: Ross Klicker, Community Development Director
SUBJECT: DISCUSSION: Concept Review, Wheeling Park District – Wheeling Aquatic Center, 105 Community Boulevard
DOLLAR AMOUNT: n/a
BUDGETED: No
BUDGET SOURCE: n/a
RECOMMENDED ACTION: Discussion
STRATEGIC PLAN THEME: Economic Development

EXECUTIVE SUMMARY

The Wheeling Park District proposes to redevelop the existing outdoor aquatic facilities at Heritage Park. The project is designed to create a modern, family-oriented aquatic destination that enhances recreational opportunities, improves operational efficiency, and integrates seamlessly with the surrounding park amenities and the existing landscape. The Zoning Code requires that new construction and significant site alterations have a concept review by the Village Board before formal consideration by the Plan Commission.

This major site plan and appearance concept review is different from a Planned Unit Development (PUD) concept review in that the concept review discussion is limited to the proposed site plan / building design, while in a PUD concept review discussion is focused on land use to promote the maximum benefit from a coordinated site plan.