

COOK COUNTY EMERGENCY PLANNING ASSISTANCE PROGRAM

Frequently Asked Questions (FAQ)

What is the Emergency Planning Assistance Program (EPAP)?

The Emergency Planning Assistance Program (EPAP) is a **free** program offered by Cook County Emergency Management and Regional Security (EMRS) aimed at supporting municipalities in the development of the following four (4) key plans (collectively, "Plans"):

- Emergency Operations Plan (EOP)
- Continuity of Operations Plan (COOP)
- Continuity of Government Plan (COG)
- Recovery Plan

When will the project begin?

The EPAP was announced on July 24, 2023, by EMRS Executive Director Theodore "Ted" Berger. The program will be offered until the survey is closed. Municipalities must complete the survey by November 20, 2023.

When can I expect someone to contact me regarding my emergency plans?

Each municipality partner that completed the survey will receive a follow-up email regarding important dates, training, and details in emergency planning. Follow-up information should be received no later than October 16, 2023.

Is there a cost?

No, the program is **free**. However, you must complete the survey to participate.

What does my municipality have to do to participate? *

1. Submit the Cook County EPAP Survey. [EPAP Survey](#)
2. Designate a representative from your municipality for the training sessions to complete your Plans.
3. Contact your regional coordinator or the EPAP Team (emrsepap@cookcountyil.gov) if you would like to participate or have additional questions.

What if I already have an Emergency Operations Plan?

If you already have an existing Emergency Operation Plan, the EPAP is an excellent opportunity to enhance or update it with guidance from the EMRS planning team. The EOP will be uploaded to the EMRS Knowledge Management System to house your EOP.

What is the EMRS Knowledge Management System (KMS)?

The KMS is a live, secure, cloud-based system that provides accessibility to Plan templates and completed EOPs. Participating municipalities can access emergency plans using the KMS program whenever necessary, even after the EPAP has concluded. EMRS currently uses KMS to house its 2019 Multi-Jurisdictional All-Hazard Mitigation Plan securely.

Is an EOP a requirement?

If your municipality has established an emergency services and disaster agency by ordinance, then it must have an EOP that complies with the requirements published in the Illinois Administrative Code at 29 IAC Part 301 (Political Subdivision Emergency Services and Disaster Agencies).

Do I need a COOP/COG/Recovery Plan?

If your municipality must have an EOP, the EOP must have a Continuity of Operation Plan, Continuity of Government Plan, and Recovery Plan as appendices or standalone plans. See 29 IAC 301.280.

Will training be provided?

Training will be provided and will educate the participants on the importance of the relevant plans, their components, required information, the completion process, and how to create and update the relevant plans in the KMS.

Does my municipality have to attend the training sessions?

Yes, the training sessions are mandatory and will educate each participant on the importance of the relevant plan, its parts, required information, the completion process, and how to create and update the applicable plan in the KMS.

What is the time commitment?

EMRS has contracted with an emergency management consultant to develop templates for the Plans and provide training sessions in person and virtually. The training sessions will be scheduled once the templates are created. The estimated timeframe is between October 2023 through March 2024. Online registration for each training session will be provided.

What are the benefits of EPAP?

- **Free emergency planning templates with expert support:** EMRS has partnered with Integrated Solutions Consulting Corp. to create plan templates for each municipality to complete and develop an Emergency Operations Plan (EOP) tabletop exercise that participating municipalities can use to test their individual plans.
- **Access to emergency plans in a secure cloud-based system live:** Each municipality will have completed emergency plans stored in the Knowledge Management System (KMS). These plans will be stored in the KMS that EMRS currently uses to house their 2019 Multi-Jurisdictional All-Hazard Mitigation Plan securely. This system is a cloud-based program that provides a live environment for users to update or complete the plans.
- **Emergency plans that comply with current Illinois requirements:** Municipal participants will have Plans (EOP, COOP, COG, and Recovery) that comply with both 29 Illinois Administrative Code, Sec. 301, and the National

Emergency Management Standard developed by the Emergency Management Accreditation Program and adopted by the Illinois Emergency Management Agency as an ESDA requirement on July 31, 2018. *See 29 IAC 301.*

- **Training and Technical Assistance:** The training will educate municipalities on plan development and updating process, the essential parts of the plans, and the required information. Technical assistance is aimed at municipalities that lack planning capacity and face other challenges in completing emergency plans.

Who is my regional coordinator, and how do I contact them?

Regional coordinators are assigned by Cook County regions:

Cook County North

David Olson

Phone: (312) 877-2602

Email: David.Olson@cookcountyil.gov

Cook County South

John Daniel

Phone: (312) 590-3848

Email: John.Daniel@cookcountyil.gov

Cook County Central

John Daniel (South of I-290)

David Olson (North of I-290)

The following page lists Cook County municipalities by region.

NORTH	CENTRAL	SOUTH
Arlington Heights	Bedford Park	Alsip
Barrington	Bellwood	Blue Island
Barrington Hills	Bensenville	Burnham
Bartlett	Berkeley	Calumet City
Buffalo Grove	Berwyn	Calumet Park
Deer Park	Bridgeview	Chicago Heights
Deerfield	Broadview	Chicago Ridge
Des Plaines	Brookfield	Country Club Hills
East Dundee	Burbank	Crestwood
Elgin	Burr Ridge	Dixmoor
Elk Grove Village	Cicero	Dolton
Evanston	Countryside	East Hazel Crest
Glencoe	Elmhurst	Evergreen Park
Glenview	Elmwood Park	Flossmoor
Golf	Forest Park	Ford Heights
Hanover Park	Forest View	Frankfort
Hoffman Estates	Franklin Park	Glenwood
Inverness	Hickory Hills	Harvey
Kenilworth	Hillside	Harwood Heights
Lincolnwood	Hinsdale	Hazel Crest
Morton Grove	Hodgkins	Hometown
Mount Prospect	Indian Head Park	Homewood
Niles	Justice	Lansing
Norridge	LaGrange	Lemont
Northbrook	LaGrange Park	Lynwood
Northfield	Lyons	Markham
Palatine	Maywood	Matteson
Park Ridge	McCook	Merrionette Park
Prospect Heights	Melrose Park	Midlothian
Rolling Meadows	North Riverside	Oak Forest
Roselle	Northlake	Oak Lawn
Rosemont	Oak Brook	Olympia Fields
Schaumburg	Oak Park	Orland Hills
Skokie	River Forest	Orland Park
South Barrington	River Grove	Palos Heights
Streamwood	Riverside	Palos Hills
Wheeling	Schiller Park	Palos Park
Wilmette	Stickney	Park Forest
Winnetka	Stone Park	Phoenix
	Summit	Posen
	Westchester	Richton Park
	Western Springs	Riverdale
	Willow Springs	Robbins
	Woodridge	Sauk Village