



Mayor & Village Board Standard Operating Procedure – No. 017

Date Adopted: September 22, 2021

Date(s) Revised:

Mayor and Village Board Standard Operating Procedure No. 017, having been first adopted by the Mayor and Village Board on September 22, 2021 shall:

1. Be reviewed and updated (if necessary) on at least an annual basis;
2. Be administered by the Mayor and Village Manager; and
3. Serve as the policy guiding the Village Board regarding the activation of the Village of Homer Glen Emergency Operations Plan.

Signed: _____

Date: September 22, 2021

POLICY ON GUIDING THE VILLAGE BOARD REGARDING THE ACTIVATION OF THE VILLAGE OF HOMER GLEN EMERGENCY OPERATIONS PLAN.

During normal operations, the Village Board is primarily responsible for setting policy and communicating with their constituents. Elected officials should have a clear understanding of how their staff responds to emergencies and disasters, what resources are available, and the limitations and capabilities of those resources.

Elected officials are responsible for ensuring public safety and the welfare of the citizenry, and must have a clear understanding of their appropriate roles in each of the phases of emergency management.

Mitigation – Elected officials should adopt public policy that will mitigate the impact disasters may have on their community. Mitigation efforts can include stormwater management, promoting sound land use planning based on known hazards and adopting comprehensive building codes to ensure compliance with applicable standards.

Preparedness – Elected officials should ensure their municipality is prepared for a disaster. Some examples of preparation include promoting a qualified and capable emergency management program, development and adoption of an emergency operations plan, training of all staff and Village Board members, and investing in infrastructure designed to warn the public of disasters – such as outdoor warning sirens or remote radio stations.

Response – The primary responsibility to coordinate the response to a disaster falls on the Chief Elected Official (Mayor or alternate in his or her absence) and the Emergency Manager. The role of Village Trustees during the response to a disaster is supportive.

Recovery – During the recovery phase of a disaster, elected officials should expect to focus much of their effort in securing and authorizing funding, including reimbursements for eligible expenses needed for recovery efforts. Elected officials should also review existing and/or additional public policies regarding mitigation measures.

Concept of Operations

- Village Trustees should ensure the safety of themselves and their families have been addressed.
- Village Trustees should be cognizant of the Open Meetings Act. Communication between a group of Trustees may be considered an OMA violation, even during an emergency.
- Village Trustees should become trained in the National Incident Management System (NIMS), emergency management, and the national framework. This basic training, available at no cost through FEMA, provides a foundational knowledge of the tenets of emergency management.
- Village Trustees should direct inquiries and requests for information or comments to the Village Manager. It is absolutely critical that one coordinated message be presented. Individual comments and messages quickly lead to uncontrollable rumors, creating unnecessary distractions for responders.
- Village Trustees should avoid making public statements or comments regarding the emergency or disaster. Public statements will be unified and shared with all elected officials.
- Village Trustees should inquire to the Village Manager for support roles that may need to be addressed. This will vary depending on the incident.
- Village Trustees should not spontaneously respond to the scene of an emergency or disaster. If a response is necessary, it will be requested through the Chief Elected Official, the Village Manager or the EMA Coordinator.