

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 28, 2022, AT 5:30 P.M. 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM WEBINAR. MEMBERS OF THE PUBLIC CAN ATTEND THE MEETING VIA ZOOM WEBINAR BY VIDEO OR AUDIO. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL-IN NUMBER:

Dial-in Phone Number: 312-626-6799

Meeting ID: 881 7279 0273

Written Public Comments Can Be Submitted By 5:15 P.M. on November 28, 2022, to aarteaga@willowbrook.il.us

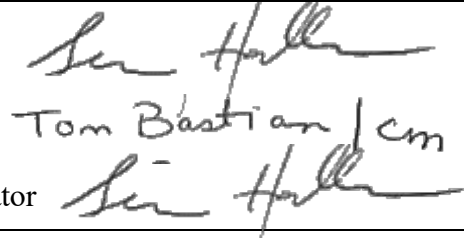
1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. [DISCUSSION - CHAMBER OF COMMERCE GRANT](#)
6. [DISCUSSION - POLICE DEPARTMENT HAZARD MITIGATION TABLETOP EXERCISE AFTERACTION REVIEW](#)
7. [PRESENTATION - A PRESENTATION AND DISCUSSION ABOUT THE POSSIBILITY AND LOGISTICS OF BECOMING A MEMBER ENTITY OF SEASPAR \(SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION\) FOR SPECIAL RECREATION ASSOCIATION SERVICES](#)
8. [DISCUSSION - USE OF ARPA \(American Rescue Plan Act\) FUNDS DISCUSSION](#)
9. ADJOURNMENT

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Chamber of Commerce Grant

AGENDA NO. 5.**AGENDA DATE: 11/28/2022****STAFF REVIEW:** Sean Halloran, Village Administrator**LEGAL REVIEW:** Tom Bastian, Village Attorney**RECOMMENDED BY:** Sean Halloran, Village Administrator


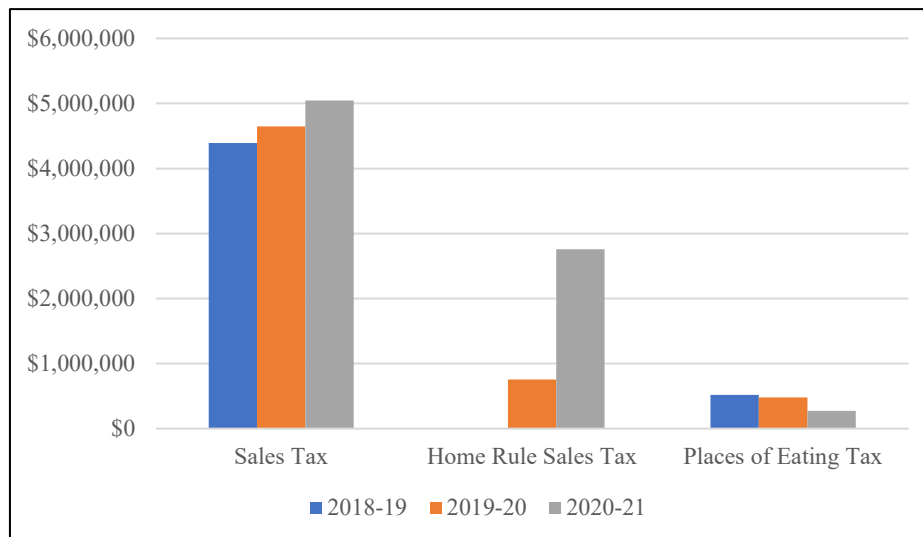
Sean Halloran
Tom Bastian / cm
Sean Halloran

BACKGROUND/DISCUSSION

In the summer of 2022, representatives from the Willowbrook/Burr Ridge Chamber of Commerce (“Chamber”) requested to meet with staff from the Village of Burr Ridge and Willowbrook regarding both municipalities’ relationships with the Chamber. Since those initial meetings, all parties continued to meet in an effort to increase the coordination and support of the Chamber. Throughout those productive discussions, the Chamber requested funding amid a backdrop of declining revenue from the Covid-19 pandemic, inflation and the ongoing recession. In addition to a financial contribution, the Chamber discussed several options of sharing an office with either Willowbrook or Burr Ridge. Unfortunately, Willowbrook did not have the capacity for Chamber staff and Burr Ridge graciously offered an area of Village Hall for the Chamber of Commerce to conduct their daily operations.

Both communities requested the Chamber’s financial reports for review prior to any preliminary discussion of funding or in-kind services. After reviewing the Chamber’s current financial condition, which included a significant decrease in their reserves. In response to the Chamber’s request and current condition, the Village of Burr Ridge will partner with the Chamber on several sponsorship opportunities at Chamber events over the next year. While Willowbrook staff believe the Burr Ridge model will benefit the Chamber and its members, staff is recommending an alternative approach. The Willowbrook option will include a three-year agreement and consist of annual funding in the amount of \$4,000. While this amount may not be able to close a significant gap for the Chamber, it will provide stability.

As the Board is well aware, the vast majority of General Fund revenue is received from Sales Tax, Home Rule Sales Tax and Places of Eating Tax.

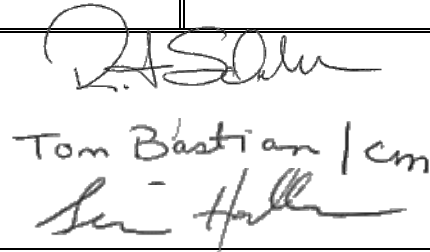
**ACTION PROPOSED:** Provide feedback.

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

DISCUSSION – POLICE DEPARTMENT HAZARD MITIGATION
TABLETOP EXERCISE AFTERACTION REVIEW

AGENDA NO: 6.**AGENDA DATE:** 11/28/22**STAFF REVIEW:** Robert Schaller, Chief of Police**LEGAL REVIEW:** Thomas Bastian, Village Attorney**RECOMMENDED BY:** Sean Halloran, Village Administrator


Robert Schaller
Tom Bastian / cm
Sean Halloran

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

As part are the Village's preparedness for emergencies and natural disasters, the Police Department planned and completed a tabletop exercise covering two of Village of Willowbrook's IEMA (Illinois Emergency Management Agency) Illinois Capability and THIRA (Threat and Hazard Identification and Risk Assessment) Tool (IL-CATT [Illinois Capability Assessment and THIRA Tool]) hazards.

The two scenarios used for this tabletop exercise were for flooding and tornado. The exercise was conducted on October 5, 2022 at the Police Department. Participating in these tabletop exercises were members of the Police Department Command Staff, all Sergeants, and members of the Public Works leadership.

The objective of this exercise is to provide participants with an opportunity to evaluate their current response concepts, plans, and capabilities related to a plausible scenario for the Village of Willowbrook. These exercises focus on providing a scenario that should stimulate participants to reflect on their own organizations' capabilities and identify local risks and hazards. The exercise will focus on emergency operations plans, policies, and procedures.

The facilitator for these scenarios was Deputy Chief (DC) Benjamin Kadolph of the Willowbrook Police Department. DC Kadolph's qualifications include numerous ICS (Incident Command System) certifications including but not limited to FEMA (Federal Emergency Management) ICS 300 & 400. DC Kadolph has a background as an Emergency Operations Center (EOC) coordinator and is a current member of the MERIT (Metropolitan Emergency Response and Investigations Team) DuPage County IMAT (Incident Management Assistance Team) having completed FEMA General Staff Certifications for Incident Command, Operations Section Chief, Logistic Section Chief, Safety Officer, Planning Section Chief, and Communications Unit Leader.

Areas of improvements and next steps were discussed with plans for more training and scenario type training to come. A detailed after-action report was completed by DC Kadolph. This report was presented and reviewed by the DuPage County Office of Emergency Management. The report was also used as support documentation for the Village's application for the FEMA BRIC (Building Resilient Infrastructure and Communities) grant which was submitted in detail on November 15, 2022.

ACTION PROPOSED: Provide feedback.



Village of
WILLOWBROOK

TABLETOP EXERCISE AFTER-ACTION REPORT

HAZARD MITIGATION PLAN SCENARIOS

SCENARIO #1: FLOODING

SCENARIO #2: TORNADO

WILLOWBROOK PD

OCTOBER 5TH, 2022

Prepared by: Benjamin Kadolph
Deputy Chief
Willowbrook Police Department

TABLE OF CONTENTS

1. Introduction.....	3
2. Objectives.....	3
3. Facilitator.....	3
4. Agenda.....	4
5. Tabletop Exercise Preparation.....	4
5.1. Training Prerequisite.....	4
5.2. Documents/Publication Prerequisite.....	4
5.3. Forms Needed.....	5
5.4. Assignments.....	6
6. Scenario #1: Flooding.....	7
7. Scenario #2: Tornado.....	9
8. Findings.....	11
9. Appendix A-Tabletop Exercise Preparation Guide.....	A
10. Appendix B-Tabletop Exercise Flooding Presentation Guide.....	B
11. Appendix C-Tabletop Exercise Tornado Presentation Guide.....	C
12. Appendix D-ILEAS Critical Tasks Pocket Card.....	D
13. Appendix E-Scenario Maps.....	E

1. Introduction

On October 5th, 2022, the Village of Willowbrook conducted a Tabletop Exercise with key Village personnel. The exercise was held at the Willowbrook Police Department and covered about four hours. Personnel from both the police department and public works participated in this tabletop exercise. The exercise was conducted using principals of Homeland Security Exercise and Evaluation Program (HSEEP).

Two scenarios (Flood and Tornado) were chosen to measure our preparedness. The scenarios were selected from the Village of Willowbrook's IEMA Illinois Capability and THIRA Tool (IL-CATT) completed December of 2020. The two high threat/hazards selected for these scenarios were Flooding and Tornado.

2. Objectives

The objective of this exercise is to provide participants with an opportunity to evaluate their current response concepts, plans, and capabilities related to a plausible scenario for the Village of Willowbrook. These exercises will focus on providing a scenario that should stimulate participants to reflect on their own organizations' capabilities and identify local risks and hazards. The exercise will focus on emergency operations plans, policies, and procedures.

3. Facilitator

The facilitator for these scenarios will be Deputy Chief (DC) Benjamin Kadolph of the Willowbrook Police Department. DC Kadolph's qualifications include numerous ICS certifications including but not limited to FEMA ICS 300 & 400. DC Kadolph has a background as an Emergency Operations Center (EOC) coordinator. DC Kadolph is a current member of the MERIT DuPage County IMAT Team having completed FEMA General Staff Certifications for Incident Command, Operations Section Chief, Logistic Section Chief, Safety Officer, Planning Section Chief, and Communications Unit Leader.

For these tabletop exercises, the Facilitator will:

- Provide situation updates and moderate discussions.
- Provide additional information or resolve questions as required during exercise.
- May lead the discussion, pose questions to players, and ensure the schedule remains on track.
- Evaluate how tasks were performed.
- Provide injections to the exercise to facilitate the exercise.
- Provide nudging support or ideas when players reach an impasse.

4. Agenda

Time	Description
8:00 am – 8:30 am	Kickoff/Ground Rules/Tabletop Preparation presentation
8:30 am – 9:45 am	Scenario #1: Flooding
9:45 am – 10:00 am	Break
10:00 am – 11:15 am	Scenario #2: Tornado
11:15 am – 12:30 pm	Debrief/Hotwash

5. Tabletop Exercise Preparation

5.1. Training Prerequisite

A review of training requirements for the assigned jobs were discussed. All three Sergeants are new in their roles having been promoted and assigned within the previous eighteen months. All participants have received ICS training.

5.2. Documents/Publication Prerequisite

In addition to formal training course for ICS, all Sergeants were required to be familiar with and review, if needed for the exercises multiple documents and other resources including:

- Box.com website with EOP.
- PowerDMS
 - GO 2026: Mutual Aid
 - GO 2017: Notification
 - GO 2046: Unusual Occurrences
- ILEAS Critical Incident Card
- Village Maps

5.3. Forms Needed

We reviewed ICS Forms needed for a sustained emergency to prepare a response and Incident Action Plan in accordance with FEMA guidelines. PDF Fillable Forms are available at the FEMA website <https://training.fema.gov/icsresource/icsforms.aspx>

ICS Forms

The downloadable, fillable pdf forms available on this page have been modified to comply with the Section 508 requirement that website content be accessible to people with disabilities.

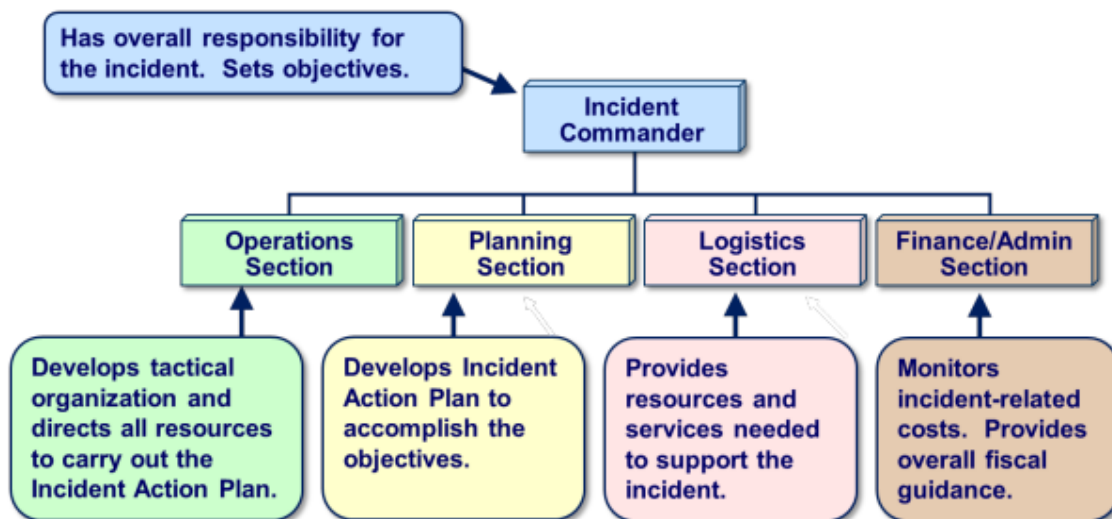
Description	Size	File Type
ICS Form 201, Incident Briefing (v3).pdf	121.8KB	.pdf
ICS Form 202, Incident Objectives (v3.1).pdf	343.4KB	.pdf
ICS Form 203, Organization Assignment List (v3).pdf	62.3KB	.pdf
ICS Form 204, Assignment List (v3.1).pdf	355.6KB	.pdf
ICS Form 205, Incident Radio Communications Plan (v3.1).pdf	252.1KB	.pdf
ICS Form 205A, Communications List (v3).pdf	53.9KB	.pdf
ICS Form 206, Medical Plan (v3).pdf	105.1KB	.pdf
ICS Form 207, Incident Organization Chart (v3).pdf	36.4KB	.pdf
ICS Form 208, Safety Message-Plan (v3.1).pdf	139.8KB	.pdf
ICS Form 208HM, Site Safety and Control Plan (v3).pdf	455.5KB	.pdf
ICS Form 209, Incident Status Summary (v3).pdf	300KB	.pdf
ICS Form 210, Resource Status Change (v3).pdf	73.2KB	.pdf
ICS Form 211, Incident Check-In List (v3.1).pdf	199.5KB	.pdf
ICS Form 213, General Message (v3).pdf	26.2KB	.pdf
ICS Form 213RR, Resource Request Message (v3).pdf	44.2KB	.pdf
ICS Form 214, Activity Log (v3.1).pdf	412.2KB	.pdf
ICS Form 215, Operational Planning Worksheet (v3).pdf	62.5KB	.pdf
ICS Form 215A, Incident Action Plan Safety Analysis (v3).pdf	38.3KB	.pdf
ICS Form 217A, Comm Resource Avail Worksheet (v3).pdf	179.8KB	.pdf
ICS Form 218, Support Vehicle-Equipment Inventory (v3).pdf	70.5KB	.pdf

5.4. Assignments

For the scenarios, we assigned a scribe to take notes and act as a Planning Section Chief for the exercises. We also assigned an Incident Commander, Staging Area Manager, and Public Information Officer for purposes of the exercises.

We discussed the ICS General Staff positions and how they are organized within the ICS structure.

ICS – Who Does What?



6. Scenario #1: Flooding

Exercise Name	Flood Scenario
Exercise Date	Wednesday, October 5 th , 2022
Scope	The Flood Scenario is a tabletop exercise for first responders including public works personnel responding to a flooding incident. Police supervisors, command staff, and public works supervisors will be participating, and their decision making will be the measurement of exercise. The exercise will strictly be tabletop with no hands-on. The exercise will conclude upon completion of all injects and followed by a quick debrief/hotwash.
Focus Area(s)	Response, resource allocation and identification.
Participants	Police: DC Kadolph, DC Kaspar, Sgt Biggs, Sgt Lavalley, and Sgt Robles Public Works: Foreman Passero and Brian Decker
Goals and Objectives	<ul style="list-style-type: none"> • Validate coordination plans for a multi-jurisdictional response to a flooding scenario • Identify or test current internal and external communications plan • Identify local government agency roles and effects on daily operations
Threat/Hazard	Evacuation, containment, damage assessment.
Scenario Overview	<ul style="list-style-type: none"> • On Wednesday, May 15th, at 0800 the National Weather Service (NWS) is forecasting DuPage County may experience .5 inches of rainfall per hour from 0830 to 1300 and may experience up to 2 inches per hour from 1300 to 1800. • Willowbrook EOC is partially opened and begins monitoring all flood control facilities at 0900. • At 1330, the NWS issues a Flash Flood Warning. • By 1400, Willowbrook residents begin reporting flash flooding in the Executive Plaza business district. • All business was currently conducting regular business operations during this time frame. • The flooding has caused numerous roadway closures to all outlets inbound and outbound to the business district. • The flash flooding has caused several workers to become trapped within their buildings and the businesses at 7535 and 7530 Plaza Court have begun taking on water.

Inject #1	<ul style="list-style-type: none"> • At 1410, barricades are requested from public works. • Tri State Fire Protection District is notified of the road closures. • At 1430 reports of a power outage due to the flooding are received from Dispatch. • Due to the flooding numerous burglar/trouble alarms are being received by dispatch. • Currently there are only three police officers on shift and the supervisor is attempting to call in additional personnel.
Inject #2	<ul style="list-style-type: none"> • At 1500 a 911 call is received from 7530 Plaza Court that one of the trapped employees is having a medical emergency and needs an ambulance. • Police department, public works, and fire department personnel arrive on scene and access the best methods of getting help to the victim. • It is determined the public works will transport medical personnel to the scene in a large truck that can traverse the flooded roadway. • It is determined that the victim will need to be transported to the hospital at which time the fire department and public works personnel arrange to have the victim transported via the public works truck to the awaiting ambulance. • After the medical emergency is addressed, police, fire, and public works personnel determine that the best way to rescue the remaining stranded individuals is with the use of any heavy truck that can be located. • The village officials are asking for a situation report and recommendations on what to tell the residents.
Inject #3	<ul style="list-style-type: none"> • Between 1600-1800 the remaining 200 workers are relocated to dry land and the area is barricaded off until the flooding recedes. • The cleanup will last about a week. • Some businesses will be left unsecured due to clean up and/or lack of working alarm systems. • The village officials are asking for a situation report and recommendations on what to tell the residents.

7. Scenario #2: Tornado

Exercise Name	Tornado Scenario
Exercise Date	Wednesday, October 5 th , 2022
Scope	The Tornado Scenario is a tabletop exercise for first responders including public works personnel responding to a flooding incident. Police supervisors, command staff, and public works supervisors will be participating, and their decision making will be the measurement of exercise. The exercise will strictly be tabletop with no hands-on. The exercise will conclude upon completion of all injects and followed by a quick debrief/hotwash.
Focus Area(s)	Response, resource allocation and identification.
Participants	Police: DC Kadolph, DC Kaspar, Sgt Biggs, Sgt Lavalley, and Sgt Robles Public Works: Foreman Passero and Brian Decker
Goals and Objectives	<ul style="list-style-type: none"> • Validate coordination plans for a multi-jurisdictional response to a flooding scenario • Identify or test current internal and external communications plan • Identify local government agency roles and effects on daily operations
Threat/Hazard	Evacuation, containment, damage assessment.
Scenario Overview	<ul style="list-style-type: none"> • On Thursday, June 19, at approximately 0600, the National Weather Service (NWS) Issues a Tornado Watch for all counties within the Chicago-metro area from 0900 to 1400. • A strong storm system with lightening and 60 mile per hour (mph) winds begins in DuPage County at approximately 0930. • At 1200, the NWS issues a Tornado Warning for DeKalb County. • At 1220, the Emergency Operations Center (EOC) is partially activated. • At 1225, DeKalb County reports severe damage and power outages possibly due to a tornado.

Inject #1	<ul style="list-style-type: none"> • The storm is continuing eastbound at 50 mph and is expected to hit the southwest corner of DuPage at 1255. • At 1230 Willowbrook activates the tornado warning system. • At 1233, the NWS confirms the storm cell produced an EF-3 tornado with 160 mph winds in DeKalb. • At 1242, a funnel cloud forms at the edge of DuPage. • The funnel cloud passes through Aurora and touches down as an EF-4 tornado with 180 mph winds in Naperville and continues five miles into Willowbrook, periodically lifting off the ground (total ground time is 1.75 miles).
Inject #2	<ul style="list-style-type: none"> • While in Willowbrook the tornado loses strength and lifts again finally dissipating. • Immediately after the tornado ends, the Willowbrook police begins getting reports of severe damage in Willowbrook. • The storm system is expected to end at 1340. • Willowbrook police requests Disaster response to conduct damage assessments starting at 1430. • The village officials are asking for a situation report and recommendations on what to tell the residents.
Inject #3	<ul style="list-style-type: none"> • The EOC concludes that approximately 40% of Willowbrook is without power and 20+ plus calls of injured persons. • Tri State Fire Protection District has requested an EMS Third Alarm through the Mutual Aid Box Alarm System (MABAS) to provide support to the Willowbrook areas hit. • All utilities have been notified of the areas affected. • Willowbrook Public Works begin assessing the debris removal and request for Public Works Mutual Aid (PWMA) debris removal teams. • It is estimated that approximately 10 homes are destroyed with another 15 sustaining severe damage. • The EOC begins to coordinate with the Red Cross anticipating the need to shelter at least 50 people. • As relocations and evacuations are being conducted the Willowbrook building department begins its initial assessment of structural damage.

8. Findings

These exercises provided an excellent opportunity for participants to identify specific strengths and weaknesses of both their individual needs and needs of their agencies. Upon completion of the exercises, we discussed the specific scenarios and a quick hotwash of how we did in our response. Some recommendations were discussed immediately. The facilitator then sent an email for additional feedback and suggestions for improvement.

Observation #1: *Training*

A plan to identify specific formal training needs for all village employees does not currently exist for preparation for village emergency and major disasters.

Recommendations:

- Identify specific formal ICS training requirements for village employees and begin to provide those training courses.
- Maintain a clear record of all training village employees obtain related to ICS/Emergency Preparedness.
- Continue to prepare village employees on scenario-based training.

Observation #2: *Communications*

A plan identifying standardized systems for communicating with contingency plan members does not exist.

Recommendations:

- Once the new police radios are implemented, the Police Department should consider developing a communications plan that establishes standardized communications requirements, addresses how and where backup communications systems will be positions, and describes procedures for personnel to access backup communications.
- Coordinate with DuComm and the DuPage County OEM to identify a standing Communication Plan to be used in a local and regional emergency.

Observation #3: *Resource Allocation*

With a wide range of outside resources available to responding agencies in an emergency, the Police Department doesn't have clearly identified templates/checklist or other sources to assist Supervisors and/or OIC's at their time in need.

Recommendations:

- Provide a specific location of contact information for all department personnel and communicate with all personnel how to find it.
- Provide training with supervisors and OICs on what resources are available and how to activate them.

Observation #4: *Critical Incident 'Go Bag'*

The Police Department doesn't maintain any critical incident 'Go Bag' for response to provide necessary equipment, maps, and documents to assist in a critical incident.

Recommendations:

- Identify items to be included in a Critical Incident 'Go Bag' including but not limited to maps, General Orders, forms, checklists, and guides/publications.
- Identify a location to store these items and a procedure in which they will be inventoried and reviewed regularly.

Observation #4: *Future Scenarios*

The Department doesn't have regular scenarios or tabletop exercises scheduled.

Recommendations:

- Schedule regular tabletop exercises on a recurring basis with the command staff and Sergeants.
- Work toward preparing the entire Department on an emergency scenario that will be used to measure our strengths and weaknesses to response and to test our response capabilities.

Village of WILLOWBROOK



TABLETOP EXERCISE PREPARATION

Prepared by: Benjamin Kadolph

1

Training Prerequisites

- ▶ Attendees should be trained in NIMS ICS principals.
- ▶ The training should be to the level of their responsibility in the organization.
- ▶ Information on NIMS ICS courses can be found @ <https://www.fema.gov/emergency-managers/nims>

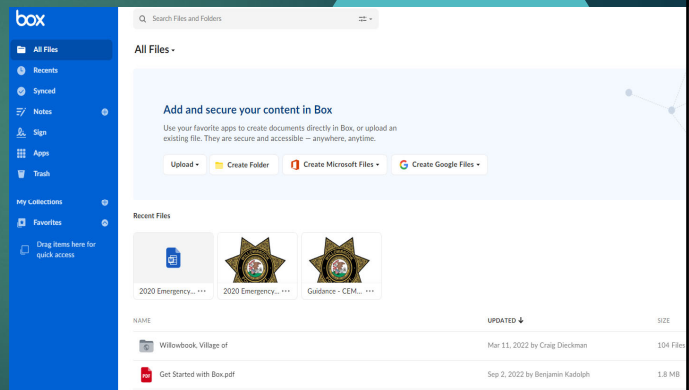
ICS and NIMS Courses

- [ICS-100: Introduction to the Incident Command System](#)
- [ICS-200: ICS for Single Resources and Initial Action Incidents](#)
- [ICS-300: Intermediate ICS for Expanding Incidents](#)
- [ICS-400: Advanced ICS for Command and General Staff](#)
- [IS-700: National Incident Management System, An Introduction](#)
- [IS-703: NIMS Resource Management](#)
- [IS-706: NIMS Intrastate Mutual Aid – An Introduction](#)
- [IS-800: National Response Framework, An Introduction](#)
- [G-191: Incident Command System/ Emergency Operations Center Interface](#)
- [G-402 Incident Command System \(ICS\) Overview for Executives/Senior Officials](#)
- [E/L/G-2300 Intermediate Emergency Operations Center Functions](#)

2

Document Prerequisites

- ▶ Box.com website with EOP.
- ▶ PowerDMS
 - ▶ GO 2026: Mutual Aid
 - ▶ GO 2017: Notification
 - ▶ GO 2046: Unusual Occurrences
- ▶ ILEAS Critical Incident Card
- ▶ Village Maps



3

Forms Needed

- ▶ PDF Fillable Forms are available @
<https://training.fema.gov/icsresource/icsforms.aspx>

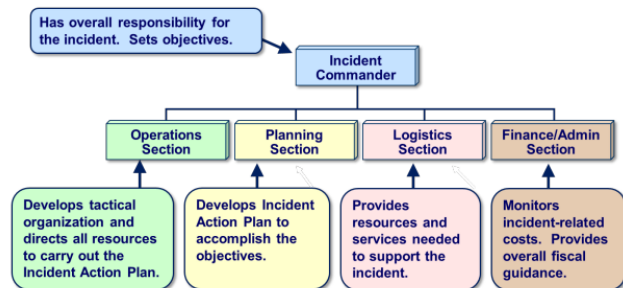
ICS Forms		
The downloadable, fillable pdf forms available on this page have been modified to comply with the Section 508 requirement that website content be accessible to people with disabilities.		
Description	Size	File Type
ICS Form 201_Incident Briefing (v3).pdf	121.8KB	.pdf
ICS Form 202_Incident Objectives (v3.1).pdf	343.4KB	.pdf
ICS Form 203_Organization Assignment List (v3).pdf	62.3KB	.pdf
ICS Form 204_Assignment List (v3.1).pdf	355.6KB	.pdf
ICS Form 205_Incident Radio Communications Plan (v3.1).pdf	282.1KB	.pdf
ICS Form 205A_Communications List (v3).pdf	53.9KB	.pdf
ICS Form 206_Medical Plan (v3).pdf	105.1KB	.pdf
ICS Form 207_Incident Organization Chart (v3).pdf	36.4KB	.pdf
ICS Form 208_Safety Message Plan (v3.1).pdf	139.8KB	.pdf
ICS Form 208HM_Site Safety and Control Plan (v3).pdf	455.5KB	.pdf
ICS Form 209_Incident Status Summary (v3).pdf	300KB	.pdf
ICS Form 210_Resource Status Change (v3).pdf	73.2KB	.pdf
ICS Form 211_Incident Check-in List (v3.1).pdf	199.5KB	.pdf
ICS Form 213_General Message (v3).pdf	26.2KB	.pdf
ICS Form 213RR_Resource Request Message (v3).pdf	44.2KB	.pdf
ICS Form 214_Activity Log (v3.1).pdf	412.2KB	.pdf
ICS Form 215_Operational Planning Worksheet (v3).pdf	62.5KB	.pdf
ICS Form 215A_Incident Action Plan Safety Analysis (v3).pdf	38.3KB	.pdf
ICS Form 217A_Comm Resource Avail Worksheet (v3).pdf	179.8KB	.pdf
ICS Form 218_Support Vehicle-Equipment Inventory (v3).pdf	70.5KB	.pdf

4

Assignments

- ▶ Scribe for notes (Planning Section Chief)
- ▶ Incident Commander
- ▶ Staging Area Manager (answers to the Operation Section Chief)
- ▶ Public Information Officer

ICS – Who Does What?

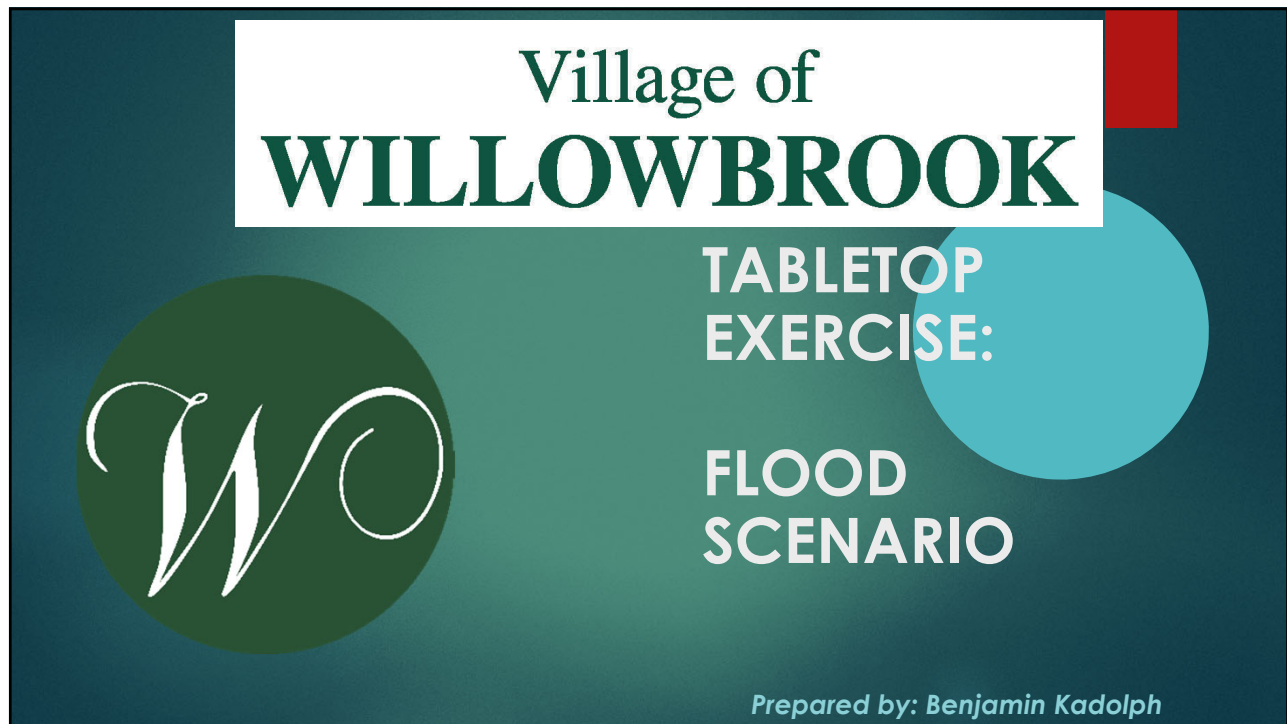


5

Questions

READY TO GO!

6



Village of
WILLOWBROOK

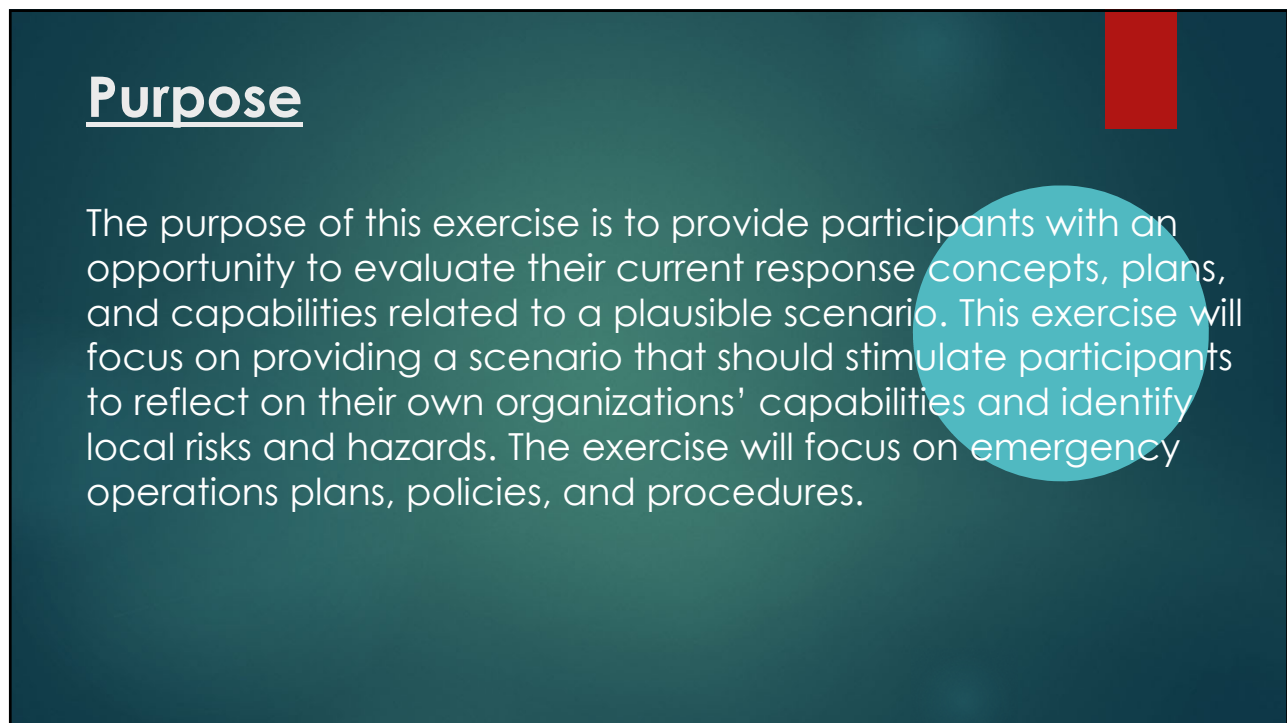
TABLETOP
EXERCISE:

FLOOD
SCENARIO

Prepared by: Benjamin Kadolph

The slide features a dark teal background with a white rectangular box at the top containing the text 'Village of WILLOWBROOK'. Below this, the words 'TABLETOP EXERCISE:' and 'FLOOD SCENARIO' are written in white. A large, stylized white 'W' is inside a dark green circle on the left. A light blue circle is on the right, and a small red rectangle is in the top right corner.

1



Purpose

The purpose of this exercise is to provide participants with an opportunity to evaluate their current response concepts, plans, and capabilities related to a plausible scenario. This exercise will focus on providing a scenario that should stimulate participants to reflect on their own organizations' capabilities and identify local risks and hazards. The exercise will focus on emergency operations plans, policies, and procedures.

The slide has a dark teal background. The word 'Purpose' is underlined and in bold. The main text is in a light green color. A light blue circle is on the right, and a small red rectangle is in the top right corner.

2

Objectives

Exercise design objectives are focused on improving understanding of a response concept, identifying opportunities or problems, and/or achieving a change in organizational culture. This exercise will focus on the following objectives:

- ▶ Validate coordination plans for a multi-jurisdictional response to a flooding scenario affecting drinking water utilities and wells.
- ▶ Identify or test current internal and external communications plan.
- ▶ Identify local government agency roles and effects on daily operations.

3

Facilitator/Evaluator

- ▶ Provide situation updates and moderate discussions.
- ▶ Provide additional information or resolve questions as required during exercise.
- ▶ May lead the discussion, pose questions to players, and ensure the schedule remains on track.
- ▶ Evaluate how tasks were performed.
- ▶ Provide injections to the exercise to facilitate the exercise.
- ▶ Provide nudging support or ideas when players reach an impasse.

4

Setting Overview

- ▶ On Wednesday, May 15th, at 0800 the National Weather Service (NWS) is forecasting DuPage County may experience .5 inches of rainfall per hour from 0830 to 1300 and may experience up to 2 inches per hour from 1300 to 1800.
- ▶ Willowbrook EOC is partially opened and begins monitoring all flood control facilities at 0900.
- ▶ At 1330, the NWS issues a Flash Flood Warning.
- ▶ By 1400, Willowbrook residents begin reporting flash flooding in the Executive Plaza business district.
- ▶ All business was currently conducting regular business operations during this time frame.
- ▶ The flooding has caused numerous roadway closures to all outlets inbound and outbound to the business district.
- ▶ The flash flooding has caused several workers to become trapped within their buildings and the businesses at 7535 and 7530 Plaza Court have begun taking on water.

What is your First Assessment of the situation or action to take?

5

Inject #1

- ▶ At 1410, barricades are requested from public works.
- ▶ Tri State Fire Protection District is notified of the road closures.
- ▶ At 1430 reports of a power outage due to the flooding are received from Dispatch.
- ▶ Due to the flooding numerous burglar/trouble alarms are being received by dispatch.
- ▶ Currently there are only three police officers on shift and the supervisor is attempting to call in additional personnel.

What are your options or action to take?

6

Inject #2

- ▶ At 1500 a 911 call is received from 7530 Plaza Court that one of the trapped employees is having a medical emergency and needs an ambulance.
- ▶ Police department, public works, and fire department personnel arrive on scene and access the best methods of getting help to the victim.
- ▶ It is determined the public works will transport medical personnel to the scene in a large truck that can traverse the flooded roadway.
- ▶ It is determined that the victim will need to be transported to the hospital at which time the fire department and public works personnel arrange to have the victim transported via the public works truck to the awaiting ambulance.
- ▶ After the medical emergency is addressed, police, fire, and public works personnel determine that the best way to rescue the remaining stranded individuals is with the use of any heavy truck that can be located.
- ▶ The village officials are asking for a situation report and recommendations on what to tell the residents.

What are your options or action to take?

7

Inject #3


- ▶ Between 1600-1800 the remaining 200 workers are relocated to dry land and the area is barricaded off until the flooding recedes.
- ▶ The clean up will last about a week.
- ▶ Some businesses will be left unsecured due to clean up and/or lack of working alarm systems.
- ▶ The village officials are asking for a situation report and recommendations on what to tell the residents.

What are your options or action to take?

8

Questions





Village of
WILLOWBROOK

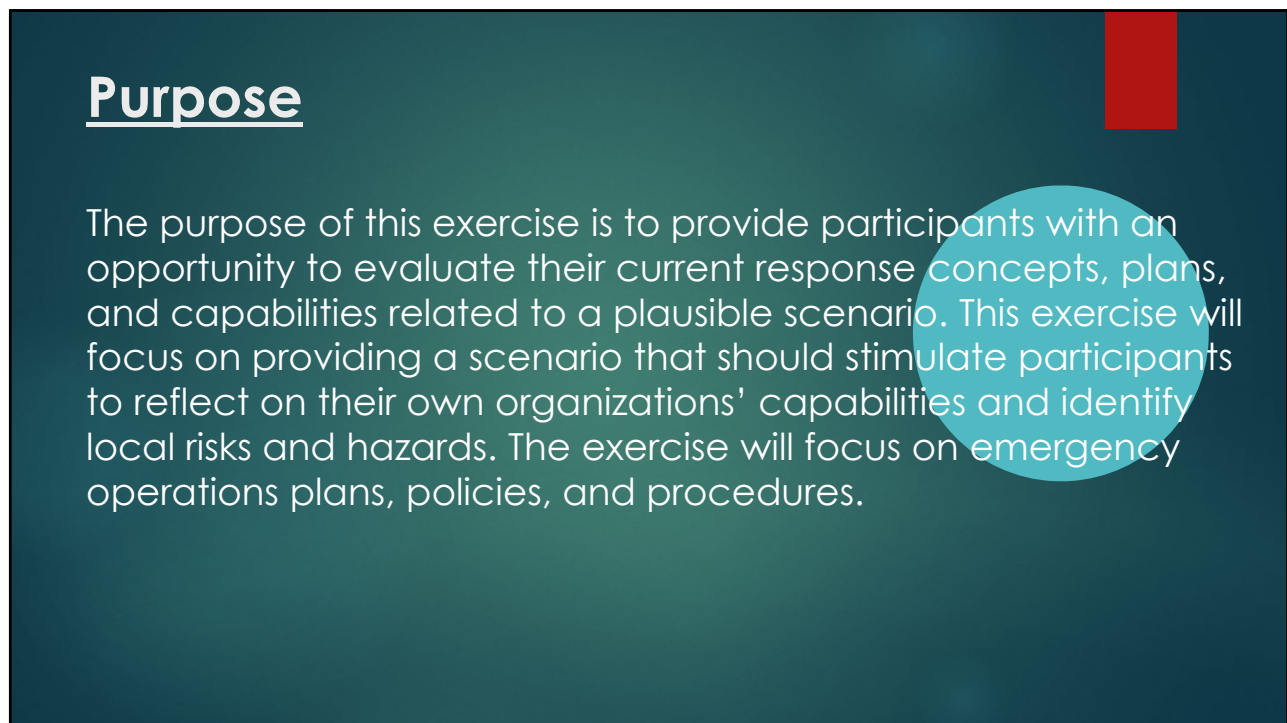


**TABLETOP
EXERCISE:**

TORNADO

Prepared by: Benjamin Kadolph

1



Purpose

The purpose of this exercise is to provide participants with an opportunity to evaluate their current response concepts, plans, and capabilities related to a plausible scenario. This exercise will focus on providing a scenario that should stimulate participants to reflect on their own organizations' capabilities and identify local risks and hazards. The exercise will focus on emergency operations plans, policies, and procedures.

2

Objectives

Exercise design objectives are focused on improving understanding of a response concept, identifying opportunities or problems, and/or achieving a change in organizational culture. This exercise will focus on the following objectives:

- ▶ Validate coordination plans for a multi-jurisdictional response to a tornado scenario affecting a wide range of area with damage dispersed.
- ▶ Identify or test current internal and external communications plan.
- ▶ Identify local government agency roles and effects on daily operations.

3

Facilitator/Evaluator

- ▶ Provide situation updates and moderate discussions.
- ▶ Provide additional information or resolve questions as required during exercise.
- ▶ May lead the discussion, pose questions to players, and ensure the schedule remains on track.
- ▶ Evaluate how tasks were performed.
- ▶ Provide injections to the exercise to facilitate the exercise.
- ▶ Provide nudging support or ideas when players reach an impasse.

4

Setting Overview

- ▶ On Thursday, June 19, at approximately 0600, the National Weather Service (NWS) Issues a Tornado Watch for all counties within the Chicago-metro area from 0900 to 1400.
- ▶ A strong storm system with lightening and 60 mile per hour (mph) winds begins in DuPage County at approximately 0930.
- ▶ At 1200, the NWS issues a Tornado Warning for DeKalb County.
- ▶ At 1220, the Emergency Operations Center (EOC) is partially activated.
- ▶ At 1225, DeKalb County reports severe damage and power outages possibly due to a tornado.

What is your First Assessment of the situation or action to take?

5

Inject #1

- ▶ The storm is continuing eastbound at 50 mph and is expected to hit the southwest corner of DuPage at 1255.
- ▶ At 1230 Willowbrook activates the tornado warning system.
- ▶ At 1233, the NWS confirms the storm cell produced an EF-3 tornado with 160 mph winds in DeKalb.
- ▶ At 1242, a funnel cloud forms at the edge of DuPage.
- ▶ The funnel cloud passes through Aurora and touches down as an EF-4 tornado with 180 mph winds in Naperville and continues five miles into Willowbrook, periodically lifting off the ground (total ground time is 1.75 miles).

What are your options or action to take?

6

Inject #2

- ▶ While in Willowbrook the tornado loses strength and lifts again finally dissipating.
- ▶ Immediately after the tornado ends, the Willowbrook police begins getting reports of severe damage in Willowbrook.
- ▶ The storm system is expected to end at 1340.
- ▶ Willowbrook police requests Disaster response to conduct damage assessments starting at 1430.
- ▶ The village officials are asking for a situation report and recommendations on what to tell the residents.

What are your options or action to take?

7

Inject #3

- ▶ The EOC concludes that approximately 40% of Willowbrook is without power and 20+ plus calls of injured persons.
- ▶ Tri State Fire Protection District has requested an EMS Third Alarm through the Mutual Aid Box Alarm System (MABAS) to provide support to the Willowbrook areas hit.
- ▶ All utilities have been notified of the areas affected.
- ▶ Willowbrook Public Works begin assessing the debris removal and request for Public Works Mutual Aid (PWMA) debris removal teams.
- ▶ It is estimated that approximately 10 homes are destroyed with another 15 sustaining severe damage.
- ▶ The EOC begins to coordinate with the Red Cross anticipating the need to shelter at least 50 people.
- ▶ As relocations and evacuations are being conducted the Willowbrook building department begins its initial assessment of structural damage.

What are your options or action to take?

8

Questions





SEVEN CRITICAL TASKS

DURING THE CRISIS PHASE (first 30 minutes) OF A CRITICAL INCIDENT



1-ESTABLISH COMMUNICATIONS AND CONTROL

- A. Assume and announce command
- B. Clear frequency
- C. Size up situation, What do I have? Weapons, # of Suspects, etc.
If chemical? (refer to IDOT Emergency Response Guide for type)

2-IDENTIFY HOT ZONE

- A. Identify immediately to limit exposure for responders and citizens
- B. Immediately communicate hot zone boundaries to the communications center
- C. No one allowed in unless authorized by the Incident Commander and control movement out

3-ESTABLISH INNER PERIMETER "Control and Contain"

- A. No unauthorized personnel can access the inner perimeter
- B. Uniformed personnel only to control the inner perimeter
- C. Ensure personnel take proper cover and concealment

4-ESTABLISH OUTER PERIMETER

- A. Limit and control access into the scene
- B. Identify and secure safe routes of travel to and from the scene
- C. This should not be an offensive position
- D. All outer perimeter personnel should know the locations of: Command Post, Staging Area, and Media Information Area within this zone

5-ESTABLISH INCIDENT COMMAND POST

- A. Command Post should be established between the inner and outer perimeter
- B. The Command Post should not be in line-of-sight to the scene

6-ESTABLISH STAGING AREA

- A. The Staging Area is used to house personnel and material
- B. Establish the Staging Area between the inner and outer perimeters
- C. **SHOULD NOT** be co-located with the Command Post or within view of the scene
- D. Assign a Staging Area Officer and advise communications to send all unassigned units & mutual aid agencies there
- E. Advise the route of travel to and from the area

7-REQUEST ADDITIONAL RESOURCES

- A. The need for additional personnel, specialized units, and/or other agencies - **ILEAS mutual aid request: 847-590-3500**

7 Critical Tasks Developed by



Check out our new book "Critical Incident Management" 2nd Edition
CRC Press ISBN: # 9781439874547

ILEAS Agency Preparedness Program

"This document was prepared under a grant from the Federal Emergency Management Agency's Grant Program Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD, the U.S. Department of Homeland Security or the State of Illinois."

Additional Resources

- | | |
|----------------------|-----------------------|
| • Sworn Personnel | • Translators |
| • Sworn Supervisors | • Tactical Support |
| • Specialized Equip. | SWAT |
| Air Support | EOD |
| All-Terrain Vehicle | Mobile Field Force |
| Command Posts | Negotiators |
| Watercraft | Dive Team |
| • Communications | • Corrections |
| Technical Support | • ILEAS Regional |
| Equipment | Planning Coordinators |

Other resources are listed on the ILEAS Website:
www.ileas.org
Feb 2016



Primary 847-590-3500
Secondary 309-494-8000

Have this info ready when you call:

- Requesting Agency and Authorizing Officers Name and call back #
- Nature of the Incident
- Location, Zip Code & County of Incident
- What Departments are already on the scene?
- In addition to units/resources on scene or responding, what do you need?
- Responders Point of Contact and method. (i.e. Phone #, Radio Channel)
- Staging area location and routing info

If requesting Special Team Response, include:

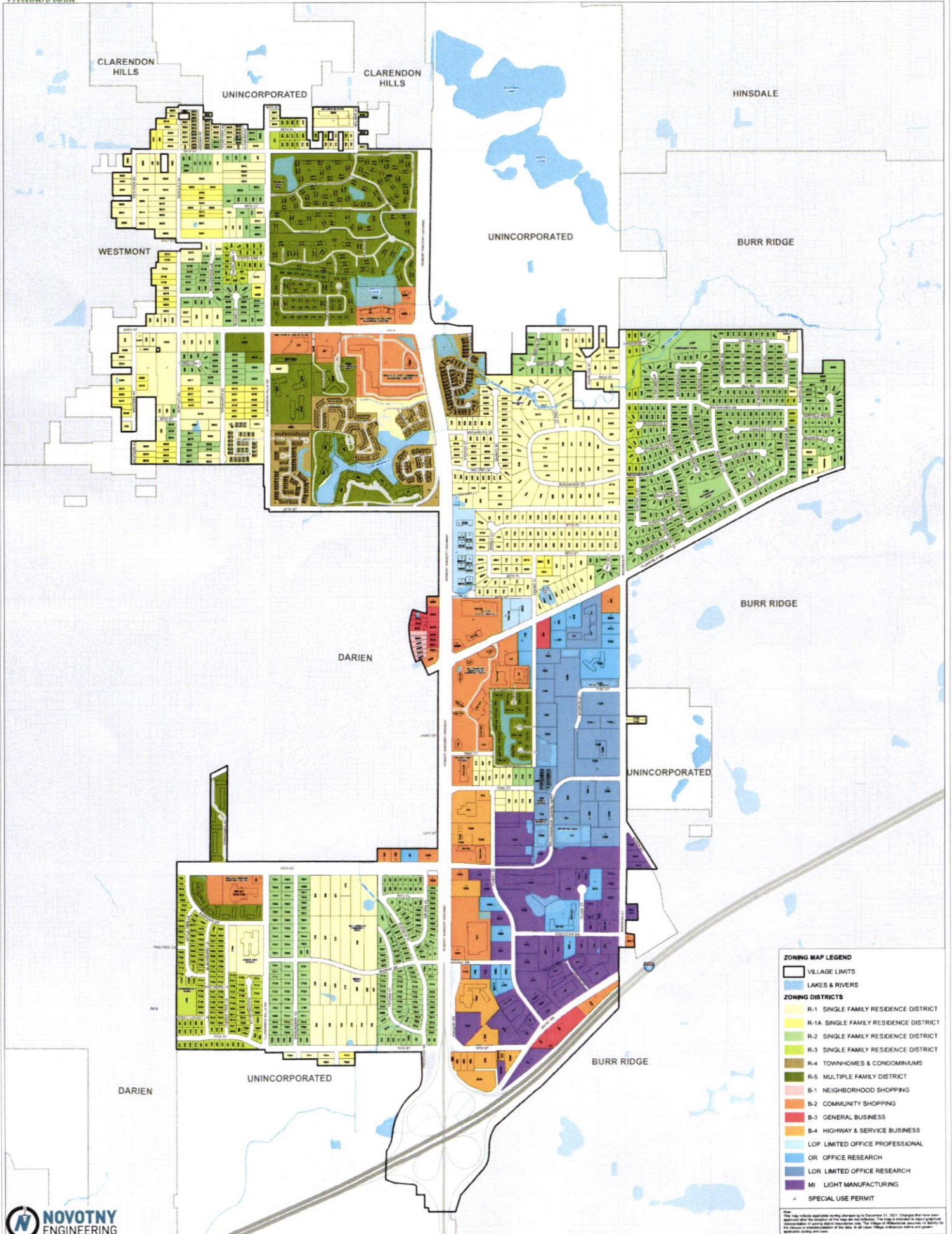
- Team Requested (Mobile Field Force, SRT, Communications)
- When requesting Special Teams, NWCD/PEORIA will relay contact info to a Team Commander who will contact the requesting Supervisor.

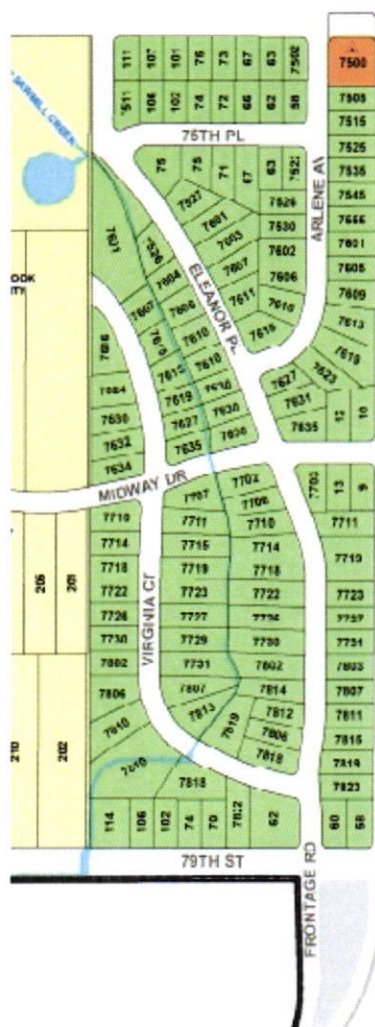
Appendix E VILLAGE OF WILLOWBROOK ZONING MAP



1 INCH = 400 FEET
SCALE BASED ON A 1/2" BY 1/2" PLOT

Willowbrook



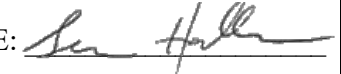


VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A PRESENTATION AND DISCUSSION ABOUT THE POSSIBILITY AND LOGISTICS OF BECOMING A MEMBER ENTITY OF SEASPAR (SOUTH EAST ASSOCIATION FOR SPECIAL PARKS AND RECREATION) FOR SPECIAL RECREATION ASSOCIATION SERVICES

AGENDA NO. 7.**AGENDA DATE:** 11-28-2022**STAFF REVIEW:** Dustin Kleefisch, Director of Parks & Recreation**SIGNATURE:****LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:****RECOMMENDED BY:** Sean Halloran, Village Administrator**SIGNATURE:****REVIEWED & APPROVED BY A COMMITTEE:**YES ☐NO ☐N/A ☒**ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)**

The discussion to become a member entity of SEASPAR (South East Association for Special Parks And Recreation) for the Village Special Recreation Association Services is a strategic and mutually beneficial maneuver. SEASPAR is recognized as one of the best Special Recreation Association in the state of Illinois. Their services and resources would be a dramatic improvement over the current services rendered by Ray Graham Association via Gateway SRA to residents who have special recreation needs. SEASPAR has more staff, facilities, equipment, and resources than currently available through Gateway SRA.

To become a member of SEASPAR there is a selection and approval process. The Village of Willowbrook Board of Trustees would have to approve a resolution (at a later date) to seek approval and acceptance as a new member entity of SEASPAR. At that time, the SEASPAR Board of Directors would interview and decide to accept or deny the application. If accepted, then the Village of Willowbrook would have to inform Gateway SRA of its decision to leave and would enact their exit clause, which is an eighteen (18) month process.

If approved by the Board of Trustees, staff will begin the process of formally organizing efforts to become a member entity of SEASPAR.

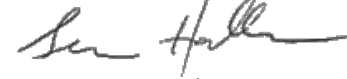
ACTION PROPOSED: Provide feedback.

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Use of ARPA (American Rescue Plan Act) Funds Discussion

AGENDA NO. 8.**AGENDA DATE: 11/28/2022****STAFF REVIEW:** Sean Halloran, Village Administrator**LEGAL REVIEW:** Tom Bastian, Village Attorney

Tom Bastian / cm

RECOMMENDED BY: Sean Halloran, Village Administrator**BACKGROUND/DISCUSSION**

On March 11, 2021, the \$1.9 trillion American Rescue Plan Act (ARPA) was signed into law. ARPA appropriates \$19.53 billion to States for distribution to non-entitlement units of local government (NEUs), which are cities, towns, or Villages that serve a population less than 50,000. In total, \$742 million has been allocated for eligible NEUs in Illinois of which approximately \$1,180,000 has been allocated for the Village of Willowbrook.

The ARPA funding is being distributed to eligible NEUs in two tranches with 50% of the total allotment delivered in 2021 and the remaining 50% allotment delivered in 2022. As of this Board meeting, both tranches have been received. The ARPA funding for Illinois NEUs is being administered by the Department of Commerce and Economic Opportunity (DCEO).

In order to expedite the delivery of the Village's ARPA funds and meet the funding request deadline, on July 28, 2021 the Village submitted a request with the DCEO for the first tranche of ARPA funding. This request included the execution of the required Coronavirus Local Fiscal Recovery Fund Award Terms and the Conditions and Assurances of Compliance with Civil Rights Requirements forms.

The U.S. Department of the Treasury has released guidance on the use of the ARPA funds which generally includes:

- Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency,
- COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery,
- Premium pay for essential workers,
- Investments in water, sewer, and broadband infrastructure.

Restrictions on the uses of these funds include:

- Funds allocated to states cannot be used to directly or indirectly offset tax reductions or delay a tax or tax increase;
- Funds cannot be deposited into any pension fund

Municipalities have until December 31, 2024 to obligate ARPA funds and all ARPA funds must be spent by December 31, 2026.

Following the above guidelines and a review of ongoing projects, staff is recommending using the \$1,180,000 ARPA funds in the following manner and timeline:

Fund	Board Approval	Department	Description	Amount
ARPA	11/28/2022	Police	Three (3) Police Detective vehicles, which will be 2022 Chevrolet Malibu	\$80,000
ARPA	12/19/2022	Police	Two (2) Police Patrol vehicles – Ford Police Interceptors	\$150,000
ARPA	March/April 2022	Parks/Public Works	Borse Park Stormwater improvements. This project will mitigate stormwater issues throughout the parks and will install a permeable paver parking lot.	\$937,498
TOTAL				\$1,167,498
Funds Available				\$0

ACTION PROPOSED: Feedback.