

Fund  
**GENERAL**

Department:  
**FIRE**

Division:  
**EMERGENCY MANAGEMENT**

Division No.: **40161**

**MISSION:**

The mission of the Emergency Management Services (EMS) Division is to prepare and coordinate actions to minimize loss of life and property damage caused by natural and man-made disasters, terrorism and nuclear incidents.

**SERVICES:**

The Emergency Management Services Division provides the four phases of disaster management: Preparedness, Mitigation, Response and Recovery. The Carbondale Emergency Operations Plan is the guiding document for all phases of disaster management.

**SIGNIFICANT GOALS AND OBJECTIVES:**

**GOAL:**

A. Improve the City's emergency and disaster mitigation efforts

**Objective:**

1. Increase awareness of mitigation as the best way to reduce the impact of hazards

**Strategies:**

- a. Provide outreach programming to the community on simple mitigation measures
- b. Make presentations to community groups and organizations on what mitigation can do for them
- c. Assist local governmental entities with mitigation programs they have identified

**Objective:**

2. Enhance the mitigation efforts of the City to better assist citizens in times of disaster

**Strategies:**

- a. Review annually potential hazards and the City's capability to respond to them

b. Focus on threats which will impair local governments' abilities to function

c. Undertake mitigation efforts to deal with those threats

**GOAL:**

B. Continue and improve community protection and awareness regarding emergency situations

**Objective:**

1. Enhance community safety during times of adverse weather or other potential disasters

**Strategies:**

- a. Review and update City Emergency Operations Plan
- b. Activate Emergency Operations Center whenever potential emergency situations exist

**Objective:**

2. Enhance the process of disseminating information to the public

**Strategies:**

- a. Use the *Carbondale Communiqué* to communicate preparedness information
- b. Present public education and hazard awareness campaigns quarterly
- c. Use the City Vision 16 cable channel to disseminate public service announcements
- d. Broadcast mitigation and preparedness messages on Carbondale Information Radio AM 1620

**Objective:**

3. Continue Contamination Monitoring and Control Program

**Strategies:**

- a. Assist Fire Department in meeting all requirements of and training for the Radiological Defense Program
- b. Support scheduled testing and update of all radiological monitoring devices/equipment

**GOAL:**

C. Improve the City's ability to respond to emergencies and decrease the time required to restore the community to its normal state

**Objective:**

1. Support emergency authorities and management in times of disaster

**Strategies:**

- a. Submit required reports and documents to Illinois Emergency Management Agency
- b. Update critical personnel, equipment and inventory list annually
- c. Identify emergency operating funds
- d. Schedule and conduct training for City staff

**Objective:**

2. Enhance warning and communication capabilities

**Strategies:**

- a. Continue to maintain, test and update communication equipment on a scheduled basis
- b. Continue to maintain, test and update population warning equipment on a scheduled basis
- c. Continue upgrade of Emergency Operation Program with purchase of new equipment

**GOAL:**

- D. Enhance the community's ability to recover from disasters in a short period of time

**Objective:**

1. Establish strategies to facilitate the transition from immediate "response" issues to the "recovery" phase

**Strategies:**

- a. Improve intergovernmental coordination and communication by interacting with state and federal response agencies including the Illinois and Federal Emergency Management Agencies
- b. Increase ability to cope with "people problems" in disasters through training
- c. Coordinate implementation of building damage assessment policies that allow for the quick removal of dangerous property
- d. Develop implementation policies for federal and state disaster assistance programs

**Objective:**

2. Enhance the capacity for the community to handle physical, social, economic and environmental "healing" after a disaster

**Strategies:**

- a. Anticipate economic and societal problems that will occur in times of disaster
- b. Coordinate with the local Chamber of Commerce and businesses to aid recovery
- c. Include mitigation opportunities in recovery/rebuilding planning
- d. Coordinate implementation of the Map your Neighborhood Program

**PROGRAM HIGHLIGHTS:**

In FY 2013, Emergency Management Services (EMS) regular and volunteer staff attended training courses offered by the Illinois Emergency Management Agency, the National Weather Service and Federal Emergency Management Agency.

EMS staff participated in public information talks and displays throughout FY 2013. These included presentations and displays at the Senior Fair, Senior Adult Services, and various schools, to name a few.

In FY 2013, EMS staff conducted exercises and table top disaster drills with the Illinois Emergency Management Agency, Southern Illinois University Carbondale (SIUC) and local agencies. EMS and City of Carbondale staff participated in the Great Shakeout Drill, a nationwide earthquake simulation drill.

In FY 2013, EMS obtained reaccreditation and updated the Emergency Operations Plan for the Illinois Emergency Management Agency.

In FY 2013, EMS obtained reaccreditation as a Storm Ready Community certified by the National Weather Service. Storm Ready helps community leaders and emergency managers strengthen local severe weather operations.

In FY 2013, the City of Carbondale continued to implement the National Incident Management System (NIMS). The NIMS provides a consistent approach for Federal, State, and local governments to work effectively together to prepare for and respond to disasters by standardizing management processes, protocols, and procedures.

In FY 2013, EMS completed updating communications to comply with Federal Communications Commission narrowband requirements, which became effective January 1, 2013. Narrowband frequencies allow increased bandwidth for public safety communications.

In FY 2013, EMS assisted in the completion of the Carbondale Elementary School District No. 95 Emergency Preparedness Plan.

In FY 2014, EMS staff will continue to provide and attend training courses for regular and volunteer staff as offered by the Illinois Emergency Management Agency, National Weather Service and Federal Emergency Management Agency.

In FY 2014, EMS staff will continue to work with area agencies to conduct disaster drills.

In FY 2014, EMS will continue providing NIMS basic training for newly hired employees and advanced level training for middle management and command staff.

In FY 2014, EMS will work to improve warning capabilities for properties annexed into City of Carbondale limits.

In FY 2014, EMS will research and work to update weather software that provides vital information to EMS staff during weather watches and warnings.

**PERFORMANCE MEASUREMENTS:**

Performance Measurements	Division Goal/Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Exercises and Drills Conducted	C-2	7	4	5	4
Education and Outreach Programs	B-2/C-1	14	9	9	9
Training Sessions for Volunteer Staff	C-2	7	9	9	9
Emergency Operations Center Activations	B-1	14	20	14	20
Hazard Mitigation Meetings for Governmental Units & Utilities	A-1/A-2/D-1	14	12	6	12

**NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:**

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
Coordinator	0.50	0.50	0.44	0.50	\$28,501
Assistant Coordinator	0.04	0.04	0.04	0.04	\$3,216
<b>TOTAL</b>	0.54	0.54	0.48	0.54	\$31,717

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	27,834	31,457	25,015	28,501
102 Accrued Vacation Leave	0	0	0	0
110 Employee Overtime	3,707	2,994	2,994	6,256
130 Employee Health Ins. Benefits	9,033	9,820	7,668	3,339
131 Employee Retirement Benefits	14,981	14,769	15,165	14,526
150 Special Contractual Benefits	400	413	413	425
<b>TOTAL PERSONAL SERVICES</b>	<b>55,955</b>	<b>59,453</b>	<b>51,255</b>	<b>53,047</b>
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
220 Communications-Telephone	3,376	2,940	2,536	3,345
222 Communications-Postage	19	20	14	20
230 Utilities-Electric	1,116	1,206	955	1,335
240 Travel, Conferences, Training	226	316	100	516
250 Repairs & Maint.-Equip.	2,255	1,500	791	1,500
260 Rental Charges	6,064	6,246	6,247	6,434
272 Office Supplies	42	600	600	643
273 Operating Supplies & Materials	606	1,379	1,121	1,379
275 Motor Fuels and Lubricants	0	595	100	653
280 Subscriptions and Memberships	212	213	213	213
299 Operating Equipment	1,560	1,061	3,761	0
<b>TOTAL DIR. OPER. CHRGS. &amp; SRVCS.</b>	<b>15,476</b>	<b>16,076</b>	<b>16,438</b>	<b>16,038</b>
<b>SERVICES AND CHARGES TRANSFERRED IN</b>				
311 Vehicle & Equipment-Parts	938	1,000	1,000	1,000
<b>TOTAL SRVCS. &amp; CHRGS. TRANS IN</b>	<b>938</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>CAPITAL OUTLAY</b>				
503 Machinery and Equipment	0	0	22,811	0
<b>TOTAL SRVCS. &amp; CHRGS. TRANS IN</b>	<b>0</b>	<b>0</b>	<b>22,811</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>72,369</b>	<b>76,529</b>	<b>91,504</b>	<b>70,085</b>