

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 of 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 in rebuilding planning
- d. Coordinate implementation of the Map your Neighborhood Program

**PROGRAM HIGHLIGHTS:**

In FY 2015, EMS reviewed the City's Operation Plan and renewed its three year accreditation with the Illinois Emergency Management Agency. This plan is used in the event of a disaster.

In FY 2015, 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 2015, EMS regular and volunteer staff attended training courses offered by the Illinois Emergency Management Agency, the National Weather Service and Federal Emergency Management Agency.

In FY 2015, EMS continued working with Crab Orchard National Wildlife Refuge, Southern Illinois Airport, and Memorial Hospital of Carbondale in re-evaluating their disaster plans.

During FY 2015, EMS staff participated in public information talks and displays. These included presentations and displays at the Senior Fair, Senior Adult Services, and various schools.

In FY 2015, EMS maintained accreditation 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 2015, the Emergency Operations Center (EOC) was moved to the newly constructed Fire Station 2. This new location provides additional space and technology to better enhance communications in the event of an emergency.

In FY 2015, EMS staff participated in the Central United States Earthquake Consortium Capstone 14 Drill which is a three-year, multi-state scope of planning and preparedness activities culminating in a major, multi-state earthquake exercise.

In FY 2015, EMS staff participated in the 4<sup>th</sup> annual IEMA Great Shake Out Earthquake Drill.

In FY 2015, EMS staff continued to test and maintain the outdoor warning system for the City of Carbondale and SIUC as well as participated in the monthly IEMA Starcom drills.

In FY 2016, 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.

During FY 2016, EMS staff will continue to work with area agencies to conduct disaster drills.

In FY 2016, EMS will continue providing NIMS basic training for newly hired employees and advanced level training for middle management and command staff.

In FY 2016, EMS and City staff will continue to review all areas of the City for adequate storm siren coverage.

In FY 2016, EMS will integrate within the Police Department Dispatch's software for use in the EOC. This software will provide EOC staff with enhanced productivity and quick reference to critical information, including maps to ascertain assets, priorities, and personnel/equipment status in the event of a disaster.

**PERFORMANCE MEASUREMENTS:**

Performance Measurements	Division Goal/ Objective	Actual FY 2014	Authorized Budget FY 2015	Estimated Actual FY 2015	Budget FY 2016
Hazard Mitigation Meetings for Governmental Units & Utilities	A-1, A-2 D-1, D-2	15	12	18	15
Emergency Operations Center Activations	B-1	12	18	12	18
Education and Outreach Programs	B-2, C-1, D-2	9	9	9	9
Exercises and Drills Conducted	C-1, C-2	11	5	14	8
Training Sessions for Volunteer Staff	C-2	4	6	5	6

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

POSITION TITLE	ACTUAL FY 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$ AMOUNT BUDGET FY 2016
Coordinator	0.52	0.50	0.50	0.50	\$30,526
Assistant Coordinator	0.02	0.0	0.02	0.04	\$1,591
<b>TOTAL</b>	0.54	0.50	0.52	0.54	\$32,117

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2014	BUDGET FY2015	ACTUAL FY2015	BUDGET FY2016
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	28,228	29,075	31,229	32,117
102 Accrued Vacation Leave	0	0	0	0
110 Employee Overtime	1,740	6,288	3,745	3,347
130 Employee Health Ins. Benefits	3,169	3,367	3,346	3,526
131 Employee Retirement Benefits	427	14,953	15,470	15,191
140 Employee Work Comp. Benefits	0	0	14	43
150 Special Contractual Benefits	0	425	413	425
<b>TOTAL PERSONAL SERVICES</b>	<b>33,564</b>	<b>54,108</b>	<b>54,217</b>	<b>54,649</b>
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
220 Communications-Telephone	2,844	2,940	3,368	5,722
222 Communications-Postage	9	20	10	20
230 Utilities-Electric	996	1,140	1,008	1,140
240 Travel, Conferences, Training	304	377	377	1,015
250 Repairs & Maint.-Equip.	916	1,500	1,100	1,500
260 Rental Charges	6,434	6,627	6,627	6,825
272 Office Supplies	220	600	600	600
273 Operating Supplies & Materials	1,202	2,707	5,965	1,848
275 Motor Fuels and Lubricants	0	604	100	604
280 Subscriptions and Memberships	212	213	213	213
299 Operating Equipment	1,265	0	0	0
<b>TOTAL DIR. OPER. CHRGS. &amp; SRVCS.</b>	<b>14,402</b>	<b>16,728</b>	<b>19,368</b>	<b>19,487</b>
<b>SERVICES AND CHARGES TRANSFERRED IN</b>				
311 Vehicle & Equipment-Parts	64	1,000	174	250
<b>TOTAL SRVCS. &amp; CHRGS. TRANS IN</b>	<b>64</b>	<b>1,000</b>	<b>174</b>	<b>250</b>
<b>CAPITAL OUTLAY</b>				
503 Machinery and Equipment	0	25,127	0	0
<b>TOTAL SRVCS. &amp; CHRGS. TRANS IN</b>	<b>0</b>	<b>25,127</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>48,030</b>	<b>96,963</b>	<b>73,759</b>	<b>74,386</b>